Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda
Capital Regional District Board

Wednesday, December 11, 2024 | **1:05 PM** | **6th Floor Boardroom, 625 Fisgard Street, Victoria, BC**

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

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

3.1. 24-1329 Minutes of the October 30, 2024 and the minutes of the November 13, 2024 Capital Regional District Board Meeting

Recommendation: That the minutes of the Capital Regional District Board meeting of October 30, 2024 and November 13, 2024 be adopted as circulated.

Attachments: Minutes - October 30, 2024

Minutes - November 13, 2024

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

5.1.1 **24-1335** Presentation: Marie-Terese Little, Vice Chair of CRD Board Re: Archie Galbraith Bursary (Pearson College)

5.2. Delegations

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

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

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

6. CONSENT AGENDA

6.1. 24-1075 Archie Galbraith Memorial Scholarship 2024

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

Attachments: Staff Report: Archie Galbraith Memorial Scholarship

Appendix A: Student Profile - Avery Carswell

6.2. 24-1218 Appointment of Officers

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with CRD Bylaw No. 2681, Tanveer Garg, Vanessa McGregor, Karen O'Brien, Cole Bains, and Eric Jellema be appointed as Bylaw Enforcement Officers.
(NWA)

Attachments: Staff Report: Appointment of Officers

6.3. 24-1153 Healthy Waters Project for Tod Creek on the Saanich Peninsula - November Update

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

Attachments: Staff Report: Healthy Waters Project for Tod Creek - November Update

Appendix A: Raincoast Healthy Waters: Prelim. Watershed Report - Tod Creek

6.4. 24-1180 Solid Waste Market Research and Engagement Study

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

Attachments: Staff Report: Solid Waste Market Research and Engagement Study

Appendix A: Solid Waste Market Research & Engagement Study - Malatest

6.5. 24-1185 Solid Waste Management Plan - Three-Year Cycle

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

Attachments: Staff Report: Solid Waste Management Plan - Three-Year Cycle

6.6. 24-1189 Award of Contract ERM2024-007 - Hauling and Processing of Kitchen Scraps

Recommendation: The Environmental Services Committee recommends to the Capital Regional District Board:
That Contract ERM2024-007, Hauling and Processing of Kitchen Scraps, be awarded to Convertus Canada Ltd. from March 1, 2025 to February 28, 2030, at the rate of $130 per tonne and an estimated cost of $1,560,000 per year, plus GST.
(NWA)

Attachments: Staff Report: Award of Contract - Hauling & Processing of Kitchen Scraps

6.7. 24-1152 Vancouver Island and Coastal Communities Climate Summit - Summary Report

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

Attachments: Staff Report: VICC Climate Summit - Summary Report

Appendix A: VICC 2024 Virtual Climate Summit Report (Sept 2024)

6.8. 24-1269 Inclusive Regional Governance Study Grant Update

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

Attachments: Staff Report: Inclusive Regional Governance Study Grant Update

Appendix A: Inclusive Regional Governance Study Grant Draft Final Report

6.9. 24-1275 Amendments to Remuneration for Elected Officials of the Salt Spring Electoral Area

Recommendation: The Governance Committee recommends to the Capital Regional District Board:
That the Capital Regional District Board approve the Board Remuneration and Travel Expense Reimbursement Policy as amended, effective January 1, 2025.
(NWA)

Attachments: Staff Report: Amendments to Remuneration for Elected Officials for SSI EA

Appendix A: Board Remuneration and Travel Expenses Reimbursement Policy

6.10. 24-1286 2025 Appointment of Liaison to Accessibility Advisory Committee

Recommendation: [At the December 4, 2024 Governance Committee meeting, a motion was carried to appoint Chair Little of the Governance Committee.]
The Governance Committee recommends to the Capital Regional District Board:
That Governance Committee Chair Marie-Terese Little be appointed as the Governance Committee liaison to the Accessibility Advisory Committee for a one-year term ending December 31, 2025.
(NWA)

Attachments: Staff Report: 2025 Appointment of Liaison to Accessibility Advisory Committee

Appendix A: Accessibility Advisory Committee Terms of Reference

Appendix B: Previous Staff Report dated April 5, 2023

6.11. 24-1085 2024 Interim Housing Needs Report for the Juan de Fuca Electoral Area

Recommendation: The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:
1. That the 2024 Juan de Fuca Electoral Area Interim Housing Needs Report, be received and published on the CRD website;
2. That staff be directed to amend the 2020 Capital Regional District Housing Needs Assessment by attaching the 2024 Juan de Fuca Electoral Area Interim Housing Needs Report as an appendix; and
3. That staff be directed to submit the amended 2020 Capital Regional District Housing Needs Assessment to the Province demonstrating that the legislative requirements have been met.
(NWA)

Attachments: Staff Report: 2024 Interim Housing Needs Report for the JdFEA
Appendix A: 2024 JdFEA Interim Housing Needs Report
Appendix B: 2020 Housing Needs Report

6.12. 24-1209 Wrigglesworth Lake Regional Park - Interim Management Guidelines

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board:
That the Wrigglesworth Lake Regional Park Interim Management Guidelines be adopted.
(WP - All)

Attachments: Staff Report: Wrigglesworth Lake Regional Park – IMG
Appendix A: Wrigglesworth Lake Regional Park – IMG

6.13. 24-1208 Regional Trestles Renewal, Trails Widening and Lighting Project Update - November 2024

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board:
That the Regional Trestles Renewal, Trails Widening and Lighting Project Update - November 2024 be forwarded to the Transportation Committee for information.
(NWA)

Attachments: Staff Report: Regional Trestles Renewal, Trails Widening & Lighting Project
Appendix A: Swan Lake and Brett Avenue Trestles: Profile Views of Options
Appendix B: Initial Construction Sequencing Map

6.14. 24-1219 2024 Capital Regional District Regional Parks and Trails Resident Survey

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board:
That the Resident Survey results and final report be adopted and published on the CRD website.
(NWA)

Attachments: Staff Report: 2024 CRD Regional Parks & Trails Resident Survey
Appendix A: 2024 CRD Regional Parks & Trails Resident Survey Report
Appendix B: 2024 Resident Survey Fact Sheet
Presentation: 2024 CRD Regional Parks & Trails Resident Survey Results

6.15. 24-1252 Municipal Regional District Tax (MRDT) Letter of Support for Town of Sidney

Recommendation: That the Capital Regional District Board provide a letter of support for the Sidney Business Improvement Area Society to levy a 3% Municipal Regional District Tax (MRDT) in the Town of Sidney from 2025 to 2030.
(NWA)

Attachments: Staff Report: MRDT Letter of Support for Town of Sidney

Appendix A: Request Letter from Sidney BIA Society (Nov 7, 2024)

Appendix B: Sidney Five-Year Tourism Plan Summary

Appendix C: Town of Sidney - Letter of Support (Dec 3, 2024)

6.16. 24-1330 2025 Committee and External Membership Appointments

Recommendation: That the Board receive the standing committee appointments and endorse the external appointments and nominations put forward in the attachment.
(NWA)

Attachments: 2025 Committee and External Membership Appointments

7. ADMINISTRATION REPORTS

7.1. 24-1239 2025 Schedule of Regular Board Meetings

Recommendation: 1. That the regular meetings for the Capital Regional District Board be scheduled in 2025 on the second Wednesday of each month as follows: January 8, February 12, March 12, April 9, May 14, June 11, July 9, August 13 (at the call of the Chair), September 10, October 8, November 12 (inaugural), December 10.
2. That the regular meeting of the Capital Regional District Board be scheduled in 2025 to commence at 11:00 am.
(NWA)

Attachments: Staff Report: 2025 Schedule of Regular Meetings

Appendix A: 2025 Board and Committee Schedule Revised (Redlined)

7.3. 24-1319 Short-term Biosolids Management Plan - December Update

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

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

8. REPORTS OF COMMITTEES

Electoral Areas Committee

8.1. 24-1127 Bylaw Nos. 4648 and 4649: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4648, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 18, 2024", be introduced and read a first, second and third time; and
(NWA)
2. That Bylaw No. 4648 be adopted.
(NWA, 2/3rds on adoption)
3. That Bylaw No. 4649, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 13, 2024", be introduced and read a first, second and third time; and
(WP - JDF & SGI)
4. That Bylaw No. 4649 be adopted.
(WP - JDF & SGI, 2/3rds on adoption)

Attachments: Staff Report: Bylaw 4648 and 4649 Fees Charges Bylaws

Appendix A: Bylaw No. 4648

Appendix B: Bylaw No. 4649

Appendix C: Bylaw Nos. 4648 and 4649 Changes Summary

8.2. 24-1176 Bylaw No. 4625: Lyall Harbour/Boot Cove Water Local Service Committee Bylaw Amendment - Conditional Water License Holder and Committee Membership

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4625 cited as, "Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990, Amendment Bylaw No. 2, 2024", be introduced and read a first, second, and third time.
(NWA)
2. That Bylaw No. 4625 be adopted.
(NWA, 2/3rds on adoption)

Attachments: Staff Report: LH/BC Proposed Bylaw Amendment

Appendix A: Media Release March 20, 2020

Appendix B: Bylaw No. 1875 Unofficial Consolidation (Redlined)

Appendix C: Bylaw No. 4625

8.3. 24-1284 Bylaw No. 4655: Southern Gulf Islands Small Craft Harbours Regulation Amendment

Recommendation: The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:
1. That Bylaw No. 4655, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024", be introduced and read a first, second, and third time.
(NWA)
2. That Bylaw No. 4655 be adopted.
(NWA, 2/3rds on adoption)

Attachments:
- Staff Report: Bylaw No. 4655 - SGI Small Craft Harbours Reg Amendment
- Appendix A: Bylaw No. 4655
- Appendix B: Bylaw No. 2844 Unofficial Consolidation (Redlined)
- Appendix C: Southern Gulf Islands Harbours Proposed Rates 2025

Environmental Services Committee

8.4. 24-1181 Hartland Landfill Tipping Fee and Regulation Bylaw No. 3881 Amendment and Adoption of Bylaw Nos. 4636 and 4646

Recommendation: [At the November 20, 2024 Environmental Services Committee meeting, both bylaws were recommended for adoption. Following the meeting, staff noticed an omission and revised Bylaw No. 4636 to increase the disposal fee for Commercial Load of Uncontaminated Demolition Waste from $150 to $155 per tonne. A revised Appendix B and Appendix D are attached for readings and adoption.]
The Environmental Services Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4636, "Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013, Amendment Bylaw No. 6, 2024", be read a first, second and third time; and
(WA)
2. That Bylaw No. 4636 be adopted.
(WA, 2/3rds on adoption)
3. That Bylaw No. 4646, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 80, 2024", be read a first, second and third time; and
(WA)
4. That Bylaw No. 4646 be adopted.
(WA, 2/3rds on adoption)

Attachments:
- Staff Report: Hartland Bylaw No. 3881 Amendment & Bylaws 4636 & 4646
- Appendix A: Staff Report to CRD Board - May 10, 2023
- Appendix B (Revised): Bylaw No. 4636
- Appendix B: Bylaw No. 4636
- Appendix C: Bylaw No. 4646
- Appendix D (Revised): Bylaw No. 3881 - Redlined Consolidation
- Appendix D: Bylaw No. 3881 - Redlined Consolidation
- Appendix E: Bylaw No. 1857 - Redlined Schedule 19

Governance Committee

8.5. 24-1076 Bylaw No. 4642: Changes to Officers and Officers' Titles

Recommendation: The Governance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4642, cited as "Officers', General Managers' and Management Staff's Bylaw No.1, 2006, Amendment Bylaw No.8, 2024" be introduced and read a first, second, and third time.
(NWA)
2. That Bylaw No. 4642 be adopted.
(NWA, 2/3rds on adoption)

Attachments: Staff Report: Bylaw No. 4642: Changes to Officers and Officers' Titles

Appendix A: Bylaw No. 4642

Appendix B: Bylaw No. 3343 - Unofficial Consolidation (Redlined)

Juan de Fuca Land Use Committee

8.6. 24-1173 Zoning Bylaw Amendment Application for the subject properties between Shirley and Jordan River described as:
- Parcel A (DD 104752I) of District Lot 745, Renfrew District; PID: 009-594-159
- Parcel B (DD52657I) of District Lot 745, Renfrew District; PID: 009-594-183
- District Lot 175, Renfrew District; PID: 023-414-308

Recommendation: The Land Use Committee Recommends to the Capital Regional District Board:
1. That the referral of proposed Bylaw No. Bylaw No. 4550, "Juan de Fuca Land Use Bylaw, 1992, Amendment No. 160, 2023"; to the Shirley-Jordan River Advisory Planning Commission; Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; Pacheedaht First Nation T'Sou-ke First Nation; BC Hydro; BC Parks; District of Sooke; Island Health; Ministry of Forests Archaeology Branch, BC Wildfire Service, and Water Protection; Ministry of Land, Water and Resource Stewardship; Ministry of Transportation & Infrastructure; RCMP; and Sooke District #62 be approved and comments be received;
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)
2. That proposed Bylaw No. 4599 be read a first and second time; and that in accordance with the provisions of Section 469 of the Local Government Act, the Director of the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a Public Hearing with respect to Bylaw No. 4550;
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)
3. That prior to adoption of proposed Bylaw No. 4550, the landowner registers a covenant in favour of the Capital Regional District prohibiting subdivision on District Lot 175, Renfrew District (PID: 023-414-308); and that staff be directed to ensure that all conditions are satisfied towards completion and registration; and
4. That prior to adoption of proposed Bylaw No. 4550, the landowner registers a statutory right-of-way for a public trail in favour of the Capital Regional District providing connectivity between existing Juan de Fuca Community Parks trails and backcountry trails, and that staff be directed to ensure that all conditions are satisfied towards completion and registration.
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

Attachments:
Staff Report: Zoning Bylaw Amendment Application
Appendix A: Location, Zoning, and DPA Map
Appendix B: Current Forestry (AF) and Resource Land (RL) Zones
Appendix C: Proposed Silviculture Campground (CR-5) Zone
Appendix D: Environmental Review, prepared by Steve Toth, Dec 20/23
Appendix E: Visitor Access and Servicing Route Plans
Appendix F: Proposed Bylaw No. 4550
Appendix G: Referral Comments

Regional Parks Committee

8.7. 24-987 Bylaw No. 4640: Amendment to the Capital Regional District Parks Services and Facilities Fees and Charges Bylaw No. 3675

Recommendation: [At the October 23, 2024 Regional Parks Committee meeting, the committee first raised a motion arising to revise the gradual pay parking increases at Thetis Lake and Sooke Potholes in proposed Bylaw No. 4640 in 2025 to $5 daily and $40 per season, and in 2026 to $6 daily and $50 per season. The Committee then passed the recommendation for readings and adoption of the attached Appendix A (Revised): Bylaw No. 4640.

At the November 13, 2024 Capital Regional District Board meeting, the Board introduced and gave first, second and third reading to Bylaw No. 4640. The Bylaw did not pass a two-thirds weighted vote on adoption. Section 228 of the Local Government Act requires at least two-thirds vote to adopt a bylaw at the same meeting as third reading; in all other cases, adoption only requires a majority vote in favour.

The Board then passed a motion to refer Bylaw No. 4640 to a future meeting of the CRD Board:]

The Regional Parks Committee recommends to the Capital Regional District Board:
That Bylaw No. 4640 be adopted.
(WP - All)

Attachments: Staff Report: Bylaw No. 4640 - Amendment to Bylaw No. 3675

Appendix A (Revised): Bylaw No. 4640

Appendix A: Bylaw No. 4640

Regional Water Supply Commission

8.8. 24-1200 Bylaw No. 4652, Water Advisory Committee Bylaw Amendment

Recommendation: [At the November 22, 2024 Regional Water Supply Commission meeting, the Commission requested the following revisions for clarity to the following:
- Correction to number of members to read "10 to 15 members plus First Nations representation" in Appendix E & F (Revised)
- Changing commission membership to bulleted list in Appendix C, E, F (Revised)
- Adding a note that First Nations participants would be ex officio members in Appendix B, C, E, F (Revised)
A REVISED Bylaw No. 4652 (Appendix B) and REVISED Terms of Reference (Appendix C) have been attached to this report for adoption.]

That the Regional Water Supply Commission recommend to the Capital Regional District Board:
a) That Bylaw No. 4652 cited as "Water Advisory Committee Bylaw No. 1, 1997, Amendment Bylaw No. 1, 2024", be introduced and read a first, second, and a third time.
(NWA)
b) That Bylaw No. 4652 be adopted.
(NWA, 2/3rds on adoption)
c) That, upon adoption of Bylaw No. 4652, the revised Water Advisory Committee Terms of Reference be approved for 2025.
(NWA)

Attachments:
- Staff Report: Bylaw No. 4652, Water Advisory Committee Bylaw Amendment
- Appendix A: Bylaw No. 2541
- Appendix B: (Revised) Amendment Bylaw No. 4652.pdf
- Appendix B: Amendment Bylaw No. 4652
- Appendix C: (Revised) Bylaw No. 2541, Unofficial Redlined Consolidation
- Appendix C: Bylaw No. 2541, Unofficial Redlined Consolidation
- Appendix D: Water Advisory Committee Terms of Reference - Current
- Appendix E: (Revised) Updated Water Advisory Committee TOR, Redlined Vers
- Appendix E: Updated Water Advisory Committee TOR, Redlined Version
- Appendix F: (Revised) Updated Committee Terms of Reference - Clean Version
- Appendix F: Updated Committee Terms of Reference - Clean Version

9. BYLAWS

10. NOTICE(S) OF MOTION

10.1. 24-1272 Motion with Notice: Review of the McPherson Playhouse Operating Agreement (Director Caradonna)

Recommendation: The Board direct staff to work with Royal McPherson Theatre Society and City of Victoria staff to review and update the current McPherson Playhouse operating agreement, including issues related to maintenance and community access.
(NWA)

11. NEW BUSINESS

12. MOTION TO CLOSE THE MEETING

12.1. 24-1331 Motion to Close the Meeting

Recommendation: 1. That the meeting be closed for Appointments in accordance with Section 90(1)(a) of the Community Charter. [1 item]
2. That the meeting be closed for Contract Negotiations in accordance with Section (90)(1)(k) of the Community Charter. [2 items]
3. That such disclosures could reasonably be expected to harm the interests of the Regional District. [2 items]
4. That the meeting be closed for Intergovernmental Negotiations in accordance with Section 90(2)(b) of the Community Charter. [1 item]

13. RISE AND REPORT

14. ADJOURNMENT

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

Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Capital Regional District Board

Wednesday, October 30, 2024 | **1:10 PM** | **6th Floor Boardroom, 625 Fisgard Street, Victoria, BC**

Special Meeting - Provisional Budget

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

STAFF: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; A. Fraser, General Manager, Integrated Water Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; R. Smith, Acting General Manager, Parks, Recreation and Environmental Services; M. Barnes, Senior Manager, Health and Capital Planning Strategies; D. Elliott, Senior Manager, Regional Housing; N. Elliott, Manager, Climate Action Programs; P. Klassen, Senior Manager, Regional and Strategic Planning; A. Linwood, Controller; F. Lopez, Manager, Strategic Planning; M. MacIntyre, Senior Manager, Regional Parks; C. Neilson, Senior Manager, Human Resources; A. Orr, Senior Manager, Communications; V. Somosan, Senior Manager Financial Services/Deputy CFO; B. Semmens, Manager, Financial Planning & Performance; M. Lagoa, Deputy Corporate Officer;S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Directors M. Alto, B. Desjardins, S. Goodmanson, P. Jones, D. Kobayashi, K. Murdoch, S. Tobias, M. Tait

The meeting was called to order at 4:26 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Thompson, SECONDED by Alternate Director Harder,
That the agenda for the October 30, 2024 Session of the Capital Regional District Board be approved.
CARRIED

3. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

4. SPECIAL MEETING MATTERS

4.1. 24-1014 Service Planning 2025 - Community Need Summaries

T. Robbins presented Item 4.1. for information.

4.2. 24-849 Capital Regional District 2025 Financial Plan Provisional Approval

MOVED by Director Caradonna, SECONDED by Director de Vries,
1. That the Capital Regional District 2025 Financial Plan be given provisional approval with specific direction on amendments;
a. That the transfer to operating reserve for election be moved from 2025 to 2026.
b. That we reduce the transfer from building inspection to equipment reserve from $40,000 to $30,000 in 2025.
2. That the Board Directed and Board Endorsed Initiatives be approved and incorporated into the final budget, subject to successful service establishment where required;
3. That the new initiatives and capital identified in Appendix H for January 1, 2025, implementation be approved for expenditure;
4. That the 2025 Community Need Summaries be approved as presented; and
5. That the Staff Establishment Chart as attached in Appendix K be approved.
CARRIED

Referral Motion:
MOVED by Director Caradonna, SECONDED by Director Brice,
That the following motion arising "To direct staff to report back on options to reduce the budget lift for 2026 by 1% at the next strategic priorities session" be referred to the Finance Committee to bring back options to clarify the wording and report back to the Capital Regional District Board for consideration.
CARRIED

Motion Arising:
MOVED by Chair Plant, SECONDED by Director Coleman,
That the board direct staff to work with the Federation of Canadian Municipalities (FCM) to provide a presentation to consider developing an advocacy strategy to support the municipal growth framework advocated by the FCM and provide this presentation to a future Committee of the Whole meeting.
CARRIED

MOVED by Director Szpak, SECONDED by Director Stock,
That the CRD Board formally thank staff for their work on the 2025 provisional budget.
CARRIED

5. ADJOURNMENT

MOVED by Director de Vries, SECONDED by Director McNeil-Smith,
That the October 30, 2024 Capital Regional District Board meeting be adjourned at 4:31 pm.
CARRIED

_____

CHAIR

CERTIFIED CORRECT:

_____

CORPORATE OFFICER

625 Fisgard St.,
Victoria, BC V8W 1R7

Capital Regional District

Meeting Minutes

Capital Regional District Board

Wednesday, November 13, 2024 **1:00 PM** **6th Floor Boardroom**
625 Fisgard Street
Victoria, BC

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

STAFF: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; A. Fraser, General Manager, Integrated Water Services; G. Harris, Acting General Manager, Parks, Recreation & Environmental Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; D. Elliott, Senior Manager, Regional Housing; C. Gilpin, Manager, Arts and Culture Support Service; P. Kickham, Acting Senior Manager, Environmental Protection; C. Neilson, Senior Manager, Human Resources; T. Watkins, Senior Manager Environmental Resource Management; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Guest: R. Bortolin; Stewart McDannold Stuart, Barristers & Solicitors

Regrets: Director C. Coleman

1. CALL TO ORDER

The Chief Administrative Officer called the meeting to order at 1:02 pm.

2. TERRITORIAL ACKNOWLEDGEMENT

T. Robbins provided the Territorial Acknowledgement.

3. ELECTION OF CRD BOARD CHAIR

The Chief Administrative Officer called for nominations for the position of Chair of the Capital Regional District Board for 2025.

Director Tait nominated Director Little. Director Little accepted the nomination.

The Chief Administrative Officer called for nominations a second time.

Director Murdoch nominated Director McNeil-Smith. Director McNeil-Smith accepted the nomination.

The Chief Administrative Officer called for nominations a third time.

Hearing no further nominations, the Chief Administrative Officer invited each nominee to address the Board.

Ballots were distributed by K. Morley and M. Lagoa, and collected by M. Lagoa.

The ballots were counted by K. Morley, M. Lagoa, and R. Bortolin, Solicitor.

The Chief Administrative Officer declared Director McNeil-Smith Chair of the Capital Regional District Board.

MOVED by Director Murdoch, SECONDED by Director Tait,
That the ballots be destroyed.
CARRIED

4. ELECTION OF CRD BOARD VICE CHAIR

Chair McNeil-Smith called for nominations of Vice Chair of the Capital Regional District Board for 2025.

Director Holman nominated Director Little. Director Little accepted the nomination.

Chair McNeil-Smith called for nominations a second time.

Director Brent nominated Director de Vries. Director de Vries accepted the nomination.

Chair McNeil-Smith called for nominations a third and final time.

Hearing no further nominations, Chair McNeil-Smith invited each nominee to address the Board.

Ballots were distributed by K. Morley and M. Lagoa, and collected by M. Lagoa.

The ballots were counted by K. Morley, M. Lagoa, and R. Bortolin, Solicitor.

The Chief Administrative Officer declared Director Little Vice Chair of the Capital Regional District Board.

MOVED by Director Alto, SECONDED by Director Harder,
That the ballots be destroyed.
CARRIED

5. RECESS FOR MEETING OF THE CAPITAL REGION HOUSING CORPORATION BOARD AND THE CAPITAL REGIONAL HOSPITAL DISTRICT BOARD

MOVED by Director Murdoch, SECONDED by Director Brent,
That the meeting be recessed for the meetings of the Capital Region Housing Corporation Board and Capital Regional Hospital District Board.
CARRIED

The meeting recessed at 1:37 pm.
The meeting reconvened at 2:15 pm.

6. INAUGURAL ADDRESS OF THE CHAIR

I sincerely appreciate your support to serve you and our Board as your Chair. It is an honour and a privilege. My role as Chair is to serve the Board, to serve you as individual directors, and to serve the organization in advancing our Board Strategic Priorities. Our Strategic Priorities and the Corporate Plan are our collective path forward. When we set our priorities at the beginning of this term, we were innovative, bold, and aspirational for the future of the 450,000 citizens we serve today, and for the growth that will continue into the future. This Board and staff took an innovative approach to establish a new transportation service and we are aspirational in seeking to establish a transportation authority. Seeking an environmentally responsible and economically feasible solution to manage biosolids with gasification is a bold environmental resource management initiative. Productive government-to-government relationships with First Nations is an imperative priority and responsibility. Of course, we have many other important priorities: in housing, climate change, solid waste, parks, the Regional Growth Strategy, and others. But let us acknowledge that transportation, dealing responsibly with biosolids, and productive First Nations relationships are far reaching and transformative in their beneficial impact for the region. Having said that, I commit to keeping our focus on advancing all our Strategic Priorities. Our CAO and the Executive Leadership Team have demonstrated leadership and their commitment to organizational excellence with implementing positive change that continues to acknowledge staff as our most important asset and advancing the efficiency and effectiveness of the organization. It's important the Chair demonstrates the Board's support for the CAO and senior team on their commitment. CRD making a difference together comes from those before us and we, the current Board, will achieve our next successes by certainly bringing our jurisdictional perspectives to the table, but as directors of the CRD, we have an important responsibility to keep a strong focus with the regional lens on our strategic priorities. How we do our work at the Board and committees is important. We do it with respect for each other, respect for staff, and respect for those we serve. The Board and the organization must and will continue to demonstrate transparency, engagement, and accountability. The Chair's role is important in all aspects of good governance. I am committed to a continuity in our good governance, which our former Chair so ably provided. I commit to being available to directors and staying engaged with each and every one of you on CRD matters that are important to you. I also commit to the important relationship and work with the CAO and senior staff that is essential to see us continue advancing our strategic priorities and respond to emerging issues. Representing the Board in public, with the media, with external agencies and the Provincial Government are also important Chair responsibilities, to represent the good work we do for those we serve, and with the Province in particular, to advance our advocacy priorities. With the outcome of the recent Provincial elections, we have an opportunity to renew strong relationships with any returning ministers and to build strong relationships with new ministers and their ministries. I look forward to leading and guiding the Board during the year ahead to achieve our ambitious Strategic Priorities for the citizens of the CRD and working with the Vice Chair,

staff, and First Nations leadership to continue moving this forward in a meaningful way. With the requisition lift to deliver services rising higher than we would like, in our municipal jurisdictions, in our electoral areas through the CRD, and in our regional and subregional services, we should not be surprised directors have had a rising interest in considering the equity among large and small, urban and rural, municipal and electoral area, and we see the interest rising through the recent budget review and finance committee work we see on our agenda today how can take a look at efficiencies and service levels. I see and hear those interests.

7. APPROVAL OF THE AGENDA

MOVED by Director Brent, SECONDED by Director Thompson,
That the agenda for the November 13, 2024 Session of the Capital Regional District Board be approved with the removal of Item 10.5. Motion with Notice: Boarding House Inspection Policy in the Electoral Areas (Director Holman).
CARRIED

8. ADOPTION OF MINUTES

8.1. 24-1155 Minutes of the October 9, 2024 Capital Regional District Board Meeting

MOVED by Director Tait, SECONDED by Director Brice,
That the minutes of the Capital Regional District Board meeting of October 9, 2024 be adopted as circulated.
CARRIED

9. PRESENTATIONS/DELEGATIONS

9.1. Presentations

There were no presentations.

9.2. Delegations

9.2.1. 24-1186 Delegation - Marcie McLean; Councillor, District of Highlands: Re: Agenda Item 10.3. Request to Amend Remuneration for Elected Officials of the Salt Spring Electoral Area

The delegation did not speak.

9.2.2. 24-1187 Delegation - Michael Kilpatrick; Representing Mayne Island Invasive Fallow Deer Committee: Re: Agenda Item 10.4. Motion with Notice: Advocacy on Fallow Deer Issue (Director Brent)

The delegation did not speak.

10. CONSENT AGENDA

- Agenda item 10.3. was moved to be considered under Reports of Committees as item 12.11.
- Agenda item 10.13. was moved to be considered under Reports of Committees as item 12.12.
- Agenda item 10.6. was moved to be considered under Reports of Committees as item 12.13.

MOVED by Director Tobias, SECONDED by Director Murdoch,
That consent agenda items 10.1., 10.2., 10.4., 10.7. through 10.12. and 10.14. through 10.18. be approved.
CARRIED

10.1. 24-1087 Fire Safety Act - Designation of Fire Safety Inspectors and Fire Investigators

That the positions identified in Appendix A be designated as fire safety inspectors and fire investigators for the electoral areas within the CRD.
CARRIED

10.2. 24-1088 Community Emergency Preparedness Fund Grant: Volunteer & Composite Fire Department Equipment & Training 2024 Application

That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed project.
CARRIED

10.4. 24-1032 Motion with Notice: Advocacy on Fallow Deer Issue (Director Brent)

That the CRD Board write to the Province urging they provide sustained funding for control of the invasive fallow deer decimating island environments and economies.
CARRIED

10.5. 24-1031 Motion with Notice: Boarding House Building Inspection Policy in the Electoral Areas (Director Holman)

This item was removed from the agenda.

10.7. 24-960 Regional Canada Goose Management Service - Activities Update

That staff be directed to develop increased service levels for consideration in the 2026 service planning process.
CARRIED

10.8. 24-1021 Motion with Notice: Recycle BC Soft Plastics Multi-family Residences Pilot Program (Director Caradonna)

1. Given that RecycleBC has opted to expand a pilot program to undertake home-based collection of soft plastics at select multi-family residences across the region;
That CRD staff report back on the potential to partner with RecycleBC on this program, and to report more generally on the costs, implications, and potential benefits of the CRD incorporating home-based collection of soft plastics into the CRD's recycling program over time.
2. That staff provide a report on which private haulers do collect soft plastics from multi-family buildings.
CARRIED

10.9. 24-874 Capital Regional District External Grants Update

This report was received for information.

10.10. 24-923 2025 Budget for the Royal Theatre Service and the McPherson Playhouse Service

1. That the maximum allowable contribution amount of $596,000 be approved for the Royal Theatre Service; and
2. That the maximum allowable contribution amount of $750,000 be approved for the McPherson Playhouse Service.
CARRIED

10.11. 24-1078 Provincial Rental Protection Fund Overview and Analysis

This report was received for information.

10.12. 24-926 Development Permit with Frontage Exemption for Lot 1, District Lot 17, Renfrew District, Plan VIP57304 - 17176 Osprey Place

That Development Permit with Frontage Exemption DV000075, for Lot 1, District Lot 17, Renfrew District, Plan VIP57304, to authorize a three-lot subdivision and to reduce the statutory frontage requirement for proposed Lot 3 from 59.97 m (10% of the lot perimeter) to 16.3 m (2.7% of the lot perimeter), be approved.
CARRIED

10.14. 24-1015 Shirley-Jordan River Official Community Plan Amendment and Rezoning Application RZ000284

That proposed Bylaw No. 4598, "Shirley-Jordan River Official Community Plan Bylaw No. 5, 2018, Amendment Bylaw No. 2, 2024" and Bylaw No. 4599, "Juan de Fuca Land Use Bylaw, 1992, Amendment No. 162, 2024" be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 445 of the Local Government Act.
CARRIED

10.15. 24-1024 Motion with Notice: Peninsula and Area Agricultural Commission (Director Windsor)

THEREFORE BE IT RESOLVED that the Capital Regional District explores assuming responsibility of the Peninsula and Area Agricultural Commission as a regional committee, and that staff report back to the Planning and Protective Services Committee.
A motion to postpone consideration of the motion was then carried as follows:]

That the item be postponed until after the Alternative Approval Process for the Foodlands Access Service is completed.
CARRIED

10.16. 24-988 Mountain Forest Regional Park - Interim Management Guidelines

That the Mountain Forest Regional Park Interim Management Guidelines be adopted.
CARRIED

10.17. 24-989 Water Safety Pilot Program at Thetis Lake and Elk/Beaver Lake Regional Parks - Summer 2024 Update

That the Water Safety Program be continued at Elk/Beaver Lake Regional Park and Thetis Lake Regional Park for the foreseeable future.
CARRIED

10.18. 24-944 2024 Saanich Peninsula Liquid Waste Management Plan - Technical Advisory Committee - Terms of Reference Update

That the updated Terms of Reference for the Saanich Peninsula Liquid Waste Management Plan Technical Advisory Committee be approved as presented.
CARRIED

11. ADMINISTRATION REPORTS

11.1. 24-1178 AAP Requirements for Bylaw No. 4575 - Biodiversity and Environmental Stewardship Coordination Establishing Bylaw No. 1, 2023

K. Morley spoke to Item 11.1.

Discussion ensued regarding:
- reporting structure of the service
- coordination between the various levels of government roles and responsibilities
- species at risk mapping and endangered species

MOVED by Director Murdoch, SECONDED by Director Tobias,
1. That in accordance with section 86(3) of the Community Charter, the date of January 15, 2025 be confirmed as the deadline by which elector responses, under the regional alternative approval process for CRD Bylaw No. 4575, must be submitted to the Capital Regional District by qualified electors within the Capital Regional District;
2. That the attached Synopsis of Bylaw No. 4575 (Appendix B), Notice of Alternative Approval Process (Appendix C), Elector Response Form (Appendix D), and AAP communication channels (Appendix F) be approved; and
3. That the total number of registered electors within the service area is 331,937 and that 10% of that number is 33,194 electors.
CARRIED

11.2. 24-1179 AAP Requirements for Bylaw No. 4602 - Foodlands Access Service Establishment Bylaw No. 1, 2024

K. Morley spoke to Item 11.2.

Discussion ensued regarding:
- soil repository opportunities to be incorporated into bylaw
- expedition of the service to start in 2025 instead of 2026
- success criteria for the service and reporting back schedule
- service funding and revenue generation

MOVED by Director Brent, SECONDED by Director Caradonna,
1. That in accordance with section 86(3) of the Community Charter, the date of January 15, 2025 be confirmed as the deadline by which elector responses, under the regional alternative approval process for CRD Bylaw No. 4602, must be submitted to the Capital Regional District by qualified electors within the Capital Regional District;
2. That the attached Synopsis of Bylaw No. 4602 (Appendix B), Notice of Alternative Approval Process (Appendix C), Elector Response Form (Appendix D), and AAP communication channels (Appendix F) be approved; and
3. That the total number of registered electors within the service area is 331,937 and that 10% of that number is 33,194 electors.
CARRIED

11.3. 24-1146 Short-term Biosolids Management Plan - November Update

G. Harris presented Item 11.3. for information.

Discussion ensued regarding:
- short term options coming in 2025
- tonnage of biosolids per month

11.4. 24-1074 Bylaw Nos. 4627, 4628 and 4629: Updates to Water Supply, Bulk Water Fees and Charges and Water Distribution Bylaws

MOVED by Director Kobayashi, SECONDED by Director Murdoch,
1. That Bylaw No. 4627, "Bulk Water Rates Bylaw, 1977, Amendment Bylaw No. 44, 2024", be introduced and read a first, second and third time.
CARRIED

MOVED by Director Kobayashi, SECONDED by Director Murdoch,
2. That Bylaw No. 4627 be adopted.
CARRIED

MOVED by Director Windsor, SECONDED by Director Jones,
3. That Bylaw No. 4628, "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 14, 2024", be introduced and read a first, second and third time.
CARRIED

MOVED by Director Windsor, SECONDED by Director Jones,
4. That Bylaw No. 4628 be adopted.
CARRIED

MOVED by Director Tait, SECONDED by Director Williams,
5. That Bylaw No. 4629, "Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 26, 2024", be introduced and read a first, second and third time.
CARRIED

MOVED by Director Tait, SECONDED by Director Williams,
6. That Bylaw No. 4629 be adopted.
CARRIED

12. REPORTS OF COMMITTEES

Finance Committee

12.1. 24-1093 Bylaw No. 4645: 2024 to 2028 Financial Plan Bylaw, 2024, Amendment No. 5, 2024

MOVED by Director Brice, SECONDED by Director Brent,
1. That Bylaw No. 4645, "2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 5, 2024", be introduced and read a first, second and third time.
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
2. That Bylaw No. 4645 be adopted.
CARRIED

12.2. 24-899 Bylaw No. 4643: Revenue Anticipation (General Purpose) Bylaw No. 1, 2024

MOVED by Director Brice, SECONDED by Director Brent,
1. That Bylaw No. 4643, "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2024", be introduced and read a first, second and third time.
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
2. That Bylaw No. 4643 be adopted.
CARRIED

12.3. 24-910 Bylaw Nos. 4637 and 4638: Amendments to Operating Reserve Fund Bylaws Nos. 4146 and 4102

MOVED by Director Brice, SECONDED by Director Brent,
1. That Bylaw No. 4637, "Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 5, 2024", be introduced and read a first, second and third time.
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
2. That Bylaw No. 4637 be adopted.
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
3. That Bylaw No. 4638, "Capital Regional District Regional Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 5, 2024", be introduced and read a first, second and third time.
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
4. That Bylaw No. 4638 be adopted.
CARRIED

12.4. 24-915 Bylaw No. 4635: Amendment to Capital Reserve Bylaw No. 3995

MOVED by Director Brice, SECONDED by Director Brent,
1. That Bylaw No. 4635, "Fire Protection Services Reserve Fund Bylaw No. 1, 2015, Amendment Bylaw No. 1, 2024", be introduced and read a first, second and third time.
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
2. That Bylaw No. 4635 be adopted.
CARRIED

12.5. 24-940 Bylaw Nos. 4632 and 4633: Capital Reserve Fund Bylaws

MOVED by Director Brice, SECONDED by Director Brent,
1. That Bylaw No. 4632, "Emergency Response Telephone Extended Service Capital Reserve Fund Bylaw No. 1, 2024", be introduced and read a first, second and third time.
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
2. That Bylaw No. 4632 be adopted.
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
3. That Bylaw No. 4633, "Juan de Fuca Community Parks Service Capital Reserve Fund Bylaw No. 1, 2024", be introduced and read a first, second and third time
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
4. That Bylaw No. 4633 be adopted.
CARRIED

12.6. 24-916 Bylaw No. 4618: Temporary Borrowing (Regional Trails) Bylaw No. 1, 2024

MOVED by Director Brice, SECONDED by Director Brent,
1. That Bylaw No. 4618, "Temporary Borrowing (Regional Trails) Bylaw No. 1, 2024", be introduced and read a first, second and third time.
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
2. That Bylaw No. 4618 be adopted.
CARRIED

12.7. 24-912 Bylaw No. 4634: Recreation Services in the District of Sooke and the Juan de Fuca Electoral Area Loan Authorization Bylaw No. 1, 2024

MOVED by Director Brice, SECONDED by Director Brent,
1. That Bylaw No. 4634, "Sooke and Electoral Area Recreation and Facilities Service 2025 Capital Project Loan Authorization Bylaw No. 1, 2024", be introduced and read a first, second and third time.
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
2. That participating area approval be obtained for the entire proposed service area by alternative approval process.
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
3. That Bylaw No. 4634 be forwarded to the Inspector of Municipalities for approval.
CARRIED

12.8. 24-1145 Motion Arising Clarification from the 2025 Provisional Financial Plan

Director Brice spoke to Item 12.8.

Discussion ensued regarding:
- clarification of the intent of service reviews related to value and service delivery
- scope of review related to regional, sub-regional, and local services

MOVED by Director Brice, SECONDED by Director Plant,
That a report providing options and detailing implications for undertaking CRD service reviews be provided to the May Strategic Priorities meeting or earlier.
CARRIED

Juan de Fuca Land Use Committee

12.9. 24-959 Zoning Bylaw & Official Community Plan Amendment Application for Lot A Section 4 Renfrew District Plan EPP131465; PID: 032-229-046

MOVED by Director Wickheim, SECONDED by Director Tait,
1. That the referral of proposed Bylaw No. 4598, "Shirley - Jordan River Official Community Plan Bylaw No. 5, 2018, Amendment Bylaw No. 2, 2024"; and proposed Bylaw No. 4599, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 162, 2024"; to the Shirley-Jordan River Advisory Planning Commission; Pacheedaht First Nation; T'Sou-ke First Nation; CRD departments; BC Hydro; BC Parks; District of Sooke; Island Health; Ministry of Forests - Archaeology Branch; Ministry of Water, Land and Resource Stewardship - Water Protection Section; Ministry of Transportation & Infrastructure; RCMP; and Sooke School District # 62 be approved and comments be received.
CARRIED

MOVED by Director Wickheim, SECONDED by Director Tait,
2. That proposed Bylaw No. 4598 be read a first and second time.
CARRIED

MOVED by Director Wickheim, SECONDED by Director Tait,
3. That proposed Bylaw No. 4599 be read a first and second time.
CARRIED

MOVED by Director Wickheim, SECONDED by Director Tait,
4. That in accordance with the provisions of Section 469 of the Local Government Act, the Director of the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a Public Hearing with respect to Bylaw No. 4598 and Bylaw No. 4599;
5. That prior to the adoption of proposed Bylaw No. 4599, the landowner provides an amenity contribution by registering a statutory right-of-way adjacent to West Coast Road in favour of the Capital Regional District for the purpose of establishing a public trail; and that staff be directed to ensure that all conditions are satisfied towards completion and registration.
CARRIED

Regional Parks Committee

12.10. 24-987 Bylaw No. 4640: Amendment to the Capital Regional District Parks Services and Facilities Fees and Charges Bylaw No. 3675

Discussion ensued regarding:
- inequity of parking fees at other regional parks
- inclusion of parking revenue opportunities in a service review
- parking patrol services at pay parking lots
- impact of bylaw on future implementation of parking fees in other parks

Director Windsor left the meeting at 3:01 pm.

MOVED by Director Brownoff, SECONDED by Director Plant,
1. That Bylaw No. 4640, "Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010, Amendment Bylaw No. 11, 2024", be introduced and read a first, second and third time.
CARRIED
Opposed: Desjardins, Goodmanson, Holman, Jones, Kim, Kobayashi, Little, Tait, Tobias, Wickheim

Directors Little and Thompson left the meeting at 3:24 pm.

MOVED by Director Brownoff, SECONDED by Director Plant,
2. That Bylaw No. 4640 be adopted.
DEFEATED
Opposed: Desjardins, Goodmanson, Holman, Jones, Kim, Kobayashi, Tait, Tobias, Wickheim

Directors Little and Thompson returned to the meeting at 3:26 pm.

Director Tobias left the meeting at 3:28 pm.

Discussion ensued regarding referral of this item.

MOVED by Director Plant, SECONDED by Director Alto,
That Bylaw No. 4640 be referred a future meeting of the CRD Board.

Director Murdoch submitted a point of order stating that referral motion was out of order.

On a point of order, Chair McNeil-Smith ruled the referral motion in order.

The question was called on the referral motion:
That Bylaw No. 4640 be referred a future meeting of the CRD Board.
CARRIED
Opposed: Desjardins, Goodmanson, Kim

12.11. 24-1167 Request to Amend Remuneration for Elected Officials of the Salt Spring Electoral Area

MOVED by Director Holman, SECONDED by Alternate Director Kim,
That the remuneration for the Salt Spring Island Electoral Area Director and Commissioners of the Salt Spring Island Local Community Commission be retained at the current remuneration level, and that this be evaluated in 2026 as scheduled and as part of the regular remuneration review for the 2027-2030 Board term.

MOVED by Director Holman, SECONDED by Director Wickheim,
That the main motion be amended by replacing the words: "That the remuneration for the Salt Spring Island Electoral Area Director and Commissioners of the Salt Spring Island Local Community Commission be retained at the current remuneration level," with the following words "That the local portion of remuneration for the SSI Electoral Area Director be reduced by $10,000 per year and increased by $2,500 per year for each of the SSI Local Community Commission Commissioners in 2025 and 2026 and bring back a revised Board Remuneration Policy to reflect these changes,".
CARRIED
Opposed: Brent, Murdock

The question was called on the main motion as amended:
That the local portion of remuneration for the SSI Electoral Area Director be reduced by $10,000 per year and increased by $2,500 per year for each of the SSI Local Community Commission Commissioners in 2025 and 2026 and bring back a revised Board Remuneration Policy to reflect these changes, and that this be evaluated in 2026 as scheduled and as part of the regular remuneration review for the 2027-2030 Board term.
CARRIED
Opposed: Brent

12.12. 24-1091 Options for Full Regional and Sub-Regional Performing Arts Facilities Services

Discussion ensued regarding the funding of this service.

MOVED by Director Kobayashi, SECONDED by Director Alto,
1. That staff initiate an RFP to engage a consultant for the purposes of undertaking a cost-benefit analysis of the five proposed service options, with the freedom to recommend a mix of regional and sub-regional models within each option, in terms of their sustainability and direct value proposition to each participating jurisdiction and to the region as a whole.
2. That the resulting report from this analysis be presented to the CRD Performing Arts Facilities Select Committee in the first half of 2025 or sooner with recommendations on next steps.
CARRIED

12.13. 24-943 Regulating Curbside Organics Collection

MOVED by Director Caradonna, SECONDED by Director Murdoch,
That staff continue implementing the organics diversion strategy as currently outlined in the 2021 Solid Waste Management Plan.
CARRIED

Director de Vries left the meeting at 3:58 pm.

Motion Arising
MOVED by Director Caradonna, SECONDED by Alternate Director Kim,
The board directs staff to consider ways of accelerating the reduction organic waste landfilling at Hartland.

Discussion ensued regarding leveraging initiatives already identified within the solid waste management plan.

MOVED by Director Plant, SECONDED by Director Caradonna,
That the motion arising be amended by adding the following words at the end of the motion "and report back to the Environmental Services Committee."
CARRIED

The question was called on the motion arising as amended:
The board directs staff to consider ways of accelerating the reduction organic waste land filling at Hartland, and report back to the Environmental Services Committee.
CARRIED

MOVED by Director Wickheim, SECONDED by Director Little,
That the meeting be extended past the 3 hour scheduled time.
CARRIED

13. BYLAWS

13.1. 24-1107 Adoption of Bylaw No. 4596 - Saanich Peninsula Wastewater Services Loan Authorization Bylaw No. 1, 2024

A. Fraser spoke to Item 13.1.

MOVED by Director Jones, SECONDED by Director Coleman,
That Bylaw No. 4596 - "Saanich Peninsula Wastewater Services Loan Authorization Bylaw No. 1, 2024" be adopted.
CARRIED

14. NOTICE(S) OF MOTION

14.1. 24-1270 Notice of Motion: Review of the McPherson Playhouse Operating Agreement (Director Caradonna)

Director Caradonna proposed the following Notice of Motion for consideration at the next meeting of the Capital Regional District Board:

"The Board direct staff to work with Royal McPherson Theatre Society and City of Victoria staff to review and update the current McPherson Playhouse operating agreement, including issues related to maintenance and community access."

15. NEW BUSINESS

There was no new business.

16. MOTION TO CLOSE THE MEETING

16.1. 24-1160 Motion to Close the Meeting

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

MOVED by Director Harder, SECONDED by Director Williams,
2. That the meeting be closed for Proposed Service in accordance with Section 90(1)(k) of the Community Charter.
CARRIED

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

MOVED by Director Harder, SECONDED by Director Williams,
4. That the meeting be closed for Intergovernmental Negotiations in accordance with Section 90(2)(b) of the Community Charter.
CARRIED

The Capital Regional District Board moved to the closed session at 4:15 pm.

17. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 5:04 pm without report.

18. ADJOURNMENT

MOVED by Director Little, SECONDED by Director Tait,
That the November 13, 2024 Capital Regional District Board meeting be adjourned at 5:04 pm.
CARRIED

_____

CHAIR

CERTIFIED CORRECT:

_____

CORPORATE OFFICER

Making a difference...together

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

SUBJECT **ARCHIE GALBRAITH MEMORIAL SCHOLARSHIP 2024**

ISSUE SUMMARY

The recipient of the 2024 Archie Galbraith Memorial Scholarship (the scholarship) has been selected.

BACKGROUND

In July 1973, the Capital Regional District (CRD) Board established a scholarship to enable a student to attend Lester B. Pearson College.

Archie Galbraith was the Mayor of Central Saanich and Deputy Chair of the CRD Board. Archie Galbraith died while in office, and the scholarship has been given in his honour since 1974. The scholarship is $13,200 and is awarded annually by the college faculty to a student from the capital region or, if that is not possible, to a Canadian recipient.

Avery Carswell is the scholarship recipient this year and her student profile is attached as Appendix A.

RECOMMENDATION

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

Submitted by:	Carolyn Jenkinson, Manager, Executive Operations
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Student Profile – Avery Carswell





Avery Carswell

Year 51 / 2024 (Canada-Courtney, BC)
Archie Galbraith Memorial Scholar

Thanks to the generosity of support from Capital Regional District's Archie Galbraith Memorial Scholarship, Avery's journey at Pearson College has already been filled with rich learning and deep personal growth rooted by a powerful sense of community at beautiful Pedder Bay in Metchosin.

I wouldn't be able to be here if it weren't for this scholarship. My life has opened up to so many more opportunities, not just academically, but also with the lifelong friendships and global connections I'll make.

Born on the shores of the Salish Sea, Avery has always felt a strong connection to the ocean. Driven by a passion for marine life, she looks forward to a future dedicated to studying marine science and contributing to the health of our oceans. Being able to study Marine Science and Biology in such a unique environment Avery was also drawn to Pearson College for the opportunity to live alongside students from more than 91 countries. This term Avery rounds out her studies learning Mathematic, Global Politics, French and Theory of Knowledge while taking advantage of unique CAS (Creativity, Activity, Service) program activities like Expedition Kayaking and Pottery.

The UWC experience has shifted Avery's experience of the world. *"In just a few months here, I no longer see the world as a globe full of countries, but a globe full of people. Countries aren't just spaces on a map anymore."* With this broader outlook and a passion for marine science, Avery is excited to give back to the interconnected world that inspires her.

In her own words, *"I want to send the biggest thank you, from the bottom of my heart. Giving young adults the opportunity to make the most of life is a kindness like no other. Your faith and generosity in people they have never met is something I hold much gratitude for."*

Pearson College proudly celebrates the long-standing support of the CRD.
Thank you!

Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 11, 2024

SUBJECT **Appointment of Officers**

ISSUE SUMMARY

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

BACKGROUND

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

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:
That for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with CRD Bylaw No. 2681, Tanveer Garg, Vanessa McGregor, Karen O'Brien, Cole Bains, and Eric Jellema be appointed as Bylaw Enforcement Officers.

Alternative 2
That this report be referred back to staff for further information based on Electoral Areas Committee direction.

IMPLICATIONS

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

CONCLUSION

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

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with CRD Bylaw No. 2681, Tanveer Garg, Vanessa McGregor, Karen O'Brien, Cole Bains, and Eric Jellema be appointed as Bylaw Enforcement Officers.

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

Making a difference...together

EEP 24-66

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 20, 2024

SUBJECT **Healthy Waters Project for Tod Creek on the Saanich Peninsula – November Update**

ISSUE SUMMARY

To provide the Environmental Services Committee with an update on the Healthy Waters project for Tod Creek and a summary of the draft preliminary report upon its release to the public.

BACKGROUND

On May 10, 2023, the Environmental Services Committee approved $250,000 in funding for a project proposed by the Raincoast Conservation Foundation (RCF) to monitor the Tod Creek Watershed. The objectives of this project are "to conduct a risk-based evaluation of contaminants of concern in the Tod Creek watershed in support of healthy fish habitat" and "to document possible sources of contaminants of concern in the Tod Creek watershed, including Hartland Landfill and local land use."

The RCF initiated sampling in December 2023, and results from the first of four sampling events were presented to CRD staff in June 2024 in a draft report. Several CRD staff reviewed the report and provided feedback to RCF. The CRD received a second version of the report in July 2024. RCF has expressed its interest in releasing this report to the public at the November 20, 2024 Environmental Services Committee meeting.

IMPLICATIONS

Environmental Implications

The RCF's primary objectives are to provide a baseline summary of contaminants in a watershed for comparison to other watersheds across coastal BC; to provide a high-level summary of general contaminant levels as they relate to pathways from various land uses; and to assess risk to fish health.

The report (Appendix A) summarizes preliminary water quality data from the first of four sampling events, with some limited data from the second event also included. More data and quality assurance/ quality control (QA/QC) information are required to properly understand the data, but the preliminary findings indicate that Tod Creek Watershed is relatively healthy based on the following results:

- Only two parameters exceeded water quality guidelines for protection of aquatic life. Guidelines are conservative screening tools used prior to any detailed risk assessment.
- Some substances were higher at the Hartland site; however, these substances did not appear to impact water quality throughout the watershed.
- Preliminary comparisons to other watersheds indicate that Tod Creek's water quality appears to be in the same range as other coastal watersheds for most substances.
- Finally, tap water samples collected from pooled CRD drinking water and well water (outside of the Tod Creek Watershed) had no exceedances of drinking water quality guidelines.

The report highlights three findings from the Hartland site (nitrate, polychlorinated biphenyls [PCBs] and per- and polyfluoroalkyl substances [PFAS]) for further study.

Results from this site are not representative of landfill leachate, but likely related to runoff from roads, parking lots, aggregate storage areas, construction and other industrial activities occurring within the landfill property. The 2023-2024 environmental monitoring report, completed by an external consultant, confirms that landfill leachate is contained and controlled within the site property and that the source of the nitrate is blast residue from recent aggregate quarrying and stockpiling.

Quarrying activities have historically taken place at the Hartland Landfill to create airspace for refuse. The aggregate generated is beneficially used for operational and capital projects across the site. Investigations have determined that the source of nitrate is blast residue run-off from aggregate stockpile reserved for future operational use. Staff are actively implementing a site-wide aggregate management plan to mitigate and prevent further impacts. This plan includes hydraulic containment systems, strategic depletion of stockpiles, and enhanced monitoring to evaluate the effectiveness of these measures.

PCBs were detected in the wet season sample above the BC aquatic life guideline (0.133 versus 0.100 ng/L). However, for comparison, PCBs were measured at a higher concentration in a Whistler background site, which highlights the need for more data collection, QA/QC oversight and comparison to other watersheds to put these findings in perspective.

The total PFAS measurement from the wet season was reported to be higher at the Hartland site compared to other locations in Tod Creek and most other watersheds assessed by RCF, but was well below available, but limited, water quality guidelines.

CONCLUSION

The Raincoast Conservation Foundation has conducted the first two of four water quality sampling events and provided a preliminary report of the findings. The report indicates that water quality in the Tod Creek Watershed is good, relative to available guidelines, background measurements, and other watersheds. The report highlights the known issue of elevated nitrates associated with aggregate storage on the Hartland site. Further collection, analysis, and reporting of water quality in the Tod Creek Watershed will be undertaken in two subsequent sampling events. A final report is expected in 2026.

RECOMMENDATION

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

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

ATTACHMENT

Appendix A: Raincoast Healthy Waters – Preliminary Watershed Report – Tod Creek (October 28, 2024)

APPENDIX A

Raincoast Healthy Waters

Preliminary watershed report (October 28, 2024):

Tod Creek

Season: 2023/24 Wet

P.S. Ross, S. Scott and M. Noel. Tod Creek watershed:
Water quality report for the 2023/24 wet season.
Raincoast Conservation Foundation. 88 pp.



Table of Contents

Preliminary watershed report (October 28, 2024): 1
Tod Creek 1
Table of Contents 2
Executive summary 3
Key findings 3
Acknowledgements 6
Sampling team 6
General introduction 7
Methods 10
Field sampling 10
Water quality analyses 12
Data handling 13
Environmental Quality Guidelines 14
Drinking Water Quality Guidelines 14
International Guidelines and emerging PFAS concerns 16
Water properties 18
Coliform bacteria 21
Nutrients and physical parameters 24
Metals 28
Polycyclic Aromatic Hydrocarbons (PAHs) 31
Pharmaceuticals and Personal Care Products 42
Per- and poly-fluoroalkyl substances (PFAS) 46
Polychlorinated Biphenyls (PCBs) 52
Alkylphenol Ethoxylates 57
Bisphenols 60
Sucralose 62
6PPD-Quinone 64
Wet season water quality summary 66
List of acronyms 67
References 69
Appendix 72

Executive summary

Water is essential for life, and steps are needed to understand, protect and restore its health in fish habitat throughout British Columbia. The Raincoast Healthy Waters program was launched in 2023 to establish community-oriented water pollution monitoring in select BC watersheds. Two Healthy Waters sampling events take place every year in each watershed: the dry season (summer), and the wet season (winter). This report highlights results from one sampling event: the first wet (winter) season sampling, carried out with the support and participation of the Capital Regional District (CRD) and Tsartlip First Nation. Briefly, the Healthy Waters team sampled the Tod Creek watershed on December 13, 2023. The team worked with CRD, Tsartlip First Nation and community volunteers to first determine basic water properties (temperature, conductivity, pH, dissolved oxygen and turbidity) in situ. Water samples were collected from six water categories, including source water (3 samples), stream and river water (3 samples), road runoff (3 samples), tap water (10 samples - 9 from the Sooke supply and 1 from groundwater were pooled into a single composite sample) and marine water (3 samples), alongside surface water samples collected in the areas surrounding the Hartland landfill (3 samples). Samples were then pooled into a single composite sample for each of the six water categories and analysed for coliform, metals, nutrients, physical parameters, pesticides, polycyclic aromatic hydrocarbons (PAHs), pharmaceuticals and personal care products (PPCPs), polychlorinated biphenyls (PCBs), alkylphenol ethoxylates, bisphenols, per- and poly-fluoroalkyl substances (PFAS), sucralose and 6-PPD Quinone. This initial sampling with a limited number of samples suggests that, overall, Tod Creek water quality was **relatively good.** Additional sampling and analysis planned will provide additional insight into any sources or activities that may be impacting the health of this valued watershed.

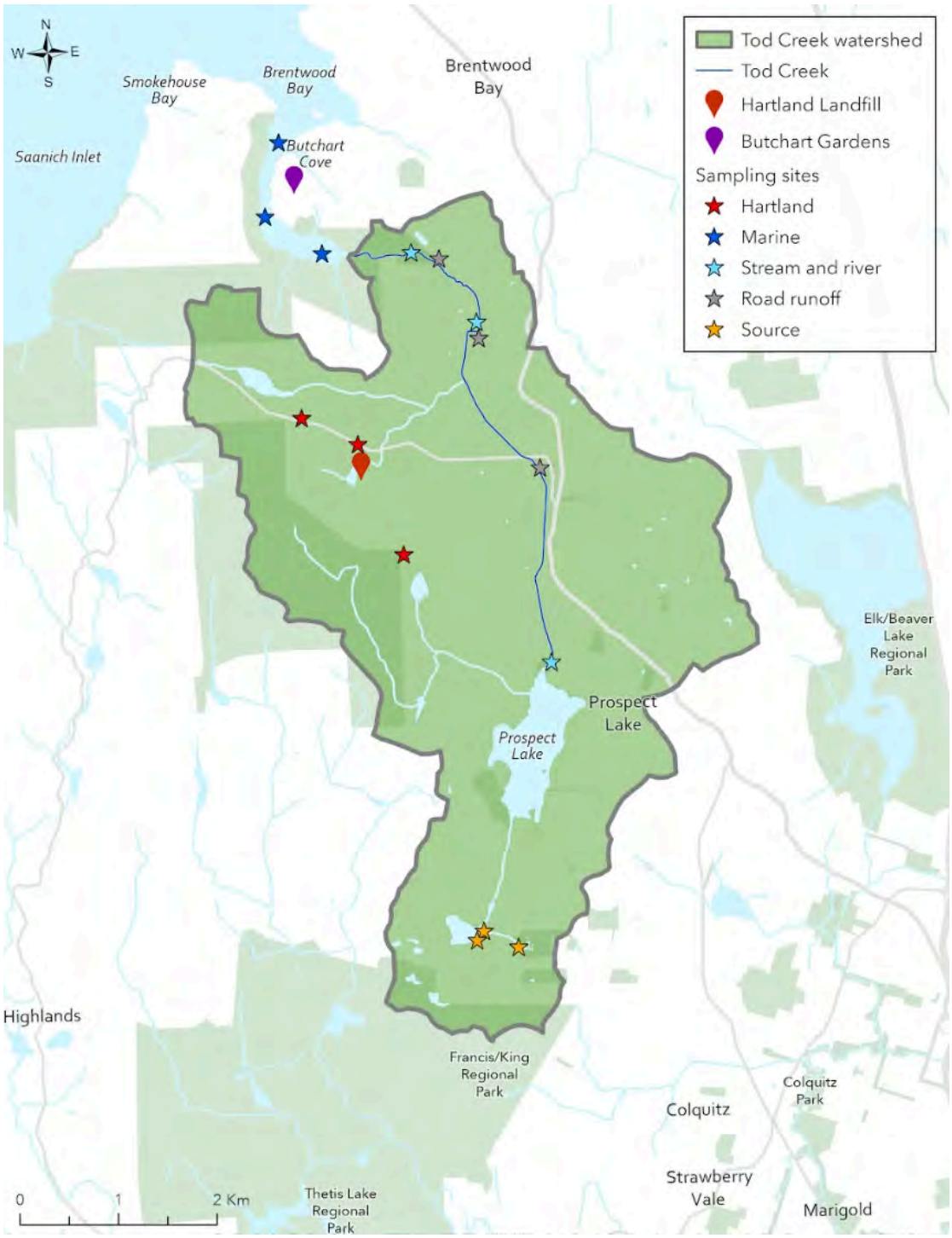
Key findings

- This preliminary assessment of water quality in Tod Creek reflects the first of several site visits; our understanding of water quality in the Tod Creek watershed will grow with additional sampling over the coming two years (2024-26).
- Our study design was not designed to explicitly address the performance of Hartland Landfill, but rather to provide an integrated ‘snapshot’ of water quality in six categories of water in the Tod Creek watershed, including source, stream & river, road runoff, tap, marine and Hartland drainage.
- The Hartland drainage water sample had the highest wet season concentrations of nutrients, per- and polyfluoroalkyl substances (PFAS), and 6PPD-Quinone among water categories analysed. Some of these may be attributed to quarry activities and

aggregate storage, with CRD working to address concerns that had been previously noted. Additional influences from vehicular and machine operations in the landfill may contribute to some of the water quality issues noted here, with further sampling helping to confirm and build on observations.

- Stream and river water had the highest concentration of coliform bacteria and pesticides; further sampling and analysis may provide insight into the extent to which local agriculture and septic systems may be impacting water quality in Tod Creek.
- Alongside marine water, the stream and river sample had the highest concentration of metals and pharmaceuticals and personal care products (PPCPs); some of the metals are from natural sources. In addition, historical cement factory operations, vessel discharges in Tod Inlet, and land-based septic systems likely explain some of these observations.
- The pooled tap water sample had the highest concentrations of polycyclic aromatic hydrocarbons (PAHs) but were within safe limits established by Health Canada; alkylphenol ethoxylates (APEs) were also detected but were at levels considered safe.
- Source water, and road runoff water were less contaminated than the other water categories in the wet season.
- Overall, the Tod Creek watershed had relatively good water quality in the wet season:
    - There were 8 exceedances of Canadian Environmental Quality Guidelines for the protection of aquatic life (the Hartland water sample exceeded both the CCME and BC long-term guidelines for nitrate concentration, five out of six water samples (all except the tap sample) exceeded the CCME Long Term Guideline for the protection of aquatic life of 0.1 mg/L, and the Hartland water sample exceeded the BC WQG of 100 pg/L for Total PCBs).
    - There were 0 exceedances of Health Canada Drinking Water Quality Guidelines.

Figure 1: The Tod Creek Watershed



The Tod Creek watershed runs north from Prospect Lake, along West Saanich Road down to Tod Inlet, and covers an area of 24 km^2. Sampling sites (detailed in Table 1 below) were distributed throughout the watershed in order to capture a wide spatial range for our assessment of the health of fish habitat (Map by Brooke Gerle / Raincoast Conservation Foundation).

Acknowledgements

We acknowledge the financial support of the Capital Regional District (Victoria). We thank Glenn Harris, Chris Lowe, Barri Rudolph and Peter Kickham for feedback before and during sampling. We thank Joni Olsen at the W̱SÁNEĆ Leadership Council (WLC) and William Morris at Tsartlip First Nation for their support and guidance. We acknowledge the expert analytical support of Pam MacKenzie and Richard Grace at SGS-AXYS, and Xiangjun Liao and Andrew Ross at Fisheries and Oceans Canada. We thank Alex Harris and Sherwin Arnott for report design. Photo credits: Sam Scott and Peter Ross. Photo of Franklyn Sampson in Tod Inlet.

Sampling team

- Raincoast Healthy Waters: Sam Scott and Peter Ross
- Winona Pugh, Francis Pugh and Carmel Thomson (Friends of Tod Creek)
- Tsartlip First Nation: Franklyn Sampson, Will Morris
- CRD Stormwater Quality Staff: Barri Rudolph
- CRD Hartland Landfill Staff: Dan Lyons and Jason Wolting



General introduction

Background

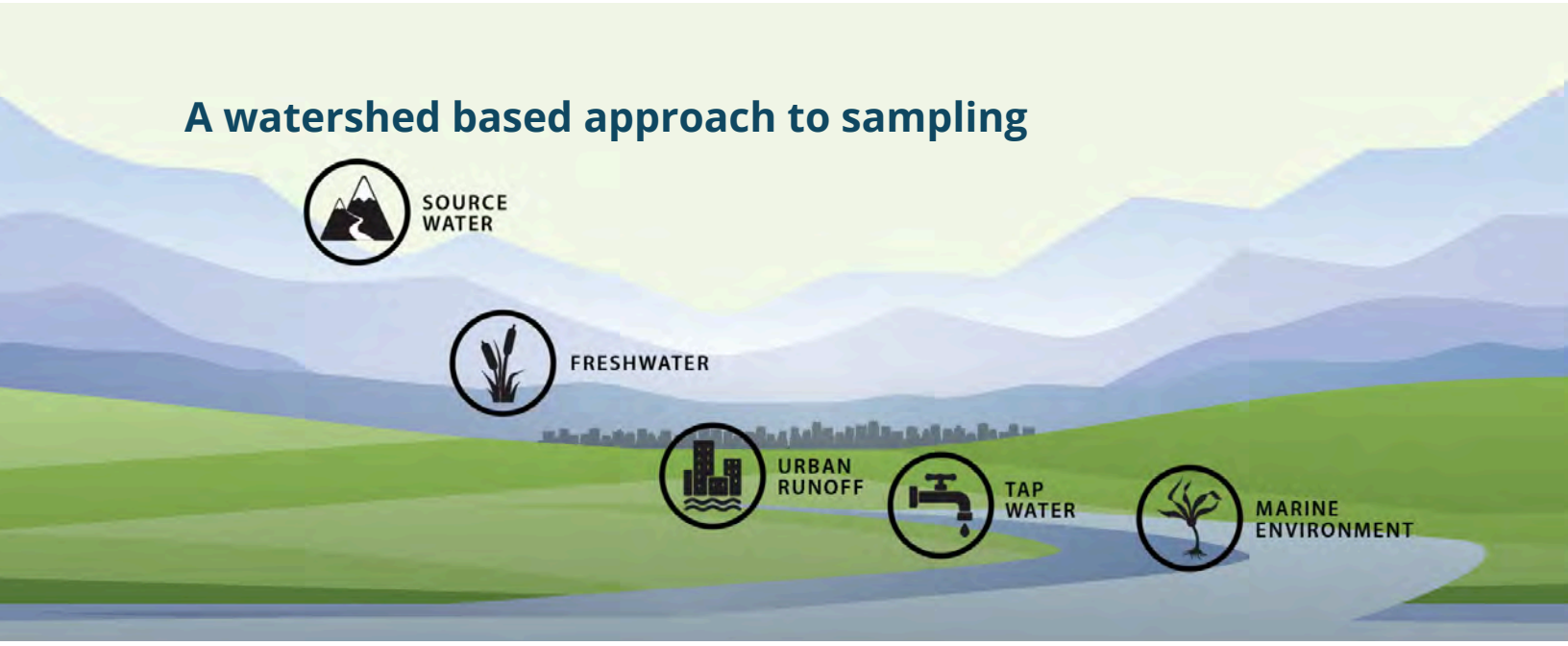
Raincoast's Healthy Waters Program (https://www.raincoast.org/waters/) delivers high-resolution, community-oriented water quality analysis to watersheds across southern British Columbia. The goal of Healthy Waters is to empower communities with the understanding of the status of water quality in their watersheds, to allow for local advocacy regarding both point and nonpoint source pollution.

The Capital Regional District (CRD) serves approximately 440,000 people from 13 municipalities and three electoral areas on southern Vancouver Island and the Gulf Islands. The traditional territories of many First Nations span portions of the region and 11 of those Nations hold reserve lands throughout the capital region.

Community and Indigenous concerns expressed about possible threats to water quality in Tod Creek sparked interest in this project, but Tod Creek is at the receiving end of numerous activities and potential contaminant sources. Of note is that local agriculture, the Heals Rifle Range as a federal contaminated site, domestic septic fields, the Hartland Landfill operation, and other sectors also are likely to influence water quality in Tod Creek. Findings from this and future sampling events will provide insight into the potential for each of these sectors to explain any degradation of water quality - an important element of protection and restoration.

Tsartlip First Nation is one of two current members of the W̱SÁNEĆ Leadership Council (WLC); the second is Tseycum First Nation. The Tsartlip reserve is situated in Brentwood Bay, BC. The WLC was formed to create a unified entity responsible for representing the common interests of the W̱SÁNEĆ Nations. The W̱SÁNEĆ Peoples have been responsible for stewardship of the land since time immemorial.

A watershed based approach to sampling



Healthy Waters

We collect samples from five different categories of water in each of our partner watersheds for our Healthy Waters program: source water, upstream of human impacts, down to the marine environment. Our Tod Creek partnership entails additional sampling from Hartland landfill drainage.

Source water serves as an upstream reference sample, allowing us to determine which contaminants are being introduced as water traces its path down through the watershed.

Stream and river samples allow us to investigate the quality of fish habitat directly, by collecting samples from streams, creeks, and rivers used by salmon and other fish species (either currently or historically).

Road runoff serves as an impacted sample category of current concern, as many contaminants, including PAHs, metals, surfactants and chemicals such as 6PPD quinone can be washed off roadways and into fish habitat during rain events.

We include **tap water** samples in our analysis as a way to bring our homes into the conversation - we borrow water from the environment in the form of municipal or well water, and generally return it to aquatic habitats in a more-degraded state in the form of storm and sewage effluent (treated or untreated).

Marine water samples provide insight into those contaminants that may degrade fish and whale habitat in the ocean, and enable an understanding of the contribution of land-based pollutants from the adjacent watershed to the marine environment.

A sixth composite sample from the **Hartland** Landfill drainage was also included in this project.

Collectively, the lessons learned from our partnering watersheds will contribute to a greater understanding of threats to water quality across British Columbia, and ultimately what policy changes can be implemented to preserve the quality of water for the future of salmon, whales, and people.

Methods

Field sampling

A total of 15 surface water samples were collected from locations in the Tod Creek watershed on December 13, 2023 by the Raincoast Healthy Waters team along with representatives of CRD Hartland Landfill staff, Tsartlip First Nation, and Friends of Tod Creek following the *Raincoast Healthy Waters – Standard Operating Procedure (SOP) for water sample collection* (Appendix 1). An additional 10 samples of tap water were obtained from homes and businesses within the Tsartlip First Nation Reserve (which represent a combination of municipal and well water sources) on February 6, 2024.

A portable water properties meter (YSI-ProDSS) was deployed to measure temperature, pH, conductivity, dissolved oxygen and turbidity in situ following the *Raincoast Healthy Waters – Standard Operating Procedure (SOP) for in situ determination of basic water properties* (Appendix 2). A VTSYIQI water velocity meter was used to take three spot measurements from the shoreline where the samples were collected.

Samples were submitted to four service labs for additional analyses: ALS Environmental, SGS-AXYS, Fisheries and Oceans Canada, and the Raincoast Conservation Genetics Lab. Contaminant analytes were determined in water samples according to established protocols (see Table 2).

Table 1: Sampling sites in the Tod Creek watershed

Site Number	Water Type	Site Name	Lat/Long
1	Source	Maltby Lake - Carmel's Dock	N 48.496813, W 123.449331
2	Source	Trevlac Pond	N 48.495230, W 123.444669
3	Source	Maltby Lake - A Frame Dock	N 48.495974, W 123.450316
4	River	Tod Creek @ Prospect Lake	N 48.521186, W 123.438774
5	River	Tod Creek @ Gowland Tod	N 48.559102, W 123.455963
6	River	Tod Creek @ Durrance Bridge	N 48.552520. W 123.447359
7	Runoff	Wallace Drive Ditch	N 48.551040, W 123.447130
8	Runoff	Ditch @ Wallace and Garden	N 48.558439, W 123.452182
9	Runoff	Tod Creek @ Farmington	N 48.538990, W 123.439361
10	Marine	Tod Inlet 1	N 48.559291, W 123.468188
11	Marine	Tod Inlet 2	N 48.562825, W 123.475803
12	Marine	Tod Inlet 3	N 48.569584, W 123.473602
13	Hartland	South Hartland Drainage Ck	N 48.531494, W 123.458465
14	Hartland	Willis Point Roadside ditch	N 48.544298, W 123.471783
15	Hartland	Creek in Hartland Proper	N 48.541726, W 123.464216
16	Tap	Tap 10	Various - 9 CRD water and 1 well

Water samples were collected from 15 field sites in the Tod Creek watershed, as well as 10 homes within the Tsartlip First Nation Reserve. These were then pooled into composite samples and submitted for analysis, or retained for specialised analyses.

Water quality analyses

Table 2: List of analytes, service lab, analytical methods, instruments, and number of samples submitted

Analyte	Laboratory	Analytical Method	Instruments	No. samples analysed
Tier 1				
Temperature (℃)	in situ		YSI ProDSS	12
Dissolved Oxygen (%, mg/L)	in situ	optical sensor	YSI ProDSS	12
Turbidity (FNU)	in situ		YSI ProDSS	12
Conductivity (uS/cm)	in situ		YSI ProDSS	12
pH	in situ		YSI ProDSS	12
Tier 2				
Total Suspended Solids (TSS)	ALS Environmental	APHA 2540 D (mod)	gravimetry	5
Total Dissolved Solids (TDS)	ALS Environmental	APHA 2540 C (mod)	gravimetry	5
Hardness	ALS Environmental	APHA 2340B	calculated	5
Total Organic Carbon (TOC)	ALS Environmental	APHA 5310 B (mod)	combustion	5
Chemical Oxygen Demand (COD)	ALS Environmental	APHA 5220 D (mod)	colorimetry	5
Biological Oxygen Demand (BOD)	ALS Environmental	APHA 5210 B (mod)	dissolved oxygen meter	5
Nitrate	ALS Environmental	EPA 300.1 (mod)	ion chromatography	5
Ammonia	ALS Environmental	Method Fialab 100, 2018	fluorometry	5
Phosphate	ALS Environmental	APHA 4500-P F (mod)	colorimetry	5

Total Metals	ALS Environmental	EPA 200.2/6020B (mod)	Collision/Reaction Cell ICPMS	5
Total coliform	ALS Environmental	APHA 9223 (mod)	MPN	5
Fecal coliform	ALS Environmental	APHA 9223 (mod)	MPN	5
E. coli	ALS Environmental	APHA 9223 (mod)	MPN	5
MST (in Development)	RCF Conservation Genetics Lab (PSEC)	In development		5
Tier 3				
Polycyclic Aromatic Hydrocarbons (PAHs)	SGS Axys Analytical	EPA 8270/ EPA 1625	GC-MS	5
Multiresidue Pesticides	SGS Axys Analytical	EPA 1699 (mod)	HRMS	5
Pharmaceuticals and Personal Care Products (PPCPs)	SGS Axys Analytical	EPA 1694	HPLC/MS/MS	5
Per and Poly-fluoroalkyl substances (PFAS)	SGS Axys Analytical	EPA 1633 Draft	LC-MS/MS	5
Polychlorinated biphenyls (PCBs)	SGS Axys Analytical	SGS AXYS METHOD MLA-210 Rev 01	GC-MS/MS	5
Alkylphenol Ethoxylates (APEs)	SGS Axys Analytical	SGS AXYS METHOD MLA-004 Rev 07	GC-MS	5
Bisphenols	SGS Axys Analytical	SGS AXYS METHOD MLA-113 Rev 01	LC-MS/MS	5
Sucralose	SGS Axys Analytical	MLA-116	LC-MS/MS	5
6PPD-quinone	DFO Institute of Ocean Science		LCMS	5

Data handling

In some cases, contaminants were not detected in our water samples and concentrations were therefore considered to be 0 for the calculations of totals.

With each batch of samples, analytical laboratories ran blank samples (e.g. samples that go through the same laboratory processes as our environmental samples) that should, in theory, not contain any contaminants. However, in some cases, blank samples contained low concentrations of contaminants. These levels in blanks were subtracted from the concentrations measured in each of our environmental samples ('blank correction').

Environmental Quality Guidelines

We interpreted contaminant concentrations using three sets of Canadian environmental quality guidelines (EQGs): provincial (British Columbia (BC)), federal, and those developed by the Canadian Council of the Ministers of the Environment (CCME). The latter CCME guidelines are derived in consultation with the environment ministers from the federal, provincial and territorial governments. Relevant EQGs and DWQGs are summarized in Appendix 3.

The British Columbia Ministry of Environment and Climate Change Strategy (BC MoECCS) has developed Water Quality Guidelines (WQGs) that are considered as protective for different water uses. We apply WQGs for the protection of stream and rivers aquatic life (source, stream and rivers and Road runoff samples) and marine aquatic life (marine water samples). All approved BC WQGs can be found on the BC MoECCS website.

Federal Environmental Quality Guidelines (FEQGs) are developed to support emerging federal environmental quality monitoring, risk assessment and risk management activities, and are derived to complement those developed by the CCME. They are only available for a limited number of chemicals captured in this list of EQGs (Government of Canada, 2024).

In addition, Working Water Quality Guidelines (WWQGs) are available for some contaminants for which a completed WQG is not yet available and are obtained from various Canadian provincial and federal jurisdictions (primarily the Canadian Council of the Ministers of the Environment (CCME)). WWQGs can be found on the CCME website.

It is important to note that exceeding a WQG/EQG or WWQG does not imply that unacceptable risk exists but rather that the potential for adverse effects is increased (BC MoECCCS, 2023). Conversely, WQGs may not fully capture the sensitivity of all species to different contaminants, such that adverse effects may occur in some species even at levels below a WQG. WQGs, therefore, serve as a benchmark based on best available evidence, and are subject to change as new evidence emerges.

Drinking Water Quality Guidelines

Guidelines are available to protect human health from different contaminants in drinking water. These have been developed at the federal level by Health Canada in collaboration with the Federal-Provincial-Territorial Committee on Drinking Water (CDW) and other federal government departments (Health Canada, 2022). Guidelines for Canadian Drinking

Water Quality are developed specifically for contaminants that meet all of the following criteria (Health Canada, 2022):

- Exposure to the contaminant could lead to adverse health effects in humans;
- The contaminant is frequently detected or could be expected to be found in a large number of drinking water supplies throughout Canada; and,
- The contaminant is detected, or could be expected to be detected, in drinking water at a level that is of possible human health significance.

In BC, the First Nations Health Authority (FNHA) oversees drinking water safety on reserves, where Chief and Council are responsible for drinking water infrastructure and monitoring. Monitoring of drinking water relies on meeting the Health Canada DWQGs. Drinking water quality guidelines can be found on the Health Canada website.

Table 3: Analyte classes and number of available Environmental (or Water) Quality Guidelines (EQGs or WQGs) and Drinking Water Quality Guidelines (DWGs)

Analyte Class	Number of Analytes Measured	Drinking WQGs	Federal EQGs	BC WQGs	CCME EQGs
Basic Water Properties	5	1	0	4	5
Coliform	3	2	0	0	0
Nutrients	4	3	0	4	4
Metals	37	20	4	20	17
PAHs	76	1	0	10	10
Pesticides	62	6	0	10	7
PPCPs	141	0	1	1	0
PFAS	40	2	1	1	0
PCBs	209	0	0	5	0
Alkylphenols	4	0	0	0	0
Bisphenols	6	0	1	1	0
Sucralose	1	0	0	0	0
6PPD-Quinone	1	0	0	0	0
Total	*587*	*35*	*7*	*56*	*43*

We applied three sets of EQGs and one set of DWQGs to our water quality data: The Federal government's *Federal Environmental Quality Guidelines* (FEQGs), the BC Government's Approved *Water Quality Guidelines* (BC WQGs), and the Canadian Council of Ministers of the Environment's (CCME) *Canadian Environmental Quality Guidelines* (CCME CEQGs); and Health Canada's Drinking Water Quality Guidelines. . These guidelines were all designed to protect aquatic life and human health.

International Guidelines and emerging PFAS concerns

There exist several thousand PFAS compounds, but only two are regulated in Canada: PFOA and PFOS, which were banned in 2011. Given the increasing concern over the presence, persistence and toxicity of per- and poly-fluoroalkyl substances (PFAS), Health Canada has developed screening values for a number of PFAS compounds (Appendix 4). These are considered as approved guidelines for drinking water quality, and are based on risk assessment approaches that are similar to formal guidelines (Health Canada, 2023). They therefore serve as guidance when evaluating the risk of PFAS exposure from tap water consumption and are considered in the present report.

Given the limited guidance afforded by Canadian guidelines for the rapidly emerging PFAS concerns, we have included guidelines derived internationally (USA, European Union and WHO).

Table 4: Environmental Quality Guidelines for PFAS (USA and Canada)

Compound	Guideline (mg/L)	Issuing Agency	Notes
PFOS	0.0068	Canadian FEQG	EQG - PFOA under development
PFOS	3	US EPA	DRAFT EQG - Acute
PFOS	0.0084	US EPA	DRAFT EQG - Chronic
PFOA	49	US EPA	DRAFT EQG - Acute
PFOA	0.094	US EPA	DRAFT EQG - Chronic

Very few Environmental Quality Guidelines are available for PFAS. A Canadian Federal EQG was set for PFOS, while a guideline value for PFOA is currently in development.

Table 5: Drinking Water Quality Guidelines for PFAS

Compound	Guideline (ng/L)	Issuing Agency
PFOS	600	Health Canada
PFOS	4	US EPA
PFOA	200	Health Canada
PFOA	4	US EPA
PFHxS	10	US EPA
PFNA	10	US EPA
HFPO-DA	10	US EPA
Total PFAS	500	EU - Drinking Water Directive

Any "guidelines" which used other language, or which were not enforceable (recommended limits, etc.) were omitted from this table. Most available guidelines address the two PFAS compounds of greatest concern to human health: PFOA and PFOS.

Water properties

Capsule

Basic water properties provided elementary information on the quality of fish habitat in the Tod Creek watershed. Source water sites were found to have the lowest temperature. The highest dissolved oxygen (% and mg/L) was measured in the Hartland sites. Source sites were found to have the lowest dissolved oxygen (% and mg/L). The highest conductivity and turbidity among non-marine samples was measured in the Hartland sites, which may reflect a combination of road runoff and Hartland operations.

Introduction

Water properties including temperature (℃), dissolved oxygen, conductivity, pH, and turbidity are commonly measured as a preliminary method of assessing the quality of fish habitat. Temperature and dissolved oxygen are of particular significance to fish - as increased temperatures and low dissolved oxygen are often associated with summertime fish kills. Conductivity and turbidity measurements can act as proxies for total dissolved solids (TDS) and total suspended solids (TSS) respectively. These parameters can be relevant as increased TDS and TSS in a body of water can indicate contamination from road salt or flushing of disturbed sediments into the waterway. Unusual conductivity measurements suggest the need for more in-depth analysis for contaminants.

Methods

A YSI ProDSS was used to take three measurements at each site of the following parameters: temperature (°C), dissolved oxygen (mg/L and %), specific conductivity (uS/cm), pH, and turbidity (FNU). A VTSYIQI water velocity meter was used to take three spot measurements from the shoreline where the samples were collected.

Results

Table 6: Average water property results for five categories of water sampled in the Tod Creek watershed (WET Season)

Analyte	Source (n=3)	Stream and river (n=3)	Road runoff (n=3)	Marine (n=3)	Hartland (n=3)
Temperature (℃)	5.8 ± 0.1 (5.6-6.1)	6.4 ± 0.11 (6.1-6.8)	7.3 ± 0.44 (5.8-8.9)	6.9 ± 0.09 (6.6-7.4)	9.0 ± 0.02 (9.0-9.2)
DO %	71 ± 2.27 (59.1-79.5)	78.2 ± 2.17 (69.4-90.4)	86.5 ± 2.82 (72.6-94.2)	90.6 ± 0.58 (88.1-94.1)	90.1 ± 1.23 (84.2-96.5)
DO (mg/L)	8.79 ± 0.288 (7.42-9.83)	9.85 ± 0.277 (8.59-11.2)	10.3 ± 0.283 (9.05-11.3)	10.0 ± 0.109 (9.59-10.6)	10.3 ± 0.113 (9.71-10.6)
pH	7.31 ± 0.130 (6.78-8.02)	7.33 ± 0.088 (7.03-7.84)	7.45 ± 0.081 (7.07-7.79)	7.65 ± 0.009 (7.61-7.69)	7.39 ± 0.150 (6.79-7.72)
Conductivity (uS/cm)	102 ± 3.96 (93.5-123)	143 ± 6.96 (115-164)	198 ± 19.4 (138-271)	23,500 ±1250 (19,100-28,900)	421 ± 53.0 (288-630)
Turbidity (FNU)	1.33 ± 0.149 (1.06-2.12)	2.3 ± 0.32 (1.2-4.2)	3.1 ± 0.32 (2.21-4.34)	2.2 ± 0.03 (2.05-2.40)	4.3 ± 0.59 (2.1-6.2)
Flow (m/s)	NA	0.224 ± 0.006 (0.212-0.232)	0.065 ± 0.016 (0.035-0.089)	NA	0.045 ± 0.045 (0.045-0.045)

Data represent the mean +/- Standard Error of the Mean (SEM), with the Range in parentheses (min-max). DO = Dissolved Oxygen. uS/cm = MicroSiemens per cm. FNU = Formazin Nephelometric Units. We did not collect water properties data on the tap water samples collected due to logistical difficulties in securing samples from individual homes and delivering them to our partner labs on time.

Conclusions

- Water, temperature, pH, and dissolved oxygen were all in acceptable ranges when evaluated against Environmental Quality Guidelines designed to protect aquatic life.
- Turbidity could not be assessed in relation to Environmental Quality Guidelines as it requires knowledge of background turbidity, but it was higher in those water categories that were downstream of source water.
- Conductivity was highest - as expected with naturally occurring ions and metals - in the marine sample, but was also elevated in the Hartland drainage samples when

compared to the other freshwater categories. This could be due to a combination of road runoff with deicing activities as well as Hartland operations.

Coliform bacteria

Capsule

Coliform bacteria in water indicate a potential threat to human health. The highest concentration of total coliform was detected in the road runoff sample. The highest concentration of fecal coliform and E. coli were detected in the stream and river sample. No coliform bacteria were detected in the pooled tap water sample. Relative low counts in the surface water samples may reflect human, pet or wild animal sources. Future Microbial Source Tracking results will be useful in identifying the host species for this observation. There were no exceedances of Water Quality Guidelines designed for recreational use of water for E. coli.

Introduction

Coliform bacteria have historically been used to gauge water quality with respect to implications for human recreational use and drinking water consumption. Most recently, the spotlight has been on counts (MPN of CFU) of the gram-negative coliform bacteria species *Escherichia coli* as an indicator of recent contamination with wastewater, and to determine the risk to human health posed by consumption and recreational use of waterways. There are no Environmental Quality Guidelines for coliform bacteria, reflecting the general idea that these potentially pathogenic bacteria are not likely to present a risk to aquatic life. Further work to measure Enterococci bacteria in future marine water samples will strengthen the evaluation of microbial contamination in water.

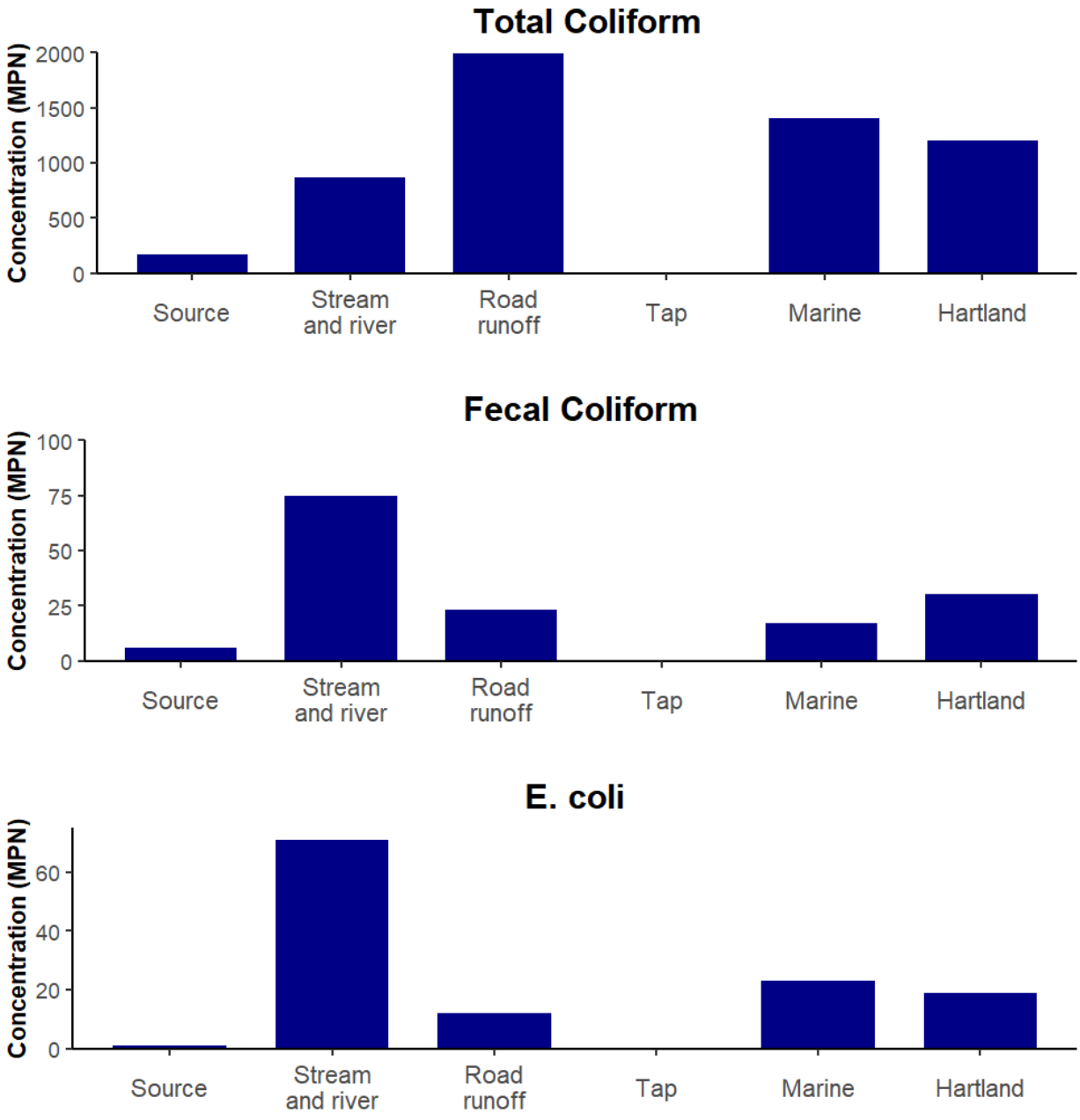
Results

Table 7: Concentration (MPN/100mL) of coliform bacteria in six water categories in the Tod Creek watershed (WET Season)

Analyte	**Source** (n=1)	**Stream and river** (n=1)	**Road runoff** (n=1)	**Tap** (n=1)	**Marine** (n=1)	**Hartland** (n=1)
Coliform, Total	172	866	1990	0	1410	1200
Coliform, Fecal	6	75	23	0	17	30
E. coli	1	71	12	0	23	19

The highest concentration of total coliform were detected in the road runoff sample, while the highest concentrations of fecal coliform and E. coli were detected in the stream and river sample.

Figure 2: Coliform concentration (MPN/100mL) in six water categories in the Tod Creek watershed (WET Season)



The highest concentration of total coliform bacteria was detected in the road runoff sample, while the highest concentrations of fecal coliform and E. coli were both detected in the stream and river sample. No coliform bacteria were detected in the tap water sample.

Conclusions

- Total E. coli concentrations for the five water categories were ranked from highest to lowest as follows: stream and river > marine > Hartland > road runoff > source > tap.

- E. coli values in all water samples were well below Recreational Use Guidelines set by Health Canada (>235 CFU/100ml).

- the inherent variability of coliform measurements in environmental samples (over time, place and among analyses) underscore the value in generating larger sample sizes or a modified approach to study design.

- No coliform were detected in the pooled tap water sample, indicating that there is no pathogenic risk to drinking water safety in the homes tested.

Nutrients and physical parameters

Capsule

Excess nutrients from fertilizers, wastewater and other human activities can readily degrade fish habitat by increasing plant and algal growth and causing a reduction in dissolved oxygen. Nitrate concentrations in the Hartland drainage sample exceeded the long-term Environmental Quality Guideline for the protection of aquatic life, but not the short-term acute Guideline.

Introduction

Nutrients such as nitrogen and phosphorus compounds can be naturally occurring, and are critical for the health and growth of plants and animals. However, nutrients from fertilizers and wastewater that are released into a body of water can put it at risk of eutrophication - a process which is characterized by an overgrowth of plants and algae and resulting in oxygen depletion. Eutrophication poses a significant risk to aquatic life, as low oxygen levels create an inhospitable environment for the survival of fish - in particular salmonids who require relatively high levels of dissolved oxygen for survival and reproduction.

In addition, some nutrients such as total ammonia are considered to be acutely toxic to freshwater fish species at concentrations that vary with the temperature and pH of the water.

Results

Table 8: Average concentrations (mg/L) of physical and chemical properties in each water category for the Tod Creek watersheds (WET Season)

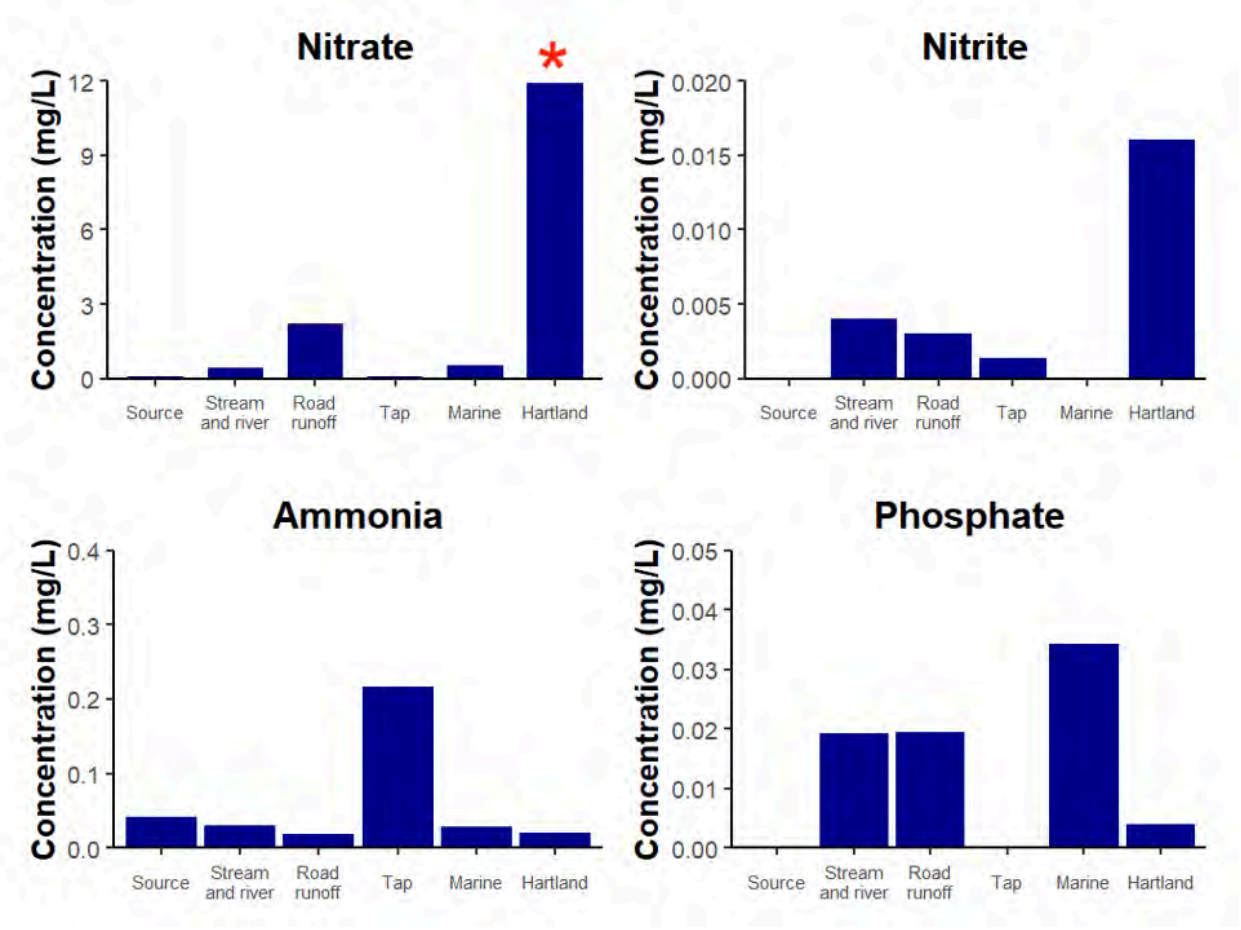
Analyte	**Source** (n=1)	**Stream and river** (n=1)	**Road runoff** (n=1)	**Tap** (n=1)	**Marine** (n=1)	**Hartland** (n=1)
Hardness, Total (as CaCO3)	32	53.5	73.1	17.8	1550	194
Carbon, Total Organic	12	7.92	9.36	2.11	5.03	8.7
Solids, Total Dissolved	80	94	125	40	8090	369
Solids, Total Suspended	0	0	0	0	7.4	0
Biological Oxygen Demand (BOD)	8.3	5	6.8	0	0	27.8

Table 9: Average nutrient concentrations (mg/L) in each water category for the Tod Creek watersheds (WET Season)

Analyte	**Source** (n=1)	**Stream and river** (n=1)	**Road runoff** (n=1)	**Tap** (n=1)	**Marine** (n=1)	**Hartland** (n=1)
Ammonia, total (as N)	0.0413	0.0292	0.0187	0.216	0.0278	0.0194
Nitrate (as N)	0.0646	0.422	2.23	0.0614	0.536	**11.9**
Nitrate + Nitrite (as N)	0.0646	0.426	2.23	0.0628	0.536	11.9
Nitrogen, total	0.424	0.803	2.4	0.441	0.754	11.6
Nitrite (as N)	0	0.004	0.003	0.0014	0	0.0161
Phosphate, ortho-, dissolved (as P)	0	0.0193	0.0195	0	0.0343	0.0039

Water samples were analyzed for the following nutrients: total nitrogen, nitrate (NO^{-3}), ammonia (NH_3), phosphate (PO_4^3) and nitrite (NO^{-2}). The Hartland drainage water sample had a nitrate (NO^{-3}) concentration that exceeded the BC WQG long-term chronic guideline of 3.0, but did not exceed the short-term acute (32.8 mg/L), or CCME guideline for the protection of aquatic life (550 mg/L) for the protection of aquatic life. n=1 is a composite of 3 sample locations of the same water type.

Figure *3*: Mean Nutrie*nt concentrat*ions (mg/L) in five water categories in the *Tod Creek* watershed (*WET* Season)



Nitrate (NO^{-3}) and ammonia (NH_3) were the most commonly detected nutrients in water samples from the Tod Creek watershed, each present in all six samples. The highest concentration (11.9 mg/L) of nitrate (NO^{-3}) was detected in the Hartland drainage sample which exceeded the CCME long-term exposure guideline for the protection of aquatic life (3.0 mg/L). Ammonia (NH_3) was detected at the highest concentration in the tap water sample. Phosphate (PO_4^{3}) and nitrite (NO^{-2}) were detected in four out of the six samples, with the highest concentrations being in marine and Hartland samples respectively.

Conclusions

- The nitrate concentrations ranked from highest to lowest in the six water samples were as follows: Hartland > road runoff > marine > stream and river > source > tap.
- Nitrate and ammonia were the most frequently detected nutrients in samples across the Tod Creek watershed.

- The Hartland sample had the highest concentrations of nitrate (NO^{-3}) and nitrite (NO^{-2}).
- Tap water had the highest concentration of ammonia (NH_3).
- The nitrate concentration in the Hartland water sample (11.9 mg/L) exceeded the CCME Guideline for long-term exposure of 3.0 mg/L (NO^{-3} as N) by almost 4x.
- None exceed the CCME Guidelines except the nitrate concentration in the Hartland water sample (11.9 mg/L) exceeded the CCME Guideline for long-term exposure of 3.0 mg/L (NO^{-3} as N) by almost 4x.
- Nitrate exceeds the BCWQG long term chronic (3.0 mg/L), but does not exceed the short term BVWQG of 32.8 or the CCME guideline of 550 mg/L.

Metals

Capsule

Metals can be present in water due to both natural and anthropogenic inputs. Sixteen metals were detected in all of the water samples collected in the Tod Creek watershed. Aside from the marine sample, total metal concentrations were highest in the Hartland water sample, consistent with our observation of higher levels of conductivity. Aluminum concentrations exceeded Environmental Quality Guidelines in all water samples except tap water.

Introduction

Metals are present in aquatic environments as a result of both natural and anthropogenic sources, with baseline levels reflecting the unique geology of the area surrounding a body of water. Anthropogenic sources of metal contamination in waterways may originate from industrial effluent, municipal wastewater, agricultural practices, and urban runoff.

Many metals are capable of impacting the health of aquatic life, with some representing a priority concern in fish habitat, including Zinc and Copper.

Results

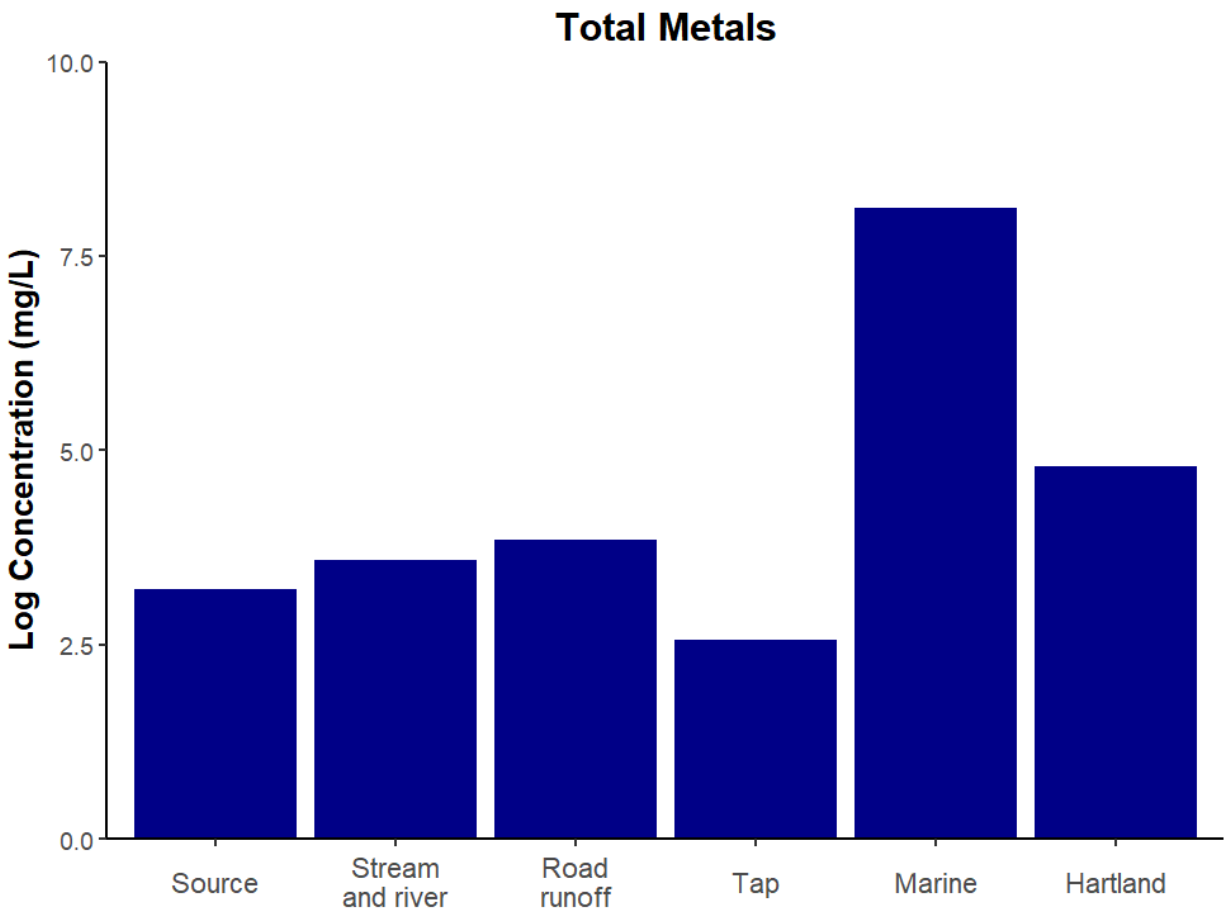
Table 10: Total concentrations (mg/L) of the 16 metals that were detected in all six water categories in the Tod Creek watershed (WET Season)

Analyte	**Source** (n=1)	**Stream and river** (n=1)	**Road runoff** (n=1)	**Tap** (n=1)	**Marine** (n=1)	**Hartland** (n=1)
Aluminum	**0.11**	**0.10**	**0.19**	0.02	**0.14**	**0.11**
Barium	0.00536	0.00585	0.00883	0.00348	0.00839	0.00838
Boron	0.023	0.025	0.024	0.012	1.04	0.082
Calcium	9.14	15.5	21.7	5.22	101	63.5
Iron	0.251	0.159	0.162	0.029	0.165	0.148
Magnesium	2.24	3.59	4.6	1.17	315	8.67
Manganese	0.017	0.0118	0.00719	0.00257	0.0113	0.0153
Molybdenum	0.000211	0.00025	0.00022	0.00008	0.00279	0.00112
Potassium	0.45	1.0	1.2	0.14	99	1.0
Silicon	3.11	4.07	5.64	2.3	4.3	7.81
Sodium	8.14	7.56	9.98	3.89	2620	9.58

Strontium	0.0354	0.0528	0.0741	0.0186	1.82	0.173
Copper	0.00108	0.00182	0.00329	0.0993	0	0.00363
Lead	0.000077	0.000122	0.000098	0.00031	0	0.000054
Sulfur	1.43	3.61	3.75	0	232	30
Titanium	0.0031	0.00419	0.0083	0	0.00608	0.00458
Total Metals	25	36	47	13	3400	120

***Bold** indicates a concentration that is at or exceeds Environmental Quality Guidelines. Tap water did not exceed the Health Canada Drinking Water Quality Guideline.

Figure 4: Total metal concentrations (mg/L) in six water categories in the Tod Creek watersheds (WET Season)



Total metal concentrations are shown with a logarithmic transformation to allow for visualization of the data. The marine sample - as expected - had the highest concentration of total metals among all samples, while the Hartland sample had the highest concentration of total metals among the non-marine categories.

Table 11: Concentrations (mg/L) of lead detected in all six water categories in the Tod Creek watersheds (WET Season)

Analyte	**Source** (n=1)	**Stream and river** (n=1)	**Road runoff** (n=1)	**Tap** (n=1)	**Marine** (n=1)	**Hartland** (n=1)
Lead (mg/L)	0.000077	0.000122	0.000098	0.00031	0	0.000054

Lead can be a concern when found in drinking water. No water samples exceeded DWGs or EQGs available for lead.

Conclusions

- Total metal concentrations in the six water categories from highest to lowest are as follows: marine > Hartland > road runoff > stream and river > source > tap.
- The aluminum concentrations in all surface water samples were above the CCME Long Term Guideline for the protection of aquatic life (0.1 mg/L), possibly due to naturally-occurring levels of this metal.
- Lead was detected in all of the water samples apart from the marine water sample. There were no lead exceedances of EQGs or DWQGs.

Polycyclic Aromatic Hydrocarbons (PAHs)

Capsule

Low levels of polycyclic aromatic hydrocarbons (PAHs) were detected in all six water samples, with the highest concentrations observed in the tap water sample, and the lowest in the stream and river sample. Naphthalene was consistently detected at the highest concentrations in all samples. PAH profiles suggested that the combustion of wood and/or plant material contributed to the contamination of all samples, possibly a reflection of wildfire smoke. WQGs are only available for 10 PAHs, but no exceedances were observed for any samples. Finally, the tap water sample did not exceed the one PAH guideline (BaP) available for drinking water.

Introduction

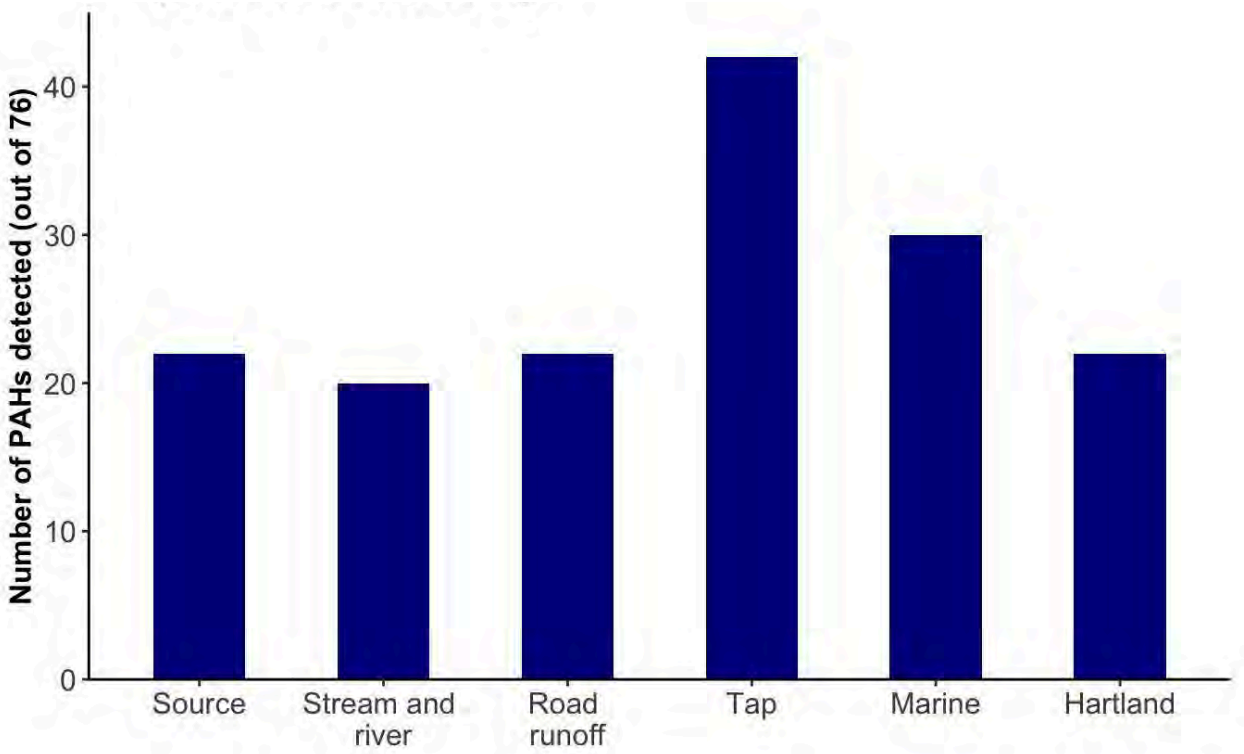
Polycyclic aromatic hydrocarbons (PAHs) are a complex group of compounds found in coal, petroleum and plant materials. They can enter waterways in the form of liquid petroleum products (gasoline, diesel, oil) or via the incomplete combustion of coal, oil, gas, wood garbage or other organic substances. They can occur naturally or as a result of human activities (anthropogenic). In Canada, forest fires are the single most important natural source of PAHs, while anthropogenic sources include residential wood heating, aluminum smelters, creosote-treated products, spills of petroleum products and metallurgical and coking plants, and household activities (Government of Canada, ECCC and Health Canada, 1994; Marvin et al., 2021).

Hydrocarbons can enter aquatic ecosystems either directly through oil spills or discharges from vessels (Morales-Caselles et al., 2017) or indirectly through atmospheric deposition, runoff and discharge from wastewater treatment plants. Depending on their molecular size, PAHs vary in toxicity and have been classified as toxic under the Canadian Environmental Protection Act (CEPA).

Results

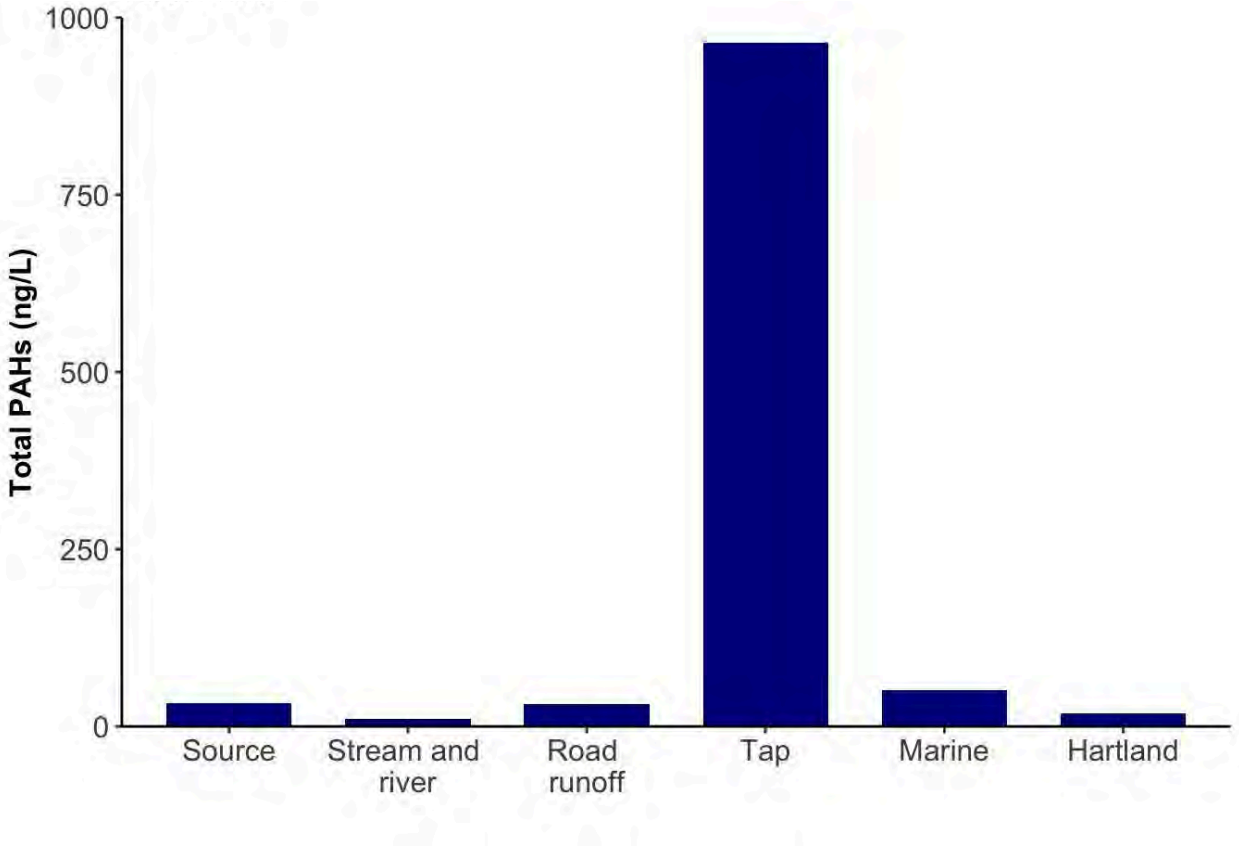
We measured 76 different parent and alkylated PAHs in the six water samples collected in the Tod Creek watersheds during the wet season.

Figure 5: Number of PAHs detected in water samples from the Tod Creek watershed (WET Season)



PAHs were detected in all six water categories. The number of PAHs detected ranged from 20 (stream and river) to 42 (tap) with an average of 26.3 ± 3.4.

Figure 6: Total PAH concentrations in water samples from the Tod Creek watershed (WET Season)



Total PAH levels ranged between 11.2 (stream and river) and 963.9 ng/L (tap) with an average across all water categories of 185 ± 156 ng/L.

The top 6 PAHs with the highest concentrations contributed between 60% (landfill) and 85% (Road runoff) of total PAH concentrations (Table 12). The PAH composition for these top 6 was variable across water categories with only naphthalene being consistently detected with the highest concentrations in all samples. C2-Biphenyls were present in the top 6 of all samples except stream and river water and tap.

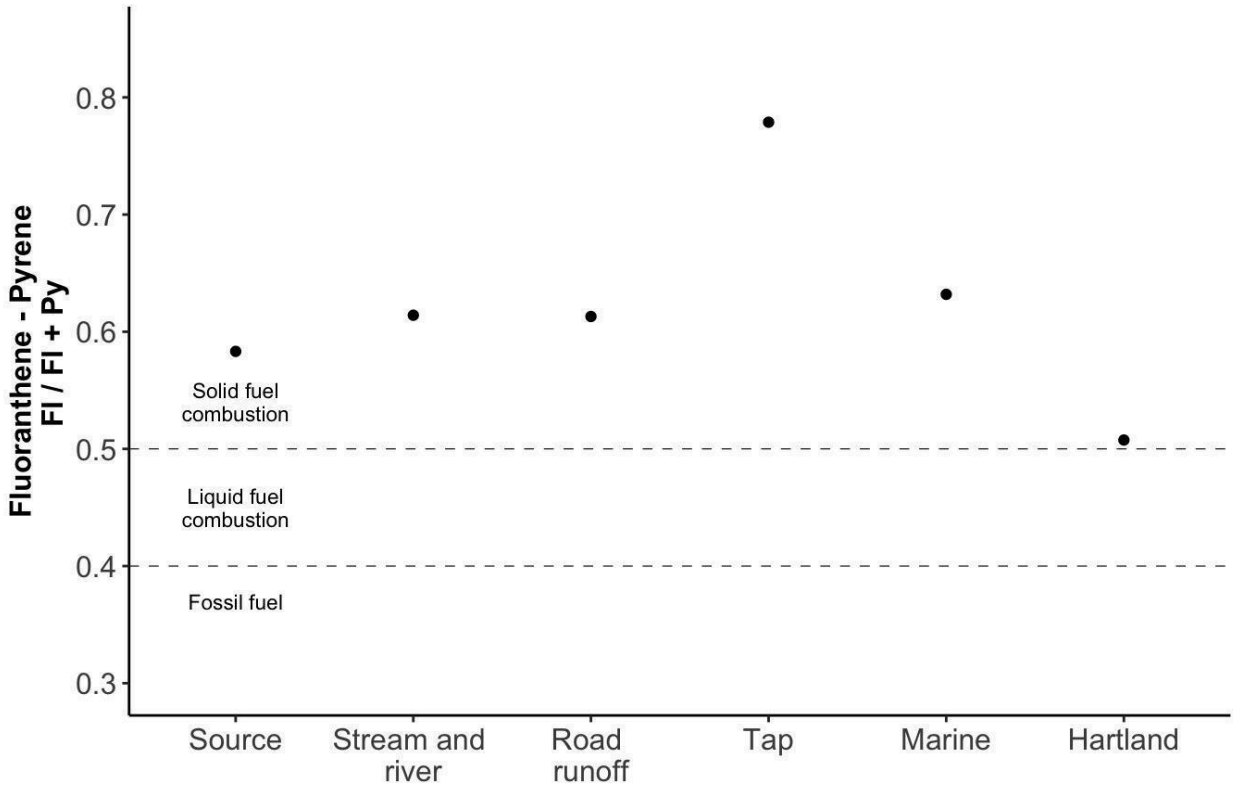
Table 12: Top 6 PAHs with the highest concentrations in each water sample from the Tod Creek watersheds (WET Season)

Source	Stream and river	Road runoff	Tap	Marine	Hartland
C2-Biphenyls (15.4)	Naphthalene (2.6)	C2-Biphenyls (18)	Naphthalene (244.9)	C2-Biphenyls (11)	C2-Biphenyls (4.5)

	C1-Biphenyls (2.9)	Phenanthrene (1.2)	C1-Biphenyls (3.2)	Phenanthrene (205.3)	Naphthalene (6.1)	Naphthalene (1.7)
	Naphthalene (2.3)	C1-Naphthalene (0.98)	Naphthalene (2.7)	Acenaphthene (96.6)	C1-Naphthalenes (5.3)	C4-Phenanthrenes (1.6)
	Retene (2.2)	Acenaphthene (0.90)	C2-Dibenzothiophenes (1.1)	C1-Naphthalenes (85.6)	2-Methylnaphthalene (3.3)	Acenaphthene (1.2)
	C4-Phenanthrenes (1.6)	1-Methylnaphthalene (0.63)	C1-Naphthalenes (1.1)	2-Methylnaphthalene (52.2)	Phenanthrene (3.1)	C2-Naphthalenes (1.0)
	Phenanthrene (1.4)	Retene (0.63)	Phenanthrene (0.64)	Fluoranthene (44.5)	C2-Naphthalenes (2.8)	C1-Biphenyls (1.0)
Total concentrations of top 6 (% of total PAHs)	25.9 (78%)	6.9 (62%)	26.7 (85%)	727.9 (75%)	31.6 (61%)	10.9 (60%)

Ratios of certain PAHs can be used to evaluate sources. Given that only a limited number of PAHs were detected in the water samples, the Fluoranthene - Pyrene ratio was the only one that could be calculated reliably for all samples.

Figure 7: PAH profiles from wood combustion and fuels in water samples from the Tod Creek watershed (WET Season)



All samples had Fl/Py ratios higher than 0.5, suggesting the contribution of combustion of solid fuel such as wood, plant material or coal as the source of PAHs.

Conclusions

- PAH concentrations were ranked as follows from highest to lowest: tap > marine > source > road runoff > Hartland > stream and river.
- Total PAH concentrations in Tod Creek watershed water samples ranged from 11.2 to 963.9 ng/L.
- Fluoranthene - Pyrene ratios revealed that PAHs in all samples originated primarily from the combustion of solid fuel such as wood or plant material. This is consistent with wood burning for heating homes, and wildfires, as being major sources of PAHs in Canada (Berthiaume et al., 2021). In addition, biomass burning in Asia has been

shown to deliver PAHs to Canada through air masses traveling across the Pacific Ocean (Berthiaume et al., 2021).

- All the water samples were well below the BC WQGs available for individual PAHs (naphthalene, acenaphthene, fluorene, anthracene, phenanthrene, fluoranthene, pyrene, chrysene, benzo-a-pyrene and benzo-a-anthracene).
- The only DWQG for PAHs was for benzo-a-pyrene (40 ng/L); BaP was not detected in the tap water sample.
- Background PAH concentrations were higher than those measured in the Hartland samples.

Pesticides

Capsule

A limited number of pesticides were detected in all six water samples, with the highest concentrations in the stream and river water sample, and the lowest in the tap water sample. All the pesticides detected are banned in Canada. Alpha- endosulfan, hexachlorobenzene and chlorpyriphos were detected in the majority of samples. Out of the pesticides detected in environmental samples, WQGs were only available for endosulfan and chlorpyriphos, but no exceedances for these pesticides were observed. There were no DWGs for hexachlorobenzene and alpha-HCH, the two pesticides detected in tap water.

Introduction

Pesticides have been developed to control, destroy or inhibit the activities of pests. They have a wide range of applications in agriculture such as insecticide to prevent crop damage and fungicides to prevent plant disease but also in forestry, industry as well as in our own backyards for lawn care or weed and insect control. In Canada, all pesticides used, sold or imported are regulated by Health Canada's Pest Management Agency (PMRA) (Health Canada, 2007).

While pesticides are mostly applied on terrestrial habitats, they can reach aquatic environments through overspray or drift during application, surface runoff, and through long range atmospheric transport and deposition. It is estimated that 10% of pesticides applied to soil reach non-target areas, leading to their widespread presence in surface waters worldwide (Schulz, 2004; Anderson et al., 2022).

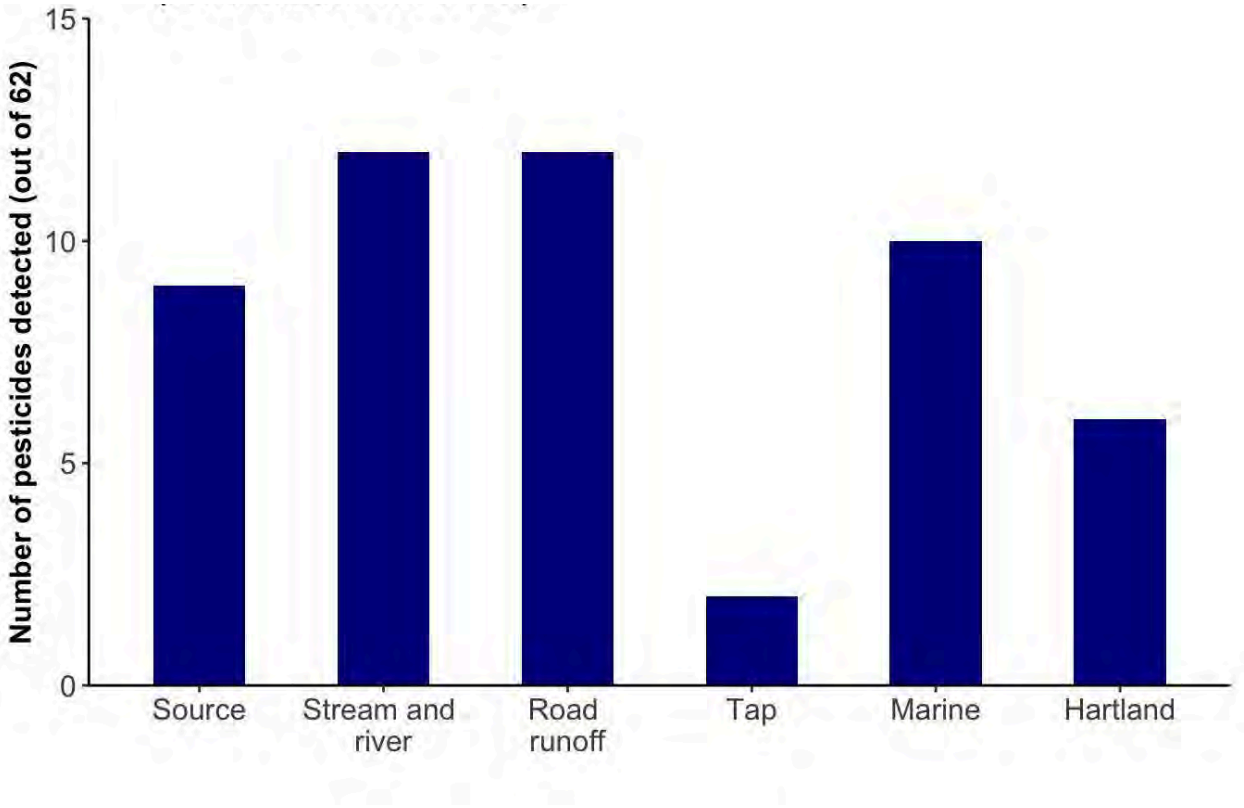
Organochlorine pesticides (OCP) were heavily used from the 1940s to the 1980s, but have been restricted due to their persistence, toxicity and potential for bioaccumulation. Current-use pesticides (CUPs) were subsequently favoured as an alternative to OCPs, and have been widely applied in recent decades (Ding et al., 2023). These tend to be more water-soluble and may be more mobile in fish habitat (Harris et al., 2008).

Results

We measured 62 different pesticides, including both legacy and CUPs in the six water samples collected within the Tod Creek watershed during the wet season. Stream and river,

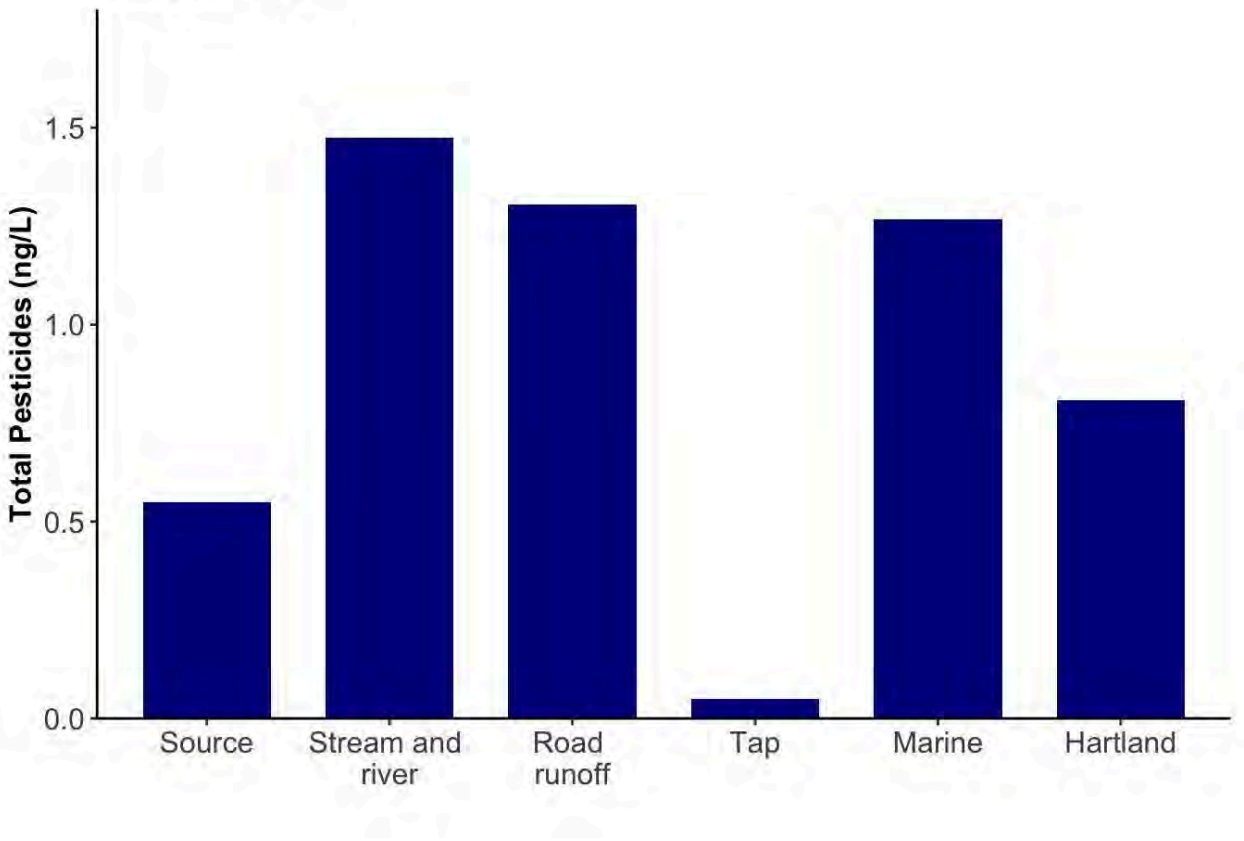
and road runoff had the highest number of detected pesticides as well as the highest total concentrations.

Figure 8: Number of pesticides detected in water sampled in the Tod Creek watershed (WET Season)



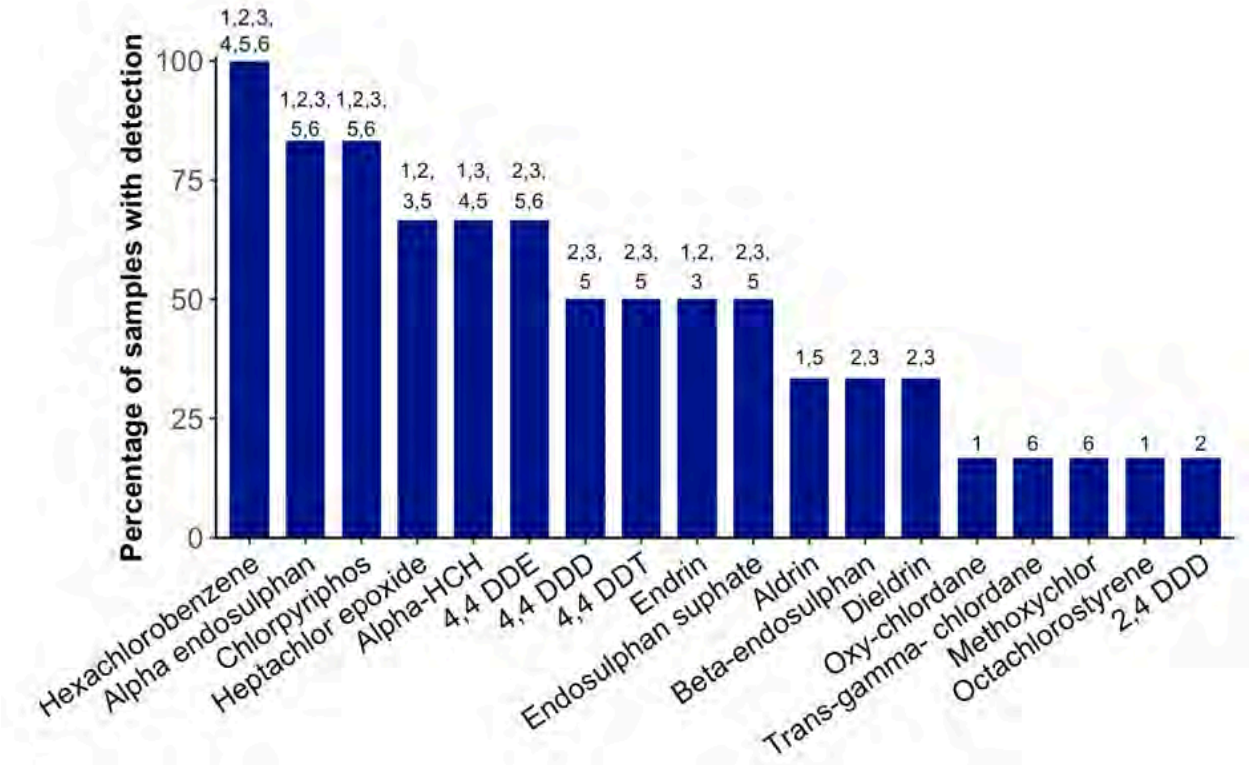
The number of pesticides detected ranged from 2 (tap) to 12 (stream and river and road runoff) with an average of 8.5 ± 1.6.

Figure 9: Total pesticide concentrations in water sampled in the Tod Creek watersheds (WET Season).



Total pesticide levels ranged from 0.05 (tap) to 1.5 ng/L (stream and river), with an average across all water categories of 0.91 ± 0.22 ng/L.

Figure 10: Most frequently detected pesticides in water categories sampled in the Tod Creek watershed (WET Season)



Numbers refer to water categories (1: Source; 2: Stream and river, 3: Road runoff, 4: Tap; 5: Marine; 6: Hartland). For example, the Hartland landfill water sample had detectable concentrations of Alpha-endosulfan, hexachlorobenzene, chlorpyriphos, 4,4' DDE, methoxychlor and trans-gamma-chlordane. Tap water had detectable levels of hexachlorobenzene and alpha-HCH.

All the pesticides detected were legacy chemicals that were no longer in use at the time of sampling. Hexachlorobenzene (100% of samples), alpha- endosulfan (83% of samples) and chlorpyriphos (83% of samples) were detected in the majority of samples.

Hexachlorobenzene is a fungicide to treat seeds of food crops. While it is banned in Canada and most other countries, it can be produced unintentionally as a by-product of the manufacture of certain industrial chemicals (Government of Canada, 2017).

Endosulfan is a restricted-use insecticide and acaracide used to control a broad range of insect and arthropod pests on a wide variety of food, feed and ornamental crops (Health Canada, 2011). The commercial mixture contains both alpha- and beta- endosulfan.

Endosulfan has been banned in Canada since 2016 and is banned or restricted in most other countries (ECCC, 2023).

Chlorpyrifos is an organophosphate insecticide used in agricultural and ornamental production, forestry and mosquito control. Any use of chlorpyrifos pesticides has been prohibited since December 2023 (Health Canada, 2023).

Conclusions

- Pesticide concentrations in the Tod Creek watershed were ranked as follows from highest to lowest: stream and river > road runoff > marine > Hartland > source > tap.
- Total pesticide concentrations ranged from 0.05 to 1.5 ng/L.
- All pesticides detected are no longer in use in Canada. Their detection likely reflects historical use nearby as well as deposition following long-range atmospheric transport. Interestingly, hexachlorobenzene and endosulfan were the most abundant pesticides detected in air samples collected from four mountains across British Columbia, including Grouse Mountain in North Vancouver (Ding et al., 2023).
- Endosulfan and chlorpyriphos were the only pesticides detected that had EQGs, and no samples exceeded these Guidelines.
- Hexachlorobenzene and alpha-HCH were the only pesticides detected in tap water and no DWGs were available for these pesticides.

Pharmaceuticals and Personal Care Products

Capsule

Pharmaceuticals and Personal Care Products (PPCPs) are a category of contaminants that can enter the environment via wastewater, and are typically not removed during treatment. DEET and cocaine were detected in all six water samples. Metformin, penicillin, benzoylecgonine and cotinine were detected in five out of six water samples. Caffeine and theophylline were detected in four out of five water samples. PPCP concentrations were relatively low throughout all samples.

Introduction

Pharmaceuticals and Personal Care Products (PPCPs) comprise a wide range of products and chemical formulations. The common link among these compounds is their use in human health, veterinary health and personal care. Many PPCPs are introduced into the environment via wastewater streams, and are not reliably removed during treatment at wastewater treatment plants (WWTPs).

DEET (N,N-diethyl-meta-toluamide) is a widely used insect repellent. Cocaine is a recreational drug, with its metabolic product benzoylecgonine. Metformin is a drug commonly prescribed for the treatment of diabetes and pre-diabetes, and functions to lower the blood glucose levels of users. Caffeine is a plant-derived stimulant found in widely-consumed beverages. Penicillin is a well-known antibiotic used to treat bacterial infections. Cotinine is the breakdown product of nicotine. Cotinine is the breakdown product of nicotine. Theophylline is an asthma/pulmonary medication. Onsite sewage treatment systems (septic) can also be a significant source.

Caffeine has been used as an indicator of human wastewater in the environment - as it is relatively stable and persistent in surface waters, but sucralose is increasingly used in its place.

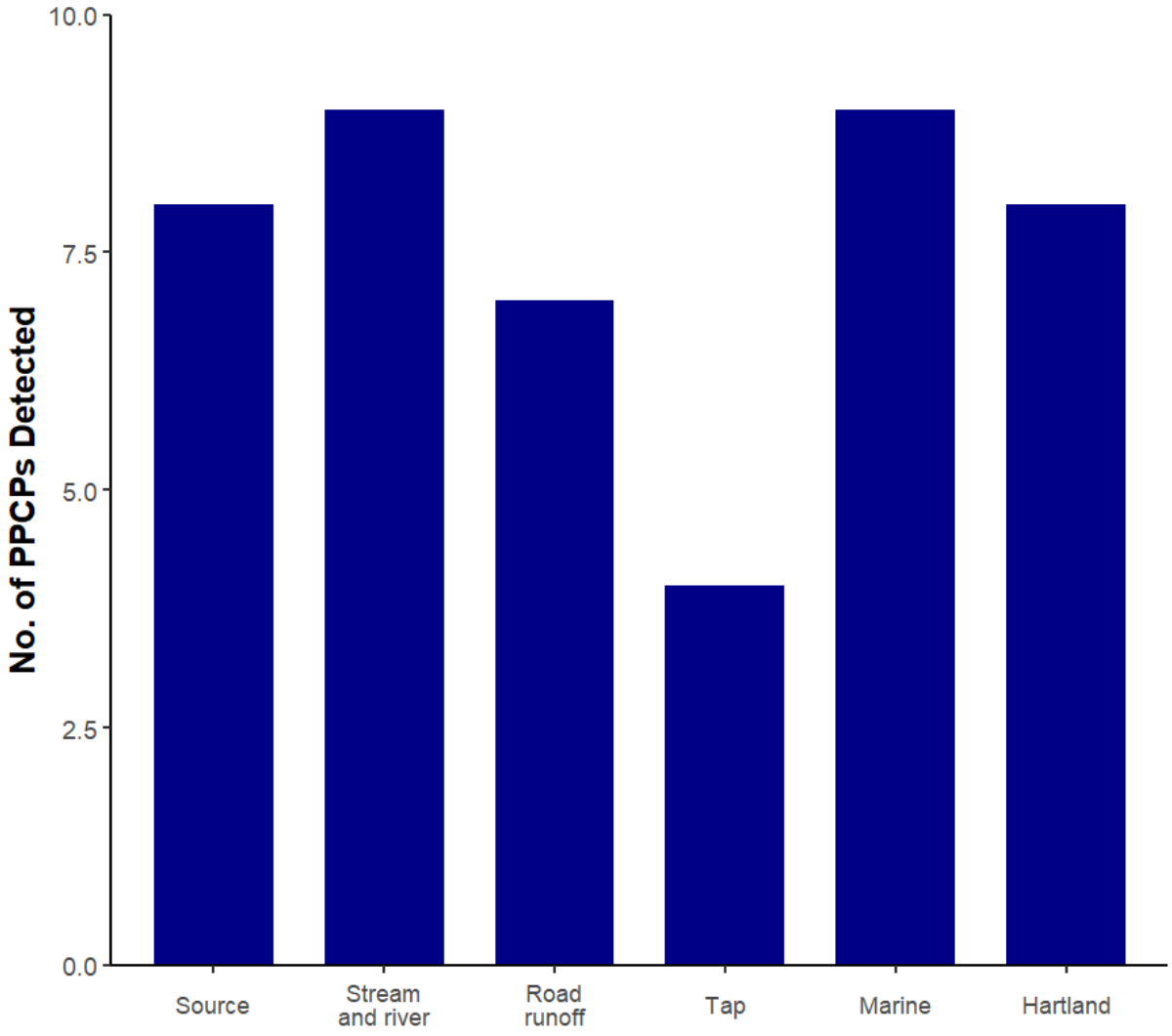
Results

Table 13: PPCP concentrations (ng/L) for all analytes detected in each water category for the Tod Creek watershed (WET Season)

Analyte	Source	Stream and river	Road runoff	Tap	Marine	Hartland
2-Hydroxy-ibuprofen	0	5.47	0	0	0	0
Cefotaxime	6.76	0	0	0	0	0
Penicillin G	0	0	0	39.78	3.79	3.79
Caffeine	0	16.7	9.04	0	14.3	10.5
Carbamazepine	0	0.614	0	0	0.715	1.52
Sulfamethizole	1.24	0	0	0	0	0
Cotinine	0.464	1.58	0.677	0	1.06	0.4
Metformin	1.49	4.33	2.91	0	9.58	2.59
Benzoylecgonine	0	0.547	0.375	1.32	0.518	0.485
Cocaine	0.389	0.262	0.258	4.54	0.186	0.309
DEET	1.98	2.93	1.22	6.9	1.13	37.94
10-hydroxy-amitriptyline	0.227	0	0	0	0	0
Theophylline	7.65	14.6	7.6	0	11	0
Total PPCP Concentration	**20.2**	**47.0**	**22.1**	**52.5**	**42.3**	**57.5**
Total number of PPCPs detected	*8*	*9*	*7*	*4*	*9*	*8*

A total of thirteen different PPCPs were detected in water samples collected in the Tod Creek watershed. The highest concentration was detected in the Hartland water sample. The greatest number of different PPCPs were detected in the stream and river, and marine samples.

Figure 11: The number of PPCPs detected in each of six water samples from the Tod Creek watershed (WET Season)



Stream and river, and marine samples had the greatest number of PPCPs detected among water categories. The tap sample had the lowest number of compounds detected, but highest concentrations.

Conclusions

- Relatively low levels of PPCPs were detected in water samples in the Tod Creek watershed.
- PPCP concentrations in water samples ranged from highest to lowest as follows: Hartland > tap > stream and river > marine > road runoff > source.
- There are no EQGs available in Canada for any of the PPCPs we detected in water samples for the Tod Creek watershed.
- The only PPCP for which there is an Environmental Quality Guideline is Ethinylestradiol (EE), which is used widely as one of the hormonal components of birth control - as it has been shown to negatively impact both reproductive and immune function in some fish species. We did not detect EE in any of the samples collected from the Tod Creek watershed.
- Future sampling will complement findings here and contribute to a better understanding of the modest number of PPCPs detected in the various water categories in Tod Creek.

Per- and poly-fluoroalkyl substances (PFAS)

Capsule

Per- and poly-fluoroalkyl substances (PFAS) were detected in all Tod Creek watershed samples, with the highest concentrations observed in the Hartland drainage sample and the lowest in tap water. Perfluorooctanesulfonic acid (PFOS) and Perfluorooctanoic Acid (PFOA) were detected in all samples except tap water, reflecting legacy use as these chemicals were banned in Canada in 2009 and 2016, respectively. Perfluoro-octanesulfonamide (PFOSA) was the only PFAS detected in tap water. None of the samples exceeded the few environmental quality guidelines available (PFOS) or Canadian and international guidelines or other regulatory values for drinking water. New guidelines for PFAS are in development, such that this interpretation may change for this class of contaminant.

Introduction

Per- and poly-fluoroalkyl substances (PFAS) are large group (~15,000 compounds) of human-made substances that are widely used in a variety of products such as food packaging, non-stick cookware, clothing, cosmetics but also firefighting foams, lubricants and oil/water repellents. They are extremely stable and therefore persistent in the environment, which has led to the use of the term “forever chemicals”.

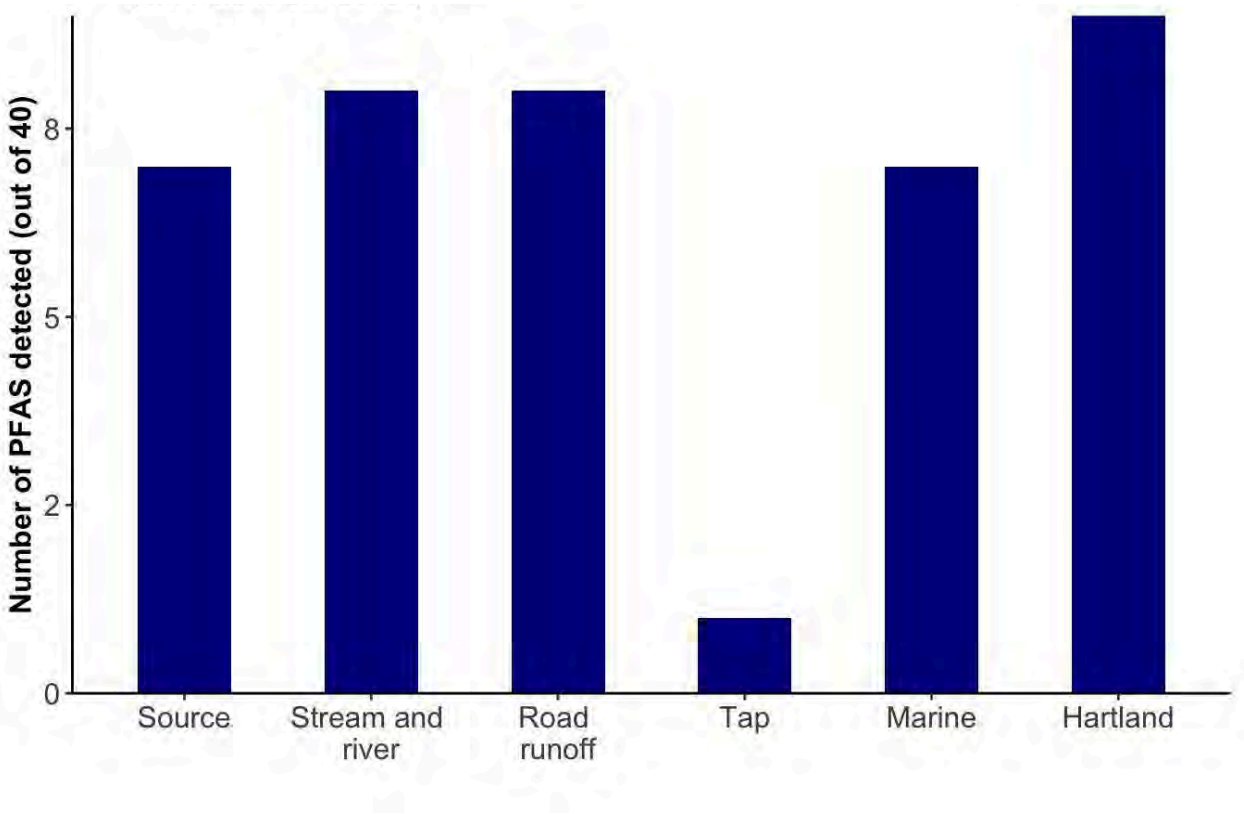
PFAS can be released in the environment at point sources such as manufacturing plants, or where firefighting foams have been used such as airports and military installations. PFAS can also be released through consumer use and disposal of PFAS-containing products. PFAS has been found in all environmental compartments (ECCC and Health Canada, 2023).

Evidence of adverse effects on the environment and human health has led Canada to prohibit the manufacture, use, sale, offer for sale and import of a limited number of PFAS including perfluorooctanesulfonic acid (PFOS), perfluorooctanoic Acid (PFOA), long-chain perfluorocarboxylic acids and their salts and precursors under the *Prohibition of Certain Toxic Substances Regulations* and the *Canadian Environmental Protection Act* (CEPA) (ECCC and Health Canada, 2023b).

Results

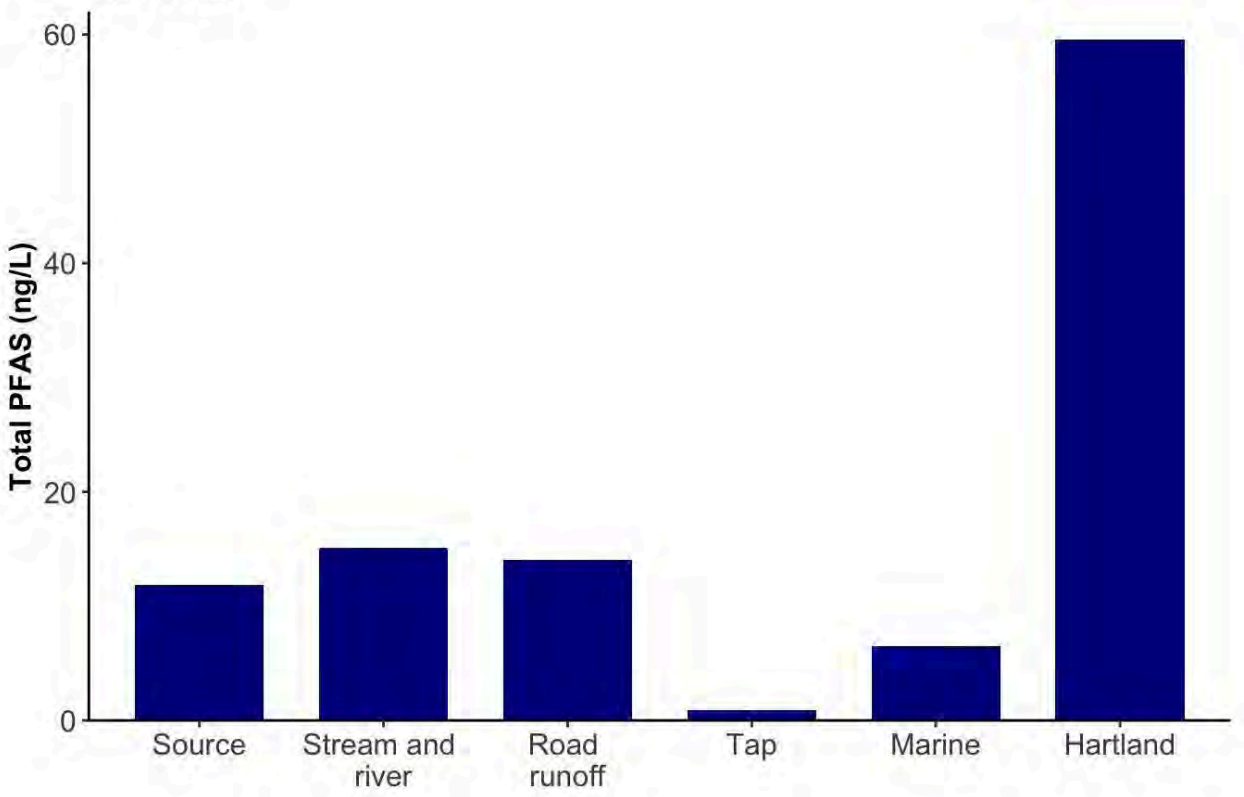
We analysed up to 40 different PFAS in the six water samples collected within the Tod Creek watershed during the wet season.

Figure 12: Number of PFAS substances detected in water samples from the Tod Creek watershed (WET Season)



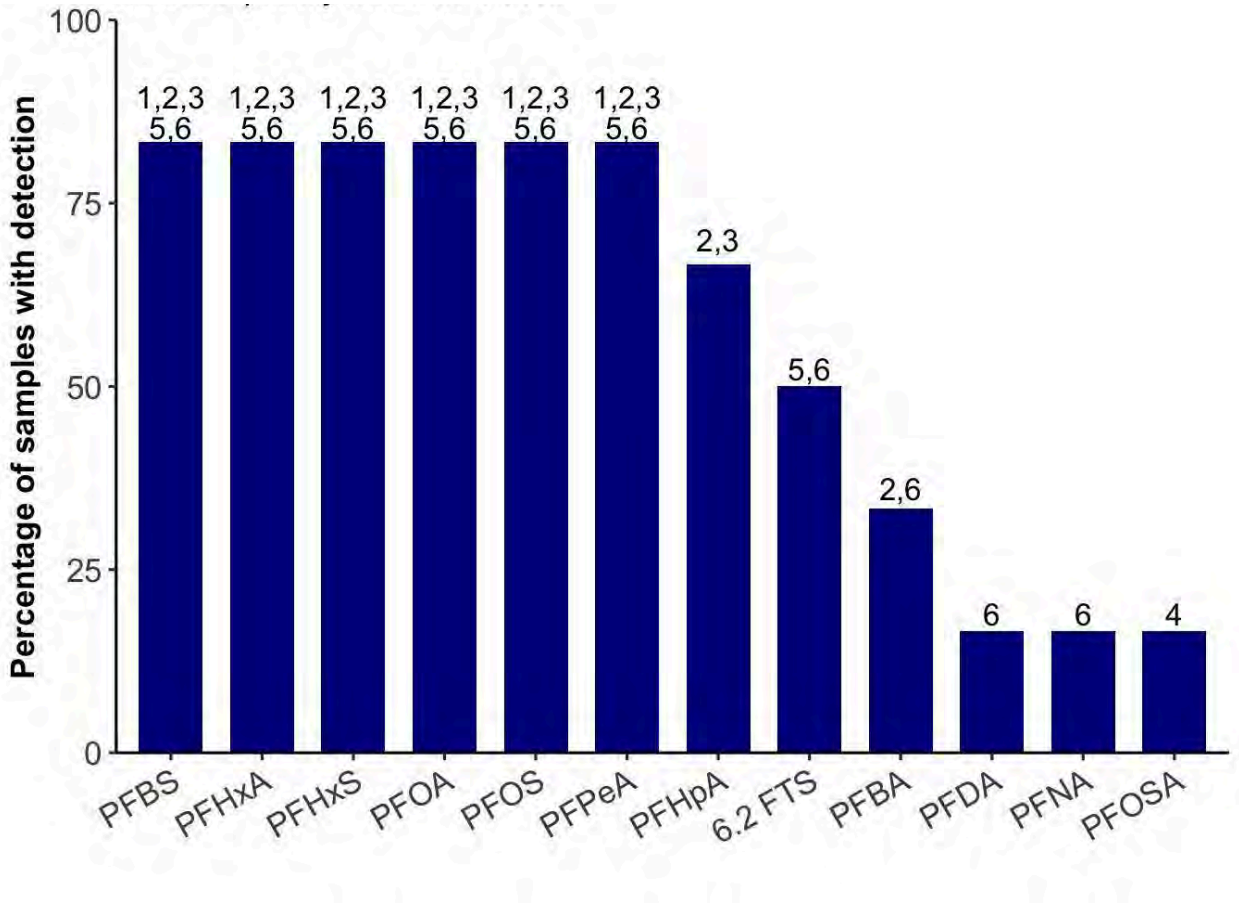
PFAS were detected in all six water categories. The number of PFAS detected ranged from 1 (tap) to 9 (Hartland) with an average of 6.7 ± 1.2.

Figure 13: Total PFAS concentrations in water sampled in the Tod Creek watershed (WET Season)



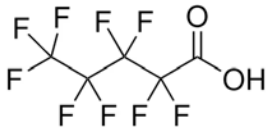
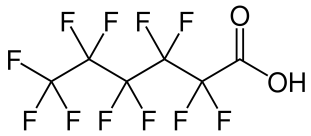
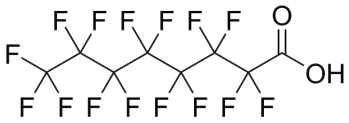
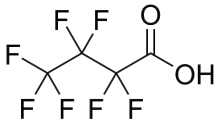
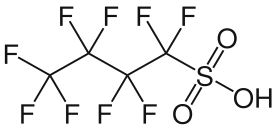
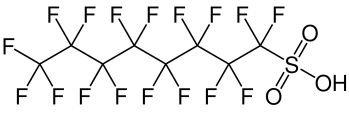
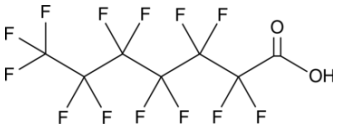
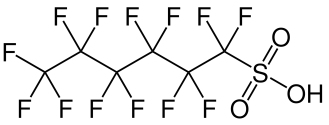
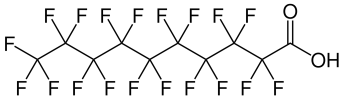
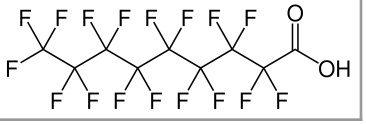
Total PFAS levels ranged between 0.94 (tap) and 59.5 ng/L (Hartland), with an average across all sample categories of 18.0 ± 8.6 ng/L.

Figure 14: Most frequently detected PFAS in water sampled in the Tod Creek watershed (WET Season)



Numbers refer to the water category (1: Source, 2: Stream and river, 3: Road runoff, 4: Tap, 5: Marine, 6: Hartland). While Perfluorobutanesulfonic acid (PFBS), Perfluorohexanoic Acid (PFHxA), Perfluorohexanesulfonic acid (PFHxS), Perfluorooctanoic Acid (PFOA), Perfluorooctanesulfonic acid (PFOS) and Perfluoropentanoic acid (PFPeA) were detected in all samples except tap water, Perfluorooctanesulfonamide (PFOSA) was the only PFAS detected in tap water.

Table 14: Individual PFAS compounds detected in the Hartland water sample and their concentrations (from highest to lowest) during the WET Season

Individual PFAS	Concentrations (ng/L)	Notes	Structure
PFPeA	12.5	Used as stain- and grease-proof coatings on food packaging and household products. Also a breakdown product of larger PFAS.	
PFHxA	11.6	Used as stain- and grease-proof coatings on food packaging and household products. Also a breakdown product of larger PFAS.	
PFOA	10.5	Used in industrial and household applications. Was banned in Canada in 2012 and added to the *List of Toxic Substances* in 2013. (Health Canada, 2012) Also a breakdown product of larger PFAS.	
PFBA	8.28	Used in stain- and grease-proof coatings on food packaging and household products, and photographic film. (US EPA, 2022)	
PFBS	5.12	Introduced as a replacement for PFOS after PFOS was voluntarily phased out in 2002.	
PFOS	4.96	Used primarily as a dirt-, oil-, water-repellant in papers and fabrics, as well as in fire fighting foams. Voluntarily phased-out globally in 2000. Added to the *List of Toxic Substances* in 2006.	
PFHpA	2.88	Breakdown product - Short-chain alternative to legacy PFAS compounds following their phase-out.	
PFHxS	2.4	Initially used as a replacement for PFOS after its use was restricted following the Stockholm Convention in 2004. Also a by-product during the production of PFOS.	
PFDA	0.67		
PFNA	0.605	Suspected to be a breakdown product of longer-chain PFAS compounds. No guidelines available.	

Perfluoropentanoic acid (PFPeA), perfluorohexanoic acid (PFHxA) and perfluorooctanoic acid (PFOA) were the top three PFAS compounds detected in the Hartland water sample.

Conclusions

- PFAS concentrations for the wet season were ranked as follows from highest to lowest: Hartland > stream and river > road runoff > source > marine > tap.

- Total PFAS levels in all water samples collected from the Tod Creek watershed ranged from 0.94 to 59.5 ng/L.

- PFAS concentrations were in the lower range of PFAS levels (0 - 138 ng/L) reported for 29 ambient surface freshwater sites across Canada between 2013 and 2020 (ECCC and Health Canada, 2023).

- Not surprisingly, the Hartland water sample had relatively low concentrations of PFAS (59.5 ng/L) when compared to total PFAS (320 - 9,400 ng/L) measured elsewhere in leachate (which may be expected to be relatively high) at 12 large landfills across Canada between 2009 and 2011 (Gewurtz et al., 2013, Government of Canada, 2013).

- All water samples were below the available EQGs (PFOS: Federal Environmental Quality Guideline (FEQG) = 6.8 ug/L; BC Working Water Quality Guideline (WWGG) = 3.4 ug/L).

- PFOSA was the only PFAS detected in tap water; there is no Canadian drinking water guideline for this compound.

- The total PFAS concentration in the drinking water sample was:

    - below the Health Canada ‘proposed objective’ for drinking water (30 ng/L).

    - below The European Union Water Directive drinking water quality guideline (500 ng/L) and the limit of 100 ng/L for the sum of 20 individual PFAS.

    - below the new US maximum contaminant level - the highest level allowed in drinking water (4 ng/L).

Polychlorinated Biphenyls (PCBs)

Capsule

Despite having been banned in Canada in 1977, industrial PCBs continue to be found in the environment, reflecting their stability and persistence. PCBs were detected in all six water samples, with the highest concentration observed in the composite Hartland sample and the lowest in the composite source sample. The tap water sample had the 'lightest' PCB signature with the 'heaviest' reported for the marine and Hartland samples. One sample (landfill) exceeded the Water Quality Guideline (WQG) for the protection of aquatic life for total PCBs.

Introduction

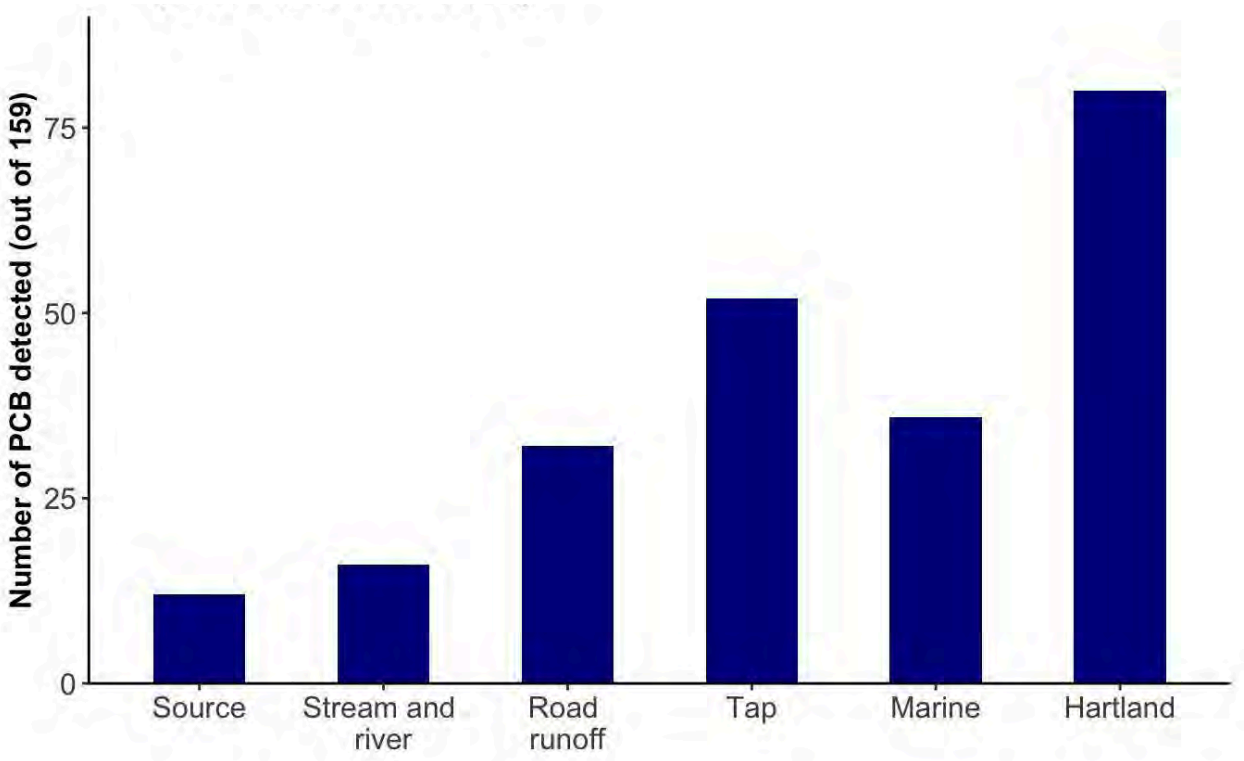
Polychlorinated biphenyls (PCBs) comprise 209 congeners that are structurally related but have differing degrees of chlorination. The commercial production of PCBs began in 1929, after which they were heavily used in electrical and hydraulic equipment, as well as in paint additives, sealing and caulking compounds and inks. Due to their adverse health effects, the production of PCBs was banned in the late 1970s (Othman et al., 2022). PCBs are among the first 12 Persistent Organic Pollutants (POPs) - often referred to as the "dirty dozen" - defined by the Stockholm Convention, an international treaty aimed at eliminating or restricting the production and use of POPs.

PCBs were never produced in Canada, and are currently specified on the List of Toxic Substances under the Canadian Environmental Protection Act (Health Canada, 2010). Despite their ban, PCBs continue to pose a threat due to their persistence in the environment and their release from products that were manufactured before the ban and/or were improperly disposed of (Othman et al., 2022). In British Columbia (BC), PCBs remain the number one contaminant of concern in marine food webs with the iconic killer whales being among some of the most-PCB contaminated marine mammals in the world (Ross et al., 2000).

Results

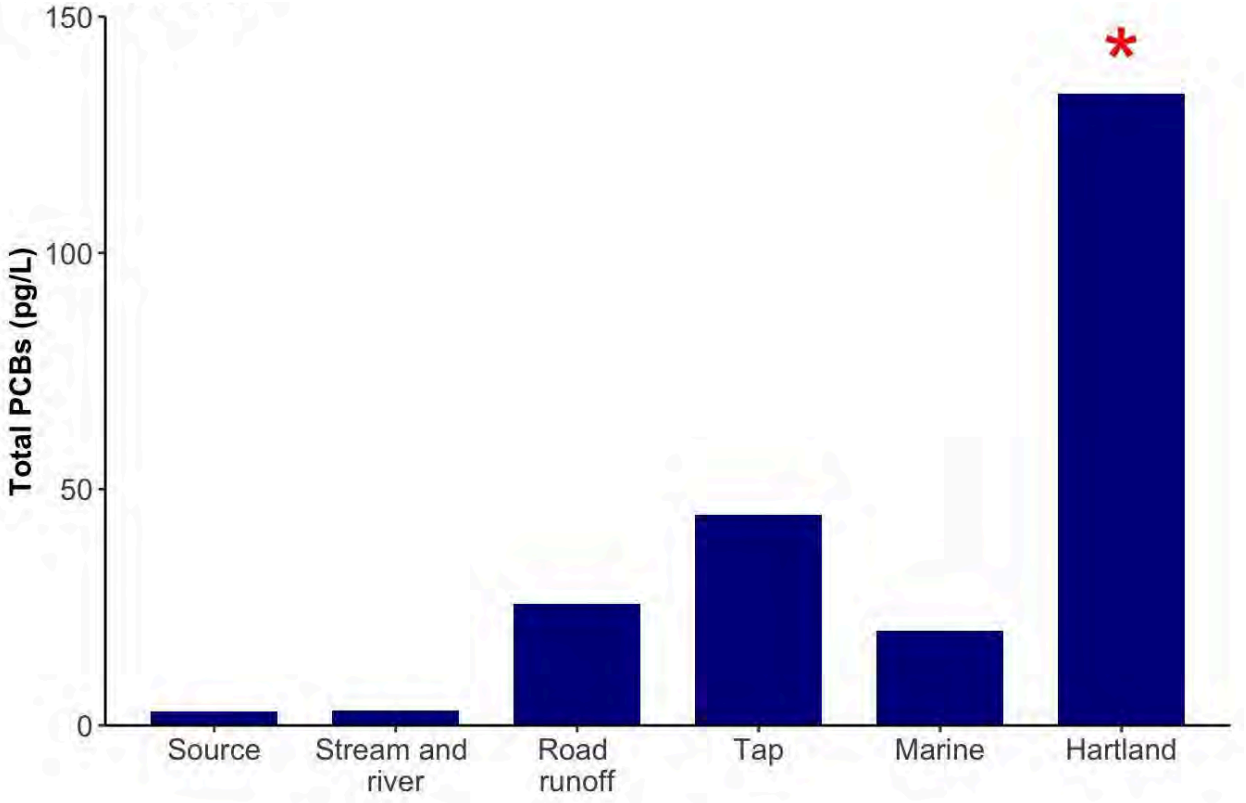
We measured 159 out of a total 209 PCB congeners in the six water samples collected within the Tod Creek watershed during the wet season. Concentrations of the top six PCBs detected in the six water samples collected from the Tod Creek watershed can be found in Appendix 5.

Figure 15: Number of PCB detections in water sampled from the Tod Creek watershed (WET Season)



PCBs were detected in all six water categories. The number of PCBs detected ranged from 12 (source) to 80 (landfill) with an average of 38.0 ± 10.3.

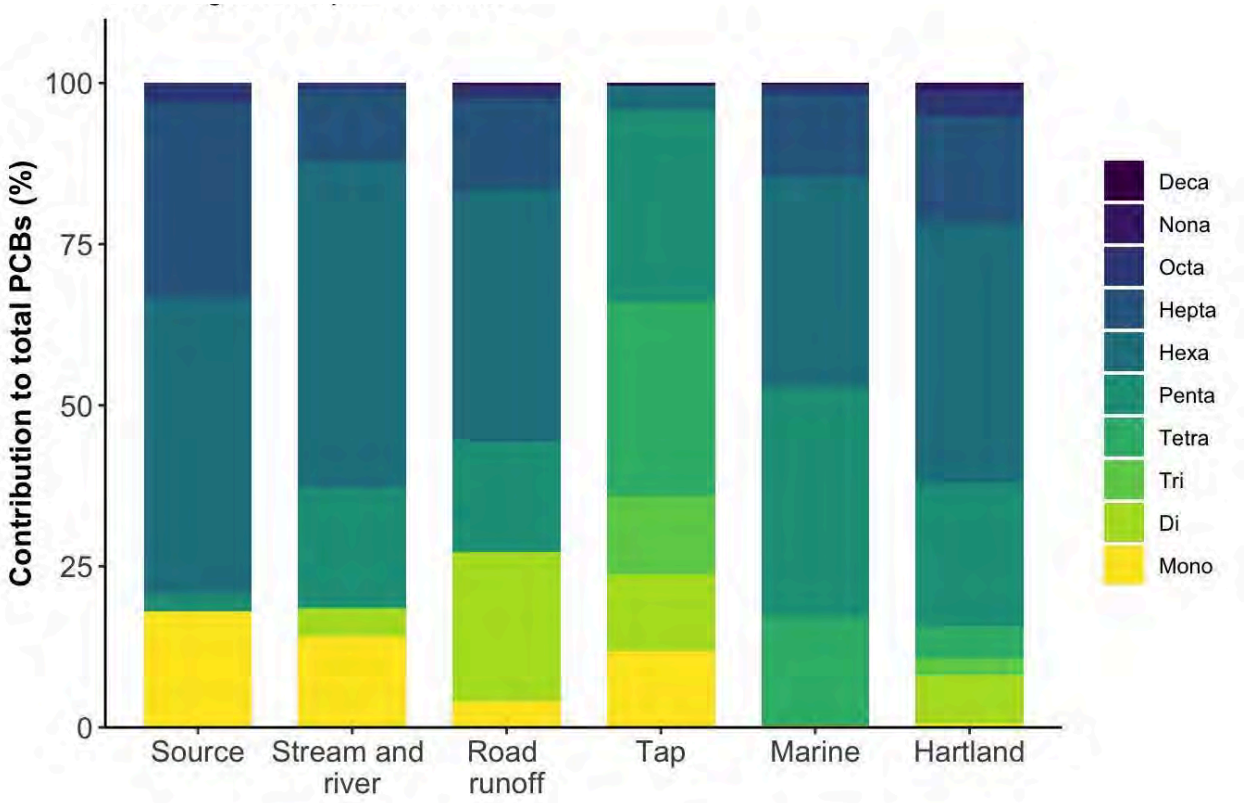
Figure 16: Total PCB concentrations in water sampled from the Tod Creek watershed (WET Season)



Total PCB levels ranged from 3.1 (source) to 133.7 pg/L (Hartland), with an average across all water categories of 38.4 ± 20.1 pg/L. (* indicates that the landfill sample exceeded the BC WQG of 100 pg/L).

The 209 individual PCBs have different degrees of chlorination, with each individual PCB containing between 1 and 10 chlorine atoms in their structure. PCBs can be categorized by their degree of chlorination into homologue groups. For example, all PCBs with one chlorine will fall into the mono-chlorinated homologue group and all PCBs with five chlorines will fall into the penta-chlorinated PCBs. In general, the more chlorines bound to a biphenyl ring, the 'heavier' the PCB molecule is. Heavier PCBs tend to not travel far from their sources, whereas lighter PCBs are more volatile and can undergo long-range transport. PCBs are strongly lipophilic - fat-soluble - such that they have a tendency to bind to organic particles and fatty tissues, rather than dissolve in water.

Figure 17: Homologue group contribution to total PCBs in water sampled from the Tod Creek watershed (WET Season)



The lighter colours represent 'lighter' PCB homologue groups, such that the tap water sample had the 'lightest' PCB signature while the marine and Hartland samples had the 'heaviest' PCB signatures. The source, stream and river and road runoff samples had similar homologue group signatures.

Conclusions

- PCB concentrations were ranked as follows from highest to lowest: Hartland > tap > road runoff > marine > stream and river > source.

- PCB concentrations ranged from 3.1 to 133.7 pg/L. In a recent study of urban-influenced and background stream and rivers samples collected in the northwestern part of Lake Ontario, Zhang et al. (2020) identified PCBs as the dominant compound class measured with levels ranging from 10 pg/L in remote areas to 4,100 pg/L in urban areas.

- The PCB levels reported here were in the range reported northwest of Lake Ontario. In their study of air samples in coastal British Columbia, Noël et al. (2004) also observed uniform background levels for this legacy compound.

- Water Quality Guidelines were available for four individual PCBs (PCB-77, -105, -126 and -169), as well as total PCBs.

    - There were no exceedances for any of the individual PCBs.

    - The Hartland water sample exceeded the WQG for the protection of stream and rivers aquatic life for total PCBs (100 pg/L).

- There are no guidelines for PCBs in drinking water in Canada. The US Environmental Protection Agency's enforceable Maximum Contaminant Level (MCL) for PCBs in public water systems is 500,000 pg/L (EPA, 2001), well above the 44.6 pg/L reported in the current tap water sample.

Alkylphenol Ethoxylates

Capsule

Alkylphenol ethoxylates (APEs) are industrial grade surfactants that have been found in wastewater and industrial discharges. APEs were detected in all six of the Tod Creek water samples. Further sampling will confirm this initial detection of APEs in tap water (146.9 ng/L) and stream and river water (13.1 ng/L).

Introduction

Alkylphenol ethoxylates are non-ionic surfactants used in industrial and consumer applications. APEs and their breakdown products are considered estrogenic and can disrupt reproductive development in fish.

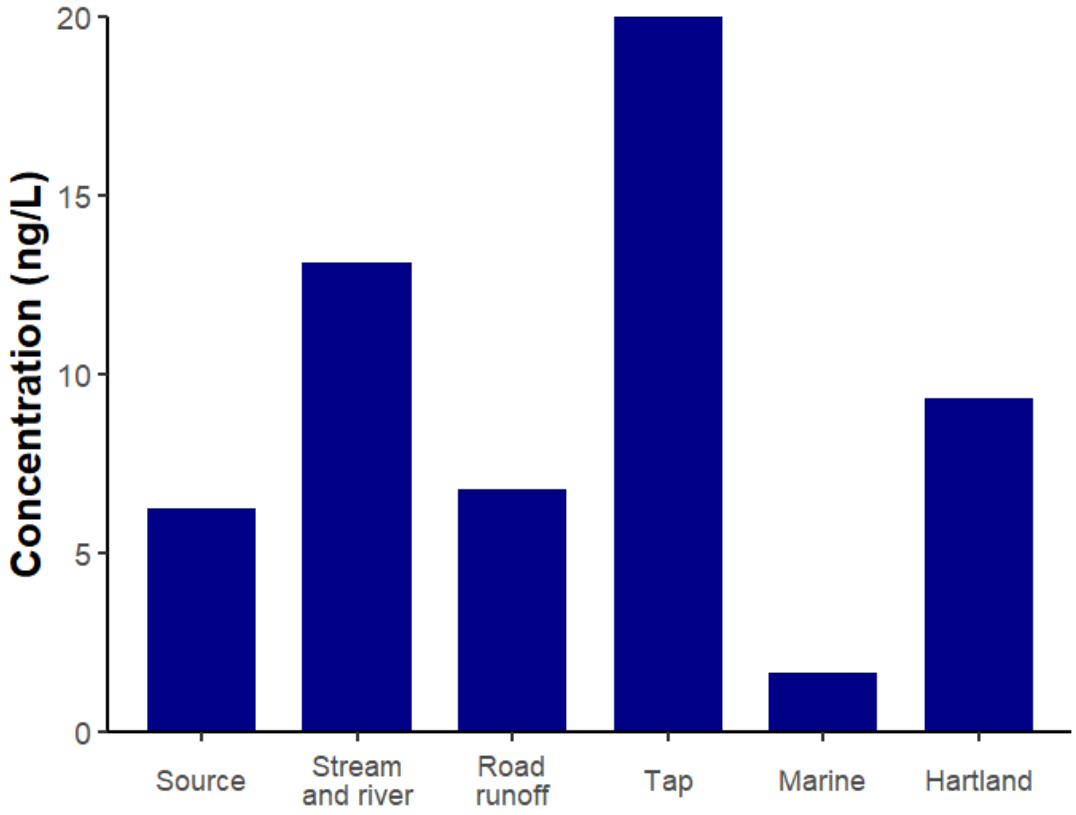
Results

Table 15: Alkylphenol concentration (ng/L) for six water samples from the Tod Creek watershed (WET Season)

Analyte	**Source** (n=1)	**Stream and river** (n=1)	**Road runoff** (n=1)	**Tap** (n=1)	**Marine** (n=1)	**Hartland** (n=1)
4-Nonylphenols	6.25	13.1	6.76	145.6	1.66	9.32
4-Nonylphenol monoethoxylates	0	0	0	0	0	0
4-Nonylphenol diethoxylates	0	0	0	0	0	0
4-n-Octylphenol	0.735	0	0	1.32	0	0
Total Alkylphenols	6.99	13.1	6.76	146.9	1.66	9.32

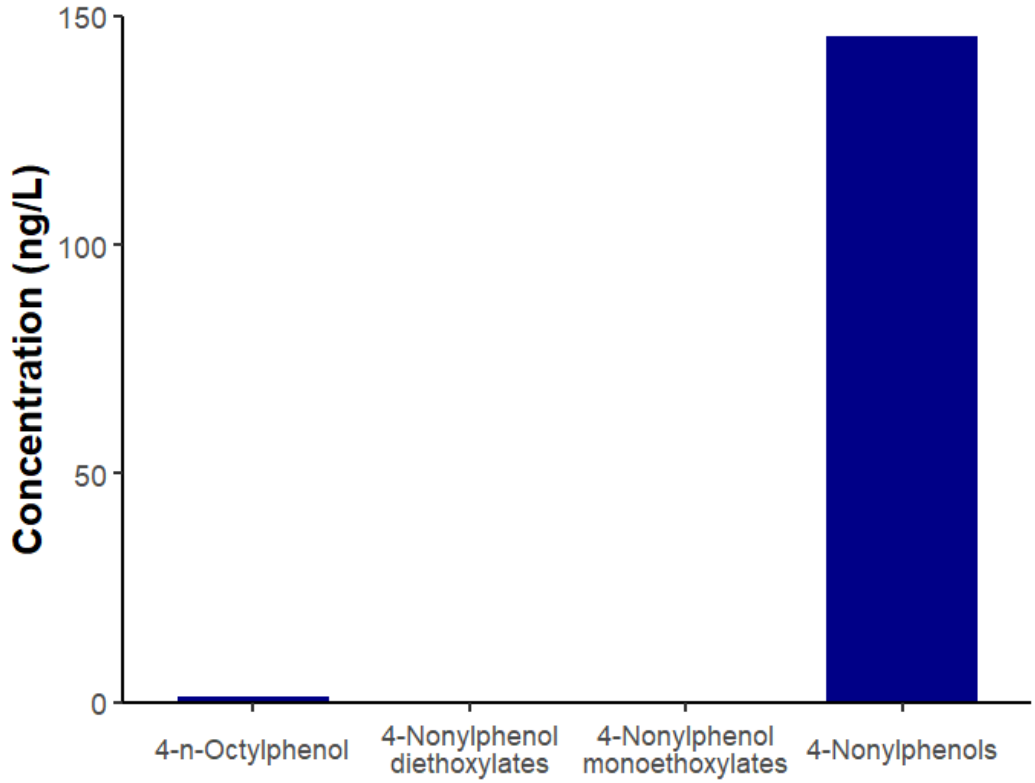
4-Nonylphenols were detected in all water samples. 4-n-Octylphenol was detected in the Source and tap water samples. Tap water had the highest total concentration of APEs, dominated by 4-Nonylphenols.

Figure 18: Alkylphenol concentrations (ng/L) for six water samples from the Tod Creek watershed (WET Season)



APEs were detected in all of the six water samples that were analyzed. The highest concentration was detected in the tap sample, the second highest concentration was detected in the stream and river sample. The lowest concentration was detected in the marine water sample.

Figure 19: Total alkylphenol concentrations (ng/L) by analyte for samples from the Tod Creek watershed (WET Season)



4-Nonylphenol was the most abundant APE detected in the Tod Creek water samples. There was also a small amount of 4-n-Octylphenol detected.

Conclusions

- Total APE concentration for the six water samples in the Tod Creek watershed was ranked from highest to lowest as follows: tap > stream and river > Hartland > source > road runoff > marine.
- APEs were detected in all water samples.
- The concentrations are well below the long-term CCME guideline for the protection of freshwater aquatic life for nonylphenol and its ethoxylates of 1,000 ng/L.
- There are no Health Canada Drinking Water Guidelines for APEs.
- The concentration of APEs in the tap water sample (146.9 ng/L) is well below the State of Minnesota guidance value of 20,000 ng/L for NPs.

Bisphenols

Capsule

Bisphenols are plastic additives with widely reported estrogenic (endocrine disrupting) properties. We did not detect any of the bisphenol compounds that were analyzed in water samples from the Tod Creek watershed in the Wet (winter) season.

Introduction

Bisphenols are used widely in the manufacturing sector, and are primarily used in the production of plastics and resins. Both single and multi-use plastic containers are frequently produced using bisphenol compounds, the most popular of which is Bisphenol A (BPA). Bisphenols are endocrine-disrupting chemicals that have been found to negatively impact reproductive systems in fish, amphibians, and mammals including humans (Marlatt, *et al.* (2022)).

BPA has come under intense regulatory scrutiny in recent years. The widespread use of these chemicals in food packaging, beverage containers, and in water delivery systems has caused widespread low-level exposure among the general population.

Results

Table 16: Concentration (ng/L) of bisphenols in six water samples from the Tod Creek watershed (WET Season)

Analyte	**Source** (n=1)	**Stream and river** (n=1)	**Road runoff** (n=1)	**Tap** (n=1)	**Marine** (n=1)	**Hartland** (n=1)
Bisphenol E (BPE)	0	0	0	0	0	0
Bisphenol F (BPF)	0	0	0	0	0	0
Bisphenol A (BPA)	0	0	0	0	0	0
Bisphenol AF (BPAF)	0	0	0	0	0	0
Bisphenol B (BPB)	0	0	0	0	0	0
Bisphenol S (BPS)	0	0	0	0	0	0
Total bisphenols	0	0	0	0	0	0

Conclusions

- We did not detect any of the six bisphenol compounds that were analyzed for in the six samples collected from the Tod Creek watershed.

Sucralose

Capsule

Sucralose is a popular artificial sweetener (trade name '*Splenda*') used in foods and beverages. Because it survives the wastewater treatment process, sucralose has become a useful tracer of domestic wastewater. Sucralose was detected in five out of six water samples collected within the Tod Creek watershed, indicating a possible influx of human wastewater from septic or sewage networks. It was detected at the highest concentration in the road runoff sample, followed by the stream and river sample.

Introduction

Sucralose (*Splenda*) is an artificial sweetener used in the production of sugar-free food and beverage products. Its popularity and its resistance to breakdown during the wastewater treatment process have led to its adoption as a useful tracer of human wastewater infiltration.

Sucralose is not fully metabolized by the human body following consumption, and is not removed during the wastewater treatment process. Therefore, its detection in environmental samples indicates the presence of treated or untreated sewage.

Results

Table 17: Sucralose concentration (ng/L) in six categories of water from the Tod Creek watershed

Analyte	Source	Stream and river	Road runoff	Tap	Marine	Hartland
Sucralose (ng/L)	23.3	180	477	0	96.4	38.3

Sucralose was detected in the highest concentration in the road runoff sample. The second highest concentration was detected in the stream and river sample.

Conclusions

- Sucralose concentrations in water samples from highest to lowest are as follows: road runoff > stream and river > marine > Hartland > source > tap.
- The highest concentration of the artificial sweetener sucralose was detected in the road runoff sample, possibly indicative of residential septic seepage or failures in the area.
- There was no sucralose detected in the tap water sample.

- There are no current Canadian Environmental Quality Guidelines available for sucralose.
- There are no current Health Canada Drinking Water Guidelines available for sucralose.

6PPD-Quinone

Capsule

The breakdown product of a UV-stabilizing chemical in vehicle tires (6PPD-Quinone) has been associated with significant and repeated instances of coho salmon mortality events in Washington State and in British Columbia. 6PPD-quinone was detected in all water samples that were collected in the Tod Creek watershed.

Introduction

6PPD is an anti-ozonant chemical that is added to automotive tire rubber during the manufacturing process in order to extend the life of tires. When 6PPD comes into contact with air, it oxidizes and becomes 6PPD-quinone - a transformation product that in recent years was discovered to be lethal to Coho salmon (*Onchorhynchus kitsutch*) at low concentrations (Tian et al., 2021). It is the causative agent of what has been deemed Urban Runoff Mortality Syndrome (URMS) - which has seen mortality rates of up to 90 percent. Research is being conducted to assess the risk to other fish species.

Results

Table 18: 6PPD- quinone concentration (ng/L) in six categories of water from the Tod Creek watersheds

Analyte	**Source** (n=1)	**Stream and river** (n=1)	**Road runoff** (n=1)	**Tap** (n=1)	**Marine** (n=1)	**Hartland** (n=1)
6PPDq (ng/L)	0.04	0.11	0.10	0.19	0.13	0.30

Low levels of 6PPD-Quinone were detected in water samples from the Tod Creek watershed.

Conclusions

- Total 6PPD-q concentrations for the six water samples was ranked from highest to lowest as follows: Hartland > tap > marine > stream and river > road runoff > source.
- The concentrations of 6PPD-q were low in all samples, but are understood to increase during rainfall-associated runoff events.

- The 0.30 ng/L concentration of 6PPD- detected in the road runoff sample is much lower than the Lethal Concentration at which 50% of individuals die (LC50) for Coho salmon of 41 ng/L (Lo et al., 2023).
- There are no current Canadian Environmental Quality Guidelines available for 6PPD quinone.
- There are no current Health Canada Drinking Water Guidelines available for 6PPD quinone.

Wet season water quality summary

This report encapsulates a single wet season water sampling event comprising pooled samples in six water categories: source water, stream & river water, road runoff, tap water, marine water and Hartland drainage water. These initial results suggest that Tod Creek waters are in relatively good condition, but follow-up study is warranted to confirm or correct initial observations of some contaminants of concern in the watershed (summary data in Appendix 6). Findings herein will be built upon by additional seasonal water sampling in 2024 and 2025, and an analysis of sediment and biosolid matrices. Collectively, these findings will provide an integrated evaluation of the contaminants, activities and sectors that are influencing water quality in the Tod Creek watershed. This may, in turn, provide guidance on mitigation, stewardship and restoration initiatives that protect and restore fish habitat throughout Tod Creek.

List of acronyms

Abbreviation	Meaning
APE	Alkylphenol ethoxylates
BC EMA	British Columbia Environmental Management Act
CCME	Canadian Council of Ministers of the Environment
CEC	Contaminants of Emerging Concern
CEPA	Canadian Environmental Protection Act
CUP	Current-use pesticide
DO	Dissolved oxygen
DRIPA	Declaration on the Rights of Indigenous Peoples Act
ECCC	Environment and Climate Change Canada
MOE	Ministry of Environment
MST	Microbial Source Tracking
NP	Nonylphenol
PAH	Polycyclic aromatic hydrocarbons
PCB	Polychlorinated biphenyls
PFAS	Polyfluoroalkyl substances
PFOA	Perfluorooctanoic acid
PFOS	Perfluorooctane sulfonate
POP	Persistent organic pollutant
PPCP	Pharmaceutical and personal care products
PVC	Polyvinyl chloride
TDS	Total dissolved solids

TOC	Total organic carbon
TSS	Total suspended solids
TWP	Tire wear particle
WQGs	Water Quality Guidelines
WQI	Water Quality Index
WWTP	Wastewater treatment plant

References

Berthiaume, A., Galarneau, E., & Marson, G. (2021). Polycyclic aromatic compounds (PACs) in the Canadian environment: Sources and emissions. *Environmental Pollution*, *269*, 116008.

Ding, Y., Hayward, S. J., Westgate, J. N., Brown, T. N., Lei, Y. D., & Wania, F. (2023). Legacy and current-use pesticides in Western Canadian mountain air: Influence of pesticide sales, source proximity, and altitude. *Atmospheric Environment*, *308*, 119882.

Environment and Climate Change Canada (ECCC), 2023. Update on Canada's National Implementation plan – Under the Stockholm Convention on Persistent Organic Pollutants. https://www.canada.ca/content/dam/eccc/documents/pdf/cepa/En14-517-2023-eng.pdf. Accessed in May 2024.

Environment and Climate Change Canada (ECCC) and Health Canada, 2023. Draft State of Per and polyfluoroalkyl substances (PFAS). https://www.canada.ca/en/environment-climate-change/services/evaluating-existing-substances/draft-state-per-polyfluoroalkyl-substances-report.html. Accessed in May 2024.

Government of Canada, Environment and Climate Change Canada and Health Canada, 1994. Canadian Environmental Protection Act – Priority substances list assessment report – Polycyclic Aromatic Hydrocarbons. https://www.canada.ca/content/dam/hc-sc/migration/hc-sc/ewh-semt/alt_formats/hecs-sesc/pdf/pubs/contaminants/psl1-lsp1/hydrocarb_aromat_polycycl/hydrocarbons-hydrocarbures-eng.pdf. Accessed in May 2024.

Government of Canada, 2017. Toxic substances list – hexachlorobenzene (HCB). https://www.canada.ca/en/environment-climate-change/services/management-toxic-substances/list-canadian-environmental-protection-act/hexachlorobenzene.html. Accessed in May 2024.

Harris K.A., Dangerfield N., Woudneh M., Brown T.G., Verrin S., Ross P.S. 2008. Partitioning of current-use and legacy pesticides in salmon habitat in British Columbia, Canada. Environ Toxicol Chem 27:2253-2262.

Health Canada, 2007. Pesticides and Health. https://www.canada.ca/content/dam/hc-sc/migration/hc-sc/ewh-semt/alt_formats/hecs-sesc/pdf/pubs/contaminants/pesticides-eng.pdf. Accessed in May 2024.

Health Canada, 2010. Polychlorinated biphenyls. https://www.canada.ca/en/health-canada/services/chemical-substances/fact-sheets/chemicals-glance/polychlorinated-biphenyls.html. Accessed in May 2024.

Health Canada, 2011. Discontinuation of endosulfan. https://publications.gc.ca/collections/collection_2011/sc-hc/H113-5-2011-1-eng.pdf. Accessed in May 2024.

Health Canada, 2016. Special review of simazine: proposed decision for consultation. https://publications.gc.ca/collections/collection_2016/sc-hc/H113-5-2016-9-eng.pdf. Accessed in May 2024.

Marvin, C. H., Berthiaume, A., Burniston, D. A., Chibwe, L., Dove, A., Evans, M., ... & Tomy, G. T. (2021). Polycyclic aromatic compounds in the Canadian Environment: Aquatic and terrestrial environments. *Environmental Pollution*, *285*, 117442.

Morales-Caselles, C., Yunker, M.B., and Ross, P.S. 2017. Identification of spilled oil from the *MV Marathassa* (Vancouver, Canada 2015) using alkyl PAH isomer ratios. *Archives of Environmental Contamination and Toxicology* 73: 118-130.

Lo, B. P., Marlatt, V. M., Liao, X., Reger, S., Gallilee, C., Ross, A. R. S., Brown, T. M. (2023). Acute Toxicity of 6PPD-Quinone to Early Life Stage Juvenile Chinook (Oncorhynchus tshawytscha) and Coho (Oncorhynchus kisutch) Salmon. *Environmental Toxicology and Chemistry, 42(4), 741-947.*

Morales-Caselles, C., Yunker, M.B., and Ross, P.S. 2017. Identification of spilled oil from the *MV Marathassa* (Vancouver, Canada 2015) using alkyl PAH isomer ratios. Archives of Environmental Contamination and Toxicology 73: 118-130.

Noël, M., Dangerfield, N., Hourston, R. A., Belzer, W., Shaw, P., Yunker, M. B., & Ross, P. S. (2009). Do trans-Pacific air masses deliver PBDEs to coastal British Columbia, Canada?. *Environmental Pollution*, *157*(12), 3404-3412.

Othman, N., Ismail, Z., Selamat, M. I., Sheikh Abdul Kadir, S. H., & Shibraumalisi, N. A. (2022). A review of polychlorinated biphenyls (PCBs) pollution in the air: where and how much are we exposed to?. *International journal of environmental research and public health*, *19*(21), 13923.

Ross, P. S., Ellis, G. M., Ikonomou, M. G., Barrett-Lennard, L. G., & Addison, R. F. (2000). High PCB concentrations in free-ranging Pacific killer whales, Orcinus orca: effects of age, sex and dietary preference. *Marine Pollution Bulletin*, *40*(6), 504-515.

Schulz, R. (2004). Field studies on exposure, effects, and risk mitigation of aquatic nonpoint-source insecticide pollution: A review. *Journal of environmental quality*, *33*(2), x419-448.

Tian et al. (2021). A ubiquitous tire rubber–derived chemical induces acute mortality in coho salmon. *Science* 371,185-189. DOI:10.1126/science.abd6951

Appendix

Appendix 1: Healthy Waters - Standard Operating Procedure (SOP) for water sample collection

RAINCOAST
CONSERVATION FOUNDATION

Healthy Waters – Standard Operating Procedure (SOP) for water sample collection

Purpose: The collection of water samples for lab analysis is an important step in assessing the potential impacts to water quality in our partner watersheds. This Standard Operating Procedure (SOP) outlines the steps to collect water samples for lab submission and analyses in support of the Raincoast Healthy Waters program. This SOP should follow in situ measurements of water quality properties using a YSI ProDSS (detailed in *Healthy Waters – SOP for in situ determination of water properties*).



Required Equipment

- Clean sampling wand
- Sampling bottles (suitably cleaned in advance and typically provided by service lab for a specific analysis)
- Labels with sample ID, date, sample custodian
- Large containers for pooling of samples (cleaning methodology detailed in *Healthy Waters – Bottle cleaning procedure*)
- Coolers
- Ice packs (frozen)
- Nitrile gloves
- Data sheets
- Pencils

Step 1: Record site details

Upon arrival at a sampling site, record the following on your Data Sheet:

Data Sheet Healthy Waters			
Date:			
Watershed:			
Weather:			
Air Temperature:			
Name (recorder):			
Name (YSI):			
Name (others):			
Site Name:		**Dominant vegetation (circle):**	**Riparian Zone (circle):**
Time Sampled:		conifers	natural
GPS Location:		hardwood trees	disturbed - agriculture
Water Source Type:	source streams/rivers road runoff marine tap	shrubs/grasses	disturbed- forestry
Width (Stream/River):		agricultural	disturbed - roadway
Depth:		other:	other:

Step 2: Describe riparian zone

Circle the site characteristics for the surrounding vegetation and riparian zone under "Dominant Vegetation" and "Riparian Zone". If none of the labels apply, circle "other" and describe the conditions.

Step 3: Record sample IDs

Record the sample ID for each on the datasheet in the space provided, using the following format:

XXX-MMDD-##(a)

XXX - a three-letter code specific to the watershed.

MMDD- record the four digit month and year.

- Sample number (1-5 (5 buckets)) 01 = source water; 02 = freshwater; 03 = road runoff; 04 = tap; 05 = marine) - Where discrete samples are being submitted for each individual site, use a letter (e.g. a,b,c,d) to differentiate samples. Where necessary, additional water categories can be included by adding additional numbers.

Step 4: Collect the water samples

Using a sampling wand with attached 600ml cup, reach out towards the middle of the body of water to be sampled and fill the cup with a shallow scoop of water. Rinse twice in this way, without disturbing sediments. Continue by collecting water in approximately the same location until all sampling containers are full. The person responsible for opening and closing bottles should wear a pair of nitrile gloves. If sampling from inside a boat, sample as far away from the boat's engine as possible - turning it off when possible to reduce the risk of sample contamination.

For tap/well water

1. Turn the tap on and allow water to run for 3 seconds.
2. Fill a clean sample bottle with tap water till approximately ¼ full and stop filling.
3. Allow tap to run for an additional 3 seconds.

4. Repeat until the sampling container is full.

For pooled samples

Use a 4L amber glass bottle to collect samples from each of the sites to be pooled (volume per site to depend on the number of sites being sampled) in most cases, fill each of four large pooling containers 1/3 at each of three sampling sites to ensure that there is enough total volume (minimum of 10L for all analytes) to subdivide into lab bottles.

Once sample collection is complete, pooled samples should be aliquoted into lab bottles for submission, carefully using nitrile gloves to avoid contamination of samples.

Samples should be placed into a cooler containing ice packs as quickly as possible - as many parameters require the sample to be kept at a temperature of 4°C prior to analysis.

Sample bottles must be returned to the correct partner lab within required holding times (see Lab holding times). Tier 2 analytes to be analyzed at ALS Environmental, Tier 3 analytes to be analyzed at SGS Axys Analytical Labs.

Completed datasheets

Confirm that field datasheets have been completed and make a backup copy using a phone camera or scanner. Upload completed datasheets to the Watershed partnership folder on the Raincoast Google Drive.

Lab-specific holding times (in water)

Tier 2 - ALS Environmental

Coliform: 24-30 hours

BOD/COD: 3 days

TSS/TDS: 7 days

Nutrients: 28 days

TOC: 28 days

Metals: 180 days

Tier 3 - SGS Axys Analytical

PAHs: 7 days (unpreserved - 14 days if preserved with sodium azide)

PPCPs (including sucralose and BPAs): 7 days

A/Ps: 14 days (unpreserved)

MRES Pesticides: not defined

PFAS: 90 days

PCBs: 1 year

References

Canadian Council of Ministers of the Environment (2011) procedures Manual for Water Quality Sampling in Canada
https://beta-static.fishersci.com/content/dam/fishersci/en_CA/documents/brochures-and-catalogs/catalogs/ccme-procedures-manual-water-quality-sampling.pdf

Government of the Northwest Territories. NWT-Wide Community-Based Water Quality Monitoring Program- procedures for Collecting Water Quality Samples.
https://nwtdiscoveryportal.enr.gov.nt.ca/geoportaldocuments/FINAL%20CBM%20procedures%20for%20Collecting%20Water%20Quality%20Samples.pdf

Appendix 2: Healthy Waters - Standard Operating Procedure for for in situ determination of basic water properties

Healthy Waters – Standard Operating Procedure (SOP) for in situ determination of basic water properties

Purpose: The use of handheld instruments to determine basic water properties is the first step to understanding fish habitat and the threats to its quality. This Standard Operating Procedure (SOP) outlines the steps to deploying a YSI ProDSS meter during water sampling events in support of the Raincoast Healthy Waters program. This SOP represents a necessary first step when one is collecting samples for later analysis in dedicated laboratories (detailed in ***Healthy Waters – Water sample collection SOP***).

*Calibrate the YSI ProDSS 24 hours prior to the sampling date



Required Equipment

- YSI ProDSS (or other water quality meter capable of measuring parameters)
- Nitrile gloves
- Clean bucket
- Data sheets
- Pencils

Step 1: Record site details

Upon arrival at a sampling site, record the following on your Data Sheet:

Data Sheet Healthy Waters			
Date:			
Watershed:			
Weather:			
Air Temperature:			
Name (recorder):			
Name (YSI):			
Name (others):			
Site Name:		**Dominant vegetation (circle):**	**Riparian Zone (circle):**
Time Sampled:		conifers	natural
GPS Location:		hardwood trees	disturbed - agriculture
Water Source Type:	source streams/rivers road runoff marine tap	shrubs/grasses	disturbed- forestry
Width (Stream/River):		agricultural	disturbed - roadway
Depth:		other:	other:

Step 2: Describe riparian zone

Circle the site characteristics for the surrounding vegetation and riparian zone under "Dominant Vegetation" and "Riparian Zone". If none of the labels apply, circle "other" and describe the conditions.

Step 3a: Measure Tier 1 water properties at the site

To take a measurement with the YSI ProDSS directly in a body of water (ie. stream, pond, ditch, river etc.) perform the following procedure:

1. Review instrument manual (YSI (Revision H) *ProDIGITAL User Manual*. Xylem, Inc.).

10. Confirm that all data have been recorded on the data sheet and then make a copy for safekeeping (take a picture with phone camera or scan).
11. Upload field data sheets to Watershed partner folder on Raincoast Google Drive.

Step 3b: Measure Tier 1 water properties ex situ

To take a measurement with the YSI ProDSS where the probe cannot be submerged in the water (ie. municipal manhole access, well-water, tap water, small stream etc.) perform the following procedure:

1. Take a water sample from the desired water source using a clean bucket (if bucket has been used for previous water samples rinse three times with water from a new site before taking YSI measurements)

   For Tap/Well Water:

   - Turn the tap on and allow water to run for 3 seconds.
   - Fill clean bucket with tap water till approximately ¼ full and stop filling.
   - Allow tap to run for an additional 3 seconds.
   - Repeat until the bucket is full.

2. Turn the YSI ProDSS on.
3. Remove the light blue – protective calibration cup from the device by unscrewing it. Make sure to leave the black probe guard covering the sensors ON while sampling.
4. Rinse the YSI ProDSS probes with a small amount of sample water.
5. Submerge the YSI probe guard in the collected sample water – ensuring that all probes are fully submerged.
6. Allow the parameters to stabilize for approximately 1 minute – parameters are considered "stable" when there is no change in each value for 30 seconds. Gently stir the probe continuously while the values stabilize to ensure an accurate DO reading.

7. Once the parameters stabilize, record the following parameters in the Healthy Waters datasheet provided:
    - Temperature (°C)
    - pH
    - DO (both mg/L and %DO)
    - Turbidity (FNU)
    - Specific conductance (uS/cm)
8. Remove the probe from the water. Rinse probes and probe guard thoroughly with clean water, and replace the calibration cup. Always ensure that there is a small amount of clean water in the calibration cup to prevent the sensors from drying out.
9. Confirm that all data have been recorded on the data sheet and then make a copy for safekeeping (take a picture with phone camera or scan).
10. Upload field data sheets to Watershed partner folder on Raincoast Google Drive.

References

YSI (Revision H) ProDIGITAL User Manual. Xylem, Inc. Accessed 25/07/23. <https://www.ysi.com/file%20library/documents/manuals/prodigital-user-manual-english.pdf>

Canadian Council of Ministers of the Environment (2011) procedures Manual for Water Quality Sampling in Canada https://beta-static.fishersci.com/content/dam/fishersci/en_CA/documents/brochures-and-catalogs/catalogs/ccme-procedures-manual-water-quality-sampling.pdf

Government of the Northwest Territories. NWT-Wide Community-Based Water Quality Monitoring Program- procedures for Collecting Water Quality Samples. https://nwtdiscoveryportal.enr.gov.nt.ca/geoportaldocuments/FINAL%20CBM%20procedures%20for%20Collecting%20Water%20Quality%20Samples.pdf

Appendix 3: Environmental and Drinking water quality guidelines relevant for the present study. These guidelines were retrieved in May 2024.

Analyte Class	Federal EQGs[1]	BC WQGs		CCME EQGs[2]		Drinking WQGs
		Freshwater	Marine	Freshwater	Marine	
Basic Water Properties						
Temperature	-	19 (short-term)	+1°C per hour change from background	narrative	max change of +0.5°C per hour	-
pH	-	6.5-9.0	7.0-8.7	6.5-9.0	7.0-8.7	7.0-10.5
Dissolved oxygen	-	>8.0 (long-term) >5.0 (short-term)	-	6.5-9.5 mg/L	80 mg/L	-
Conductivity	-	-	-	-	-	-
Turbidity	-	-	-	narrative	narrative	≤ 1.0 NTU
Metals (mg/L)						
Aluminum	-	variable	-	0.005 if pH < 6.5	-	2.9
Lead	-	3 when ≤ 8 mg/L CaCO3 (short-term)	<140 ug/L	equation	-	0.005
Nutrients (mg/L)						
Nitrate (as N)	-	3.0 (long-term) 32.8 (short-term)	3.7 (long-term)	550	200 (long-term) 1500 (short-term)	10
Nitrite (as N)	-	table	0.02 when Cl- ≤ 2 (long-term) 0.06 when Cl- ≤ 2 - (short-term)	0.06	-	1.0
Ammonia (Total as N)	-	table	table	table	-	-
Phosphate	-	0.015 (long-term)	-	-	-	-
Coliform						
Total coliform	-	-	-	-	-	0
Fecal coliform	-	-	-	-	-	0
E. coli	-	-	-	-	-	0
PAHs (ug/L)						

Naphthalene	-	1	-	1.1	1.4	-
Acenaphthene	-	6	6	5.8	-	-
Fluorene	-	12	12	3	-	-
Anthracene	-	4	-	0.012	-	-
Phenanthrene	-	0.3	-	4.4	-	-
Fluoranthene	-	4	-	0.04	-	-
Pyrene	-	0.02	-	0.025	-	-
Chrysene	-	-	0.1	-	-	-
Benzo-a-anthracene	-	0.1	-	0.018	-	-
Benzo-a-pyrene	-	0.01	-	0.015	-	0.04
PCBs (ng/L)						
Total PCBs	-	0.1	-	-	-	-
PCB-105	-	0.09	-	-	-	-
PCB-169	-	0.06	-	-	-	-
PCB-77	-	0.04	-	-	-	-
PCB126	-	0.00025	-	-	-	-
Bisphenols (ug/L)						
BPA	1.4	-	-	-	-	-
Alkylphenols (ug/L)						
4-Nonylphenols	-	1 (long-term)	-	-	-	-
PFAS (ug/L)						
Perfluorooctane Sulfonate (PFOS)	6.8 (fresh)	3.4	-	-	-	0.6
Perfluorooctanic acid (PFOA)	-	-	-	-	-	0.2
Pesticides (ug/L)						
Atrazine	-	1.8[3]	-	1.8	-	5
Chlorothalonil	-	-	-	0.18	-	-
Cyanazine	-	2	-	-	-	-
Chlorpyrifos	-	0.02	0.002	-	-	90
Diazinon	-	0.0043	-	-	-	-
Dimethoate	-	-	-	6.2	-	20
Endosulfan	-	0.0007 (active ingredient)	-	0.06 (short-term) 0.003 (long-term)	0.09 (short-term) 0.002 (long-term)	-
Malathion	-	0.1	-	-	-	290
Metribuzin	-	1[3]	-	1.0	-	80

Permethrin	-	0.004[3]	-	0.004	0.001	-
Picloram	-	29	-	-	-	-
Simazine	-	10[3]	-	10	-	10

[1] Federal EQGs apply to both fresh and marine waters unless otherwise stated. [2] CCME EQGs are reported for long-term effects unless otherwise stated. [3] Represents CCME guidelines that the BC government has adopted as working water guidelines

Appendix 4: Health Canada Screening values for nine different PFAS compounds

Compound Name	**Acronym**	**Screening value (mg/L)**	**Screening value (ug/L)**
perfluorobutanoate	PFBA	0.03	30
perfluorobutane sulfonate	PFBS	0.015	15
perfluorohexanesulfonate	PFHxS	0.0006	0.6
perfluoropentanoate	PFPeA	0.0002	0.2
perfluorohexanoate	PFHxA	0.0002	0.2
perfluoroheptanoate	PFHpA	0.0002	0.2
perfluorononanoate	PFNA	0.00002	0.02
6:2 fluorotelomer sulfonate	6:2 FTS	0.0002	0.2
8:2 fluorotelomer sulfonate	8:2 FTS	0.0002	0.2

Adapted from https://www.canada.ca/en/services/health/publications/healthy-living/water-talk-drinking-water-screening-values-perfluoroalkylated-substances.html

Appendix 5: The top 6 PCBs in each water category sampled in the Tod Creek watershed and their concentrations (WET Season)

	Source	Stream and river	Road runoff	Tap	Marine	Hartland
	PCB-180+193 (0.59)	PCB-129+138+160+163 (0.78)	PCB-7 (5.9)	PCB-61+70+74+76 (4.6)	PCB-118 (3.3)	PCB-153+168 (19.4)
	PCB-129+138+160+163 (0.58)	PCB-118 (0.50)	PCB-153+168 (4.1)	PCB-52 (3.6)	PCB-153+168 (2.8)	PCB-129+138+160+163 (15.2)
	PCB-3 (0.55)	PCB-3 (0.45)	PCB-129+138+160+163 (3.4)	PCB-110+115 (3.3)	PCB-129+138+160+163 (2.3)	PCB-118 (12.2)
	PCB-153+168 (0.47)	PCB-153+168 (0.40)	PCB-118 (2.3)	PCB-93+95+98+100+102 (2.4)	PCB-66 (1.6)	PCB-180+193 (10.5)
	PCB-141 (0.29)	PCB-141 (0.35)	PCB-180+193 (2.1)	PCB-1 (2.3)	PCB-61+70+74+76 (1.4)	PCB-4 (9.5)
	PCB-174 (0.17)	PCB-180+193 (0.19)	PCB-3 (0.9)	PCB-90+101+119 (2.3)	PCB-180+193 (1.2)	PCB-156+157 (4.0)
Total concentrations of top 6 (% contribution to total PCBs)	2.6 (85%)	2.7 (83%)	19.1 (74%)	18.4 (41%)	12.6 (63%)	70.7 (53%)

Appendix 6: Total analyte concentrations in water sampled in the Tod Creek watersheds (WET Season)

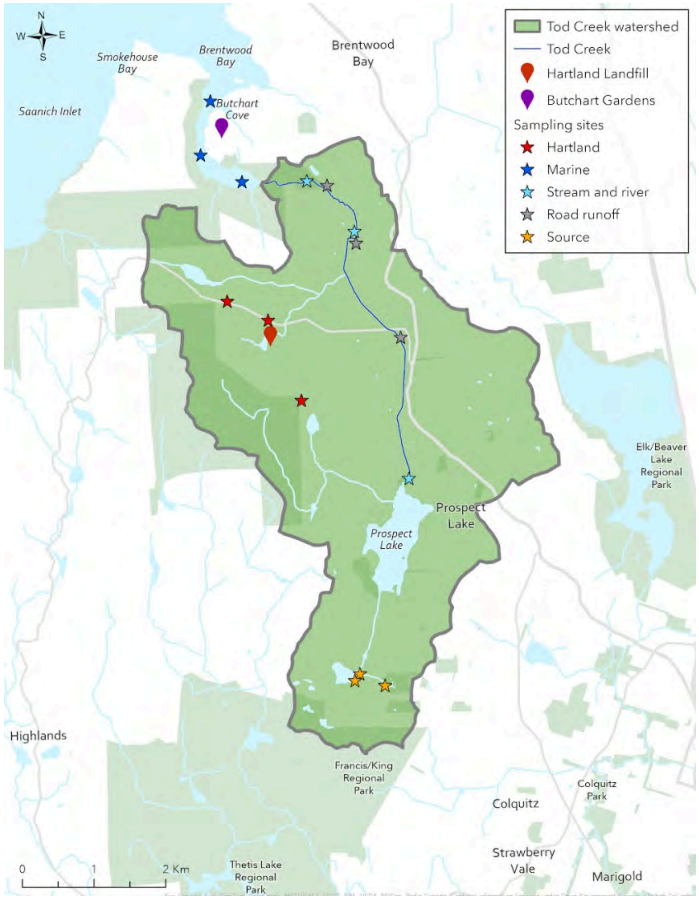
	Source	Stream and river	Road runoff	Tap	Marine	Hartland
E. coli (MPN)	1	**71**	12	0	23	19
Total NO^{-3} and PO_4^{3} (mg/L)	0.065	0.441	2.25	0.061	0.570	**11.9**
Metals (mg/L)	25	36	47	13	**3400**	120
Pesticides (ng/L)	0.55	**1.5**	1.3	0.05	1.3	0.81
PCBs (pg/L)	3.1	3.2	25.7	44.6	20.1	**133.7**
PAHs (ng/L)	32.9	11.2	31.3	**963.9**	51.4	18.1
PPCPs (ng/L)	3.60	107	268	197	**606**	73.4
PFAS (ng/L)	11.9	15.1	14.0	0.94	6.5	**59.5**
APEs (ng/L)	6.99	13.1	6.76	**146.9**	1.66	9.32
bisphenols (ng/L)	0	0	0	0	0	0
6-PPDq (ng/L)	0.04	0.11	0.10	0.19	0.13	**0.30**

Bold indicates the highest concentrations across water categories for each contaminant.

Healthy Waters field report: Dry season 2024 sample collection

Watershed: Tod Creek

Report date: October 28, 2024



In this report

Raincoast's Healthy Waters Program (https://www.raincoast.org/waters/) delivers high-resolution, community-oriented water quality analysis to watersheds across southern British Columbia. This preliminary report provides a summary of the Dry season water sampling in the Tod Creek watershed on August 9, 2024 and an update on analyses.

Summary

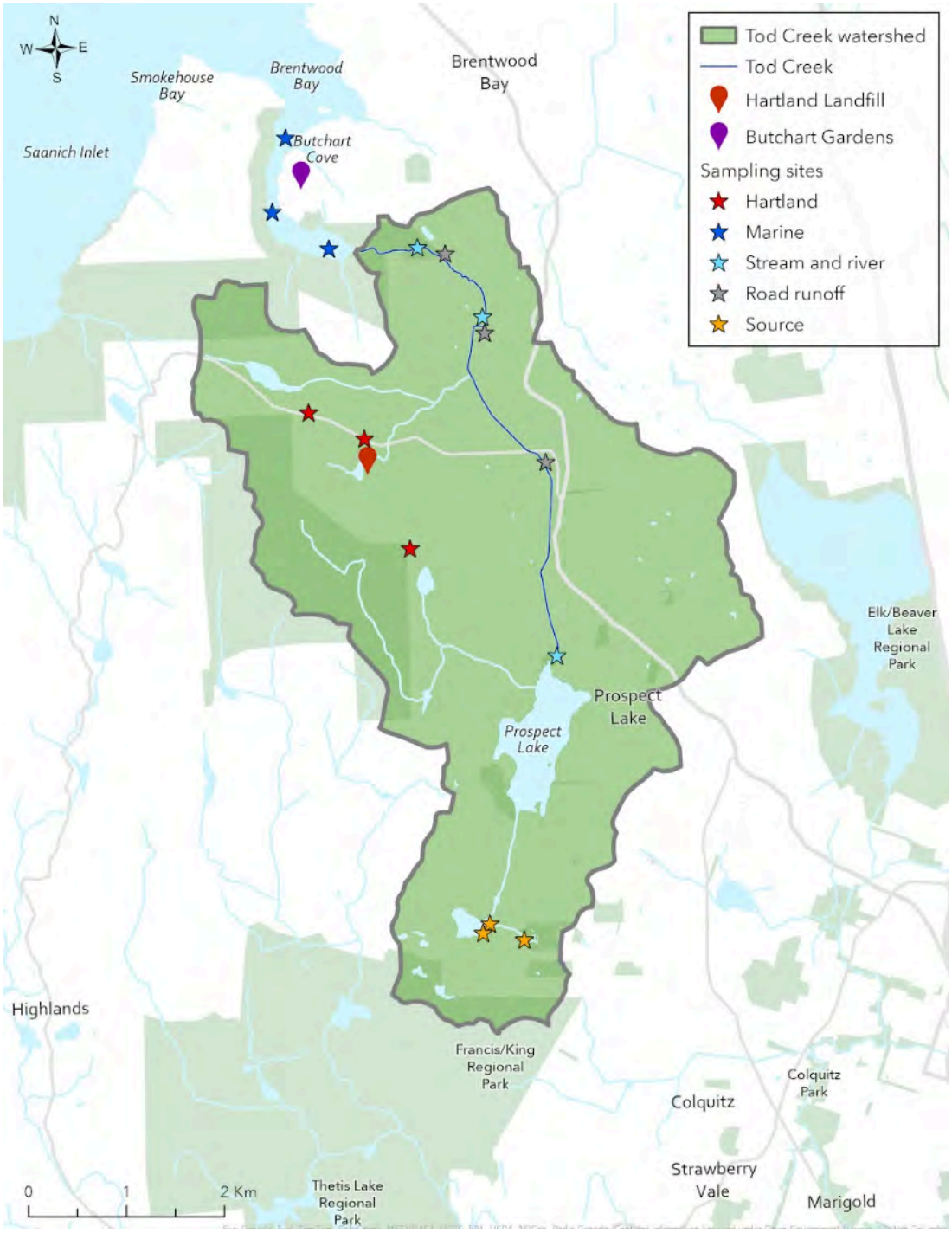
Water is essential for life, and steps are needed to understand, protect and restore its health in fish habitat throughout British Columbia. Here, a field team with members from Raincoast (Healthy Waters), Tsartlip First Nation, Friends of False Creek and the Capital Regional District determined basic water properties (temperature, conductivity, pH, dissolved oxygen and turbidity) in situ at Tod Creek on August 9, 2024. Water samples were collected at the same time from five water categories, including source water (3 samples), stream and river water (3 samples), road runoff (3 samples), landfill drainage (1 sample) and marine water (3 samples). An additional 10 samples of Tap water were obtained from buildings on the Tsartlip First Nation Reserve on October 9, 2024. Samples were then pooled by water category and were submitted to service labs for the determination of coliform, metals, nutrients and physical parameters, pesticides, polycyclic aromatic hydrocarbons (PAHs), pharmaceuticals and personal care products (PPCPs), polychlorinated biphenyls (PCBs), alkylphenol ethoxylates, bisphenols, per- and poly-fluoroalkyl substances (PFAS), sucralose and 6PPD-Quinone. We present here results of field water properties measurements, coliform, metals, nutrients and physical parameters.

The full suite of contaminant data will be shared in a comprehensive report available in early 2025.

Field team

- Raincoast Healthy Waters: Sam Scott and Peter S. Ross
- Friends of Tod Creek: Winona Pugh, Francis Pugh and Carmel Thomson
- Tsartlip First Nation: Franklyn Sampson
- Capital Regional District (CRD) Hartland Landfill Staff: Dan Lyons

Figure 1: The Tod Creek watershed



The Tod Creek watershed runs north from Prospect Lake, along West Saanich Road down to Tod Inlet, and covers an area of 24 km^2. Sampling sites were distributed throughout the watershed in order to capture a wide spatial range for our assessment of the health of fish habitat (Map by Brooke Gerle / Raincoast Conservation Foundation).

Field sampling

Table 1: Sampling sites in the Tod Creek watershed

Site Number	Water Type	Site Name	GPS
1	Source	Maltby Lake - Carmel's Dock	N 48.496813, W 123.449331
2	Source	Trevlac Pond	N 48.495230, W 123.444669
3	Source	Maltby Lake - A Frame Dock	N 48.495974, W 123.450316
4	River	Tod Creek @ Prospect Lake	N 48.521186, W 123.438774
5	River	Tod Creek @ Gowland Tod	N 48.559102, W 123.455963
6	River	Tod Creek @ Durrance Bridge	N 48.552520. W 123.447359
7	Runoff	Wallace Drive Ditch	N 48.551040, W 123.447130
8	Runoff	Ditch @ Wallace and Garden	N 48.558439, W 123.452182
9	Runoff	Tod Creek @ Farmington	N 48.538990, W 123.439361
10	Marine	Tod Inlet 1	N 48.559291, W 123.468188
11	Marine	Tod Inlet 2	N 48.562825, W 123.475803
12	Marine	Tod Inlet 3	N 48.569584, W 123.473602
13	Hartland	South Hartland Drainage Ck	N 48.531494, W 123.458465
16	Tap	Tap 10	Various

Water samples were collected from 13 field sites in the Tod Creek watershed, as well as 10 homes and businesses within the Tsartlip First Nation Reserve. These were then pooled into composite samples and submitted for analysis, or retained for specialised analyses.

Preliminary results

Table 2: Mean water properties for different water categories in the Tod Creek watershed in August 2024

Parameter	Source (n=9)	Stream and river (n=9)	Road Runoff (n=9)	Marine (n=9)	Hartland (n=9)
Temperature (℃)	22.6 ± 0.85 (19.0-24.4)	16.5 ± 0.56 (14.9-17.9)	18.3 ± 1.03 (15.9-22.4)	21.3 ± 0.13 (20.8-21.8)	NA
Dissolved Oxygen %	65.9 ± 14.0 (7.8-94.8)	26.5 ± 4.29 (11.0-36.3)	30.3 ± 4.18 (13.7-41.5)	140.6 ± 1.20 (134.2-144.4)	NA
Dissolved Oxygen (mg/L)	5.53 ± 1.15 (0.72-7.92)	2.57 ± 0.391 (1.12-3.44)	2.82 ± 0.365 (1.35-3.65)	10.6 ± 0.085 (10.1-10.9)	NA
pH	7.31 ± 0.132 (6.78-7.77)	7.31 ± 0.104 (7.04-7.77)	7.28 ± 0.090 (6.93-7.66)	8.24 ± 0.011 (8.20-8.28)	NA
Conductivity (uS/cm)	217.3 ± 113.0 (98.6-1120)	224.6 ± 35.21 (129.6-355.8)	466.3 ± 60.23 (321.9-704.0)	44160 ± 34.58 (44057-44399)	NA
Turbidity (FNU)	0.38 ± 0.36 (-0.32-2.56)	6.90 ± 2.37 (0.40-13.9)	6.90 ± 5.58 (8.88-47.8)	-0.051 ± 0.14 (-0.41-0.64)	NA

Average values for YSI ProDSS measurements for each water category illustrate some basic differences among field samples, with Road Runoff sites having relatively high mean conductivity among fresh water categories. Each site (Table 1) was measured three times with a YSI ProDSS, the values in this table represent averages of these for each category of water. NA - Not Applicable; Sample volume from the Hartland site was insufficient for measurement of water properties.

Table 3: Chemical and physical parameters (mg/L) for different water categories in the Tod Creek watershed in August 2024

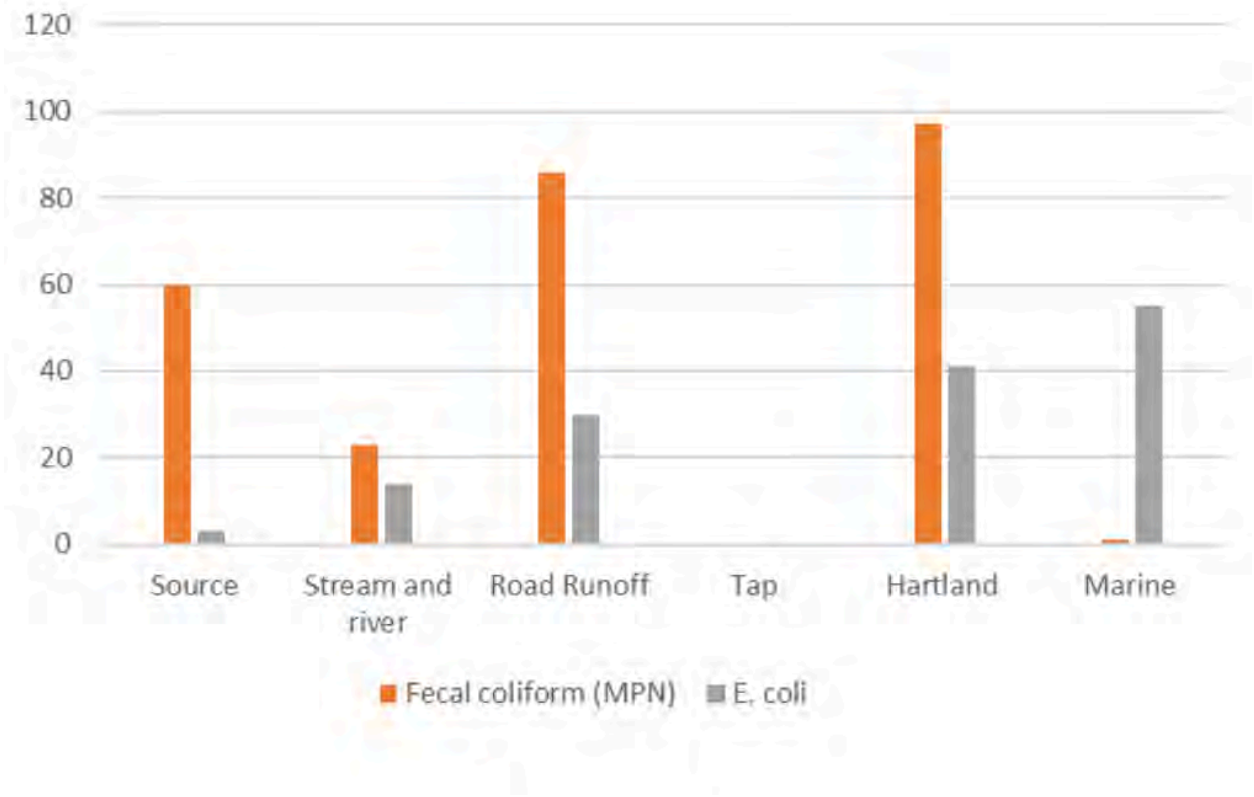
Parameter	Source (n=1)	Stream and river (n=1)	Road Runoff (n=1)	Tap (n=1)	Marine (n=1)	Hartland (n=1)
Hardness	38.8	108	184	pending	5430	200
Solids, total dissolved [TDS]	92	174	224	pending	35600	292
Solids, total suspended [TSS]	<3.0	15.3	84.3	pending	<3.0	118
Carbon, total organic [TOC]	8.95	12.4	15.6	pending	1.76	3.66
Biochemical oxygen demand [BOD]	<2.0	2.4	7.8	pending	<2.0	<2.0
Chemical oxygen demand [COD]	29	43	75	pending	772	72

Table 4: Mean coliform values for different water categories in the Tod Creek watershed in August 2024

Parameter	Source (n=1)	Stream and river (n=1)	Road Runoff (n=1)	Tap (n=1)	Marine (n=1)	Hartland (n=1)
Total coliform (MPN)	>2420	>2420	6870	0	158	4880
Fecal coliform (MPN)	60	23	86	0	<1	97
E. coli (MPN)	3	14	30	0	55	41

Moderate levels of fecal coliform and E. coli in Source, Freshwater and Road Runoff suggest low level bacterial contamination of fish habitat in the Tod Creek watershed, while tap water received a clean bill of health. Coliform samples were collected from each site (Table 1) before being pooled into a single sample for each water category which was then submitted to our partner lab for analysis.

Figure 2: Fecal coliform and E. coli counts for the five categories of water in Tod Creek watershed



Coliform counts were highest in the Hartland and Road runoff samples. No E. coli were found in the Tap water sample. Data are expressed as Most Probable Number (MPN) per 100 mL.

Table 5: Nutrient concentrations (mg/L) for different water categories in the Louis Creek watershed in August 2024

Parameter	Source (n=1)	Stream and river (n=1)	Road Runoff (n=1)	Tap (n=1)	Marine (n=1)	Hartland (n=1)
Ammonia, total (as N)	0.0161	0.0768	0.104	pending	<0.0050	0.0096
Nitrate (as N)	<0.0050	0.0301	<0.0050	pending	<0.500	0.151
Nitrate + Nitrite (as N)	<0.0051	0.0317	<0.0051	pending	<0.510	0.151
Nitrite (as N)	<0.0010	0.0016	<0.0010	pending	<0.100	<0.0010
Nitrogen, total	0.482	0.920	2.31	pending	0.073	1.28
Phosphate, ortho-, dissolved (as P)	<0.0010	0.0785	0.0358	pending	0.0118	0.0024

The stream and river sample was found to have the highest concentration of nitrite and phosphate, the road runoff sample had the highest concentration of ammonia and total nitrogen, and the Hartland sample had the highest concentrations of nitrate. None of the detected concentrations exceed environmental quality guideline values.

Table 6: Metal concentrations for different water categories in the Tod Creek watershed in August 2024

Parameter	Source (n=1)	Stream and river (n=1)	Road Runoff (n=1)	Tap (n=1)	Marine (n=1)	Hartland (n=1)
Aluminum, total	0.0189	0.124	0.549	Pending	<0.150	2.07
Antimony, total	<0.00010	<0.00010	<0.00010	Pending	<0.00500	0.00013
Arsenic, total	0.00023	0.00183	0.00168	Pending	<0.00500	0.00217
Barium, total	0.00497	0.0110	0.0368	Pending	0.00774	0.0201
Beryllium, total	<0.000020	<0.000020	<0.000020	Pending	<0.00100	0.000050
Bismuth, total	<0.000050	<0.000050	<0.000050	Pending	<0.00250	<0.000050
Boron, total	0.023	0.021	0.112	Pending	3.76	0.023
Cadmium, total	<0.0000050	<0.0000050	0.0000208	Pending	<0.000250	0.0000621
Calcium, total	11.1	32.0	52.4	Pending	359	67.8
Chromium, total	<0.00050	0.00096	0.00216	Pending	<0.0250	0.00337
Cobalt, total	0.00010	0.00159	0.00187	Pending	<0.00500	0.00244
Copper, total	0.00107	0.00127	0.00514	Pending	<0.0250	0.00554
Iron, total	0.408	2.28	9.41	Pending	<0.500	4.33
Lead, total	<0.000050	0.000140	0.000526	Pending	<0.00250	0.00131
Lithium, total	<0.0010	<0.0010	0.0012	Pending	0.158	0.0011
Magnesium, total	2.69	6.89	12.8	Pending	1100	7.36
Manganese, total	0.0250	1.33	1.10	Pending	<0.00500	1.32
Mercury, total	<0.0000050	<0.0000050	0.0000068	Pending	<0.0000050	0.0000142
Molybdenum, total	0.000164	0.000528	0.000422	Pending	0.00976	0.000741
Nickel, total	<0.00050	0.00160	0.00247	Pending	<0.0250	0.00302

Phosphorus, total	<0.050	0.275	0.976	Pending	<2.50	0.144
Potassium, total	0.209	1.14	3.70	Pending	332	1.36
Selenium, total	<0.000050	0.000110	0.000099	Pending	<0.00250	0.000296
Silicon, total	1.34	6.55	8.55	Pending	<5.00	9.04
Silver, total	<0.000010	<0.000010	<0.000010	Pending	<0.000500	0.000024
Sodium, total	6.67	9.91	22.1	Pending	8100	5.05
Strontium, total	0.0413	0.108	0.185	Pending	6.68	0.169
Sulfur, total	0.83	1.48	2.26	Pending	803	19.2
Thallium, total	<0.000010	<0.000010	<0.000010	Pending	<0.000500	0.000013
Tin, total	<0.00010	<0.00010	<0.00010	Pending	<0.00500	<0.00010
Titanium, total	0.00052	0.00452	0.0173	Pending	<0.0150	0.101
Uranium, total	<0.000010	0.000108	0.000091	Pending	0.00260	0.000339
Vanadium, total	<0.00050	0.00132	0.00393	Pending	<0.0250	0.00757
Zinc, total	<0.0030	<0.0030	0.0179	Pending	<0.150	0.0660
Zirconium, total	<0.00020	<0.00020	<0.00020	Pending	<0.0100	<0.00020
Total metals	*23.4*	*62.1*	*114*	*Pending*	*10700*	*118*

Next steps

- Access is provided for CRD, Tsartlip First Nation and the WLC to a shared Google Drive that contains raw field and laboratory data, watershed maps, reports, and Raincoast photos taken during sampling events. Photos taken by watershed partners can be uploaded to this folder.
- Quality Assurance/Quality Control has been carried out on the remaining Tier 2 analytes including: nutrients (total nitrogen, nitrate, nitrite, phosphate, ammonia), a full suite of metals (n=35), and various physical and chemical properties (including Total Suspended Solids, Total Dissolved Solids, Total Organic Carbon, Chemical Oxygen Demand and Biological Oxygen Demand).
- Tier 3 analyses are currently underway at SGS Axys including: pesticides (n=76), polychlorinated biphenyls (PCBs; n=209), hydrocarbons (n=76), bisphenols (n=6), alkylphenols (n=4), per- and polyfluorinated alkyl substances (PFAS; n=40), pharmaceuticals and personal care products (PPCPs; n=142) and Sucralose. The tire-related chemical 6PPD-Quinone is being determined by Fisheries and Oceans Canada.
- A comprehensive data report for combined Tier 1-2-3 analyses will be shared in early 2025.
- A website will be shared in 2025 that summarises high level findings for all watershed partners, allowing for a 'lessons learned' opportunity across communities.
- Questions or concerns? Please reach out to Peter (peter@raincoast.org) or Sam (sam@raincoast.org).

Making a difference...together

ERM 24-67

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 20, 2024

SUBJECT **Solid Waste Market Research and Engagement Study**

ISSUE SUMMARY

To present the results of the 2024 Solid Waste Market Research and Engagement Study

BACKGROUND

In 2023, staff worked with the Solid Waste Advisory Committee to develop performance indicators and metrics to better enable the monitoring of progress towards meeting the Capital Regional District's (CRD) 2021 Solid Waste Management Plan (SWMP) goals and targets. Gaps in available data and metrics were identified leading to a proposed three-year cycle of studies designed to collect relevant metrics and compare progress throughout the life of the SWMP. The 2024 Solid Waste Market Research and Engagement Study is the first study to be completed under the new three-year cycle.

The 2024 Solid Waste Market Research and Engagement Study gathered information on – and measured public attitudes, knowledge of and behaviours toward – solid waste management, in relation to achieving Goal 3 of the SWMP*: Have informed citizens that participate effectively in proper waste management practices*. R.A. Malatest and Associates, Ltd. (Malatest) were contracted to conduct the study. The objectives of the study were to:

- establish a set of baseline data, identify key performance indicators (KPIs);
- evaluate the effectiveness of current CRD waste reduction and behaviour change strategies; and
- understand the public's attitudes, knowledge and behaviours in relation to the SWMP, the general waste system and available services within the capital region.

The intention is to use the KPIs identified in the report to monitor progress towards achieving Goal 3 of the SWMP on an annual basis and to conduct the full study once every three years to allow for comparisons between years.

The study was conducted from May to October 2024 using three surveys targeting residents, Hartland Public Drop-Off Depot users and businesses located in the capital region. These surveys were developed to assess behaviours, attitudes, programs, resources and communication strategies related to solid waste. Survey questions were designed to gauge effectiveness of existing policies and programs, as well as to gather insight into opportunities for improvement. Survey results, along with historical data, such as program participation, scale data, Infoline data and the solid waste stream composition study, were analyzed to develop the baseline assessment, identify gaps and generate recommendations.

Residential Survey Highlights

Over 1,000 residents were surveyed to assess behaviours and attitudes towards solid waste management themes such as reducing waste, knowledge of best practices and disposal habits. A few highlights and identified KPIs include:

- 74% of residents reported positive attitudes (i.e., agree or strongly agree) across five waste management behaviours, including reducing waste, supporting circular economy, composting, confidence in their waste disposal knowledge and supporting community initiatives.
- While most residents reported no barriers to disposing of general refuse, recycling and organic waste, significant barriers exist for "Other recycling" such as Styrofoam and soft plastics. These barriers include a lack of knowledge on where and how to dispose of these materials and difficulty in transporting to disposal sites.
- Virtual and online resources were most frequently used by respondents, with 56% reporting use of the CRD website and 31% reporting use of the Recycle CRD App.

Hartland Public Drop-Off Depot Survey Highlights

Over 100 surveys were completed by residents using the Hartland Public Drop-Off Depot. Results provide a snapshot of the types of materials being disposed by residents. A few highlights from survey responses include:

- Visits to dispose of general refuse have increased by about 5% annually, slightly higher than population growth.
- Visits related to recyclables have increased by an average of 20% annually, with a notable spike in 2022 following the introduction of the Express & Go drop-off for refundable beverage containers.
- Materials most commonly being brought for drop-off included metals (63%), plastic products (59%) and foam packaging (55%).

Business Survey Highlights

Over 200 business representatives were surveyed and asked about the types of waste their businesses produce, their disposal methods and ability to comply with local regulations. A few highlights and identified KPIs include:

- Most businesses produce paper (92%), plastic (75%) and organic waste (62%).
- When comparing the type of wastes generated with recycling options provided on site, we begin to see discrepancies in disposal methods. For example, 100% of businesses that produce paper also have bins on site for its collection, however, only 74% of businesses that produce soft plastic have collection methods in place.
- About half of the businesses experience challenges complying with local waste management regulations, citing limited disposal options (32%) and high costs (18%).
- Businesses prefer communications surrounding new regulations (73%), incentive programs (62%), and detailed guidelines for specific waste types (61%).

The full report is attached as Appendix A for information. Results from the 2024 Solid Waste Market Research and Engagement Study established a baseline assessment of how citizens interact with and understand current solid waste management systems, identified areas for improvement, and gauged the effectiveness of existing engagement activities. Additionally, it offered insights on how to refine communication strategies and programs, with an aim to significantly enhance waste reduction efforts (in both the short and long-term) across the capital region. When used in conjunction with results from future studies, such as a waste generator study and solid waste composition study, as well as regular operational data, results from the Market Research and Engagement Study will aid in the design and implementation of programs and initiatives focused on achieving SWMP target and goals.

CONCLUSION

The Capital Regional District commissioned Malatest to conduct the 2024 Solid Waste Market Research and Engagement Study. The study was designed to measure public attitudes, knowledge of and behaviours toward solid waste management, in relation to achieving Goal 3 of the SWMP. The study will be conducted on a three-year cycle and staff will use results in conjugation with other data inputs to monitor progress towards achieving targets set out in the SWMP and to inform the design of future programs, policies or initiatives.

RECOMMENDATION

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

Submitted by:	Tom Watkins B. Sc., Acting Senior Manager, Environmental Resource Management
Concurrence:	Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Solid Waste Market Research and Engagement Study: Final Report – Malatast (October 2024)

MALATEST

CRD
Making a difference...together

APPENDIX A



Solid Waste Market Research & Engagement Study

Final Report
October 2024

Prepared for: The Capital Regional District
Prepared by: R.A. Malatest & Associates Ltd.

EXECUTIVE SUMMARY

This report outlines the key insights from an evaluation of Goal 3 (to have informed citizens that participate effectively in proper waste management practices) of the CRD's 2021 Solid Waste Management Plan (SWMP). The evaluation examined behaviours, attitudes, programs, resources, and communication strategies. The analysis incorporated data from the Resident Survey, the Business Survey, the Hartland Public Drop-off Depot Survey, and is supplemented by historical data from various sources. This evaluation aimed to establish baseline data of current waste management practices, identify areas for improvement, and gauge the effectiveness of existing engagement activities. Additionally, it offers actionable insights to refine communication strategies and programs in order to significantly enhance waste reduction efforts in both the short and long term.

This report is the first step in developing a foundational and ongoing framework for long-term evaluation of community participation and the impact of the CRD's solid waste management initiatives. Ultimately, the findings in this study serve as a baseline for future iterations of this study and other research activities to be compared to.

The table below presents the key performance indicators collected in 2024, establishing a baseline for future iterations of this study. Tracking these indicators over time will enable the CRD to assess the impact of its waste reduction programs and observe shifts in public attitudes, knowledge, and behaviours.

Key Performance Indicators (2024 Baseline)

KPI	Baseline (2024)
Residents reporting positive behaviours and attitudes toward waste management practices (see **Section 4**)	74%
Residents reporting no barriers to disposing of...	General refuse: 98% Recyclable materials: 96% Organics: 95% Other materials: 38%-64%
Businesses reporting no barriers to properly disposing of waste	53%
Residents disposing of plastic products as general refuse	26%

Behaviour & Attitudes (Resident Survey)

- **High Support for Community Initiatives and Circular Economy[1]:** Residents show strong agreement with behaviours supporting *Community Initiatives* (76%) and a *Circular Economy* (78%), both scoring 0.52 on a scale that ranges from -1 to 1.
- **Lower Confidence in Knowledge and Composting Behaviours[1]:** *Confidence in Knowledge* and *Composting* scored lower than other domains, at 0.40 (71% agreement) and 0.27 (61% agreement) respectively, indicating areas for educational improvement.
- **Single-Family Dwellings Lead in Positive Behaviours:** Residents of single-family homes exhibit the highest overall composite scores in waste management behaviours, particularly in *Confidence in Knowledge* and following practices that *Reduce Waste Generation*. This is attributed to structural advantages these residents have in terms of access to resources and services. Looking for differences across demographic groups may highlight where structural advantages exist or where certain groups could benefit from additional education or resources.
- **Barriers to Proper Disposal:** While most residents report no barriers in disposing of general refuse, recycling, and organic waste, significant barriers exist for "Other recycling" (e.g., Styrofoam, soft plastics) (64%) and "Other" materials (e.g., textiles, electronics) (38%). These barriers include a lack of knowledge on where and how to dispose of these materials and difficulty in transporting materials to disposal sites. By monitoring the percentage of residents reporting these barriers, the CRD can make informed decisions to prioritize resources and services that will support residents in knowing how to dispose of these other materials and increase the accessibility of disposal options.
- **Disposal of Certain Materials as General Refuse:** A wide range of materials and their frequency of disposal as general refuse were identified. Of these, textiles/clothing (46%) and plastic products (26%) are highlighted as having high frequency. By monitoring materials that could have better disposal methods (e.g., plastic products), the CRD can infer where additional resources or support are needed. In the case of textiles or clothing, it may be that residents are unaware that these are considered general refuse as there are limited opportunities to recycle textiles that cannot be reused.

---

[1] Behaviours and attitudes towards solid waste management were assessed using a converted 5-point agreement scale ranging from -1 to 1 within 5 different domains. Positive values indicate favourable traits and values close to 0 indicate neutrality. Please refer to **Section 4.**

Programs & Resources (Resident Survey)

- **Preference for Virtual and Online Resources:** The CRD website (56%) and the Recycle CRD App (31%) are the most frequently used waste management resources among residents, suggesting fewer barriers to access and use.
- **Effectiveness of Resources:** Though not the most frequently used, resources provided by the Compost Education Centre (97% effective), the Recycle CRD App (96% effective), and Hartland Landfill Public Tours (94% effective) are perceived as being effective to highly effective in improving waste reduction knowledge among users. Both single-family and multi-family homes reflect similar benefits from these resources.
- **Limited Awareness of Programs:** A significant portion (30%) of residents have never accessed any of the waste management programs or resources listed in the survey, pointing to a need for increased outreach or different outreach strategies that may reach an audience that has not been previously engaged.

Hartland Public Drop-off Depot Survey

- **High Usage Among Residents:** 58% of residents report using the Hartland Public Drop-off Depot for disposing of recyclable materials (33%), garbage (25%), and other materials (33%).
- **Materials Disposed:** Materials commonly disposed at the depot include plastic products (63%), metal (59%), foam packaging (55%), electronic devices (54%), and household hazardous waste (53%).
- **Increase in Visits:** Since 2017, resident visits to dispose of general waste have increased by about 5% annually, slightly higher than population growth.
- **Significant Rise in Recycling Visits:** Visits related to recyclables have increased by an average of 20% annually, with a notable spike in 2022 following the introduction of the Express & Go drop-off option.

Business Survey Insights

- **Waste Types and Disposal Methods:** Most businesses produce paper (92%), plastic (75%), and organic waste (62%). Materials that businesses are less likely to produce tend to have fewer disposal methods available (e.g., electronics, wood and wood products).
- **Reliance on Third-Party Waste Collectors:** A majority (77%) of businesses contract third-party waste collectors and are largely satisfied with the reliability of these services (84%). Most of the businesses who reported not using a third-party waste collector were small (i.e., fewer than 10 employees).
- **Challenges with Local Regulations:** About half of the businesses experience challenges complying with local waste management regulations (47%), citing limited disposal options (32%) and high costs (18%).
- **Suggestions for CRD Support:** Businesses suggest increasing disposal options (60%), providing clearer guidelines (32%), and offering more training resources (22%) to aid compliance.
- **Lack of Impact Measurement:** A majority (61%) of businesses do not measure the impact of their waste management practices, despite having waste reduction goals (90%).

Informing a Communication Strategy

- **Primary Sources of Information:** Residents primarily rely on local government publications or websites (60%) and word of mouth (54%) for waste management information.
- **Preferred Communication Channels:** Websites and online platforms (56%), email (41%), and letter mail (36%) are the preferred methods for receiving information about waste management practices.
- **Content Preferences for Residents:** Practical information on disposing of waste that cannot be reused or recycled (74%) and how to recycle waste (68%) is more sought after than educational content.
- **Content Preferences for Businesses:** Businesses prioritize updates on new regulations (73%), incentive programs (62%), and detailed guidelines for specific waste types (61%).

Summary of Recommendations

Addressing Resident Gaps in Knowledge

Consider enhancing resources available to residents to target gaps in knowledge of solid waste management.

Addressing Barriers Related to Residents Solid Waste Management

Residents may benefit from strategies or tips for transporting materials, and greater awareness of options for private waste collection and disposal of large materials or those that are difficult to transport.

If possible, it may be worth considering how the CRD can continue to work with municipalities to offer services to folks in multi-family dwellings.

Engaging Residents in CRD Programs and Resources

Consider ways to engage residents of the Gulf Islands, such as by focusing on brand awareness. Increased visibility of CRD's impact may encourage program utilization, improving waste management.

Supporting Businesses

There may be an opportunity for the CRD to develop training resources that local businesses could tailor to meet their needs.

Informing a Communication Strategy for Businesses

Businesses in the CRD could benefit from detailed disposal guidelines by specific waste types, and updates on new or changing regulations.

Enhancing Future Evaluations

1. Consider focus groups or sub-surveys to explore specific areas in more detail (e.g., resident composting behaviours, needs of small businesses).

2. Consider refinement of tracking systems for Infoline email and phone inquiries.

Informing a Communication Strategy for Residents

Consider expanding the Rethink Waste Newsletter. Promote ways for residents to receive emails from the CRD with information and resources related to the CRD's solid waste management programs.
Newsletter content should include practical information on how to dispose of soft plastics, foam packaging, and electronics; tips for transporting materials, and lists of locations where various materials can be dropped off.

TABLE OF CONTENTS

	Executive Summary	2
1	**Project Background**	**8**
2	Methodology	10
2.1	Engagement Strategy	10
2.2	Survey Instruments	11
2.3	Data Analysis	15
2.4	Limitations	15
3	**Evaluation Framework**	**17**
3.1	Data Sources	17
3.2	Key Performance Indicators	18
4	**Findings: Behaviour & Attitudes**	**19**
4.1	Behaviour Domains	20
4.2	Barriers	22
4.3	Disposal Habits	23
5	**Findings: Programs & Resources**	**24**
5.1	Resources Accessed by Residents	25
5.2	Historical Performance of 3R Programs	26
5.3	Other Resources & Trends	27
6	**Findings: Hartland Landfill & Depot**	**30**
6.1	Usage of Hartland Public Drop-off Depot	30
6.2	Historical Tonnage Data	32
7	**Findings: Business Survey Insights**	**34**
7.1	Waste Produced and Disposal Options	35
7.2	Local Regulations	36
7.3	CRD Support & Suggestions	37
7.4	Goals, Training, and Staff Engagement	38

8	**Findings: Informing a Communication Strategy**	**40**
8.1	Sources of Information	41
8.2	Content for Residents	42
8.3	Content for Businesses	43
9	**Summary of Findings & Recommendations**	**44**
9.1	Summary of Findings	45
9.2	Recommendations	46
Appendix A: CRD Resident Survey		**50**
Appendix B: Hartland Depot and public drop-off users		**62**
Appendix C: CRD Business Survey		**66**
Appendix D: Evaluation Matrix		**75**

1 PROJECT BACKGROUND

The Capital Regional District (CRD) encompasses thirteen municipalities and three electoral areas on southern Vancouver Island and the Gulf Islands and is responsible for service delivery to these areas on regional, sub-regional and local levels.

The Environmental Resource Management (ERM) division of the CRD is responsible for municipal solid waste management, including waste reduction, recycling programs and the operation of Hartland Landfill. Environmental resource management in the capital region is based on the 5R hierarchy of Reduction, Reuse, Recycling, Resource Recovery and Residuals Management, with the goal of extending the life of Hartland Landfill by minimizing waste disposal and maximizing diversion opportunities.

The 2021 Solid Waste Management Plan (SWMP), approved by the CRD Board in May 2021, and by the Province of British Columbia in July 2023, identifies the following goals:

1. Surpass the provincial per capita waste disposal target; and aspire to achieve a disposal rate of 125 kg/capita/year;
2. Extend the life of the Hartland Landfill to the year 2100 and beyond;
3. Have informed citizens that participate effectively in proper waste management practices; and
4. Ensure the CRD's solid waste services are financially sustainable.

The CRD identified a need for current information on public attitudes, knowledge of and behaviours toward solid waste reduction, in order to achieve Goal 3 of the SWMP. As such, the CRD commissioned R.A. Malatest and Associates Ltd. (Malatest) to conduct this Market Research and Engagement Study.

The objectives of the Market Research and Engagement Study were to evaluate the effectiveness of current CRD waste reduction and behaviour change strategies and to understand the public's attitudes, knowledge and behaviours in relation to the SWMP, and the general waste system and available services within the CRD. The data gathered as part of this study will serve as a baseline to monitor how public perception and engagement with CRD waste reduction programming and behaviour change initiatives evolve over time.

The data collected in this study was also used to develop key performance indicators to measure progress against Goal 3 of the SWMP. The key performance indicators will identify any challenges, limitations, or gaps within current CRD waste reduction and behaviour change initiatives and guide the development of future programming.

2 METHODOLOGY

2.1 Engagement Strategy

A Community Engagement Strategy was developed to help guide engagement with various stakeholders. The Engagement Strategy was provided to the CRD, along with other pertinent components of our outreach methodology and timeline, in a comprehensive Engagement Plan document.

Malatest completed several scoping research activities to develop a fulsome understanding of the parameters and objectives of the project. The scoping research activities also allow for subsequent stages of the research design to focus on additional and explanatory information that builds on the available information, and for any gaps in the data to be filled through other research activities.

2.1.1 Document Review

Malatest completed a review of background documents, which allowed us to understand what baseline data was already available, and to ensure that information was not duplicated in subsequent research activities. The CRD was able to provide Malatest researchers with the information necessary for the document review, which included:

- 2021 Solid Waste Management Plan;
- Solid Waste Management Plan (annual) Progress reports;
- 3Rs Education Program statistics (2013-2024);
- Examples of program communication, performance, and outreach materials;
- Feedback received through Infoline Inquiries;
- Analytics from Recollect Systems; and
- The Hartland Landfill scales data and Tonnage Reports.

2.1.2 Scoping Interviews

Malatest completed scoping interviews with key stakeholders from the CRD Environmental Resource Management (ERM) Division. The key stakeholder scoping interviews were conducted to identify the information needs of those involved. The information collected in the scoping interviews allowed for further development of the research design, data collection tools, and key performance indicators. Interviews were conducted in May 2024 via videoconference.

2.1.3 Focus Group with Members of the Solid Waste Advisory Committee

Malatest conducted a focus group session with members of the CRD's Solid Waste Advisory Committee (SWAC) on June 7th, 2024. The SWAC was established to provide input on solid waste management matters and consists of members from diverse backgrounds, interests, and geographical locations, representing a balance between technical and non-technical members as well as industry and public members.

Through this focus group, the Malatest research team gained insights into the values, expectations and needs of the SWAC. Additionally, this focus group offered Malatest researchers an opportunity to receive feedback on the proposed research design.

2.2 Survey Instruments

Three survey instruments were developed by Malatest, targeting three key demographics: residents of the CRD (**Appendix A**), Hartland Public Drop-off Depot users (**Appendix B**), and businesses located in the CRD (**Appendix C**).

The survey instruments were designed to ensure that the deliverables and outcomes were aligned with the project objectives, and that the data collected met the specific information needs and goals outlined by the CRD during the scoping research activities.

Table 2.1: Overview of Survey Instruments

Audience	Method	Target Completions	Final Completions	Sample
Residential	Survey	600-800	1,097	Address-based sampling
Businesses	Survey	200	205	Developed from businesses directories
Hartland Public Drop-off Depot	Survey	100	103	CRD Staff handing postcards out to residents with a link to the survey for them to complete at home. Posters containing survey invitations were also available throughout the drop-off areas.

2.2.1 Survey of CRD Residents

A survey of citizens whose primary residence[2] was located within the capital region was developed to collect data on key attitudes, knowledge, and behaviours related to their household's solid waste management practices.

Survey Sampling and Administration

The CRD Resident survey was administered from July 17th, 2024 to August 31st, 2024. The survey was distributed to citizens whose primary residence was located in the region. An address-based sampling approach was used, with mailing information comprising addresses, municipalities, postal codes, and when available, resident names and phone numbers. A proportional sampling approach of all municipalities and electoral areas within the CRD's jurisdiction ensured that survey completions were proportional to the region's population size.

Letters notifying residents of the survey and inviting them to participate either online or by phone were distributed by mail. Surveys were primarily completed online (n = 995), with some surveys completed by telephone (n = 102). To encourage survey completions, participants were offered the option to enter into a prize draw to win either one $100 e-gift card or one of two $50 e-gift cards. The total sample developed for the survey comprised 9,000 addresses.

To provide residents with information about the survey and the evaluation project, Malatest developed a website containing frequently asked questions and researcher contact information. A survey helpline was also established, which was used by residential respondents with additional questions or who required assistance in completing the survey with the support of a trained Malatest surveyor. While the survey had an expected target of between 600-800 completions, it ultimately surpassed that target. When weighted, the survey data are proportionally representative of the capital region in terms of region, age, gender, dwelling type, and household income. For more details on the weighting methodology used in this survey, please refer to **Section 2.3.1**.

Survey Completions

In total, 1,097 residents completed the survey, which represented a 12% overall response rate and 0.2% of the population (see **Table 2.1**).

[2] A primary residence is the place where an individual lives for a longer period in the calendar year than any other place (Government of British Columbia, 2024).

Table 2.2: Residential Survey Completions

Study Area	Survey Completions	Percentage of Survey Completions	Percentage of the CRD
Saanich	160	15%	25%
Victoria	149	14%	27%
Central Saanich	91	8%	4%
Sidney	77	7%	3%
Langford	72	7%	10%
Salt Spring/Gulf Islands	72	7%	6%
Colwood	70	6%	4%
View Royal/ Highlands	66	6%	3%
Esquimalt	65	6%	5%
North Saanich	63	6%	3%
Oak Bay	62	6%	4%
Sooke	60	5%	3%
Juan De Fuca	47	4%	1%
Metchosin	43	4%	1%
Total	1,097		

2.2.2 Hartland Public Drop-off Depot Survey

A survey tailored to the users of the Hartland Public Drop-off Depot was developed to collect data on key attitudes, knowledge, and behaviours related to solid waste management practices. Our approach to surveying is described in the sub-sections below.

Survey Administration

The Hartland Public Drop-off Depot Survey launched on July 24th, 2024 and closed on August 31st, 2024. The survey employed passive recruitment methods, comprising posters and postcards advertising the survey posted around multiple locations at the drop-off site.

To bolster completions, CRD outreach staff conducted recruitment at the Hartland Public Drop-off Depot, by distributing post cards and encouraging the public to complete the survey. In total, 103 surveys were received (see **Table 2.3**).

Table 2.3: Hartland Public Drop-off Depot Survey Completions

Completions	Partial Completions
103	6

2.2.3 Survey of CRD Businesses

A survey of businesses in the capital region was developed to collect data on key attitudes, knowledge, and behaviours related to solid waste management practices. Our approach to surveying is described in the sub-sections below.

Survey Sampling and Administration

The Business Survey was administered from July 17th, 2024 to August 16th, 2024. The survey was distributed to businesses operating in the region using a sample that was developed by searching business directories with the North American Industry Classification System (NAICS) codes found on Statistics Canada. It should be noted that this sample was not exhaustive of all businesses and stakeholders operating within the capital region. Malatest also accessed a variety of search engines to further supplement the sample. Survey completions are proportionate to the distribution of business sizes (i.e., number of employees) and industries within the region.

Malatest delivered emails notifying businesses of the survey and inviting them to participate either online or by phone with a trained Malatest surveyor. To bolster completions, Malatest surveyors conducted telephone outreach to businesses who had not responded to the initial invitation email between July 22nd, 2024 and August 15th, 2024 to ask that they complete the survey. Surveys were primarily completed by telephone (n = 148), with some surveys completed online (n = 57). The total sample developed for the Business Survey comprised 2,804 businesses.

Survey Completions

In total, 205 businesses fully completed the survey (**Table 2.3**).

Table 2.4: Business Survey Completions

Employee Range	Telephone	Web	All Completions	Partial Completions
1 to 9 employees	68	23	91	9
10 to 49 employees	53	28	81	11
50 to 199 employees	20	3	23	3
200+ employees	6	2	8	1
Other (preferred not to answer)	1	1	2	-
Total	148	57	205	24

2.3 Data Analysis

Quantitative survey data were analyzed primarily by generating summary statistics (e.g., frequencies, proportions). Where possible, data were stratified by demographic variables (e.g., region, age, dwelling type) to ensure that results reflect differences and similarities across various groups. We calculated proportions to summarize the data and present these as percentages. It is important to note that the percentages presented might not always add up to 100% due to rounding and the nature of multiple response questions which allow respondents to select more than one answer. Qualitative survey data was analyzed using a thematic approach where results are summarized and grouped by emerging themes.

2.3.1 Data Weighting

The CRD Resident survey aimed to gather opinions from a variety of residents; however, not everyone is equally likely to respond to surveys, and certain demographic groups, such as apartment residents, were less represented in the survey data. These survey data, when weighted and expanded, proportionally reflect the whole community. 2021 Census data was used to understand the actual makeup of the region and survey data were adjusted accordingly. By doing this, we can ensure that the results better match the true diversity of the CRD population and address some of the limitations outlined in **Section 2.4** below. We also measured the effect of our adjustments to confirm that they improved the survey's accuracy without skewing the data. The adjustments allowed us to confidently report on the opinions from different areas, even those that had fewer responses.

2.4 Limitations

Sampling Constraints

The surveys conducted represent a sub-sample of the CRD population. There were calculated efforts to ensure proportional representation across all municipalities and electoral areas by carefully following a stratified sampling plan. However, our design did not have the capacity to guarantee proportionate representation of other variables such as dwelling type or age groups. This limitation implies that certain demographic groups may be underrepresented in our sample. To mitigate this, strategies such as the weighting design in the Resident survey were employed. By applying appropriate weights based on Census data, we adjusted for underrepresented groups, which effectively allows us to extrapolate the findings to the majority of households in the capital region, as long as we interpret the results with caution.

Typical Variance Associated with Survey Data

As with any survey-based research, there is inherent variability and potential for error. Factors such as population variance, sampling error, non-response bias, and measurement inaccuracies (i.e., respondents' interpretation of the questions) can affect the reliability of the results.

Social Desirability

Participants may have provided responses they believe are socially acceptable rather than their true feelings or behaviours. This social desirability bias can lead to over-reporting of positive behaviours (e.g., recycling) and underreporting of negative behaviours (e.g., improper disposal of materials). Such bias can affect the validity of self-reported measures and should be taken into account when analyzing the data.

Inability of Respondents to Report on Unrecognized Challenges and Barriers

For a few specific questions, respondents may be unaware of certain challenges or barriers affecting their solid waste management practices. This unawareness limits the depth of insights into underlying issues influencing behaviour. Consequently, for these particular questions (i.e., Q4 and Q8 in **Appendix A**), the data may not fully capture all factors contributing to waste management practices within the region, especially those challenges that respondents themselves do not recognize or understand. It's important to note that this limitation is confined to a small subset of questions and does not significantly impact the overall findings of the study.

Self-Selection Bias

Participation in the surveys was voluntary, leading to potential self-selection bias. Individuals or businesses that chose to participate might have different attitudes or behaviours compared to those who did not. For example, those more interested or engaged in environmental issues may be overrepresented.

3 EVALUATION FRAMEWORK

The focus of this evaluation framework is on Goal #3 of the SWMP: *To have informed citizens that participate effectively in proper waste management practices*. The evaluation framework was developed to identify data sources and key performance indicators that can be tracked over time; and aims to provide insight into the CRD's progress towards their goal of having informed citizens that participate effectively in proper waste management practices. Data collected in 2024 primarily serves a baseline to compare to in the future. This study is expected to follow a 3 year cycle, and will allow for a longitudinal comparison of the key performance indicators.

The Evaluation Framework for this study has been developed to address several key objectives:

- Allow for comparison between years to determine whether the CRD's waste reduction programs are effective;
- Identify and address challenges, limitation, and gaps within each program area;
- Help the CRD to better understand the public's attitudes, knowledge, and behaviours in relation to the CRD's waste reduction programming; and,
- Determine the effectiveness of waste reduction programming by monitoring how attitudes, knowledge, and behaviours evolve over time.

3.1 Data Sources

The evaluation framework relies on several data sources, including survey data and administrative data. The CRD Resident Survey (**Section 2.2.1**) and Hartland Public Drop-off Depot Survey (**Section 2.2.2**) provide insight into resident behaviours, attitudes, and knowledge related to solid waste management and the CRD's waste reduction programming and goals. The CRD Business Survey (**Section 2.2.3**) for local businesses complements the Resident Survey to provide an understanding of areas of success and challenges for commercial business operators in the region.

Select administrative data was also available to support the evaluation. These data sources include **historical Hartland tonnage data**, **CRD Solid Waste Stream Composition Study**, **CRD website analytics**, and **CRD community and school 3Rs Program participation data**.

For future evaluation cycles, the CRD may consider adding focus groups with residents to better understand areas of success and challenges related to the CRD's waste reduction programs and goals, including a more in-depth understanding of the barriers and challenges residents face when trying to comply with local regulations and best practices.

3.2 Key Performance Indicators

The Evaluation Matrix (see **Appendix D**) provides a summary of the key evaluation areas, associated data sources, and key performance indicators. While the matrix identifies a number of performance indicators, several key indicators are highlighted below.

1. CRD Resident Survey

- **The percentage of residents reporting positive behaviours and attitudes toward waste management practices**. This is composed of the five key areas listed below and is complemented by domain composite scores.
  - Reduce waste generation
  - Support for a circular economy
  - Support for community initiatives
  - Composting
  - Confidence in knowledge
- **The percentage of residents reporting no barriers** to disposing of various recyclable materials, organics, and general refuse.
- **The percentage of residents disposing of recyclables or other materials as general refuse**.

2. CRD Business Survey:

- **Discrepancy between waste produced vs bins/disposal options provided** (identified as a percentage).
- **The percentage of businesses challenges** complying with local waste management regulations.
  - Suggestions from businesses regarding how the CRD can support the business in complying with local regulations

4 FINDINGS: **BEHAVIOUR & ATTITUDES**

The following section summarizes findings related to behaviours and attitudes towards solid waste management and reduction as reported by the CRD Resident Survey respondents. Behaviours and attitudes were measured using a 5-point agreement scale ranging from strongly disagree (1) to strongly agree (5). Respondents would rate the waste management or reduction actions that they, or members of their household do, on this 5-point scale, which was then converted to a score that ranges from -1 to 1. Positive numbers on this scale indicate a positive valence towards these domains, meaning that as the scores approach 1, they reflect the most ideal behaviours or attitudes. Conversely, values closer to 0 can be interpreted as neutral attitudes or behaviours, indicating neither strong agreement nor disagreement with the statements. This scoring system helps address social desirability biases, as participants are often reluctant to show low levels of agreement. By interpreting higher positive values as stronger agreement and more desirable actions, and values near zero as neutrality, we can better understand the participants' true attitudes while mitigating the impact of their tendency to present themselves favourably.

Measuring agreement in this manner also allows for comparison of behaviours and attitudes across different topics, as well as the calculation of a composite index, which is a single figure that can be used for longitudinal comparisons during future iterations of the study. This framework of assessing behaviour and attitudes can also be used to identify areas of opportunity within demographic variables (e.g., resident's region or dwelling type).



4.1 Behaviour Domains

The survey assessed five domains of behaviours and attitudes:

- **Reduce waste generation:** The extent to which households work to minimize or reduce the waste they produce, such as avoiding single-use items and purchasing only what they need (e.g., avoiding single-use items and careful purchase considerations).
- **Support for a circular economy:** The extent to which households seek opportunities to repurpose or reuse materials or extend the life of items by donating unwanted household items (e.g., actively seeking opportunities to repurpose or reuse materials, frequent visits to second-hand stores or efforts to donate unwanted items).
- **Support for community initiatives:** The extent to which households endorse community initiatives aimed at reducing waste (e.g., eagerness to participate in community waste initiatives).
- **Composting:** The extent to which households participate in composting their organic or kitchen scraps (e.g., active participation in organics diversion at home).
- **Confidence in knowledge:** The level of confidence households expressed in their knowledge of how to recycle various materials (e.g., confidence in recycling various materials, knowledge of proper disposal of hazardous waste).

Across survey questions, **74% of respondents reported positive behaviours and attitudes towards waste management**. When converted to composite scores, the highest scoring domains were *Support for Community Initiatives,* followed closely by *Support for a Circular Economy*, which both feature composite scores of 0.52. The domain of *Reducing Waste Generation* followed with a score of 0.47. The lowest scoring areas were *Confidence in Knowledge* of recommended waste management behaviours, which scored 0.40, and participation in *Composting*, which had a composite score of 0.27

Table 4.1 provides a detailed breakdown of each survey element measured to analyze the behaviours and attitudes of residents in the capital region. It illustrates the distribution of response percentages across the agreement scale and their corresponding composite scores. Notably, the percentage of respondents with neutral attitudes can be viewed as a potential audience for targeted education and engagement efforts. These individuals may be more easily persuaded to improve their waste management behaviours, as they haven't formed strong opinions either way.

Table 4.1: Behaviours and Attitudes Reported by Residents

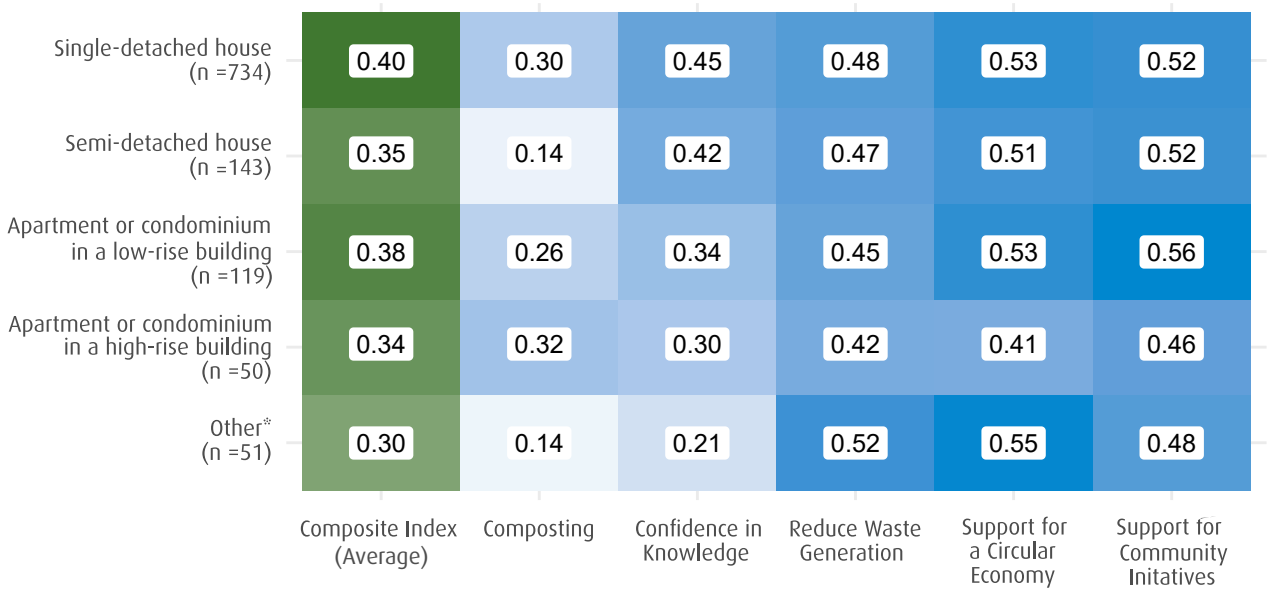
	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Composite Score (n=1028)
Composting						**0.27**
My household participates in composting organic waste at home	14%	17%	8%	23%	38%	0.27
Confidence in Knowledge						**0.40**
My household feels confident in our knowledge of how to properly dispose of hazardous waste	5%	12%	20%	39%	23%	0.31
My household feels confident in our knowledge of the best practices for recycling a variety of materials	2%	4%	16%	54%	25%	0.48
Reduce Waste Generation						**0.47**
My household adopts practices that reduce waste generation	2%	6%	20%	45%	28%	0.45
My household eats all the food we buy and we only put unavoidable food waste in the compost	3%	9%	11%	45%	33%	0.48
Support for Community Initiatives						**0.52**
My household is eager to participate in community initiatives aimed at reducing waste	1%	3%	20%	42%	34%	0.52
Support for a Circular Economy						**0.52**
My household makes conscious efforts to donate unwanted household items	1%	1%	4%	41%	52%	0.71
My household seeks opportunities to repurpose or reuse materials from products we have purchased	2%	5%	21%	45%	26%	0.44
My household visits second-hand stores and/or repair shops to extend the life of items	4%	12%	14%	41%	29%	0.4

Source: Resident Survey (Q8)

Some differences in attitudes and behaviours were observed by dwelling type (as shown in **Figure 4.1**). We see that residents of single-family dwellings demonstrate the highest overall composite score, with the highest domains being *Support for a Circular Economy* (0.53) followed closely by *Support for Community Initiatives* (0.52).

Other dwellings with high overall composite scores include apartments or condominiums in low-rise buildings (fewer than 5 storeys). Apartments or condominiums in both high- and low-rise buildings demonstrate low scores in their confidence regarding waste management knowledge (0.30 and 0.34 respectively) in relation to other dwelling types.

Figure 4.1: Composite Scores Across Dwelling Types



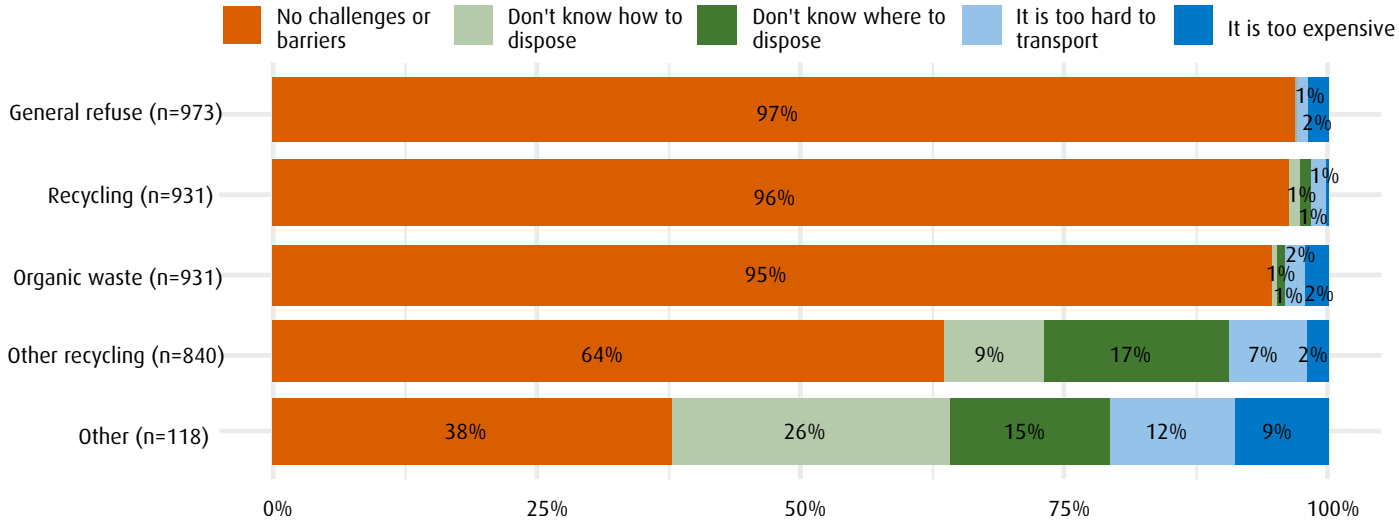
Source: Resident Survey (Q8)

*Includes: "A secondary suite in a house", "Mobile home / movable dwelling", and "Other"

4.2 Barriers

Overall, most residents reported that they do not face any barriers in the disposal of general refuse, recycling, and organic waste, at 97%, 96%, and 95% respectively. Given the high proportion of residents reporting no barriers, it is likely that this will remain stable over time. "Other recycling" which encompassed materials such as Styrofoam and soft plastics, and "Other" which included materials such as textiles, electronics, and wood waste, are the waste categories where respondents reported encountering the most barriers. Reported barriers associated with "Other recycling" include not knowing where to dispose of these materials (17%), not knowing how to dispose of these materials (9%), and difficulty transporting the materials (7%). Similarly, reported barriers associated with "Other" materials include not knowing how (26%) or where (15%) to dispose of waste materials, as well as difficulty in transporting (12%) and prohibitive costs (9%) associated with the disposal of these materials.

Figure 4.2: Main Barriers in Disposing of Waste

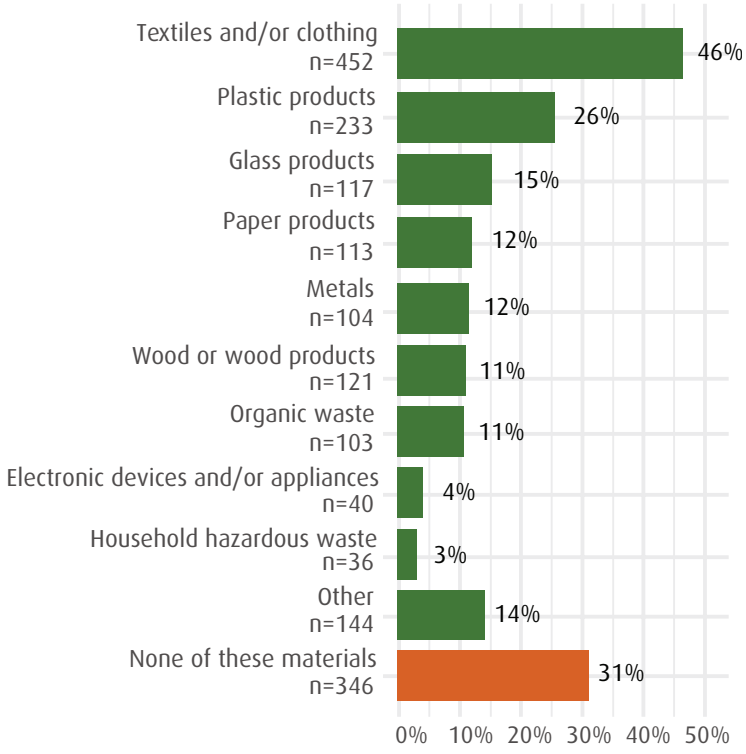


Source: Resident Survey (Q4)

4.3 Disposal Habits

The following items are those which respondents regularly dispose of as general refuse. Items demonstrating a high disposal rate signal opportunities for further engagement on proper or alternative disposal methods. In cases where a better disposal option is available (e.g., soft plastics), residents may benefit from education and information on where to dispose of these materials. **Figure 4.3** shows that textiles and clothing are the materials most commonly disposed of as general refuse (46%) followed by plastic products (26%). It should be noted that the survey did not provide a definition of what constitutes "plastic products," and therefore, this term should be interpreted broadly to potentially include items such as plastic bags, packaging materials, plastic containers, disposable cutlery, and other single-use plastics. Additionally, "Other" materials frequently mentioned by respondents included contaminated waste, and mixed packaging.

Figure 4.3: Items Disposed as General Refuse by Residents



Source: Resident Survey (Q5)

5 FINDINGS: **PROGRAMS & RESOURCES**

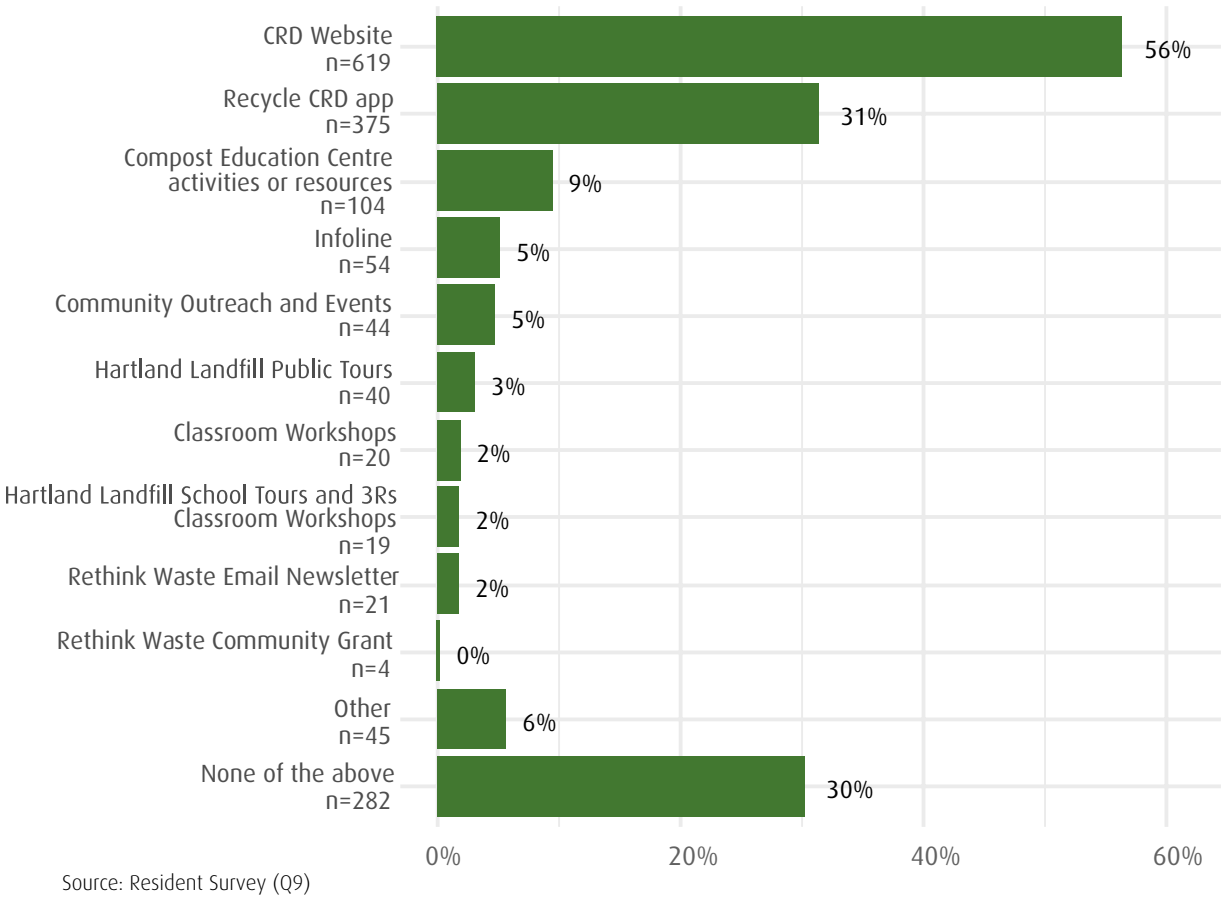


This section of the report explores the various programs and resources available for waste management in the capital region, as utilized by residents. It focuses on the accessibility and effectiveness of these resources, providing insights into how residents interact with these services. This analysis offers a snapshot of the current landscape of waste management educational tools and can be utilized in further research. Furthermore, it evaluates the perceived impact of these resources on enhancing residents' knowledge about waste reduction strategies.

5.1 Resources Accessed by Residents

Virtual and online waste management programs or resources currently offered by the CRD are the most frequently used among residents. More than half of respondents reported that they have used the CRD Website (56%), and about one-third (31%) reported using the Recycle CRD App. This may indicate that virtual or online waste management programs or resources pose significantly fewer barriers related to access and use. Resources and activities available through the Compost Education Centre are the third most commonly reported resource to be accessed by CRD residents (9%), however, participation in these and other in-person resources are much lower than virtual or online tools. It is worth noting that 30% of residents who completed the survey reported never having accessed any of the listed programs and resources. Other resources included local government portals, neighbourhood committees, and employers.

Figure 5.1: Resources Accessed by Residents

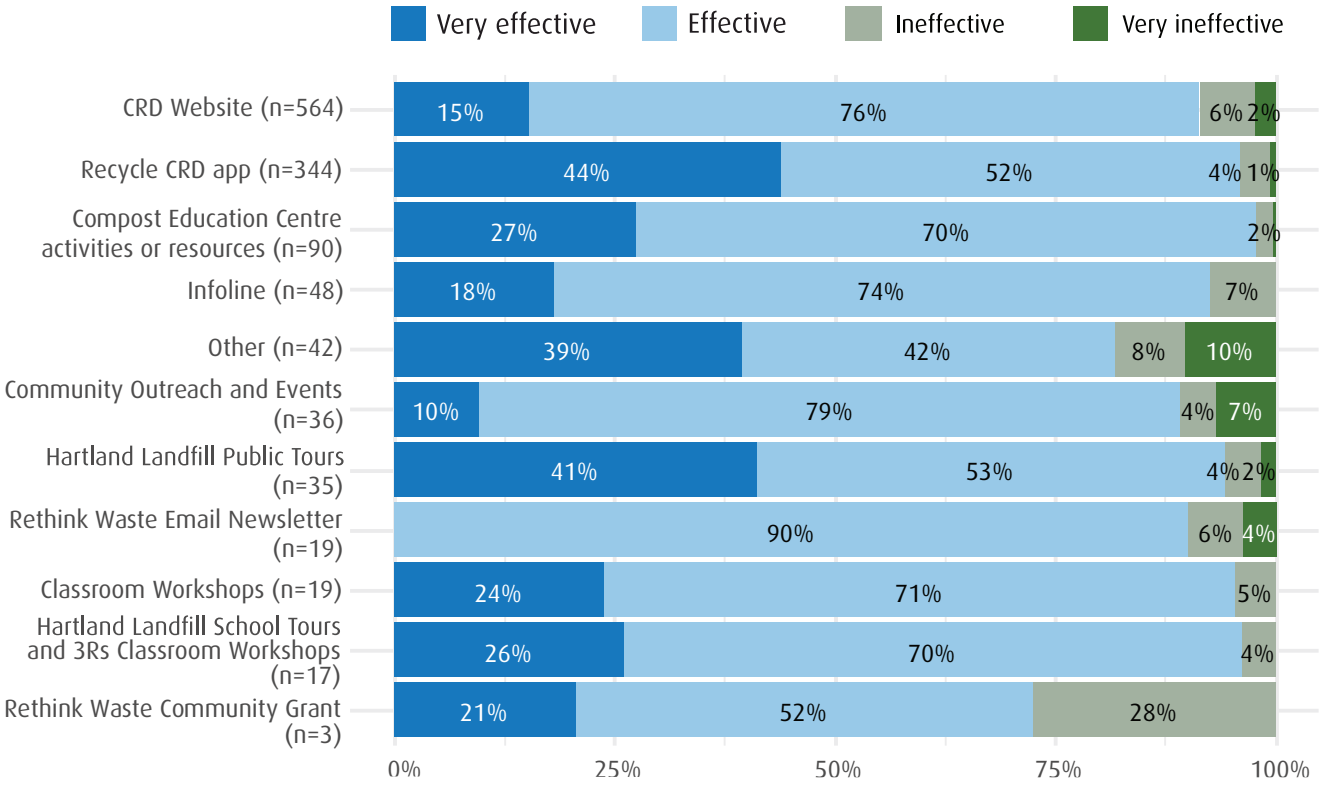


Source: Resident Survey (Q9)

Overall, most resources were deemed effective by respondents who had reported using them. Resources that respondents most frequently identified as being effective include the resources provided by the Compost Education Centre (97%), and the Recycle CRD App (96%); these items are the second and third most common reportedly used waste management programs or resources currently offered by the CRD. Hartland Landfill Public

Tours were also identified as being very effective (94%), although the number of respondents who indicated having accessed this resource is substantially lower.

Figure 5.2: Effectiveness of Resources in Increasing Knowledge



Source: Resident Survey (Q11)

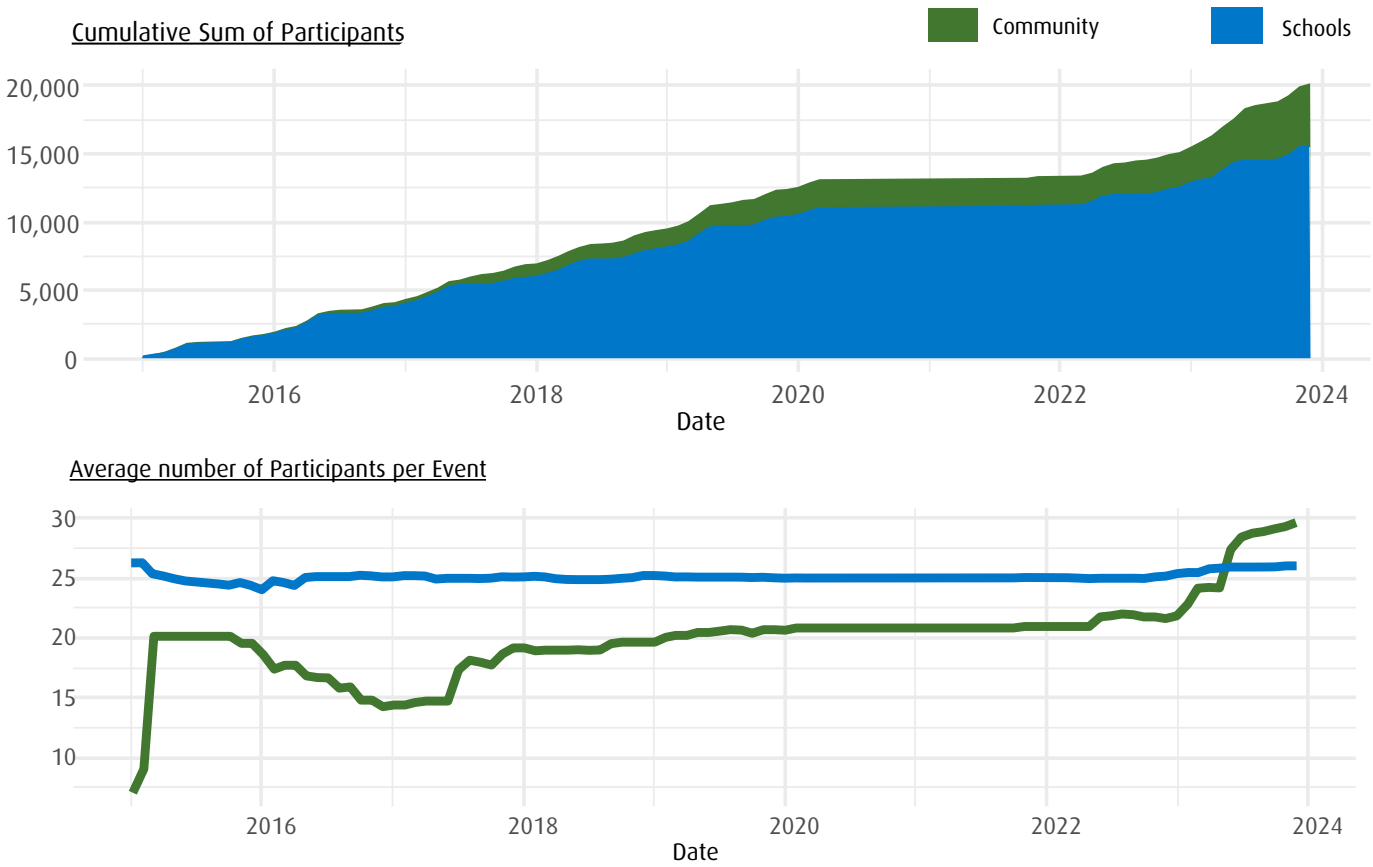
5.2 Historical Performance of 3R Programs

The CRD's 3Rs Program, which includes interactive school and community workshops and landfill tours, have been tracked using historical data to discern key performance trends. Since 2015, these programs have engaged over 20,000 participants, representing approximately 5% of the CRD population[3] (see **Figure 5.3**). It's important to note, however, that this figure may include repeated participants.

In 2023, there was a significant increase in requests for 3R community and school programming, likely due to people seeking activities outside of their home following the COVID-19 pandemic. During this time, there was also a shift in the CRD's strategy to lead more 3R booth events and keep a clear record of the number of participants and other interactions.

[3] Source: Statistics Canada 2021 Census of Canada

Figure 5.3: Historical Attendance of 3R Programs



Source: CRD 3R Program Data

5.3 Other Resources & Trends

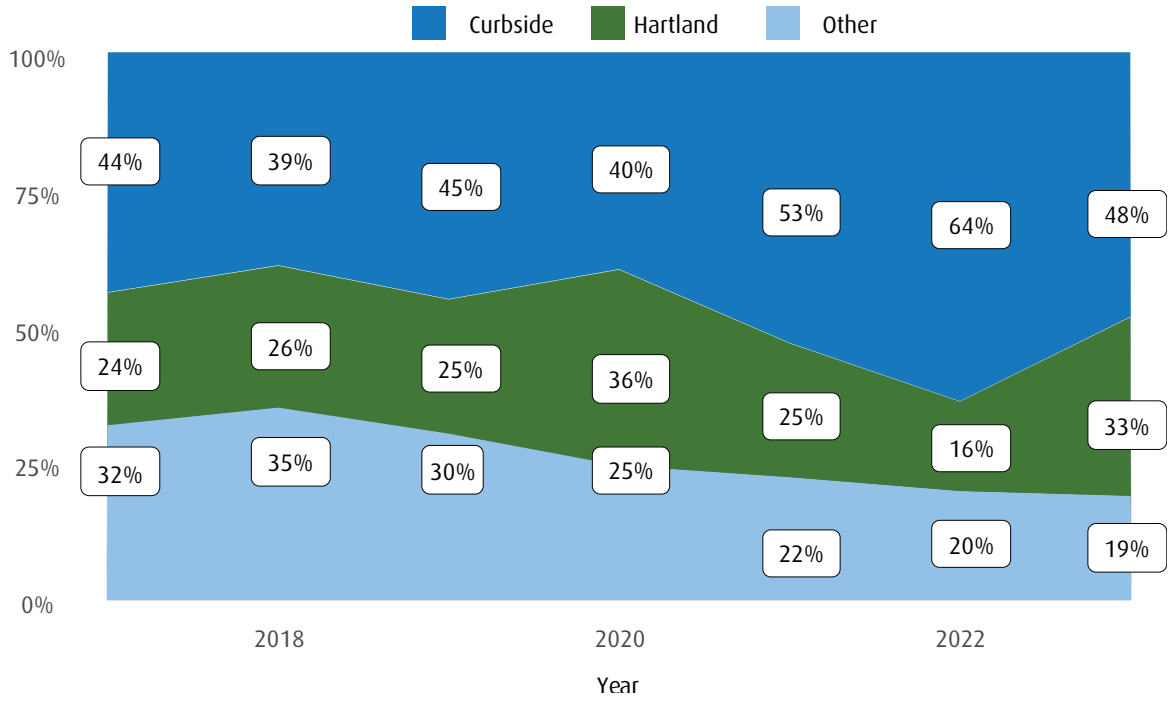
The CRD hosts an Infoline and MyRecyclopedia website that residents can consult with questions about solid waste management. Examining user patterns to identify common questions can provide insight as to where CRD residents encounter barriers or have gaps in knowledge about how and where to properly dispose of different materials.

Infoline

The composition of Infoline inquiries has remained relatively stable over recent years, demonstrating a consistent pattern in the types of questions received. Inquiries concerning the curbside program consistently represent approximately 50% of all queries. These frequently involve questions about oversized bins, sorting and preparation advice for new residents, inquiries regarding the fate of disposed paper, and requests for curbside pickup of specific materials like plastic bags. Additionally, about 30% of the inquiries relate to

Hartland, where common questions focus on recycling processes, methods for disposing of household waste, and addressing complaints. The remaining 20% of inquiries fall into the "Other" category, which typically includes questions about kitchen scraps, composting, app reminders, service requests, and issues related to abandoned waste. This breakdown highlights the community's engagement with and reliance on these essential waste management services.

Figure 5.4: Percentage of Infoline Inquiries by Topic

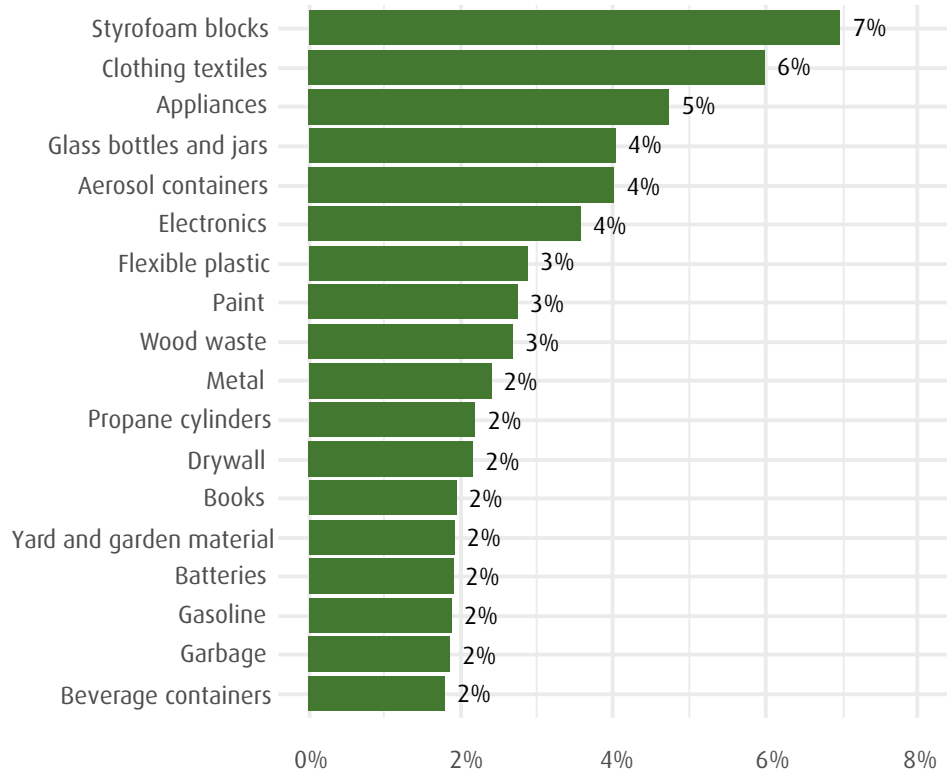


Source: CRD Infoline Records

MyRecyclopedia (Web Analytics)

MyRecyclopedia is a platform that guides users on how to reuse or recycle various materials and provides information on facility drop-offs. Web analytics reveal that Styrofoam blocks are the most frequently searched items, capturing 7% of total inquiries, indicating a significant public interest in recycling options for this material. Following closely, clothing/textiles and household appliances are also highly sought after, with 6% and 5% of searches respectively, highlighting the community's commitment to sustainable handling of these items. This data can help prioritize resources and tailor public education efforts to address the materials that users are most concerned about, and potentially track changes in consumer-searching behaviour across time.

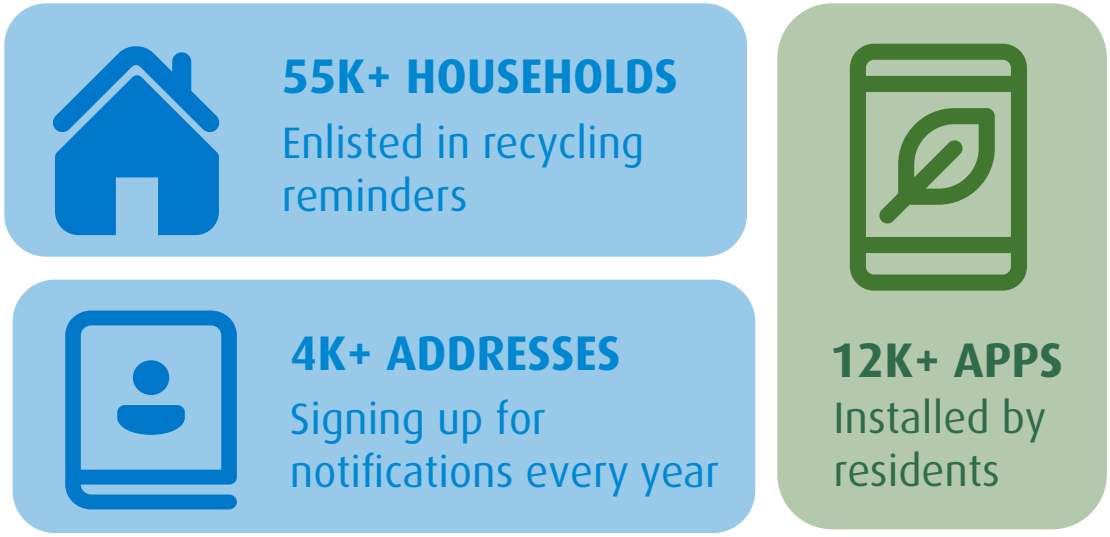
Figure 5.5: Percentage of Total Inquiries Regarding Materials in MyRecyclopedia



Source: MyRecyclopedia Analytics

Reminders Through ReCollect Systems (CRD Recycle App & Website)

The ReCollect services cater to residents on the curbside program with smartphones by offering a convenient way to receive reminders about their collection day. Currently, it is estimated that 60% of single-family dwellings in the capital region have enlisted in these reminder services.



Source: ReCollect Systems Analytics

6 FINDINGS: **HARTLAND PUBLIC DROP-OFF DEPOT**

This section summarizes findings from the Hartland Public Drop-off Depot Survey and highlights trends in Historical Hartland Tonnage data.

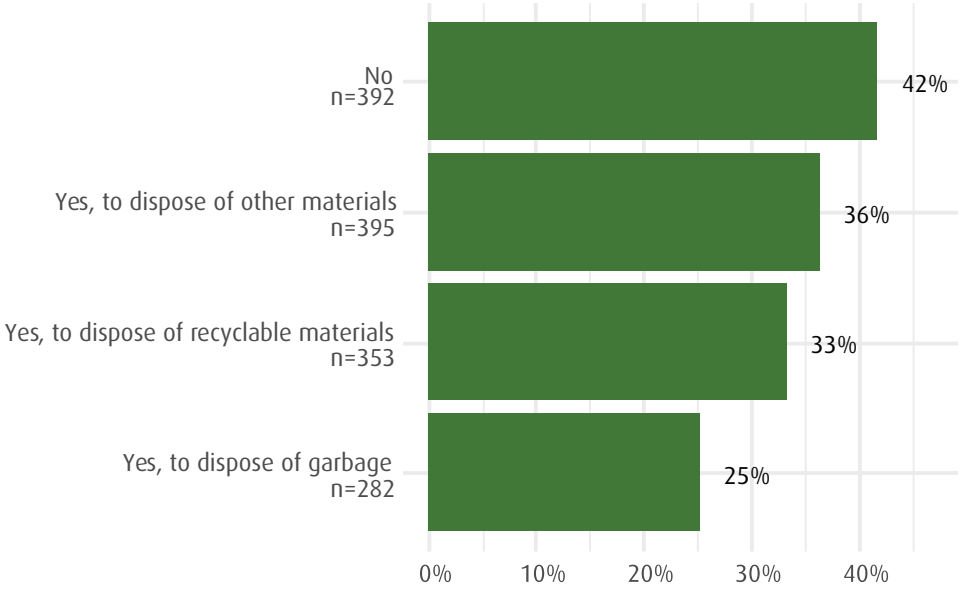


6.1 Usage of the Hartland Public Drop-off Depot

Most capital region residents surveyed (58%) report using the Hartland Public Drop-off Depot to dispose of recyclable materials (33%), garbage (25%), or other materials like household waste or electronics (33%) (see **Figure 6.1**). Results from the Hartland Public Drop-off Depot Survey provide a snapshot of what types of materials residents are disposing of (see **Figure 6.2**). Depot users most commonly reported disposing of metal (63%) and plastic products (59%), followed by foam packaging (55%), electronic devices (54%), household hazardous waste (53%), and paper products (50%)[4].

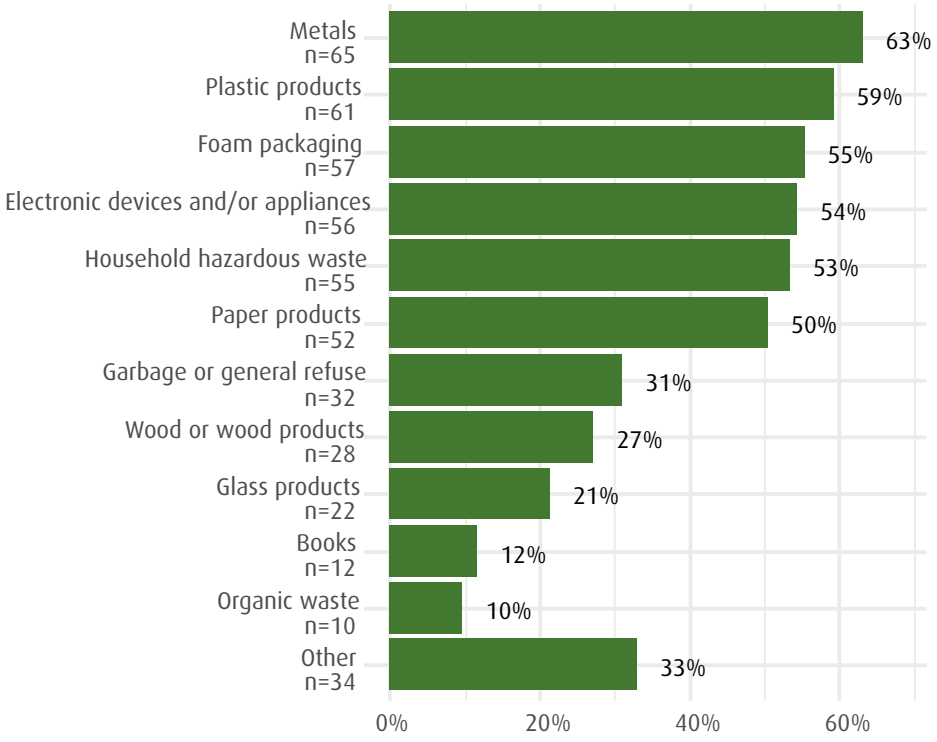
[4] It should be noted that the volume or quantity of materials was not captured in this survey. Because of this, percentages will not align with the 2022 Solid Waste Stream Composition Study.

Figure 6.1: Usage of the Hartland Public Drop-off Depot



Source: Resident Survey (Q16)

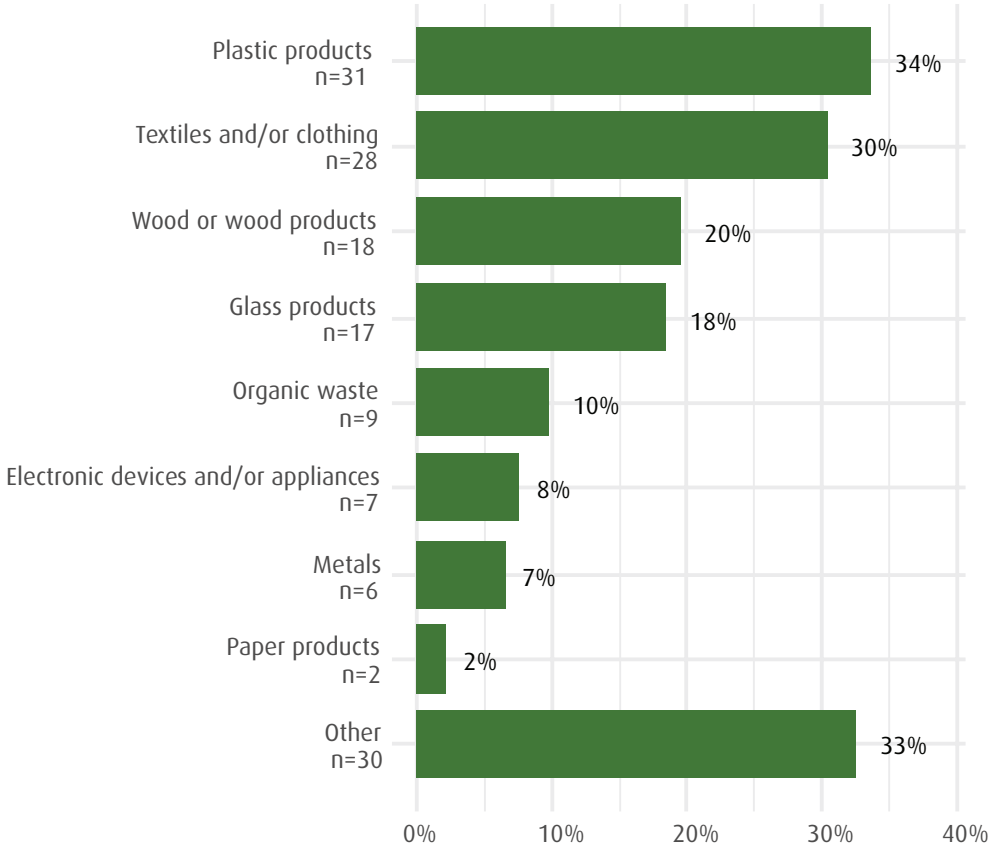
Figure 6.2: Materials Dropped-off at Hartland Public Drop-off Depot



Source: Hartland Public Drop-off Depot Survey (Q3)

Figure 6.3 shows that, similar to what residents reported on the CRD Resident Survey, Depot users were unsure of how to dispose of some plastic products (34%) (i.e., soft plastics) and textiles or clothing (30%). Other materials (33%) often included Styrofoam, construction waste, and various kinds of plastic.

Figure 6.3: Materials that Hartland Public Drop-off Depot Users Do Not Know How to Recycle



Source: Hartland Public Drop-off Depot Survey (Q4)

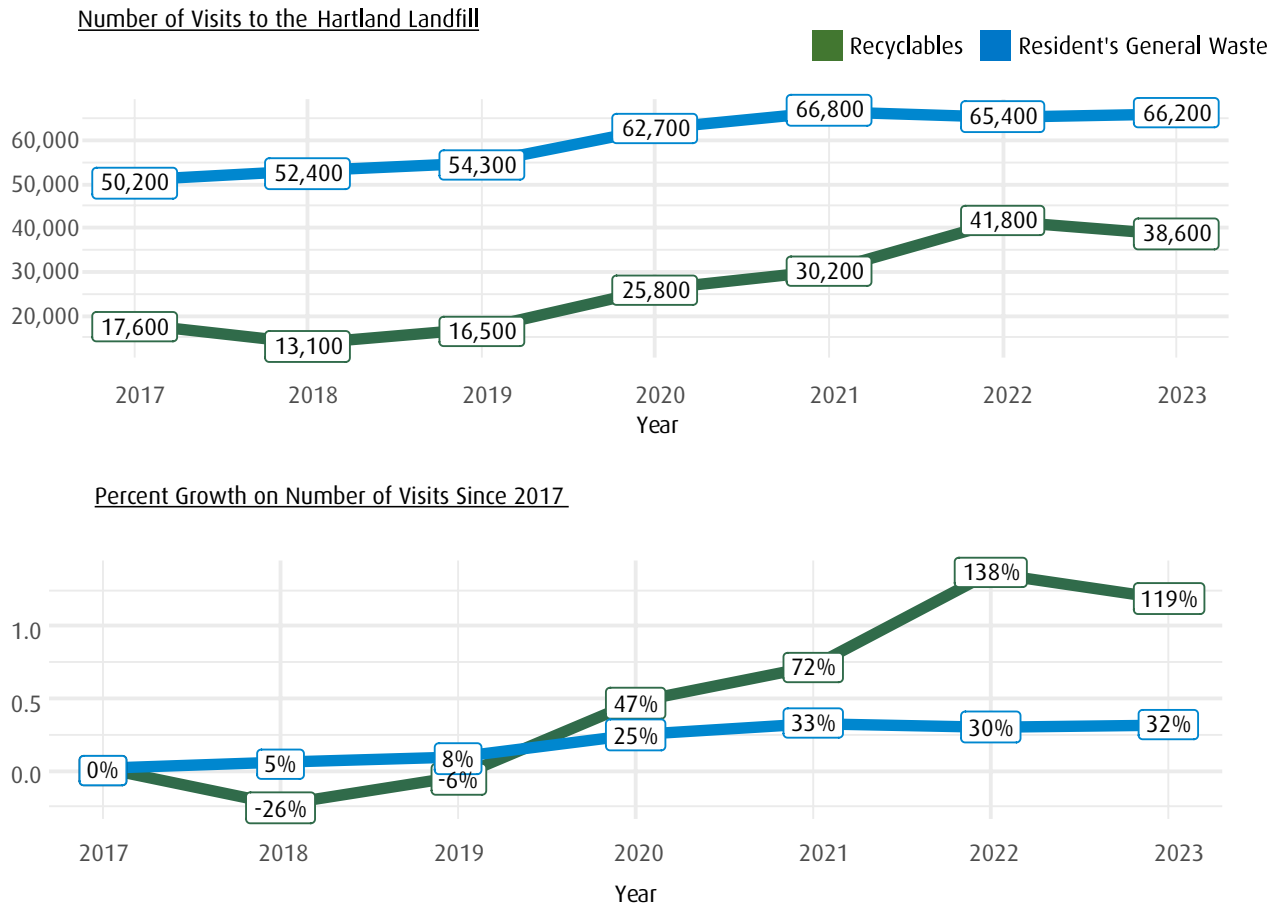
6.2 Historical Tonnage Data

Historical Hartland tonnage data were reviewed to determine the average number of trips by residents of the region (i.e., excluding commercial customers) to drop off recyclables or general refuse. To ensure we did not capture any commercial customers who might not have a registered account, only visits with a net weight of less than 1,000 kg were recorded for the disposal of general refuse. It is important to note that due to the way visits were recorded, by transaction, there may be instances where the same visit is counted twice if a resident used both the landfill and dropped off recyclables. However, this method still allows us to measure how the number of visits to each part of the facility has changed over time.

Since 2017, the average number of visits made by residents to dispose of general waste has grown about 5% each year. This figure is just slightly higher than the average population growth (about 3% per year as per the population estimates made by BC Stats) suggesting that the increase in visits to the landfill can largely be explained by the growing population.

As shown in **Figure 6.4**, there was a significant increase in the number of residents visiting Hartland to drop off recyclables. The number of visits that were related to recyclables increased on average by 20% each year (since 2017). A notable spike in visits was observed in 2022 when the Express & Go drop off option was introduced.

Figure 6.4: Historical Visits and Tonnage Data



Source: Hartland Landfill Scale Data

7 FINDINGS: **BUSINESS SURVEY INSIGHTS**

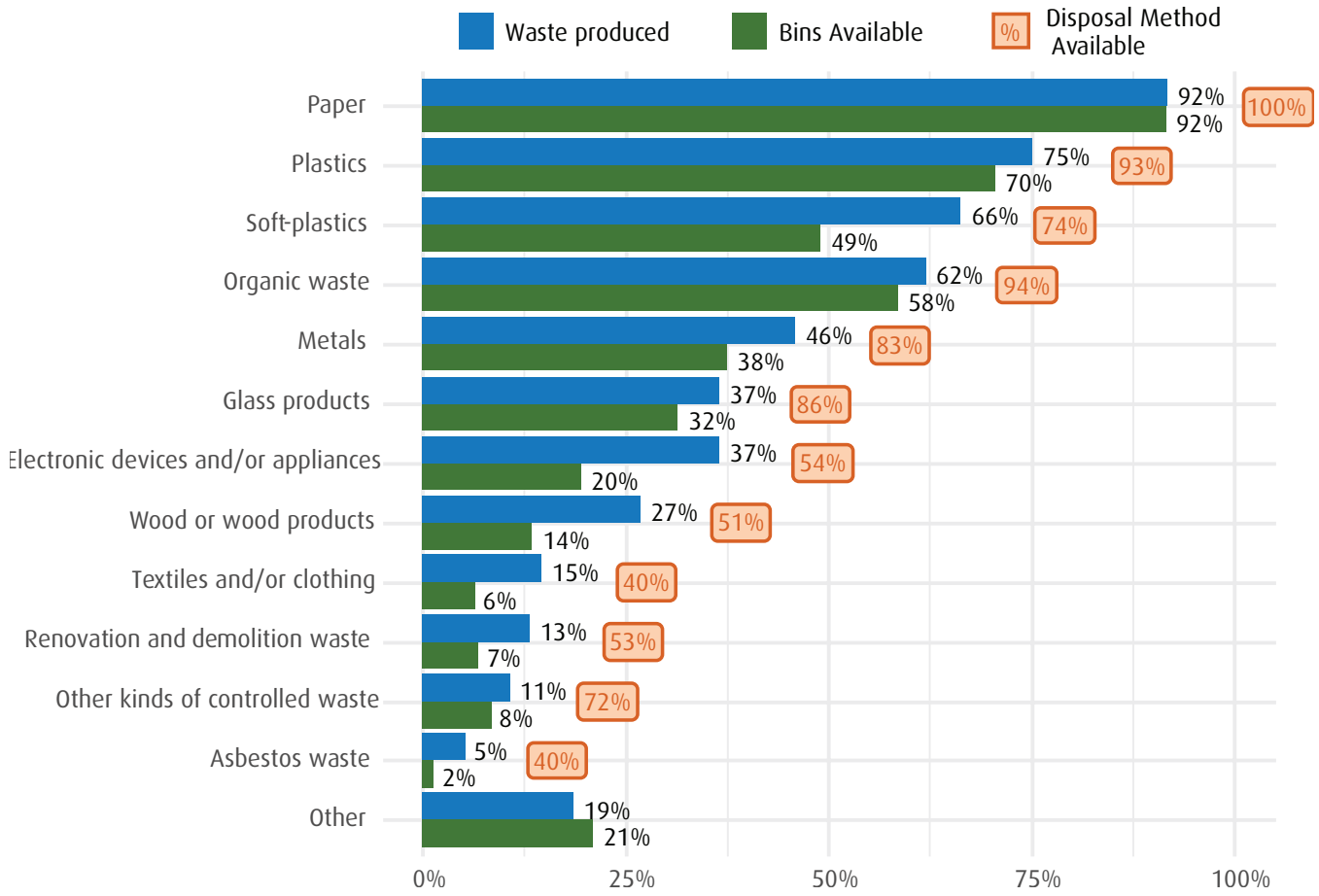


This section summarizes key findings from the CRD Business Survey. Results include a summary of various types of waste produced by businesses and whether businesses have a method to dispose of those materials, barriers and challenges complying with local regulations, as well as an assessment of business goals and staff training related to solid waste management.

7.1 Waste Produced and Disposal Options

Businesses across the capital region are responsible for establishing their own waste management practices. Most businesses report producing a variety of different types of waste (see **Figure 7.1**). Most commonly, businesses reported regularly having paper (92%), plastic (75%), soft plastic (66%), and organic waste (62%) to dispose of. Over 90% of businesses that reported producing these types of waste also reported having a designated disposal bin or method, except for soft plastic waste, where we see that only 74% of businesses have a disposal process for these materials. Other materials that are produced by fewer businesses but were less likely to have a designated disposal process include electronic devices, wood or wood products, textiles, and renovation or demolition waste. Other kinds of waste mentioned by participants mostly included different kinds of hazardous materials.

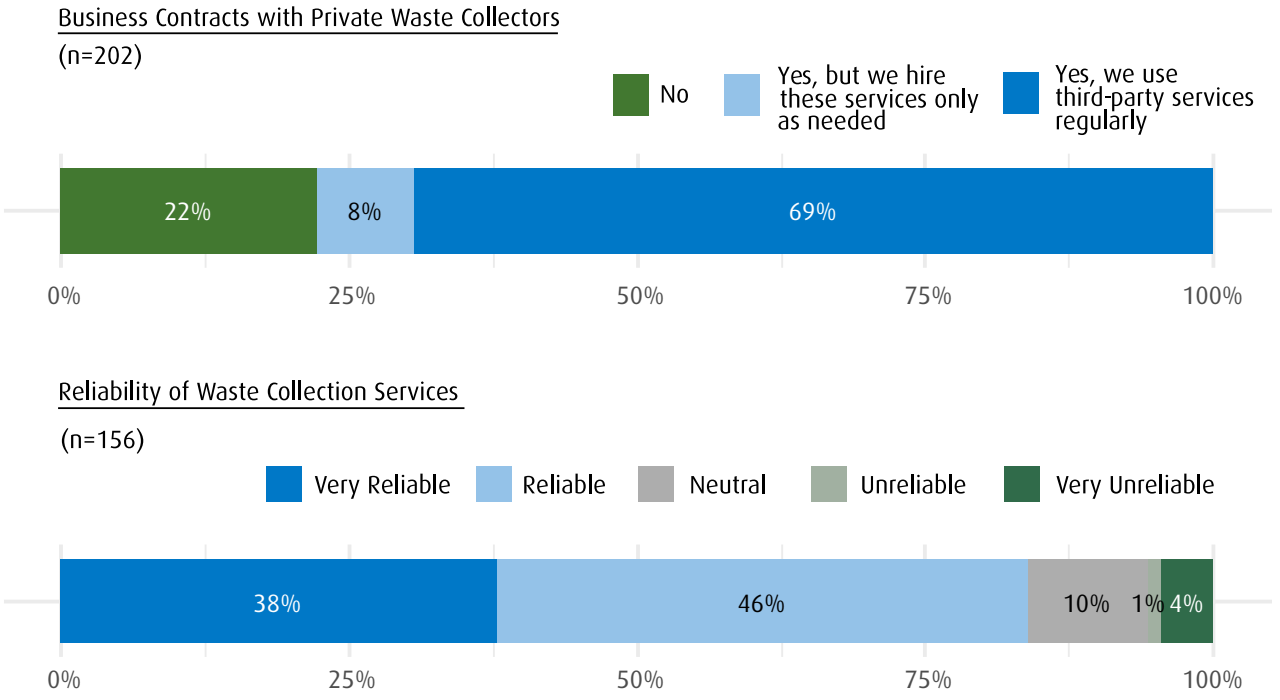
Figure 7.1: Waste Produced by Businesses & Bins Provided to Staff and Customers



Source: Business Survey (Q5; Q6)

Most businesses (77%) reported that they contract private waste collectors to haul waste from their business to an appropriate drop off location, and that they are satisfied with the reliability of those services (**Figure 7.2**). Businesses that did not report using a private waste collection service tended to be service or administration oriented and were smaller in size (fewer than 10 employees) compared to businesses that reported using a private waste collection service. These businesses were also less likely to use the Hartland Public Drop-off Depot. It is unclear what these businesses are doing to dispose of their waste.

Figure 7.2: Attitudes Towards Private Waste Collectors

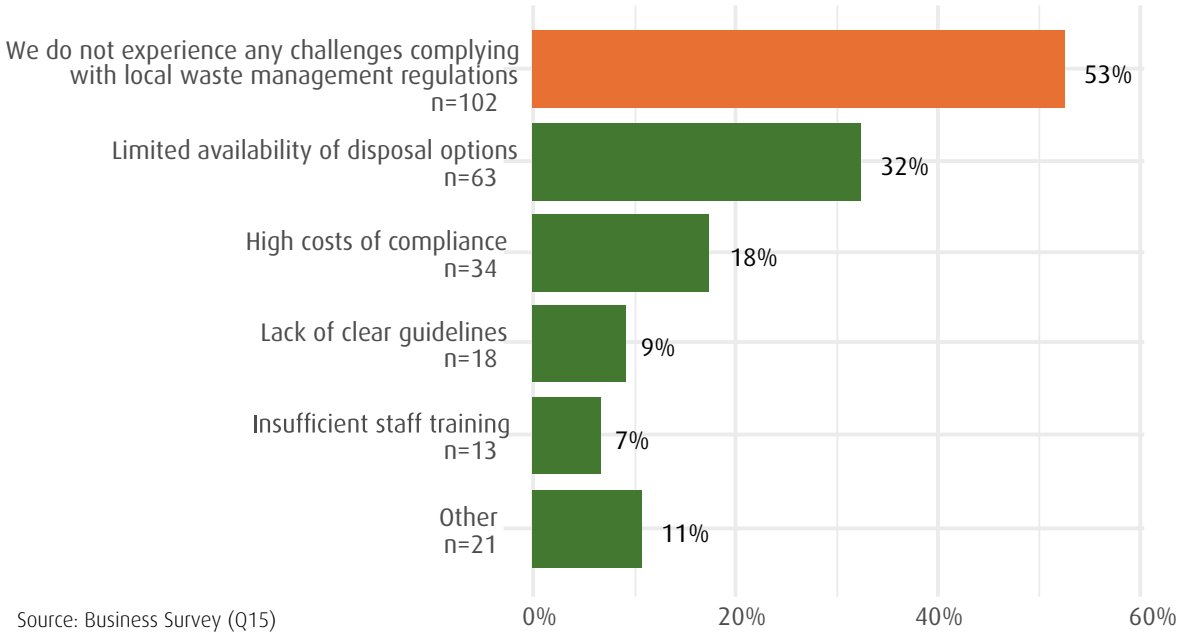


Source: Business Survey (Q13; Q12)

7.2 Local Regulations

Approximately half of businesses in the region report no challenges complying with local waste management regulations. The most commonly reported challenges include a limited number of disposal options (32%) followed by the high-cost of disposal options that comply with local regulations (18%). **Figure 7.3** summarizes additional barriers reported by smaller proportion of businesses. Other challenges included illegal dumping, tourists being confused with local regulations, and changing guidelines.

Figure 7.3: Challenges in Following Local Waste Management Regulations

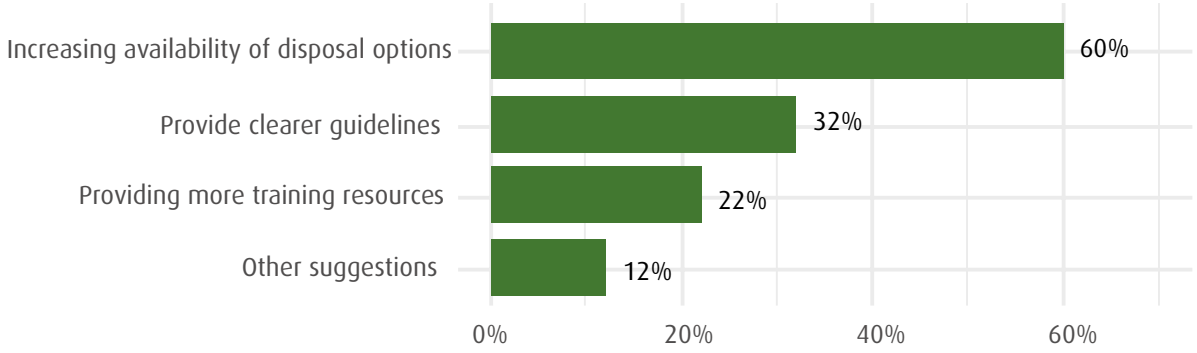


Source: Business Survey (Q15)

7.3 CRD Support & Suggestions

Businesses suggested that the CRD could help support them to comply with local regulations by working to increase the availability of disposal options (60%), providing clearer guidelines (32%), and providing more training resources to help businesses understand how to comply with local regulations (22%). Other suggestions included allowing businesses to opt-in to curbside recycling and garbage and organics/kitchen waste collection provided to residents of the region, and providing incentives to help offset the cost of disposal (e.g., tax credits or grants).

Figure 7.4: Supports Businesses Would Like to Receive From the CRD

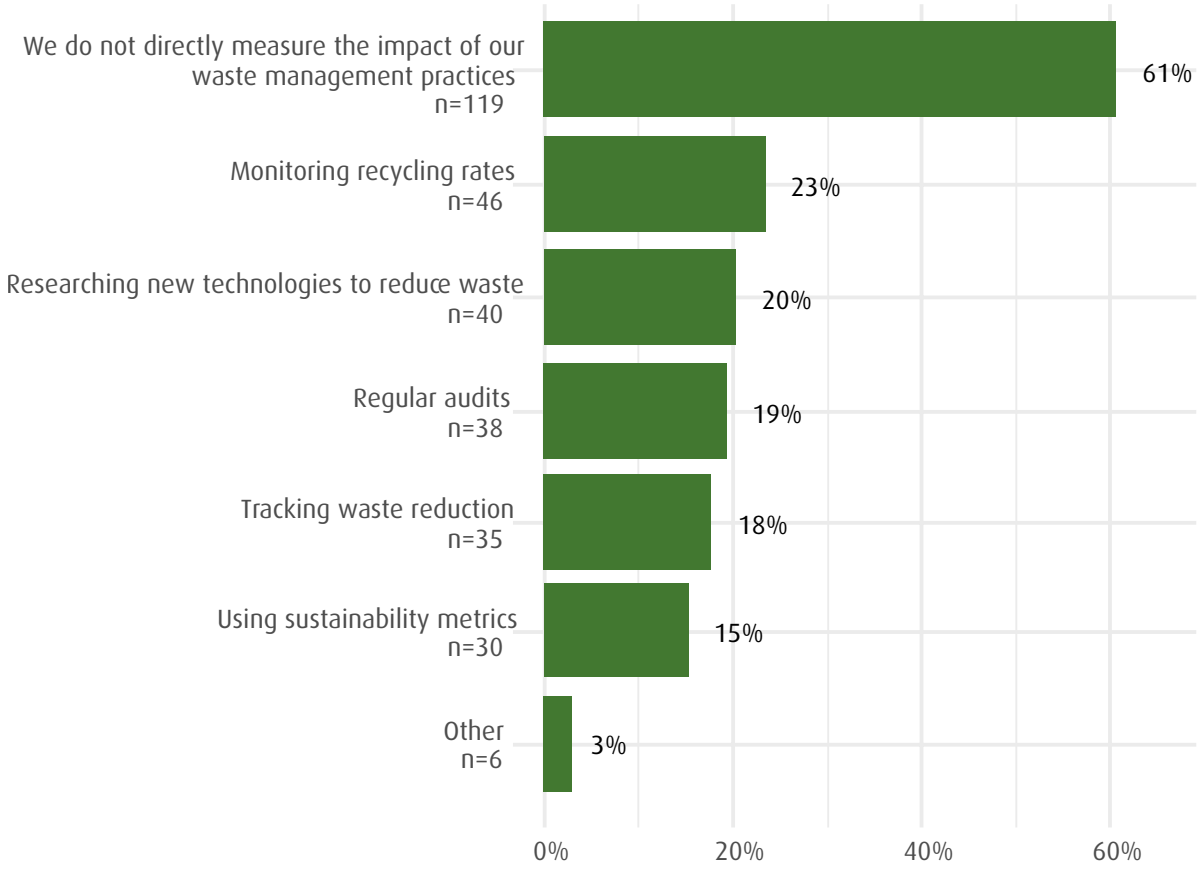


Source: Business Survey (Q16)

7.4 Goals, Training, and Staff Engagement

A majority of businesses reported not measuring the impact of their waste management practices (61%) despite also having goals related to waste reduction. Small proportions of businesses reported monitoring their recycling rates, researching new technology to reduce waste, or conducting regular audits of their waste management procedures (see **Figure 7.5**).

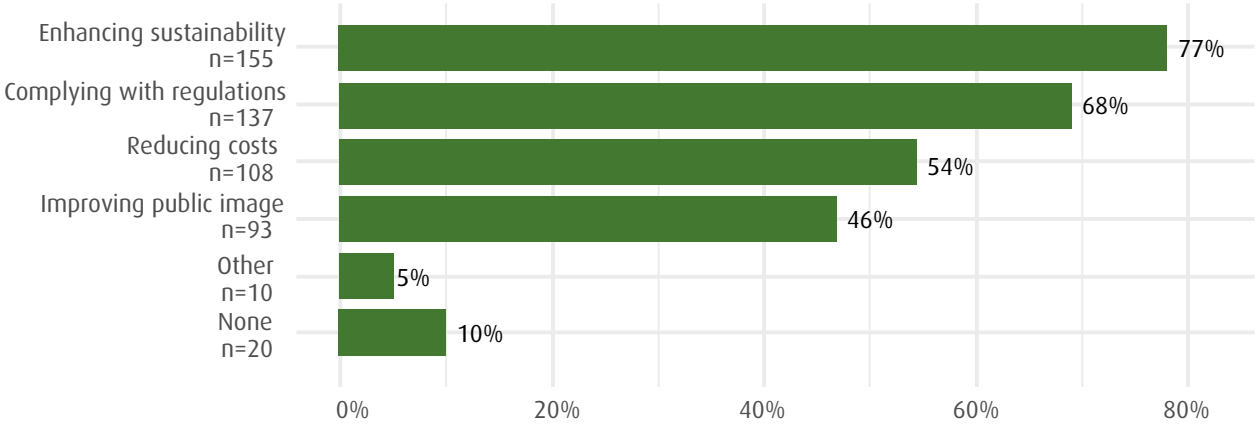
Figure 7.5: Measures for Impact of Waste Reduction Practices



Source: Business Survey (Q8')

When asked about their waste reduction goals (**Figure 7.6**), most businesses agreed that they have goals to reduce the amount of waste produced to enhance sustainability (77%) and comply with local regulations (68%). Over half of businesses reported that their waste reduction goals were related to reducing costs associated with waste management or disposal and slightly under half reported a desire to improve their public image.

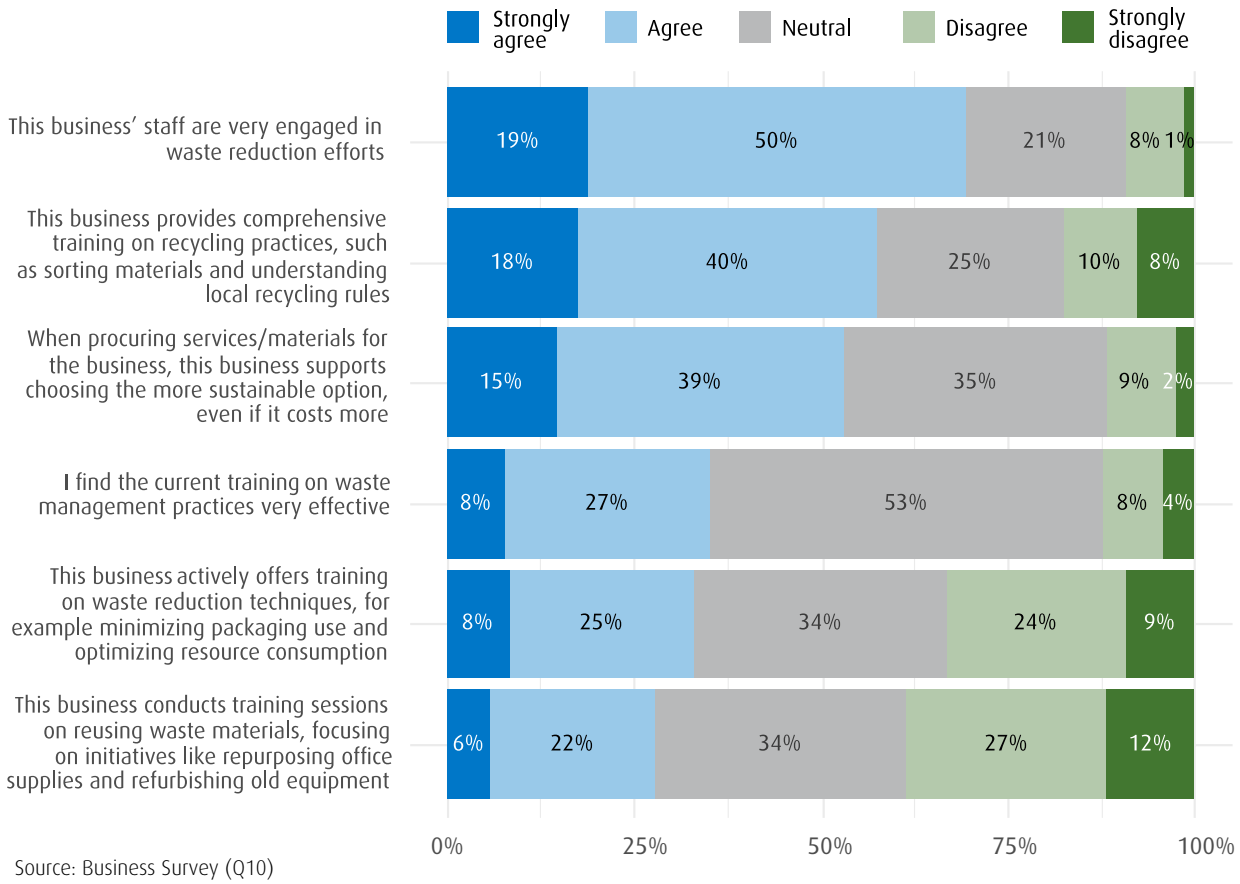
Figure 7.6: Businesses Waste Reduction Goals



Source: Business Survey (Q7)

As shown in **Figure 7.7**, businesses were likely to report having staff that were engaged in waste reduction efforts (69%) but were unlikely to have current training on waste management practices that they considered to be effective (35%). It is interesting to note that about one-quarter of businesses requested training materials to help understand how to comply with local regulations when asked what support the CRD could provide.

Figure 7.7: Attitudes Towards Staff Training & Equipment



Source: Business Survey (Q10)

8 FINDINGS: **INFORMING A COMMUNICATION STRATEGY**

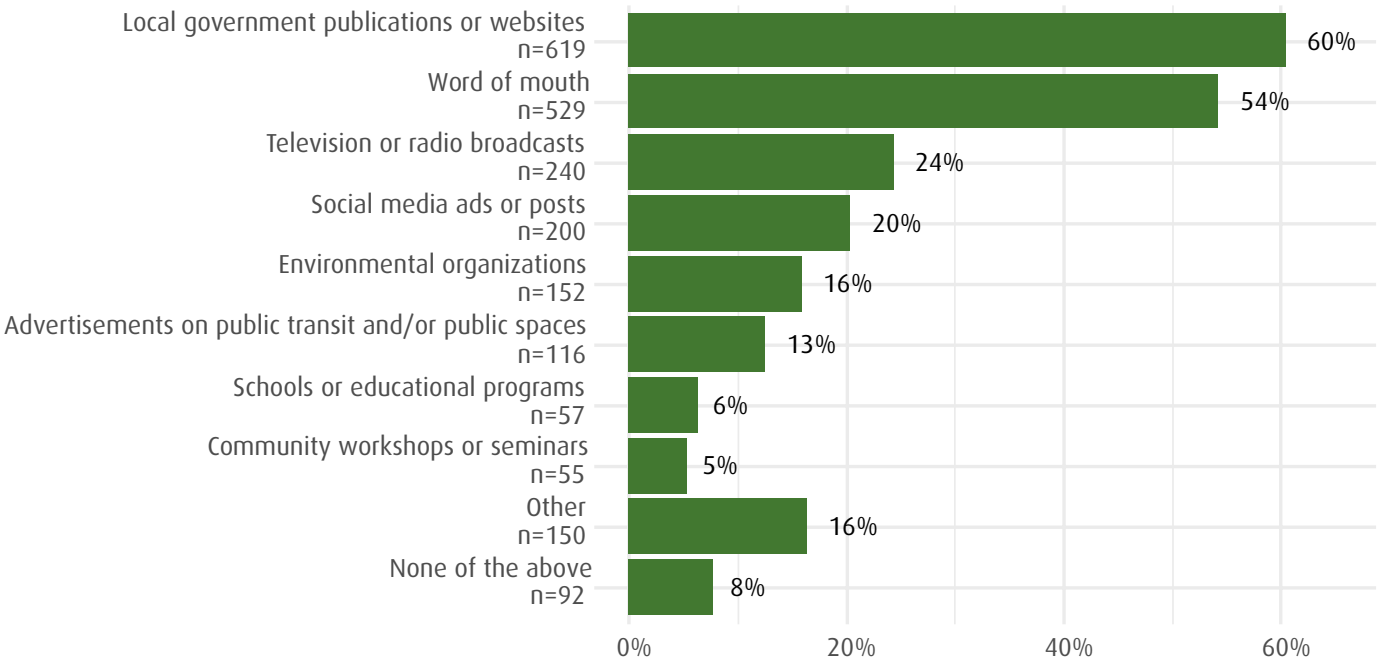
This section of the report addresses findings related to developing an effective communication strategy for waste management in the capital region. It investigates the main sources from which residents obtain their waste management information and analyzes the content preferences of various audiences. The insights from this analysis can be directly leveraged to create targeted and engaging messages that connect effectively with different demographic groups, thereby enhancing the overall effectiveness of the CRD's communication strategies.



8.1 Sources of Information

Residents reported that local government publications or websites are their primary sources of information for best practices regarding reducing, reusing, and recycling waste, with 60% utilizing these resources, closely followed by word of mouth at 54%. Traditional media, television or radio broadcasts, and modern platforms like social media ads also play significant roles, with usage rates of 24% and 20%, respectively. Environmental organizations and public transit advertisements are less frequently used sources. Schools and community workshops are minimally utilized, at 6% and 5% respectively, reflecting their focused yet limited reach. Moreover, 8% of respondents did not use any of the listed sources, which may indicate either alternative channels or a lack of engagement (see **Figure 8.1**).

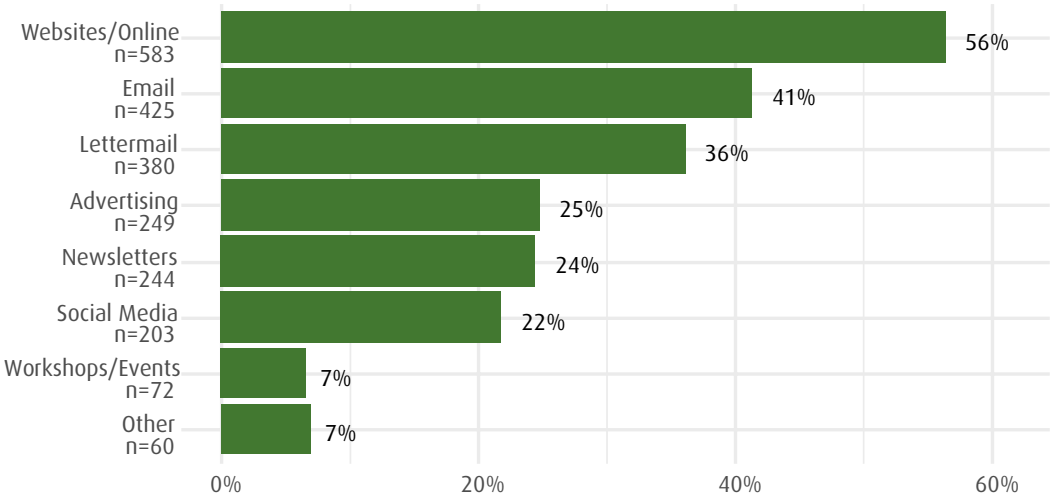
Figure 8.1: Past Sources of Information



Source: Resident Survey (Q13)

Figure 8.2 shows CRD residents' preferences for receiving information about waste management practices, with websites and online platforms leading at 56%, followed by email at 41%. Letter mail remains a relatively popular method, requested by 36% of respondents across all age groups. Advertising and newsletters also play substantial roles, preferred by 25% and 24% of individuals, respectively. Social media is another key channel, chosen by 22% of the population. Workshops and other unspecified methods are less favoured, each noted by 7% of respondents, suggesting their more specialized or limited appeal.

Figure 8.2: Preferred Mediums of Information

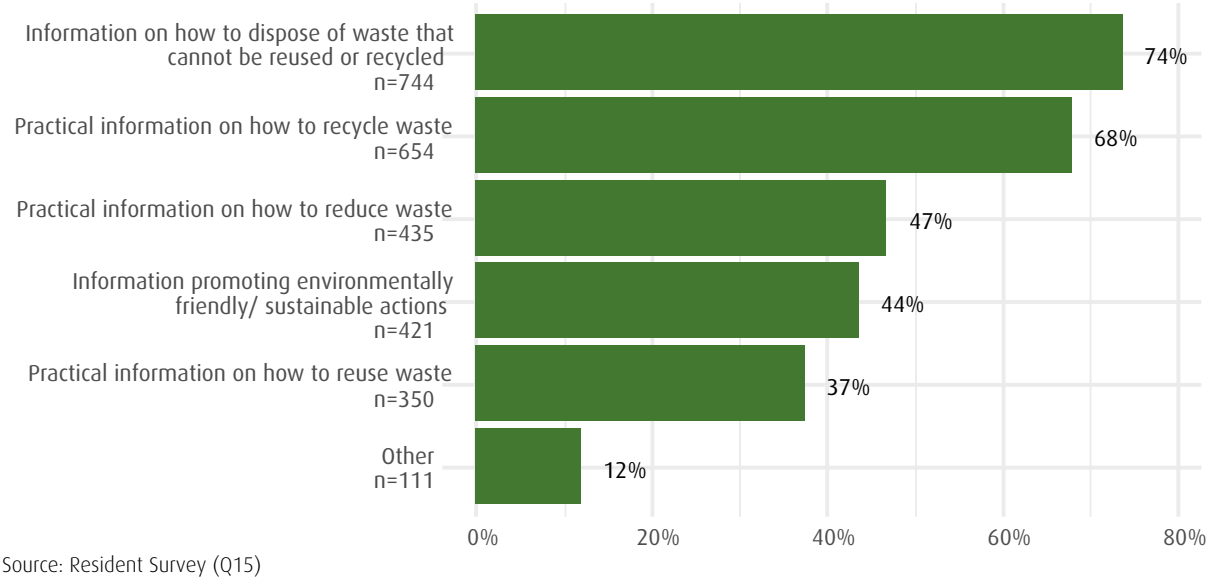


Source: Resident Survey (Q17)

8.2 Content for Residents

Residents expressed a stronger preference for practical content related to waste management over purely educational materials (**Figure 8.3**). Information on how to dispose of waste that cannot be reused or recycled was most sought after, with 74% of individuals showing interest. Similarly, 68% are keen on practical information on how to recycle waste. There is still a significant interest in reducing waste and reusing materials, as seen from 47% and 37% of the surveyed residents expressing interest. The demand for content promoting environmentally friendly or sustainable actions is also considerable and just slightly lower at 44%. Some of the 'Other' responses captured residents' interest in learning more about the Hartland Landfill.

Figure 8.3: Content Citizens are Most Interested in Seeing

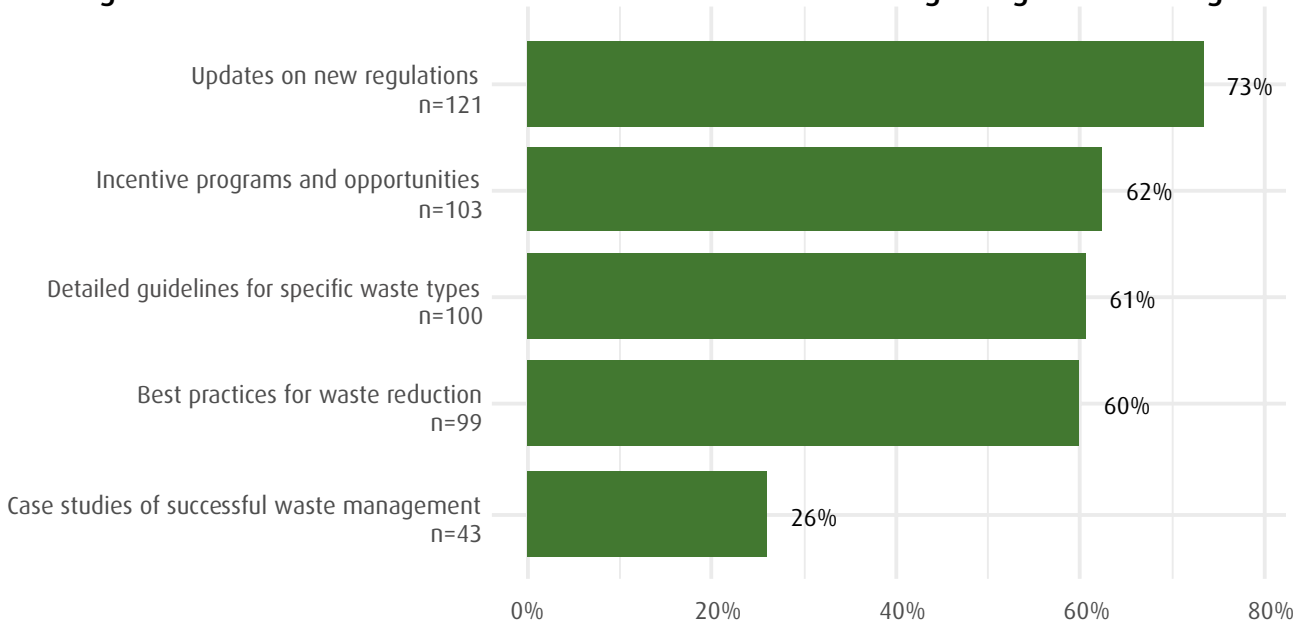


Source: Resident Survey (Q15)

8.3 Content for Businesses

Businesses indicated distinct preferences for content that aids in managing their waste more effectively (see **Figure 8.4**). Updates on new regulations are the most sought-after information, with 73% of businesses emphasizing its importance, indicating a high demand for staying compliant and informed on legal changes. Incentive programs and opportunities attract considerable interest from 62% of businesses, highlighting a proactive approach to leveraging benefits for better waste management. Detailed guidelines for specific waste types are also important, with 61% of businesses seeking such information, which suggests a need for clear, actionable steps tailored to different kinds of waste. Best practices for waste reduction are valued by 60% of businesses, underscoring a general commitment to sustainability. However, case studies of successful waste management are less in demand, with only 26% of businesses showing interest, possibly due to a preference for direct, practical guidance over anecdotal evidence.

Figure 8.4: Content Businesses Would Find the Most Useful Regarding Waste Management



Source: Business Survey (Q19)

9 SUMMARY OF FINDINGS & RECOMMENDATIONS

This section summarizes key findings related to capital region residents' behaviours and attitudes around solid waste management, their use of resources, and use of the Hartland Public Drop-off Depot; key insights from the CRD Business Survey; and communication preferences of both residents and businesses.

The table below summarizes the key performance indicators gathered from the 2024 data collection activities, which serve as a baseline for future iterations of this study. By tracking these indicators over time, the CRD will be able to evaluate the effectiveness of its waste reduction programs and monitor changes in public attitudes, knowledge, and behaviours.

Key Performance Indicators (2024 Baseline)

KPI	Baseline (2024)
Residents reporting positive behaviours and attitudes toward waste management practices (see **Section 4**)	74%
Residents reporting no barriers to disposing of...	General refuse: 98% Recyclable materials: 96% Organics: 95% Other materials: 38%-64%
Businesses reporting no barriers to properly disposing of waste	53%
Residents disposing of plastic products as general refuse	26%

9.1 Summary of Findings

Behaviour & Attitudes (Resident Survey)

Capital region residents demonstrate strong support for community waste initiatives and a circular economy, showing high levels of endorsements for associated behaviours and attitudes. Despite this, there is a notable gap in confidence regarding proper waste management knowledge and behaviours related to composting. Single-family dwellings exhibit more positive waste management behaviours and attitudes, likely due to better access to resources and services. This finding is unsurprising given the structural advantages provided to single-family homes, most notably curbside garbage and recycling pick up. While barriers to disposing of typical household waste are generally low, significant challenges remain in recycling less common materials like foam packaging, soft plastics, and electronics, primarily due to insufficient knowledge of disposal methods and transportation issues. Plastic products, in particular, were reported to be improperly disposed of more often than other materials.

Programs & Resources (Resident Survey)

Residents of the capital region show a strong preference for virtual and online resources for waste management, with the CRD website and the Recycle CRD App being the most frequently utilized, indicating ease of access and use. These resources, along with the resources given by the Compost Education Centre and the Hartland Landfill Public Tours, are perceived as highly effective in enhancing waste reduction knowledge among users, benefiting both single-family and multi-family dwellings alike. Despite the availability and effectiveness of these resources, a significant portion of residents have not engaged with these programs.

Hartland Public Drop-off Depot

CRD residents frequently use the Hartland Public Drop-off Depot, primarily for disposing of recyclable materials, garbage, and other types of waste. The depot sees a high number of residents dropping off metal, plastic products, foam packaging, electronic devices, household hazardous waste, and paper products. Since 2017, there has been a consistent annual increase in resident visits to dispose of general waste, with these visits growing slightly more than the population itself. Moreover, visits for recycling have seen a significant rise each year, particularly after the introduction of the Express & Go drop-off option in 2022.

Business Survey Insights

Most businesses reported producing waste in the form of paper, plastic, and organic materials, with proper disposal methods generally available. However, businesses were less likely to have a disposal method for materials such as electronics, wood or wood products, and textiles. A large proportion of these businesses rely on private waste collectors, with a high level of satisfaction reported regarding the reliability of these services.

Business Survey Insights Cont.

Despite this, about half of the businesses encounter challenges in complying with local waste management regulations, with a substantial amount also noting limited disposal options and high costs associated with compliance. In response, businesses reported high agreeance with various forms of support such as: increasing disposal options, providing clearer guidelines, and offering enhanced training resources to support compliance efforts. Despite setting waste reduction goals, the majority of businesses who participated in this study do not measure the impact of their waste management practices, highlighting a gap in monitoring and evaluating the effectiveness of their environmental strategies.

Informing a Communication Strategy

Residents in the capital region primarily gather waste management information from local government publications or websites and word of mouth, reflecting a strong reliance on official sources and community communication. The preferred methods for receiving this information include websites, online platforms, email, and letter mail, illustrating a broad spectrum of ways to pursue public engagement. Residents particularly seem to value practical information on how to properly dispose of waste, indicating a preference for actionable guidance over purely educational content. Similarly, businesses expressed interest in receiving updates about new regulations, incentive programs, and specific guidelines for different types of waste, highlighting their preference for practical information.

9.2 Recommendations

The findings summarized above have yielded a number of recommendations. The CRD may consider these recommendations when planning next steps and potential engagement initiatives that support progress towards Goal 3 of the SWMP: have informed citizens that participate effectively in proper waste management practices considering stakeholders' capabilities, motivations and resources required.

1 Addressing CRD Resident Gaps in Knowledge

The CRD may consider enhancing resources available to residents to target gaps in knowledge of solid waste management. Survey findings revealed some gaps in resident knowledge, such as: best practices and proper disposal methods for recyclable materials and strategies for reducing waste generation.

2 Addressing Barriers Related to Residents Solid Waste Management

Residents may benefit from strategies or tips for transporting materials, and greater awareness of options for private waste collection and disposal of large materials or those that are difficult to transport. Residents reported significant barriers to disposing of materials like foam/Styrofoam, soft plastics, and electronics. These barriers included a lack of knowledge on where and how to dispose of these materials and highlighted some difficulty in transporting materials to disposal sites. Additionally, these materials also align with those that residents reported throwing in the garbage because they did now know how or were unable to dispose of properly.

If possible, it may be worth considering how the CRD can continue to work with municipalities to offer services to residents of multi-family dwellings. Compared to residents with curbside pick-up options, residents in apartment buildings and those in municipalities/regions without access to curbside pick-up may benefit from additional, targeted information about how to properly dispose of materials, like kitchen scraps or recycling.

3 Engaging Residents in CRD Programs and Resources

To enhance engagement with CRD programs and resources in the Southern Gulf Islands, a strategic focus on brand awareness is recommended. The CRD allocates significant funding to local initiatives such as Gulf Islands depots, repair cafes, and non-profit events. By highlighting the CRD's contributions, residents may better recognize and engage with its resources, addressing the current issue where about 30% of residents have not accessed any of the waste management programs or resources listed in the Resident Survey. Targeted communication campaigns, joint branding with local partners, and island-specific workshops may improve the reach and awareness of these resources. Increasing brand visibility and showcasing the CRD's impact on local sustainability may help residents feel more connected to and more likely to utilize CRD programs, ultimately leading to better waste management practices across the Southern Gulf Islands.

4 Informing a Communication Strategy for Residents

The CRD may wish to consider expanding the Rethink Waste Newsletter and to promote ways for residents to receive emails from the CRD with information and resources related to the CRD's solid waste management programs. CRD residents, regardless of region or age expressed a desire for communication online (i.e., through the CRD's website) or by emails or letter mail. Newsletters were deemed to be effective resources by most residents – these could be distributed email or letter mail, and also compiled online so residents have access regardless of whether they are on a CRD mailing list. A significant number of residents expressed a preference for receiving information through letter mail. While this can be an effective way to reach a broad audience, it is important to consider the costs and environmental implications of sending physical mail, especially when the message pertains to waste reduction and management.

4 Informing a Communication Strategy for Residents

Desired content was similar across age groups and regions, with most residents requesting practical information on how to dispose of waste that cannot be recycled or reused, and practical information on how to recycle materials. Based on barriers reported and materials that residents reported disposing of as general refuse, the CRD may consider information or education campaigns related to proper disposal of soft plastics, foam/Styrofoam, and electronics; tips for transporting materials, and lists of locations where various materials can be dropped off or disposed of.

5 Support for Businesses

There may be an opportunity for the CRD to develop training resources that local businesses could tailor to meet their needs. Such resources could be provided online so that businesses can easily access and download the materials. Training materials could also encompass clear guidelines and outline disposal options for businesses. Most businesses reported a desire to reduce waste and comply with local waste management regulations, but very few had adequate training resources for employees.

It was noted in this report that small businesses were less likely to report using a private waste collection service and less likely to use Hartland Public Drop-off Depot compared to larger businesses. It is unclear what these smaller businesses are doing in terms of solid waste management. Smaller businesses were also more likely to report challenges related to cost and limited availability of disposal options. As such, there may be opportunity for small business to work together and collectively high private waste collection services to reduce costs and concerns related to storing waste until pick-up.

Additional supports that the CRD may consider include allowing businesses to opt-in to curbside pick-up if available in their jurisdictions, and incentive programs to help businesses manage the cost associated with solid waste management.

6 Informing a Communication Strategy for Businesses

Businesses in the region could benefit from practical information on solid waste management practices in the form of detailed guidelines by specific waste types to help manage waste for effectively and efficiently. The CRD may also consider a procedure to communicate updates on new or changing regulations.

7 Enhancing Future Evaluations

In future evaluations of Goal 3 of the SWMP, the CRD may consider focus groups or sub-surveys to explore specific areas in more detail (e.g., resident composting behaviours, needs of small businesses). Focus groups allow an opportunity to hear directly from a small proportion of residents in-depth about a specific topic and would provide an opportunity to follow-up on survey findings (e.g., to more fully understand why residents are reporting certain barriers).

Additionally, the CRD may consider strategies for enhancing secondary data that can be used to support program monitoring and evaluation. Such strategies may include refinement of tracking systems for infoline inquiries. The current recording system contains 893 uniquely coded categories since 2020 among phone and email inquiries, and many of them are repeated instances but with spelling and wording variations. A system that allows for data validation so that themes can be accurately recorded would be recommended. For example, by using a tag system where phone attendants can categorize calls rather than an open field. This would also allow for capturing multiple categories within a single inquiry, which is often necessary.

Continuous review of readily available data (website analytics) may help the CRD to pick-up on any shifts of resident behaviour trends (view searches). The evaluation matrix should be revised and updated as more data becomes available.

APPENDIX A: CRD RESIDENT SURVEY

SCREENING QUESTIONS

1A. Are you over the age of 15? If not, could you please pass this survey to someone in your household who is?

- ☐ Yes
- ☐ No

1B. Please confirm that your principal residence is located within the CRD.

- ☐ Yes
- ☐ No

[IF (Q1A == No) OR (Q1B== No)]

Non-Qualifier Script

Thank you for your interest in this survey. It appears this survey will not be relevant to you. Out of respect for your time, we will end the survey here.

If you have any questions or concerns about this study, please contact Emilio Velazquez at Malatest.

Emilio Velazquez, Research Analyst

R.A. Malatest & Associates Ltd.

SWMPengagement@malatest.com

1-877-276-8800

2. Which of the following best describes the type of residence you live in?

- ☐ Single-detached house (e.g., laneway houses and detached garden suite)
- ☐ Semi-detached house (e.g., townhouse, row house, or side-by-side)
- ☐ A secondary suite in a house (e.g., basement apartment or upstairs apartment)
- ☐ Apartment or condominium in a high-rise building (5 or more storeys)
- ☐ Apartment or condominium in a low-rise building (fewer than 5 storeys)
- ☐ Mobile home / movable dwelling
- ☐ Other, please specify: _____ [100 characters]

BEHAVIOUR & ATTITUDES

3. When answering these questions, please think about the behaviours that you, some, or all the members of your household do. Household members can be a spouse, dependents, or other individuals who normally live with you.

	More than once per week	Once a week	Once every two weeks	Every two weeks or more	I am not sure	Prefer not to answer
3A. Recyclable items (e.g., cardboard, plastic, tin)						
3B. Returnable items (e.g., drink containers)						
3C. Organic waste (e.g., food scraps or yard and garden materials)						
3D. Hazardous waste						
3E. General refuse (i.e., garbage)						
3F. Other. Please specify: _____ [500 characters]						

4. Does your household experience any barriers or challenges when disposing any of the following materials? Please select all that apply.

	No challenges or barriers.	Don't know how to dispose	Don't know where to dispose	It is too hard to transport	It is too expensive	Other, please explain	Prefer not to answer
4A. Recycling (e.g., paper, plastic, tin, glass)							
4B. Other recycling (e.g., soft plastics, Styrofoam)							
4C. Organic waste (e.g., food scraps or yard and garden materials)							
4D. General refuse (i.e., garbage)							

	No challenges or barriers.	Don't know how to dispose	Don't know where to dispose	It is too hard to transport	It is too expensive	Other, please explain	Prefer not to answer
4E. Other. Please specify: _____ [500 characters]							

5. Does your household put any of the following materials in the garbage?
   - ☐ Paper products
   - ☐ Plastic products
   - ☐ Metals
   - ☐ Wood or wood products
   - ☐ Organic waste
   - ☐ Electronic devices and/or appliances
   - ☐ Glass products
   - ☐ Textiles and/or clothing
   - ☐ Household hazardous waste
   - ☐ Other, please specify: _____ [500 characters]
   - ☐ Prefer not to answer

6. Has your household ever used the Hartland Public Drop-off Depot/Landfill to dispose waste? Please select all that apply
   - ☐ Yes, to dispose of garbage
   - ☐ Yes, to dispose of recyclable materials
   - ☐ Yes, to dispose of other materials. Please specify: _____ [500 characters]
   - ☐ No
   - ☐ Don't know/prefer not to answer

[IF Q6 == Yes, to dispose of garbage]

6A_1. What was the main reason for disposing garbage at the Hartland Public Drop-off Depot/Landfill?

- ☐ Convenience of waste disposal
- ☐ No curbside pickup
- ☐ I don't know where else to dispose of waste
- ☐ Main waste disposal method was unavailable or overfilled
- ☐ Following regulation for disposing of renovation debris, asbestos, and/or a controlled substance
- ☐ Other, please specify: _____ [500 characters]
- ☐ Don't know/prefer not to answer

[IF Q6 == Yes, to dispose of recyclable materials]

6A_2. What was the main reason for recycling materials at the Hartland Public Drop-off Depot/Landfill?

- ☐ Convenience of waste disposal
- ☐ No curbside pickup
- ☐ I don't know where else to dispose of waste
- ☐ Main waste disposal method was unavailable or overfilled
- ☐ Other, please specify: _____ [500 characters]
- ☐ Don't know/prefer not to answer

[IF Q6 == Yes, to dispose of other materials]

6A_3. What was the main reason for disposing of other materials at the Hartland Public Drop-off Depot/Landfill?

- ☐ Convenience of waste disposal
- ☐ No curbside pickup
- ☐ I don't know where else to dispose of this waste
- ☐ Main waste disposal method was unavailable or overfilled
- ☐ Other, please specify: _____ [500 characters]
- ☐ Don't know/prefer not to answer

[IF Q6 == No]

6B. Why has your household never used the Hartland Public Drop-off Depot/Landfill to dispose waste?

- ☐ Open-end response _____ [1,000 characters]
- ☐ Don't know/prefer not to answer

7. Which of these materials does your household know how to recycle?

- ☐ Paper products
- ☐ Plastic products
- ☐ Metals
- ☐ Wood or wood products
- ☐ Organic waste
- ☐ Electronic devices and/or appliances
- ☐ Glass products
- ☐ Textiles and/or clothing
- ☐ Household hazardous waste
- ☐ Other, please specify: _____ [500 characters]
- ☐ Prefer not to answer

8. Please select your level of agreement to the following statements

Statement	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
8A. My household adopts practices that reduce waste generation (e.g., purchasing in bulk, avoiding single-use items)					
8B. My household eats all the food we buy and we only put unavoidable food waste (eggs shells, coffee grounds, vegetable peelings) in the compost Note for hover-link: More can be found at Love Food Hate Waste Canada					
8C. My household participates in composting organic waste at home.					
8D. My household seeks opportunities to repurpose or reuse materials from products we have purchased.					

Statement	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
8E. My household visits second-hand stores and/or repair shops to extend the life of items.					
8F. My household makes conscious efforts to donate unwanted household items.					
8G. My household feels confident in our knowledge of the best practices for recycling a variety of materials.					
8H. My household feels confident in our knowledge of how to properly dispose of hazardous waste.					
8I. My household is eager to participate in community initiatives aimed at reducing waste.					

ENGAGEMENT

9. Have you accessed any of the following waste management programs or resources currently offered by the CRD? Please select all that apply. _

   ☐ CRD Website

   ☐ Infoline

   ☐ Compost Education Centre activities or resources

   ☐ Classroom Workshops

   ☐ Community Outreach and Events

   ☐ Rethink Waste Community Grant

   ☐ Hartland Landfill Public Tours

   ☐ Hartland Landfill School Tours and 3Rs Classroom Workshops

   ☐ Recycle CRD app (curbside collection reminders)

   ☐ Rethink Waste Email Newsletter

   ☐ Other, please specify: _____ [500 characters]

   ☐ None of the above

10. When did you last access this program/resource?

	In the last 4 weeks	1 month – 6 months ago	6 months to a year ago	1 – 5 years ago	5 + years ago
[Populate from Q9 answers]					

11. How effective was this program/resource at improving your knowledge of Waste Reduction strategies?

	Very effective	Effective	Ineffective	Very ineffective	Not applicable
[Populate from Q9 answers]					

12. After accessing this program/resource, I am more confident in … (Please select all that apply)

	The proper disposal of organic waste	The proper disposal of recyclable waste (e.g., sorting plastic, paper, tin, or glass)	Using recycling depots effectively	The proper disposal of hazardous household materials
[Populate from Q9 answers]				

COMMUNICATIONS

13. Where does your household learn about best practices for recycling/reducing/reusing solid waste? (Select all that apply)

- ☐ Local government publications or websites
- ☐ Community workshops or seminars
- ☐ Schools or educational programs
- ☐ Social media ads or posts (e.g., Instagram or Facebook)
- ☐ Environmental organizations
- ☐ Word of mouth (e.g., friends or family)
- ☐ Television or radio broadcasts
- ☐ Advertisements on public transit and/or public spaces
- ☐ None of the above
- ☐ Other (please specify): _____ [500 characters]

[IF Q13 ≠ (`Word of mouth (e.g., friends or family) `, `None of the above`)]

13B. Was the content from the CRD? If so, what was it about? Select all that apply

- ☐ Practices that reduce waste generation (e.g., purchasing in bulk, avoiding single-use items)
- ☐ Practices that reduce food waste
- ☐ Composting organic waste at home
- ☐ Repurposing or reusing materials from products
- ☐ Visiting second-hand stores and/or repair shops to extend the life of items
- ☐ Donating unwanted household items
- ☐ Recycling a variety of materials
- ☐ How to properly sort recyclable materials for curb-side pick up
- ☐ Properly disposing of hazardous waste
- ☐ Other. Please explain: _____ [500 characters]
- ☐ The content was not from the CRD
- ☐ Unsure / I don't remember
- ☐ Prefer not to answer

14. How often do you see information from the CRD about best practices in waste management?

Note: Information from the CRD about waste management can include promotional advertisements like newsletters, posters, pamphlets, and social media posts, or in-person events and information booths.

- ☐ At least once a month
- ☐ At least once per year
- ☐ I have seen content before, but not on a regular basis
- ☐ I have never seen content from the CRD regarding best practices in waste management

15. What kind of content are you most interested in seeing from the CRD in the future? (Select all that apply)

- ☐ Practical information on how to reduce waste
- ☐ Practical information on how to reuse waste
- ☐ Practical information on how to recycle waste
- ☐ Information promoting environmentally friendly/ sustainable actions
- ☐ Information on how to dispose of waste that cannot be reused or recycled
- ☐ Other, please specify: _____ [500 characters]

16. What kind of waste management information from the CRD do you find most useful? (Select all that apply)
    - ☐ Detailed guidelines for specific waste types
    - ☐ Updates on new regulations and bylaws
    - ☐ Best practices for waste reduction, reuse, and recycling
    - ☐ Case studies of successful waste management
    - ☐ Incentive programs and opportunities
    - ☐ Other, please specify: _____ [500 characters]

17. What are your preferred ways to get information about waste management practices? (Select all that apply)
    - ☐ Lettermail (e.g., flyers)
    - ☐ Advertising (e.g., newspaper, radio, website)
    - ☐ Email
    - ☐ Websites/Online
    - ☐ Social Media
    - ☐ Workshops/Events
    - ☐ Newsletters
    - ☐ Other, please specify: _____ [500 characters]

HOUSEHOLD DEMOGRAPHICS

18. Do you rent or own your place of residence?
    - ☐ Rent
    - ☐ Own
    - ☐ Prefer not to answer

19. How many people live in your household?
    - ☐ ___ Total # adults (18+)
    - ☐ ____ Total # children (under the age of 18)
    - ☐ Prefer not to answer

20. Which of the following best describes your household's total income last year? (Please consider all sources of income for all household members, before taxes)

    Your answers will remain entirely confidential. Click here to see our Privacy Statement.

    - ☐ $0 to less than $25,000
    - ☐ $25,000 to less than $50,000
    - ☐ $50,000 to less than $75,000
    - ☐ $75,000 to less than $100,000
    - ☐ $100,000 to less than $150,000
    - ☐ $150,000 or more
    - ☐ Prefer not to answer

PERSON DEMOGRAPHICS

21. Which of the following apply to you? Select all that apply.
    - ☐ Work full-time (30 or more hours per week)
    - ☐ Work part-time (less than 30 hours per week)
    - ☐ Volunteer (not for pay)
    - ☐ Student full-time
    - ☐ Student part-time
    - ☐ Unemployed
    - ☐ Looking after home/family
    - ☐ Retired
    - ☐ Other, specify: _____ [100 characters]

22. What is your age?
    - ☐ 15 to 25
    - ☐ 26 to 35
    - ☐ 36 to 45
    - ☐ 46 to 55
    - ☐ 56 to 65
    - ☐ Over 65
    - ☐ Prefer not to answer

23. How do you identify?

- ☐ Woman
- ☐ Man
- ☐ I do not identity as either a man nor a woman (including non-binary, polygender, genderqueer, agender, bigender, and others)
- ☐ Two-spirit
- ☐ Other cultural genders
- ☐ Not listed here
- ☐ Prefer not to answer

END

FLWUP. Would you be interested in participating in follow-up cycles of this study?

- ☐ Yes
- ☐ No

[IF FLWUP == Yes]

FLWUPA. Please provide your contact information. This information will be kept confidential and will only be used to invite you to participate in future cycles of this study.

Name: _____ [100 characters]

Email address:_____ [100 characters]

PRIZED. Prize Draw: Participants in this survey are eligible to enter a prize draw for one of three e-gift cards (one $100 e-gift card and two $50 e-gift cards) from a variety of retailers. Would you like to enter the draw?

- ☐ Yes
- ☐ No

[IF PRIZED == Yes]

PRIZEDA. An email address is required to receive a gift card. Your contact information will be kept confidential and will be used only to contact you in the event your name is selected in the prize draw. If you cannot provide an email address, we will attempt to contact you by phone.

Name: _____ [100 characters]

Phone: _____ [100 characters]

Email:_____ [100 characters]

[SURVEY END]

Thank you for participating in the Solid Waste Management Plan: Market Research and Engagement Study. Your feedback is appreciated.

APPENDIX B: HARTLAND DEPOT & PUBLIC DROP-OFF SURVEY

BEHAVIOUR

1. What is your main reason for visiting the Hartland Public Drop-off Depot today?
    - ☐ It is convenient to throw away my waste here
    - ☐ Had too much waste for my main disposal method(s)
    - ☐ Don't know where else I could throw away my waste
    - ☐ My main disposal method was not available (e.g., out of order or overfilled, missed my recycling day)
    - ☐ I am following the proper regulations for disposing of waste (e.g., throwing away hazardous waste or materials that are not generally picked up by recycling services)
    - ☐ Other, please specify _____ [500 characters]
    - ☐ Prefer not to answer

2. How often do you visit this drop-off site?
    - ☐ Multiple times a day
    - ☐ Once a day
    - ☐ Few times a week
    - ☐ Once a week
    - ☐ Few times a month
    - ☐ Few times a year
    - ☐ Once a year
    - ☐ Less than once a year
    - ☐ This is my first time visiting the Hartland Drop-off Depot
    - ☐ Prefer not to answer

3. What materials did you drop-off today? Please select all that apply.
    - ☐ Paper products (e.g., newspapers, magazines, cardboard)
    - ☐ Plastic products (e.g., bottles, containers, plastic wrap)
    - ☐ Foam packaging (e.g., styrofoam blocks, foam peanuts)
    - ☐ Metals (e.g., aluminum cans, metal lids, copper wires)
    - ☐ Books (e.g., used textbooks, novels, children's books)

- ☐ Mattresses and box springs (e.g., used, worn out or damaged mattresses)
- ☐ Wood or wood products (e.g., timber, plywood, wooden furniture)
- ☐ Organic waste (e.g., food scraps, yard trimmings, compostable materials)
- ☐ Electronic devices and/or appliances (e.g., mobile phones, refrigerators, microwaves)
- ☐ Glass products (e.g., bottles, jars, broken glass)
- ☐ Textiles and/or clothing (e.g., unwanted clothes, fabric scraps, linens)

  Text to be displayed on hover-link: The Hartland Depot accepts textiles only if they are in reusable condition. Textiles not suitable for reuse should be categorized as garbage.
- ☐ Household hazardous waste (e.g. pesticides, paint, propane tanks, batteries, motor oil)
- ☐ Renovation waste (e.g., drywall, tiles, plumbing fixtures)
- ☐ Garbage or general refuse (e.g., non-recyclable waste, mixed trash)
- ☐ Other, please specify: _____ [500 characters]
- ☐ Prefer not to answer

4. Which of these materials do you want to reuse or recycle but can't? For example, you don't know how to, or there aren't enough places to do it. Please select all that apply.

- ☐ Paper products
- ☐ Plastic products
- ☐ Metals
- ☐ Wood or wood products
- ☐ Organic waste
- ☐ Electronic devices and/or appliances
- ☐ Glass products
- ☐ Textiles and/or clothing
- ☐ Other, please specify: _____ [500 characters]
- ☐ Prefer not to answer

[IF Q4 ≠ `Prefer not to answer`]

Q4A. Why can't you reuse or recycle these materials?

- ☐ Don't know how
- ☐ Service isn't offered at a convenient drop-off location
- ☐ Too expensive to recycle at depot location
- ☐ Other, please specify _____[500 characters]

5. Where did you first learn about the services offered at Hartland Landfill?
   - ☐ Advertisements (e.g., flyers, posters, social media)
   - ☐ Web search
   - ☐ Community workshops/events
   - ☐ CRD programming (e.g., Infoline, Hartland Landfill tours, MyRecyclopedia.ca)
   - ☐ Word of mouth (e.g., from friends or family)
   - ☐ Other, please specify: _____ [500 characters]

6. How satisfied are you with the services that are being offered at this drop-off site?
   - ☐ Very satisfied
   - ☐ Satisfied
   - ☐ Neutral
   - ☐ Unsatisfied
   - ☐ Very unsatisfied

[IF Q6 == `Unsatisfied` OR `Very Unsatisfied`]

6a. Why were you not satisfied with the services offered at Hartland Public Drop-off Depot?

- ☐ _____ [1,000 characters]
- ☐ Prefer not to answer

7. In your opinion, should Hartland Landfill's extended hours on Saturdays (from 2pm to 5pm) become permanent?

   Text to be displayed on hover-link: The CRD is seeking feedback on its one-year Hartland Landfill Expanded Hours Pilot. Beginning Saturday, June 15, 2024, Hartland will be open from 7 am to 5 pm on Saturdays for both residential and commercial customers.

   - ☐ Yes
   - ☐ No
   - ☐ Not sure/Undecided

8. Please share any additional comments or feedback regarding your experience at the Hartland Landfill.

   Your opinion is your personal information. Please do not include any information which identifies you or others in your response.

   - ☐ Open-ended responses [1,000 characters]
   - ☐ no comment

DEMOGRAPHICS

9. Which of the following best describes your primary residence?

Within the Capital Regional District:

- ☐ Victoria
- ☐ Saanich
- ☐ Langford
- ☐ Esquimalt
- ☐ Oak Bay
- ☐ Colwood
- ☐ Central Saanich
- ☐ Sooke
- ☐ Sidney
- ☐ Salt Spring Islands or Southern Gulf Islands
- ☐ North Saanich
- ☐ View Royal
- ☐ Juan de Fuca
- ☐ Metchosin
- ☐ Highlands

Outside the Capital Regional District

- ☐ Please specify _____ [100 characters]

☐ Prefer not to answer

[SURVEY END]

Thank you for participating in the Solid Waste Management Plan: Market Research and Engagement Study. Your feedback is appreciated.

APPENDIX C: CRD BUSINESS SURVEY

BUSINESS CHARACTERISTICS

1. How many people does this business employ (approximately)?
   - ☐ 1 to 9 employees
   - ☐ 10 to 49 employees
   - ☐ 50 to 199 employees
   - ☐ 200 plus employees
   - ☐ Prefer not to answer

2. Which of the following best describes the operations of this business?
   - ☐ Resource Extraction and Utilities
     - Agriculture, forestry, fishing and hunting; Mining, quarrying, and oil and gas extraction; Utilities
   - ☐ Industrial and Construction Sectors
     - Manufacturing; Construction
   - ☐ Trade
     - Wholesale trade; Retail trade
   - ☐ Services and Administration
     - Transportation and warehousing; Information and cultural industries; Professional, scientific, and technical services; Management of companies and enterprises; Administrative and support, waste management and remediation services; Educational services; Health care and social assistance; Arts, entertainment and recreation; Other services (except public administration); Public administration; Finance and insurance; Real estate and rental and leasing
   - ☐ Accommodation and food services

[IF Q2 == `Services and Administration`]

2A. Please specify which industry this business specializes in.

- ☐ Transportation and warehousing
- ☐ Information and cultural industries
- ☐ Professional, scientific, and technical services
- ☐ Management of companies and enterprises
- ☐ Administrative and support, waste management and remediation services
- ☐ Educational services
- ☐ Health care and social assistance

- ☐ Arts, entertainment, and recreation
- ☐ Other services (except public administration)
- ☐ Public administration
- ☐ Finance and insurance
- ☐ Real estate and rental and leasing
- ☐ Other, please specify [100 characters]
- ☐ Prefer not to answer

3. Where is this business located, or, what areas does this business operate in? (select all that apply)

Within the Capital Regional District:

- ☐ Victoria
- ☐ Saanich
- ☐ Langford
- ☐ Esquimalt
- ☐ Oak Bay
- ☐ Colwood
- ☐ Central Saanich
- ☐ Sooke
- ☐ Sidney
- ☐ Salt Spring Islands or Southern Gulf Islands
- ☐ North Saanich
- ☐ View Royal
- ☐ Juan de Fuca
- ☐ Metchosin
- ☐ Highlands

Other

- ☐ Please specify _____ [100 characters]

☐ Prefer not to answer

4. How many sites/franchises does this business operate within the CRD?

- ☐ 1 site
- ☐ 2-5 sites
- ☐ More than 5 sites
- ☐ Prefer not to answer

INVOLVEMENT IN SUSTAINABLE WASTE MANAGEMENT PRACTICES

5. What types of waste does this business produce? (Select all that apply)
   - ☐ Paper
   - ☐ Plastics
   - ☐ Soft-plastics
   - ☐ Metals
   - ☐ Wood or wood products
   - ☐ Organic waste
   - ☐ Electronic devices and/or appliances
   - ☐ Glass products
   - ☐ Textiles and/or clothing
   - ☐ Renovation and Demolition Waste
   - ☐ Asbestos Waste
   - ☐ Other kinds of controlled waste
   - ☐ Other, please specify: _____ [500 characters]
   - ☐ Prefer not to answer

6. Which type of waste receptacles/bins does this business provide staff/customers? (Select all that apply)
   - ☐ Paper
   - ☐ Plastics
   - ☐ Soft-plastics
   - ☐ Metals
   - ☐ Wood or wood products
   - ☐ Organic waste
   - ☐ Electronic devices and/or appliances
   - ☐ Glass products
   - ☐ Textiles and/or clothing
   - ☐ Renovation and Demolition Waste
   - ☐ Asbestos Waste
   - ☐ Other kinds of controlled waste
   - ☐ Other, please specify: _____ [500 characters]
   - ☐ Prefer not to answer

7. What are this business's primary goals for reducing waste production? (Select all that apply)
   - ☐ Reducing costs
   - ☐ Enhancing sustainability
   - ☐ Complying with regulations
   - ☐ Improving public image
   - ☐ Other (please specify) [500 characters]
   - ☐ None
   - ☐ Prefer not to answer

8. What methods does this business use to measure the impact of its waste management practices? (Select all that apply)
   - ☐ Regular audits
   - ☐ Researching new technologies to reduce waste
   - ☐ Tracking waste reduction
   - ☐ Monitoring recycling rates
   - ☐ Using sustainability metrics
   - ☐ We do not directly measure the impact of our waste management practices
   - ☐ Other (please specify) [500 characters]
   - ☐ Prefer not to answer

9. Which technologies does this business currently use to manage waste? (Select all that apply)
   - ☐ Waste tracking systems
   - ☐ Compaction technology
   - ☐ Recycling sorting systems
   - ☐ None
   - ☐ Other (please specify) [500 characters]
   - ☐ Prefer not to answer

STAFF TRAINING AND ENGAGEMENT

10. Please select your level of agreement to the following statements

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
10A. This business provides comprehensive training on recycling practices, such as sorting materials and understanding local recycling rules.					
10B. This business actively offers training on waste reduction techniques, for example minimizing packaging use and optimizing resource consumption					
10C. This business conducts training sessions on reusing waste materials, focusing on initiatives like repurposing office supplies and refurbishing old equipment.					
10D. I find the current training on waste management practices very effective.					
10E. This business' staff are very engaged in waste reduction efforts.					
10F. When procuring services/materials for the business, this business supports choosing the more sustainable option, even if it costs more.					

11. What format would you prefer for additional training resources? (Select all that apply)

- ☐ In-person workshops
- ☐ Online webinars
- ☐ Training manuals
- ☐ Interactive online courses
- ☐ Onsite training sessions
- ☐ Other (please specify) [[500 characters]]
- ☐ Prefer not to answer

SERVICES

12. How reliable are the waste collection services available to this business?
    - ☐ Very Reliable
    - ☐ Reliable
    - ☐ Neutral
    - ☐ Unreliable
    - ☐ Very Unreliable
    - ☐ Prefer not to answer

13. Does this business rely on any private waste collector for its waste management needs?
    - ☐ Yes, we use third-party services regularly.
    - ☐ Yes, but we hire these services only as needed.
    - ☐ No
    - ☐ Prefer not to answer

[IF Q13 = ('Yes, we use third-party services regularly' , 'Yes, but we hire these services only as needed']

13B. What is the name of the private collector services this business uses?
- ☐ Open text-box [100 characters]
- ☐ Prefer not to answer

14. How often does this business use the Hartland Landfill for waste disposal?
    - ☐ About once a week
    - ☐ About once a month
    - ☐ About once a quarter
    - ☐ About once a year
    - ☐ Less frequently than once a year
    - ☐ Never
    - ☐ Prefer not to answer

[IF Q14 ≠ Never]

14B. How satisfied is this business with the services provided at the Hartland Landfill?

- ☐ Very Satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Dissatisfied
- ☐ Very Dissatisfied
- ☐ Prefer not to answer

15. What challenges does this business face in following local waste management goals or regulations? (Select all that apply)
    - ☐ We do not experience any challenges complying with local waste management regulations
    - ☐ Lack of clear guidelines
    - ☐ High costs of compliance
    - ☐ Limited availability of disposal options
    - ☐ Insufficient staff training
    - ☐ Other (please specify) [500 characters]
    - ☐ Prefer not to answer

16. How can the CRD support this business in meeting local waste management goals or regulations? (Select all that apply)
    - ☐ Providing clearer guidelines
    - ☐ Increasing availability of disposal options
    - ☐ Providing more training resources
    - ☐ Other (please specify) [500 characters]
    - ☐ Prefer not to answer

17. What suggestions do you have for improving waste collection services to better meet this business' needs? (Open-ended)
    - ☐ Open textbox [1000 characters]
    - ☐ Prefer not to answer

COMMUNICATION PREFERENCES

18. What kind of information would this business be most interested in receiving from the CRD?
    - ☐ Practical knowledge in how to reduce, recycle or reuse waste
    - ☐ Information that promotes environmental consciousness on waste
    - ☐ Information on how waste gets processed by the CRD
    - ☐ Other, please specify [500 characters]
    - ☐ Prefer not to answer

19. What additional information would this business find useful regarding waste management? (Select all that apply)
    - ☐ Detailed guidelines for specific waste types
    - ☐ Updates on new regulations
    - ☐ Best practices for waste reduction
    - ☐ Case studies of successful waste management
    - ☐ Incentive programs and opportunities
    - ☐ Prefer not to answer

20. What is this business' preferred method for receiving information about waste management regulations and practices? (Select all that apply)
    - ☐ Letter mail
    - ☐ Email
    - ☐ Websites/online
    - ☐ Workshops/Events
    - ☐ Newsletters
    - ☐ Prefer not to answer

21. How often would this business like to receive updates or content on waste management regulations and practices?
    - ☐ Weekly
    - ☐ Monthly
    - ☐ Quarterly
    - ☐ Annually
    - ☐ Only as when there are changes in regulations
    - ☐ Prefer not to answer

22. How clear and helpful is the current communication from the CRD regarding waste management?
    - ☐ Very clear and helpful
    - ☐ Clear and helpful
    - ☐ Neutral
    - ☐ Unclear and unhelpful
    - ☐ Very unclear and unhelpful
    - ☐ Prefer not to answer

[SURVEY END]

Thank you for participating in the Solid Waste Management Plan: Market Research and Engagement Study. Your feedback is appreciated.

APPENDIX D: EVALUATION MATRIX

To meet the objectives of Goal 3 of the Solid Waste Management Plan (SWMP), the Capital Regional District (CRD) requires up-to-date information on public attitudes, knowledge, and behaviours towards solid waste reduction. This data is essential for ensuring that citizens are well-informed and can engage effectively in proper waste disposal and management practices.

The purpose of the following Evaluation Matrix is to outline a systematic approach for comparing data across different years to assess the effectiveness of the CRD's waste reduction programs. Additionally, it aims to identify and address any challenges, limitations, or gaps within each program area. By understanding public attitudes, knowledge, and behaviours in relation to the CRD's waste reduction programming and behaviour change initiatives, the study will enhance the CRD's ability to manage waste more effectively within the capital region.

The objectives of the Evaluation Matrix are inline with the purpose of this study, and are as follows:

1. Evaluate the effectiveness of the current CRD waste reduction programming and behaviour change initiatives.
2. Develop baseline information for ongoing monitoring and comparison.
3. Enhance understanding of the knowledge held by residential, industrial, commercial, and institutional communities regarding the SWMP, general waste systems, and available services.
4. Provide insights to inform existing programs and guide the development of future programming.

Resident Survey | Business Survey | Administrative Data

Intermediate Goal	Topic Area	Survey Question or Administrative Data Source		Indicators	Baseline (2024)
Gain a better understanding of behaviours and attitudes across the population	Waste Disposal Frequency	Q3. Disposal frequency.		% of households regularly (once every two weeks or more often) sorting and disposing of various materials	– Recyclable items (94%) – Food/organic waste (94%) – Returnable items (62%) – General refuse (89%) – Hazardous waste (13%)
	Barriers	Q4. Barriers to disposing of various materials.		Percentage of households facing no barriers Percentages describing the most frequent barriers	– General refuse (97%) – Recycling (96%) – Organic waste (95%) – Other recycling (64%) – Other (38%)
		Q5. Items disposed of as general refuse.		Most common materials being disposed of as general refuse	– Plastic products (26%) – Textiles (46%) – None of these materials (31%)
		CRD Waste Composition Study		% waste composition of various materials that could be diverted from the landfill (e.g., paper, glass, textiles).	– Organics (23% - 25%) – Paper (17% - 20%) – Plastics (15 – 17%)
				% diversion potential from single-family and multi-family dwellings.	– Compost (33% - 34%) – Recycling (10% - 12%) – Depot/Drop off (18% - 19%) – Garbage (36% - 38%)
	Behaviours and Attitudes (Composite Index: overall measure of agreement with statements supporting desirable attitudes and behaviours. Ranges from -1 to +1, higher scores indicating higher levels of agreement.)	Reduce waste generation	Q8. My household adopts practices that reduce waste generation.	Percentage of households agreeing	– 73%
			Q8. My household eats all the food we buy and we only put unavoidable food waste in the compost.	Percentage of households agreeing	– 78%
			Composite score.		– 0.47

Intermediate Goal	Topic Area	Survey Question or Administrative Data Source		Indicators	Baseline (2024)
Gain a better understanding of behaviours and attitudes across the population	Behaviours and Attitudes (Composite Index: overall measure of agreement with statements supporting desirable attitudes and behaviours. Ranges from -1 to +1, higher scores indicating higher levels of agreement.)	Composting	Q8. My household participates in composting organic waste.	Percentage of households agreeing	– 61%
			Composite score.		– 0.27
		Support for a circular economy	Q8. My household seeks opportunities to repurpose or reuse materials.	Percentage of households agreeing	– 71%
			Q8. My household visits second-hand stores and/or repair shops to extend the life of items.	Percentage of households agreeing	– 70%
			Q8. My household makes a conscious effort to donate unwanted household items.	Percentage of households agreeing	– 93%
			Composite score.		– 0.52
		Support for community initiatives	Q8. My household is eager to participate in community initiatives aimed at reducing waste.	Percentage of households agreeing	– 76%
			Composite score.		– 0.52
		Confidence in knowledge	Q8. My household feels confident in our knowledge of the best practices for recycling a variety of materials.	Percentage of households agreeing	– 79%
			Q8. My household feels confident in our knowledge of how to properly dispose of hazardous waste.	Percentage of households agreeing	– 62%
			Composite score.		– 0.40
		Overall composite score.			– 0.38
		The percentage of residents reporting positive behaviours and attitudes toward waste management practices.			– 74%
Gain a better understanding of the usage of public services	Hartland Landfill	Q6. Use of Hartland Landfill.		Percentage of households who use the Hartland Landfill	– To dispose of garbage (25%) – To dispose of recyclables (33%) – To dispose of other materials (36%)

Intermediate Goal	Topic Area	Survey Question or Administrative Data Source	Indicators	Baseline (2024)
Gain a better understanding of the usage of public services	Hartland Landfill	Historical tonnage data.	Number of visits per year * Monitor yearly to track progress during non-evaluation years	– Recyclables (66,200) – Garbage (38,600)
	Recycling Facilities	Q7. Knowledge of how to recycle or dispose of various materials.	Percentages describing familiarity/understanding of best recycling practices for common household waste products	– Paper (98%) – Plastic (94%) – Metals (79%) – Organics (92%) – Electronic devices or appliances (85%) – Glass (87%) – Textiles (43%) – Household hazardous waste (59%)
Gain a better understanding of the role of programs/ resources -Recycling Depots -MyRecyclopedia.ca -Infoline -Compost Education Centre activities or resources -Hartland Landfill School Workshops or tours -School Outreach Programs -Community Outreach and Events -Other Public Education Campaigns	Historical Performance	Feedback from program participants.	Summary of recommendations or areas of improvement suggested by participants * Monitor yearly to track progress during non-evaluation years	
		Q9. Resources accessed by CRD residents.	Percent of respondents who have accessed each resource	– CRD website (56%) – Recycle CRD app (31%) – Compost Education Centre (9%) – None (30%)
	Effect of Programs/ Resources	Q11. Effectiveness of resources in increasing knowledge.	Percentage agreeing	– CRD website (91%) – Recycle CRD app (96%) – Compost Education Centre (97%)
		Q12. Effectiveness of resource in increasing confidence in how to dispose of materials properly (organics or recyclables).	Percentage agreeing	– CRD website (40%) – Recycle CRD app (36%) – Compost Education Centre (75%)
		Infoline Inquiries and Feedback Forms.	Frequency of inquiries by key topic area * Monitor yearly to track progress during non-evaluation years	– Curb side recycling (50%) – Hartland (30%)

Intermediate Goal	Topic Area	Survey Question or Administrative Data Source	Indicators	Baseline (2024)
Gain a better understanding of the role of programs/ resources -Recycling Depots -MyRecyclopedia.ca -Infoline -Compost Education Centre activities or resources -Hartland Landfill School Workshops or tours -School Outreach Programs -Community Outreach and Events -Other Public Education Campaigns	Reach of Programs and CRD Resources	Historical outreach program performance.	Average number of attendees per event, per year * Monitor yearly to track progress during non-evaluation years	– 25-30 per event
		CRD Website analytics.	MyRecyclopedia – most common inquiries * Monitor yearly to track progress during non-evaluation years	– Styrofoam (7%) – Textiles (6%) – Appliances (5%)
			ReCollect System user data	– 25% of private dwellings in the region enlisted
		Q14. Frequency of citizens receiving information on SWM from the CRD.	% reporting they see CRD content at least once per month and once per year	– 9%
			% reporting they have never seen this from the CRD	– 18%
Gain a better understanding of current staff training practices across businesses in the CRD	Training on 3Rs	Q10. Business provides training on proper recycling practices.	Percent agreeing	– 58%
		Q10. Business provides training on waste reduction techniques.	Percent agreeing	– 32%
		Q10. Business conducts training sessions related to reusing or repurposing waste.	Percent agreeing	– 28%
	Training Effectiveness	Q10. Effectiveness of training.	Percent agreeing training is effective	– 35%
		Q10. Level of staff engagement.	Percent agreeing engaged is high	– 69%
	Training Formats	Q11. Preferred training resources format.	Percent indicating preference for various formats	– In-person workshops (15%) – Onsite training (23%) – Online courses (35%) – Online webinars (44%) – Training manuals (35%)

Intermediate Goal	Topic Area	Survey Question or Administrative Data Source	Indicators	Baseline (2024)
Gain a better understanding of the status of sustainable waste management practices across businesses in the CRD	Disposal Methods	Q5. Types of waste produced. Q6. Disposal method provided by type of waste.	Percent of businesses with disposal method	– Paper (100%) – Plastics (93%) – Soft plastics (74%) – Organics (94%) – Metal (83%) – Glass (86%) – Other materials (40% - 54%)
	Goal tracking on Sustainable Waste Management	Q7. Business waste reduction goals.	Percent indicating their business has waste reduction goals	– Reducing costs (54%) – Enhancing sustainability (77%) – Complying with regulations (68%) – Improving public image (46%) – No goals (10%)
	Impact Measurement	Q8 Assessment of impact of waste management procedures/goals.	Percent indicating that they monitor impact of waste management procedures	– Do not measure impact (61%) – Monitoring recycling rates (23%) – Researching new technologies to reduce waste (20%) – Regular audits (19%) – Tracking waste rates/ reduction (18%) – Using sustainability metrics (15%)
	Technologies	Q9. Technologies used to manage waste.	Percent reporting use of various technologies	– Waste tracking systems (8%) – Compaction technology (4%) – Recycling sorting systems (63%) – None (34%)

Intermediate Goal	Topic Area	Survey Question or Administrative Data Source	Indicators	Baseline (2024)
Gain understanding of the experience of businesses receiving waste management services	Waste Collection Services	Q13. Use of private collection service.	Percent using private collection services	– 78%
		Q12. Reliability of services.	Percent indicating reliable services	– 83%
		Q14. Businesses use of Hartland Landfill.	Percent using or not using Hartland	– Weekly (9%) – Monthly (8%) – Quarterly (8%) – Once per year or less (28%) – Never (43%)
		Q14. Satisfaction with Services provided at Hartland.	Percent satisfied	– 63%
	Challenges	Q15. Challenges following local SWM regulations.	Percent describing the challenges in complying with local waste management regulations	– High cost (18%) – Limited disposal options (32%) – Lack of clear guidelines (9%) – Insufficient staff training (7%) – No challenges (53%)
	Opportunities	Q16. Support the CRD could provide.	Percent indicating areas of support for businesses	– Providing clearer guidelines (32%) – Increasing availability of disposal options (60%) – Providing more training resources (22%)
Communication Practices	Feedback On Current Communication Practices	Q22. Satisfaction with communication from CRD.	% reporting very clear or clear and helpful	– 33%

Making a difference...together

ERM 24-69

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 20, 2024

SUBJECT **Solid Waste Management Plan – Three-Year Cycle**

ISSUE SUMMARY

To provide an overview of the Capital Regional District's (CRD) Solid Waste Management Plan (SWMP) three-year study cycle.

BACKGROUND

In the spring of 2023, Environmental Resource Management staff worked with the Solid Waste Advisory Committee to develop performance indicators and metrics to better enable monitoring of progress towards meeting the CRD's 2021 SWMP goals and targets. Gaps in available data and metrics were identified, leading to a proposed three-year cycle of studies designed to document and collect relevant metrics and allow for comparison throughout the life of the SWMP. The solid waste market research study, waste generator study and solid waste stream composition study were identified as key opportunities to gather data and monitor progress toward the SWMP goals and targets. Data from these three studies will be used in conjunction with regular solid waste operational data (e.g., Hartland tonnage, scale data, Infoline data, etc.) to inform policy and initiative design to address goals and targets outlined in the SWMP.

The first study completed under the new three-year cycle was the Solid Waste Market Research and Engagement Study, which was conducted in 2024. The study was designed to help determine the effectiveness of the CRD's waste reduction programs and to identify challenges, limitations, or gaps in relation to the public's knowledge and behaviours towards the CRD's solid waste programs and initiatives.

The second study to be completed is the waste generator study. This study is scheduled to take place in 2025 and will help the CRD gather data on where waste is generated and gain insights into any patterns of waste generation. The study will consider waste generated through residential, business, industry and/or community sources before it arrives at Hartland Landfill.

The third and final study to be completed is the solid waste stream composition study, scheduled for 2026. Waste composition studies provide valuable benchmark data and analysis assessing the composition of waste being landfilled at Hartland. In the past, the waste composition study was completed every five years; however, in consultation with the Solid Waste Advisory Committee, the CRD has committed to completing waste composition studies as part of the three-year cycle.

The budget for yearly studies was accounted for and approved during the five-year budget planning cycle that occurred in 2023. The addition of new and more frequent studies will provide more data and allow for more effective measuring and monitoring of progress towards achieving the SWMP targets and goals.

CONCLUSION

In 2023, gaps in available data and metrics were identified, which led to establishing a three-year cycle of studies: the solid waste market research study, waste generator study and solid waste stream composition study to be completed over the life of the Solid Waste Management Plan (SWMP). The intention is to provide valuable data and analysis for evaluating and monitoring progress of the Capital Regional District's programming toward meeting the SWMP goals and targets. Staff will share results of each study as they are completed and include highlights annually in the Solid Waste Management Plan Progress Report.

RECOMMENDATION

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

Submitted by:	Tom Watkins B. Sc., Acting Senior Manager, Environmental Resource Management
Concurrence:	Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

Making a difference...together

ERM 24-70

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 20, 2024

SUBJECT **Award of Contract ERM2024-007 – Hauling and Processing of Kitchen Scraps**

ISSUE SUMMARY

To recommend award of Contract ERM2024-007 for the hauling and processing of kitchen scraps.

BACKGROUND

The current kitchen scraps hauling and processing contract expires February 28, 2025 and a new contract needs to be awarded to ensure continuity of service. A public tender for the provision of the service for five years, from March 1, 2025 to February 28, 2030, closed on November 12, 2024, and two bids were received, as follows:

Name of Firm Tendering	Estimated Annual Tonnage	Rate Per Tonne	Estimated Annual Cost (excluding GST)	Proposed Processing Facilities
Convertus Canada Ltd.	12,000	$130.00	$1,560,000.00	Convertus Nanaimo Advanced Composting Facility
DL Bins. Ltd.	12,000	$147.50	$1,770,000.00	Fisher Road Recycling Net Zero Waste Eastgate

The rate offered by Convertus Canada Ltd. for Contract ERM2024-007 is about 6% less than what is being paid under the current hauling and processing contract and will reduce costs by approximately $103,000 annually.

The tender has been reviewed and it complies with the instructions to tenderers. Convertus Canada Ltd. is qualified to undertake the contract and the proposed processing facility is licensed.

The Capital Regional District (CRD) operates a kitchen scraps transfer station at Hartland Landfill, which requires transport to a final processing facility. Between 2019 and 2021, the CRD investigated establishing an in-region organics processing facility. Through those investigations, it was determined that the CRD and municipalities did not control sufficient tonnages of organic waste to validate the business case of building a dedicated CRD organics processing facility.

ALTERNATIVES

Alternative 1
The Environmental Services Committee recommends to the Capital Regional District Board:
That Contract ERM2024-007, Hauling and Processing of Kitchen Scraps, be awarded to Convertus Canada Ltd. from March 1, 2025 to February 28, 2030, at the rate of $130 per tonne and an estimated cost of $1,560,000 per year, plus GST.

Alternative 2
The Environmental Services Committee recommends to the Capital Regional District Board:
That Contract ERM2024-007, Hauling and Processing of Kitchen Scraps, not be awarded and that staff be provided with alternative direction.

IMPLICATIONS

Environmental Implications

The diversion of kitchen scraps saves landfill air space and reduces greenhouse gas emissions by reducing landfill gas generation at Hartland Landfill. The finished compost produced from kitchen scraps can also help reduce the use of fossil fuel-based fertilizers when used in agriculture. Alternative 1 will help facilitate the diversion of kitchen scraps by maintaining a kitchen scraps diversion option to both public and private haulers using Hartland Landfill.

Economic Implications

The $130.00 per tonne rate of the new contract is about 6% less than the previous contract rate of $138.60 per tonne. This represents an estimated annual savings of $103,000 for the 2025 budget, which was prepared using the previous contract's rate. The rates paid to the contractor would be subject to an annual 2.0% inflationary adjustment beginning in January 2026, meaning the per tonne fee would rise to $132.06 in 2026, to $135.25 in 2027, to $137.96 for 2028, to $140.72 for 2029 and $143.53 for the two months of 2030 that the contract is in effect. This represents an average per tonne fee of approximately $136.68 over the term of the contract. Hartland Landfill's tipping fee for kitchen scraps is currently $140 per tonne.

CONCLUSION

The current kitchen scraps hauling and processing contract is set to expire on February 28, 2025, and a new contract is required to ensure continuity of service. A five-year tender for the service closed on November 12, 2024, and two bids were received. Convertus Canada Ltd. submitted a bid of $130 per tonne with an annual 2.0% inflationary adjustment. The tender has been reviewed and it complies with the tender requirements and Convertus Canada Ltd., is qualified to undertake the contract work.

RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board:
That Contract ERM2024-007, Hauling and Processing of Kitchen Scraps, be awarded to Convertus Canada Ltd. from March 1, 2025 to February 28, 2030, at the rate of $130 per tonne and an estimated cost of $1,560,000 per year, plus GST.

Submitted by:	Tom Watkins B. Sc., Acting Senior Manager, Environmental Resource Management
Concurrence:	Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

Making a difference...together

ECA 24-65

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 20, 2024

SUBJECT **Vancouver Island and Coastal Communities Climate Summit – Summary Report**

ISSUE SUMMARY

To provide the summary report from the Vancouver Island & Coastal Communities (VICC) 2024 Virtual Climate Summit.

BACKGROUND

The VICC Climate Leadership Steering Committee is composed of elected officials appointed by regional districts across Vancouver Island and surrounding coastal communities. Director Dave Thompson serves as the appointed representative from the Capital Regional District (CRD) on this committee.

The mission of the VICC Climate Leadership Steering Committee is to connect elected officials and staff from diverse VICC communities, empowering them to accelerate their climate action goals through best practice sharing, collaboration, and advocacy with other levels of government. The CRD also administers two inter-municipal climate action committees within the capital region—one for staff and one for elected officials—both with similar mandates.

In response to a request from the VICC Steering Committee, and following direction from the Board in fall 2023, the CRD Climate Action service contributed $31,500 to support VICC initiatives through 2024. Other regional districts and the Islands Trust also provided funding. This funding enabled the Community Energy Association to act as a secretariat and coordinate priority projects, including the Vancouver Island & Coastal Communities 2024 Virtual Climate Summit, held over two days in May 2024.

Invitations to the summit were extended to local government elected officials, staff and partner organizations both within and outside the capital region. CRD Climate Action staff presented on the first day, while Director Thompson presented on the second day. A synopsis of the event, including summaries of presentations, key themes and priority actions, is provided in Appendix A. The VICC Climate Leadership Steering Committee plans to make this an annual event.

CONCLUSION

The Vancouver Island and Coastal Communities Climate Leadership Steering Committee, comprised of elected officials from across Vancouver Island and nearby coastal areas, aims to empower local governments to tackle climate change through collaboration, knowledge exchange and advocacy. In May 2024, the Committee hosted the Vancouver Island and Coastal Communities 2024 Virtual Climate Summit, where local government elected officials and staff attended. A report has been shared to provide a summary of key themes and priority actions.

RECOMMENDATION

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

Submitted by:	Nikki Elliott, MPA, Manager, Climate Action Programs
Concurrence:	Russ Smith, Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Vancouver Island and Coastal Communities 2024 Virtual Climate Summit Report (September 2024)

APPENDIX A

Vancouver Island & Coastal Communities (VICC) 2024 Virtual Climate Summit

Summary Report from May 6, 2024, and May 13, 2024 Climate Summit where VICC Elected Officials and Local Government Staff convened to share progress updates and learnings



We respectfully acknowledge that the Vancouver Island and Coastal Communities Region is located upon the traditional unceded territories of many different Indigenous peoples, and we are grateful for their stewardship of these lands since time immemorial.

The Vancouver Island and Coastal Communities Climate Leadership (VICC-CL) Steering Committee has been facilitated by the Community Energy Association (CEA) since 2022 as the Secretariat. This Summit Report has been created by CEA staff with direction from the VICC-CL Steering Committee.

Summary Report September 2024

Executive Summary

The 2024 VICC Virtual Climate Summit brought together local government staff and elected officials from the Vancouver Island & Coastal Community (VICC) region to support accelerating climate action by showcasing local and regional initiatives, building capacity and relationships, and identifying collaboration opportunities and advocacy priorities.

The event was well attended, and feedback from participants was overwhelmingly positive:



A key focus of the event was to share information and identify collaboration and advocacy opportunities on the themes of **Land & Water Resiliency, Food Security, Sustainable Transportation,** and **Buildings**. The opportunities identified through discussions will be used to prioritize actions for the remainder of 2024 and beyond.



Introduction

Local government staff and elected officials from the Vancouver Island & Coastal Community (VICC) region were invited to participate in an online Climate Summit, hosted virtually on Zoom over the mornings of May 6th and May 13th, 2024. The goal of the 2024 VICC Virtual Climate Summit was to support accelerating climate action in the Vancouver Island and Coastal Communities region by showcasing local and regional initiatives, building capacity and relationships, and identifying collaboration opportunities and advocacy priorities.

The **objectives of the Summit** included:

- Sharing information across jurisdictions about what different municipalities and regional districts in the VICC region can do, and are doing, to effectively address climate change
- Building local government capacity through sharing of knowledge and best practices
- Providing a venue for relationship building
- Promoting understanding of the benefits of regional climate action and build support for regional climate initiatives
- Identifying opportunities to collaborate regionally on climate action initiatives
- Identifying regional priorities for advocacy

The climate summit was hosted by the VICC Climate Leadership Steering Committee and facilitated by the Community Energy Association (CEA), with funding support from member regional districts.

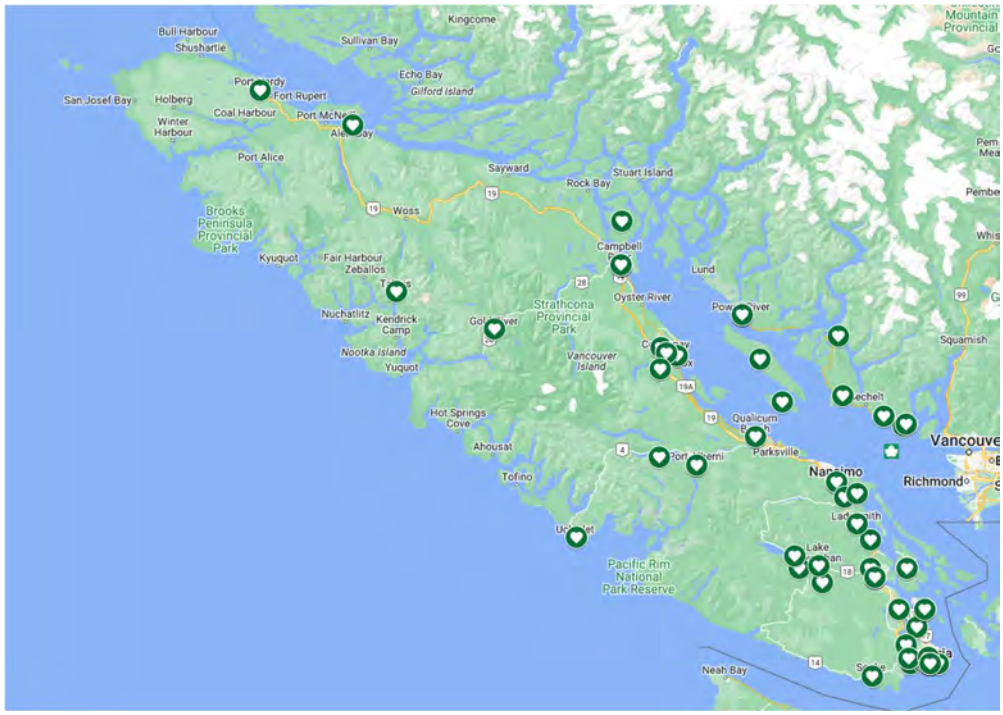
Moving forward, the VICC Steering Committee intends to make the climate summit an annual event and will continue to work with CEA to follow up on regional collaboration opportunities.





Participation

The two-day online summit attracted over 100 registrants, with 73 attendees on the first day and 63 on the second day. Attendees included a mix of staff and elected officials from across the region, as well as representatives from regional partner organizations including the Climate Action Secretariat, the University of Victoria, and Vancouver Island Health Authority. Registered attendees represented 36 communities from across the region.

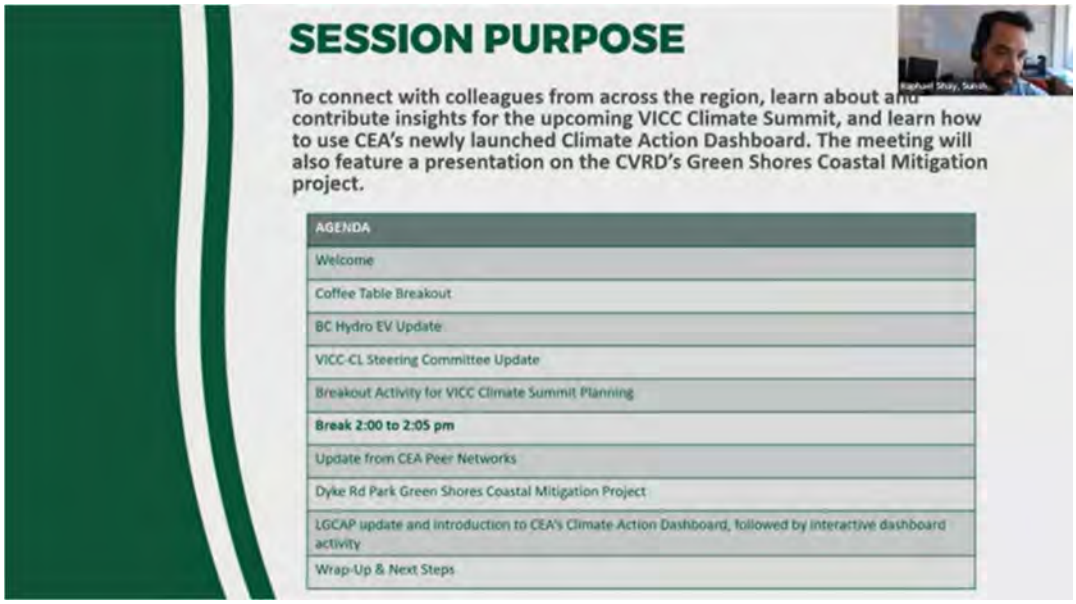


Map: Communities represented by attendees at the Summit



About CEA and the VICC Climate Leadership Steering Committee:

The **Community Energy Association (CEA)** accelerates bold action by local governments and Indigenous communities related to climate and energy. CEA grew from a committee established by the Government of BC and the Union of BC Municipalities in the 1990s and was incorporated as a non-profit in 2003. CEA facilitates several peer networks for local government staff and elected officials across BC and Alberta. In early 2023, CEA launched the **Vancouver Island and Coastal Communities Climate Action Network (VICC-CAN)**, a regional peer network that connects and supports local government staff from across the region in their climate action work.



Since 2022, CEA has supported the **VICC Climate Leadership Steering Committee** in a Secretariat role. The Steering Committee is made up of elected officials appointed by their regional districts from across Vancouver Island, the Gulf Islands, the Sunshine Coast, and the qathet Region. The Committee was formed in 2019 to work together to support regional collaboration on climate action in the VICC region. The group was originally led by three Vancouver Island Mayors and has most recently been co-chaired by Councillor Ben Geselbracht, Councillor Will Cole-Hamilton, and Mayor Michelle Staples.

Steering Committee Mission:

To connect local elected officials and staff from diverse communities in the VICC region and empower them to accelerate their work on climate change and meet their goals by sharing best practices, collaborating on problem solving and advocating to other orders of government.

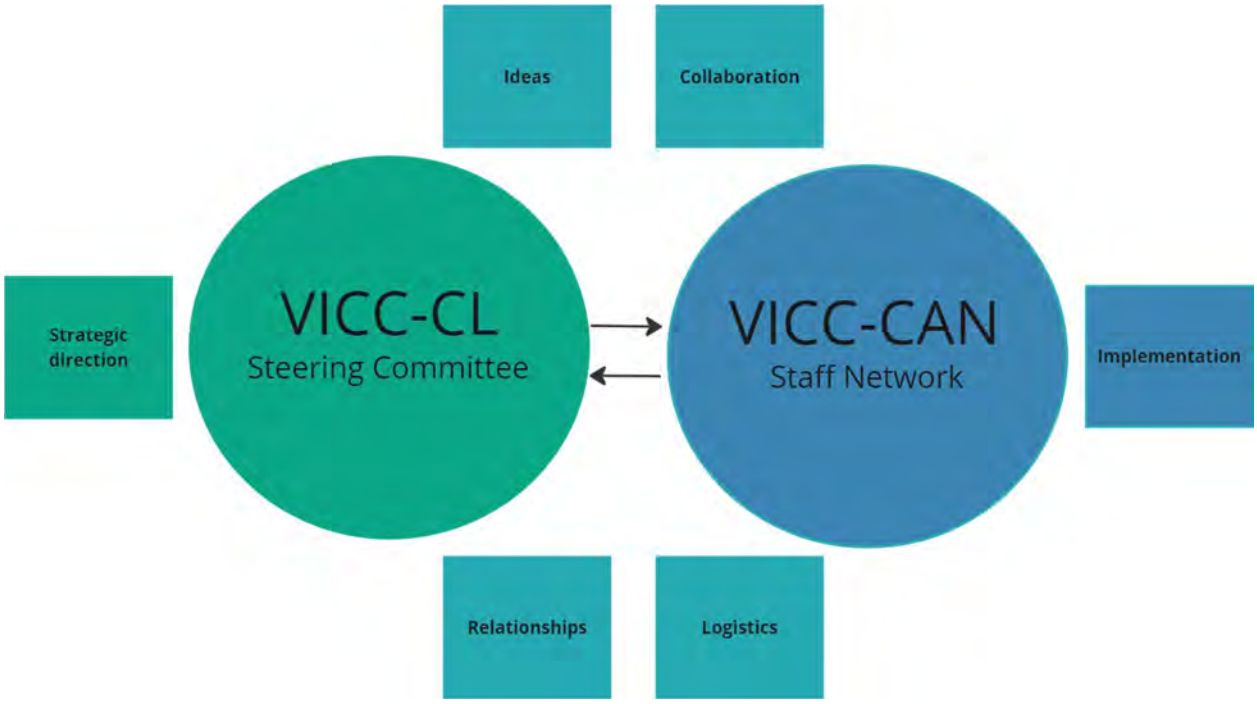
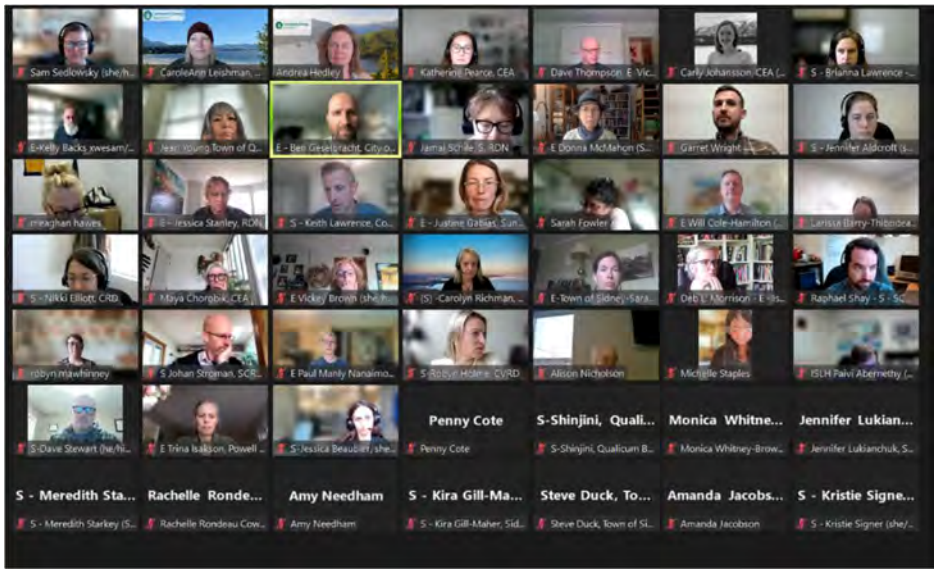


Figure: Diagram representing the relationship between the VICC Climate Leadership Steering Committee and the VICC-CAN staff network

CEA liaises between both groups as secretariat to both the steering committee of elected officials and the VICC-CAN staff network. Through this role, CEA facilitates relationship building and deeper connection between passionate elected officials from across the region and the work happening on the ground in communities, all with an overarching goal of supporting and accelerating collaborative climate action.



Summary of the Event:

This virtual event offered a unique opportunity to bring staff and local elected officials from across the VICC region together to learn, collaborate, and discuss climate action solutions. Being hosted virtually and spread across two mornings supported inclusivity and accessibility of the event.

Day One – May 6, 2024

The first day of the summit focused on providing strong framing to ground discussion and answer, **"Where are we now?",** featuring presentations from regional district staff on climate action highlights and challenges from their respective regions.

Key Components of Day One:

1. Welcoming remarks and introduction to the summit from VICC Climate Leadership Committee co-chair and Mayor of Duncan Michelle Staples and VICC Climate Leadership Committee co-chair and Nanaimo City Councillor Ben Geselbracht. Representatives from key regional partner organizations, including the Province of BC's Climate Action Secretariat, Vancouver Island Health Authority's Healthy Environments program, and University of Victoria researchers offered introductions and spoke to collaborative opportunities.

2. Fireside chat between Allison Ashcroft, Director of Sustainability, Municipal Finance Authority (MFA) and Maya Chorobik, Director of Climate Leadership, Community Energy Association (CEA), highlighting how local climate action has evolved over the past decade and providing key insights into regional collaboration opportunities between local government staff and elected officials. Some of the key themes touched on included the importance of climate action co-benefits, opportunities to align policy regionally (e.g. Zero Carbon Step Code), the importance of data and planning, and the need for effective impact measurement. (For more information about MFA's suite of pooled investments for local governments including several Fossil Fuel Free Funds, and a Carbon Light Fund, contact MFA directly.)

3. Regional District panel presentations by local government staff. The presentations highlighted regional climate action projects and progress, as well as challenges and keys to success moving forward. Some of the common challenges shared included: funding and human resource capacity constraints, competing priorities, finding alignment across local governments, siloed work structures, and the need for coordination. Some key needs for successful climate action going forward that were highlighted by staff presenters included: prioritizing and resourcing implementation, aligning with Provincial Ministries including Ministry of Transportation & Infrastructure (MOTI), need for more transit funding, supportive leadership, consistent and reliable funding, internal capacity, coordination/relationships, and clear climate-focused mandates and polices.

    a. **Strathcona Regional District** presented on their success with Disaster Risk Reduction Climate Adaptation Grants and Watershed Restoration Projects in Partnership with First Nations which were funded by UBCM grant funding. They acknowledged the struggles

with implementation on climate action due to being a small regional district yet geographically large with low population municipalities and electoral areas. They do not have a climate action strategy yet nor do they have a dedicated staff person to work on climate action or apply for grants. They have identified several education opportunities on climate action and risk reduction. Challenges identified as human resource capacity within the organization and project partners. Staff are having to wear many hats and are not able to specialize in areas related to climate action, decarbonization and resiliency work. Keys to success would be prioritizing climate action at the elected and staff levels; partnerships with community organizations and First Nations are key to successful outcomes; and resourcing the implementation of climate actions plans and projects is critical.

b. **Comox Valley Regional District** presented an overview of what they have accomplished recently, mostly through their Regional Growth Strategy Service, including a Community-wide Greenhouse Gas Emissions Inventory (2023); a Corporate Energy & Emissions Plan (2023); a Residential Emissions Reduction Action Plan (2023); a Coastal Flood Adaptation Strategy; the Dyke Road Park Green Shores Demonstration Project; a Home Energy Navigator Program; Municipal Top-up Program & Fuel-Switching Rebates; the Comox Valley Local Government Climate Action Working Group; a Regional Climate Action Strategy; Corporate Decarbonization work; and Active Transportation Projects; all of these achievements showing the benefit of having dedicated staff working on climate action, decarbonization, and resiliency projects. It was also mentioned that challenges arise with implementing projects when Provincial Ministries are not aligned with Regional policies, priorities and timelines and the Province downloading climate responsibility onto local governments to implement large capital projects leaves local governments overloaded.

c. **qathet Regional District** presented their new Resource Recovery Centre Project for recycling, solid waste and organics transfer that is in final stages of completion remediating a former landfill and incinerator site into a Resource Recovery Centre. 6,000 new trees were planted; they built 1000 sq m of Hügelkultur Berms for repurposing clean woody debris onsite; repurposed discarded asphalt, and concrete onsite for trails and road subgrade; trees harvested onsite were milled locally and used in the new buildings; discarded metal was repurposed onsite for functional art pieces, signage, fencing, and bridges; two large wetland areas were saved from destruction, cleaned, and remediated; installed a natural asset solution for mitigating stormwater runoff instead of a hardscape engineered stormwater solution which saved the project $700,000. Challenges presented were the complexities of getting all government partners aligned at every step of the way and meeting timelines. A direct benefit from this project will be the reduction of the amount of regional waste transported 770 km to landfill in Washington State; the co-benefits from this project include animals and vegetation returning to the site; an Active Transportation Network trail connecting to a City-wide network system in development; energy efficient buildings onsite; EV charging and electric vehicle equipment onsite; and modelling best practices for responsible waste diversion.

d. **Sunshine Coast Regional District (SCRD)** presented about an adaptation project for their water supply, the Grantham Well Field Project, a priority since the SCRD has exceeded the worst-case scenario for summer precipitation for 2050 already in eight of the last twelve years with extreme drought. This project will reduce their water supply deficit by 50%. Another project presented are their waste diversion projects: the creation of curbside organics collection and landfill biocover feasibility study phase 2 which will reduce carbon emissions and save money once implemented. Challenges to progress identified are lack of market readiness, and lack of the level of service required to adopt some key implementation. SCRD has adopted an ambitious Transit Future Action Plan but identified challenges collaborating with the Ministry of Transportation & Infrastructure for projects in smaller communities and rural areas to be able to achieve a substantial mode shift.

e. **Regional District of Nanaimo** presented about progress they have been making in the region on building decarbonization through climate-adapted home retrofits with their Home Energy Navigator Program as a regional offer, and in new buildings, the communities within the region collaborated on consultation on Zero Carbon Step Code and BC Energy Step Code which allowed for the sharing of resources and consistency in messaging across the region. The City of Nanaimo has led the way by adopting the Zero Carbon Step Code before mandatory Provincial implementation that can help inform smaller communities on best practices going forward. The RDN is working on a Board Climate Policy that will help clarify responsibilities and levels of service relative to climate change to manage both liability and clarify local governments' role in climate change. It was identified that increasing competing priorities for local governments without the necessary funding being attached means that some priorities fall off the table as staff are stretched beyond their capacity. Keys to success would be regional transportation plans aligning with Provincial climate policy; ambitious transit funding; and reliable, flexible, low barrier funding that aligns with the scale of climate action needed. It was acknowledged that the Local Government Climate Action Program Funding (LGCAP) is being provided to local governments and treaty First Nations but that it does not meet the level of funding required to achieve the necessary decarbonization goals nor assist with community resiliency at the scale required.

f. **Cowichan Valley Regional District** presented the risks to their 18 watersheds and the embedded ecosystems within. Concerns about the water supply stress risk, water quality and floods, as well as wildfire, extreme heat, coastal sea level rise, and landslides are just a few of the climate impacts they are assessing and preparing for. They have developed a Climate Change Adaptation Strategy which has informed a series of vulnerability and risk assessments and a staged approach leading to an implementation plan and a GHG mitigation strategy developed on a regional basis. Regional highlights include the development of a CVRD Modernized OCP and Municipal Partner OCP updates; asset management planning policy review to include natural assets; a Hazard Risk & Vulnerability Assessment; Drinking Water & Watershed Protection Program; Flood Management Planning; Cowichan Adapts Communication Program; and the Regional Airshed Protection Strategy. Challenges include coordinating numerous actions and entities; capacity to deliver; information sharing to stay current; and the need for stable

sources of funding for ongoing program delivery. Keys to success: continue to build upon the work of the Regional Adaptation Advisory Group to support information sharing; continue to work with local First Nations on the development of collaborative climate adaptation initiatives; and strengthen relationships with subject matter experts at the local level.

g. **Capital Regional District** presented their updated climate strategy and how they support all the regional partners in the municipalities within the region. Regional highlights include CRD has the benefit of having created a Regional Climate Action Service which is fairly unique for regional districts and allows them to support inter-municipal/agency coordination, data collection, modelling & analysis, community programs, policy support, capacity building & education. Having a robust Climate Action Department allows them to advocate, convene, support, and implement strong climate action programs and projects. Challenges they are facing have been the rapidly changing climate impacts, a growing region, varying authorities with competing mandates, capacity and lack of necessary funding. The current grant funding structure means that the same local governments are competing year over year for the same pot of money and there is not enough to go around to accomplish what is needed at the scale that is required. Keys to success are having supportive leadership at the elected level; consistent funding & internal capacity is always needed; coordination and relationships are essential; clear climate-focused mandates and policies must be put in place to be successful.

"Climate and environment exist beyond jurisdictional boundaries. Collaborative work is the future for measurable and lasting climate action."

~ Summit Presenter

Day Two – May 13, 2024

The focus of the second day of the summit was on **"Where do we want to go and how do we get there?"** Four key themes were introduced – **Land & Water Resiliency, Food Security, Sustainable Transportation**, and **Buildings**. Following presentations from VICC Steering Committee members, attendees broke into groups on each topic to discuss opportunities for alignment and collaboration.

Key Components of Day Two:

1. Welcoming remarks and introduction to the summit from VICC Climate Leadership Committee co-chair and Mayor of Duncan Michelle Staples and VICC Climate Leadership Committee co-chair and Courtenay City Councillor Will Cole-Hamilton.

2. Keynote presentation by Andrea Reimer on power and three things to know about effective staff/elected relationships. The presentation touched on the important separation between the staff operational level and the elected official role of governance and oversight, the adaptive cycle as a conceptual framework for understanding how organizations remain resilient in the face of challenges, and power literacy. On power, Andrea described the power we each have and

said, “If you can’t fundamentally change the way you understand your power, you can’t fundamentally change the way you’re making public policy.”

3. Panel presentations by VICC Climate Leadership Steering Committee members on regional collaboration and advocacy opportunities on the themes of **Land & Water Resiliency, Food Security, Sustainable Transportation,** and **Buildings**. The presentations were followed by breakout discussions on the four theme topics. Attendees self-selected theme topics and engaged in discussions about action steps that can be taken independently or collectively, and other emerging priorities.



Thematic Discussion Outcomes:

Theme 1: Land & Water Resiliency

Diverse and fragmented watersheds and water related mandates present a governance challenge. The Province has primary jurisdiction for much of the land use regulations that affect water, pointing to needs for collective advocacy. There are successful models of collaborative local watershed governance co-managed with First Nations including the Cowichan Watershed Board. Other needs related to land and water resiliency include addressing impacts from privately managed forestry land, supporting agricultural water needs, and encouraging residential water conservation.

Key Takeaways:

- Advocate to upper tiers of government wisely and strategically. It is recommended to build support and understanding within the local government council or board and community as well as developing a full understanding of the legislation prior to engaging in advocacy.
- Collaborate with partner Regional Districts, Municipalities, and Indigenous Communities through the Association of Vancouver Island and Coastal Communities (AVICC) and other organizations to advocate for increased regulation, oversight and enforcement on forestry management practices affecting watersheds and water sustainability in general.
- There are opportunities to collaborate with the Vancouver Island Health Authority on studies and data needs related to climate, health, and water.
- Education and communication are critical. Regionally pooled resources and shared materials could be created to support community awareness, education, and literacy on the issues pertaining to water and the types of development and decisions and actions that will affect water sustainability.
- We can learn to think differently about resources and how they are managed from Indigenous Nations.

Links and Reports Shared:

- https://islandstrust.bc.ca/programs/freshwater-sustainability/
- RDN Drinking Water and Watershed protection: https://www.rdn.bc.ca/drinking-water-and-watershed-protection
- RDN example of simple messaging on watersheds: https://youtu.be/l8O5Hy4UzJg?si=3e9Oqqg-8g5Q9cXW
- Tla'amin Watershed Protection Plan: https://youtu.be/W9c5oachoDY?si=t7egM-vQ56X2EPzt
- Strategic plan example: https://www.rdn.bc.ca/sites/default/files/inline-files/RDN-Strat-Plan-DF01-WEB.pdf

Theme 2: Food Security

Food security on Vancouver Island and the Sunshine Coast is closely connected to water, with water scarcity during drought periods affecting the sustainability of farms. To support food security, there is a need to prioritize agricultural water usage. Data is needed to better understand and measure water supplies and usage. Different governance approaches, including watershed committees and plans could support better management of water. Water conservation and advocacy related to water usage is also critical. Food security is also connected to transportation, particularly in rural and remote areas. Some communities such as Tahsis are addressing challenges by implementing programs like the Good Food Box that support food security while reducing GHG emissions and providing other co-benefits.

Key Takeaways:

- There is a key connection between food security and water management. Watershed based governance models could support water conservation and preservation of water supplies for agricultural usage. A collaborative advocacy opportunity involves working with the provincial government to advocate for a watershed-based model.
- Encouraging water conservation is an important step local governments can take to support farmers and ensure adequate water is reserved for agricultural usage. Approaches at the community level can include residential water metering, providing education to residents, and providing incentives. Water can be conserved by reducing watering of turf in areas including boulevards, small parks, and golf courses, although this needs to be balanced with maintaining natural assets.
- Local governments should review their bylaws and policies to ensure that they support residents growing their own food. Some existing bylaws can inadvertently be used to restrict opportunities for food growing in neighborhoods.
- Farmers are experts on what they need. Local governments should engage more with them to understand current practices and data needs. There are opportunities to build on existing initiatives such as the Agricultural Adaptation Plan for Vancouver Island produced in 2020.

Links and Reports Shared:

- Vancouver Island Agricultural Adaptation Plan 2020: https://www.bcclimatechangeadaptation.ca/library/vancouver-island-adaptation-strategies-plan/

Theme 3: Sustainable Transportation

Transportation is a major source of GHG emissions, accounting for around 50% of GHG emissions in most communities. The Clean BC Roadmap calls for reducing transportation related GHGs by 27-30% by 2030. Local governments can influence reducing transportation emissions in several ways, through promoting transit and active transportation, and supporting the uptake of EVs and E-bikes. There are opportunities for collaboration and partnerships to fill transportation gaps, but there are also many challenges, especially related to active transportation and transit needs outside of municipalities.

Key Takeaways:

- Systems Change: The group emphasized the need for advocating for provincial-level changes to focus on moving people and freight rather than just motor vehicles. This includes policy, budget, and data shifts to facilitate a mode shift towards active transportation and transit. This requires a system shift at regional and provincial levels. Currently budgetary processes, policies, and jurisdictional divisions constrain the ability of local governments to enact the level of change required.
- Coordinated advocacy is needed to support a system shift. This could start with a provincial interagency working group. Advocacy efforts need to be coordinated at multiple decision-making levels to effect change.
- There is strong support for creating broader, coordinated active transportation networks across regions. This includes safe routes to schools and better connections between communities, with a push for active transportation to be considered in all major road projects.
- Advocacy should include calls for updating outdated legislation such as the Motor Vehicle Act and pushing for mode shift targets that consider both urban and rural needs.
- We need to use languages and lenses that resonate with the government and electorate such as focusing on urgent issues such security, safety, and equity. Emphasizing co-benefits rather than solely GHG emission reduction can resonate with a broader audience.
- There is a need for more active transportation data. The CRD's Ecocounter data tracking programs for cyclists and pedestrians is an example of a successful initiative that could be replicated.

Links and Reports Shared:

- Island Coastal Inter-Community Transportation Study: https://islandcoastaltrust.ca/wp-content/uploads/2023/08/Transportation-What-We-Heard-Report.pdf
- Planning Together BC: https://www2.gov.bc.ca/assets/gov/driving-and-transportation/transportation-infrastructure/planning/planningtogetherbc/documents/planning_together_bc-framework-2023.pdf
- Cyclist and pedestrian count program platform for the CRD area: CRD - Regional Cyclist and Pedestrian Count Program (eco-counter.com)
- Active Transportation Grants: https://communityclimatefunding.gov.bc.ca/

Theme 4: Buildings

Buildings are responsible for 40-60% of community GHG emissions for local governments in BC. The Province of BC has set ambitious targets for GHG reductions from buildings (59-64% by 2030). Adopting higher buildings standards including higher steps of the BC Energy Step Code and Zero Carbon Step Code (ZCSC) are important ways for local governments to reduce building emissions in new buildings. A number of local governments on Vancouver Island have moved forward with ZCSC and there is interest in other communities to accelerate adoption; however, there are challenges related to addressing misinformation in the community related to the affordability and reliability of zero carbon options. Addressing emissions of existing buildings is also critical. Many local governments across the province have endorsed moving forward a provincial Property Assessed Clean Energy (PACE) program to support residential retrofits.

Key Takeaways:

- There is a major opportunity for sharing lessons learned from early adopters of Zero Carbon Step Code (ZCSC), including an identified need for good communication about the differences between the Energy Step Code and ZCSC to counter pushback and misinformation. Regional coordination and alignment can support local governments to adopt ZCSC. Collective support related to public communication is a good alignment opportunity.
- A collaboration opportunity related to decentralized energy generation and localized distribution capacity challenges could involve coming together for an inter-regional working group with BC Hydro.
- Shared advocacy to the provincial government could focus on supporting retrofitting of existing buildings through promoting the adoption of a provincial Property Assessed Clean Energy (PACE) program. Some municipalities are exploring alternative finance levers that could be implemented at the local scale in the absence of PACE and these learnings could be shared with others.
- Several local governments in the region have established or are in the process of exploring various retrofit support programs and can share lessons learned.
- There are equity concerns related to building related programs, for example, many programs exclude rental buildings and homes in First Nations territories since programs are based on ownership. Other gaps and challenges related to buildings related to contractor capacity, DIY culture, and contractors that are not program qualified.

Links and Reports Shared:

- Highest Efficiency Equipment Standards: https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/electricity-alternative-energy/energy-efficiency/highest_efficiency_equipment_standards_-_consultation.pdf
- CRD Home Energy Navigator Program: https://homeenergynav.ca/
- Nanaimo home energy retrofit financing feasibility study: https://www.nanaimo.ca/docs/social-culture-environment/sustainability/atta_feasibilitystudy_homeenergyretrofitfinancingfeasibilitystudy_rpt_c240422.pdf

Next Steps

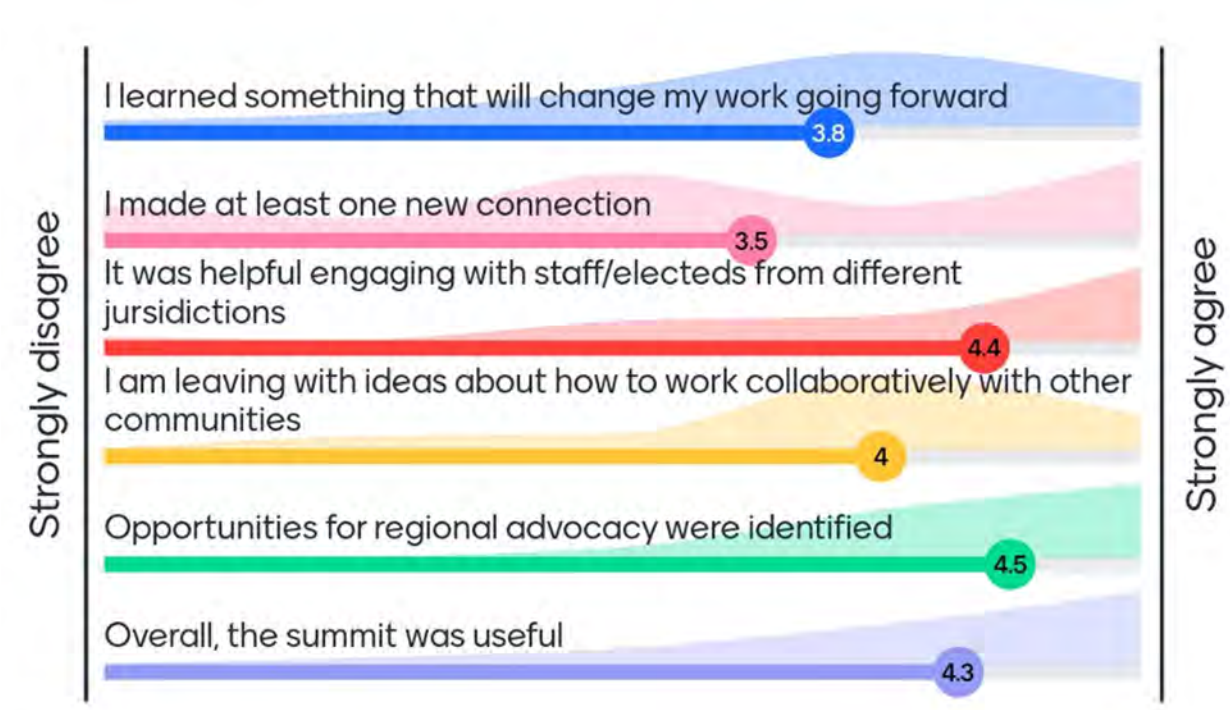
- The VICC Climate Leadership Steering Committee has reviewed the outcomes of the summit and will continue to determine collaborative priority actions for the remainder of 2024 and beyond.
- The Steering Committee intends to make the VICC Climate Summit an annual event and will continue to work with CEA and the existing staff network to follow up on regional collaboration opportunities.
- The committee will review the existing structure and funding model and seek funding to continue for another two-year period.

Priority Actions from each theme identified from the Climate Summit (not in a prioritized order):

Issue	Theme Area	What type of Action
Adoption of provincial Property Assessed Clean Energy (PACE) Program	Buildings	Advocacy
Share lessons learned on retrofit support programs	Buildings	Information sharing
Share learnings about finance levers to support retrofits	Buildings	Information sharing
Share lessons learned on Zero Carbon Step Code (ZCSC)	Buildings	Information sharing
Align ZCSC communications regionally	Buildings	Collaborate
Inter-regional working group with BC Hydro on energy generation	Buildings	Collaborate
Increase transit funding & support for inter-community transit	Transportation	Advocacy
Coordinate interagency working group to advocate for system shift	Transportation	Advocacy
MOTI change including better active transportation support in rural areas	Transportation	Advocacy
Share data and learnings about data tracking programs for active transportation	Transportation	Collaborate
Shared learning about co-benefits and using language that resonates with key audiences	Transportation	Collaborate
Increased funding to protect critical watershed lands in Esquimalt & Nanaimo (E&N) Land Grant	Land & water resiliency	Advocacy
Increased regulation, oversight and enforcement on forestry management practices affecting watersheds	Land & water resiliency	Advocacy
Shared comms materials related to water sustainability	Land & water resiliency	Collaborate
Work with health authorities on studies/data needs	Land & water resiliency	Collaborate
Increase internal and community understanding of issues and related legislation	Land & water resiliency	Information sharing
Learn: how can we learn about resource management from Indigenous practices?	Land & water resiliency	Information sharing
Share learnings & resources related to water conservation and initiatives to improve food security within RD's	Food security	Collaborate
Advocate for watershed based governance model to support food security	Food security	Advocacy
Share learnings to support duplication of Tahsis food program in other communities	Food security	Information sharing
Review bylaws and policies that support residential food production	Food security	Information sharing
Engage with farmers & build on existing initiatives (Agricultural Adaptation Plan)	Food security	Collaborate

Engagement Results

At the close of the summit, participants were asked for their feedback about the event. The feedback was overwhelmingly positive, with most participants indicating that they found it helpful engaging with staff and elected officials from different regions and that they had gained new ideas about working collaboratively with other communities.



Participant quotes:

“There is genuine interest in regional collaboration in climate action and amazing work already underway that I am excited to be a part of.”

“Climate change is an emergency, and we need to treat it like one.”

“There are more allies and more support than I realized, and we are poised to move forward together.”

“Collaboration is key! Working together will amplify and strengthen our advocacy efforts, as well as increase staff capacity – no need to reinvent the wheel, others may already have solutions.”

“Between us all, there are more tools, resources, and opportunities than I had realized.”

“I’m taking away new information and new strategies for addressing climate change in my region.”

“It was refreshing to speak so openly between staff and electeds outside of the internal organizational constraints.”

“There is a need to have regional collaboration to be able to tackle these large challenges.”

Speakers

VICC Climate Leadership Steering Committee Co-Chairs 2022 - 2024:

Michelle Staples (Duncan/Cowichan Valley Regional District)

Ben Geselbracht (Nanaimo/Regional District of Nanaimo)

Will Cole-Hamilton (Courtenay/ Comox Valley Regional District)

Day One Fireside Chat:

Maya Chorobik, Director of Climate Leadership, Community Energy Association (CEA) leads CEA's Climate Leadership programming with elected officials, designer of peer networks, information systems, and strategic collaboration across local, regional, and provincial levels.

Allison Ashcroft, Director of Sustainability, Municipal Finance Authority is responsible for expanding MFA's strategy and processes for managing sustainability and climate-related risk and opportunities. In her previous role as Managing Director of the Canadian Urban Sustainability Practitioners (CUSP), Allison assisted sustainability practitioners in Canada's large and leading cities with the pivot from climate action and sustainability planning to implementation.

Regional Partners:

Yaheli Klein, Senior Policy Analyst, Climate Action Secretariat, Province of BC

Dr. Paivi Abernethy, Manager, Healthy Environments, Island Health

Dr. Tamara Krawchenko, Assistant Professor, School of Public Administration, UVic

Dr. Katya Rhodes, Assistant Professor, School of Public Administration, UVic

Dr. Kara Shaw, Associate Professor, School of Environmental Studies, UVic

Regional District staff (Day One Snapshot Presentations):

Renee LaBoucane, Manager, Strategic Initiatives, Strathcona Regional District

Monica Whitney-Brown, Long Range Planner, Comox Valley Regional District

Arnold Schwabe, Manager of Asset Management & Strategic Initiatives, qathet Regional District

Raph Shay, Manager, Sustainable Development, Sunshine Coast Regional District

Jessica Beaubier, Climate Change and Resilience Coordinator, Nanaimo Regional District

Amy Needham, Sustainability Planner, Alberni-Clayoquot Regional District

Keith Lawrence, Senior Environmental Analyst, Cowichan Regional District

Nikki Elliott, Manager, Climate Action Programs, Capital Regional District

Day Two Keynote speaker:

Andrea Reimer served four terms in local government including three terms on Vancouver City Council and Metro Vancouver Regional District where she championed bold climate action, green cities, and social justice initiatives. In 2018 she left government and was awarded the Loeb Fellowship at Harvard's Graduate School of Design in recognition of her achievements while in office. Today she teaches about power as an Adjunct Professor of Practice at UBC's School of Public Policy and Global Affairs, and Simon Fraser University. Andrea supports courageous leaders willing to act boldly on the biggest challenges of our times through her consultancy firm Tawâw Strategies.

VICC Climate Leadership Members (Day Two Regional Collaboration Panel):

Alison Nicholson, Comox Valley Regional District

Deb Morrison, Islands Trust

Justine Gabias, Sunshine Coast Regional District

Sarah Fowler, Strathcona Regional District

Dave Thompson, Capital Regional District

Donna McMahon, Sunshine Coast Regional District

Ben Geselbracht, Regional District of Nanaimo

Will Cole-Hamilton, Comox Valley Regional District

The Vancouver Island and Coastal Communities Climate Leadership (VICC-CL) Steering Committee has been facilitated by the Community Energy Association (CEA) since 2022 as the Secretariat. This Summit Report has been created by CEA staff with direction from the VICC-CL Steering Committee.

Community Energy Association

Making a difference...together

REPORT TO FIRST NATIONS RELATIONS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 27, 2024

SUBJECT **Inclusive Regional Governance Study Grant Update**

ISSUE SUMMARY

To provide an update on the Inclusive Regional Governance Study Grant and share the draft Final Report before it is submitted to the Ministry of Municipal Affairs.

BACKGROUND

In 2019 B.C. passed the Declaration on the Rights of Indigenous Peoples Act. In 2022, the province released a five-year Action Plan to support implementation of the Act. Action item 1.11 in the Declaration Act Action Plan is for the Ministry of Municipal Affairs to "Support inclusive regional governance by advancing First Nations participation in regional district boards."

In March 2023 the Ministry of Municipal Affairs contacted the CRD with the offer of a $60,000 grant to support engagement with First Nations to build a stronger understanding of key themes and interests, questions, and barriers that will need to be explored in the development of mechanisms to enable First Nations representation on regional district boards. The Terms of Reference for the study grant was brought to the Board for information on April 26, 2023. The original grant deadline has since been extended. As a condition of the grant, CRD is to submit a final project report before December 31, 2024.

The goal of the funding was to explore, with First Nation partners, how to enable First Nations outside of the treaty process to join the regional board table as voting members. Specifically, how the regional district board might operate with the addition of First Nation directors representing their community governments.

For the duration of the grant, CRD staff have been on a steering committee with other regional districts and Municipal Affairs to provide updates and learn from one another. A total of five regional districts, including CRD, are participating in the initiative including Alberni-Clayoquot, Central Coast, Nanaimo, and Central Okanagan. At the time of the Ministry's interim progress report in October 2024, over 22 First Nations with communities, reserve lands or asserted ancestral lands within the participating regional districts had been engaged through this initiative.

The Inclusive Regional Governance Study Grant Draft Final Report (the 'Draft Final Report'), attached as Appendix A, outlines the process and outcomes of this initiative. CRD staff gathered information and feedback from First Nations in the following four ways:

1. Review of past meeting minutes and correspondence, in recognition that the CRD has been engaging with First Nations on the topic of regional governance since the First Nations Relations Task Force was established in 2015;
2. Engagement through the Government-to-Government Relationship Building Initiative, in leadership meetings as well as staff-level meetings;
3. Funding a South Island Nations Forum on Inclusive Regional Governance that was attended by five First Nations, hosted by the W̱SÁNEĆ Leadership Council and facilitated

by the JWR Group, and building on the suggestion of an All Nations gathering that had been recommended by First Nation participants at the 2023 Forum of All Councils; and
4. Offering meetings, presentations or workshops on the topic of inclusive governance with each First Nation, which are currently being scheduled with two Nations.

The report summarizes the feedback heard from First Nations into five key themes and four potential next steps for the CRD and Municipal Affairs to advance inclusive governance.

The Draft Final Report has not been reviewed by First Nations. Concurrently with bringing it to the Board, the Draft Final Report is being circulated to participating First Nations for their review. Any comments on the report or additional input received from First Nations before the deadline will be incorporated into the Final Report to the province, and any comments received later will be shared with the province as well.

IMPLICATIONS

Alignment with Board & Corporate Priorities, Plans & Strategies
Exploring governance mechanisms to enable First Nations to join the Regional Board table or otherwise participate in shared decision-making is directly aligned with the Board priority of collaborating with First Nations to build new processes for respectful, reciprocal government-to-government decision-making.

First Nations Implications
The key themes heard from First Nations regarding inclusive governance, as outlined in the Draft Final Report, were as follows:
1. Support for a more inclusive approach to regional governance and the importance of being involved in decisions that impact their territories;
2. Need for a decolonized approach to regional governance to better respect Indigenous self-determination and not further marginalize an already marginalized population;
3. Barriers to meaningful participation were identified, such as a lack of time, capacity or interest in making decisions on all regional district matters; overlapping territory with more than one regional district; and concerns of not being heard or being outvoted in a weighted voting system based on population, all of which would need to be addressed in any new governance structure;
4. Acknowledgement of other effective ways of shared decision-making, with some Nations advocating for government-to-government agreements with the CRD as a way to ensure meaningful involvement in advance of decision-making rather than joining the board; and
5. Need for direct communication with Municipal Affairs and perhaps direct interactions with the province rather than absorbing First Nations into the existing regional district structure.

The observations from First Nations on possible next steps, summarized in the Draft Final Report, include:
1. Changes to the Local Government Act are critical to addressing issues of representation and shared decision-making;
2. First Nation involvement in processes outside of the regional board is also essential to inclusive governance;
3. Diverse views of First Nations require diverse approaches to inclusive governance, as there is no ‘one size fits all’; and
4. The relationship with regional districts must focus on services and operations.

Financial Implications
Of the $60,000 received from Municipal Affairs, $45,000 was offered to First Nations as capacity funding to support their engagement in this initiative, at $5,000 per Nation. Eight First Nations participated. The remaining $20,000 was used to bring on a consultant to support outreach and engagement from the Nations and the drafting of the final report. Additional funds from the CRD's First Nations Relations annual budget were used to support the South Island Nations Forum on Inclusive Governance, hosted by the W̱SÁNEĆ Leadership Council and facilitated by the JWR Group.

Intergovernmental Implications
The Union of BC Municipalities (UBCM), First Nations and several regional districts have directly requested that the Ministry of Municipal Affairs explore how First Nations could become voting members of regional districts without concluding a modern treaty that specifies regional district membership.

CONCLUSION

The provincial *Declaration on the Rights of Indigenous Peoples Act* Action Plan calls on the Ministry of Municipal Affairs to advance First Nations participation on regional district boards. The CRD received a study grant from Municipal Affairs in 2023 to reach out to First Nations in the region to explore their interests, questions and concerns related to joining the regional district board as voting members. The approach taken, the key themes identified by First Nations and observations for next steps are summarized in the Inclusive Regional Governance Study Grant Draft Final Report, which is also being shared with First Nations for their review. The Final Report will be updated to include any additional comments from First Nations and will be submitted to the province before the December 31, 2024 grant deadline.

RECOMMENDATION

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

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

ATTACHMENT

Appendix A: Inclusive Regional Governance Study Grant Draft Final Report

Inclusive Regional Governance Study Grant

Draft Final Report

Prepared for the Ministry of Housing and Municipal Affairs (formerly the Ministry of Municipal Affairs)

By the Capital Regional District in collaboration with Jemma Scoble Consulting and Kitts Consulting

November 19, 2024

Table of Contents

Table of Contents 2

Executive Summary 3

1. Introduction 6

1.1 Project Background 6

1.2 Scope of Work 8

1.3 Limitations of the Work 8

2. Approach 8

3. Methods 10

4. Key themes 11

4.1 Support for a More Inclusive Approach to Regional Governance 11

4.2 Need for a Decolonized Approach to Regional Governance 11

4.3 Barriers to Meaningful Participation 13

4.4 Acknowledgement of Other Effective Ways of Shared Decision Making 14

4.5 Need for Direct Communication with the Ministry 15

5. Observations on Possible Next Steps 16

5.1 Amendments to the Local Government Act are Critical to Addressing Issues of Representation & Shared Decision Making 16

5.2 First Nation Involvment in Processes Outside of the Regional Board is Also Essential to Inclusive Governance 16

5.3 Diverse Views of First Nations require Diverse Approaches to Inclusive Governance 17

5.4 Relationship with Regional Districts must Focus on Services and Operations 17

6. Conclusion 18

Appendix A: Inclusive Regional Governance Study Grant Terms of Reference

Appendix B: Inclusive Governance Initiative Backgrounder

DRAFT

Executive Summary

The Province of British Columbia (the "province") enacted the *Declaration on the Rights of Indigenous Peoples Act* in 2019 to implement the United Nations Declaration on the Rights of Indigenous People in British Columbia. The province released a Declaration Act Action Plan in 2022 to meet the objectives of the legislation. Action 1.11 requires the province to work with First Nations to support and advance their inclusion in regional district boards. To meet Action 1.11, the province set up an inclusive governance study grant in 2023 for regional districts to engage with First Nations on the topic of inclusive governance. Through this grant, the province provided the CRD with $60,000 to conduct engagement on inclusive governance with First Nations in the CRD.

The CRD used this funding along with additional CRD funds to engage with First Nations through government-to-government meetings and engagement sessions. In total, eight First Nations provided input regarding inclusive governance, which is summarized in this report as five key themes and four observations on potential next steps for the CRD and the province to advance inclusive governance.

Key Themes

Theme 1. Support for a More Inclusive Approach to Regional Governance

- Regional decisions must include First Nations communities: "Nothing about us without us."
- Regional decisions impact First Nations' communities and constitutional rights.
- First Nations are interested in regional collaboration and legislative changes to support inclusive governance.

Theme 2. Need for a Decolonized Approach to Regional Governance

- Regional governance model and structure set by legislation is colonial and prohibits participation of First Nations without a modern Treaty; a new model must recognize Indigenous self-determination.
- Inclusive governance model must consider traditional understandings of land and permit First Nations to participate in discussions and decisions as they relate to their territory.
- First Nations must be permitted to select representatives for CRD committees in line with their traditional governance models.
- The CRD must address concerns for how it may consider one First Nation's perspective over another.

DRAFT

Theme 3. Barriers to Meaningful Participation

- Challenges related to a lack of consistent and meaningful consultation by the CRD on key initiatives, and understanding and awareness of First Nations' Aboriginal and treaty rights.
- First Nations may not have capacity or interest to participate in the CRD board and committees.
- First Nations' territories may overlap with multiple municipalities and regional districts creating challenges for participating in two or more regional districts.
- Even if First Nations had a seat on the CRD board they are concerned their voices will not be heard or they will be outvoted on matters that have significant impacts to their rights.

Theme 4. Acknowledgement of other Effective Ways of Shared Decision Making

- First Nations acknowledge there are other mechanisms for engagement.
- First Nations might not need to be on the CRD board if they could have meaningful discussions on operational issues and shared decision making.
- First Nations view MOU's and CRD's Government-to-Government Relationship Building Initiative as a positive step towards strengthening relationships and inclusion in decision making.
- Inclusion of First Nations on the CRD board must be in addition to other mechanisms for shared decisions making.

Theme 5. Need for Direct Communication with the Ministry

- First Nations need a government-to-government relationship with the Crown.
- A government-to-government relationship requires direct interaction with the Ministry rather than absorbing First Nations into the existing regional district structure.

DRAFT

Observations on Possible Next Steps

1. Amend the *Local Government Act*

- Amend the *Local Government Act* to create greater inclusion.
- The province must commit to improving inclusive governance and find solutions for improvement without putting the onus on First Nations to find solutions.
- As a first step, the province should research regional governance models and approaches to shared decision making and outline innovations for inclusive governance in a report.

2. Involve First Nations in Inclusive Governance Processes Outside of Regional Government Boards

- First Nations and the CRD will continue to implement government-to-government relationship building agreements.
- The province should consider entering into agreements with Indigenous governing bodies under s. 6 and 7 of the *Declaration on the Rights of Indigenous Peoples Act* for shared decision making.
- All levels of government must continue with meaningful consultation for any project or action that has the potential to impact First Nations' rights.

3. Need Diverse Approaches to Inclusive Governance

- No single model for inclusive governance.
- First Nations must have the choice to join regional government boards if the province amends the *Local Government Act* to include non-treaty First Nations.
- The province and regional governments must move other mechanisms for inclusive governance forward alongside amendments to the *Local Government Act.*

4. Relationship with Regional Districts must Focus on Services and Operations

- First Nations emphasized the government-to-government relationship with the CRD is grounded in CRD operations and the impact operational decisions have on First Nations.
- Must develop mechanisms to address long-standing critical issues for First Nations communities in relation to regional government operations.
- Ongoing dialogue required at the leadership and staff level for operational decisions that impact First Nations.

DRAFT

1. Introduction

1.1 Project Description

British Columbia is committed to supporting the advancement of First Nations participation in regional governance through the implementation of the provincial *Declaration on the Rights of Indigenous Peoples Act* Action Plan. The Action Plan is organized by four themes with theme 1 focusing on self-determination and the inherent right to self government. Action 1.11 states that the province will, in consultation and cooperation with Indigenous Peoples, "support inclusive regional governance by advancing First Nations participation in regional district boards."

To support Action 1.11, the Ministry of Municipal Affairs (the "Ministry") provided a $60,000 study grant to the Capital Regional District ("CRD") to advance discussions with First Nations on how the province and the CRD could enable non-modern treaty First Nations to join regional district boards as voting members. The Ministry intended the study grant to enable discussions between the CRD and First Nations that would provide information on key themes related to inclusive governance, possible consultative or legislative changes needed to meet the needs of regional districts and First Nations, and potential next steps for including First Nations in regional district governance.

The CRD used the $60,000 to undertake engagement with First Nations on inclusive governance (the "Inclusive Governance Initiative"). To support this work, the CRD integrated discussions around inclusive regional governance into its ongoing Government-to-Government Relationship Building Initiative, which commenced in 2023. The CRD used the study grant to offer $5,000, totaling $45,000 of the funding, to the nine First Nations whose reserves and active communities are located within the CRD. The CRD used the remaining grant funding along with additional CRD resources to fund a full-day First Nations' forum and to hire consultants to assist with the engagement.

This report summarizes the key themes and possible next steps for inclusive governance as shared with the CRD by First Nations. While this report summarizes the views expressed to the CRD by the participating First Nations, they have not had the opportunity to review this report.

1.2 Project Background

Since 2015, the CRD has explored ways to improve its relationship with First Nations and to identify ways it can include First Nations in regional decision-making under the current regional district framework.

DRAFT

The current regional district framework set out by the *Local Government Act* provides a unique system of governance where member jurisdictions maintain their autonomy but govern as a board of directors to make regional, regulatory, and service decisions. Under the *Local Government Act* only modern treaty First Nations may be a member of a regional district boards, excluding other First Nation groups from having a voice at the decision-making table. The CRD formed the Task Force in 2015 to consider First Nations' interest in having formal representation on the CRD Board. The Task Force found that First Nation leaders viewed the provisions of the *Local Government Act* and structure of the CRD board as insufficient to fully enable inclusive governance. Although the *Local Government Act* allows non-treaty or historic treaty First Nations to participate in the regional governance model as non-voting / non-members in an observer or advisory capacity, First Nations view this form of participation as deficient and/or unequal.

To address some of the concerns brought forth by First Nations leaders to the Task Force, the CRD Board approved several bylaw changes in January 2021 to provide for the inclusion of First Nations elected representatives on CRD Standing Committees. The approved bylaw changes created a flexible model of inclusion where First Nations elected representatives can formally participate and vote on items of interest at CRD Standing Committees. To date there has been little participation from First Nations in CRD's Standing Committees.

The CRD is working towards better relationships with First Nations through the Government-to-Government Relationship Building Initiative, which seeks to identify areas of shared interest, preferred forums and frequency of meetings, priority topics, and high-level principles and processes to support ongoing relationships. The discussions arising from the Government-to-Government Relationship Building Initiative support the CRD's 2023-2026 Board Priorities, which aim to strengthen relationships with First Nations based on trust and mutual respect, partnerships, and working together on shared goals. Specifically, Priority 4b identifies the need for collaboration "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." The CRD broadened its government-to-government discussions to include feedback on inclusive regional governance.

More information on the CRD's Government-to-Government Relationship Building Initiative, its process and outcomes, can be found in the April 16, 2024 Summary Report located here.

DRAFT

1.3 Scope of Work

The Ministry provided a $60,000 study grant to the CRD to work with local First Nations to discuss how regional district boards might operate with the addition of First Nation directors representing their community governments. The Terms of Reference provided by the Ministry can be found in Appendix A.

The Terms of Reference identified three suggested areas of discussion: "Building Understanding and the Current State of Relationships", "Shared Interests", and Exploring Governance Factors". Where possible, the topic areas are referenced in the key themes below. The CRD also provided a short backgrounder to First Nations to summarize the scope of work and the questions being posed by the Ministry. The Inclusive Governance Initiative Backgrounder can be found in Appendix B.

1.4 Limitations of the Work

While this work took place over 14 months, competing interests and resource constraints continue to limit the level and depth of First Nations engagement on projects and initiatives. As such, participation from First Nations within the desired timeframe remained a challenge and the CRD was unable to connect with one First Nation on this Initiative.

During this time, the CRD was also engaging with various First Nations on the Government-to-Government Relationship Building Initiative, Regional Parks Land Acquisition Strategy, solid waste management, land acquisitions, land altering works/heritage conservation, park management plans, Regional Water Supply operations and plans, numerous regulatory referrals, Liquid Waste Management Plan updates, water and wastewater servicing agreements, and other projects.

This report has not been reviewed by the participating First Nations.

2. Approach

The CRD operates on the territories of 19 First Nations whose ancestors have been taking care of the land since time immemorial. The CRD is working towards obtaining greater input and involvement from First Nations in the implementation of CRD's core areas of business. To that effect, in 2023 and 2024, the CRD engaged with nine First Nations, who have current population settlements within the region and several service agreements with the CRD, to seek guidance on how the CRD may strengthen its government-to-government relationships.

DRAFT

Engagement on the Inclusive Governance Initiative took place within the CRD's Government-to-Government Relationship Building Initiative and involved the following nine First Nations:

1. Xʷsepsəm (Kosapsum) Nation
2. Songhees Nation
3. P'a:chi:da?aht (Pacheedaht) First Nation
4. Sc'ianew (Beecher Bay) First Nation
5. T'Sou-ke Nation
6. BOḰEĆEN (Pauquachin) First Nation
7. SȾÁUTW̱ (Tsawout) First Nation
8. WJOŁEŁP (Tsartlip) First Nation represented by the W̱SÁNEĆ Leadership Council
9. W̱SIḴEM (Tseycum) First Nation represented by the W̱SÁNEĆ Leadership Council

The CRD was unable to connect with BOḰEĆEN (Pauquachin) First Nation.

To implement this Inclusive Governance Initiative, the CRD undertook the following steps to gather information and seek feedback from First Nations:

1. Review of Past Meetings and Letters: The CRD has been engaging with First Nations on the topic of regional governance since the Task Force was established in 2015. A comprehensive review of documentation collected to date has been incorporated into the key themes and observations for next steps.
2. Engagement on Government-to-Government Relationship Building Initiative: The CRD is actively engaging with First Nations at the government-to-government level, seeking to identify areas of shared mutual interest, preferred forums and frequency of meetings, priority topics, and high-level principles and processes to support the ongoing relationship. Inclusive governance was discussed as one topic among many, with the feedback incorporated into the key themes and observations for next steps.
3. South Island Nations Forum on Inclusive Regional Governance: The CRD funded a forum hosted by the W̱SÁNEĆ Leadership Council ("WLC") to gather feedback on inclusive governance from participating First Nations. Ten First Nations, the nine First Nations participating in the CRD's Government-to-Government Relationship Building Initiative along with Malahat First Nation, were invited to attend. Eight First Nations planned to attend, including Songhees Nation, Xʷsepsəm (Kosapsum) Nation, T'Sou-ke Nation, P'a:chi:da?aht (Pacheedaht) First Nation, WJOŁEŁP (Tsartlip) First Nation, W̱SIḴEM (Tseycum) First Nation, SȾÁUTW̱ (Tsawout) First Nation, and Malahat Nation. Due to last minute conflicts, 14 representatives from 5 First Nations attended the Forum: Xʷsepsəm (Kosapsum) Nation, WJOŁEŁP (Tsartlip) First Nation,

DRAFT

W̱SIḵEM (Tseycum) First Nation, SȾÁUTW̱ (Tsawout) First Nation, and Malahat Nation. Brent Mueller, Director, Governance Relations, BC Ministry of Municipal Affairs, presented on Inclusive Governance. The forum was facilitated by the JWR Group and coordinated by WLC. Input from the forum has been incorporated into the key themes and observations for next steps of this report.

4. Inclusive Governance Sessions: Throughout this project, the CRD has offered to meet individually with each Nation in the format requested by the Nation (e.g. presentation, workshop, meeting) to further discuss the topic. Most of the input has been received through G2G meetings and the South Island Nations Forum, however P'a:chi:da?aht First Nation has requested a session with Chief and Council, which is currently being scheduled for December 2024. As well, Xʷsepsəm Nation has requested a presentation to Chief and Council on the CRD more broadly, including the topic of inclusive governance, to be scheduled for 2025.

To support the Inclusive Governance Initiative, the CRD contracted Jemma Scoble Consulting to compile the various inputs outlined above and draft this report. The CRD attended all the meetings with staff from its First Nations Relations division.

3. Methods

The CRD used various methods for engagement in support of the Inclusive Governance Initiative, these include:

- Introductory Letters
    - First Nations were sent a letter from the CRD Board Chair in October 2023, regarding the broader Government-to-Government Relationship Building Initiative and the Ministry's inclusive governance study grant.
    - The following information was included:
        - Inclusive Governance Initiative Backgrounder
        - Offer of funding
        - A request to meet
- Emails and Phone Calls
    - All First Nations were contacted by both phone and email with follow-up information, meeting requests, and other details as requested.
- Meetings and Follow-ups
    - Meetings took place with First Nations, in-person or virtually, as requested.
    - Meetings were held for the Government-to-Government Relationship Building Initiative and included the topic of inclusive governance, where appropriate.

DRAFT

    - Follow up after meetings occurred to ensure feedback shared was properly captured and additional thoughts could be shared, as appropriate.
- A South Island First Nations Forum on Inclusive Regional Governance was hosted by the W̱SÁNEĆ Leadership Council in September 2024, facilitated by a third-party Indigenous firm and funded by the CRD.

Quotes provided throughout the report were shared during the CRD's meetings with First Nations on inclusive governance. Names have been removed for anonymity.

4. Key themes

4.1 Support for a More Inclusive Approach to Regional Governance

> *"The inclusive governance initiative shows commitment from the province. These discussions were started in the 1960s and we are thankful to see it move forward."*

First Nations expressed overwhelming support for a more inclusive approach to regional governance, noting that the absence of their voices at decision-making tables impact their right to self-determination. They emphasized that decisions made at the regional level have direct impacts on their communities and constitutionally protected rights. Some First Nations stressed that being in partnership with decision makers who are active in their territory is part of the work of healing and reconciliation and their involvement in decision-making will demonstrate a new path forward with the CRD.

Many First Nations expressed an interest in regional collaboration and implementing legislative changes to support inclusive governance. The First Nations have a clear understanding of the limitations of the *Local Government Act* and they expressed a willingness to work with the CRD and the Ministry to find a solution for the governance gap that exists in the current regional district structure.

First Nations have continuously shared their perspective of "nothing about us without us," highlighting the frustration of seeing governments continually make decisions that deeply impact them without their involvement. Some First Nations stressed that the current model is exclusionary, discriminatory, and ultimately fails to recognize Indigenous self-determination.

4.2 Need for a Decolonized Approach to Regional Governance

> *"The CRD should seek to incorporate Indigenous processes and Indigenous learning into its processes, and ultimately be guided by an overarching mandate to reconciliation."*

DRAFT

First Nations expressed the need for governments to consider restructuring the current regional governance model and to amend the *Local Government Act* in ways that meaningfully recognize Indigenous self-determination and decolonize the approach to regional governance. Many First Nations felt that the current regional governance model and processes are colonial as they exclude First Nation participation and undermine self-determination. Examples of this are found in the structure set out for regional governments in the *Local Government Act,* restrictions on participation in regional board, and the lack of alignment with traditional understandings of land use and First Nation decision making processes. First Nations expressed the need to find and develop mechanisms to decolonize these structures.

The *Local Government Act* prohibits First Nations who do not have a modern Treaty from participating on regional government boards. Some First Nations felt that this exclusion was discriminatory to First Nations that have historical treaties with the government, resulting in a lack of fairness and that it creates a hierarchy of importance. Another challenge stressed by some First Nation was that the current regional governance model structured by the *Local Government Act* is based on population, which limits First Nations involvement in decision making. The model provides weighted votes to CRD Board members based on the population of their communities. Many First Nation communities in the Capital Regional District are small due to real impacts from colonization. A population-based approach serves to marginalize an already marginalized population.

The CRD changed its bylaws in 2021 to permit elected representatives of First Nations to join CRD Standing Committees. However, as yet there has been little uptake on this initiative. First Nations have questioned the requirement that only elected officials can participate in Standing Committees or join the Board. The requirement to appoint elected officials may not respect the traditional governance model of the First Nation, the capacity of the Nation, or the cultural significance given to appointing someone to represent the First Nation. One First Nation stated that it should be up to the Nation to decide who their representative is – whether that representative was an elected council member or staff member.

Another challenge expressed was the desire for First Nations to only vote and participate in discussions or decisions related to their traditional territory, and not make decisions over the territory of other First Nations. A mechanism to allow First Nations to participate in only matters that pertain to the individual First Nation is essential for inclusive governance that respects Indigenous self-determination and moves away from colonial ways of structuring decision making. The current governance model looks at land in the context of regional

DRAFT

boundaries, which are not aligned with the traditional understandings of land and ways of being of Indigenous peoples. Some First Nations expressed that an inclusive governance model needs to consider traditional territories and recognize that First Nation governance systems go beyond reserve lands.

In addition, some First Nations expressed concern regarding how the CRD would consider one First Nation's perspective over another. One First Nation noted that traditional territories are also colonial constructs, and that before the arrival of settlers, First Nations had laws and protocols related to their shared territory that the CRD would not know.

First Nations expressed that there could be other mechanisms to achieve inclusive governance that the Ministry has not yet considered. Some First Nations stressed the importance of advancing research on existing governance models and learning from other First Nations' experiences in other jurisdictions. The First Nations also stressed the importance of approaching alternative models and processes for inclusive governance with creativity and innovation.

4.3 Barriers to Meaningful Participation

> *"We don't need to look far to see what it may be like to be outvoted in the current structure of the CRD… What will this mean for a First Nation on the Board?"*

First Nations expressed several barriers that impede their meaningful participation in regional governance. Firstly, some First Nations felt that the current relationship with the CRD remained a challenge, despite recent efforts that have garnered positive feedback. These challenges include a lack of consistent meaningful consultation on key CRD initiatives and a perceived lack of understanding and awareness of First Nations' rights by CRD staff.

Secondly, the current structure of regional governance includes the board and numerous committees. Many First Nations expressed concerns around their ability to participate in various committees without adequate staffing and financial resources. The lack of First Nations joining CRD Standing Committees may be due to capacity constraints within First Nations, a lack of awareness of the opportunity, limited interest, the fact that CRD Committees are not the final decision-making body, or a preference to develop new forms of government-to-government decision-making rather than joining existing colonial structures. One First Nation noted that, given their focus on land and development opportunities, and their resource constraints, joining the CRD board is not a key priority for them.

DRAFT

Thirdly, issues arise when a First Nation's territory overlaps with multiple municipalities and regional districts. Amendments to the *Local Government Act* that allowed First Nations to participate in regional boards could mean that a First Nation is participating in two or more boards given the size of some of their territories.

Lastly, some First Nations stressed that even if they had a seat at the board table, they were concerned that their voice would not be heard, and they would be out-voted on issues that have significant impacts on their rights.

4.4 *Acknowledgement of Other Effective Ways of Shared Decision Making*

> *"Raising Nations' voices and creating a more comprehensive way to discuss must be explored to ensure meaningful communication."*

First Nations acknowledged that there are currently other mechanisms of engagement with the CRD where their input is being sought. These areas of input, in addition to an inclusive governance model, create multiple avenues where First Nations can influence change.

First Nations have responded positively to the CRD's Government-to-Government Relationship Building Initiative which set out to hear from First Nations as to what mechanisms for regular engagement would best support and strengthen the relationship. In many cases, the First Nations are choosing to pursue the development of an agreement, such as a memorandum of understanding ("MOU"), to set out the engagement mechanisms and formalize the relationship.

Some First Nations expressed that through the development of agreements First Nations and the CRD can shape their government-to-government relationship to ensure meaningful involvement in advance of decision-making by the CRD Board and staff members through regular dialogue and ongoing communication between staff and leadership. Some First Nations felt that if their staff could have more productive and meaningful discussions on operational issues with CRD staff, that First Nations may not need to be on the Board since their input would already be incorporated into planning and service delivery.

One First Nation stressed that rather than putting First Nations into a structure where they are one voice of many, there may be alternative approaches where First Nations are engaged in joint decision making with the Board.

In another example, a First Nation had initially expressed interest in having a seat on the Land Use Committee for a CRD Electoral Area, as they felt their interests and concerns related to land use planning were not being adequately considered in decision-making.

DRAFT

After exploring and discussing options, including establishing a First Nations Land Use Review Committee that would make recommendations to the Electoral Area Land Use Committee, the alternative process negotiated with the First Nation has been to meet with CRD land use planning staff to review land use applications, collaborate with staff to address any concerns and include the feedback from the First Nation when the matter is brought to the Land Use Committee. Where there are outstanding issues the First Nation will send a formal letter to the CRD Board that is to be considered in parallel with the recommendation from the Land Use Committee.

Some First Nations expressed concern that a seat on the CRD Board would mean that the CRD would no longer seek to consult with them directly on CRD decisions that impacts their lands. These First Nations stressed that discussions around board representation should be additive to, rather than replacing, other discussions on shared decision making.

4.5 Need for Direct Communication with the Ministry

> *"Government-to-Government discussions should be with the Crown and not their agents. We are concerned with the province downloading their responsibilities."*

First Nations have continually expressed the need for a government-to-government relationship with the Crown. Some First Nations felt that the Crown-Indigenous relationship requires direct interactions with the province rather than absorbing First Nations into the existing regional district structure. The First Nations flagged several concerns with First Nations' participation in regional districts, including:

- the distinct governance systems of the southern island First Nations do not fit within the current regional governance system;
- challenges with the regional district structure based on First Nations' experiences in southern Vancouver Island;
- a potential risk of removing First Nations' direct access to the provincial government;
- the interests of a First Nation being greater than the level of representation within the regional district board; and
- First Nations being outnumbered by other municipalities at the CRD Board table.

DRAFT

5. Observations on Possible Next Steps

5.1 Amendments to the Local Government Act are Critical to Addressing Issues of Representation & Shared Decision Making

First Nations are interested in seeing changes to the *Local Government Act* that would create greater inclusion in regional governance. One First Nation felt that the first step to make this change was to research other regional government models and approaches to shared decision making. This could lead to the development of a paper that could be shared with First Nations outlining possible ways forward, lessons learned based on experience, and new innovative possibilities for inclusive governance.

Some First Nations commented that the questions posed by the Ministry during the Inclusive Governance Initiative engagement process put much of the onus on First Nations to develop the solution, and that it would have been helpful if the Ministry had presented different mechanisms or models that could have been considered as part of this work. Overall, First Nations expressed that more direct involvement from the Ministry can help to support these discussions more fully.

5.2 First Nation Involvment in Processes Outside of the Regional Board is Also Essential to Inclusive Governance

First Nations stressed that the Board is just one mechanism for meaningful participation in regional governance, noting that the work on inclusive governance undertaken by the Ministry and CRD should be seen as "in addition to" and not "instead of" the work being undertaken by the CRD to further its relationship with First Nations. First Nations emphasized the importance of continued, meaningful consultation regardless of which mechanisms governments choose to foster inclusive governance.

One suggestion for shared decision making raised at the South Island Nations Forum on Inclusive Regional Governance was to launch a Reconciliation Task Force of southern island First Nations based on the United Nations Declaration of the Rights of Indigenous Peoples.

The CRD has been actively building government-to-government relationships and drafting MOUs that outline the relationship between the regional government and the First Nation. These MOUs will provide a forum for exploring shared decision making. To date, the CRD has one MOU in place with a neighbouring First Nation, one more approved and awaiting signing, and expects to complete two more by the end of 2024. While the MOUs do not include shared decision making, they do reference the *Declaration on the Rights of*

DRAFT

Indigenous Peoples Act as the framework for reconciliation, which includes the principal of seeking free, prior, and informed consent. As the MOUs are signed and become operational, the CRD and the First Nations will learn more about their implementation and how First Nation participation in projects and initiatives may influence CRD decision-making.

Another option for shared decision-making outside of First Nations participation in regional district boards may include section 6 and section 7 of the *Declaration of the Rights of Indigenous Peoples Act*, whereby the provincial government can enter into agreements with Indigenous governing bodies that allow the province to exercise statutory powers jointly with First Nations. This could lead to the development of agreements where shared decision-making is considered or where the consent of the Indigenous governing body in question is required before a statutory power is exercised.

5.3 Diverse Views of First Nations require Diverse Approaches to Inclusive Governance

The First Nations conveyed diverse views of how to create an inclusive governance model. Some First Nations expressed a strong interest in participating in the CRD Board, while others stated a preference for other mechanisms, including agreements with the province and MOUs with the CRD, to pave a better and more efficient path forward. While all First Nations expressed concerns regarding capacity and competing priorities around inclusive governance, it was evident that there is no one model for inclusive governance that will fit all First Nations. This suggests that changes to the *Local Government Act* to include non-Treaty First Nations in regional government boards may not be taken up by all First Nations. As well, other mechanisms to include First Nations in regional decision-making may need to move forward in parallel with amendments to the *Local Government Act.*

5.4 Relationship with Regional Districts must Focus on Services and Operations

Regardless of the approach taken to move forward with a more inclusive governance model, the work itself needs to be based on the specific ways that First Nations and the regional district interact. First Nations have emphasized to the CRD that the way their government-to-government relationship is built will be based on who the CRD is and what the CRD does, operationally.

Service agreements between the CRD and First Nations currently include water servicing, wastewater servicing, animal care, fire protection and emergency response. Discussions

DRAFT

are underway with one First Nation to provide sanitary sewer and stormwater inspection and enforcement services. Relationship agreements are in place and/or being negotiated related to traditional use, access, environmental monitoring, heritage conservation, park management, solid waste management, and land use planning.

First Nations have raised concerns around the long-standing inequity of regional district service delivery, that needs to be addressed. Through focusing on the key areas of interaction that shape the relationship, the CRD has an opportunity to demonstrate to First Nations governments a willingness to listen, work collaboratively, respect Indigenous self-determination and resolve issues that emerge around the provision of those services with respect.

While there is room to build more understanding between governments of the key role, responsibilities and approach they take to their operations, the consistent message from First Nations governments has been the need for mechanisms to resolve long standing and critical issues for their communities.

First Nations have stated that relationships at the leadership level must be based on clear objectives related to what regional districts are responsible for and how they are interacting with First Nations communities. The First Nations noted that management and governance go hand in hand, and that having a say in operational decisions that affect First Nations communities requires ongoing dialogue in a number of forums, not just at the leadership level, but in day-to-day operational meetings and activities.

6. Conclusion

The CRD is committed to building stronger and more meaningful relationships with First Nations who have been stewarding these lands since time immemorial. Discussions on inclusive governance have further demonstrated the need for more frequent dialogue with First Nations that focus the implementation of the *Declaration of the Rights of Indigenous Peoples Act* and the acknowledgement that First Nations have the inherent right to self-determination. The CRD looks forward to continuing to collaborate with the Ministry and First Nations to identify and implement new approaches to inclusive regional governance.

DRAFT

Terms of Reference

Regional District and First Nation Partner(s) Study Grant for Inclusive Regional Governance

Purpose:

The province has committed to support inclusive regional governance by advancing First Nations participation in regional district boards in the implementation Action Plan that supports the *Declaration on the Rights of Indigenous Peoples Act* (Action 1.11 - Ministry of Municipal Affairs).

These terms of reference provide background information and describe the scope for study grant-funded discussions to help regional districts and partner First Nations to explore how to enable First Nations (outside of the treaty process) to join the board table as voting members. There is latitude for regional districts and First Nations to design how they want to engage and make use of funds (e.g. hiring consultants, holding events, and administrative costs).

The intent of the study grant is to enable regional discussions that will reveal the key themes, interests, and questions to be pursued in the consultation and development of legislation to meet the varied needs of First Nations and regional governments.

DRAFT

Background

The Union of British Columbia Municipalities (UBCM), First Nations and several regional districts have directly requested that the Ministry explore how First Nations could become voting members of regional districts without concluding a modern treaty that specifies regional district membership.

The regional district framework provides a unique system of governance where the member jurisdictions maintain their autonomy but govern as a board of directors to make regional, regulatory and service decisions.

This framework offers a important opportunity to bring indigenous perspective and values to regional governance and may provide balance between Indigenous peoples right to participate in decisions that impact them (i.e. regional district decisions) while maintaining First Nation decision making structures and institutions.

Achieving broader First Nation representation on regional district boards requires better understanding and recognition of:

- the significant variation of First Nation/Indigenous governments in terms of how they govern themselves
- how First Nation governing approaches intersect with regional district governance
- complexity of regional districts (in and of themselves) including the different numbers of municipalities, electoral areas and treaty first nations, and that each delivers a unique range of local, sub-regional, and regional services to it members.
- the need to maintain the capacity of local governments to serve its constituents.
- and that implementation may ultimately require changes to provincial legislation, regional district letters patent, regional bylaws, policies, and agreements.

The Ministry is providing study grants, to a select group of regional districts, who will then work with local First Nation partners to discuss how the regional district board might operate with the addition of First Nation directors representing their community governments.

Scope for Discussions

Regional districts and First Nation partners will have latitude to design their own engagement processes and discuss what interests them regarding regional district board participation. To support the Ministry's understanding of what system design changes may be needed, including potential legislative change, each region is expected to commonly explore and report back on the following (as a starting point):

Building Understanding and the Current state of relationships

- The Ministry will share some general information about the current regional district system and points of interactions with First Nations.
- Regional districts may present information about their specific structure, service profile, and approach to regional decision-making.
- First Nations may also want to present information about their community and how they generally govern themselves.
- The parties can explore and describe the current state of the relationship between the specific regional district and First Nation(s) and current areas of collaboration.

Shared Interests

- What is it about the regional district, its role, and functions, that interest the First Nation?
- What kinds of regional district decisions and initiatives, does the First Nation want to directly participate in? What are the ways to participate in governance? On which matters is voting critical?
- How might the current relationship change as a result of the First Nation being a voting member?
- What benefits will be generated for the current regional district members by First Nations joining?

Exploring Governance Factors

Regional districts and partner First Nations should explore key governance factors and alignment between the regional district system and First Nation self-government. Key aspects of the system to discuss include, but are not limited to:

- Constituents (e.g. who is your decision-making authority representing?) and their representative (e.g. who may be the decision-making authority at the board table and how, and by whom, may they be appointed?)
- Geographic area of jurisdiction (e.g. thoughts on what area is the decision-making authority representing geographically)
- Law-Making Authority (e.g. exploring limitations of regional district authority [e.g. not education] and limitations of existing First Nations authority [e.g. that which differs from regional district board current authority])

DRAFT

- Service provision (e.g. what services do the partners currently provide to one another? By what mechanisms are those services provided [e.g. 5 year service contract, users fees]; How do the partners envision this improving if membership changes? What challenges are foreseen?)
- Land use (e.g. how is land use planning conducted for the First Nation and regional district; how are they different or similar processes? How do you envision them working together?)
- Financial Contributions (e.g. How do the partners envision determining equitable cost-recovery? How is certainty of contributions achieved?)

Coordination and Collaboration

The Ministry may establish a working group between the interested First Nations and regional district CAOs (or assigned senior staff) to help steer this overall initiative. To support shared learning there may be opportunities for some or all regional districts, and partner First Nations, to participate in joint meetings or workshops.

Reporting back to the Ministry

An Interim Progress Report, on or before September 1, 2023 demonstrating that the regional district has begun activities to complete the work described within scope of the these Terms of Reference.

At the completion of the engagement work with partner First Nations, the regional district must compile a final report for the Ministry that documents:

- Description of the engagement process undertaken.
- Record of what was discussed at a thematic level.
- Observations on possible next steps.

The final report is required on or before March 31, 2024.

An Account of Study Expenses is required, on or before May 1, 2024, comprised of a summary of all project expenses and confirmation that either all grant funding has been expended or an unused portion of the grant funding that will be returned to the provincial government.

DRAFT

Inclusive Regional Governance

Feedback to the Ministry of Municipal Affairs

Capital Regional District | August 2023

Making a difference...together

Overview

The Capital Regional District (CRD) has received a Study Grant from the Ministry of Municipal Affairs to explore, with First Nations in the region, how to engage First Nations (outside the treaty process) to join the board table as voting members. The intent of this study grant is to enable regional discussion that will reveal the key themes, interests, and questions to be pursued in the consultation and development of legislation to meet the varied needs of First Nations and regional governments.

Background

The Union of British Columbia Municipalities (UBCM), First Nations and several regional districts including the CRD have directly requested that the Ministry explore how First Nations could become voting members of regional districts without concluding a modern treaty that specifies regional district membership.

The regional district framework provides a unique system of governance where the member jurisdictions maintain their autonomy but govern as a board of directors to make regional, regulatory and service decisions.

The province has committed to support inclusive regional governance by advancing First Nations participation in regional district boards in the implementation Action Plan that supports the Declaration on the Rights of Indigenous Peoples Act (Action 1.11 - Ministry of Municipal Affairs).

First Nations Engagement

The CRD is reaching out to the following First Nations to invite dialogue on this topic:

P'a:chi:da?aht First Nation
Sc'ianew (Beecher Bay) First Nation
T'Sou-ke Nation
xʷsepsəm (Esquimalt) Nation
Songhees Nation
SȾÁUTW (Tsawout) First Nation
BOḰEĆEN (Pauquachin) First Nation
WSÁNEĆ Leadership Council on behalf of WSIKEM (Tseycum) & WJOŁEŁP (Tsartlip) First Nations

Feedback is welcome through the Government-to-Government Relationship Building Initiative meetings, separate meetings on this topic, written submissions, or other format as preferred by the Nation.

The CRD will be gathering input from First Nations until the end of 2023 and then compiling it into a report for the province that describes the engagement process, what was discussed, and observations on possible next steps. We will share the draft report with participating Nations in early 2024, with a final report due to the province in March 2024.

Scope for Discussions

The Ministry of Municipal Affairs is asking the following questions of regional districts and First Nations, to support provincial understanding of what system design changes may be needed:

DRAFT

Building Understanding and the Current state of relationships

- The Ministry will share some general information about the current regional district system and points of interactions with First Nations.
- Regional districts may present information about their specific structure, service profile, and approach to regional decision-making.
- First Nations may also want to present information about their community and how they generally govern themselves.
- The parties can explore and describe the current state of the relationship between the specific regional district and First Nation(s) and current areas of collaboration.

Shared Interests

- What is it about the regional district, its role, and functions, that interest the First Nation?
- What kinds of regional district decisions and initiatives, does the First Nation want to directly participate in? What are the ways to participate in governance? On which matters is voting critical?
- How might the current relationship change as a result of the First Nation being a voting member?
- What benefits will be generated for the current regional district members by First Nations joining?

Exploring Governance Factors

Regional districts and partner First Nations should explore key governance factors and alignment between the regional district system and First Nation self-government. Key aspects of the system to discuss include, but are not limited to:

- Constituents (e.g. who is your decision-making authority representing?) and their representative (e.g. who may be the decision-making authority at the board table and how, and by whom, may they be appointed?)
- Geographic area of jurisdiction (e.g. thoughts on what area is the decision-making authority representing geographically)
- Law-Making Authority (e.g. exploring limitations of regional district authority [e.g. not education] and limitations of existing First Nations authority [e.g. that which differs from regional district board current authority])
- Service provision (e.g. what services do the partners currently provide to one another? By what mechanisms are those services provided [e.g. 5 year service contract, users fees]; How do the partners envision this improving if membership changes? What challenges are foreseen?)
- Land use (e.g. how is land use planning conducted for the First Nation and regional district; how are they different or similar processes? How do you envision them working together?)
- Financial Contributions (e.g. How do the partners envision determining equitable cost-recovery? How is certainty of contributions achieved?)

DRAFT

Making a difference...together

REPORT TO GOVERNANCE COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 4, 2024

SUBJECT **Amendments to Remuneration for Elected Officials of the Salt Spring Electoral Area**

ISSUE SUMMARY

To provide the remuneration amendments for elected officials of the Salt Spring Island Electoral Area, and specifically the remuneration for the Salt Spring Island (SSI) Electoral Area Director and to Commissioners of the Salt Spring Island Local Community Commission (LCC).

BACKGROUND

The CRD Board has approved a Board Remuneration and Travel Expense Reimbursement Policy ("Remuneration Policy") for CRD Board Directors and Alternates. The Remuneration Policy is derived from a remuneration philosophy that recognizes the significant commitment and expectations of a CRD Director, and gross remuneration which is comparable with other organizations. Remuneration is adjusted annually to the cost of living based on the Victoria Consumer Price Index ("CPI") year over year, with a more comprehensive review undertaken every three (3) to five (5) years to ensure alignment with the Board philosophy. The next comprehensive review is scheduled for 2026 and for implementation commensurate with the 2027-2030 Board term.

From time-to-time amendments are made by the CRD Board to the Remuneration Policy. On November 12, 2024, the CRD Board moved an amendment as follows:

> *That the local portion of remuneration for the SSI Electoral Area Director be reduced by $10,000/year and increased by $2,500/year for each of the SSI LCC Commissioners in 2025 and 2026 and bring back a revised Board Remuneration Policy; and that this be evaluated in 2026 as scheduled and as part of the regular remuneration review for the 2027-2030 Board term.*

Accordingly, the amended Board Remuneration and Travel Expense Reimbursement Policy is in Appendix A of this report. Specifically, effective January 1, 2025, Schedule 1 of the Remuneration Policy has been updated to: (1) reduce the annual remuneration for the Electoral Area Director portion payable to the Salt Spring Island Electoral Area Director by ten-thousand dollars ($10,000), and from $45,078 to $35,078 annually; and (2) to increase the remuneration for each of the Commissioners of the Salt Spring Island Local Community Commission by two-thousand five-hundred ($2,500), and from $10,370 to $12,870 annually.

While these updates are effective January 1, 2025, the rates as shown in Schedule 1 are quoted in current 2024 rates and will be updated for 2025 figures once the annual year-over-year CPI has been announced by the Province of British Columbia, which typically occurs in late January/early February of each year.

ALTERNATIVES

Alternative 1
The Governance Committee recommends to the Capital Regional District Board:
That the Capital Regional District Board approve the Board Remuneration and Travel Expense Reimbursement Policy as amended, effective January 1, 2025.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Board Implications

The amendments made to the Remuneration Policy have been made consistent with the CRD Board's motion of November 12, 2024. There are no other adjustments.

Financial Implications

There are no financial implications to the Salt Spring Island Electoral Area.

Individual remuneration for the current SSI Electoral Area Director and to the current Commissioners of the SSI Local Community Commission would be amended accordingly.

CONCLUSION

On November 12, 2024, the CRD Board approved amendments to the remuneration for elected officials of the Salt Spring Island Electoral Area. The Board Remuneration and Travel Expense Reimbursement Policy have been updated accordingly.

RECOMMENDATION

The Governance Committee recommends to the Capital Regional District Board:
That the Capital Regional District Board approve the Board Remuneration and Travel Expense Reimbursement Policy as amended, effective January 1, 2025.

Submitted by:	Chris Neilson, MBA, CPHR, Senior Manager Human Resources & Corporate Safety
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Board Remuneration and Travel Expense Reimbursement Policy (BRD03), effective January 1, 2025

Making a difference...together

CAPITAL REGIONAL DISTRICT
BOARD POLICY

Policy Type	Board		
Section	Policies, Procedures, Manuals		
Title	**Board Remuneration and Travel Expense Reimbursement**		
Adoption Date	September 9, 2015	Policy Number	BRD03
Last Amended	December 11, 2024	Amended By	Board
Policy Owner	Human Resources		

1. POLICY:

Board of Directors Remuneration and Travel Expense Policy.

2. PURPOSE:

To outline the Board remuneration and travel expense reimbursement guidelines. The CRD Board approved a new Board remuneration framework on September 9, 2015. A primary driver for establishing a CRD Board remuneration philosophy was to recognize the significant amount of commitment required of Directors and to design an approach that would assist with engagement as well as attendance.

3. SCOPE:

The policy applies to all CRD Board Directors, Commission members, First Nations Members and certain Board appointees to external Boards.

4. DEFINITIONS:

“board remuneration” means any compensation paid to Board Directors, certain Commission members, First Nations Members and Board appointees to external Boards as approved by the CRD Board in exchange for undertaking CRD business activities.

5. RESPONSIBILITIES:

Human Resources, in consultation with Finance and Technology and Corporate Services, is responsible for the control, coordination, and implementation of the policy. Modifications to the overall policy are to be approved by the Capital Regional District (CRD) Board.

6. PROCEDURE:

1. All Board Directors, certain Commission members, Municipal Councillors, First Nations Members and certain Board appointees to external Boards shall receive an annual stipend and/or a payment per meeting and travel expenses as per CRD Board Remuneration and Travel Expense Policy - Schedule 1.

2. Eligibility for payments is defined in CRD Directors Appointments by Committees, Commissions to External Board - Schedule 2.

3. The remuneration amounts will be adjusted annually, by Financial Services, based on the Consumer Price Index for the Victoria area for the twelve months ending December 31 of the preceding year – Schedule 3.

4. The remuneration structure will be reviewed periodically as directed by the Board.

7. SCHEDULE:

A. Schedule 1 – CRD Board Remuneration and Travel Expense Policy
B. Schedule 2 – Remuneration Eligibility Table
C. Schedule 3 – CRD Board Remuneration Philosophy

8. AMENDMENT(S)

Adoption Date	Description
September 9, 2015 (Revised April 18, 2016)	*Approved by the Board*
April 12, 2017 *(eff. January 1, 2017)*	*Amendment 1, approved by the Board*
May 9, 2018 *(eff. January 1, 2019)*	*Amendment 2, approved by the Board*
February 10, 2020 *(Schedule 1 and 2 updates)*	*Amendment 3, approved by Human Resources (eff Jan.2020 Schedule 1; Dec.2019 Schedule 2)*
January 13, 2021 *(Schedule 2 update)*	*Amendment 4, approved by the Board*
February 2, 2021 *(Schedule 1 update)*	*Amendment 5, approved by Human Resources (eff. Jan.2021)*
January 24, 2022 *(Schedule 1 update)*	*Amendment 6, approved by Human Resources (eff. Jan.2022)*
January 20, 2023 *(Schedule 1 update)*	*Amendment 7, approved by Human Resources (eff. Jan.2023)*
June 2023	*Amendment 8, approved by the Board (eff. June 2023)*
January 19, 2024 *(Schedule 1 update)*	*Amendment 9, approved by Human Resources (eff. Jan.2023)*

December 11, 2024	*Amendment 10, approved by the Board (eff. Jan.1, 2025 - Schedule 1: SSI Electoral Area Director, Local Community Commission Commissioner)*

9. REVIEW(S)

Review Date	**Description:**
Annually	*Review annually for schedule(s) update*

10. RELATED POLICY, PROCEDURE OR GUIDELINE:

Bylaw No. 3828, “Board Procedures Bylaw, 2012”

CRD Board Remuneration and Travel Expense Policy – Schedule 1
Effective January 1, 2025 (2024 rates)

		REMUNERATION	EXPENSE ALLOWANCE	TOTAL
	ANNUAL STIPENDS Paid periodically throughout the year (currently, biweekly)			
1	**CRD / CRHD Board Directors** *Includes all CRD/CRHD Board meetings, Committee of the Whole Meetings, and two Standing Committee* commitments* **where defined as a standing committee in bylaws or terms of reference AND members are appointed by the Board Chair*	15,590	7,795	**23,385**
2	**Electoral Area Directors (additional)**			
	- **JDF Electoral Area; SGI Electoral Area**	30,052	15,026	**45,078**
	- **SSI Electoral Area**	23,385	11,692	**35,078**
3	**CRD Board Chair** (additional)	22,928	11,464	**34,392**
4	**CRD Board Vice-Chair** (additional)	4,585	2,292	**6,877**
5	**CRHD Board Chair** (additional) *(Not paid if the CRHD Board Chair is also the CRD Board Vice-Chair)*	4,585	2,292	**6,877**
6	**Board Standing Committee Chair, CRD Arts Commission Chair & Solid Waste Advisory Commission Chair** (additional) *(when appointed by CRD Board Chair)*	2,293	1,147	**3,440**
7	**Additional Board Standing Committee(s)** (additional) *(Payable if Standing Committee Membership exceeds the two remunerated in Section 1)*	4,585	2,292	**6,877**
8	**Salt Spring Island Local Community Commissioner** *(Payable to all elected LCC commissioners, except the Electoral Area Director)*	8,580	4,290	**12,870**
	PER MEETING PAYMENTS Paid for scheduled attendance at a meeting, except where such meeting has been cancelled in advance **(see Footnote 2 – Eligibility Verification)**			
9	**Alternate CRD/CRHD Board Director and Acting Standing Committee Chair**	73	37	**110**
10	**CRD Board Directors - Local & Sub-Regional Commission/Committee Meetings** Does not apply when: i. Commission /Committee within the responsibilities of the Electoral Area Director ii. Remuneration is already paid by the Commission iii. The Committee/Commission is not eligible for payment by Act, Regulation, Bylaw or other	73	37	**110**
11	**First Nation Member appointees to eligible CRD Committee**	73	37	**110**

12	**CRD Board Directors – appointed by CRD to External Board** Does not apply when: i. External Board falls within the responsibilities of the Electoral Area Director ii. Remuneration is already paid by the External Board iii. The External Board is not eligible for payment by Act, Regulation, Bylaw or other	73	37	**110**
13	**CRD Municipal Directors who vote on Part 26 Decisions of Juan de Fuca Electoral Area** Applies only when: a. Attendance at a JDFEA land use committee meeting of which the director is a member b. Attendance at any land use public hearing of the JDFEA regarding an area where the director is eligible to vote on decisions at the CRD Board Does not apply to the Electoral Area Director	73	37	**110**
14	**Alternate CRD Electoral Area Director attending formal Local and Sub-Regional Commission meetings in place of the Electoral Area Director**	73	37	**110**
15	**All Commissioners - Regional Water Supply Commission**	73	37	**110**
16	**Forum of Councils – First Nations, Municipal Councilors and Directors**	73	37	**110**
	TRAVEL EXPENSES **(see Footnote 3 regarding claim process)**			
17	**All Director, LCC Commissioner, or First Nation Member Travel - to and from meetings where the Director, LCC Commissioner or First Nation Member is a member**	$0.64	Per km. for regularly constituted meetings of Board, Commissions, Standing, and Select Committees	
	DIRECTOR TRAVEL Within Capital Region/Vancouver Island and Lower Mainland			
18	**Travel by Personal Automobile**	$0.64	Per kilometre	
19	**Travel by Bus, Train, Ferry, Air (economy class)**	Actual expense	Payable upon receipt	
	DIRECTOR TRAVEL Outside Capital Region/Vancouver Island and Lower Mainland			
20	**Travel by Personal Automobile**	$0.64	Per kilometre	
21	**Travel by Bus, Train, Ferry, Air (economy class), Car Rental (mid-size)**	Actual expense	Payable upon receipt	
22	**Electoral Area Director Travel - within Electoral Area**	$0.64	For travel greater than 10km from EA Director's residence within the EA or their office, provided the destination is a place to conduct EA business	

23	**CRD Board Chair, CRHD Board Chair, Standing Committee Chair - including Acting Chairs**	$0.64	For any business travel of the Board or Standing Committee, provided the expenses are incurred outside the municipality or EA which the Chair represents
	MEALS		
24	**For Travel Requiring Greater-Than 24 Hours from Place of Residence**	$70	Per diem allowance for meals, gratuities, parking, local calls
	For Travel Requiring Less-than 24 Hours from Place of Residence		
25	- Breakfast	$15.00	See Footnote 1
26	- Lunch	$20.00	See Footnote 1
27	- Dinner	$35.00	See Footnote 1
	OTHER		
28	**Seminars, Courses, Conferences, Meetings**	Actual Cost	Registration Fees paid for single participation (Receipt required)
29	**Accommodation**	Actual Cost	Based on single occupancy
30	**Taxi Expenses**	Actual Cost	Receipts are required
31	**Long Distance Telephone Calls**	Actual Cost	Receipts are required

FOOTNOTES

(1) Meal payments will be paid as follows:

If Departure Prior to:	7:00am	Breakfast, Lunch, Dinner
	12:00noon	Lunch, Dinner
	6:00pm	Dinner
If Return After:	12:30pm	Breakfast, Lunch
	6:00pm	Breakfast, Lunch, Dinner

(2) Eligibility Verification:
For attendance at meetings, seminars, courses, conferences and/or meetings outside of CRD facilities, claimants will confirm their attendance on the CRD Travel Expense Report Claim form and eligibility of expense claims will be approved by Legislative Services.

(3) Travel Expense Claims Process:
Claims for travel expenses are submitted *to Legislative Services* for approval on the CRD Travel Expense Report Claim form within thirty (30) *calendar days* of the period in which the expenses were incurred.

CRD Board Remuneration and Travel Expense Policy – Schedule 2

Remuneration Eligibility Table

Regional Board and Standing Committees	See Footnote
Capital Regional District Board	1
Capital Regional Hospital District Board	1
Capital Region Housing Corporation Board	1, 6
Climate Action Inter-Municipal Task Force	7
Committee of the Whole	1
Core Area Liquid Waste Management Committee	1, 2, 8
Electoral Areas Committee	1, 2, 8
Environmental Services Committee	1, 2, 8
First Nations Relations Committee	1, 2, 8
Finance Committee	1, 2, 8
Governance Committee	1, 2, 8
Hospitals and Housing Committee	1, 2, 8
Planning and Protective Services Committee	1, 2, 8
Regional Parks Committee	1, 2, 8
Solid Waste Advisory Committee	7
Transportation Committee	1, 2, 8

Footnotes:

1. Within Director's core responsibilities

2. Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees

3. Eligible for per meeting payment

4. Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director

5. Not eligible for payment: Commission/Board already makes a payment for attendance

6. Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other

7. Not eligible for payment: Sub-Committee to a Standing Committee or other

8. Payments to be made to respective First Nations Governments on behalf of First Nation
Member appointees following attendance at the meeting. Payments for attendance and
expenses shall not exceed $8,250 per year per First Nation. Note that First Nation

	See Footnote
participation is only permitted where the specific Committee Terms of Reference allow.	
Director Appointments to Local & Subregional Commissions	
Arts Commission	3
East Sooke Fire Protection and Emergency Response Service Commission	4
East Sooke Advisory Planning Commission	4
Galiano Island Parks and Recreation Commission	4
Juan de Fuca Board of Variance	4
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission	4
Juan de Fuca Land Use Committee	4
Juan de Fuca Water Distribution Commission	3, 4
Lyall Harbour/Boot Cove Water Local Services Committee	4
Magic Lake Estates Water and Sewer Committee	4
Mayne Island Parks and Recreation Commission	4
North Galiano Fire Protection and Emergency Response Service Commission	4
Otter Point Advisory Planning Commission	4
Otter Point Fire Protection and Emergency Response Service Commission	4
Pender Islands Parks and Recreation Commission	4
Peninsula Recreation Commission	3
Port Renfrew Fire Protection and Emergency Response Service Commission	4
Port Renfrew Utility Services Committee	4
Regional Housing Trust Fund Commission	3
Regional Water Supply Commission	5
Saanich Peninsula Wastewater Commission	3
Saanich Peninsula Water Commission	3
Salt Spring Island Local Community Commission	1,4
Salt Spring Island Electoral Area Emergency Program Advisory Commission	4

Footnotes:

1. Within Director's core responsibilities

2. Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees

3. Eligible for per meeting payment

4. Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director

5. Not eligible for payment: Commission/Board already makes a payment for attendance

6. Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other

7. Not eligible for payment: Sub-Committee to a Standing Committee or other

Director Appointments to Local & Subregional Commissions (con't)	See Footnote
Saturna Island Parks and Recreation Commission	4
Shirley Fire Protection and Emergency Response Service Commission	4
Shirley/Jordan River Advisory Planning Commission	4
Skana Water Service Committee	4
Sooke and Electoral Area Parks and Recreation Commission	3, 4
Southern Gulf Islands Community Economic Sustainability Commission	4
Southern Gulf Islands Electoral Area Emergency Advisory Commission	4
Southern Gulf Islands Harbours Commission	4
Southern Gulf Islands Public Library Commission	4
SSI - Beddis Water Service Commission	4
SSI - Cedar Lane Water Service Commission	4
SSI - Cedars of Tuam Water Service Commission	4
SSI - Fernwood Water Local Service Commission	4
SSI - Fulford Water Service Commission	4
SSI - Ganges Sewer Local Services Commission	4
SSI - Highland Water and Sewer Services Commission	4
Sticks Allison Water Local Service Committee	4
Surfside Park Estates Water Service Committee	4
Traffic Safety Commission	3
Victoria Family Court and Youth Justice Committee	3
Water Advisory Committee	6
Wilderness Mountain Water Service Commission	4
Willis Point Fire Protection and Recreation Facilities Commission	4

Footnotes:

1. Within Director's core responsibilities

2. Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees

3. Eligible for per meeting payment

4. Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director

5. Not eligible for payment: Commission/Board already makes a payment for attendance

6. Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other

7. Not eligible for payment: Sub-Committee to a Standing Committee or other

Regional Board Appointments to External Boards	See Footnote
Capital Regional Emergency Services Telecommunications	5
Greater Victoria Coalition to End Homelessness Society	6
Greater Victoria Harbour Authority Board	5
Greater Victoria Labour Relations Board	3
Gulf Islands National Park Reserve Advisory Board	4
Island Corridor Foundation Board	5
Municipal Finance Authority	5
Pender Islands' Fire Protection Society	4
Regional Representative to the Treaty Table	3
Royal and McPhersion Theatres Society Advisory Committee	7
Royal and McPherson Theatres Society Board	3
Salt Spring Island Ferry Advisory Committee	4
Sooke Historical Society	4
Southern Gulf Islands Ferry Advisory Committees	4
Vancouver Island Regional Library	4

Footnotes:

1. Within Director's core responsibilities

2. Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees

3. Eligible for per meeting payment

4. Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director

5. Not eligible for payment: Commission/Board already makes a payment for attendance

6. Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other

7. Not eligible for payment: Sub-Committee to a Standing Committee or other

CRD Board Remuneration and Travel Expense Policy – Schedule 3

CRD Board Remuneration Philosophy

(Effective January 1, 2016)

- a base Director annual stipend as the average paid to CRD member councillors, which recognizes attendance at all Board meetings and Committee of the Whole meetings plus two Standing Committee commitments; and

- an additional annual stipend to Electoral Area Directors which recognizes all additional Electoral Area work including Electoral Area Commission commitments; and

- an additional annual stipend to the CRD Board Chair consistent with payments made by other Regional Districts, which recognizes all Board Chair responsibilities including all ex-officio responsibilities on Standing Committees; and

- additional annual stipends to recognize the additional commitments of the: CRD Board Vice-Chair; Capital Region Hospital District Chair; Standing Committee Chairs; CRD Directors appointed as a Commission Chair, when such Commission Chair appointment is made directly by the CRD Board Chair *[amended effective January 1, 2017];* and CRD Directors who are involved on more than two Standing Committees; and

- per meeting payments to CRD Directors appointed to local and sub-regional Commissions and external boards (except where remuneration is already paid and/or not eligible); and

- per meeting payments to Alternate Directors consistent with payments made by other Regional Districts; and

- that the annual cost of living adjustment based on the Victoria Consumer Price Index continue to be applied, and that a regular review be undertaken every three (3) to five (5) years to ensure remuneration remains comparable.

Making a difference...together

REPORT TO GOVERNANCE COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 04, 2024

SUBJECT **2025 Appointment of Liaison to Accessibility Advisory Committee**

ISSUE SUMMARY

Appoint a liaison between the Accessibility Advisory Committee and the Governance Committee.

BACKGROUND

On April 12, 2023, the CRD Board approved the Accessibility Advisory Committee (AAC) Terms of Reference (Appendix A). The Terms of Reference states that "*The Governance Committee will recommend AAC member appointments to the CRD Board for up to a two-year term; and appoint a member as the liaison between the AAC and the Governance Committee.*"

The Governance Committee must appoint one of its members to the AAC. A one-year term is recommended as standing committee appointments are established annually by the elected Board Chair. The Committee meets every two months on the third Tuesday at 1:00 pm. The next meeting is January 21, 2025. For additional information, please refer to the previous staff report dated April 5, 2023 (Appendix B).

Staff have solicited applications for the member vacancies on the AAC. The Appointments Advisory Committee will meet in the coming weeks to select eligible candidates and will report its recommendations directly to the Regional Board in January.

ALTERNATIVES

Alternative 1
The Governance Committee recommends to the Capital Regional District Board:
That Director [X] be appointed as the Governance Committee liaison to the Accessibility Advisory Committee for a one-year term ending December 31, 2025.

Alternative 2
That this report be referred back to staff for additional options on appointing a CRD liaison to the Accessibility Advisory Committee.

RECOMMENDATION

The Governance Committee recommends to the Capital Regional District Board:
That Director [X] be appointed as the Governance Committee liaison to the Accessibility Advisory Committee for a one-year term ending December 31, 2025.

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

ATTACHMENT(S)

Appendix A: Accessibility Advisory Committee Terms of Reference
Appendix B: Previous Staff Report dated April 5, 2023

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:

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

b) The AAC will appoint a Chair and a Vice-Chair on an annual basis.

c) 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.

Approved by the CRD Board on April 12, 2023

Making a difference...together

REPORT TO GOVERNANCE COMMITTEE
MEETING OF WEDNESDAY, APRIL 05, 2023

SUBJECT **Establishment of an Accessibility Advisory Committee**

ISSUE SUMMARY

To approve a Terms of Reference (TOR) to establish an Accessibility Advisory Committee (AAC), consistent with the *Accessible British Columbia Act*.

BACKGROUND

In June 2021, the *Accessible British Columbia 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.

In September 2022, new regulations came into force which require local governments to establish by September 2023: (1) an accessibility committee; (2) an accessibility plan; and (3) a tool to receive feedback on accessibility. By the regulations:

(1) Accessibility committees, to the extent possible, should have at least half of its members be persons with disabilities; represent a disability-serving organization. Membership should also reflect the diversity of British Columbians and have Indigenous representation. Committees may include members from inside or outside of the organization.

(2) An accessibility plan should outline how the organization will identify, remove and prevent barriers to people in the organization or interacting with it. The plan must be reviewed and updated at least once every three years. In developing or updating the accessibility plan, an organization must consult with its accessibility committee and consider specified principles: inclusion; adaptability; diversity; collaboration; self-determination; and universal design. In updating the accessibility plan, an organization must also consider comments received through its public feedback mechanism.

(3) A tool to receive feedback on accessibility will be developed and vetted through the AAC.

The attached TOR (Appendix A) has been prepared as the first step of creating an AAC. Consistent with the regulatory requirements, the key purpose of the AAC will be to:

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 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 the community education and participation.

i) Review CRD accessibility plan every three (3) years.

The AAC will report its input to the CRD Governance Committee for consideration, with the CRD Board as the final decision-making authority. The Governance Committee will recommend AAC member appointments to the CRD Board, for up to a two-year term, and will appoint a member as the liaison between the AAC and the Governance Committee.

Recruitment of AAC members will be advertised for a minimum of 30 days in accordance with the CRD policy on Appointment of Public Members to External Boards and shortlisted by the Appointments Advisory Committee, which will in turn recommend appointments to the CRD Board.

Public members of the AAC would 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. AAC meetings will be held at a minimum of every two months, and in a manner which is as accessible as possible by default.

ALTERNATIVES

Alternative 1
The Governance Committee recommends to the Capital Regional District Board:

1. that the TOR for the Accessibility Advisory Committee (AAC) be adopted;
2. that staff be directed to proceed with recruitment of AAC members in accordance with the requirements of the CRD Appointment of Public Members to External Boards Policy;
3. that the TOR for Governance Committee be amended to include consideration of matters related to accessibility;

4. that public members of the AAC receive an honorarium in the amount of $110.00 per meeting and reimbursement of any necessary travel expenses; and
5. that staff report back on resources required to support the AAC as part of 2024 service planning.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Social Implications
As required of the *Accessible British Columbia Act* and Regulation, the AAC will provide the CRD with recommendations on policies, programs, services, built environments, infrastructure, and outdoor spaces that improve the livability, inclusivity, and accessibility for persons with disabilities in the capital region. The AAC must be established and have undertaken work on an accessibility plan by September 2023.

Given the legislated timelines, staff will begin working on an interim accessibility plan to ensure the plan is in place prior to September 2023, with the intention of reviewing it with the AAC once appointed. Staff anticipate the initial plan would be further developed and refined by the AAC members in accordance with the AAC's mandate and identified priorities.

Financial Implications
AAC members would receive an honorarium for their service. The CRD Board budget will be amended to account for this payment.

The establishment of this new committee will require additional staff time and other resources necessary to assist with administration of the committee meetings and implement the recommendations of the AAC. The required resources will be advanced through the 2024 service planning process and incorporated into the 2023-2027 Financial Plan.

Service Delivery Implications
Resources to lead the coordination and outcomes of the AAC will require replanning of other service requirements and will be evaluated for the 2024 service and financial planning process.

CONCLUSION

In September 2022, new regulations of the Province of British Columbia came into force which require local governments to establish, by September 2023, an accessibility committee, an accessibility plan and a tool to receive feedback on accessibility. Adoption of a TOR for an AAC and recruitment of committee members is the first step in meeting this new legislated requirement.

RECOMMENDATION

The Governance Committee recommends to the CRD Board:
1. that the TOR for the Accessibility Advisory Committee (AAC) be adopted;
2. that staff be directed to proceed with recruitment of ACC members in accordance with the requirements of the CRD Appointment of Public Members to External Boards Policy;
3. that the TOR for the Governance Committee be amended to include consideration of

matters related to accessibility;

4. that public members of the AAC receive an honorarium in the amount of $110.00 per meeting and reimbursement of any necessary travel expenses; and
5. that staff report back on resources required to support the AAC as part of 2024 service planning.

Submitted by:	Chris Neilson, MBA, CPHR, Senior Manager Human Resources & Corporate Safety
Concurrence:	Steve Carey, Acting General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: CRD Accessibility Advisory Committee Terms of Reference

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:

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

b) The AAC will appoint a Chair and a Vice-Chair on an annual basis.

c) 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.

Approved by the CRD Board on _____

Making a difference...together

REPORT TO JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, DECEMBER 10, 2024

SUBJECT **2024 Interim Housing Needs Report for the Juan de Fuca Electoral Area**

ISSUE SUMMARY

To receive the 2024 Juan de Fuca (JdF) Electoral Area (EA) Interim Housing Needs Report (IHNR) and amend the existing 2020 Housing Needs Report (HNR) in accordance with Section 790 of the *Local Government Act (LGA).*

BACKGROUND

The first legislative requirements for Housing Needs Reports were established in 2019 and required local governments to identify existing and projected gaps in housing supply. At that time, the provincial government provided a total of $5 million to assist local governments in providing these reports. The CRD and 10 member municipalities worked with consultants from Urban Matters to research and prepare a Housing Needs Report for each municipality and the JdF EA.

In late 2023, the Province introduced changes to the *LGA* intended to deliver more housing options throughout BC. The legislative changes included the requirement that all local governments update their Housing Needs Report by January 1, 2025. In the summer of 2024, the Planning and Land Use Management Branch (PLUM) of the Ministry of Municipal Affairs introduced the HNR calculator to help local governments meet the January 1, 2025, deadline. However, the census data for the JdF EA is split into two geographical divisions: JdF Part 1 (Willis Point, Malahat, East Sooke, Otter Point, Shirley and the east side of Jordan River) and JdF Part 2 (the west side of Jordan River and Port Renfrew). As there was no 2011 census data for JdF Part 2, the HNR calculator could only generate a report for JdF Part 1. Therefore, JdF Planning staff used the available data to compile the IHNR tables following the standardized methodology (Appendix A).

ALTERNATIVES

Alternative 1
The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:

1. That the 2024 Juan de Fuca Electoral Area Interim Housing Needs Report, be received and published on the CRD website;
2. That staff be directed to amend the 2020 Capital Regional District Housing Needs Assessment by attaching the 2024 Juan de Fuca Electoral Area Interim Housing Needs Report as an appendix; and
3. That staff be directed to submit the amended 2020 Capital Regional District Housing Needs Assessment to the Province demonstrating that the legislative requirements have been met.

Alternative 2
That the Report be referred back to staff for additional information.

IMPLICATIONS

Legislative Implications
Section 585.2 of the *LGA* requires that a local government must prepare a HNR in accordance with the *Housing Needs Report Regulation*. Section 585.1 specifies that an electoral area within a regional district is an “applicable area” to which the housing needs requirements must be fulfilled. Section 585.31 requires that a local government must receive the first HNR no later than three years after the date at which this section came into force, and that every subsequent report must be received no later than five years after the most recent report was received.

In 2023, the *LGA* was amended to include Section 790, which requires all local government to complete an IHNR by January 1, 2025. Section 790 (3) (b) specifies that the INHR must include three new additional items:

(i) The total number of housing units, calculated in accordance with an applicable method set out in the regulations, required to meet the anticipated housing needs of the local government for the next 5 years and for the next 20 years;
(ii) A description of the actions taken by the local government, since receiving the most recent HNR, to reduce housing needs in the applicable area of the local government;
(iii) A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.

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. With regards to the HNR for the Juan de Fuca, any bylaw that includes measures to address affordability or core housing need must be consistent with the RGS.

With the exception of Port Renfrew, which is designated as an urban containment area, the RGS identifies the Juan de Fuca predominantly as a low growth area comprised of a mix of rural/rural residential and renewable resource uses.

Planning Analysis
A HNR is a document that helps local governments understand the relationship between existing housing stock and population. This document also informs Official Community Plans (OCPs), which provide policy guidance for the bylaws that regulate development. As a result of the amendments to the *LGA* in 2023, local governments are required to complete an IHNR, which must include the number of housing units to meet current and anticipated need for the next 5 and 20 years; a statement about the need for housing near active transportation options; and a description of the actions taking since the most recent HNR.

For the purposes of Statistics Canada census reporting, the JdF EA is separated into two census subdivisions: JdF Part 1 and 2. JdF Part 1. Due to the small population of Port Renfrew, much of the data reported by Statistics Canada is suppressed for privacy protection purposes. Staff have addressed this by combining the report generated by the HNR calculator for JdF Part 1 with data extrapolated and summarized by the University of British Columbia Housing Assessment Resource Tool (UBC-HART) team in accordance with the legislative requirements for JdF Part 2.

The 2024 JdF INHR anticipates that the construction of 404 new housing units in the next 5 years is required to meet housing need in the JdF. Moreover, within 20 years, there will need to be 1,262 new housing units constructed to address that need. OCP updates in the coming years should identify how the JdF EA could meet that demand. At the present time, the Province has not required that electoral areas identify how local demand will be met.

Land use bylaws in the JdF have addressed affordable housing development in a rural context by permitting secondary suites, detached accessory suites, duplexes, and cottages, in all zones with a principal residential use. In particular, the definition of a dwelling unit in Land Use Bylaw No. 2040, was drafted to provide flexibility, for a variety of housing types beyond conventional home construction by including mobile homes, modular homes, and prefabricated dwellings. As a result, land use regulations in the JdF permit a housing capacity that exceeds current development levels.

With regards to transportation infrastructure in proximity to housing, JdF Local Area Services has embarked on an Active Transportation Network Plan (ATNP) that focuses on non-vehicular travel within the electoral area. While transportation systems in the JdF are largely under the jurisdiction of the Ministry of Transportation and Infrastructure, a key goal of the new ATNP is to link homes, communities, and people with services, recreation, and linear park spaces through self-propelled and assisted mobility. The ATNP

will also help inform OCP updates and development applications to ensure that any desired higher residential density appropriate to the rural context is in proximity to active transportation infrastructure and bus stops.

Staff recommend that the 2024 JdF IHNR to be received and published on the CRD website, that the 2020 JdF EA HNR be amended (Appendix B), and that the amended report be submitted to the Province.

CONCLUSION

Juan de Fuca Community Planning has completed an IHNR for the JdF EA in accordance with recent amendments to the *Local Government Act*. The report identifies housing needs for the next 5 and 20 years and includes a descriptive statement regarding actions taken to address housing needs in proximity to active transportation options. This report has potential to be used as a resource for OCP updates and amendments to land use bylaws. Upon receipt of the 2024 JdF EA IHNR by the CRD Board, it will be published on the CRD website and used to amend the 2020 JdF EA HNR. The amended report will be submitted to the Province.

RECOMMENDATION

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

1. That the 2024 Juan de Fuca Electoral Area Interim Housing Needs Report, be received and published on the CRD website;
2. That staff be directed to amend the 2020 Capital Regional District Housing Needs Assessment by attaching the 2024 Juan de Fuca Electoral Area Interim Housing Needs Report as an appendix; and
3. That staff be directed to submit the amended 2020 Capital Regional District Housing Needs Assessment to the Province demonstrating that the legislative requirements have been met.

Submitted by:	Iain Lawrence, MCIP, RPP, Senior Manager, JdF 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: 2024 Juan de Fuca Electoral Area Interim Housing Needs Report
Appendix B: 2020 Housing Needs Report

The 2024 Juan de Fuca Electoral Area Interim Housing Needs Report

Table of Contents

Calculating 20-year housing need 2
Component A: Extreme core housing need calculation 2
Table 1a 2
Table 1b 3
Table 2 3
Component B: Housing units and homelessness 4
Table 3 4
Component C: Housing units and suppressed household formation 5
Table 4a 5
Table 4b 6
Table 5a (Juan de Fuca Part 1) 7
Table 5b (Juan de Fuca Part 2) 8
Table 5c (Juan de Fuca Total) 9
Table 6 10
Table 7 11
Table 8 12
Component D: Housing units and anticipated household growth 13
Table 9 13
Table 10 13
Component E: Housing units and rental vacancy rate 14
Table 11 14
Component F: Housing units and demand (the “demand buffer”) 15
Table 12 15
Total 5-year and 20-year housing need 16
Table 13 16
Section 790 of the *LGA*: 17
Section 790 (3) (b): 17
Actions taken on needs for housing and connections through active transportation infrastructure: 17

Calculating 20-year housing need

The following tables calculate 20-year and 5-year housing need according to provincial guidelines. Each table follows these guidelines exactly with the intention that the tables can be directly included in the required interim housing needs report (or included as an addendum to an existing housing needs report).

HART has produced this calculator to support communities in British Columbia satisfy a provincial requirement for interim housing needs reports. Methodologies for housing needs reports can vary widely, and while HART supports the standardization of methodologies for the purpose of provincial or national reporting, we did not have a role in developing the methodology, nor do we unequivocally endorse it. You can learn more about the HART methodology and what it can tell you about your community on our **Housing Needs Assessment Tool page.**

- *A note on terminology: we use the term RDA, where the province uses the term Electoral Area. For all intents and purposes, these are interchangeable in the calculator.*
- *A note on rounding: per provincial guidelines, the figures in Components A-F are not rounded and are shown to two decimal places. Total housing need is rounded in Table 13 to the nearest whole number, per guidelines.*

Component A: Extreme core housing need calculation

The following tables calculate the new homes required to meet existing Extreme Core Housing Need (ECHN) according to provincial guidelines.

Table 1a

The following table shows total owner and renter households in the four previous census years (Step 1).

Juan de Fuca (Part 1) (CSD, BC)				
Total Households	2006	2011	2016	2021
Owners	1480	1555	1690	1920
Renters	255	270	325	280
Juan de Fuca (Part 2) (CSD, BC)				
Total Households	2006	2011	2016	2021
Owners	60	No Data	65	85
Renters	50	No Data	10	30
Juan de Fuca Total				
Total Households	2006	2011	2016	2021
Owners	1540	1615	1755	2005
Renters	305	320	335	310

Table 1b

The following table shows the total number and proportion of owners with a mortgage and renter households in ECHN in the four previous census years, to arrive at an average ECHN rate (Step 2).

Please note that data for owners with a mortgage is only available for 2021.

Juan de Fuca (Part 1) (CSD, BC)									
	2006		2011		2016		2021		
Extreme Core Housing Need	#	% of total	#	% of total	#	% of total	#	% of total	Average ECHN Rate
Owners with a mortgage	No Data		No Data		No Data		35	1.82%	1.82%
Renters	10	3.92%	No Data		30	9.23%	15	5.36%	4.63%
Juan de Fuca (Part 2) (CSD, BC)									
	2006		2011		2016		2021		
Extreme Core Housing Need	#	% of total	#	% of total	#	% of total	#	% of total	Average ECHN Rate
Owners with a mortgage	No Data		No data		No Data		0	0.00%	0.00%
Renters	0	0.00%	No data		0	0.00%	0	0.00%	0.00%

Juan de Fuca Total	
Total Average ECHN Rates	(From rows above)
Owners with a mortgage	0.91%
Renters	2.32%

Table 2

The following table shows the estimated total of owners with a mortgage and renter households in ECHN in 2021 (Steps 3 and 4).

Juan de Fuca (Part 1) (CSD, BC)			
Total Households	2021 Households	Average ECHN Rate	Households in ECHN
Owners	1920	No data	No Data
Owners with a mortgage		1.82%	35.00
Renters	280	4.63%	12.96
Total New Units to Meet ECHN - 20 years			47.96
Juan de Fuca (Part 2) (CSD, BC)			
Total Households	2021 Households	Average ECHN Rate	Households in ECHN
Owners	85	No data	No Data
Owners with a mortgage		No data	No data
Renters	30	No data	No data
Total New Units to Meet ECHN - 20 years			No data

Juan de Fuca Total	
Total New Units to Meet ECHN	47.96

Component B: Housing units and homelessness

The following table calculates the number of new homes required to meet the needs of the existing population of people experiencing homelessness (PEH), according to provincial guidelines.

Table 3

The following table shows the estimated number of homes required to meet the need of existing PEH households as a proportion of the regional need (Steps 1-3).

Juan de Fuca (Part 1) (CSD, BC)				
	Local Population			
Regional Population	#	% of region	Regional PEH	Proportional Local PEH
406075	5120	1.26%	2043	25.76
Juan de Fuca (Part 2) (CSD, BC)				
	Local Population			
Regional Population	#	% of region	Regional PEH	Proportional Local PEH
406075	210	0.05%	2043	1.06
Juan de Fuca Total				
Total New Units to Homelessness Needs - 20 years				**26.82**

Component C: Housing units and suppressed household formation

The following tables calculate the number of new homes required to meet the demand from households unable to form due to a constrained housing environment, since 2006, according to provincial guidelines.

Table 4a

The following table shows the number of owner and renter households in 2006 by age of the primary household maintainer (Step 1).

Juan de Fuca (Part 1) (CSD, BC)		
	2006 Households	
Age – Primary Household Maintainer 2006 Categories	Owner	Renter
Under 25 years	10	10
25 to 34 years	110	85
35 to 44 years	330	45
45 to 54 years	335	100
55 to 64 years	395	10
65 to 74 years	225	10
75 years and over	85	0
Juan de Fuca (Part 2) (CSD, BC)		
	2006 Households	
Age – Primary Household Maintainer 2006 Categories	Owner	Renter
Under 25 years	0	0
25 to 34 years	0	15
35 to 44 years	0	15
45 to 54 years	35	10
55 to 64 years	0	15
65 to 74 years	10	0
75 years and over	0	10
Juan de Fuca Total		
	2006 Households	
Age – Primary Household Maintainer 2006 Categories	Owner	Renter
Under 25 years	10	10
25 to 34 years	110	100
35 to 44 years	330	60
45 to 54 years	370	110
55 to 64 years	395	25
65 to 74 years	235	10
75 years and over	85	10

Table 4b

The following table shows the number of owner and renter households in 2021 by age of the primary household maintainer (Step 1, cont'd).

Juan de Fuca (Part 1) (CSD, BC)		
	2021 Households	
Age – Primary Household Maintainer 2021 Categories	Owner	Renter
15 to 24 years	10	0
25 to 34 years	55	55
35 to 44 years	205	70
45 to 54 years	395	40
55 to 64 years	545	60
65 to 74 years	490	40
75 to 84 years	180	10
85 years and over	45	0
Juan de Fuca (Part 2) (CSD, BC)		
	2021 Households	
Age – Primary Household Maintainer 2021 Categories	Owner	Renter
15 to 24 years	0	0
25 to 34 years	10	0
35 to 44 years	25	0
45 to 54 years	0	0
55 to 64 years	15	10
65 to 74 years	25	0
75 to 84 years	0	0
85 years and over	0	0
Juan de Fuca Total		
	2021 Households	
Age – Primary Household Maintainer 2021 Categories	Owner	Renter
15 to 24 years	10	0
25 to 34 years	65	55
35 to 44 years	230	70
45 to 54 years	395	40
55 to 64 years	560	70
65 to 74 years	515	40
75 to 84 years	180	10
85 years and over	45	0

Table 5a (Juan de Fuca Part 1)

The following table shows the population by age category in 2006 and 2021 (Step 2).

Juan de Fuca (Part 1) (CSD, BC)					
		2006		2021	
Age Categories – Household Maintainers	Age Categories – Population	All Categories	Summed Categories	All Categories	Summed Categories
15 to 24 years	15 to 19 years	285		220	
	20 to 24 years	155	440	175	395
25 to 34 years	25 to 29 years	130		170	
	30 to 34 years	235	365	280	450
35 to 44 years	35 to 39 years	310		290	
	40 to 44 years	360	670	295	585
45 to 54 years	45 to 49 years	360		385	
	50 to 54 years	425	785	370	755
55 to 64 years	55 to 59 years	415		470	
	60 to 64 years	310	725	615	1,085
65 to 74 years	65 to 69 years	170		540	
	70 to 74 years	175	345	340	880
75 years and over	75 to 79 years	100		175	
	80 to 84 years	30		105	
	85 years and over	15	145	70	350

Table 5b (Juan de Fuca Part 2)

The following table shows the population by age category in 2006 and 2021 (Step 2 cont'd).

Juan de Fuca (Part 2) (CSD, BC)					
		2006		2021	
Age Categories – Household Maintainers	Age Categories – Population	All Categories	Summed Categories	All Categories	Summed Categories
15 to 24 years	15 to 19 years	10	40	0	0
	20 to 24 years	30		0	
25 to 34 years	25 to 29 years	15	15	0	35
	30 to 34 years	0		35	
35 to 44 years	35 to 39 years	10	35	15	50
	40 to 44 years	25		35	
45 to 54 years	45 to 49 years	50	75	25	25
	50 to 54 years	25		0	
55 to 64 years	55 to 59 years	0	25	20	30
	60 to 64 years	25		10	
65 to 74 years	65 to 69 years	10	20	25	45
	70 to 74 years	10		20	
75 years and over	75 to 79 years	10	10	0	0
	80 to 84 years	0		0	
	85 years and over	0		0	

Table 5c (Juan de Fuca Total)

The following table shows the population by age category in 2006 and 2021 (Step 2 cont'd).

Juan de Fuca Total					
		2006		2021	
Age Categories – Household Maintainers	Age Categories – Population	All Categories	Summed Categories	All Categories	Summed Categories
15 to 24 years	15 to 19 years	235		315	
	20 to 24 years	320	555	305	620
25 to 34 years	25 to 29 years	385		330	
	30 to 34 years	410	795	410	740
35 to 44 years	35 to 39 years	450		370	
	40 to 44 years	415	865	490	860
45 to 54 years	45 to 49 years	335		625	
	50 to 54 years	180	515	565	1190
55 to 64 years	55 to 59 years	185		360	
	60 to 64 years	110	295	175	535
65 to 74 years	65 to 69 years	30		105	
	70 to 74 years	15	45	70	175
75 years and over	75 to 79 years	0		0	
	80 to 84 years	0		0	
	85 years and over	2006	2006	2021	2021

Table 6

The following table shows the 2006 headship rate of each age category for both renters and owners (Step 3).

Juan de Fuca (Part 1) (CSD, BC)					
	2006 Households		2006 Population	2006 Headship Rate	
Age Categories – Household Maintainers	Owner	Renter	Total	Owner	Renter
15 to 24 years	10	10	440	2.27%	2.27%
25 to 34 years	110	85	365	30.14%	23.29%
35 to 44 years	330	45	670	49.25%	6.72%
45 to 54 years	335	100	785	42.68%	12.74%
55 to 64 years	395	10	725	54.48%	1.38%
65 to 74 years	225	10	345	65.22%	2.90%
75 years and over	85	0	145	58.62%	0.00%
Juan de Fuca (Part 2) (CSD, BC)					
	2006 Households		2006 Population	2006 Headship Rate	
Age Categories – Household Maintainers	Owner	Renter	Total	Owner	Renter
15 to 24 years	0	0	40	0.00%	0.00%
25 to 34 years	0	15	15	0.00%	100.00%
35 to 44 years	0	15	35	0.00%	42.86%
45 to 54 years	35	10	785	46.67%	13.33%
55 to 64 years	0	15	725	0.00%	60.00%
65 to 74 years	10	0	345	50.00%	0.00%
75 years and over	0	10	145	0.00%	100.00%
Juan de Fuca Totals					
	2006 Households		2006 Population	2006 Headship Rate	
Age Categories – Household Maintainers	Owner	Renter	Total	Owner	Renter
15 to 24 years	10	10	480	1.14%	1.14%
25 to 34 years	110	100	380	15.07%	61.65%
35 to 44 years	330	60	705	24.63%	24.79%
45 to 54 years	370	110	1570	44.68%	13.04%
55 to 64 years	395	25	1450	27.24%	30.69%
65 to 74 years	235	10	690	57.61%	1.45%
75 years and over	85	10	290	29.31%	50.00%

Table 7

The following table shows the potential 2021 headship rate of each age category for both renters and owners if the headship rate from 2006 remained constant (Step 4).

Juan de Fuca (Part 1) (CSD, BC)					
	2006 Headship Rate		2021 Population	2021 Potential Households	
Age Categories – Household Maintainers	Owner	Renter	Total	Owner	Renter
15 to 24 years	2.27%	2.27%	395	8.98	8.98
25 to 34 years	30.14%	23.29%	450	135.62	104.79
35 to 44 years	49.25%	6.72%	585	288.13	39.29
45 to 54 years	42.68%	12.74%	755	322.2	96.18
55 to 64 years	54.48%	1.38%	1085	591.14	14.97
65 to 74 years	65.22%	2.90%	880	573.91	25.51
75 years and over	58.62%	0.00%	350	205.17	0.00
Juan de Fuca (Part 2) (CSD, BC)					
	2006 Headship Rate		2021 Population	2021 Potential Households	
Age Categories – Household Maintainers	Owner	Renter	Total	Owner	Renter
15 to 24 years	0.00%	0.00%	0	0.00	0.00
25 to 34 years	0.00%	100.00%	35	0.00	0.00
35 to 44 years	0.00%	42.86%	50	0.00	0.00
45 to 54 years	46.67%	13.33%	25	11.67	1.56
55 to 64 years	0.00%	60.00%	30	0.00	0.00
65 to 74 years	50.00%	0.00%	45	22.50	0.00
75 years and over	0.00%	100.00%	0	0.00	0.00
Juan de Fuca Total					
	2006 Headship Rate		2021 Population	2021 Potential Households	
Age Categories – Household Maintainers	Owner	Renter	Total	Owner	Renter
15 to 24 years	1.14%	1.14%	395	8.98	8.98
25 to 34 years	15.07%	61.65%	485	135.62	104.79
35 to 44 years	24.63%	24.79%	635	288.13	39.29
45 to 54 years	44.67%	13.04%	780	333.87	97.74
55 to 64 years	27.24%	30.69%	1115	591.14	14.97
65 to 74 years	57.61%	1.45%	925	596.41	25.51
75 years and over	29.31%	50.00%	350	205.17	0.00

Table 8

The following table calculates the number of suppressed households by subtracting actual households in 2021 from potential households in 2021 by age category, according to provincial guidelines (Steps 5 and 6).

Juan de Fuca (Part 1) (CSD, BC)							
	2021 Potential Households		2021 Households		2021 Suppressed Households		
Age Categories – Household Maintainers	Owner	Renter	Owner	Renter	Owner	Renter	Total
15 to 24 years	8.98	8.98	10	0	-1.02	8.98	7.95
25 to 34 years	135.62	104.79	55	55	80.62	49.79	130.41
35 to 44 years	288.13	39.29	205	70	83.13	-30.71	52.43
45 to 54 years	322.2	96.18	395	40	-72.8	56.18	0
55 to 64 years	591.14	14.97	545	60	46.14	-45.03	1.1
65 to 74 years	573.91	25.51	490	40	83.91	-14.49	69.42
75 years and over	205.17	0	225	10	-19.83	-10	0
Total New Units to Meet Suppressed Housing Need - 20 years							261.31
Juan de Fuca (Part 2) (CSD, BC)							
	2021 Potential Households		2021 Households		2021 Suppressed Households		
Age Categories – Household Maintainers	Owner	Renter	Owner	Renter	Owner	Renter	Total
15 to 24 years	0.00	0.00	0	0	0.00	0.00	0.00
25 to 34 years	0.00	0.00	10	0	-10.00	0.00	0.00
35 to 44 years	0.00	0.00	25	0	-25.00	0.00	0.00
45 to 54 years	11.67	1.56	0	0	11.67	1.56	13.22
55 to 64 years	0.00	0.00	15	10	-15.00	-10.00	0.00
65 to 74 years	22.50	0.00	25	0	-2.50	0.00	0.00
75 years and over	0.00	0.00	0	0	0.00	0.00	0.00
Total New Units to Meet Suppressed Housing Need - 20 years							13.22
Juan de Fuca Total							
	2021 Potential Households		2021 Households		2021 Suppressed Households		
Age Categories – Household Maintainers	Owner	Renter	Owner	Renter	Owner	Renter	Total
15 to 24 years	8.98	8.98	10	0	-1.02	8.98	7.95
25 to 34 years	135.62	104.79	65	55	70.62	49.79	130.41
35 to 44 years	288.13	39.29	230	70	58.13	-30.71	52.43
45 to 54 years	333.87	97.74	395	40	-61.13	57.74	13.22
55 to 64 years	591.14	14.97	560	70	31.14	-55.03	1.10
65 to 74 years	596.41	25.51	515	40	81.41	-14.49	69.42
75 years and over	205.17	0.00	225	10	-19.83	-10.00	0.00
Total New Units to Meet Suppressed Housing Need - 20 years							274.53

Component D: Housing units and anticipated household growth

The following tables calculates the number of new homes required to accommodate an increasing population over 20 years according to provincial guidelines.

Table 9

The following table shows the 20-year population projection and growth rate for your regional district (Step 1).

Juan de Fuca Total			
Regional District Projections	2021	2041	Regional Growth Rate
Households	185,205	254,785	37.57%

Table 10

The following table shows the calculated number of new homes needed in the next 20 years according to the provincial guidelines, calculated with the average of the municipal and regional growth projections (Steps 2-5).

Juan de Fuca (Part 1) (CSD, BC)				
Growth Scenarios	Regional Growth Rate	Households		New Units
		2021	2041	
Regionally Based Household Growth	37.57%	2205	3033.4	828.4
Juan de Fuca (Part 2) (CSD, BC)				
Growth Scenarios	Regional Growth Rate	Households		New Units
		2021	2041	
Regionally Based Household Growth	37.57%	85	No Data	78.90
Juan de Fuca Total				
Total New Units to Meet Household Growth Needs - 20 years				907.30

Component E: Housing units and rental vacancy rate

The following table calculates the number of new homes required to restore local vacancy rates to 3% according to provincial guidelines. Please note that in jurisdictions without vacancy rate data, the calculator will default to the provincial vacancy rate, following provincial guidance.

Table 11

The following table shows the difference between the existing total number of rental homes and the total number of rental homes required for a 3% vacancy rate (Steps 1-4).

Juan de Fuca (Part 1) (CSD, BC)				
	Vacancy Rate	Occupied Rate	Renter Households	Estimated Number of Units
Target Vacancy Rate	3.00%	97.00%	280	288.66
Local Vacancy Rate	1.40%	98.60%		283.98
Total New Units to Achieve 3% Vacancy Rate - 20 years				4.68
Juan de Fuca (Part 2) (CSD, BC)				
	Vacancy Rate	Occupied Rate	Renter Households	Estimated Number of Units
Target Vacancy Rate	3.00%	97.00%	30	30.93
Local Vacancy Rate	1.40%	98.60%		30.43
Total New Units to Achieve 3% Vacancy Rate - 20 years				0.50
Juan de Fuca Total				
Total New Units to Achieve 3% Vacancy Rate - 20 years				5.18

Component F: Housing units and demand (the “demand buffer”)

The demand factor is a multiplier used to calculate additional local housing demand (or "demand buffer"), determined by the province.

Table 12

The following table calculates additional demand for new housing by applying your demand factor to the total of the other relevant components, according to provincial guidelines (Steps 1 and 2).

Juan de Fuca Total	
Component	Result
A. Extreme Core Housing Need	47.96
B. Persons Experiencing Homelessness	26.82
C. Suppressed Household Formation	274.53
E. Rental Vacancy Rate Adjustment	5.18
Total	354.49

Demand Factor	0.00
Total New Units to Address Demand Buffer - 20 years	0.00

Total 5-year and 20-year housing need

Table 13

The following table sums Components A-F and rounds the totals to the nearest whole number to determine the total number of new homes needed in the next 20 years, according to provincial guidelines. It also displays 5-year housing need estimates using the multipliers provided in the provincial guidelines and BC Stats household projections from 2021 to 2026.

Juan de Fuca Total		
Component	5 Year Need	20 Year Need
A. Extreme Core Housing Need	11.99	47.96
B. Persons Experiencing Homelessness	13.41	26.82
C. Suppressed Household Formation	68.64	274.53
D. Anticipated Growth	308.73	907.30
E. Rental Vacancy Rate Adjustment	1.30	5.18
F. Additional Local Demand	0.00	0.00
Total New Units – 5 years	404	
Total New Units – 20 years		1262



Section 790 *Local Government Act (LGA):*

Section 790 of the LGA:

In late 2023, amendments to the Local Government Act (*LGA*) changed the timing and requirements for Housing Needs Reports. Section 790 of the *LGA,* requires all local governments to complete an Interim Housing Needs Report (IHNR) by January 1, 2025, that includes the following new items:

Section 790 (3) (b):

The local government's most recent housing needs report amended to the extent necessary to do the following:

(i) Reflect the total number of housing units, calculated in accordance with an applicable method set out in the regulations, required to meet the anticipated housing needs of the local government for the next 5 years and for the next 20 years;

(ii) Include a description of the actions taken by the local government, since receiving the most recent housing needs report, to reduce housing needs in the applicable area of the local government;

(iii) Include a statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.

Actions taken on needs for housing and connections through active transportation infrastructure:

While the requirements in Section 790 (3) (b) (i) of the *LGA* are met by the report generated via the Housing Needs Report Calculator developed by the University of British Columbia's (UBC) Housing Assessment Resource Tool (HART) team; the requirements in Sections 790 (3) (b) (ii) & (iii) are fulfilled by the descriptive statement provided below.

Located on the southern tip of Vancouver Island, the Capital Regional District (CRD) is composed of 13 municipalities and three electoral areas including the Juan de Fuca Electoral Area (the "JdF"). The JdF encompasses a collection of distinct rural communities immersed in the natural environment. The individual character of each community is established by the surrounding natural elements, built form, and socio-economic activities. Guided by 7 Official Community Plans (OCPs) consistent with the CRD's Regional Growth Strategy (RGS), development in the JdF is regulated through 5 Land Use Bylaws.

In 2019 the CRD and 10 member municipalities worked with consultants from Urban Matters and prepared the 2020 Housing Needs Report for each municipality and the Juan de Fuca Electoral Area. Since the 2020 Housing Needs Report was received, the JdF Services Department has overseen bylaw amendments, processed bylaw amendment applications, and engaged in various projects. Currently, bylaws in the JdF allow for housing development in a rural context by permitting secondary suites, detached accessory suites, duplexes, and cottages in zones with a principal residential use. In particular, the definition of a dwelling unit in Land Use Bylaw No. 2040, was thoughtfully drafted to provide flexibility for a variety of housing types beyond conventional home construction by including mobile homes, modular homes, and prefabricated dwellings. As a result, land use regulations in the JdF permit a housing capacity that exceeds current development levels without contributing to urban sprawl. However, servicing for rural housing still has the potential to irreversibly impact natural systems such as groundwater availability. To better understand this, JdF Local Area Services intends to begin a groundwater study that examines the capabilities and limitations of local aquifers.

JdF Local Area Services is also embarking on two major projects: an Active Transportation Network Plan (ATNP) focusing on non-vehicular travel and updating the Port Renfrew OCP. While transportation systems in the JdF are largely under the jurisdiction of the Ministry of Transportation and Infrastructure, a key goal of the new ATNP is to link communities and people with services, recreation, and linear park spaces through self-propelled and assisted movement. The ATNP will also provide guidance on the provision of park infrastructure and development applications. The Port Renfrew OCP update will be informed by this IHNR and address housing issues identified through public engagement. Similarly, JdF Local Area Services could also be directed to consolidate all the OCPs and Land Use Bylaws to harmonize development regulations and investigate solutions to the housing needs of rural communities. Following the completion of this IHNR, adoption of the ATNP and the updated Port Renfrew OCP will help set the stage for future improvement to housing policies and identify options for rural appropriate higher density residential land use patterns in proximity to trails, roadside pathways, and bus stops.

Capital Regional District Housing Needs Assessment

Juan de Fuca Electoral Area



November 2020

Making a difference...together

Juan de Fuca Housing Profile

This profile summarizes the findings of the Juan de Fuca Electoral Area Housing Needs Report which was completed as part of a joint Housing Needs Report project for 11 CRD communities. It fulfills the Housing Needs Reports requirements outlined in the Local Government Act, Part 14, Division 22. All data is this profile is from Statistics Canada unless otherwise indicated.

While Juan de Fuca is a single electoral area, it is categorized into two census subdivisions by Statistics Canada: Juan de Fuca (Part 1) and Juan de Fuca (Part 2). As such, the data in this profile will be presented as two separate areas. Juan de Fuca (Part 1) consists of East Sooke, Malahat Shirley/Jordan River, Otter Point; and Willis Point. Juan de Fuca (Part 2) consists of the Rural Resource Lands and Port Renfrew.

Overview

Primarily a rural area, Juan de Fuca is the largest electoral area in the CRD by size at 1,491 square kilometres. The Juan de Fuca Electoral Area makes up 1.3% of the CRD's population as of 2016. The area is known for its recreational opportunities and access to the outdoors. There is limited residential settlement within the designated Rural Resource Lands.

Population and Age

The population of Juan de Fuca (Part 1) grew by 9.9% between 2006 and 2016, a slightly slower rate of growth compared to the CRD as a whole. The population in Juan de Fuca (Part 2) decreased by 18.8% over the same period. In 2016, the median age was 49.5 in Juan de Fuca (Part 1) and 52.0 in Juan de Fuca (Part 2), which were both higher than the CRD median age of 45.5. Juan de Fuca (Part 1) had a similar age distribution as the CRD as a whole, whereas Juan de Fuca (Part 2) had a smaller proportion of individuals age 15 to 24.

Projections suggest Juan de Fuca (Part 1) could experience moderate population growth in the future, primarily driven by growth of the population aged 35 to 44 and 65 and older.

Households

In 2016, there were 1,995 households in Juan de Fuca (Part 1) and 90 households in Juan de Fuca (Part 2). The average household size was 2.3 persons for Juan de Fuca (Part 1) and 2.2 persons for Juan de Fuca (Part 2), which are similar to the regional average of 2.2 persons per household. Households tend to be smaller in Juan de Fuca overall, as 69% are one and two-person households in Juan de Fuca (Part 1) and 83% are one and two-person households in Juan de Fuca (Part 2). Households without children are more common in both parts of Juan de Fuca compared to the region.

Income

The 2015 median income in Juan de Fuca (Part 1) was $76,178, which was approximately 11% higher than the CRD median income. Juan de Fuca (Part 2) had a lower median household income than the CRD at $61,760. There are large differences in household incomes for households who rent in Juan de Fuca. Renter households reported incomes that were a little over half that of owner incomes: $42,904 versus $82,273 in Juan de Fuca (Part 1) and $44,363 versus $88,704 in Juan de Fuca (Part 2). Lone parent and non-census family households reported much lower incomes compared to other household types in Juan de Fuca (Part 1).

Current Housing Stock

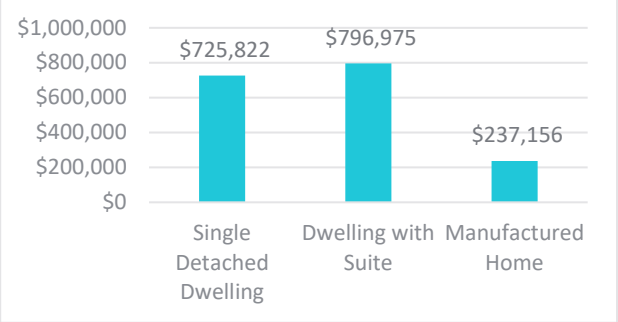
The overall housing stock in Juan de Fuca (Part 1) and Juan de Fuca (Part 2) are newer and less diverse than the CRD average. Recent building permits suggest single-detached dwellings remain the dominant dwelling type in the Juan de Fuca Electoral Area.

Homeownership

(Statistics Canada, BC Assessment, and Victoria Real Estate Board)

Eighty-four percent (84%) of households in Juan de Fuca (Part 1) and 93% of households in Juan de Fuca (Part 2) own their home. The average assessed value of a single-detached house (without a suite) in 2019 was $725,822 in the Juan de Fuca Electoral Area. The BC Assessment average residential values for the top three dwelling types in Juan de Fuca Electoral Area are shown in the graph (see below).

AVERAGE ASSESSED RESIDENTIAL VALUES 2019



Based on these prices, the average single-detached home is unaffordable for median incomes of most household types, despite this being the most common type of home in the Electoral Area. A household would require an annual income of approximately $143,794 for their shelter costs to be considered affordable (e.g. spending less than 30% of before-tax household income).

Rental Affordability

(Statistics Canada and Canada Mortgage Housing Corporation)

Sixteen percent (16%) of households in Juan de Fuca (Part 1) and 14% of households in Juan de Fuca (Part 2) rent their home. There is no recent data available on the primary or secondary rental markets in the Juan de Fuca Electoral Area. However, historically, Juan de Fuca has seen low rental vacancy rates. From 2001 and 2003, the overall rental vacancy rate for Juan de Fuca fluctuated between 0.5% and 1.5%. The number of renter households in Juan de Fuca (Part 1) increased by 65 from 2006 to 2016. There is no historical data available for Juan de Fuca (Part 2), however there were just 10 renter households in 2016.

Renter households relying on a single income likely struggle to find affordable housing in Juan de Fuca Electoral Area. Renter households led by lone parents are the households most likely to be in Core Housing Need in the Electoral Area (i.e., living sin housing that is inadequate, unsuitable, and/or currently unaffordable, and unable to afford the median rent of alternative local housing).

Anticipated Housing Demand

If Juan de Fuca (Part 1) continues growing in a similar manner as the past, the community will see an additional 5,290 households form between 2016 and 2025. New households are projected to be 47% renters and 53% owners. Projections were not prepared for Juan de Fuca (Part 2) due to the small community size and the growth policies which limit residential settlement within the Rural Resource Lands.

PROJECTED HOUSING UNITS NEEDED

	2016-2020	2020-2025
Total	**118**	**115**
Studio or 1 Bedroom	49	48
2 Bedroom	48	46
3+ Bedroom	20	22

Key Areas of Local Need

Affordable Housing

Housing costs in 2019 are high in the Juan de Fuca Electoral Area and across the CRD. The average assessed value for a single-detached house in Juan de Fuca Electoral Area was $726,000 in 2019. The affordability gap analysis showed that lone-parent families and non-census families (e.g., individuals living alone) are facing the greatest housing challenges.

Rental Housing

There is a need for more rental housing options across the CRD. The proportion of renter households grew from 260 households in 2006 (15%) to 325 in 2016 (16%) in Juan de Fuca (Part 1). The stock of purpose-built rental housing was 404 units in 2003 although recent data is not available to understand if this number has changed. The primary rental market vacancy rate was 1.5% in Juan de Fuca Electoral Area in 2003. High demand and low vacancy contribute to increasing rental costs and can push renter households out of the community.

Housing for People with Disabilities

Incidence of Core Housing Need is higher among households with someone with a disability. This may be due to reduced incomes, difficulty accessing appropriate housing or other factors. For individuals with disabilities who are unable to work, the provincial housing supplement of $375 (for an individual) is extremely low and limits access to housing options.

Housing for Seniors

Juan de Fuca (Part 1) and Juan de Fuca (Part 2) are experiencing aging trends with the median age growing from 44.3 to 49.5 and 45.8 to 52.0, respectively, from 2006 and 2016. Some need supportive housing, which was identified as a key area of need by regional stakeholders.

Housing for Families

Family-sized housing in the core area communities is increasingly out of reach for families with children in terms of affordability. West Shore communities are becoming more attractive options for families and other households requiring more space. The affordability gap analysis showed that the average assessed value of a single-detached home ($726,000 in 2019) in Juan de Fuca Electoral Area is less expensive than in the core area communities, but it would still cause couples with children making the median household income to spend more than 30% of their income on shelter costs. Homeownership is far out of reach for lone parent families who make up 5% of all Juan de Fuca (Part 1) households.

Homelessness

There has been an increase in individuals experiencing homelessness across CRD communities in recent years. The March 11, 2020 point-in-Time count identified a minimum of 1,523 individuals experiencing homelessness in the region. There were at least 350 individuals who were emergency sheltered and 743 who were provisionally accommodated in transitional housing.

TABLE OF CONTENTS

Juan de Fuca Housing Profile i

1.0 Introduction 1

1.1 Overview 2
1.2 Housing Need Report Requirements 3
1.3 Data Limitations 3

2.0 Community Profile 5

2.1 Population 5
2.2 Age 5
2.3 Mobility 7
2.4 Households 7
2.5 Economy 11
2.6 Household Median Income 12
2.7 Summary 15

3.0 Housing Profile 17

3.1 Overview of Housing Stock 17
3.1.1 Housing Units 17
3.1.2 Occupied and Unoccupied Dwellings 19
3.1.3 Condition of Housing 19
3.1.4 Recent Changes in Housing Stock 22
3.1.5 Tenure 23
3.1.6 Households and Structure Types 24
3.2 Trends in the Homeownership Market 29
3.2.1 Homeownership Affordability Gaps Analysis 29
3.3 Trends in the Rental Market 31
3.3.1 Primary Rental 31
3.3.2 Secondary Rental Market Trends 31
3.3.3 Short-Term Rental Market 33
3.4 Non-Market Housing 34
3.5 Homelessness 34
3.6 Student Housing 35
3.7 Housing Indicators 35
3.7.1 Core Housing Need 36
3.7.2 Extreme Core Housing Need 38
3.7.3 Household Characteristics by Core Housing Need 39
3.8 Summary 41

4.0 Projections 43

4.1 Methodology 43
4.2 Limitations 44
4.3 Population Growth 44

4.4 Age Projections 45
4.5 Household Projections 46
4.5.1 Projected Households by Tenure 46
4.5.2 Projected Households by Household Family Type 46
4.5.3 Projected Households by Age of Primary Household Maintainer 47
4.5.4 Projected Households by Bedroom Type Needs 47
4.6 Summary 48

5.0 Community Engagement Findings 49

5.1 Regional Findings 49
5.1.1 Housing Challenges 49
5.1.2 Barriers and Challenges in Developing and Operating Housing 51
5.1.3 Opportunity Areas 51
5.2 Findings for West Shore Communities 52
5.2.1 Housing pressures felt across the housing continuum 52
5.2.2 Opportunity Areas Specific to West Shore Communities 53
5.3 Additional Findings for Juan de Fuca Electoral Area 53

6.0 COVID-19 Implications 54

6.1 Preliminary Economic Impacts 54
6.2 Stakeholder Perspectives 55

7.0 Summary of Key Areas of Local Need 57

7.1 Number of Units Needed by Dwelling Type in Juan de Fuca (Part 1) 57
7.2 Statements of Key Areas of Local Need in the Capital Regional District 57
7.2.1 Affordable Housing 57
7.2.2 Rental Housing 58
7.2.3 Housing for People with Disabilities 58
7.2.4 Housing for Seniors 58
7.2.5 Housing for Families 58
7.2.6 Homelessness 58

Glossary 59

Appendices

Appendix A Provincial Summary Form

This report is prepared for the sole use of Capital Regional District. No representations of any kind are made by Urban Matters Ltd. or its employees to any party with whom Urban Matters CCC Ltd. does not have a contract. © 2020 URBAN MATTERS CCC.



1.0 Introduction

Note that throughout this document, some technical terms are used when referring to statistical data. There is a glossary at the end of this document with relevant definitions and links for further information.

Spanning the southern tip of Vancouver Island and the southern Gulf Islands, as of 2016, the Capital Regional District (CRD) serves more than 383,000 people spread throughout 13 municipalities and three electoral areas. The CRD includes a variety of urban and rural communities, big and small. It is a desirable place to live, with many walkable neighborhoods and access to nature and numerous amenities. Many communities within the CRD are experiencing pressure on their housing systems, with high property values and rental rates and low rental vacancy. While recent months have seen some softening in the housing market for some communities, there continues to be a pressing need to understand housing needs across the housing continuum, now and into the future, related to affordability, accessibility, types of units, support structures and services, and more (Figure 1).

FIGURE 1 HOUSING CONTINUUM



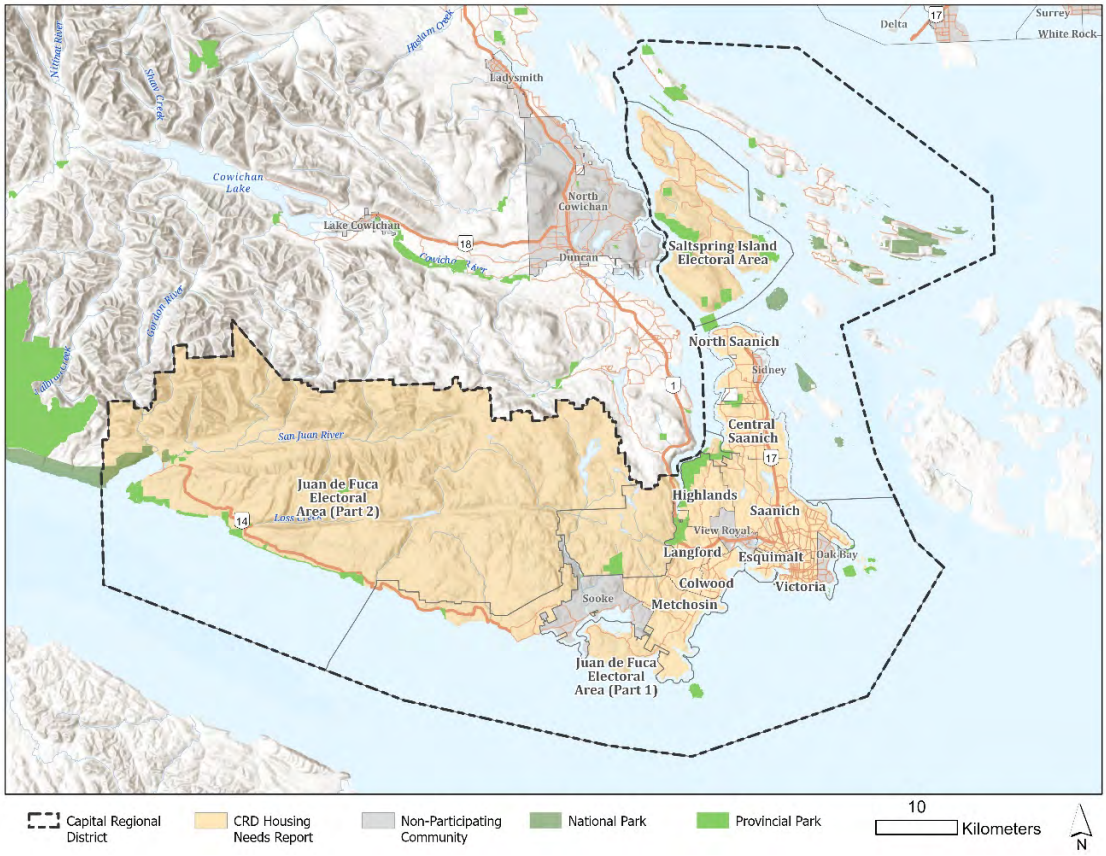
Communities in the CRD are not unique in facing housing challenges. Across BC, a housing affordability crisis has emerged due to high demand for housing from a growing population, low interest rates, and the attractiveness of housing as an investment. Increasingly, the cost of renting and owning is creating unprecedented financial burdens for households.

In 2019, the Government of BC amended the *Local Government Act*, Part 14, Division 22 requiring municipalities and regional districts to complete Housing Needs Reports to help better understand current and future housing needs and to consider these in local plans and policies. Each local government must complete their first report by 2022, with updates every five years thereafter. The Union of British Columbia Municipalities (UBCM) is providing funding for local governments to support the completion of the first round of reports. The CRD was awarded funding through this program and retained Urban Matters to complete Housing Needs Reports for 11 constituent communities, including the Juan de Fuca Electoral Area. Separate reports have been prepared for each participating community, which are based on local context while also providing a regional lens.

1.1 Overview

The Juan de Fuca Electoral Area is comprised of 7 different areas: East Sooke, Malahat, Otter Point, Shirley/Jordan River, Willis Point, Port Renfrew, and the Rural Resource Lands. Each area has its own Official Community Plan that guides decisions around land use planning and policies.

FIGURE 2 MAP OF JUAN DE FUCA



Primarily a rural area, Juan de Fuca is the largest electoral area in the CRD by size at 1,491 square kilometres and with a population of 4,860, which represents 1.3% of the CRD's population as of the last census in 2016. The area is known for its recreational opportunities and access to the outdoors. The housing stock is primarily made up of single-detached houses with a few multi-family housing units. Some housing in the Juan de Fuca Electoral Area is used for commercial tourism.

The Rural Resource Lands make up the largest part of the Electoral Area and is primarily designated for resource extraction, including forestry and limited mining. Residential settlement within the Rural Resource Lands is limited. The population was estimated to be 160 with very little anticipated residential settlement. The Official Community Plans for the communities in the Juan de Fuca Electoral Area guide future residential development to be generally low-density. In addition, some communities have provisions for affordable housing policies.

While Juan de Fuca is a single electoral area, it is categorized into two census subdivisions by Statistics Canada: Juan de Fuca (Part 1) and Juan de Fuca (Part 2). As such, the data in this report will be presented as two separate areas. Juan de Fuca (Part 1) consists of East Sooke, Malahat Shirley/Jordan River, Otter Point; and Willis Point. Juan de Fuca (Part 2) consists of the Rural Resource Lands and Port Renfrew.

1.2 Housing Need Report Requirements

Housing Needs Reports regulations require the collection of approximately 50 different data indicators about past and current population, households, income and economy, and housing stock, as well as projected population, households, and housing stock.[1] Most of this data is made available by the Government of BC through their data catalogue. Some data indicators have not yet been made available and are noted as such (e.g., historical BC Assessment data). Data is collected from a number of sources, including:

- Statistics Canada 2006, 2011, and 2016 Censuses and 2011 National Household Survey, via:
  - → Data available online through Census profiles and data tables
  - → Custom Housing Needs Report data provided by the Ministry of Municipal Affairs and Housing (MAH)
- Canada Mortgage and Housing Corporation (CMHC)
- BC Housing
- BC Assessment
- BC Stats
- AirDNA
- Capital Regional District

This document fulfills Housing Need Report requirements for Juan de Fuca, providing information on housing needs across the housing continuum, including an estimate of the number and size of housing units required to address existing demand and future growth over the next five years. This report is intended to be used by the CRD and other stakeholders to inform the planning and development of housing, through local plans, policies, and the management of development. It is also a public document intended to support decision-making around housing and provide information to stakeholders to help improve the local understanding of housing needs.

This report provides an overview of housing needs based on analysis of this quantitative data from these sources, as well as qualitative data from engagement. This data is used to identify the housing units required currently and over the next five years, the number of households in core housing need, and statements about key areas of local need, in fulfilment of Housing Needs Reports regulations.[2]

1.3 Data Limitations

There are limitations to the data used in this report. Significant limitations that may affect interpretation of the data presented in this report are described here.

---

[1] https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/uploads/summaryhnrrequirements_apr17_2019.pdf

[2] https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/policy-and-planning-tools-for-housing/housing-needs-reports

Different Census Datasets

This report refers to both the standard Census Profile from Statistics Canada and a custom data set that was prepared by Statistics Canada for the purpose of Housing Needs Reports. This data provides some information not available in the Census Profiles. However, it is based on a 25% sample. It also differs slightly from the Census Profiles as it only reports on private households and excludes those living in institutions or any form of collective dwelling. Both the Census Profiles and custom data sets are used and are referenced.

Age of Data

The most recent national census was completed in 2016 and is now several years old. While it provides important demographic and housing information, it does not capture more recent trends. Other, more recent sources of data are used where possible and quantitative data is supplemented with stakeholder engagement which provides insight into emerging trends. The next national census is scheduled for 2021 and results will begin to become available in 2022.

2011 National Household Survey

The 2011 National Household Survey (NHS) was voluntary and had a much lower response rate than the mandatory long-form census. Because of this, data from the 2011 NHS is of a lower quality than census data. In particular, this adversely impacted income data, and any comparisons between Census income data and NHS income should be viewed with caution; overall income trends between 2006 and 2016 are therefore a more reliable indicator of future income direction than 5-year trends.

Projections

The projections contained in this report offer possible scenarios and should be used with caution. In reality, local conditions like population, immigration patterns, decisions on growth and density, and market forces impact the nature of the projections. Wherever possible, the projections should be informed by an understanding of the context within Juan de Fuca and the CRD.

COVID-19

Most of the statistical data reported in this document was collected prior to COVID-19 and may not entirely reflect current housing trends. The data reported should be considered together with Section 6 COVID-19 Implications. The findings in the concluding chapters consider both available data, desk research on COVID-19 implications on the housing system, and what was heard from stakeholders during engagement about the on-the-ground implications.

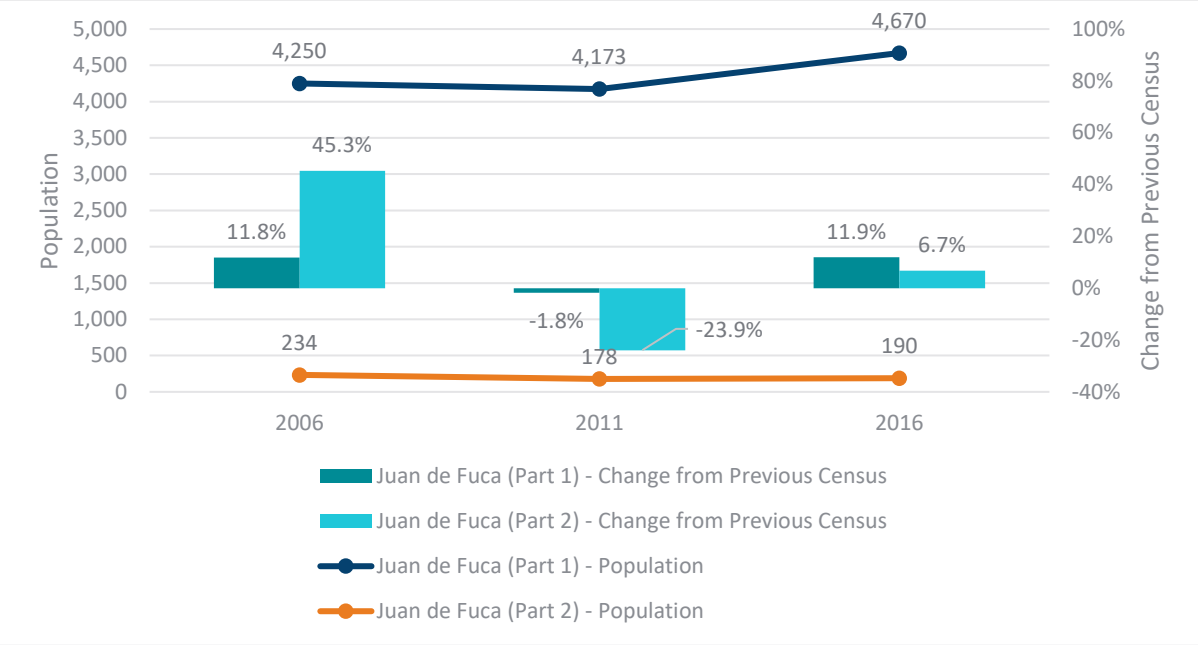
2.0 Community Profile

The demographic and economic context of a community shape its housing needs. Age and stage of life, household type and size, income, and employment all directly affect the type of housing units, sizes, and tenures needed. This section provides an overview of these factors, using a combination of data from the Statistics Canada Census Profiles and data tables and custom data prepared for Housing Needs Reports.

2.1 Population

Between 2006 and 2016, the population of Juan de Fuca (Part 1) grew by 9.9%, from 4,250 to 4,670 residents while Juan de Fuca (Part 2) decreased by -18.8% from 234 to 190 residents. This does not include residents within the Pacheedaht First Nation reserve area. Over this same period, the CRD grew by 11.1%. As of 2016, the Juan de Fuca Electoral Area makes up 1.3% of the CRD's population.

FIGURE 3 POPULATION CHANGE IN JUAN DE FUCA (PART 1 AND PART 2) AND CRD, 2006 TO 2016



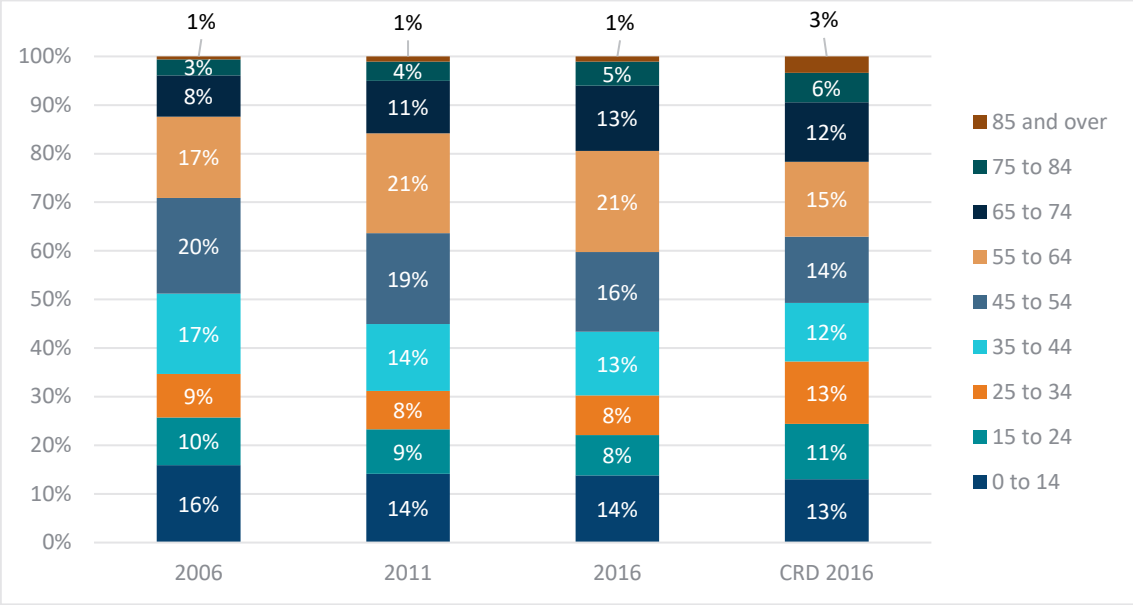
Source: Statistics Canada Census Program, Census Profiles 2006, 2011, 2016

2.2 Age

From 2006 to 2016, the median age in Juan de Fuca (Part 1) rose from 44.3 to 49.5, and from 45.8 to 52.0 in Juan de Fuca (Part 2), indicating an aging trend in both communities.

The age distribution in Juan de Fuca (Part 1) stayed similar between 2006 and 2016, with a slight decline in the proportion of ages 35 to 44 and an increase in ages 65 to 84 (Figure 4).

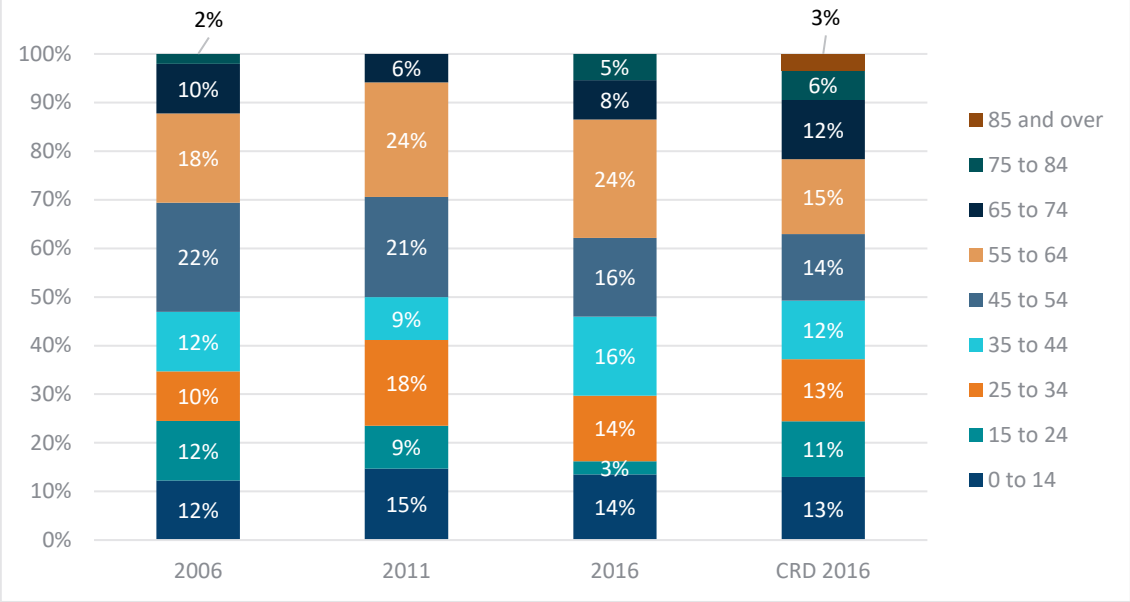
FIGURE 4 AGE DISTRIBUTION IN JUAN DE FUCA (PART 1), 2006-2016



Source: Statistics Canada Census Program, Census Profiles 2006, 2011, 2016

During the same period, the Juan de Fuca (Part 2) age distribution remained consistent except for an increase in the proportion of individuals age 55 and older and a decrease of individuals ages 15 to 24 (Figure 5).

FIGURE 5 AGE DISTRIBUTION IN JUAN DE FUCA (PART 2), 2006-2016



Source: Statistics Canada Census Program, Census Profiles 2006, 2011, 2016

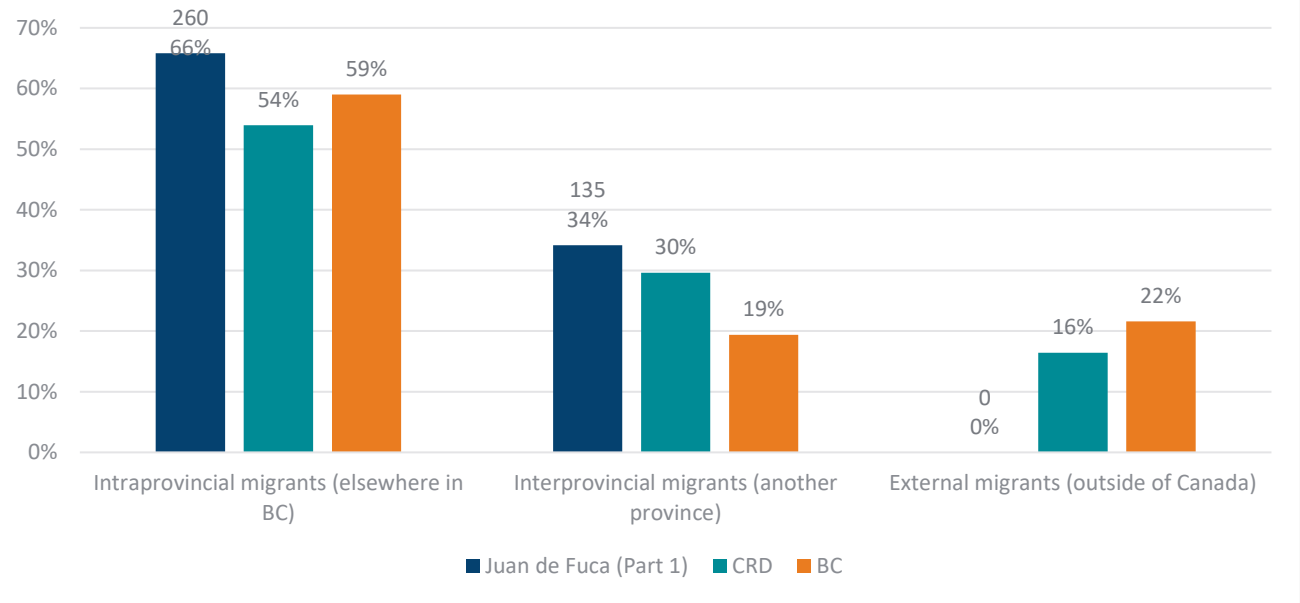
Juan de Fuca (Part 1) had a very similar age distribution as the CRD as a whole, whereas Juan de Fuca (Part 2) had a smaller proportion of ages 15 to 24.

2.3 Mobility

In 2016, 8% of Juan de Fuca (Part 1) residents had moved to the community in the previous year, compared to 7% in both CRD and BC. Of those who moved into the Area, 66% were intraprovincial migrants (people who moved from elsewhere in BC), 34% were interprovincial migrants (people who moved from another province), and none were external migrants (people who moved from outside of Canada) (Figure 6). Compared to the CRD, Juan de Fuca (Part 1) had a higher proportion of individuals who moved from within BC and from other parts of Canada, but a lower proportion from outside Canada.

There was no sufficient data for Juan de Fuca (Part 2) due to its small population size.

FIGURE 6 ONE-YEAR AGO MOBILITY STATUS IN JUAN DE FUCA (PART 1), CRD AND BC, 2016



Source: Statistics Canada Census Program, Census Profiles 2016

2.4 Households

Between 2006 and 2016, the number of households in Juan de Fuca (Part 1) grew by 15% from 1,740 to 1,995 and in Juan de Fuca (Part 2), the number decreased by approximately 15% from 106[3] to 90 households.

The average household size for Juan de Fuca (Part 1) was 2.3 and for Juan de Fuca (Part 2) it was 2.0 in 2016, compared to 2.2 for the CRD. The average household size of Juan de Fuca (Part 1) has stayed similar to 2006 and Juan de Fuca (Part 2) has stayed similar to 2011.[4]

In 2016, 69% of households in Juan de Fuca (Part 1) and 83% of households in Juan de Fuca (Part 2) are one or two person households, compared to 71% of CRD households (Figure 7 and Figure 8).

[3] The number of households for Juan de Fuca (Part 2) in 2006 is not available, however, the 2006 Census indicated that there are 106 dwellings occupied by usual residents. This is a rough estimate of the number of households in the community that year.

[4] The average household size for Juan de Fuca (Part 2) in 2006 is not available.

FIGURE 7 HOUSEHOLDS BY SIZE IN JUAN DE FUCA (PART 1) AND CRD, 2016

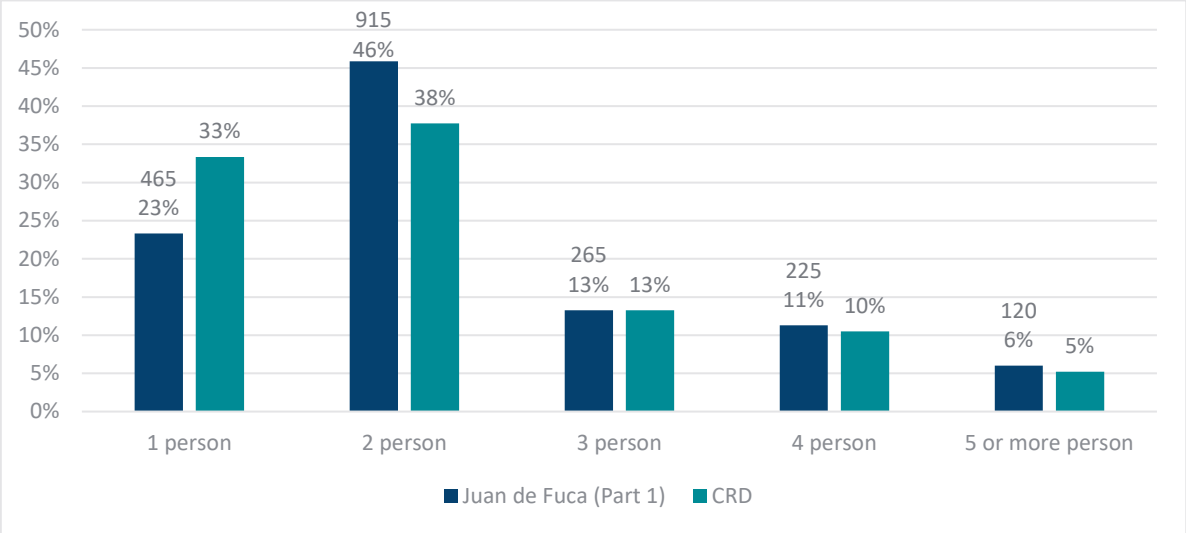
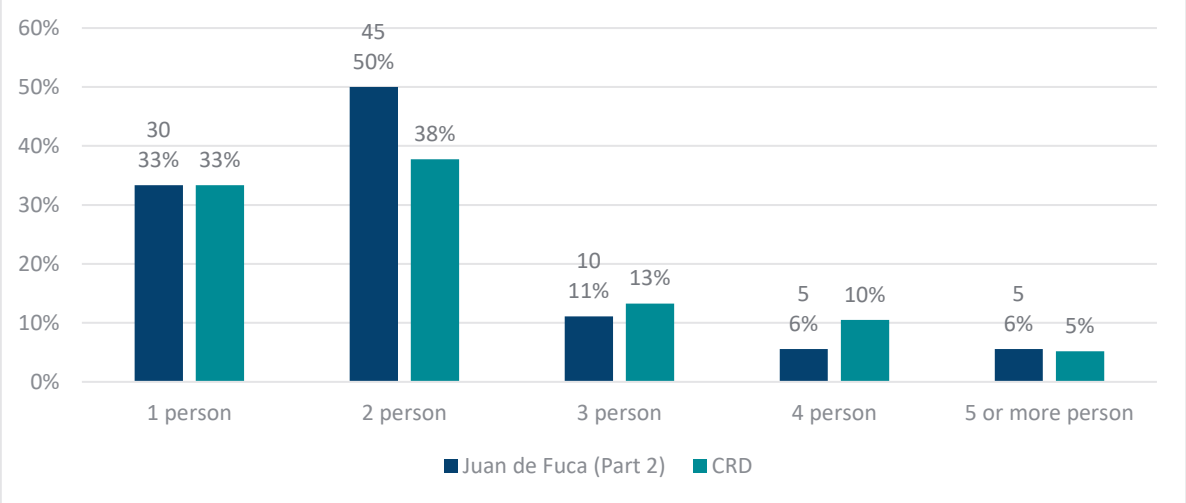


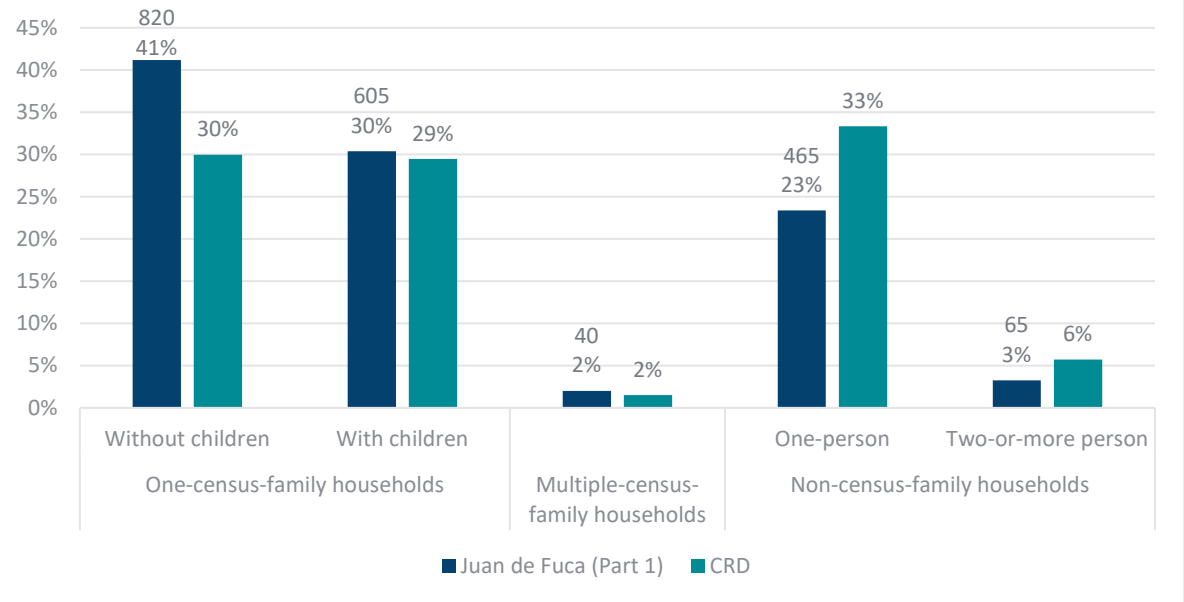
FIGURE 8 HOUSEHOLDS BY SIZE IN JUAN DE FUCA (PART 2) AND CRD, 2016



Source: Statistics Canada Census Program, Census Profiles 2016

Figure 9 shows Juan de Fuca (Part 1) had a higher proportion of households without children than the CRD, and a lower proportion of one person and two-person-or-more non-census-family households.

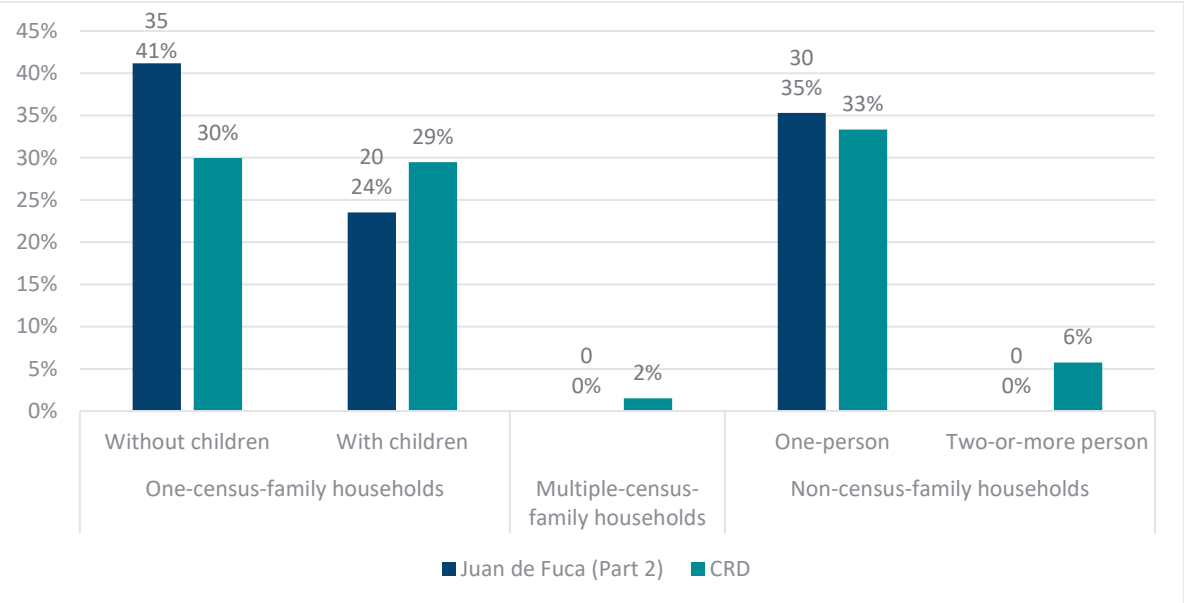
FIGURE 9 HOUSEHOLDS BY HOUSEHOLD TYPE IN JUAN DE FUCA (PART 1) AND CRD, 2016



Source: Statistics Canada Census Program, Census Profiles 2016

Juan de Fuca (Part 2) had a higher proportion of households without children and a lower proportion of households with children than the CRD Figure 10.

FIGURE 10 HOUSEHOLDS BY HOUSEHOLD TYPE IN JUAN DE FUCA (PART 2) AND CRD, 2016



Source: Statistics Canada Census Program, Census Profiles 2016

Figure 11 shows the ages of primary household maintainers by tenure across age groups in 2016. Primary household maintainer refers to the person leading a household. The Census allows two maintainers to be identified per household and the data is based on the first entry.

In Juan de Fuca (Part 1), there was a smaller proportion of households headed by the youngest and oldest age cohorts in 2016. Across all age groups, households are more likely to own than rent. Homeownership rates increase with age in Juan de Fuca (Part 1), peaking between 55 and 64 before declining.

In Juan de Fuca (Part 2), the majority of the households are owners and are headed by individuals age 45 to 85 (Figure 11). There is no data available on primary household maintainer age of renter households in Juan de Fuca (Part 2) as there are few renter households.

FIGURE 11 AGE OF PRIMARY HOUSEHOLD MAINTAINER BY TENURE IN JUAN DE FUCA (PART 1), 2016

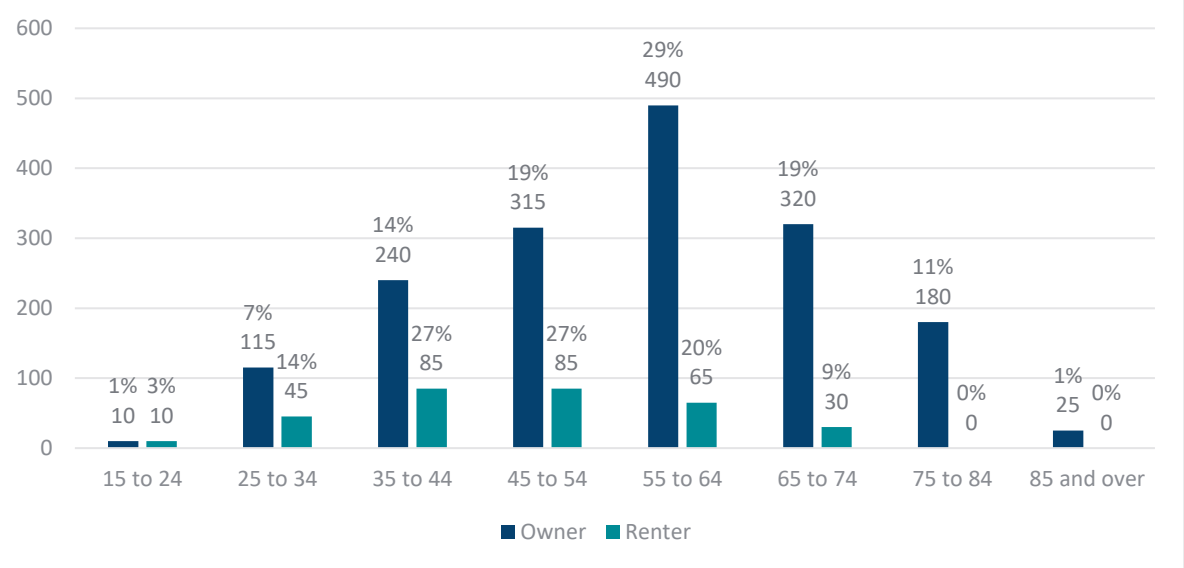
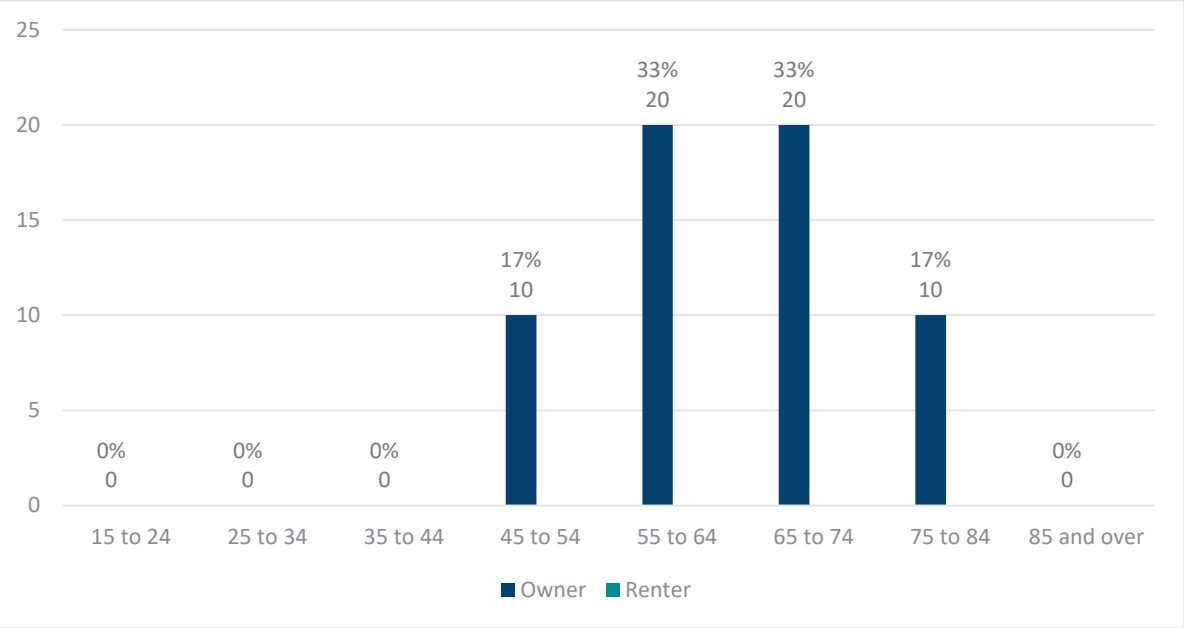


FIGURE 12 AGE OF PRIMARY HOUSEHOLD MAINTAINER BY TENURE IN JUAN DE FUCA (PART 2), 2016*



**Renter data is suppressed due to the small number of renters in this area*
Source: Statistics Canada Census Program, Census 2016

2.5 Economy

In Juan de Fuca (Part 1), the top five industries of work for residents in 2016 were public administration (12%), construction (12%), health care and social assistance (10%), accommodation and food services (8%), and retail trade (7%).

In Juan de Fuca (Part 2), the top five industries of work for residents in 2016 were construction (33%), accommodation and food services (17%), health care and social assistance (17%), educational services (17%), and transportation and warehouse (17%).

Between 2006 and 2016, Juan de Fuca (Part 1) saw a small decrease in the labour participation rate (-7.8%) and an increase in the unemployment rate to 5.5% (Figure 13). During the same period, the participation rate decreased by 7.1% in Juan de Fuca (Part 2), however the unemployment rate dropped to 0.0%.

FIGURE 13 LABOUR PARTICIPATION RATE AND UNEMPLOYMENT RATE IN JUAN DE FUCA (PART 1) AND CRD, 2006 TO 2016

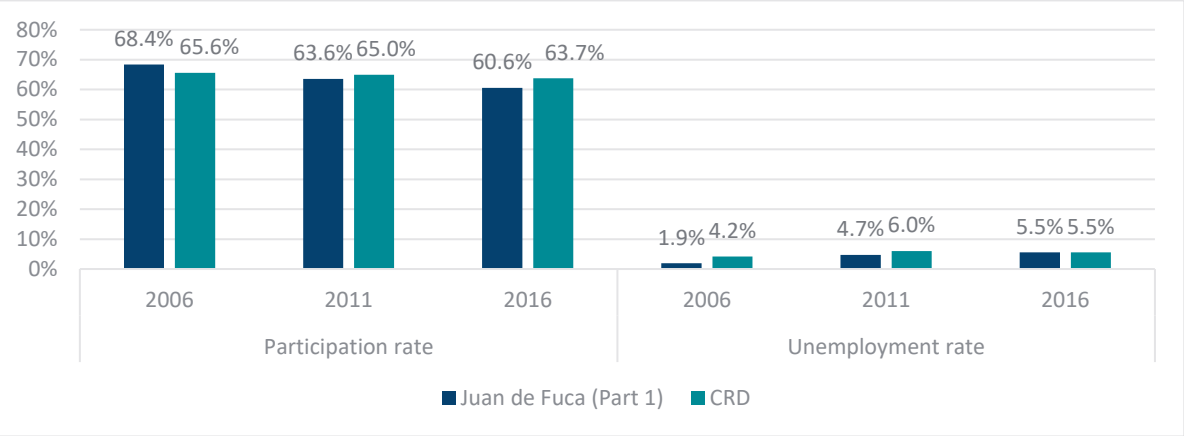
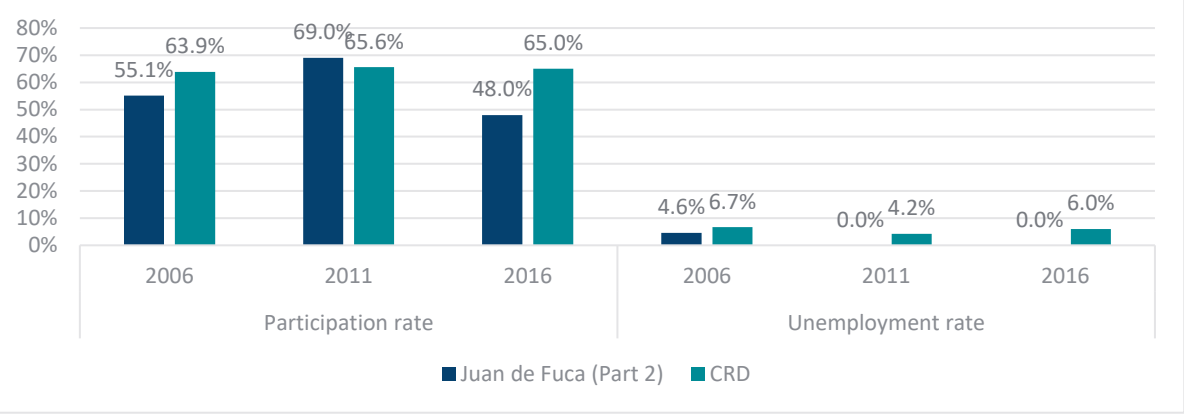


FIGURE 14 LABOUR PARTICIPATION RATE AND UNEMPLOYMENT RATE IN JUAN DE FUCA (PART 2) AND CRD, 2006 TO 2016



Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

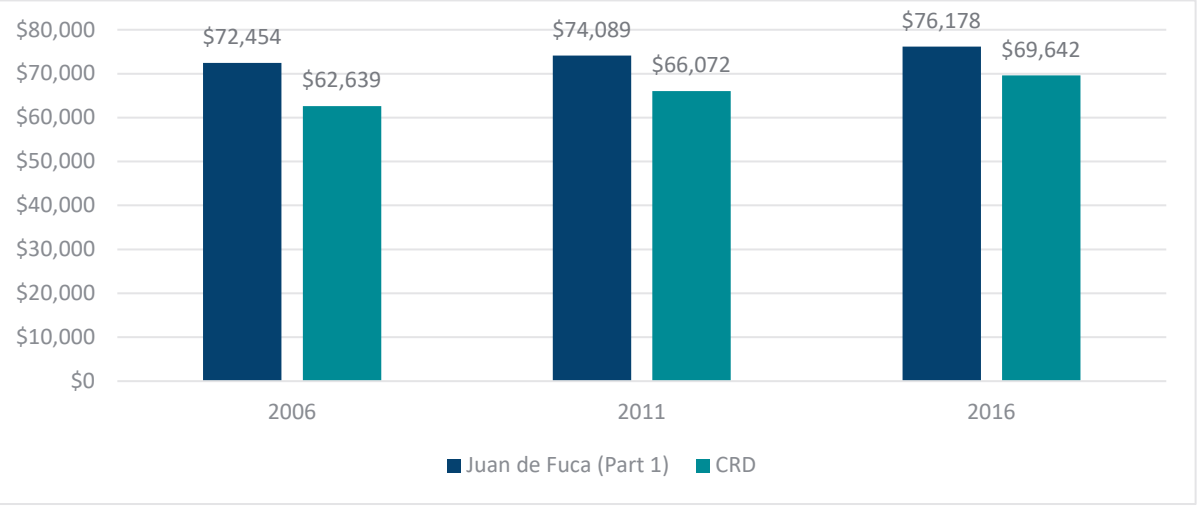
2.6 Household Median Income

Note that the custom data set provided for the purposes of Housing Needs Reports is adjusted for 2015 Constant Dollars and may differ from the typical census profiles. The Census reports household income from the year prior to the census (e.g. the 2016 Census represents 2015 household incomes).

Between 2006 and 2016, median before-tax private household income grew by 5.1% in Juan de Fuca (Part 1), compared to 11.2% across the CRD (Figure 15). In 2016, the median income in Juan de Fuca (Part 1) – $76,178 – was $6,536 higher than the CRD median income of $69,642.

While historical median household incomes are not available in 2015 Constant Dollars for Juan de Fuca (Part 2), the median household income was $61,760 in 2015; this is $7,882 lower than the CRD median income. Median household incomes by household types is not available for Juan de Fuca (Part 2).

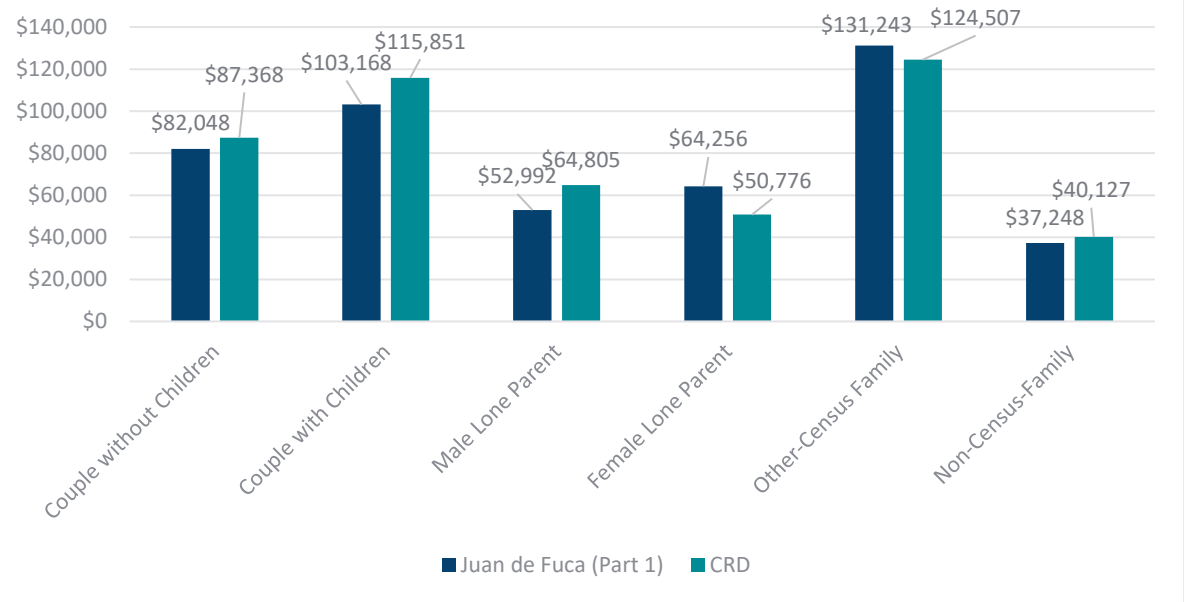
FIGURE 15 MEDIAN BEFORE-TAX PRIVATE HOUSEHOLD INCOME IN JUAN DE FUCA (PART 1) AND CRD, 2006 TO 2016



Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

Median household income differs by household type. Households with single income earners often have lower median incomes than households with two or more incomes. In Juan de Fuca (Part 1), female lone parent households and non-census-family households (typically individuals living alone) had much lower median household incomes than other family types (Figure 16).

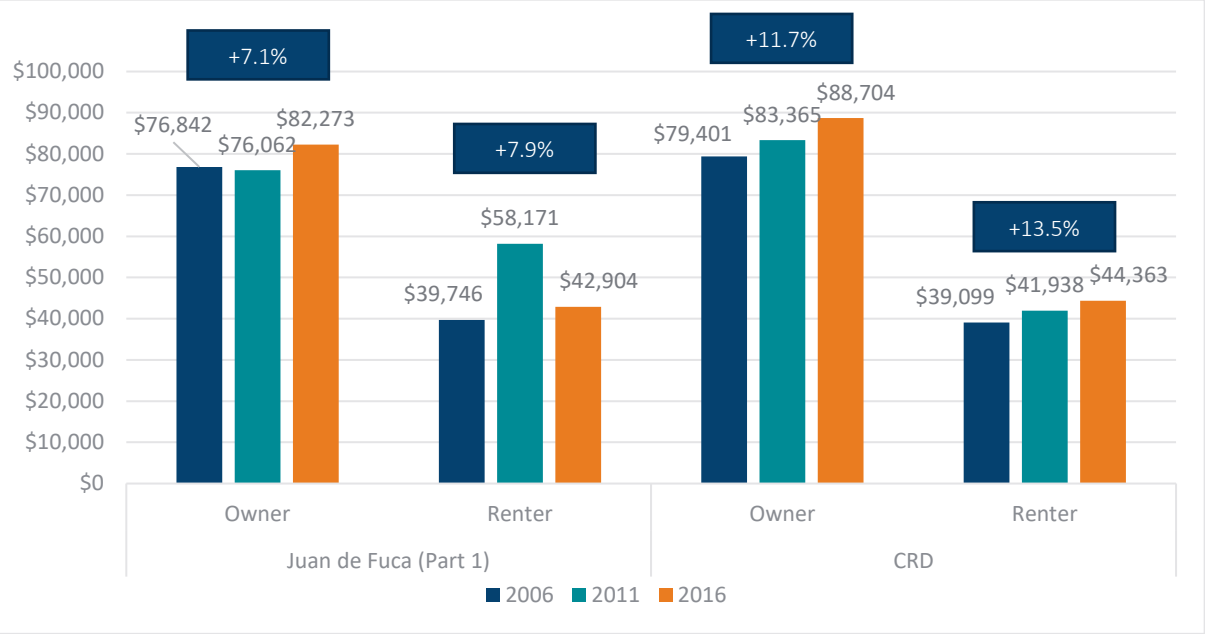
FIGURE 16 MEDIAN TOTAL HOUSEHOLD INCOME IN JUAN DE FUCA (PART 1) AND CRD



Source: Statistics Canada Census Program, Data Table 98-400-X2016099

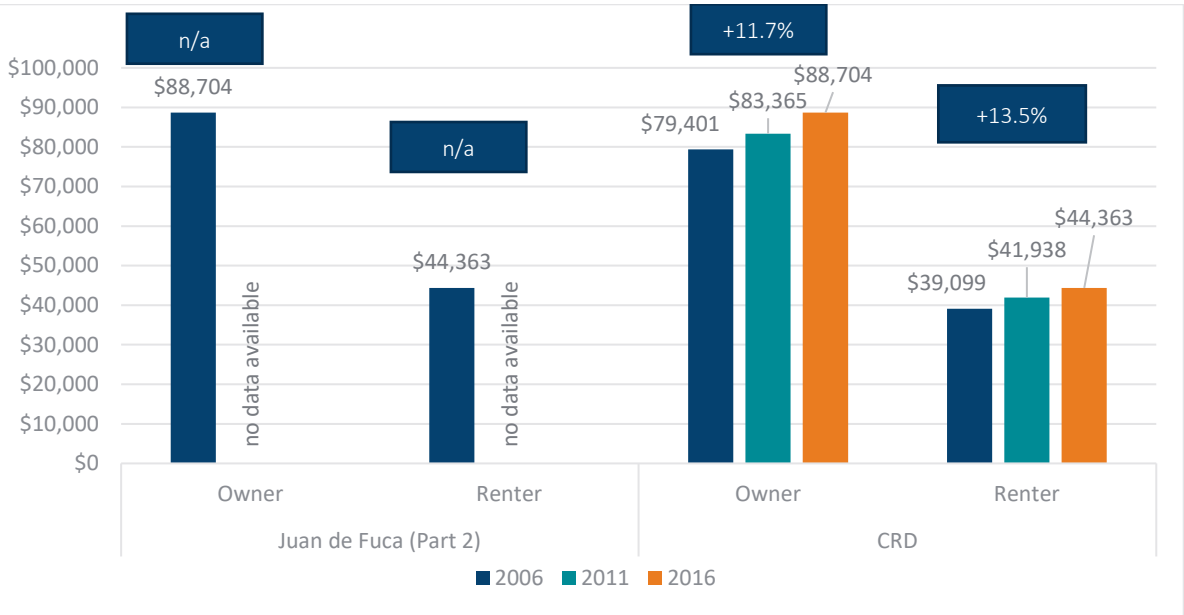
The median renter household income in a community is often lower than the median owner household income. In Juan de Fuca (Part 1), the median renter household income in 2016 was 52% of median owner household income (Figure 17).

FIGURE 17 MEDIAN BEFORE-TAX PRIVATE HOUSEHOLD INCOME BY TENURE IN JUAN DE FUCA (PART 1) AND CRD, 2006 TO 2016



In Juan de Fuca (Part 2), the median renter household income in 2006 was 50% of the median owner household income (Figure 18).[5]

FIGURE 18 MEDIAN BEFORE-TAX PRIVATE HOUSEHOLD INCOME BY TENURE IN JUAN DE FUCA (PART 2) AND CRD, 2006 TO 2016

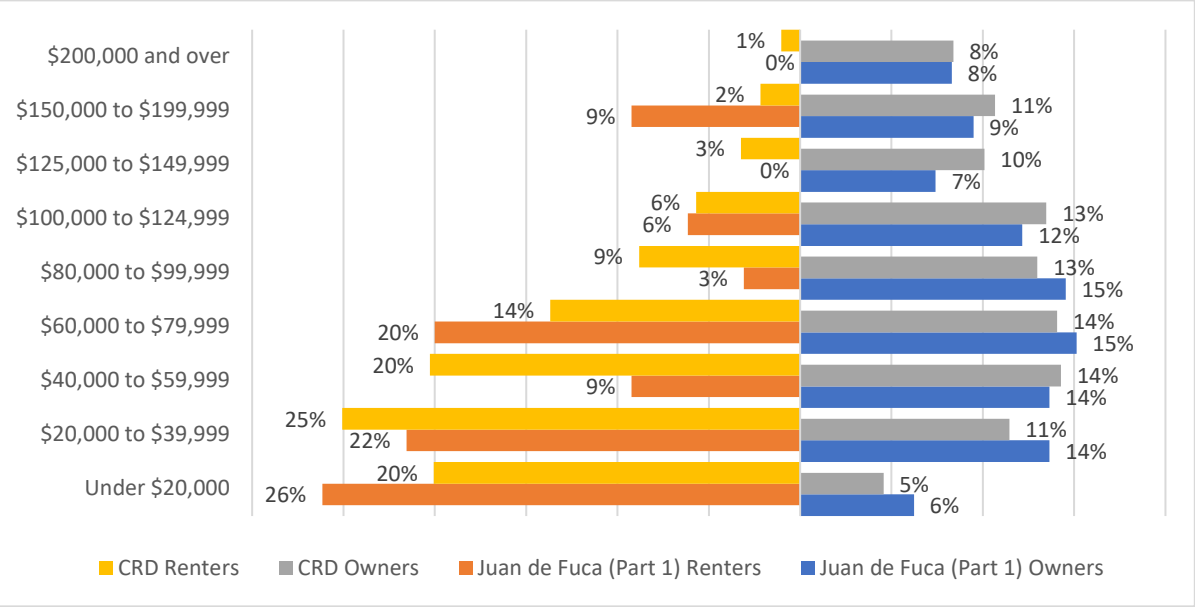


Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

[5] Median household income by tenure for 2011 and 2016 is not available for Juan de Fuca (Part 2).

In 2016, Juan de Fuca (Part 1) had a slightly higher proportion of households in higher income brackets compared to the CRD, among both owners and renters (Figure 19). Household income distribution by tenure is no

FIGURE 19 INCOME DISTRIBUTION BY TENURE IN JUAN DE FUCA (PART 1) AND CRD, 2016



Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

2.7 Summary

- Juan de Fuca (Part 1) is continuing to grow at a rate that is similar to the CRD as a whole. Between 2006 and 2016, Juan de Fuca (Part 1) grew by 9.9%, from 4,250 to 4,670 residents, while the CRD grew by 11.1% over the same period.
- Juan de Fuca (Part 2) decreased in population by 18.8%, from 234 to 190 residents, over the same period. However, the population in 2016 is higher than what is anticipated in the zoning bylaw.
- Sixty percent (60%) of new households moving to Juan de Fuca (Part 1) were from other parts of BC, 34% from other parts of Canada, and 0% from other countries. Compared to the CRD as a whole, Juan de Fuca (Part 1) attracted less new international households.
- Consistent with national trends, Juan de Fuca (Part 1) and Juan de Fuca (Part 2) are experiencing an aging trend. The Juan de Fuca (Part 1) median age rose from 44.3 to 49.5 from 2006 to 2016, and for Juan de Fuca (Part 2) from 45.8 to 52.0.
- Juan de Fuca (Part 1) and Juan de Fuca (Part 2) have similar population age distribution as the CRD, but both areas have a higher proportion of two person households and households without children.
- The top five industries employing Juan de Fuca (Part 1) residents in 2016 were public administration (12%), construction (12%), health care and social assistance (10%), accommodation and food services (8%), and retail trade (7%). Challenges finding housing can affect the ability to attract and retain employees, especially as housing costs increase more quickly than incomes.
- The top five industries employing Juan de Fuca (Part 1) residents in 2016 were construction (33%), accommodation and food services (17%), health care and social assistance (17%), educational services (17%), and transportation and warehouse (17%).

- Juan de Fuca (Part 1) had higher incomes compared to the region over the past three census counts. Renter households reported incomes that were 52% of owner incomes ($42,904 versus $82,273). Households with single incomes, especially female lone parent households and non-census family households, reported significantly lower incomes compared to other household types.
- The median household income of renters in Juan de Fuca (Part 2) is 50% of owner households in 2006 ($44,363 versus $88,704), median household income for renters was not available for 2016.

3.0 Housing Profile

This section provides an overview of community housing stock (dwelling type, size, and age), market and non-market housing trends, and indicators of housing need. The content in this section forms the basis of the statements about key areas of local need provided in Section 7.

This section uses data from the following sources: 2006, 2011, and 2016 Statistics Canada data from the Census Profiles and data tables and custom data prepared for Housing Needs Reports; 2011 National Household Survey; CMHC Rental Market Survey; BC Assessment data; BC Housing, Co-operative Housing Federation of BC, and AirDNA.

3.1 Overview of Housing Stock

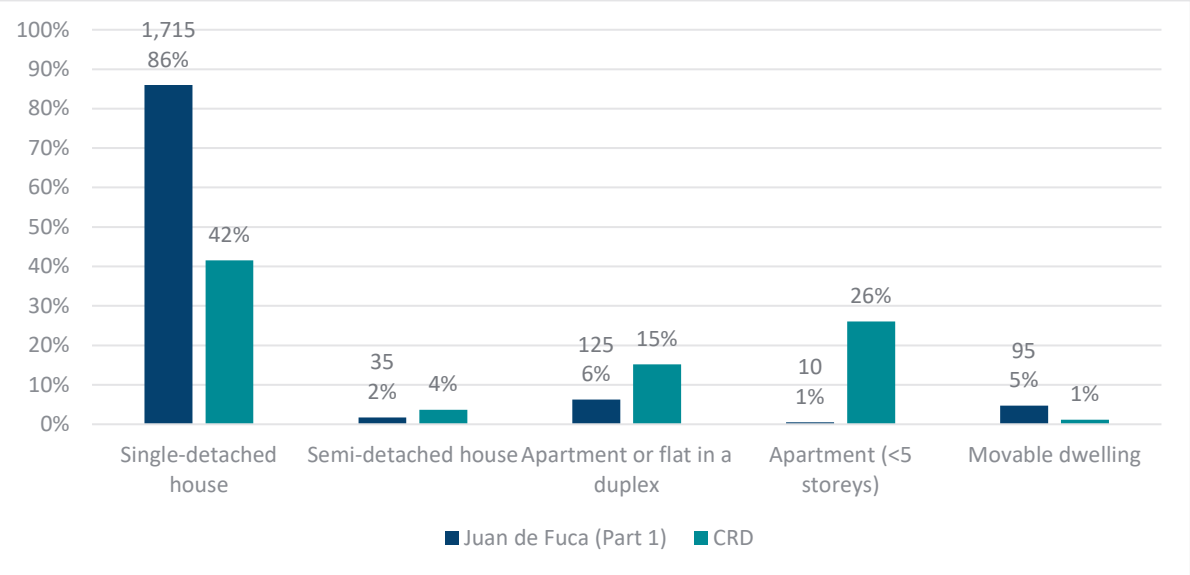
3.1.1 Housing Units

As of 2016, there were 1,995 dwellings in Juan de Fuca (Part 1) and 90 dwellings in Juan de Fuca (Part 2). Compared to the CRD as a whole, Juan de Fuca (Part 1) and Juan de Fuca (Part 2) both have higher proportions of detached dwellings and movable dwellings (Figure 20).

In addition, there are some semi-detached houses in Juan de Fuca (Part 1) which refers to duplexes and a few apartments. For Juan de Fuca (Part 2), single-detached houses and movable dwellings are the two most common types of housing.

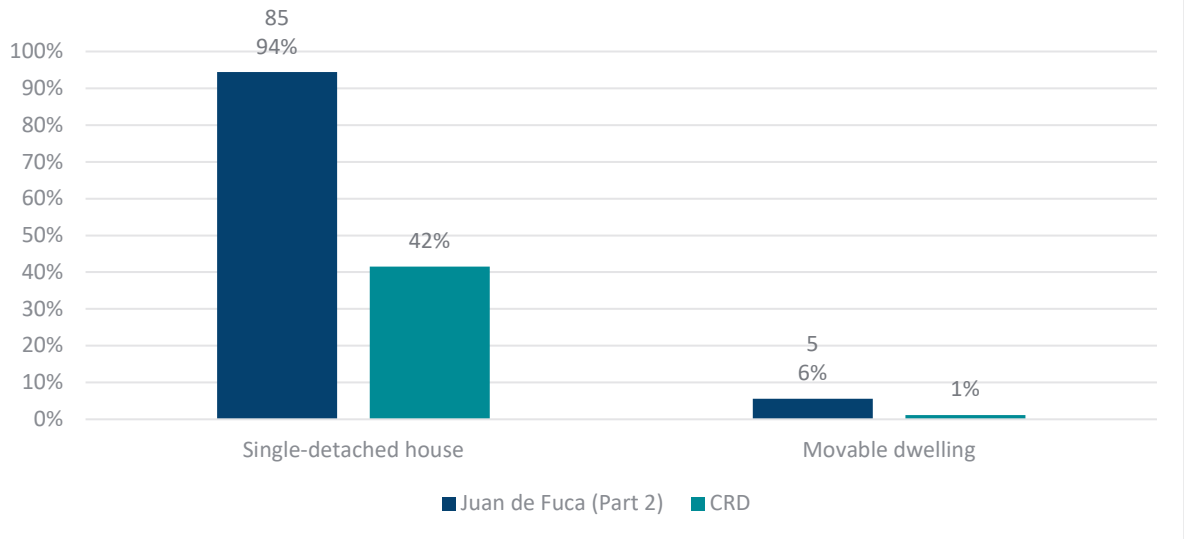
In 2016, Juan de Fuca (Part 1) had 125 units of apartment or flat in a duplex. Usually, half of the units recorded as apartments or flats in a duplex are assumed to be single-detached houses with secondary suites (approximately 17 units), while the other half are the suites themselves. Data from the Juan de Fuca Electoral Area indicates there are approximately 90 legal secondary suites. It is expected that the number of secondary suites in the Juan de Fuca Electoral Area is higher as some structures may not be registered (e.g. multiple suites, recreational vehicles, travel trailers, etc.).

FIGURE 20 DWELLINGS BY STRUCTURE TYPE IN JUAN DE FUCA (PART 1) AND CRD, 2016



Source: Statistics Canada Census Program, Census Profiles 2016

FIGURE 21 DWELLINGS BY STRUCTURE TYPE IN JUAN DE FUCA (PART 2) AND CRD, 2016

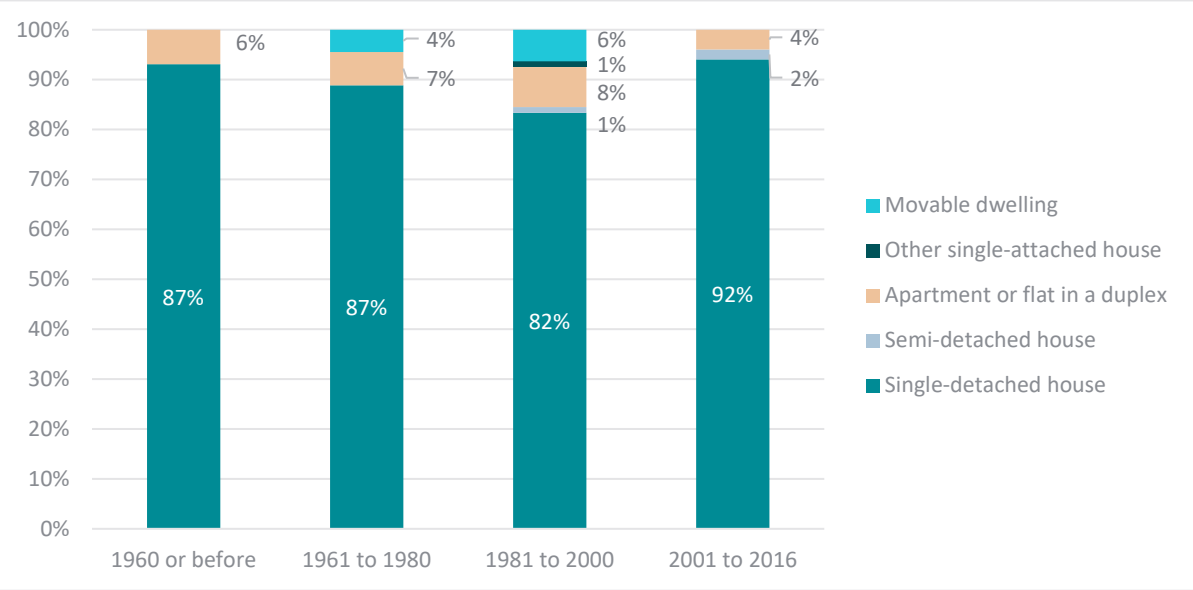


SOURCE: STATISTICS CANADA CENSUS PROGRAM, CENSUS PROFILES 2016

Figure 22 shows that single-detached houses was the predominant structural type of housing built in each period of construction in Juan de Fuca (Part 1). The most diverse dwelling structural types were built between 1981 to 2000. The most recent period of 2001 to 2016 saw the construction of new apartment or flat in a duplex and semi-detached houses.[6]

[6] Dwellings by period of construction and structural type is not available for Juan de Fuca (Part 2).

FIGURE 22 DWELLINGS BY PERIOD OF CONSTRUCTION AND STRUCTURAL TYPE IN JUAN DE FUCA (PART 1), 2016



**Note that for some census data, errors and / or random rounding can result in numbers that do not add up to their totals and percentages that do not add up to 100%.*

3.1.2 Occupied and Unoccupied Dwellings

In 2016, out of every five private dwellings in Juan de Fuca (Part 2), there were two dwellings that were not occupied by usual residents, which refers to persons who are permanently residing there (41%) (Table 1). This typically means that the units are either vacant or rented out on a temporary basis.

In Juan de Fuca (Part 1), there was a much smaller proportion of dwellings not occupied by usual residents in 2016 (15%).

TABLE 1 PRIVATE DWELLINGS OCCUPIED BY USUAL RESIDENTS, 2016

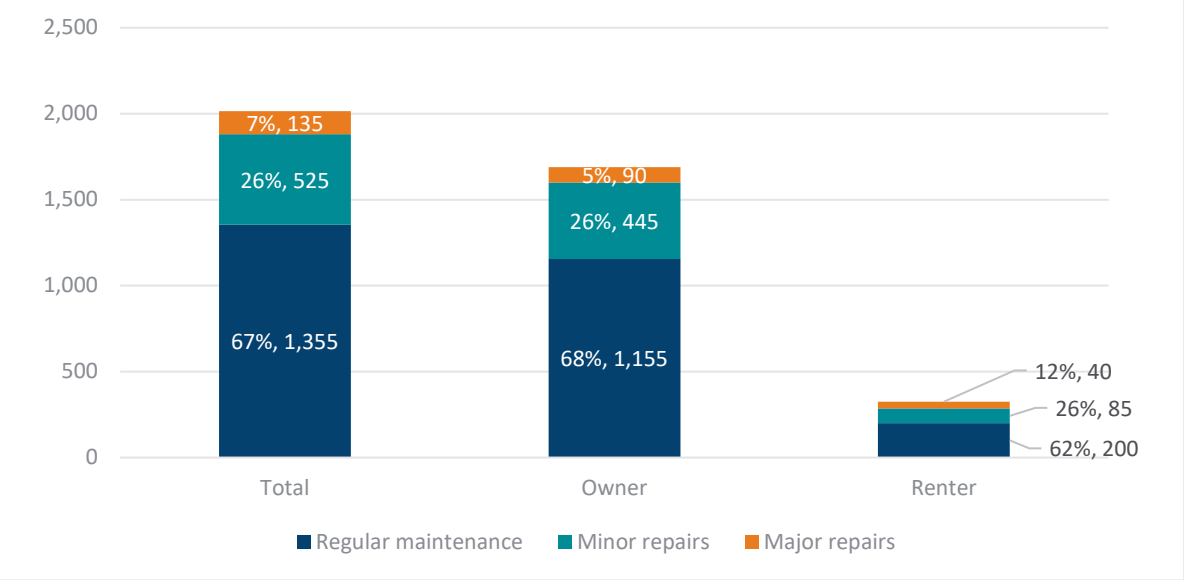
	Juan de Fuca (Part 1)		Juan de Fuca (Part 2)	
	Units	Percentage	Units	Percentage
Dwellings Occupied by Usual Residents	1,992	85%	89	59%
Dwellings Not Occupied by Usual Residents	345	15%	63	41%
Total	**2,337**	**100%**	**152**	**100%**

Source: Statistics Canada Census Program, Census Profiles 2016

3.1.3 Condition of Housing

In Juan de Fuca (Part 1), renter households were more likely than owner households to live in a dwelling that requires major repairs, 12% compared to 5%, respectively (Figure 23). Overall, 67% of dwellings require regular maintenance, 26% require minor repairs, and 7% require major repairs.

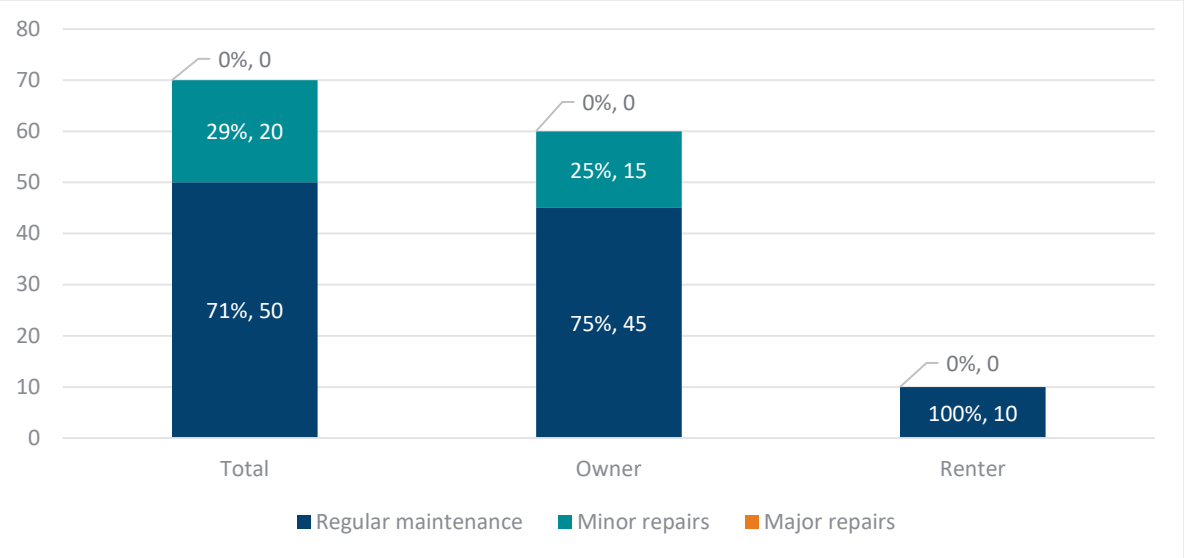
FIGURE 23 DWELLING CONDITION BY TENURE IN JUAN DE FUCA (PART 1), 2016



Source: Statistics Canada, Census 2016, Table 98-400-X2016222.

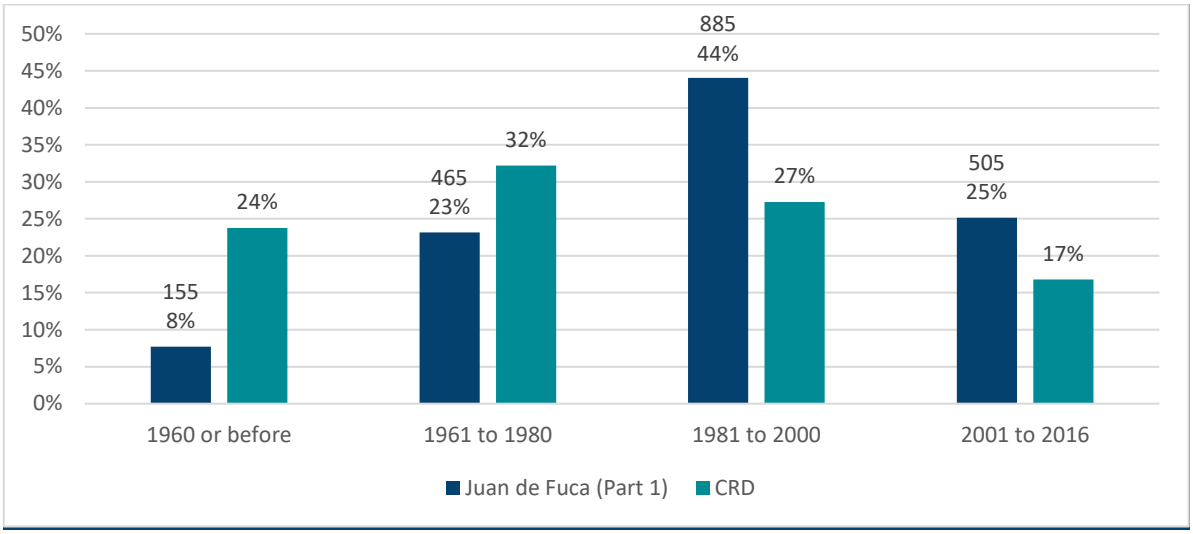
In Juan de Fuca (Part 2) there were no dwellings reported as needing major repair and 29% of dwellings needed minor repairs. Overall, 71% of dwellings require regular maintenance. Owner households were more likely to require minor repairs than renter households, 25% compared to 0%, respectively. This is likely due to the fact that there are minimal renter households in Juan de Fuca (Part 2).

FIGURE 24 DWELLING CONDITION BY TENURE IN JUAN DE FUCA (PART 2), 2016



Compared to CRD, dwellings in Juan de Fuca (Part 1) are slightly newer, with higher proportion built between 1981 to 2000, and 2001 to 2016 (Figure 25).

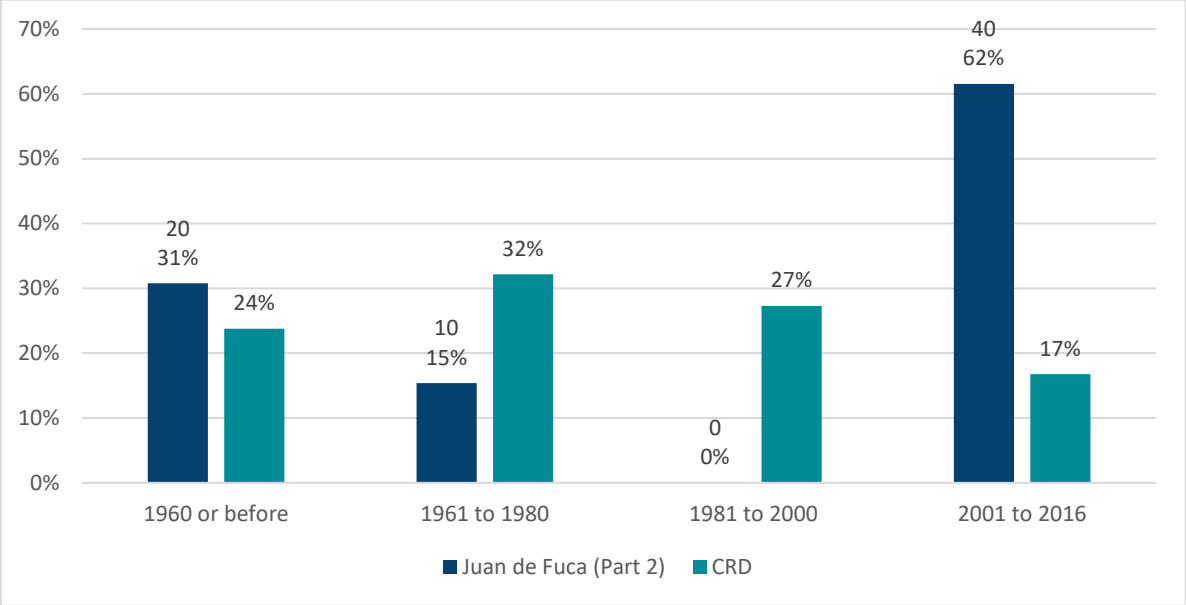
FIGURE 25 DWELLINGS BY PERIOD OF CONSTRUCTION IN JUAN DE FUCA (PART 1), 2016



Source: Statistics Canada Census Program, Census Profiles 2016

In Juan de Fuca (Part 2), no new dwellings are reported to have been built between 1981 to 2000, but a higher proportion of the housing stock was built in recent years between 2001 to 2016.

FIGURE 26 DWELLINGS BY PERIOD OF CONSTRUCTION IN JUAN DE FUCA (PART 2), 2016



Source: Statistics Canada Census Program, Census Profiles 2016

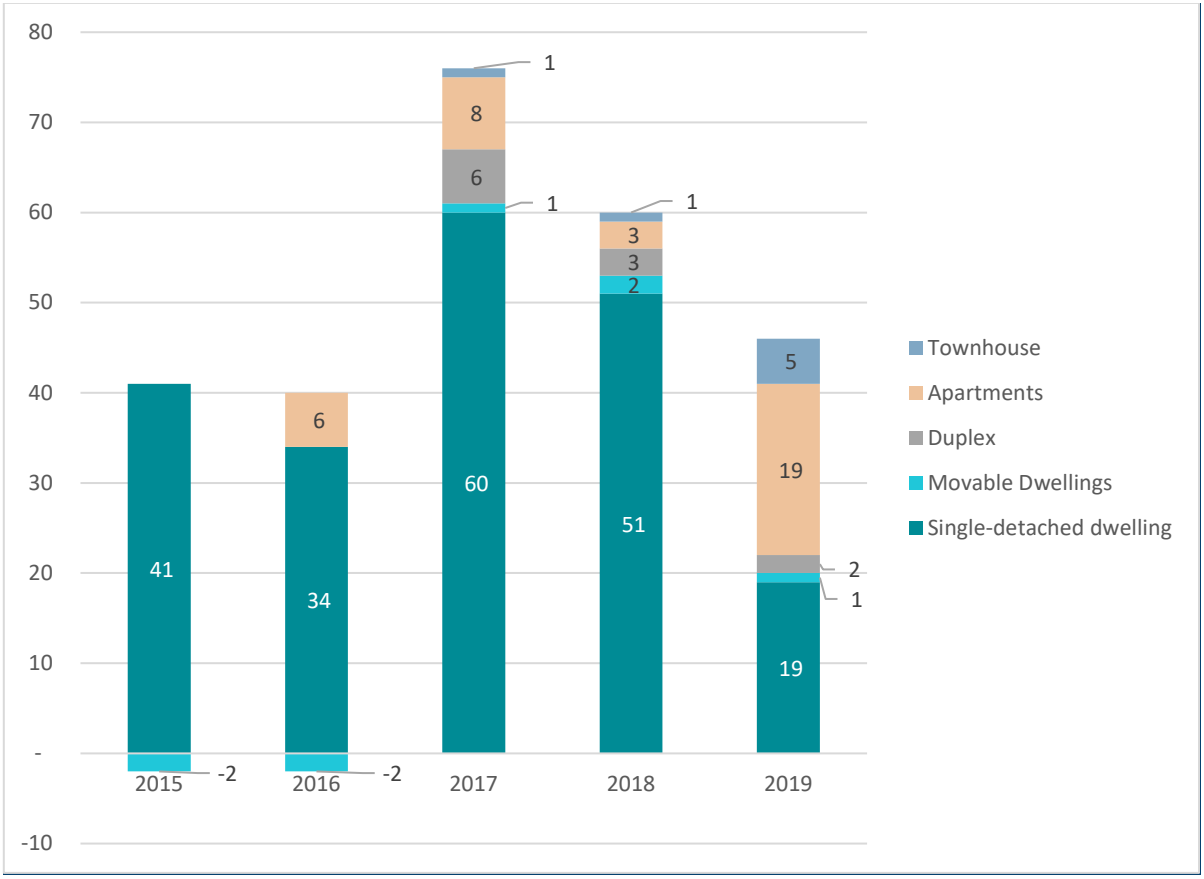
3.1.4 Recent Changes in Housing Stock

In the Juan de Fuca Electoral Area (which includes both Part 1 and Part 2), between 2015 and 2019, 79.2% of additional dwellings were single-detached dwellings, 13.9% were apartment and 4.2% were duplexes. Apartments in the context of Juan de Fuca are likely secondary suites.

The proportion of new homes that were single-family homes declined in 2019 and apartments increased suggesting that more compact forms of housing are increasing in Juan de Fuca Electoral Area. However, it should be noted that some of this growth in this five-year period is likely built by private owners for commercial tourist accommodations rather than residential accommodation for residents.

Note that this data considers net new homes and accounts for demolitions.

FIGURE 27 BUILDING PERMITS ISSUED ANNUALLY BY DWELLING TYPE IN JUAN DE FUCA, 2015 TO 2019



*Source: CRD Building Permit Data**

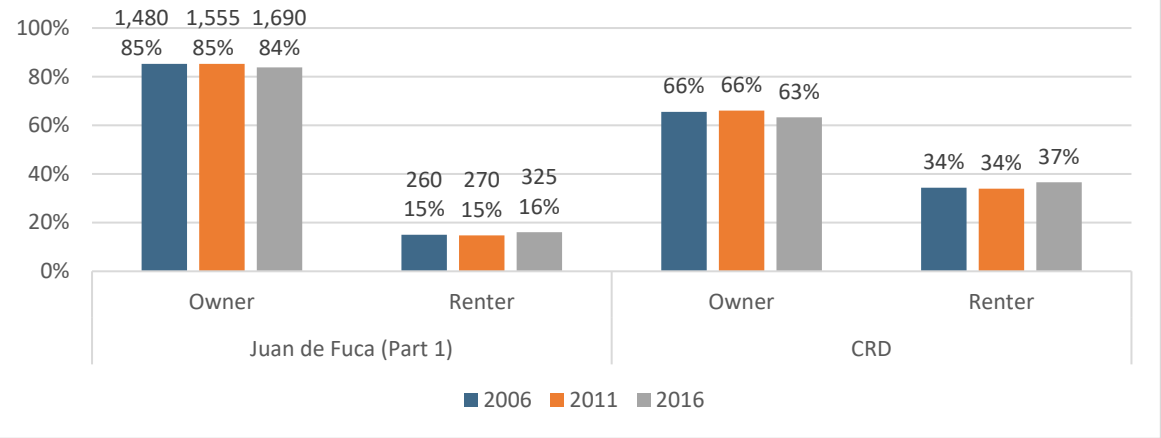
** The CRD uses Statistics Canada's structure type classifications. "Apartments" includes dwelling units found in a wide range of structures, such as duplexes, triplexes, row duplexes, low and high rise apartments, secondary suites in single-detached homes, and dwelling units over or at the rear of a store or other non-residential structure*

In this case, the CRD category of "duplexes" refers to the Statistics Canada definition of semi-detached houses. These are dwellings attached side by side (or back to back) to each other, but not to any other dwelling or structure (except its own garage or shed).

3.1.5 Tenure

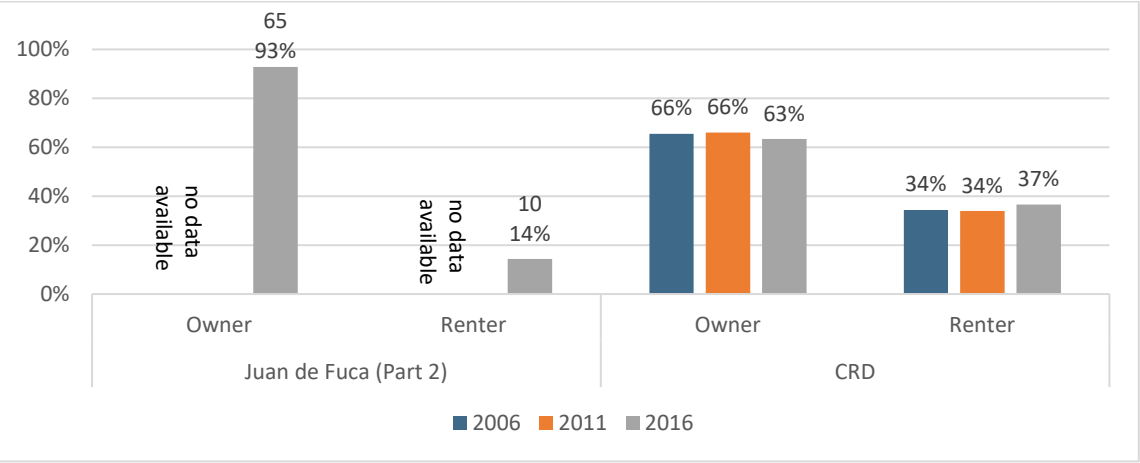
Juan de Fuca (Part 1) had a consistent proportion of owner households over the past three census periods, from 85% of all households in 2006 to 84% in 2016. Renters make up 16% of all households in 2016. Juan de Fuca (Part 2) has a high ownership ratio, with 93% of all household owners and the remaining 14% renters[7]. There is no historical tenure data available for Juan de Fuca (Part 2). For comparison, in 2016, 63% of CRD residents were homeowners and 37% were renters.

FIGURE 28 HOUSEHOLDS BY TENURE IN JUAN DE FUCA (PART 1), 2006 TO 2016



Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

FIGURE 29 HOUSEHOLDS BY TENURE IN JUAN DE FUCA (PART 2), 2006 TO 2016



Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

[7] Note that for some census data, errors and / or random rounding can result in numbers that do not add up to their totals and percentages that do not add up to 100%. Random rounding means that each individual value is randomly rounded up or down to a multiple of 5 or 10, and sub-totals are independently rounded. This discrepancy is especially common when looking at aggregations with different variables, such as tenure and condition.

In 2016, 20 households, or 6% of renter households Juan de Fuca (Part 1), reported that they live in subsidized housing.[8] This is a slight increase from 2011 when no households reported that they lived in subsidized housing. This proportion is lower than the CRD, where 12% of renter households live in subsidized housing. The Census reports there are no households in subsidized housing in 2016 for Juan de Fuca (Part 2).

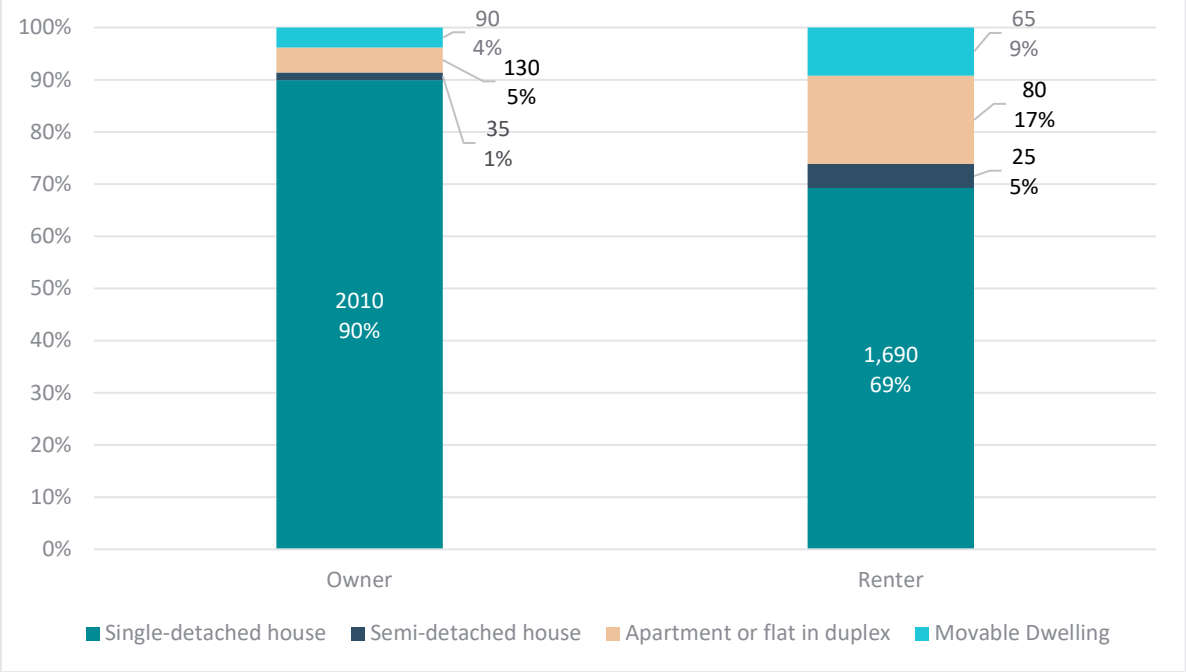
3.1.6 Households and Structure Types

Among owner households in Juan de Fuca (Part 1), the most commonly occupied structure type in 2016 were single-detached houses (90%), followed by apartment or flat in a duplex (5%), and movable dwellings (4%) (Figure 30).

For renter households in Juan de Fuca (Part 1), the structural housing types occupied were more diverse and include single-detached houses (69%), followed by apartments or a flat in a duplex (17%), movable dwelling (9%) and semi-detached house (5%).

In Juan de Fuca (Part 2), owner households are likely to live in single-detached houses (92%) followed by movable dwellings (15%). There is no data on tenure by structure type or dwellings by structure type for Juan de Fuca (Part 2) renter households in 2016.

FIGURE 30 STRUCTURE TYPE BY TENURE IN JUAN DE FUCA (PART 1), 2016

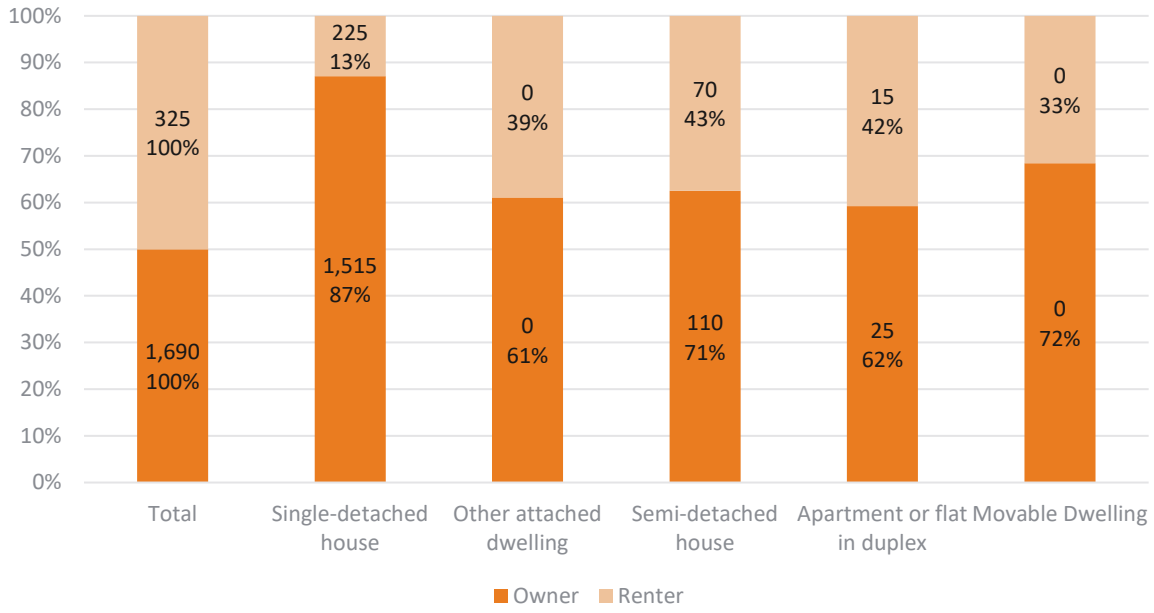


Source: Statistics Canada, 2016 Census of Population, Statistics Canada Catalogue no. 98-400-X2016227

[8] Subsidized housing is self-reported by census respondents. It includes rent supplements like those provided by BC Housing, which support households renting in the private market. It can also include rent geared to income, social housing, public housing, government-assisted housing, and non-profit housing. More detailed information on non-market housing in the District is provided in Section 3.4.

Data from 2016 suggests that single-detached houses in Juan de Fuca (part 1) were occupied by owner households (87%). Tenure was much more evenly distributed among other household types.

FIGURE 31 TENURE BY STRUCTURE TYPE IN JUAN DE FUCA (PART 1), 2016

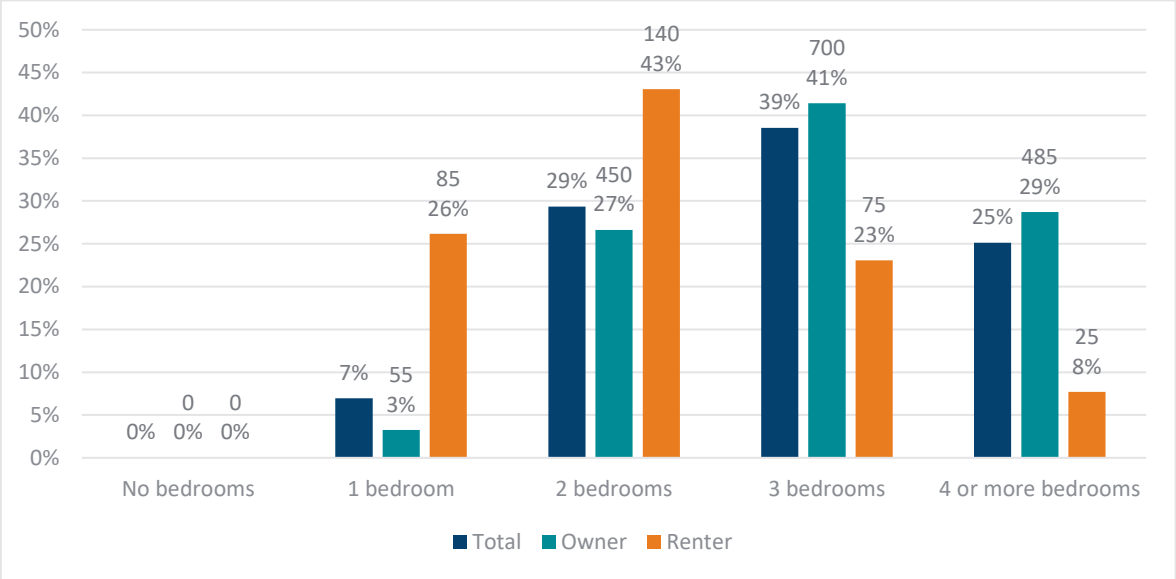


Source: Statistics Canada, 2016 Census of Population, Statistics Canada Catalogue no. 98-400-X2016227

In 2016, 64% of dwellings in Juan de Fuca (Part 1) were three bedrooms or more (Figure 32). Most dwellings with three bedrooms or more were owned; 70% of all owned dwellings had three bedrooms or more, compared to 31% of all rented dwellings. Most rented dwellings had two bedrooms or fewer (69%).

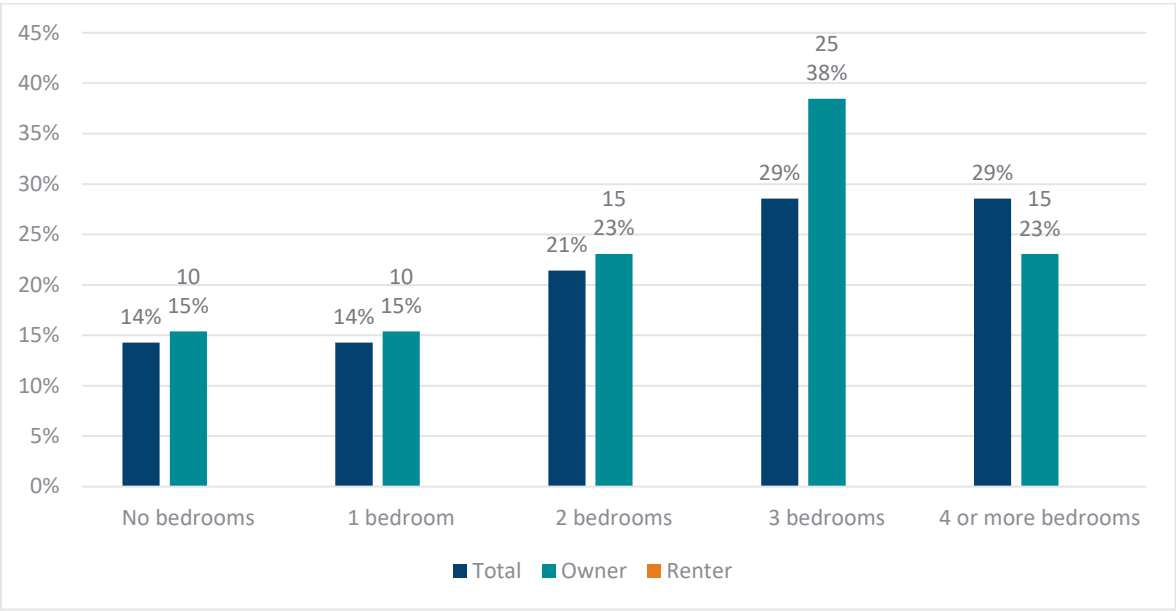
In 2016, 58% of dwellings in Juan de Fuca (Part 2) were three bedrooms or more (Figure 33). There is no renter household data available for the three census for Juan de Fuca (Part 2). A high proportion of dwellings with three bedrooms or more are occupied by owner households (61%).

FIGURE 32 DWELLINGS BY UNIT SIZE AND TENURE IN JUAN DE FUCA (PART 1), 2016



Source: Statistics Canada, Census 2016, Data Table 98-400-X2016227

FIGURE 33 DWELLINGS BY UNIT SIZE AND TENURE IN JUAN DE FUCA (PART 2), 2016



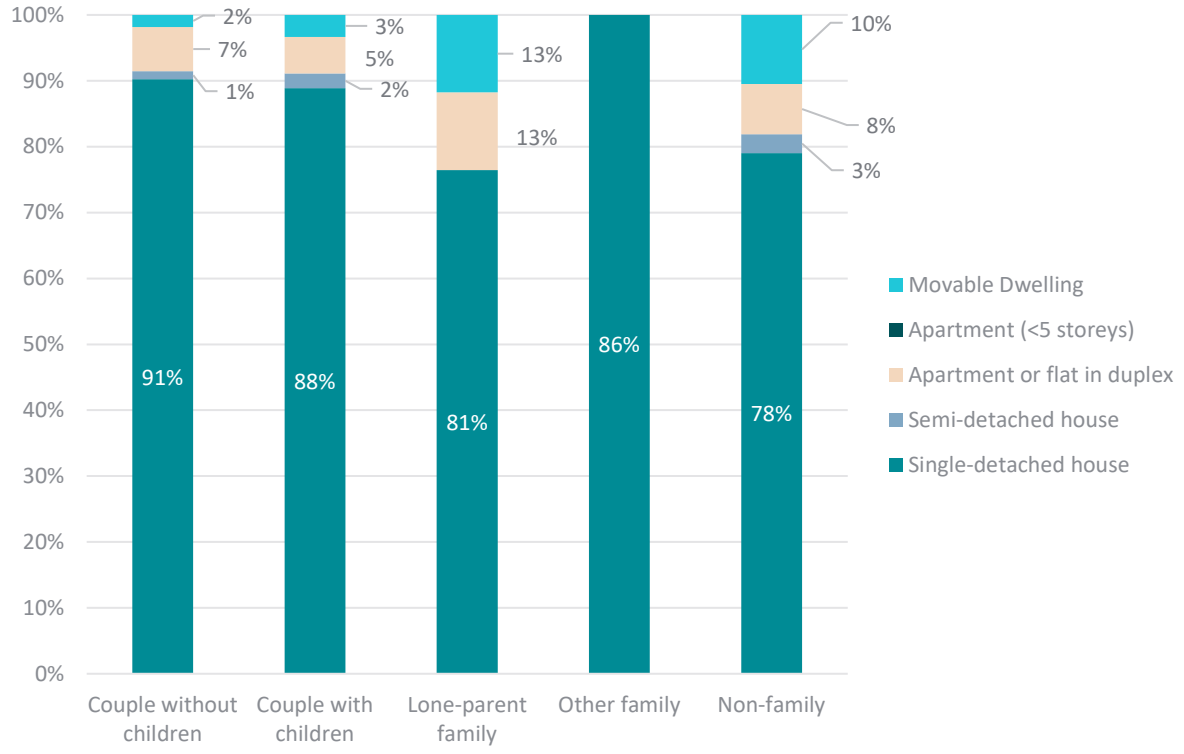
Source: Statistics Canada, Census 2016, Data Table 98-400-X2016227

Figure 34, Figure 35, and Figure 36 show the types of households, sizes of households, and ages of primary household maintainers living in different structure types for Juan de Fuca (Part 1). Due to the large proportion of single-family houses in the area, they are often the dominant structure type. No data is available for Juan de Fuca (Part 2)

Among couples (with or without children) and other families, the single-detached home is the dominant structure type, while lone parent households and non-census-families are slightly more likely to live in

movable dwellings and secondary suites (apartment or flat in a duplex) (Figure 34). There are a few three persons and four persons households that live in movable dwellings (Figure 35). Households led by Juan de Fuca (Part 1) residents aged 15 and 25 years in 2016 were most likely to either live in secondary suites (apartment or flat in duplex) or semi-detached houses (Figure 36).

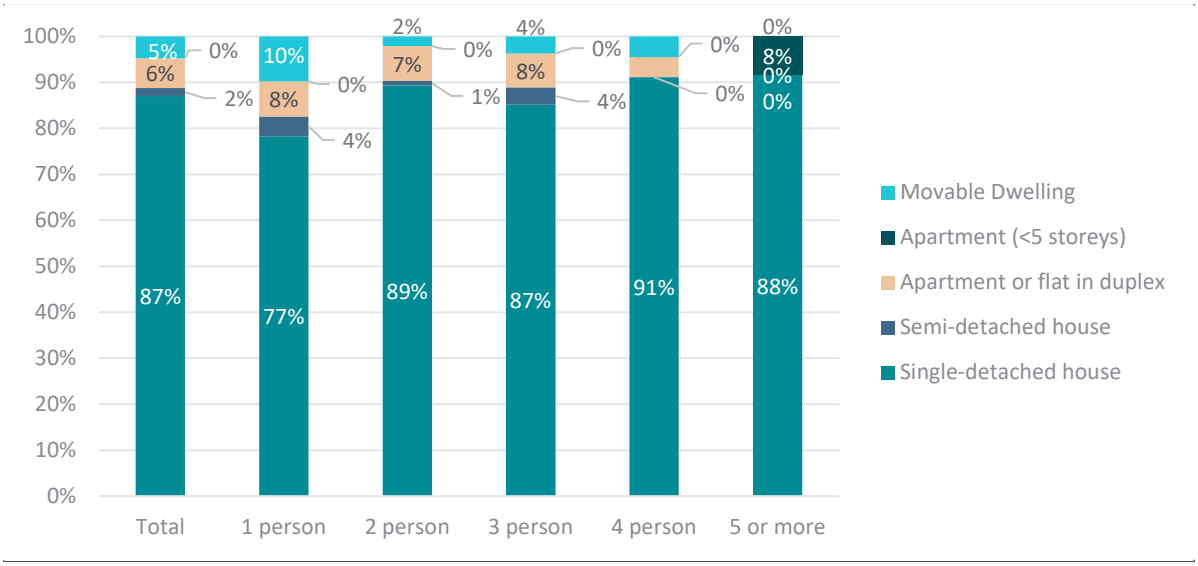
FIGURE 34 HOUSEHOLDS BY STRUCTURE TYPE AND FAMILY TYPE IN JUAN DE FUCA (PART 1), 2016 [9]



Source: Statistics Canada, 2016 Census of Population, Statistics Canada Catalogue no. 98-400-X2016227

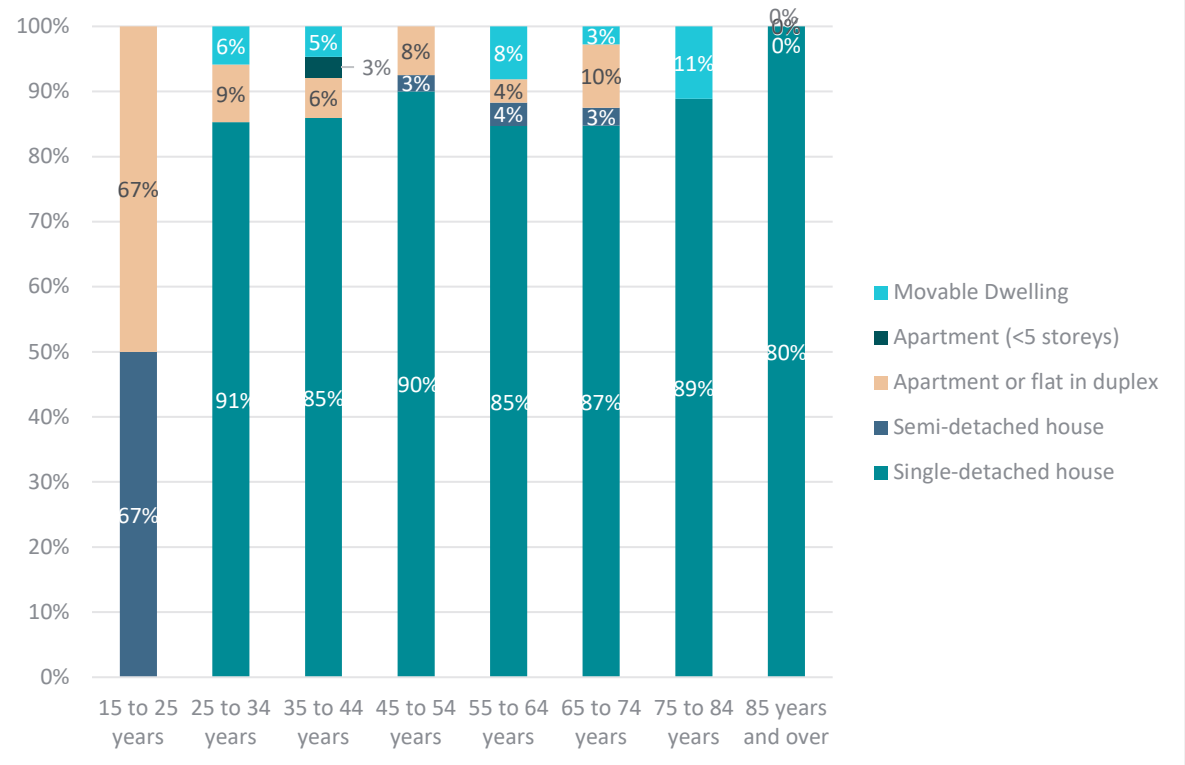
[9] For the "Other Family" category there are a total of 140 dwellings identified, however only 120 are single-detached and no other data is available regarding the remaining dwelling types.

FIGURE 35 HOUSEHOLDS BY STRUCTURE TYPE AND HOUSEHOLD SIZE IN JUAN DE FUCA (PART 1), 2016



Source: Statistics Canada, 2016 Census of Population, Statistics Canada Catalogue no. 98-400-X2016220

FIGURE 36 HOUSEHOLDS BY STRUCTURE TYPE AND PRIMARY MAINTAINER AGE IN JUAN DE FUCA (PART 1), 2016 [10]



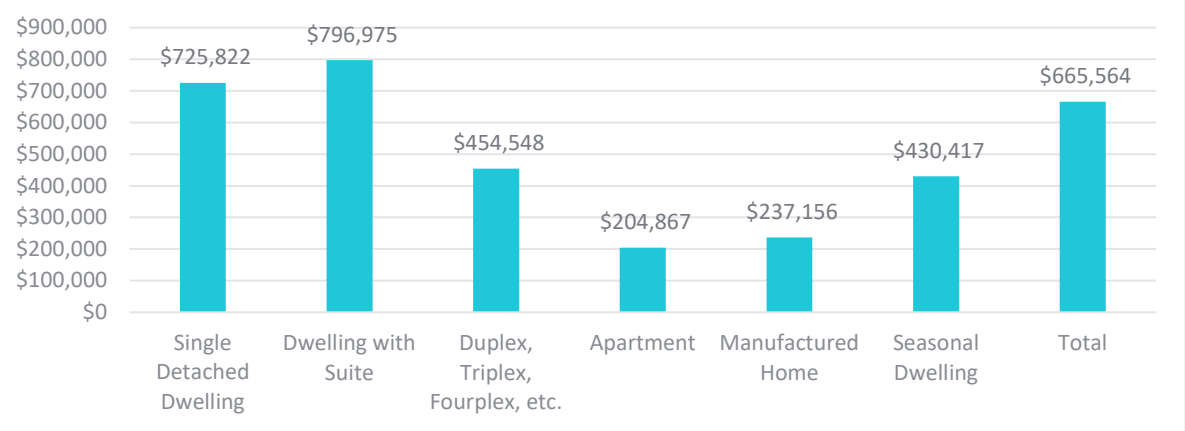
Source: Statistics Canada, 2016 Census of Population, Statistics Canada Catalogue no. 98-400-X2016227

[10] In the "85 years and over" category there are a total of 25 dwellings identified, 20 are indicated to be single-detached and information is not available on the remaining dwellings.

3.2 Trends in the Homeownership Market

There is no real estate data available for Juan de Fuca Electoral Area as a whole from the Victoria Real Estate Board. The average residential property values in 2019 for Juan de Fuca from BC Assessment were used to understand the cost of housing in the community. Single-detached dwellings and dwellings with suites are the valued the highest (Figure 37).

FIGURE 37 AVERAGE RESIDENTIAL VALUE, JUAN DE FUCA ELECTORAL AREA, 2019



Sources: BC Assessment, 2019

3.2.1 Homeownership Affordability Gaps Analysis

An affordability gaps analysis was prepared to assess gaps between shelter costs and household incomes. This provides insight into whether households are spending an unaffordable amount of monthly income on shelter costs. Affordability is defined as spending less than 30% of gross household income on shelter costs.

For ownership housing, shelter costs are primarily driven by housing prices via mortgage payments, but also include other monthly expenses like property tax, utilities, home insurance, municipal services charges, and strata fees (see Glossary). The analysis is based on 2019 data from BC Assessment and median total before-tax household incomes from the 2016 census for Juan de Fuca (Part 1). Since these household incomes reflect 2015 incomes and have likely grown since then, for the purposes of comparing with 2019 housing costs, incomes were adjusted to 2019 using the average annual percentage increase between 2006 to 2016. Incomes were also adjusted to reflect the higher median income of owner households relative to renter households based on the difference between owner household median income and overall median income for 2016. There is insufficient data for household incomes in Juan de Fuca (Part 2) to conduct the gaps analysis.

Home sales prices are based on the average 2019 sales prices for each housing type and do not account for any differences in the age of homes, size of homes, and low-end or high-end properties. To calculate total monthly shelter costs, several assumptions were made: mortgage payments are based on a down payment of 10% with 2.54% interest on a 3-year fixed-rate term, and a total of $656 added for property tax, utilities, home insurance, and municipal or private services charges. There is insufficient data for sales prices of other dwelling types in Juan de Fuca to conduct the gaps analysis.

The values highlighted in green, orange, and red are the difference between what is affordable for each household type and shelter costs per month. Green cells indicate the household is spending less than 30% of

monthly household income on shelter costs; orange indicates they are spending 30 – 49%, and red indicates they are spending 50% or more.[11]

There are significant gaps for all household types in affording single-detached homes, the most common type of home in Juan de Fuca. Household types classified as "Other census families" often have higher incomes compared to other family types because they can include multi-generational or other family living arrangements with multiple incomes. This type of household would likely be able to afford the average single-detached home if they were making the median income. Those in the "Couples without children " category making the median income would need to spend approximately 46% of their monthly income on shelter costs, while "Couples without children" would need to spend 37%.

Homeownership is likely out of reach for single-income households like lone-parent and non-census families. Median-earning lone parent families would need to spend 65% of their income on shelter costs for the average single-detached home. Non-census families would need to spend 102% their monthly income to be able to afford housing.

TABLE 2 AFFORDABILITY GAP ANALYSIS FOR OWNERS IN JUAN DE FUCA, 2019

	Median Household Income	Affordable Monthly Shelter Costs	Monthly Shelter Affordability Gap
			Single-detached home ($725,822)
Couples without children	$93,192	$2,330	-$1,265
Couples with children	$117,181	$2,930	-$665
Lone-parent families	$66,587	$1,665	-$1,930
Non-census families	$42,307	$1,058	-$2,537
Other census families	$149,070	$3,727	$132

Sources: Statistics Canada, 2016 Census and BC Assessment, 2019

**Shelter costs for owner households include, where applicable, mortgage payments, property taxes and condominium fees, along with the costs of electricity, heat, water, and other municipal services.*

Spending less than 30% of household income on shelter costs
Spending approximately 30-49% of household income on shelter costs
Spending 50% or more of household income on shelter costs

[11] Statistics Canada considers households spending 30% or more of total before-tax household income to be living in unaffordable housing. This may include households in Core Housing Need. Households spending 50% or more of total before-tax household income may be in Extreme Core Housing Need. These indicators are described in more detail in Sections 0 and 0.

3.3 Trends in the Rental Market

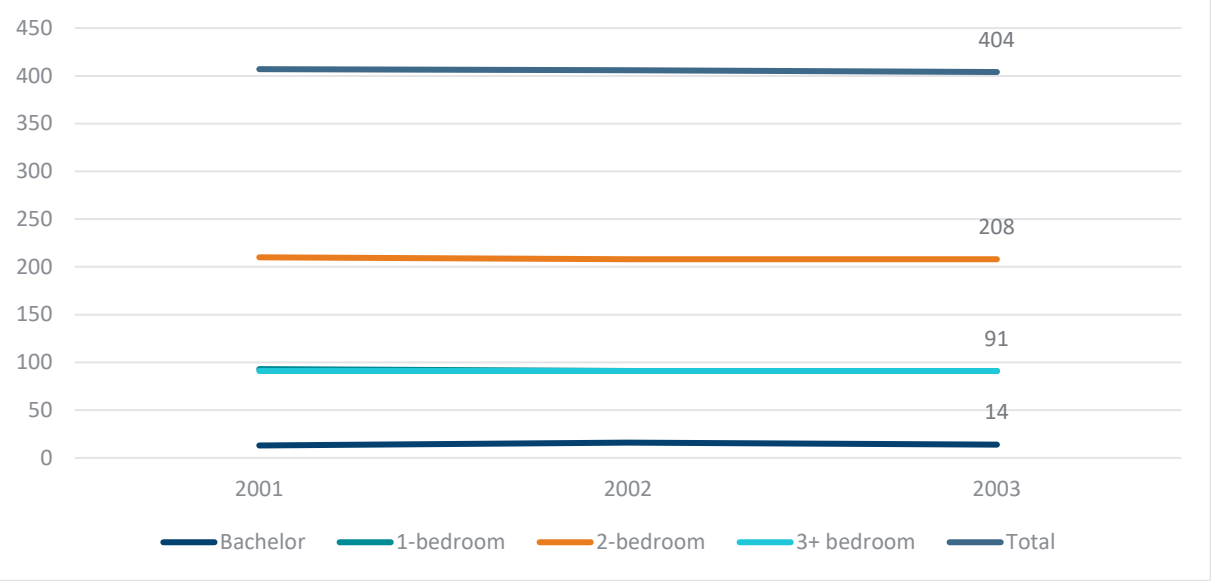
The rental market can be divided into primary rental and secondary rental. The primary rental market consists of purpose-built rental buildings with multiple units while the secondary rental market consists of rented homes, secondary suites, individually rented condominium units, and other dwellings that were not built as exclusively rental properties.

3.3.1 Primary Rental

For Juan de Fuca Electoral Area (Parts 1 and 2), the primary rental market data is only available for 2001 to 2003. This data is considered outdated as it is nearly 20 years old, but it provides a snapshot of what the market looked like historically.

In 2003, there were 404 purpose-built rental units in Juan de Fuca. There is no data available to estimate whether this number has increased or decreased in 2020. In 2003, two bedroom units were the most common unit type (208 units or 51%), followed by 1-bedroom and 3 or more bedrooms (91 units or 23% each) (Figure 38). There are fewer bachelor units (14 units or 3%).

FIGURE 38 PRIMARY RENTAL MARKET UNITS IN JUAN DE FUCA, 2001-2003



Source: CMHC Rental Market Survey

There is no recent data available on rental vacancy rates or median rents in the primary rental market in Juan de Fuca.

3.3.2 Secondary Rental Market Trends

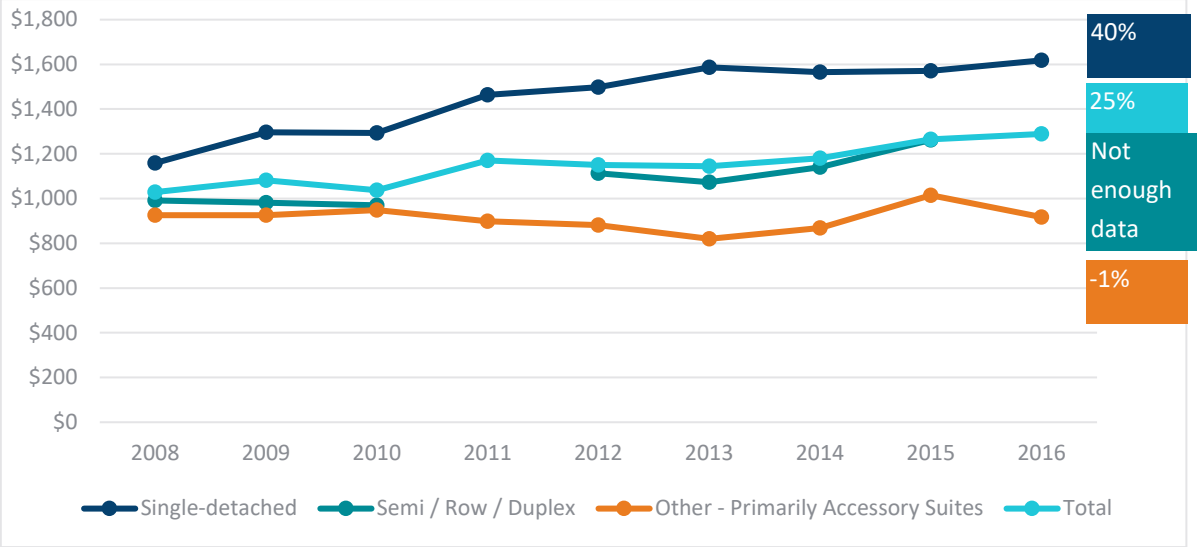
Secondary rental refers to both secondary suites as well as other types of units that are rented by the property owner, including single-family homes, apartment condominiums, and townhomes. There was a total of 335 renter households in the Juan de Fuca Electoral Area (Part 1 and Part 2) in 2016 and 404 primary market rental units in 2003.

According to the Juan de Fuca Electoral Area's records, there are 90 legal and registered secondary suites in the community. However, unregulated suites are believed to be somewhat common.

CMHC provides data for the secondary rental market for the Victoria Census Metropolitan Area, which includes most CRD communities, except Salt Spring Island and Juan de Fuca (Part 2). This data is of much lower quality than data for the primary rental market.

Between 2008 and 2016 (the years for which data is available), average rents for rented single-detached homes grew by 40% (Figure 49). The available data indicates that, as of 2016, the average rent of an accessory suite did not see major changes since 2008.

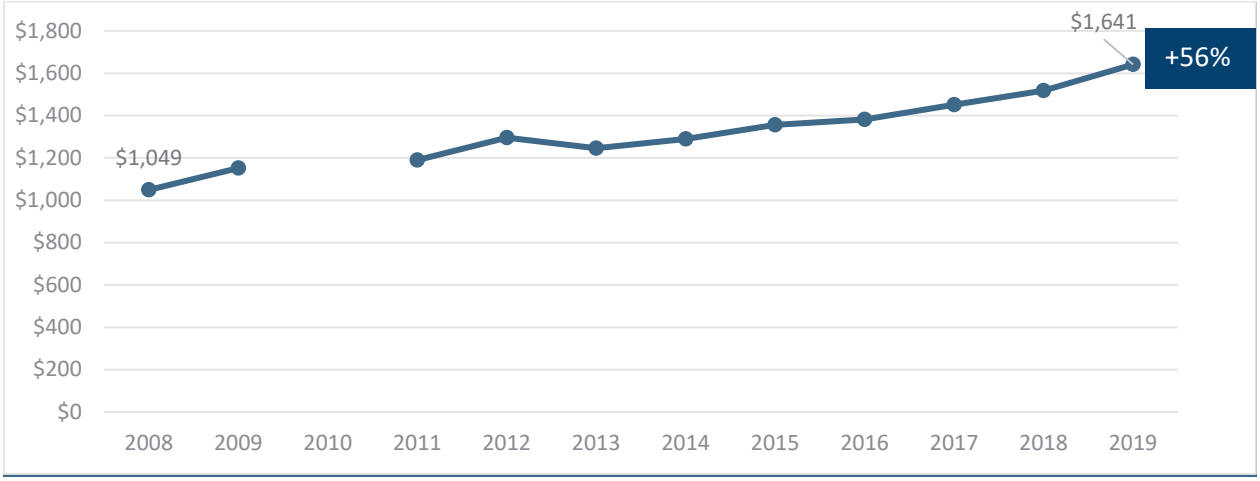
FIGURE 39 AVERAGE RENTS FOR SECONDARY MARKET UNITS IN VICTORIA CMA, EXCLUDING CONDOMINIUMS, 2008 TO 2016



Note that there are some data gaps and that some of the data is of poor quality. 2016 is the latest year for which there is data.
Source: CMHC, 2019

While the data for rented condominiums in Victoria CMA shows a slow, steady increase in average rents, there are data gaps and some of the data is of poor quality (Figure 40).

FIGURE 40 AVERAGE RENTS FOR RENTED CONDOMINIUMS IN VICTORIA CMA, 2008 TO 2019



Source: CMHC, 2019

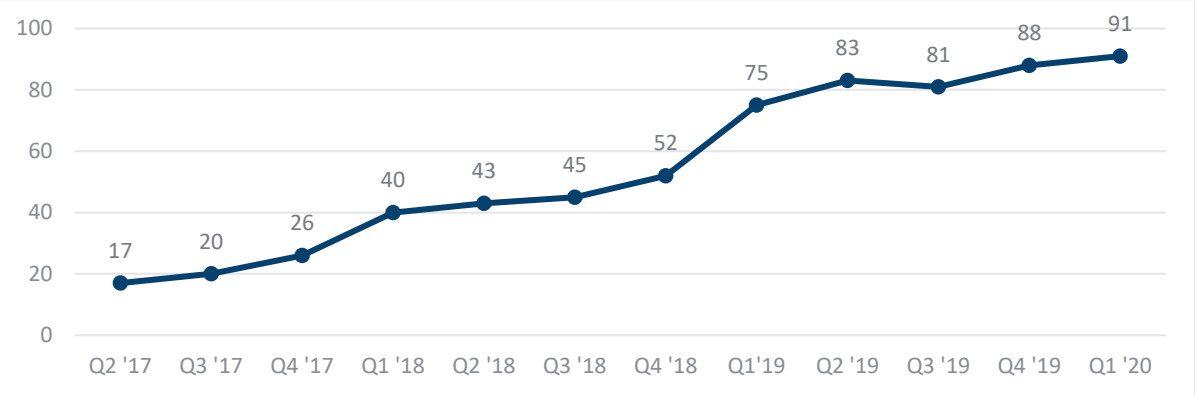
3.3.3 Short-Term Rental Market[12]

There is no data is available for the short-term rental market for the Juan de Fuca Electoral Area through AirDNA except for Port Renfrew.

In Port Renfrew, where the majority of the tourism in Juan de Fuca Electoral Area is centered, a scan of AirDNA data on short-term rentals was completed on July 29, 2020 and it found 56 active rentals listed. Of these rentals, 90% were entire homes for rent and 10% were a private room in a home or a shared room. Some of these dwellings may include cabins on land zoned for tourist accommodation, rather than for residential use.

AirDNA also provides data on previous quarters. The number of short-term rentals in Port Renfrew has grown significantly over the last three years, from 17 units in the second quarter of 2017 to 91 units in the quarter of 2020 (over 400%) (Figure 41). Data from the first quarter of 2020 showed a number of 91 listings compared to 56 listings on July 29, 2020. This suggests that the COVID-19 pandemic and social distancing measures have had some impact on the short-term rental market, at least for the present time.

FIGURE 41 NUMBER OF SHORT-TERM RENTALS PER YEARLY QUARTER, 2017 - 2020

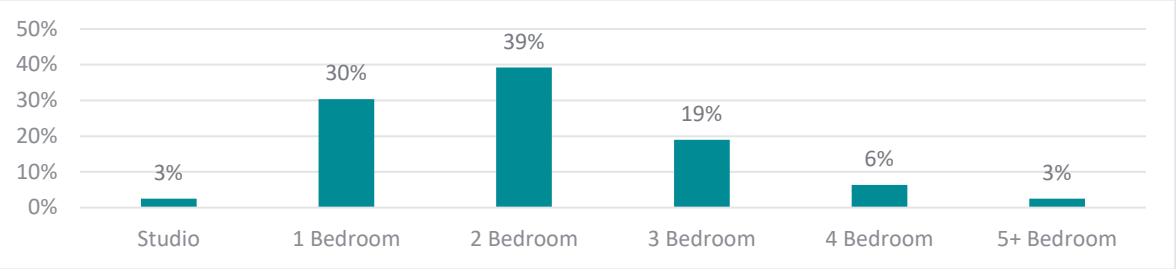


Source: AirDNA

[12] Data for the short-term rental market is accessed through the publicly available information on AirDNA.com. The date of data collection is noted in the text and may be different from other reports completed through the CRD Housing Needs Report project.

When looking at unit size, short-term rentals in Port Renfrew were listed as studio units (3%), one bedrooms (30%), two bedrooms (39%), three bedrooms (19%) and four bedrooms or more (9%) (Figure 42).

FIGURE 42 SHORT-TERM RENTALS IN PORT RENFREW BY NUMBER OF BEDROOMS, MARCH 19, 2020



As of April 2020, AirDNA reported an occupancy rate of 94% in Port Renfrew, compared to 14% in January. The high occupancy rate could be due to some owners listing their units as occupied to restrict visitors, or it could also be due to some individuals are vacationing closer to home due to social distancing measures and travel restrictions.

3.4 Non-Market Housing

As of 2019, there are no non-market units where BC Housing has a financial relationship in Juan de Fuca. There are no co-operative housing units in Juan de Fuca that are registered with the Co-operative Housing Federation of BC as of 2019.

BC Housing Registry waitlist for non-market housing is not available for Juan de Fuca Electoral Area.

3.5 Homelessness

It is estimated there was a minimum of 1,523 individuals who experienced homelessness across the CRD on March 11, 2020. The Point-in-Time (PiT) count identified at least 350 individuals who were emergency sheltered, 743 who were provisionally accommodated in transitional housing and institutions, and 145 individuals who were couch-surfing. There were at least 270 individuals who were unsheltered and a minimum of 15 individuals who stayed in unknown locations.

As the PiT count was taken during the start of the COVID-19 pandemic, some individuals may have made decisions regarding staying outdoors or attending PiT count-related events. Compared to the 2018 PiT count, there was an increase in unsheltered homelessness which may be due to the fear of COVID-19 spreading in confined spaces. Furthermore, since the March 11, 2020 count, recent initiatives to increase the number of shelter beds (e.g. repurposing hotel rooms as shelters) will have shifted the number of individuals who are sheltered or unsheltered. With the exception of an extreme weather emergency shelter that operated out of the Juan de Fuca Local Area Services Building for the 2018 and 2019 winter seasons, there are no existing or planned facilities to provide accommodation for unsheltered individuals in the Juan de Fuca EA.

It is important to note that although these counts provide valuable data and can suggest trends, they face several challenges. PiT counts are widely understood to under-represent actual numbers of individuals experiencing homelessness, as they only capture individuals who are accessing shelters and/or who are out on the street, available for interviews during the count. Individuals who are not interviewed during the day of

the count are not counted. These counts are also recognized to be inadequate at capturing hidden homelessness, such as couch surfing, living in cars or boats, and other forms of housing vulnerability.

3.6 Student Housing

There are no post-secondary institutions located in Juan de Fuca. University of Victoria and Camosun College have locations in the District of Saanich. Royal Roads University is located in Colwood. Data from all three post-secondary institutions is provided below as it is required by legislation (where available), but it is likely less applicable to the Juan de Fuca Area

As of the 2018/2019 school year, there were a total of 24,965 full-time equivalent enrolments at these three post-secondary institutions (Table 3). The University of Victoria is the only post-secondary institutions with student housing, with 2,625 beds. The University has plans to expand student housing on campus in the near future. Students attending Camosun College and Royal Roads University, as well as students who are not able to access housing at the University of Victoria may be looking for housing in the region. Many students look for affordable rental housing, such as studio or one-bedroom units, including secondary suites.

Between the 2008/2009 and 2018/2019 school years, the University of Victoria's full-time equivalent[13] enrolments grew by 6.5%, while Camosun College and Royal Roads University both saw declines of 8.3% and 1.6%, respectively. Despite declines at Camosun and Royal Roads, growth at the larger University of Victoria and plans to expand student housing, as well as the low rental vacancy rate across the region, suggest that there is a need for more student housing in the region.

TABLE 3 PUBLIC POST-SECONDARY INSTITUTIONS IN CAPITAL REGION DISTRICT, NUMBER OF BEDS AND FULL TIME EQUIVALENT STUDENTS, 2018/2019

School	Beds	Full-Time Equivalent Enrolments
Camosun College	0	6,107
Royal Roads University	0	2,062
University of Victoria	2,625	16,796
Total	2,625	24,965

Source: Ministry of Advanced Education, Skills and Training

3.7 Housing Indicators

Statistics Canada collects data on housing indicators to show when households are not meeting three housing standards: adequacy, affordability, and suitability. These are defined as follows:

- Adequate housing is reported by their residents as not requiring any major repairs.
- Affordable housing has shelter costs that are less than 30% of total before-tax household income.
- Suitable housing has enough bedrooms for the size and makeup of resident households according to National Occupancy Standard (NOS) requirements.[14]

[13] The total student head count (including full-time and part-time students) enrolled in post-secondary institutions is anticipated to be higher than the full-time equivalents.

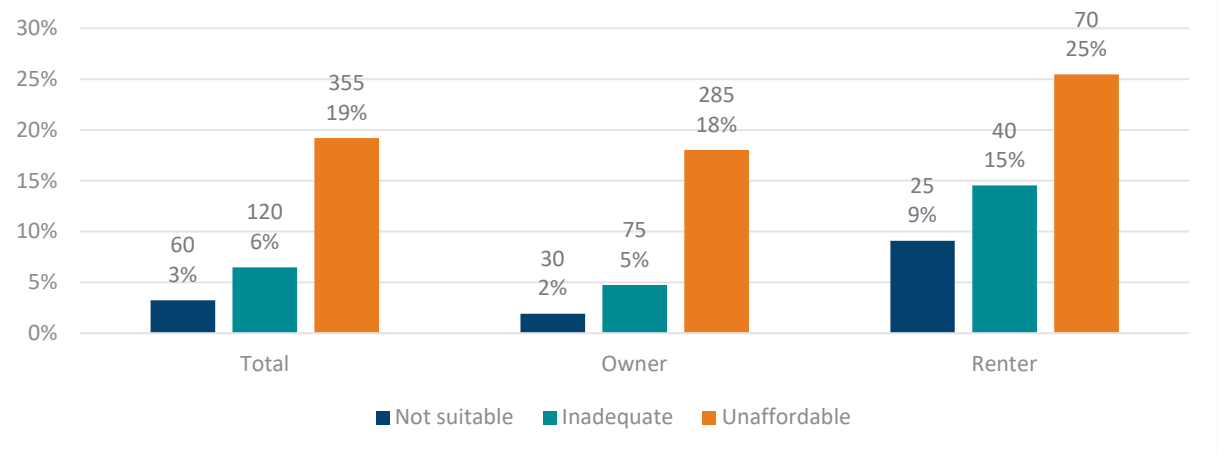
[14] The National Occupancy Standard provides the number of bedrooms required based on household composition (see Glossary).

In Juan de Fuca (Part 1), the proportion of households living in homes below the affordability and adequacy housing standards decreased over the past three census counts, while the proportion below suitability standards has remained consistent. Affordability challenges typically have increased across regional and provincial trends.

In 2016, 19% of all households in Juan de Fuca (Part 1) spent 30% or more of their income on shelter costs, including 25% of renter households and 18% of owner households (Figure 43). There were also higher proportions of renters living in unsuitable or inadequate housing compared to owners. Renter households were more than three times more likely to be living in inadequate housing compared to owner households.

Housing indicator data is not available for Juan de Fuca (Part 2) due to the small population size.

FIGURE 43 PRIVATE HOUSEHOLDS BELOW HOUSING STANDARDS BY TENURE IN JUAN DE FUCA (PART 1), 2016



Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

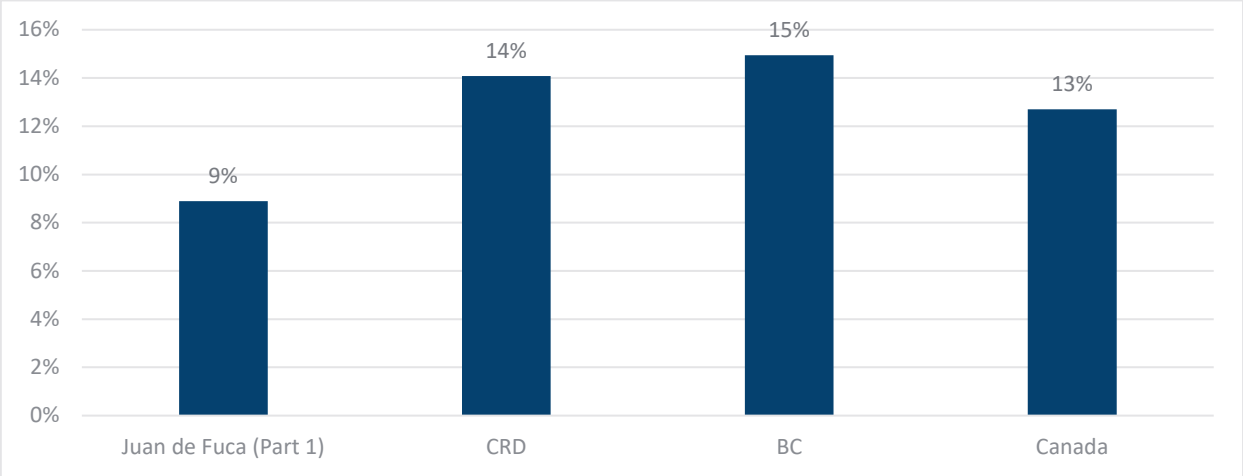
3.7.1 Core Housing Need

Core Housing Need is a two-stage indicator developed by CMHC, which builds on the housing indicators described in the previous section to help identify households with the greatest housing needs. A household in Core Housing Need is living in housing that does not meet one or more of the housing standards *and* would have to spend 30% or more of their total before-tax household income to pay the median rent of alternative local housing that does meet all three housing standards.

Those in Extreme Core Housing Need meet the definition of Core Housing Need and are currently spending more than 50% of their income on shelter costs.

In 2016, Juan de Fuca (Part 1) had a lower proportion of households in Core Housing Need compared to the CRD, British Columbia (BC), and Canada (Figure 44).

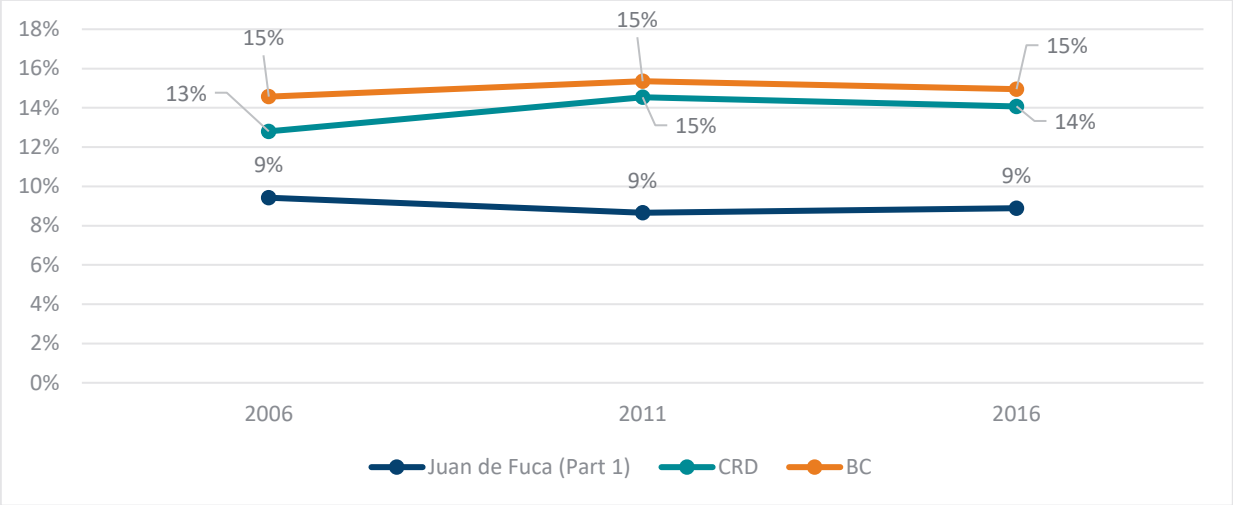
FIGURE 44 PRIVATE HOUSEHOLDS IN CORE HOUSING NEED, COMPARISON OF GEOGRAPHIES, 2016



Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing and CMHC (Census-based data), 2016

Figure 45 shows the historical data of households in Core Housing Need in Juan de Fuca (Part 1) compared to the CRD. Juan de Fuca (Part 1) has seen a consistent proportion of households in Core Housing Need from 2006 to 2016 whereas this has slightly increased for the region.

FIGURE 45 PRIVATE HOUSEHOLDS IN CORE HOUSING NEED IN JUAN DE FUCA (PART 1) AND CRD, 2006-2016

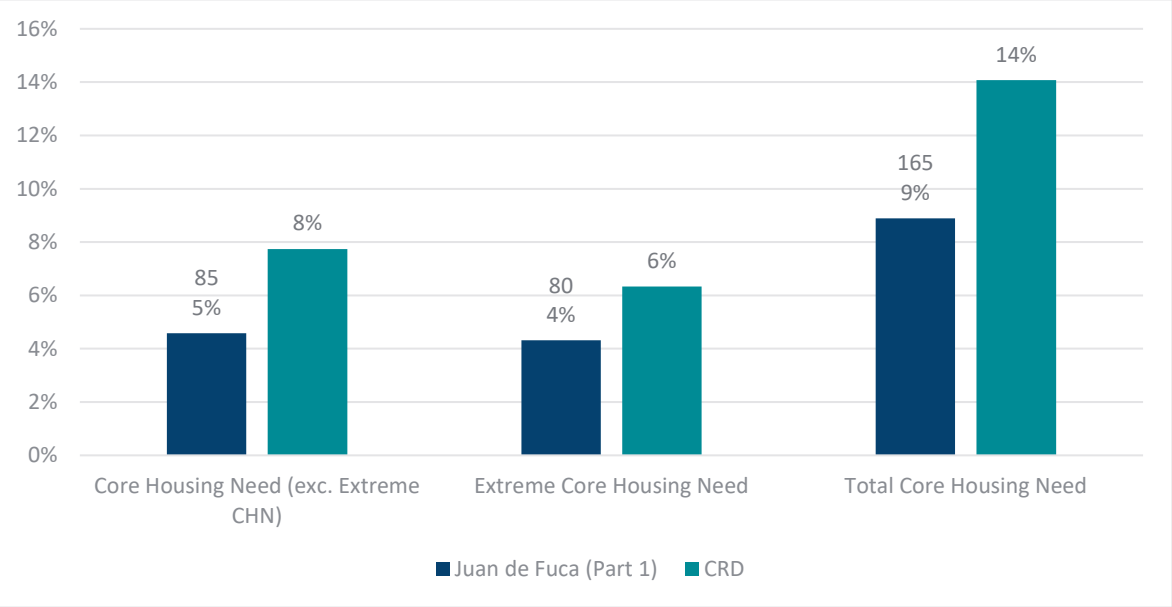


Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

3.7.2 Extreme Core Housing Need

When separating households in Extreme Core Housing Need from the overall Core Housing Need, Juan de Fuca (Part 1) had 4% of households in Extreme Core Housing Need compared to the CRD's 6% (Figure 46).

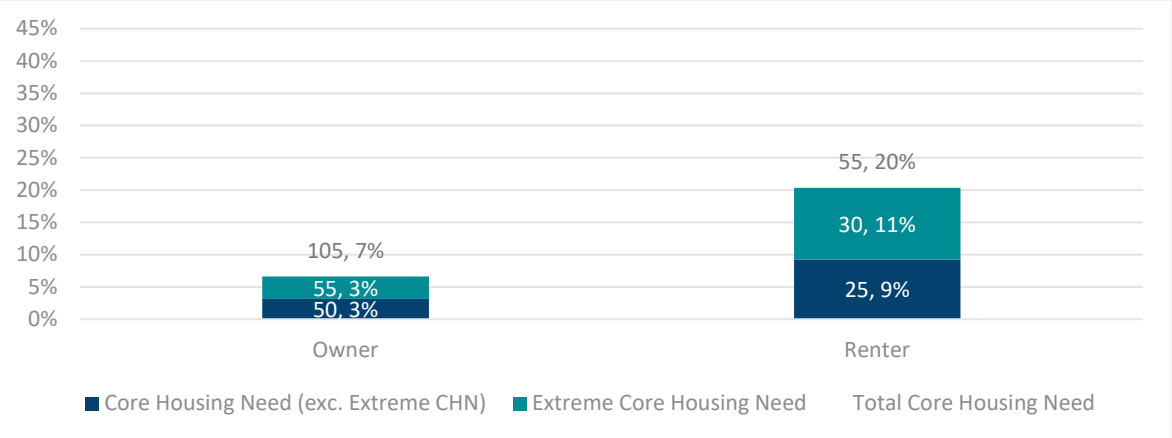
FIGURE 46 PRIVATE HOUSEHOLDS IN CORE HOUSING NEED IN JUAN DE FUCA (PART 1) AND CRD, 2016



Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

A higher proportion of renter households (20%) in Juan de Fuca (Part 1) are in Core Housing Need than owner households (7%) (Figure 47). Across the region, renters are far more likely to be in Core Housing Need than owners.

FIGURE 47 PRIVATE HOUSEHOLDS IN CORE HOUSING NEED BY TENURE IN JUAN DE FUCA (PART 1), 2016



Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

3.7.3 Household Characteristics by Core Housing Need

Core Housing Need can help identify those in greatest need of housing assistance. In most communities, vulnerable populations such as seniors, young adults, Indigenous people, people with disabilities, people dealing with mental health and addiction issues, recent immigrants, and others are disproportionately likely to be in Core Housing Need. Table 4 provides more a more detailed breakdown of Juan de Fuca Electoral Area households in Core Housing Need by different household characteristics. Each row in the table shows the proportion of households with that household characteristic that is in Core Housing Need. Due to the smaller population size in Juan de Fuca, this data may be prone to rounding errors (e.g. households round up to the closest interval by 5). Despite this limitation, the data provides a general idea of which populations are struggling with Core Housing Need in the electoral area.

In the Juan de Fuca, Table 4 offers the following key takeaways:

Tenure

Across all household characteristics, renter households are more likely to be in Core Housing Need than owner households.

Age of Primary Household Maintainer and Households with Seniors

Seventeen percent of households with a primary household maintainer between 35 and 44 are slightly more likely to be in Core Housing Need. This is higher than other age groups and the need is primarily experienced by renter households. This could be due to working in lower paid jobs, precarious employment, or a lack of affordable rental housing options.

Renter households are less likely to be in Core Housing Need as the primary maintainer ages. Households led by primary household maintainers 55 years of age or older are less likely than other age groups to be in Core Housing Need. Households with one or more seniors living there are also less likely to be in Core Housing Need than households without seniors. This suggests a need to support households under 55, particularly renter households who may be experiencing more housing affordability challenges.

Household Type

Among household types, 18% of lone-parent renter households, 14% one-person renter households, and 27% of other non-family owner households are more likely to be in Core Housing Need than others. Lone parent renter households are more likely to be in Core Housing Need than other household groups. This is to be expected as this household type typically relies on a single income.

TABLE 4 HOUSEHOLD CHARACTERISTICS BY CORE HOUSING NEED AND TENURE, 2016[15]

	Total Households in Core Housing Need		Renter Households in Core Housing Need		Owners in Core Housing Need	
	#	%	#	%	#	%
Total	165	9%	60	22%	105	7%
Core Housing Need by Age of Primary Household Maintainer						
15-24	0	0%	0	0%	0	-
25-34	0	0%	0	0%	0	0%
35-44	50	17%	20	29%	35	16%
45-54	45	13%	15	21%	30	11%
55-64	35	7%	15	30%	25	5%
65+	35	7%	10	33%	25	5%
Core Housing Need by Household Type						
Couple with Children	25	5%	10	13%	15	4%
Couple without Children	45	6%	0	0%	40	5%
Lone Parent Household	20	18%	15	60%	10	11%
Multiple-Family	0	0%	0	-	0	0%
One Person Household	55	14%	30	29%	30	11%
Other Non-Family	15	27%	10	100%	10	22%
Core Housing Need based on Immigration Status						
Non-Immigrant	120	8%	50	20%	70	6%
Non-Permanent Resident	0	-	0	-	0	-
Immigrant	45	13%	10	40%	35	10%
Recent Immigrant	0	-	0	-	0	-
Core Housing Need by Households with Seniors (65+)						
Household Has At Least One Senior (65+)	45	7%	10	25%	30	5%
Household Without A Senior (65+)	125	10%	45	19%	80	8%
Core Housing Need by Households with Persons with an Activity Limitation						
Household Has At Least One Person With an Activity Limitation	110	10%	30	17%	80	9%
Household Without A Person With an Activity Limitation	50	7%	25	25%	25	4%
Core Housing Need by Indigenous Households						
Aboriginal Households	10	11%	0	0%	10	15%
Non-Aboriginal Households	155	9%	55	22%	100	7%
Core Housing Need by Households with Children						
Household Has At Least One Child (<18 years)	45	11%	25	33%	20	6%
Household Without a Child (<18 years)	120	8%	40	21%	85	7%

[15] Note that for some census data, errors and / or random rounding can result in numbers that do not add up to their totals and percentages that do not add up to 100%. Random rounding means that each individual value is randomly rounded up or down to a multiple of 5 or 10, and sub-totals are independently rounded. These discrepancies are especially common when looking at aggregations with different variables, such as tenure and condition.

3.8 Summary

Housing Stock

- Compared to the CRD as a whole, the overall housing stock in Juan de Fuca (Part 1) and Juan de Fuca (Part 2) is slightly newer and less diverse. While recent building permits suggest a trend towards more apartments (secondary suites) in the Juan de Fuca Electoral Area, some of these residential developments are created for commercial tourism rather than long-term residency.
- The single-family home is the dominant dwelling type in Juan de Fuca (Part 1) and Juan de Fuca (Part 2), with most houses having three or more bedrooms (62%).
- Most (64%) households in Juan de Fuca (Part 1) contain one or two people. These may be comprised of older individuals or couples whose children have moved away.
- While 90% of Juan de Fuca (Part 1) owners occupy single-family homes, renters occupy a much wider range of structure types with fewer bedrooms.
- There may be a lack of options for older adults looking to downsize out of large single-family homes and for families looking for rental units with enough bedrooms to suit their needs or to enter the homeownership market.

Homeownership Market

- In 2016, 84% of households owned their home and 16% rented.
- The average assessed value for a single-detached house is approximately $726,000 in 2019 in the Juan de Fuca electoral area.
- The single-detached house is severely unaffordable for lone-parent families and non-census family earning the median household income for their type. It is also moderately unaffordable for couples with or without children making the median household income, despite this being the most common type of home in the electoral area. Assuming a 10% down payment and an interest rate of 2.54% as per Section 3.2.1, couples with children making the median income would need to spend approximately 37% of their monthly income on shelter costs for a single-detached home at the 2019 average assessed value, while couples without children would need to spend 46%.
- Other census families earning the median household income for this housing type are able to afford mortgaging a single-detached dwelling in 2019 in Juan de Fuca.

Rental Market

- For Juan de Fuca Electoral Area, primary rental market data is only available for 2001 to 2003. This data is considered outdated as it is nearly 20 years old, but it provides a snapshot of what the market looked like historically.
- The number of short-term rentals in Port Renfrew has grown significantly over the last three years, from 17 units in the second quarter of 2017 to 91 units in the quarter of 2020 (over 400%).

Non-Market Housing

- As of 2019, Juan de Fuca Electoral Area does not have any existing units that receive non-market supports from BC Housing. There are no co-operative housing units in the Juan de Fuca Electoral Area that are registered with the Co-operative Housing Federation of BC as of 2019.
- In 2016, 20 households, or 6% of renter households in Juan de Fuca (Part 1), reported that they live in subsidized housing.

- It is estimated there was a minimum of 1,523 individuals who experienced homelessness across the CRD on March 11, 2020. On that night, there were at least 350 individuals who were emergency sheltered, 743 who were provisionally accommodated in transitional housing and institutions, and 145 individuals who were couch-surfing. There were at least 270 individuals who were unsheltered and a minimum of 15 individuals stayed in unknown locations.

Housing Indicators and Core Housing Need

- In Juan de Fuca (Part 1), the housing indicators show the proportion of households below the affordability standard has decreased by 6% from 2006 to 2016. This is opposite of provincial and national trends where affordability challenges have been increasing.
- Renter households are far more likely to be in Core Housing Need, with 25 renter households meeting this definition in 2016, compared to 50 owner households. These households are currently living in unacceptable conditions (i.e., overcrowded housing, housing in need of repairs) and cannot afford an acceptable alternative housing unit in their community based on median rents. There are slightly more renter households in Extreme Core Housing Need than in Core Housing Need (30 versus 25 households).
- The rate of Core Housing Need in Juan de Fuca (Part 1) (5%) was slightly lower than the rate seen in the CRD as a whole (8%) in 2016.
- Lone-parent renter households are one of the household types most likely to be in Core Housing Need, as they likely face challenges affording rental units with two or more bedrooms to accommodate their children. Lone-parent households also have some of the lowest median incomes in the District, especially female lone-parents. Women fleeing domestic violence are a vulnerable population and may be disproportionately in Core Housing Need.
- Renters living alone are similarly likely to be in Core Housing Need, with individuals not in census families having the lowest median incomes of all household types in the Area.
- Renter households led by individuals age 35 to 44 have the highest rate of Core Housing Need in the Electoral Area (17%), suggesting there may be a lack of affordable rental options for this age group.

4.0 Projections

This section summarizes population, household, and housing unit projections for the next five years, as required for Housing Needs Reports. Population projections such as these offer a glimpse at a possible future scenario. Real community growth depends on many influencing factors, including the economy, housing market, growth in the region, trends in neighbouring communities, locational desirability, and planning and development decisions. The availability, type, and affordability of housing in the community will influence growth and the demographic make up of the community.

The projections presented here use 2016 as the base year, which was the last year of a full population count through the census. This means that projections are presented for 2016 to 2020, as well as 2020 to 2025. Although the years 2017, 2018, and 2019 have already passed, full population counts were not conducted in these years, which means that data for these years is projected from 2016.

4.1 Methodology

The population projections presented in this report are based on BC Stats population projections developed for the CRD and its communities. These population projections are based on historical fertility, mortality, and migration for the CRD, adjusted where possible to take into account expected changes in the region.

The household projections were developed using headship rates by age of primary household maintainer, household family type, and household tenure. These headship rates describe the proportion of individuals within a given age group who “head” a household of a given type (defined by a combination of maintainer age, household family type, and tenure). In general, for simplicity, and due to the relatively consistent headship rates observed over time, the headship rates in Juan de Fuca (Part 1) are assumed to remain constant (by age group) over time.

The household projections are arrived at by combining the population projections and the headship rates in the following way: if population projections indicated there would be an additional 100 individuals between the ages of 45 and 54, and the headship rates in 2016 suggested that 20% of individuals aged between 45 and 54 led couple households without children, and owned their homes, then we would project that there would be an additional 20 couple households without children where the occupants owned their home, and where the head of the home was between the ages 45 and 54.

Simplistic projections of the number of units by bedroom required to house these households are based on an assumed distribution of bedroom-needs by household family type.

4.2 Limitations

Due to the relatively small size of Juan de Fuca (Part 2), these projections are primarily concerned with, and based on data for, Juan de Fuca (Part 1). While the population projections supplied by BC Stats cover Juan de Fuca generally, the methodology of the projections includes an adjustment to Census 2016 population levels for Juan de Fuca (Part 1). The small size of Juan de Fuca (Part 2) makes the use of Juan de Fuca (Part 2) household data unreliable.

The household projections are also limited by the assumption of constant headship rates over time.

The tenure projections methodology assumes the distribution of new owner and renter households will reflect the 2016 tenure distribution within each age group. It does not account for the fact that, in Juan de Fuca (Part 1), renter households have been growing at a much faster rate than owner households over the past several census counts. Because of this, the tenure projections may overestimate the number of new owner households and underestimate the number of new renter households.

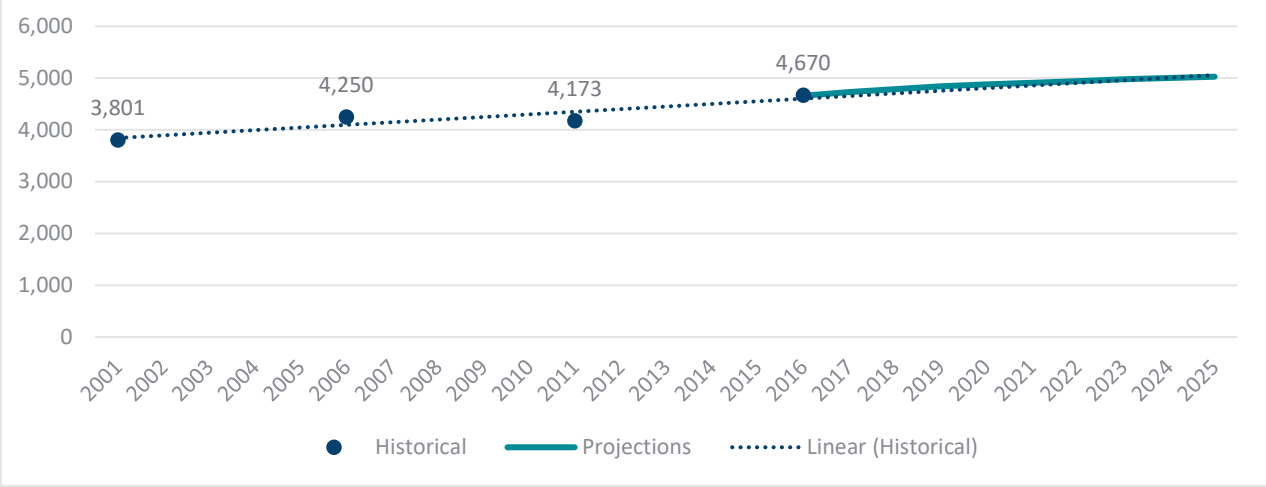
While "population demand" (interest in moving to, or staying in Juan de Fuca (Part 1)) certainly will impact the formation of households and the development of housing in Juan de Fuca (Part 1), in an attractive and growing region, the provision of housing may determine household and population growth.

In summary, these projections present one potential scenario of the future. The actual growth in the community is more complicated and will be determined by numerous factors.

4.3 Population Growth

Over the next five years, the population of Juan de Fuca (Part 1) is projected to grow modestly. Projections suggest that Juan de Fuca (Part 1) grew by 217 residents from 2016 to 2020 and could grow by an additional150, reaching 5,027 in 2025.

FIGURE 48 ESTIMATED AND PROJECTED POPULATION, 2001-2025



Please note: The historical growth trends in these projections are based on Census data for Juan de Fuca (Part 1), whereas Juan de Fuca (Part 2) represents a smaller proportion of the population in the overall area.
Source: Derived from Statistics Canada Census Program, and BC Stats Custom CRD Population Projections

TABLE 5 PROJECTED POPULATION AND POPULATION GROWTH, 2016-2025

	2016	2020	2025
Population	4,660	4,877	5,027
Change from prior period	N/A	217	150

Source: Derived from Statistics Canada Census Program, and BC Stats Custom CRD Population Projections

4.4 Age Projections

Population growth is expected to be mostly in the older age groups (65 to 84), with strong growth also expected in the 35 to 44 age group (Table 6). Moderate growth is also expected for the population of children ages 14 and under. Some age groups are expected to shrink, including ages 15 to 24, 25 to 34, 45 to 54, and 55 to 64. Based on these projections, the number of seniors in Juan de Fuca (Part 1) is expected to increase by 157 individuals while the working age group (25 to 64) is expected to see a net decrease of 10 individuals.

TABLE 6 PROJECTED POPULATION CHANGE BY AGE, 2016-2025

	2016 to 2020	2020 to 2025
0 to 14 years	31	12
15 to 24 years	-3	-13
25 to 34 years	5	-15
35 to 44 years	76	72
45 to 54 years	-50	0
55 to 64 years	-3	-67
65 to 74 years	111	46
75 to 84 years	50	111
85 years and over	0	4
Total	**217**	**150**

Source: Derived from Statistics Canada Census Program, and BC Stats Custom CRD Population Projections

The median age in Juan de Fuca (Part 1) is expected to slightly increase, from 49.5 in 2016 to 49.6 in 2025 (Table 7).

TABLE 7 MEDIAN AND AVERAGE AGE, 2016-2025

	2016 Actual	2016 Estimate	2020	2025
Median	49.5	49.5	49.6	49.6
Average	45.3	45.4	46.0	46.7

Source: Derived from Statistics Canada Census Program, and BC Stats Custom CRD Population Projections

4.5 Household Projections

Household projections anticipate an additional 118 households between 2016 and 2020, and 115 households between 2020 and 2025 (Table 8). Household growth is slightly higher relative to population growth which may indicate that new households will be smaller, reflective of an aging population, more individuals living alone, and more couples without children

TABLE 8 PROJECTED HOUSEHOLDS AND HOUSEHOLD GROWTH, 2016-2025

	2016	2020	2025
Households	2,035	2,153	2,268
Change from prior period	N/A	118	115

Source: Derived from Statistics Canada Census Program, and BC Stats Custom CRD Population Projections

4.5.1 Projected Households by Tenure

Based on the projection's methodology, owner households are projected to continue to form the majority of new households (Table 9). However, this result should be approached with caution as the projections methodology assume that future tenure distribution will reflect the 2016 tenure distribution in Juan de Fuca (Part 1). It does not account for the different rates of growth in renter and owner households in recent years. Based on recent historical trends, renter households and owner households are expected to growth at rates similar to the past, in the near future.

TABLE 9 PROJECTED HOUSEHOLD CHANGE BY TENURE, 2016-2025

Tenure Type	2016 to 2020	2020 to 2025
Owner	107	104
Renter	11	11
Total	118	115

Source: Derived from Statistics Canada Census Program, and BC Stats Custom CRD Population Projections

4.5.2 Projected Households by Household Family Type

Couples without children and non-census-family households are projected to see the largest increase in numbers among household types. This is likely related to the aging population trend, which is typically accompanied by an increase in households comprised of individuals living alone and couples without children, as adult children age and move out. Nevertheless, couples with children households are also anticipated to grow, as well as modest growth in the lone-parent household type.

TABLE 10 PROJECTED HOUSEHOLD CHANGE BY HOUSEHOLD FAMILY TYPE, 2016-2038

Household Types	2016 to 2020	2020 to 2025
Couple without Children	61	51
Couple with Children	19	21
Lone-Parent	6	9
Other-Census-Family	1	-3
Non-Census-Family	31	37
Total	118	115

Source: Derived from Statistics Canada Census Program, and BC Stats Custom CRD Population Projections

4.5.3 Projected Households by Age of Primary Household Maintainer

Senior-led households are projected to comprise a high proportion of household growth. It will be important to plan for the needs of seniors such as aging in place, supportive and assisted living, accessible housing units, as this proportion of the population increases at a greater rate compared to younger households.

TABLE 11 PROJECTED HOUSEHOLD CHANGE BY AGE OF PRIMARY HOUSEHOLD MAINTAINER, 2016-2025

Age Group	2016 to 2020	2020 to 2025
15 to 24 years	0	0
25 to 34 years	1	-4
35 to 44 years	41	38
45 to 54 years	-27	0
55 to 64 years	-1	-40
65 to 74 years	64	25
75 to 84 years	40	94
85 years and over	0	2
Total	118	115

Source: Derived from Statistics Canada Census Program, and BC Stats Custom CRD Population Projections

4.5.4 Projected Households by Bedroom Type Needs

Table 12 shows estimates of the unit sizes required to house additional households of various types. Note that these are rough estimates. The actual size of units required is dependent on a number of factors, including individual family preference and lifestyle, as well as economic means and affordability. These estimates are used to project the additional units needed by bedroom sizes.

TABLE 12 ASSUMED DISTRIBUTION OF HOUSEHOLD FAMILY TYPES BY BEDROOM NEED

Household Types	Studio / 1 Bedroom	2 Bedroom	3+ Bedroom
Couple without Children	50%	50%	0%
Families with Children and Other Families	0%	33%	67%
Non-Family	60%	30%	10%

Source: Derived from Statistics Canada Census Program, and BC Stats Custom CRD Population Projections

Table 13 and Table 14 provide estimates of unit sizes required for 2016 to 2020 and 2020 to 2025 based on projected household growth. A large portion of needed units are small units (i.e., studio, one-bedroom, or two-bedroom units). These units will likely be needed to meet the needs of the increasing numbers of households without children and non-census family households, a large proportion of which are likely to be led by seniors.

Based on the CRD building permits data, Juan de Fuca issued 212 permits between 2016 and the end of 2019. This exceeds the projected household growth and anticipated units needed for the period of 2016 to the end of 2020 in Juan de Fuca. However, as noted in Section 3.1.4, some of these units may have been built for commercial tourist accommodation and do not necessarily represent residential accommodation for residents.

TABLE 13 PROJECTED ADDITIONAL HOUSEHOLD NEEDS BY BEDROOM TYPE, 2016-2020

Household Types	Studio / 1 Bedroom	2 Bedroom	3+ Bedroom	Total
Couple without Children	31	31	0	61
Families with Children and Other Families	0	9	17	26
Non-Family	19	9	3	31
Total	49	48	20	118
% by bedrooms	42%	41%	17%	100%

Source: Derived from Statistics Canada Census Program, and BC Stats Custom CRD Population Projections

TABLE 14 PROJECTED ADDITIONAL HOUSEHOLD NEEDS BY BEDROOM TYPE, 2020-2025

Household Types	Studio / 1 Bedroom	2 Bedroom	3+ Bedroom	Total
Couple without Children	26	26	0	51
Families with Children and Other Families	0	9	18	27
Non-Family	22	11	4	37
Total	48	46	22	115
% by bedrooms	41%	40%	19%	100%

Source: Derived from Statistics Canada Census Program, and BC Stats Custom CRD Population Projections

4.6 Summary

- If past trends continue, Juan de Fuca (Part 1) is projected to experience modest population growth from 2020 to 2025. Over this period, Juan de Fuca (Part 1) could see an increase of 150 individuals and 115 households.
- The projections estimate that most new households are projected to be owner households (104 or 90%).
- Most growth is expected to be driven by growth within senior age groups (i.e., 65 and older), while many of the age groups falling within common working age (i.e., 25 to 64 years old) are expected to decrease.
- Projections for household type, age of primary maintainer, and unit size requirements are all affected by the dominant growth projected for seniors. For household types, most growth is projected for non-census families or couples without children. The number of households led by seniors as primary maintainers are also projected to see the most growth. As a result, most new housing units needed to meet these households' needs are expected to be small units (i.e., studio, one, or two bedroom).

5.0 Community Engagement Findings

This section summarizes the findings of the stakeholder focus groups and interviews that were held through late July and August of 2020. Stakeholders across the housing system were invited to provide insight into housing needs across the region and in the core area communities. Focus groups discussed community strengths, housing needs and gaps, and opportunities to address the communities' housing need. Stakeholders interviews focused on unmet needs and demands, issues and challenges when it came to addressing housing needs, and potential solutions.

Eleven interviews were completed with service providers, housing providers, and First Nation serving organizations from across the CRD. The organizations interviewed included the Community Social Planning Council, CRD Electoral Area Director, Cool Aid Society, Coalition to End Homelessness, BC Housing, Greater Victoria Housing Society, Pacifica Housing, Urban Development Institute, Aboriginal Coalition to End Homelessness Society, Victoria Native Friendship Centre, and M'akola Housing Society. Most interviewees worked across the CRD and provided insight into the housing system on a regional level.

Four focus groups were attended by stakeholders from community serving organizations, housing providers, institutional (education and employers), and development and real estate serving the CRD's west shore communities. Participants included individuals from Sooke Housing, Community Living BC, Colwood Fire, RCMP, and Langford Planning and Zoning Committee.

5.1 Regional Findings

Many interviewees and focus group participants spoke about housing challenges and opportunities that were relevant across CRD communities. This section provides a summary of cross-cutting themes and insights.

5.1.1 Housing Challenges

Housing Affordability

Housing affordability was a concern across stakeholders, with particular mention of the need for affordable housing for low-income households, including lone-parent families, youth, Indigenous peoples, renters, and seniors on fixed incomes. As housing costs increase in the core area communities of the CRD (Saanich, Victoria, Esquimalt), stakeholders are seeing individuals and families move to further communities in the West Shore communities and Sooke for more affordable options. Family-sized housing in the core area is desired, but are is increasingly scarce and higher household income is required in order to afford it.

Although the demand for housing is high and there is a need for more housing supply, stakeholders noted that the downtown core of Victoria is already built out. Greater distribution of affordable housing options is needed across the region over the next five to ten years.

Homelessness

There has been an increase in individuals experiencing homelessness in recent years. While there are varying degrees of housing pressures across the CRD communities, homelessness is experienced in every community. Individuals experiencing homelessness tend to gravitate to Victoria to access support services and to the Salt

Spring Island as the climate is milder and where the culture is more accepting. Some individuals experiencing homelessness have been present in the region for a long time.

Options for Renters

There is a need for more housing options for renters and other low-income groups across the CRD, regardless of gender, age or ethnicity. Rental vacancy rates are low across the region without enough supply coming onto the market fast enough to meet demands. The high demand for market rental housing puts renters at a disadvantage as landlords can be selective or demanding when leasing to tenants.

The lack of rental market housing puts pressure on the low-end of market rental housing as more households seek affordable options. Stakeholders emphasized that households who do not qualify for rent-geared-to-income housing programs are left without alternative housing options and can become vulnerable to homelessness. To keep up with demand, a few stakeholders have either recently refocused their service programs or are in the process of expanding their services to new municipalities.

Indigenous Housing

There are rental housing options available for Indigenous families with children across the CRD. The gap that stakeholders see in the region is housing for Indigenous households who require housing supports after their children have moved away. There is also opportunity to provide affordable housing options for non-traditional families, such as children whose guardians are not their legal guardians.

Additional non-market housing options are needed as low-end market housing can often be out of reach for very-low income Indigenous households. There is also a need for more culturally appropriate housing for Indigenous peoples in the CRD as they are disproportionally represented in the homelessness population. Stakeholders report there is a service gap in terms of land-based healing, decolonized harm reduction framework, and more pathways for healing. Elders are particularly in need of culturally appropriate housing and activities.

Supportive Housing

The need for more supportive housing is seen as a significant area of investment by stakeholders. Prior to the COVID-19 pandemic, supportive housing providers across the CRD were operating at capacity. More supportive housing is needed for Indigenous peoples, seniors and women. The lack of supportive housing options pushes people to live in rental housing where they may not be receiving the supports they require (e.g. care for mental health, substance use disorders, or other health needs).

In addition to increasing the supply of supportive housing, there is also a need to increase or improve programs that serve specific groups, such as harm reduction programs, human-centered supports, permanent and flexible housing programs (e.g. Housing First approach), and Indigenous healing programs.

In terms of community and social wellness, housing for those with concurrent disorders is a key service which is currently missing in the CRD. Relative to the general population, the amount of people in the CRD who experience overlapping mental health and substance use disorders is small. However, stakeholders report that supports for individuals experiencing complex needs are important because this is where the most damaging behaviours are from the community's perspective.

Youth Housing

Housing for families is considered an important issue in the CRD, and stakeholders felt that more attention should be given to the housing gap for youth and for youth aging out of care. Youth aging out of care have a much higher risk of experiencing homelessness in their first year.

Student Housing

Student housing was identified as a service gap in the core communities of the CRD. Students represent a large proportion of the regional population influx and they are seeing a deep affordability crunch. On-campus residential development requires higher density, fewer parking requirements, and transportation options to support the successful implementation of new housing.

5.1.2 Barriers and Challenges in Developing and Operating Housing

The overall development process to build new housing can be challenging, particularly for affordable or supportive housing. In the CRD, affordable housing developers need to have the capacity to overcome barriers related to buying property or land, bridging financing, and securing funding to make the development feasible.

Although supportive and affordable housing development applications are fast-tracked in some local governments in the CRD, a few stakeholders reported that the development process can still be challenging. This is due to issues related to prescriptive zoning, not-in-my-backyard attitudes (NIMBYism) in the community, policy directions that encourage development of other types of housing, and parking regulations. In some cases where there is opposition against a proposed development project, it is felt that people become the focus rather than land-use issues.

Many housing providers in the CRD are operating at capacity. Where there is opportunity to provide more non-market units onto the market, organizational capacity becomes an issue on the operations side. It is felt that there is a limited pool of trained staff who are experienced with working alongside vulnerable populations (e.g. individuals with mental health or substance use disorders). The high housing costs in the CRD also makes it difficult for the retention of housing staff as they are more likely to take on two jobs and more prone to experience burnout. It can be an issue to collect rents from tenants who are experiencing mental health crises.

5.1.3 Opportunity Areas

Multi-sectoral Collaboration and Partnerships

It is encouraged to continue fostering collaboration in the region by convening partnerships across the actors, such as Indigenous partners, First Nations, non-profit housing providers, private developers, municipalities, BC Housing, and CMHC. Regional consultation and brainstorming sessions can result in action and new housing being built.

Local Government Leadership to Support Affordable Housing

In the CRD, affordable housing buildings can be designed with local context and local need in mind. It was felt that affordable housing across the region has historically been driven by program requirements by senior government funders such as BC Housing and that local governments can lead the way to new affordable housing initiatives, and play a bigger role in unit design and mix. In addition, participants felt that local governments have a role to increase public awareness about misconceptions about people who live in non-market housing and to be supportive of affordable housing projects.

Continued Support for Culturally Supportive Housing

There have been new initiatives aimed at providing culturally supportive housing for the most vulnerable Indigenous populations in the CRD. Stakeholders who serve Indigenous peoples are developing new frameworks and pilot projects to better meet the needs of this population (e.g. Elders support, using traditional foods, land-based healing, family reunification). Providing space for Indigenous people and organizations and trusting Indigenous ways of knowing and being can lead to new models of care.

Encourage Broader Public Engagement

There is opportunity to broaden the public engagement to engage different voices and groups during the development approvals process. While community associations are an important group to hear, it is equally important to provide space for more individuals and groups to represent the diverse housing needs in the CRD.

Other Opportunities

Stakeholders noted other opportunities to build new housing or to support groups in need:

- Explore the encouragement of mixed-income residential buildings to promote inclusive communities
- Partner with First Nations that have set aside land for revenue through housing development
- Adopt a shelter model that provides wraparound services and assessments to individuals experiencing homelessness throughout the day
- Implement a coordinated access system with a bynames list to guide individuals to services they require
- Ensure all affordable housing developments have housing agreements and consider implementing a universal housing agreement within the CRD
- Explore an organization-specific bus pass program to help tenants get to/from services
- Pilot inclusionary zoning in areas where this policy can be supported and to test and iterate ideas
- Continue to support renewal of purpose-built rentals
- Reduce parking requirements to support new affordable housing
- Informal forums are needed to help find housing for certain groups, such as the LGBTQ+ community

5.2 Findings for West Shore Communities

The housing needs identified in section 5.1.1 reflect what was heard for Juan de Fuca Electoral Area and the CRD and are not repeated here. Focus group participants were asked specifically about housing challenges and opportunities in Juan de Fuca and the other West Shore communities (Langford, Metchosin, Highlands, Colwood). The findings are summarized in this section.

5.2.1 Housing pressures felt across the housing continuum

Market housing pressures

It was heard that while the demand for housing has increased and unaffordability has deepened in the core area communities, the West Shore communities are feeling housing pressures as well. Stakeholders reported that housing costs are rising in the West Shore communities and some households (e.g. renters, younger adults) cannot afford to transition into entry-level homeownership. In addition, employers noted that it can be difficult to recruit and train staff due to the increasing housing costs being experienced in the West Shore communities.

A need for more non-market housing

Stakeholders cited that housing unaffordability pressures impact low-income households, including single person households and individuals with disabilities. Stakeholders reported seeing a growing population of low-income individuals who cannot afford housing and an increasing number of tent communities or instances of hidden homelessness (i.e. couch surfing, individuals living in vehicles etc.). Community serving organizations reported that the clients they serve earn significantly less than the 2016 median household incomes across the West Shore communities. It was noted that some of the most underserved groups in the subregion are not captured under the Census as they are potentially not living in homes, and instead are staying in makeshift shelters such as tents.

5.2.2 Opportunity Areas Specific to West Shore Communities

Provide housing options for households looking for space

The West Shore communities are seen as attractive places for families and households who desire more space to live in. Stakeholders cited higher affordability compared to other areas of the CRD, plentiful community and recreation amenities, as well as growing housing supply to serve these households. It was noted that newer homes may often be preferred by families as they are easier to maintain and smaller lot subdivisions provide affordable housing options without having to sacrifice space.

Explore partnerships and housing innovation

Stakeholders reported that existing efforts to increase non-market housing options in the West Shore communities are on a site by site basis, which can be inefficient when more units are needed. It was heard that BC Housing, local governments, and private developers are important partners for non-profit and community organizations looking to improve housing in their communities. To support housing innovation, stakeholders expressed that bylaws and zoning regulations could be reviewed so that new and alternative housing options can be made available, such as tiny housing and cooperative housing complexes.

5.3 Additional Findings for Juan de Fuca Electoral Area

This section focuses on specific barriers and opportunity areas to addressing housing issues in Juan de Fuca Electoral Area as heard through the focus groups:

- Stakeholders noted that there have been conversations about housing in the Juan de Fuca area, and that action should be taken to improve housing. Housing innovation and ideas can be supported through policies and regulations.
- It was reported that homelessness and poverty have been issues in the Sooke and nearby areas for many years. The barriers to supporting these individuals are a lack of resources and a lack of understanding about wraparound supports needed to house individuals who may have underlying or overlapping mental health and substance use disorders.

6.0 COVID-19 Implications

In March 2020, COVID-19 was declared a global pandemic. Local economies have been, and continue to be, significantly impacted as governments closed international borders, mandated businesses to close, and issued stay-at-home directives for everyone but essential workers.

This section provides an overview of preliminary economic impacts based on the information available during this study process, as well as perspectives on the pandemic heard from stakeholders through the engagement process. While there were immediate economic effects due to precautionary measures, the full impact of the pandemic is still emerging and will continue to need monitoring.

6.1 Preliminary Economic Impacts

The economic impact has been and continues to be greatest in industries such as tourism, accommodations, food services, recreation, transportation and retail. The effect on employment and income are significant and the repercussions of reduced incomes—and reduced savings—will be felt for months and years to come. Several key demographics are expected to face significant challenges:

- Students approaching graduation and recent graduates seeking part-time or full-time work will likely see delays in finding work compared to previous years.
- Bars, restaurants, retail, and similar service jobs are unlikely to return to 100% capacity for some time due to social distancing measures, and in BC are currently operating at 50% capacity.
- Older workers who have lost their jobs and may face difficulties re-entering the workforce.
- Those nearing retirement may be pushed into retiring earlier than planned for or see their savings impacted.
- Those who own their homes are typically in more stable financial positions than renters, particularly long-time homeowners. However, those who recently entered the market will be facing significant pressures if one or more members of their household has lost their job. As of the end of June 2020, 16% of mortgage holders in Canada have enrolled in mortgage deferrals since the pandemic started and the impact of these will likely not be felt until late 2020[16].
- Owners who rent their properties in the secondary market, both long term and short term, may find it more difficult to rent their units or see their revenue decrease as renters face job loss.

In the Greater Victoria Census Metropolitan Area, the impacts of COVID-19 can be felt by residents, workers, businesses, and industries. The hardest hit industries in the CRD are the tourism and accommodation sectors, as hotel occupancy fell to 21%, far below the seasonal normal and resulting in decreased revenues over the

[16] Global News. (August 2020). Mortgage deferrals will end soon for many Canadians. Then what? Retrieved from https://globalnews.ca/news/7286008/coronavirus-mortgage-deferrals-end-canada/.

summer months[17]. Decreases in tourism have downward impacts on other hospitality related industries in the region, such as restaurants, service, and retail sectors.

Unemployment rates are quite high for the Victoria Census Metropolitan Area – 10.3% in August 2020 which is far higher than the recorded unemployment rate in February of 3.4%. However, since these figures are reported by Statistics Canada on a three-month moving average, the region's unemployment rate is expected to continue to change as new data is collected from Phase 3 of BC's Restart Plan.

The real estate market, on the other hand, has seen more activity in August 2020 than in the previous year's August in terms of sales volume. In addition, the benchmark value for single-detached houses and condominiums have stayed consistent or higher than in August 2019. The Victoria Real Estate Board reports that it remains unclear how the market will react to the socio-economic impacts of the COVID-19 pandemic in the upcoming months[18].

6.2 Stakeholder Perspectives

Stakeholders who participated in the Housing Needs Report engagement process shared information on the impacts of the pandemic on the housing system that they were seeing.

Challenges:

- Renters or individuals receiving temporary financial and housing supports may struggle to find stable and permanent housing in coming months.
- Supportive housing operations have had to reduce capacity to meet social distancing requirements, further compounding many issues related to housing instability. As a result, the number of visible homeless and tent cities has increased.
- COVID-19 has highlighted the difficulties communities face without a coordinated access system for homeless groups.
- Overdose deaths in BC are far higher than COVID-related deaths, highlighting the ongoing health crisis and unsafe drug supply in the province. Social isolation, poor living conditions, unemployment, and the stresses of the pandemic may be contributing to increased overdoses, among other factors.

[17] South Island Prosperity Partnership. (August 2020). Monthly economic recovery dashboard. Retrieved from https://southislandprosperity.ca/wp-content/uploads/2020/08/Economic-Recovery-Dashboard-Report-August.pdf.
[18] Victoria Real Estate Board. (September 2020). Victoria real estate market experiences an active summer. Retrieved from https://www.vreb.org/current-statistics.

Emerging Opportunities:

- Due to COVID-19, there may be opportunities to acquire available and below-market properties and land for affordable housing (including protecting existing purpose-built rental properties).
- BC Housing in partnership with community service agencies and local governments are taking action to address homeless camps by finding individuals housing or by sheltering people in private hotels. This may free up rental housing stock for other households in need to live in.
- Families may desire more space now that COVID-19 has shown that remote working is a possibility.
  - → Since the start of the COVID-19 pandemic, some community serving organizations have noticed that clients have not needed as much support because they have been receiving temporary financial relief from the federal government.

7.0 Summary of Key Areas of Local Need

This section summarizes the projected number of units by number of bedrooms for 2016 to 2020 and then the next five years, 2020 to 2025 (from Section 4). It also presents the statements of key areas of local need which are supported by the data and engagement feedback outlined in Sections 3 and 5 of the report.

7.1 Number of Units Needed by Dwelling Type in Juan de Fuca (Part 1)

Table 15 presents the projected housing units needed in Juan de Fuca (Part 1) based on population growth and the distribution of each household types by the suitable number of bedrooms. Based on the CRD building permits data, Juan de Fuca issued 212 permits between 2016 and the end of 2019. This exceeds the projected household growth and anticipated units needed for the period of 2016 to the end of 2020 in Juan de Fuca. However, as noted in Section 3.1.4, some of these units may have been built for commercial tourist accommodation and do not necessarily represent residential accommodation for residents.

TABLE 15 PROJECTED HOUSING UNITS IN JUAN DE FUCA (PART 1), 2016-2020 AND 2020-2025

Household Types	Studio / 1 Bedroom	2 Bedroom	3+ Bedroom	Total
2016-2020	49	48	20	118
Couple without Children	31	31	0	61
Families with Children and Other Families	0	9	17	26
Non-Family	19	9	3	31
2020-2025	48	46	22	115
Couple without Children	26	26	0	51
Families with Children and Other Families	0	9	18	27
Non-Family	22	11	4	37

7.2 Statements of Key Areas of Local Need in the Capital Regional District

7.2.1 Affordable Housing

Housing costs in 2019 are high in the Juan de Fuca Electoral Area and across the CRD. Stakeholders reported that the costs of living in the core area communities are impacting the ability of individuals and families to stay. Households are increasingly moving to further communities such as the West Shore communities and Sooke for more affordable options, which is placing pressure on the housing stock of these communities.

The cost of owning in Juan de Fuca Electoral Area, while comparatively more affordable than the CRD in general, is still high. The average assessed value for a single-detached house in Juan de Fuca Electoral Area was $726,000 in 2019. The affordability gap analysis showed that lone-parent families and non-census families (e.g., individuals living alone) are facing the greatest housing challenges.

The median income for these household types is not enough to afford an appropriate unit. Based on the affordability threshold of housing costs being no more than 30% of gross household income, a single-detached home is out of reach for households making the median income, even couples with children who tend to make higher incomes than other household types. The only exception are other census families.

7.2.2 Rental Housing

There is a need for more rental housing options across the CRD. The proportion of renter households grew from 260 households in 2006 (15%) to 325 in 2016 (16%) in Juan de Fuca (Part 1). The stock of purpose-built rental housing was 404 units in 2003 although recent data is not available to understand if this number has changed. The primary rental market vacancy rate was 1.5% in Juan de Fuca Electoral Area in 2003. Rental vacancy rates are low across the region without enough supply coming onto the market fast enough to meet demands. High demand and low vacancy contribute to increasing rental costs and can push renter households out of the community.

7.2.3 Housing for People with Disabilities

It was heard through engagement that individuals with disabilities have reduced incomes and difficulty accessing appropriate housing in Juan de Fuca Electoral Area and across the CRD. For individuals with disabilities who are unable to work, the provincial housing supplement of $375 (for an individual) limits access to housing options.

7.2.4 Housing for Seniors

Juan de Fuca (Part 1) and Juan de Fuca (Part 2) are experiencing aging trends with the median age growing from 44.3 to 49.5 and 45.8 to 52.0, respectively, from 2006 and 2016. Increasingly communities are looking at aging in place in the community as an approach to addressing changing housing needs and an older demographic: having downsizing and supportive housing options available ensures seniors in the community are able to stay in the community for the long-term. The lack of supportive housing options in the CRD pushes people to live in housing that may not have the accessibility or health supports required.

7.2.5 Housing for Families

Family-sized housing in the core area communities is increasingly out of reach for families with children in terms of affordability. West Shore communities are becoming more attractive options for families and other households requiring more space. The affordability gap analysis showed that the average assessed value of a single-detached home ($726,000 in 2019) in Juan de Fuca Electoral Area is less expensive than in the core area communities, but it would still result in couples with children that make the median household income spending more than 30% of their income on shelter costs. Homeownership is far out of reach for lone-parent families (5% of all Juan de Fuca (Part 1) households). For those in the rental market, no recent data is available to understand the supply of larger units.

7.2.6 Homelessness

There has been an increase in individuals experiencing homelessness across CRD communities in recent years. The March 11, 2020 Point-in-Time count identified a minimum of 1,523 individuals experiencing homelessness in the region. There were at least 350 individuals who were emergency sheltered and 743 who were provisionally accommodated in transitional housing.

Glossary

Activity Limitation: "Activity limitations refer to difficulties that people have in carrying out daily activities such as hearing, seeing, communicating, or walking. Difficulties could arise from physical or mental conditions or health problems."

https://www03.cmhc-schl.gc.ca/hmip-pimh/en#TableMapChart/59/2/British%20Columbia – Core Housing Need, Activity Limitations

Adequate Housing Standard: "[Housing] not requiring any major repairs."

https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage037-eng.cfm

Affordable Housing Standard: "[Housing with] shelter costs equal to less than 30% of total before-tax household income."

https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage037-eng.cfm

Census Family: Census families include couples with and without children, and a single parents with children living in the same dwelling. Census families are restricted to these family units and cannot include other members inside or outside the family (including a grandparent, a sibling, etc.). Grandchildren living with grandparents (and without a parent) would also count as a census family.

https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/fam004-eng.cfm

Core Housing Need: "A household is said to be in 'core housing need' if its housing falls below at least one of the adequacy, affordability or suitability standards and it would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that is acceptable (meets all three housing standards)." Some additional restrictions apply.

https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage037-eng.cfm

Household Income: The sum of incomes for all household members.

Household Maintainer: A person in a household who is responsible for paying the rent, mortgage, taxes, utilities, etc. Where multiple people contribute, there can be more than one maintainer.

https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage008-eng.cfm

Headship Rate: The proportion of individuals of a given age group who are primary household maintainers.

Household Type: "The differentiation of households on the basis of whether they are census family households or non-census family households."

https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage012-eng.cfm

Income: For the purposes of this report, unless otherwise indicated, income refers to "total income" which is before-tax and includes specific income sources. These specific income sources typically include employment income, income from dividends, interest, GICs, and mutual funds, income from pensions, other regular cash income, and government sources (EI, OAS, CPP, etc.). These income sources typically do not include capital gains, gifts, and inter-household transfers, etc.

https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/pop123-eng.cfm

Labour Force: The labour force includes individuals aged 15 and over who are either employed, or actively looking for work. This means that the labour force is the sum of employed and unemployed individuals. Individuals not in the labour force would include those who are retired.

https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/pop056-eng.cfm

Movable Dwelling: A single dwelling type used as a place of residence and can be moved on short notice that includes mobile homes, as well as a tent, recreational vehicle, travel trailer houseboat or floating home.

https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/dwelling-logements013-eng.cfm

Multiple-Census Family Household: A **household** in which two or more **census families** (with or without additional persons) occupy the same private dwelling. **Family households** may also be divided based on the presence of persons not in a **census family**.

https://www12.statcan.gc.ca/census-recensement/2011/ref/dict/households-menage012-eng.cfm

National Occupancy Standard: Standard for the number of bedrooms required by a household based on household composition. For example, lone-parents living with their child would require two bedrooms, one for themselves and one for their child.

https://www23.statcan.gc.ca/imdb/p3Var.pl?Function=DEC&Id=100731

Non-Census-Family Households: Households which do not include a census family. "Non-Census-family households are either one person living alone or a group of two or more persons who live together but do not constitute a Census family."

https://www23.statcan.gc.ca/imdb/p3Var.pl?Function=DEC&Id=251053

Other Family or Other Census Family: When comparing households one way to distinguish between households is by "household family types." These types will include couples with children, couples without children, lone-parent families, and non-family households; they will also include "other families" which refer to households which include at least one family and additional persons. For example, "other family" could refer to a family living with one or more persons who are related to one or more of the members of the family, or a family living with one or more additional persons who are unrelated to the family members.

Participation Rate: The participation rate is the proportion of all individuals aged 15 and over who are in the labour force.

https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/pop108-eng.cfm

Primary Household Maintainer: The first (or only) maintainer of a household listed on the census.

https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage020-eng.cfm

Seniors: Individuals aged 65 and over.

Shelter Cost: Total monthly shelter expenses paid by households that own or rent their dwelling. "Shelter costs for owner households include, where applicable, mortgage payments, property taxes and condominium fees, along with the costs of electricity, heat, water, and other municipal services. For renter households, shelter costs include, where applicable, the rent and the costs of electricity, heat, water and other municipal services."

https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage033-eng.cfm

Subsidized Housing: "'Subsidized housing' refers to whether a renter household lives in a dwelling that is subsidized. Subsidized housing includes rent geared to income, social housing, public housing, government-assisted housing, non-profit housing, rent supplements and housing allowances."

https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/dwelling-logements017-eng.cfm

Suitable Housing Standard: "[Housing that] has enough bedrooms for the size and composition of resident households."

https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage037-eng.cfm

Supportive housing: A type of housing that provides on-site supports and services to residents who cannot live independently.

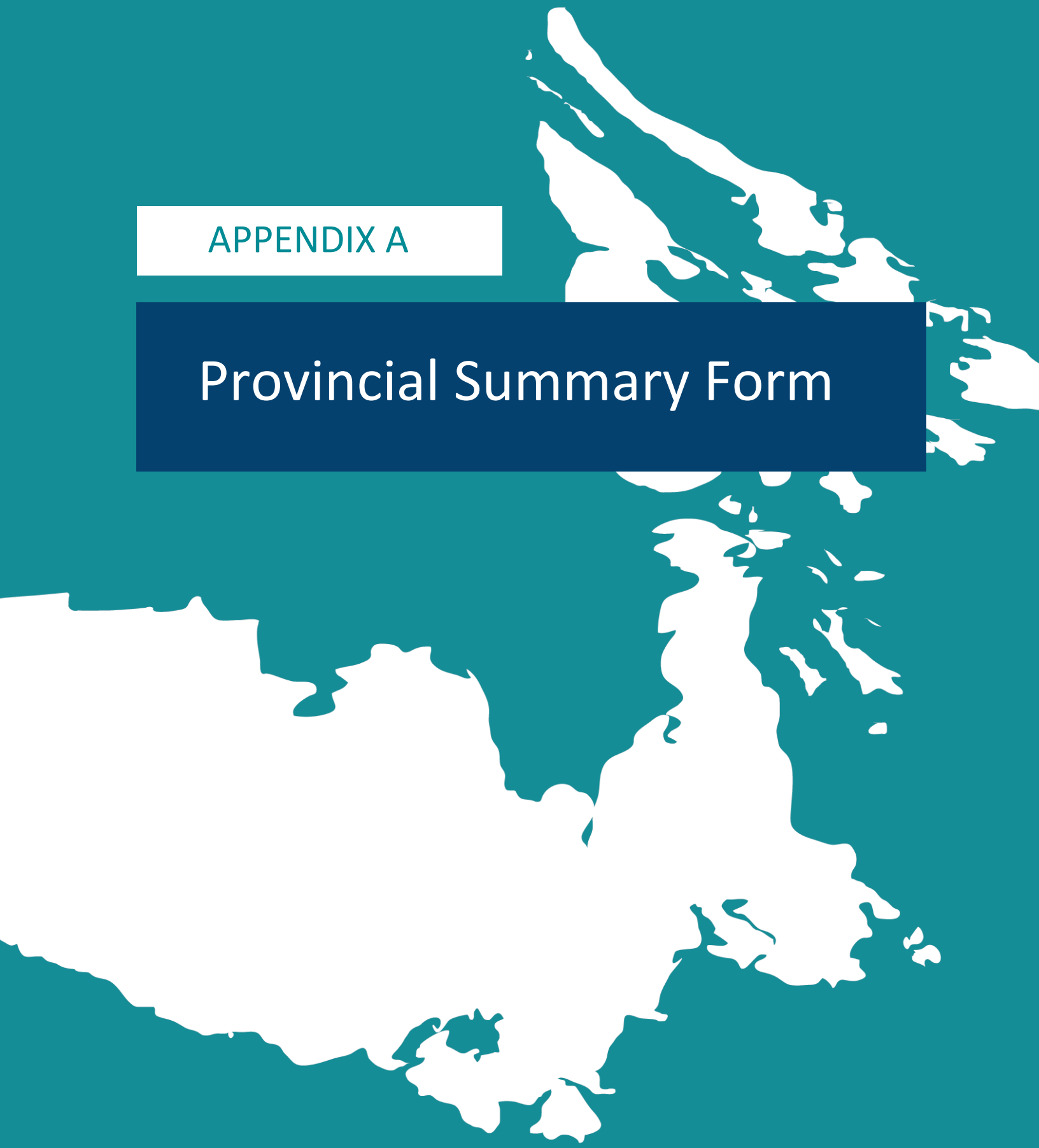
https://www.bchousing.org/glossary

Supportive Housing for Seniors: This document defines assisted living and long term or residential care options as supportive housing for seniors.

Transitional Housing: "A type of housing for residents for between 30 days and three years. It aims to transition individuals to long-term, permanent housing."

APPENDIX A

Provincial Summary Form



Housing Needs Reports – Summary Form

MUNICIPALITY/ELECTORAL AREA/LOCAL TRUST AREA: Juan de Fuca Electoral Area (Part 1)

REGIONAL DISTRICT: Capital Regional District

DATE OF REPORT COMPLETION: October 2020

Note: While Juan de Fuca is a single electoral area, it is categorized into two census subdivisions by Statistics Canada: Juan de Fuca (Part 1) and Juan de Fuca (Part 2). As such, the data in this Housing Needs Report will be

PART 1: KEY INDICATORS & INFORMATION

Instructions: please complete the fields below with the most recent data, as available.

LOCATION	**Neighbouring municipalities and electoral areas:** Highlands, Langford, Metchosin, Sooke
	Neighbouring First Nations: Esquimalt First Nation, Songhees First Nation

POPULATION	**Population:** 4670 (2016)	**Change since** 2006 :	11.9 %
	Projected **population in 5 years:** 502 7	**Projected change:**	8.0 %
	Number of households: 1995 (2016)	**Change since** 2006 :	15 %
	Projected **number of households in 5 years:** 2268	**Projected change:**	5.3 %
	Average household size: 2.3		
	Projected **average household size in 5 years:** 2.2		
	Median age (local): 49.5	**Median age (RD):** 44.8	**Median age (BC):** 42.5
	Projected median age in 5 years: 49.6		
	Seniors 65+ (local): 19 %	**Seniors 65+ (RD):** 17.6 %	**Seniors 65+ (BC):** 17 %
	Projected **seniors 65+ in 5 years:**		24.4 %
	Owner households: 84 %	**Renter households:**	16 %
	Renter households in subsidized housing:		1 %

INCOME	Median household income	Local	Regional District	BC
	All households	$ 76,178	$ 69,642	$ 69,979
	Renter households	$ 42,904	$ 44,363	$ 45,848
	Owner households	$ 82,273	$ 88,704	$ 84,333

ECONOMY	**Participation rate:** 60.6 **%**	**Unemployment rate:** 5.5 **%**
	Major local industries: Public administration, construction, health care and social assistance, accommodation and food services, and retail trade.	

HOUSING	**Median assessed housing values: $** 665,564 (average)	**Median housing sale price: $** 640,990 (average)
	Median monthly rent: $ 775	**Rental vacancy rate:** 1.5 **%**
	Housing units - total: 1995	**Housing units – subsidized:** 20
	Annual registered new homes - total: N/A	**Annual registered new homes - rental:** N/A
	Households below *affordability* standards (spending 30%+ of income on shelter):	19 **%**
	Households below *adequacy* standards (in dwellings requiring major repairs):	6 **%**
	Households below *suitability* standards (in overcrowded dwellings):	3 **%**

Briefly summarize the following:

1. **Housing policies in local official community plans and regional growth strategies (if applicable):**

   The Official Community Plans for the communities in the Juan de Fuca Electoral Area guide future residential development to be generally low-density. In addition, some communities have provisions for affordable housing policies.

2. **Any community consultation undertaken during development of the housing needs report:**

   Stakeholder focus groups and interviews were held through July and August of 2020. Eleven interviews were completed with service providers, housing providers, and First Nation serving organizations from across the CRD. Four focus groups were attended by stakeholders from community serving organizations, housing providers, institutional (education and employers), and development and real estate serving the CRD's west shore communities.

3. **Any consultation undertaken with persons, organizations and authorities (e.g. local governments, health authorities, and the provincial and federal governments and their agencies).**

   Interviewed organizations included Community Social Planning Council, CRD Electoral Area Director, Cool Aid Society, Coalition to End Homelessness, BC Housing, Greater Victoria Housing Society, Pacifica Housing, Urban Development Institute, Aboriginal Coalition to End Homelessness Society, Victoria Native Friendship Centre, and M'akola Housing Society. Focus group participants included individuals from Sooke Housing, Community Living BC, Colwood Fire, RCMP, and Langford Planning and Zoning Committee.

4. **Any consultation undertaken with First Nations:**

   Several First Nation serving organizations were included in the public consultation process. These organizations include the Aboriginal Coalition to End Homelessness Society, Victoria Native Friendship Centre, and M'akola Housing Society.

PART 2: KEY FINDINGS

Table 1: Estimated number of units needed, by type (# of bedrooms)

	Currently	Anticipated (5 years)
0 bedrooms (bachelor)	(combined with 1 bedroom)	(combined with 1 bedroom)
1 bedroom	140	48
2 bedrooms	590	46
3+ bedrooms	1285	22
Total	2015	116

Comments:

The projections are combined with Juan de Fuca Part 2.

Table 2: Households in Core Housing Need

	2006		2011		2016	
	#	%	#	%	#	%
All households in planning area	1645	100	1675	100	1855	100
Of which are in core housing need	155	9.4	145	8.7	165	8.9
Of which are owner households	100	7.1	100	7.0	105	6.6
Of which are renter households	55	23.9	40	16.0	55	20.4

Comments:

In 2016, Juan de Fuca (Part 1) had a lower proportion of households in Core Housing Need compared to the CRD as a whole. Juan de Fuca (Part 1) has seen a consistent proportion of households in Core Housing Need from 2006 to 2016. As with other areas in the region, a higher proportion of renter households are in Core Housing Need than owner households.

Table 3: Households in *Extreme* Core Housing Need

	2006		2011		2016	
	#	%	#	%	#	%
All households in planning area	1645	100	1675	100	1855	100
Of which are in extreme core housing need	45	2.7	80	4.8	80	4.3
Of which are owner households	40	2.8	55	3.9	55	3.5
Of which are renter households	10	4.3	0	0	30	11.1

Comments:

Briefly summarize current and anticipated needs for each of the following:

1. **Affordable housing:**

   The cost of owning in Juan de Fuca Electoral Area, while comparatively more affordable than the CRD in general, is still high. Lone-parent families and non-census families face the greatest housing challenges in the Juan de Fuca Electoral Area.

2. **Rental housing:**

   Renter households in Juan de Fuca (Part 1) grew from 260 households in 2006 (15%) to 325 in 2016 (16%). The stock of purpose-built rental housing was 404 units in 2003 (recent data is not available to understand if this number has changed). The primary rental market vacancy rate was 1.5% in Juan de Fuca Electoral Area in 2003.

3. **Special needs housing:**

   It was heard through engagement that individuals with disabilities have reduced incomes and difficulty accessing appropriate housing in Juan de Fuca Electoral Area. For individuals with disabilities who are unable to work, the provincial housing supplement of $375 (for an individual) is extremely low and limits access to housing options.

4. **Housing for seniors:**

   Juan de Fuca is experiencing an aging trend, and aging in place is a priority for many households. Currently, there is a lack of supporting housing options in the CRD, which forces people to live in housing that may not have the accessibility or health supports required.

5. **Housing for families:**

   The average assessed value of a single-detached home ($726,000 in 2019) is less expensive than in the core area communities, but would still cause couples with children making the median household income to spend more than 30% of their income on shelter costs. Homeownership is far out of reach for lone-parent families.

6. **Shelters for people experiencing homelessness and housing for people at risk of homelessness:**

   Homeless data specific to Juan de Fuca is not available, but there has been an increase in individuals experiencing homelessness across the CRD in recent years. The March 11, 2020 point-in-time count identified 1,523 individuals experiencing homelessness in the CRD; 350 individuals emergency sheltered and 743 provisionally accommodated.

7. **Any other population groups with specific housing needs identified in the report:**

   Single person households and individuals with disabilities experience housing unaffordability pressures significantly more than other groups. Stakeholders reported seeing a growing population of low-income individuals who cannot afford housing and an increasing number of tent communities or instances of hidden homelessness.

Were there any other key issues identified through the process of developing your housing needs report?

Stakeholders noted that there have been conversations about housing in the Juan de Fuca area, and that action should be taken to improve housing. Housing innovation and ideas can be supported through policies and regulations.
It was reported that homelessness and poverty have been issues in the Sooke and nearby areas for many years. The barriers to supporting these individuals are a lack of resources and a lack of understanding about wraparound supports needed to house individuals who may have underlying or overlapping mental health and substance use disorders.
Due to lack of affordable housing, households are increasingly moving to further communities such as the West Shore communities and Sooke for more affordable options, which is placing pressure on the housing stock of these communities.

Housing Needs Reports – Summary Form

MUNICIPALITY/ELECTORAL AREA/LOCAL TRUST AREA: Juan de Fuca Electoral Area (Part 2)

REGIONAL DISTRICT: Capital Regional District

DATE OF REPORT COMPLETION: October 2020

Note: While Juan de Fuca is a single electoral area, it is categorized into two census subdivisions by Statistics Canada: Juan de Fuca (Part 1) and Juan de Fuca (Part 2). As such, the data in this Housing Needs Report will be presented in two separate

PART 1: KEY INDICATORS & INFORMATION

Instructions: please complete the fields below with the most recent data, as available.

LOCATION

Neighbouring municipalities and electoral areas:
Highlands, Langford, Metchosin, Sooke

Neighbouring First Nations:
Esquimalt First Nation, Songhees First Nation

POPULATION

Population: 190 (2016)		**Change since** 2006 :	6.7 (2016) **%**
***Projected* population in 5 years:** N/A		**Projected change:**	N/A **%**
Number of households: 90 (2016)		**Change since** 2006 :	15 **%**
***Projected* number of households in 5 years:** N/A		**Projected change:**	N/A **%**
Average household size: 2.0			
***Projected* average household size in 5 years:** N/A			
Median age (local): 52.0	**Median age (RD):** 44.8	**Median age (BC):** 42.5	
Projected median age in 5 years: N/A			
Seniors 65+ (local): 21.0 **%**	**Seniors 65+ (RD):** 17.6 **%**	**Seniors 65+ (BC):**	17 **%**
***Projected* seniors 65+ in 5 years:**			N/A **%**
Owner households: 87 **%**		**Renter households:**	13 **%**
Renter households in subsidized housing:			0 **%**

INCOME

Median household income	Local	Regional District	BC
All households	**$** N/A	**$** 69,642	**$** 69,979
Renter households	**$** N/A	**$** 44,363	**$** 45,848
Owner households	**$** N/A	**$** 88,704	**$** 84,333

ECONOMY		
	Participation rate: 48.0 **%**	**Unemployment rate:** 0.0 **%**
	Major local industries: construction, accommodation and food services, health care and social assistance, education services, and transportation and warehouse.	

HOUSING		
	Median assessed housing values: $ N/A	**Median housing sale price: $** N/A
	Median monthly rent: $ N/A	**Rental vacancy rate:** N/A **%**
	Housing units - total: 90	**Housing units – subsidized:** 0
	Annual registered new homes - total: N/A	**Annual registered new homes - rental:** N/A
	Households below *affordability* standards (spending 30%+ of income on shelter):	N/A **%**
	Households below *adequacy* standards (in dwellings requiring major repairs):	N/A **%**
	Households below *suitability* standards (in overcrowded dwellings):	N/A **%**

Briefly summarize the following:

1. **Housing policies in local official community plans and regional growth strategies (if applicable):**

   The Official Community Plans for the communities in the Juan de Fuca Electoral Area guide future residential development to be generally low-density. In addition, some communities have provisions for affordable housing policies.

2. **Any community consultation undertaken during development of the housing needs report:**

   Stakeholder focus groups and interviews were held through July and August of 2020. Eleven interviews were completed with service providers, housing providers, and First Nation serving organizations from across the CRD. Four focus groups were attended by stakeholders from community serving organizations, housing providers, institutional (education and employers), and development and real estate serving the CRD's west shore communities.

3. **Any consultation undertaken with persons, organizations and authorities (e.g. local governments, health authorities, and the provincial and federal governments and their agencies).**

   Interviewed organizations included Community Social Planning Council, CRD Electoral Area Director, Cool Aid Society, Coalition to End Homelessness, BC Housing, Greater Victoria Housing Society, Pacifica Housing, Urban Development Institute, Aboriginal Coalition to End Homelessness Society, Victoria Native Friendship Centre, and M'akola Housing Society. Focus group participants included individuals from Sooke Housing, Community Living BC, Colwood Fire, RCMP, and Langford Planning and Zoning Committee.

4. **Any consultation undertaken with First Nations:**

   Several First Nation serving organizations were included in the public consultation process. These organizations include the Aboriginal Coalition to End Homelessness Society, Victoria Native Friendship Centre, and M'akola Housing Society.

PART 2: KEY FINDINGS

Table 1: Estimated number of units needed, by type (# of bedrooms)

	Currently	Anticipated (5 years)
0 bedrooms (bachelor)	(combined with 1 bedroom)	(combined with JdF Part 1)
1 bedroom	10	(combined with JdF Part 1)
2 bedrooms	20	(combined with JdF Part 1)
3+ bedrooms	40	(combined with JdF Part 1)
Total	70	(combined with JdF Part 1)

Comments:

The projections are combined with Juan de Fuca (Part 1). Please see the Juan de Fuca (Part 1) summary form.

Table 2: Households in Core Housing Need

	2006		2011		2016	
	#	%	#	%	#	%
All households in planning area	N/A	100	85	100	90	100
Of which are in core housing need	N/A	N/A	N/A	N/A	N/A	N/A
Of which are owner households	N/A	N/A	N/A	N/A	N/A	N/A
Of which are renter households	N/A	N/A	N/A	N/A	N/A	N/A

Comments:

Limited data available.

Table 3: Households in *Extreme* Core Housing Need

	2006		2011		2016	
	#	%	#	%	#	%
All households in planning area	N/A	100	85	100	90	100
Of which are in extreme core housing need	N/A	N/A	N/A	N/A	N/A	N/A
Of which are owner households	N/A	N/A	N/A	N/A	N/A	N/A
Of which are renter households	N/A	N/A	N/A	N/A	N/A	N/A

Comments:

Limited data available.

Briefly summarize current and anticipated needs for each of the following:

1. **Affordable housing:**

The cost of owning in Juan de Fuca Electoral Area, while comparatively more affordable than the CRD in general, is still high. Lone-parent families and non-census families face the greatest housing challenges in the Juan de Fuca Electoral Area.

2. **Rental housing:**

There is no rental data available for Juan de Fuca (Part 2), but generally there is a need for more rental housing options across the CRD.

3. **Special needs housing:**

It was heard through engagement that individuals with disabilities have reduced incomes and difficulty accessing appropriate housing in Juan de Fuca Electoral Area. For individuals with disabilities who are unable to work, the provincial housing supplement of $375 (for an individual) is extremely low and limits access to housing options.

4. **Housing for seniors:**

Juan de Fuca is experiencing an aging trend, and aging in place is a priority for many households. Currently, there is a lack of supporting housing options in the CRD, which forces people to live in housing that may not have the accessibility or health supports required.

5. **Housing for families:**

The average assessed value of a single-detached home ($726,000 in 2019) is less expensive than in the core area communities, but would still cause couples with children making the median household income to spend more than 30% of their income on shelter costs. Homeownership is far out of reach for lone-parent families.

6. **Shelters for people experiencing homelessness and housing for people at risk of homelessness:**

Homeless data specific to Juan de Fuca is not available, but there has been an increase in individuals experiencing homelessness across the CRD in recent years. The March 11, 2020 point-in-time count identified 1,523 individuals experiencing homelessness in the CRD; 350 individuals emergency sheltered and 743 provisionally accommodated.

7. **Any other population groups with specific housing needs identified in the report:**

Single person households and individuals with disabilities experience housing unaffordability pressures significantly more than other groups. Stakeholders reported seeing a growing population of low-income individuals who cannot afford housing and an increasing number of tent communities or instances of hidden homelessness.

Were there any other key issues identified through the process of developing your housing needs report?

Making a difference...together

REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 27, 2024

SUBJECT **Wrigglesworth Lake Regional Park – Interim Management Guidelines**

ISSUE SUMMARY

Capital Regional District (CRD) staff are seeking approval to implement the Wrigglesworth Lake Regional Park Interim Management Guidelines (IMG). The purpose of the IMG is to guide the operation of the Wrigglesworth Lake Regional Park property (the property) prior to a park management plan being in place.

BACKGROUND

The CRD purchased the 15.5-hectare (38.3-acre) property on June 8, 2022. The Juan de Fuca Electoral Area Parks and Recreation Advisory Commission supported the transfer of Wrigglesworth Lake Community Park to CRD Regional Parks in exchange for land acquisition funds to aid in the purchase of the 23.5-hectare (58.1-acre) Admiral's Forest property for use as a community park. Wrigglesworth Lake Regional Park is in the Malahat community of the Juan de Fuca Electoral Area and complements the immediately adjacent Sooke Hills Wilderness Trail (part of the Trans Canada Trail), which is owned and managed by the CRD as part of the regional parks service.

In time, CRD staff will initiate the development of a park management plan for the property. This process will involve engagement with First Nations, stakeholders and the public to establish a 10-year vision for the park and outline the management actions needed to achieve that vision. Prior to a new management plan being in place, direction is needed to guide the interim management of the property. Staff developed the IMG (Appendix A), which prioritizes building relationships and gathering information needed to better understand the property's park values in order to inform the eventual development of a park management plan. The IMG further guides the securement of the property and establishes how it will be utilized on an interim basis. Once a park management plan is developed and approved by the CRD Board, the IMG will no longer be used to manage the property.

ALTERNATIVES

Alternative 1
The Regional Parks Committee recommends to the Capital Regional District Board:
That the Wrigglesworth Lake Regional Park Interim Management Guidelines be adopted.

Alternative 2
That the Wrigglesworth Lake Regional Park Interim Management Guidelines be referred back to staff with direction for revision.

IMPLICATIONS

Alignment with Existing Plans & Strategies

The IMG broadly supports the five priority areas within the Regional Parks and Trails Strategic Plan 2022-2032 (Strategic Plan), approved by the CRD Board on July 12, 2023. It provides guidance to establish collaborative working relationships with First Nations to continue the CRD's reconciliatory action. It further guides gathering information needed to inform the development of conservation, visitor experience, climate action and resiliency, and access and equity-related park management actions that could be implemented through a future park management plan.

Environmental & Climate Action

The property is located within the Coastal Western Hemlock bio-geoclimatic zone, which covers about 11% of the CRD land base and is poorly protected across its range. About 77% (11.97 ha) of the property has been identified as containing sensitive ecosystems, such as wetland, mature forest and riparian habitat, including the presence of a large lake. This property supports diverse habitat values for many species, including large mammals such as beaver, bear and cougar, and a diversity of forest birds. Knowledge of other rare or endangered species is limited; however, the property likely supports diverse flora and fauna representative of those unique ecosystems. The property is situated within the Arbutus Creek watershed, supporting the ecological health and function of the ecosystems downstream. The IMG includes multiple actions that support ecological monitoring and conservation initiatives aimed at protecting and promoting the property's unique natural values. It further includes actions that support the development of climate change mitigation and adaptation measures that could be implemented through a future park management plan.

First Nations Implications

The new Strategic Plan provides direction for CRD staff to involve First Nations in land acquisition and park management planning (Reconciliation Action 1-1a). As the property was acquired prior to the Strategic Plan being in place, First Nations involvement in the acquisition was limited. Thirteen First Nations governments and Treaty Associations have been identified as having overlapping asserted Territory over the property. CRD staff will forward a draft copy of the IMG to these First Nations for information and are committed to working with them during the term of the IMG and beyond to identify opportunities that respect and support their rights and self-determination and to pursue them through the future management plan. The future management plan will make it possible to implement initiatives such as replacing the temporary designation of Wrigglesworth Lake Regional Park assigned during its acquisition, and/or incorporate Indigenous languages and site information into park signage with interested First Nations.

Equity, Diversity & Inclusion

The IMG includes an interim management action that supports the identification of barriers to access and equity within the property that could be addressed through a future park management plan.

Financial Implications

Implementation of the IMG will require an additional budget request, which would be included in the CRD's regular annual budgeting process.

Service Delivery Implications

Prior to acquisition, the property served as a valuable greenspace, lake access and enhanced connectivity for the surrounding neighbourhood. Current public uses are primarily day use, picnicking, swimming, paddleboarding and dog walking. CRD staff recommend maintaining most of the existing trails as hiking trails and maintaining the open greenspace for day use and lake access.

Social Implications

Implementing the IMG communicates to the public how the CRD intends to manage the property and what recreation opportunities are available while it's in place. The IMG includes flexibility to adapt management activities based on public feedback and new information, while the CRD continues to learn more about the property.

CONCLUSION

CRD staff are seeking approval to implement the Wrigglesworth Lake Regional Park IMG to guide the operation of the property prior to a park management plan being in place. The IMG supports the Strategic Plan direction and prioritizes building relationships and gathering information needed to inform the development of a park management plan. It further guides the securement of the property and how it is to be utilized on an interim basis. Once a park management plan is developed and approved by the CRD Board, the IMG will no longer be used to manage the property.

RECOMMENDATION

The Regional Parks Committee recommends to the Capital Regional District Board:
That the Wrigglesworth Lake Regional Park Interim Management Guidelines be adopted.

Submitted by:	Mike MacIntyre, Senior Manager, Regional Parks
Concurrence:	Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Wrigglesworth Lake Regional Park – Interim Management Guidelines

Wrigglesworth Lake

Interim Management Guidelines

Making a difference...together

Capital Regional District | November 2024



Capital Regional District | Regional Parks
490 Atkins Avenue, Victoria BC V9B 2Z8
T: 250.478.3344 | www.crd.bc.ca/parks

Contents

1. Context 2

1.1 Background 2

1.2 First Nations Reconciliation 3

1.3 Purpose & Connection to the Parkland Acquisition & Management Planning Processes 3

2. Park Classification 5

3. Interim Park Management Goals 5

4. Interim Park Management Actions 6

5. Implementation Strategy 8

5.1 Interim Development Plan 8

5.2 Monitoring and Review 8

1. Context

1.1 Background

Wrigglesworth Lake Regional Park is in the traditional territory of multiple First Nations who have stewarded the lands since time immemorial. The Capital Regional District (CRD) purchased Wrigglesworth Lake Regional Park in 2022, in a CRD Board-approved acquisition agreement with the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission (JdFEA P&RC). The JdFEA P&RC used the funds from the Wrigglesworth Lake Regional Park acquisition to purchase other lands for community park purposes in Otter Point.

The 15.5-hectare parcel is in the Malahat community of the Juan de Fuca Electoral Area (Map 1). Prior to its acquisition, the property served as a valuable greenspace and lake access for the surrounding community. The park naturally connects to the Sooke Hills Wilderness Trail (part of the Trans Canada Trail) and provides an opportunity for dog walking, paddleboarding, freshwater swimming and day use. The 4.21-hectare freshwater lake is accessible by an open, flat green space, and a small network of pathways offers valuable nature-based recreation opportunities. Since the acquisition, CRD staff have begun securing the site and maintaining the trails to ensure they are safe for public use while minimizing impacts to the natural environment. Current public uses are primarily day use, picnicking, swimming and paddleboarding.

The property is located within the Coastal Western Hemlock biogeoclimatic zone, which covers about 11% of the CRD land base and is poorly protected across its range. About 77% (11.97 ha) of the property has been identified as a sensitive ecosystem, such as wetland, mature forest and riparian habitat, including the presence of a large lake. This property supports diverse habitat values for many species, including large mammals such as beaver, bear and cougar, and a diversity of forest birds. Knowledge of other rare or endangered species are limited; however, the property likely supports diverse flora and fauna representative of those unique ecosystems. The property is situated within the Arbutus Creek watershed, supporting the ecological health and function of the ecosystems downstream. Further research will build a better understanding of the park values and potential threats.

Under Malahat's *Official Community Plan Bylaw 3721* (OCP), the property is in rural Malahat and is designated as Parks. Under *Malahat's Land Use Bylaw 980*, the property is zoned Greenbelt 2 and Greenbelt 3. The OCP and Malahat's *Land Use Bylaw 980* provide additional context and land use planning direction for the property at the neighbourhood level.

1.2 First Nations Reconciliation

Reconciliation Goal 1 within the Regional Parks and Trails Strategic Plan 2022-2032 (Strategic Plan) is to pursue "strong, collaborative and mutually beneficial relationships with First Nations through working in partnership." Priority action 1-1a within the Strategic Plan supports this goal and sets out that the CRD will "work collaboratively with First Nations to develop and implement priority initiatives related to regional parks and regional trails, such as involving First Nations in land acquisition and park management planning and operations."

To date, 12 First Nation Governments or Treaty Associations have asserted Territory over the property. These include the Lyackson First Nation, Cowichan Tribes, Halalt First Nation, MÁLEXEŁ Nation (Malahat Nation), Spune'luxutth Tribe (Penelekut Tribe), Tsu'uubaa-asatx First Nation, Stz'uminus First Nation, the Te'Mexw Treaty Association, SȾÁUTW (Tsawout First Nation), WSIKEM (Tseycum First Nation), BOḰEĆEN (Pauquachin First Nation), and WJOŁEŁP (Tsartlip First Nation). CRD staff will collaborate with First Nations, during the lifespan of this IMG and beyond, to identify and pursue opportunities that respect and support First Nations' rights and self-determination. The CRD will collaborate with interested First Nations to establish a name for the park and to incorporate Indigenous language names for plants and site features in interpretive and other signage.

1.3 Purpose & Connection to the Parkland Acquisition & Management Planning Processes

Securing and managing parks and protected areas is a resource-intensive process, which is guided by the Land Acquisition Strategy. Prior to acquisition, the property was evaluated against a comprehensive set of acquisition criteria and the CRD's Land Acquisition Strategy guided the identification of the property as a desirable addition to the regional parks and trails system.

The purpose of this IMG document is to guide how CRD staff will manage the property prior to a park management plan being in place. This includes providing guidance on site securement and how the property will be utilized on an interim basis. It further guides building relationships and gathering information needed to inform a future management planning process.

The development of a park management plan is a multi-year process that involves extensive First Nations, stakeholder and public engagement, and approval by the CRD Board. The management plan will provide a long-term vision for the park and specify management actions to achieve it. Once a park management plan has been prepared, the IMG will no longer be used to manage the property.


Shawnigan Lake Rd
Trans Canada Hwy
Stebbings Rd
Goldstream Heights Dr
COWICHAN VALLEY REGIONAL DISTRICT
Butchart Lake
Greater Victoria Water Supply Area
Wrigglesworth Lake Regional Park
Lubbe Lake
Wrigglesworth Lake
Goldstream Lake
JUAN DE FUCA ELECTORAL AREA
Saanich Inlet
Aspen Rd
Sooke Hills Wilderness Regional Park
Abbutts Creek
Mavis Lake
Greater Victoria Water Supply Area
Jack Lake
Sea to Sea Regional Park
Sooke Hills Wilderness Regional Park
Gowlland Tod Provincial Park
DISTRICT OF HIGHLANDS
Pease Lake
Durrance Lake
Ross-Durrance Rd
Third Lake
Mount Work Regional Park
Second Lake
Lone Tree Hill Regional Park
Fork Lake
Munn Rd
Fizzle Lake
Mary Lake
CITY OF LANGFORD
DISTRICT OF HIGHLANDS
Goldstream Provincial Park
Millstream Rd
Veanook Lake
Thetis Lake Regional Park
Upper Thetis Lake
Florence Lake
Trans Canada Hwy
N
W
E
S
Kilometres
0 1 2
Projection: UTM ZONE 10N NAD 83
Important This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.
Wrigglesworth Lake Regional Park
Other Regional Park
Other Park/Protected Area
First Nation Reserve
Greater Victoria Water Supply Area
Cowichan Valley Regional District
Sooke Hills Wilderness Trail / Trans Canada Trail
Municipal/Electoral Area Boundary
Highway
Major Road
Minor Road
Lake/Ocean
Creek/River
Capital Regional District
Wrigglesworth Lake Regional Park
Map 1: Local Context
CRD
Making a difference...together
Date: 28/10/2024 | Document Name: RP_WR_IMG2024.aprx | dataservices@crd.bc.ca

2. Park Classification

The Strategic Plan establishes a park classification system that is used to assign each regional park one of four classifications based on the intended management outcome. Each classification includes a purpose statement that provides high-level direction for how parks under that classification are to be managed to achieve the intended outcome.

At the time of transfer and purchase, Wrigglesworth Lake was designated as a **Natural Recreation Area**. The purpose of this classification, as outlined within the Strategic Plan, is "to protect a connected system of natural areas and to offer visitor opportunities that are primarily focused on compatible outdoor recreation."

This classification will be applied on an interim basis until more is learned about the site during the IMG. A final park classification will be designated through a management planning process.

3. Interim Park Management Goals

The following interim park management goals are applicable to all park acquisitions and establish the outcomes of implementing the IMG to help to prioritize efforts and resources. They are intended to provide the necessary groundwork for securing the site and undertaking the future development of a park management plan.

1	**Build Relationships** Identify First Nations, local governments, partners and stakeholders interested in the management of the property and develop working relationships to identify shared goals and future opportunities for collaboration.
2	**Gather Information** Gather baseline archaeological, cultural heritage, ecological, outdoor recreation and infrastructure information to identify park values and priorities to be included within a future park management plan.
3	**Protect Park Values** Conduct site securement, including addressing interim operational, cultural, conservation and outdoor recreation needs to protect known and potential park values.

4. Interim Management Actions

The following table outlines a series of interim management actions that will guide the operation of the property over the lifespan of the IMG.

Interim Management Actions	Timing
Reconciliation	
• Collaborate with First Nations to jointly determine a process for ongoing engagement and identify shared priorities for park management and use.	Short-term
• Collaborate with First Nations to identify the property's archaeological and cultural significance, including traditional land uses, areas, biogeographical features and species of importance.	Short-term / Ongoing
• The management of archeological and cultural heritage sites will be undertaken in accordance with provincial legislation and following discussions with involved First Nations.	Medium-term
• Collaborate with First Nations to jointly determine environmental, economic, social and cultural interests in the property and identify co-management and other opportunities that align with or further these interests.	Short-term / Ongoing
Conservation	
• Monitor ecological values within the property to assess potential threats and identify and implement appropriate mitigation measures, as needed.	Ongoing
• Implement the CRD's impact assessment process and best management practices, as needed, to mitigate potential impacts on the natural environment and support development/facilities within the park.	Ongoing
• Identify and manage property encroachments.	Short-term
• Complete an ecological inventory and assessment to document existing ecological values, identify and assess potential threats, mitigation options, and restoration opportunities.	Short-term
• Complete an assessment of priority invasive species within the property and identify appropriate management actions.	Medium-term

Visitor Experience	
• Identify and mitigate visitor safety hazards.	Ongoing
• Install minimal infrastructure needed to secure the site.	Short-term
• Document visitors-use patterns to better understand recreation values.	Ongoing
• Enforce *Capital Regional District Parks Regulation Bylaw No.1*, 2018.	Ongoing
• Under the CRD's Dog Management Policy Framework, dogs may be off leash but must remain under effective control at all times.	Ongoing
• Monitor visitors use to inform a recommendation for the site under the CRD's Dog Management Policy Framework, within a future management plan (e.g., dogs on leash or dogs may be off leash but must remain under effective control at all times).	Long-term
• Public access to the property will be provided from Goldstream Height Drive, which provides appropriate visitor amenities as a primary access node.	Ongoing
• Prepare an interim sign plan to guide the installation of necessary orientation and basic park regulation signage.	Short-term
• Basic facilities of a seasonal portable toilet (May to September) and regulatory signage will be provided within the property.	Ongoing
• Maintain existing established trails within the property.	Ongoing
• Provide information on the CRD's website informing the public of what outdoor recreational opportunities are available on the property in the interim and what visitor amenities can be expected.	Short-term
• Explore the feasibility of an active transportation connection to and from the property and the existing, near-by Sooke Hills Wilderness Trail (part of the Trans Canada Trail).	Long-term
Climate Action & Resiliency	
• Identify opportunities to adapt to climate change, including identifying natural hazards to and from the property and necessary mitigation measures that could be included as actions within a future park management plan.	Long-term
Access & Equity	
• Consider undertaking an assessment to identify accessibility and equity barriers and opportunities for improvement that could be included as actions within a future park management plan.	Long-term

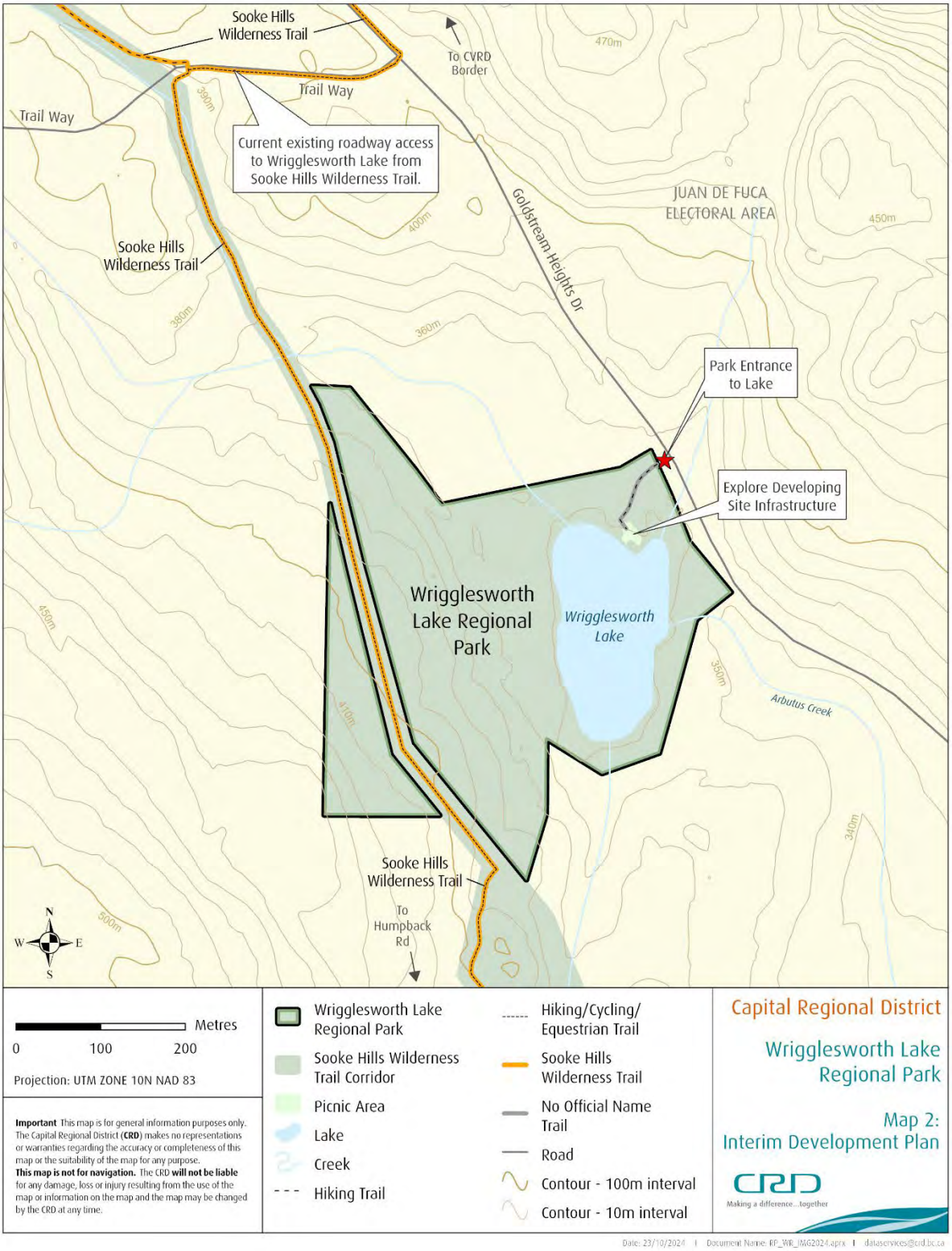
5. Implementation Strategy

5.1 Interim Development Concept

The Interim Development Plan establishes the location of key infrastructure and visitor amenities that will be available while the IMG is in place (Map 2). It should be noted that the concept is temporary and subject to change once a new Wrigglesworth Lake Regional Park Management Plan is in place and a final development concept is approved. The types of infrastructure and resources dedicated to installation during the IMG stage are therefore selected accordingly. During the IMG period, staff will conduct all necessary preliminary work to inform the final development concept, so the ideas proposed in the management plan and development concept are grounded in solid baseline studies and cost estimates.

5.2 Monitoring and Review

At the beginning of each year, CRD staff will prepare an annual operating plan (AOP) for Wrigglesworth Lake Regional Park, which will outline the interim management actions that are to be completed within the property over the year, including estimated timelines and required resources. Monitoring of the implementation status of the IMG will occur during the preparation of the AOP and will provide an opportunity for staff to review implementation progress, identify outstanding management actions or new actions that are to be completed, and evaluate the success of completed or ongoing management actions.


Sooke Hills Wilderness Trail
To CVRD Border
Trail Way
Trail Way
Current existing roadway access to Wrigglesworth Lake from Sooke Hills Wilderness Trail.
Goldstream Heights Dr
JUAN DE FUCA ELECTORAL AREA
Sooke Hills Wilderness Trail
Park Entrance to Lake
Explore Developing Site Infrastructure
Wrigglesworth Lake Regional Park
Wrigglesworth Lake
Arbutus Creek
Sooke Hills Wilderness Trail
To Humpback Rd
470m
450m
400m
390m
380m
360m
350m
340m
410m
500m
N
W
E
S
Metres
0
100
200
Projection: UTM ZONE 10N NAD 83
Important This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose.
This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.
Wrigglesworth Lake Regional Park
Sooke Hills Wilderness Trail Corridor
Picnic Area
Lake
Creek
Hiking Trail
Hiking/Cycling/ Equestrian Trail
Sooke Hills Wilderness Trail
No Official Name Trail
Road
Contour - 100m interval
Contour - 10m interval
Capital Regional District
Wrigglesworth Lake Regional Park
Map 2:
Interim Development Plan
CRD
Making a difference...together
Date: 23/10/2024 | Document Name: RP_WR_IMG2024.aprx | dataservices@crd.bc.ca

Making a difference...together

EFE 24-71

REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 27, 2024

SUBJECT **Regional Trestles Renewal, Trails Widening and Lighting Project Update – November 2024**

ISSUE SUMMARY

To provide the semi-annual update on the Regional Trestles Renewal, Trails Widening and Lighting Project and the Multi-Use Trail Safety Enhancement Study.

BACKGROUND

On August 9, 2023, the CRD Board approved that the Regional Trestles Renewal, Trails Widening and Lighting Project (the Project) be accelerated by the inclusion of the Project in the 2024-2028 Financial Plan, that project funds ($53.5 million) be secured by way of debt, and that staff continue to develop partnerships, pursue grant opportunities and investigate options to generate additional funds through non-tax revenue. The scope of the Project includes critical infrastructure renewal for the Selkirk, Swan Lake and Brett Avenue Trestles, and six kilometres of separated-use, widened pathway design with lighting on the Galloping Goose Regional Trail (GGRT) and Lochside Regional Trail (LRT). Staff were directed to report on progress with the Project through bi-annual updates to the Regional Parks Committee.

Trestle Renewals Update

Selkirk Trestle
Through an invitation to tender, a contract was awarded in September 2024 to complete the Selkirk Phase 1 below deck critical repairs. The repairs are required to support a widened and lit deck. The work is not anticipated to close the trail and will be completed by Q2 of 2025. BC Transportation Financing Authority (BCTFA) will be paying for the portion of work associated with the elements of the Selkirk Trestle under BCTFA responsibility, per the BCTFA/CRD agreement.

Planning for Selkirk Phase 2, which includes widening, lighting, resurfacing and separating use, will start in 2025. The timing for completing Phase 2 will be coordinated with BCTFA and BC Hydro. BCTFA is currently exploring an application to Transport Canada to leave the bascule (lifting portion of the Selkirk Trestle) in the down position permanently, which may impact the design of the above-deck improvements. BC Hydro is planning to excavate within sections of the GGRT on the north end of the Selkirk Trestle, starting in 2026, to install a new high-voltage transmission line and remove an old line, as part of the BC Hydro Cable Replacement Project. CRD staff will aim to coordinate construction schedules so that closures of the Selkirk Trestle will align with closures of the GGRT caused by BC Hydro, to minimize the duration of trail closure.

Swan Lake Trestle and Brett Avenue Trestle
The Swan Lake and Brett Ave Trestles, constructed circa 1915-1917, are part of the National Historical Register and are both in deteriorating condition, with many of their structural components nearing the end of their service life. Staff retained the services of a structural engineering firm to identify options with concept designs to rehabilitate or replace the structures so that they can accommodate a widened and lit deck and achieve an extended service life.

Four options were identified for the Swan Lake Trestle and two options for the Brett Ave Trestle. Options were evaluated and ranked using weighted criteria, including remaining service life of existing timber components, impacts to historical preservation of the construction and style of the trestles, constructability, cost (Class D estimates excluding O&M costs), environmental impacts, maintenance and lifecycle costing. Profile views of each of the options are included in Appendix A. Results are summarized below:

Swan Lake Trestle Options		**Cost**	**Ranking**
Option 1	Rehabilitate existing structure, add 30-span steel trestle system using top-down construction; 75-year design life	$7.94M	1
Option 2	Rehabilitate existing structure, add 16-span steel trestle system using ground-up construction; 75-year design	$8.56M	3
Option 3	Remove existing structure and build new four span steel “I” girder bridge with concrete deck; 75-year design life	$8.98M	2
Option 4	Rehabilitate existing structure by pairing new steel elements adjacent to rehabilitated existing timber elements; 30-year design life	$9.34M	4

Brett Avenue Trestle Options		**Cost**	**Ranking**
Option 1	Add a reinforced soil integrated bridge with concrete footings and stringers with 20m span. Potential to leave some timber pier bents for aesthetics; 75-year design life	$1.39M	1
Option 2	Remove existing structure and replace with a multi-plate arch structure; 75-year design life	$1.79M	2

Based on the draft weighted evaluation criteria, the current best scoring option for the Swan Lake Trestle is Option 1, rehabilitation of the existing structure by constructing a 145.8 m long, 30-span steel trestle system matching a similar layout to the current timber trestle. Existing timber caps and piles can remain to maintain aesthetics. The top-down construction reduces the environmental impacts associated with ground disturbance below the trestle for access to the site. CRD staff are exploring opportunities with the Swan Lake Nature Sanctuary to coordinate construction with a potential future Blenkinsop Creek Restoration project. If the restoration project moves forward, Option 2 becomes the top-ranked option because the impacts of ground disturbance and environmental impacts on the scoring are reduced.

Next steps include engaging with District of Saanich staff to discuss the preferred options and implications of proceeding with work based on the terms of the existing District of Saanich/CRD agreement. Staff will also initiate the process for securing Heritage Alteration Permits, which will be needed for both trestles. Staff plan to return to Regional Parks Committee with recommended options for approval in 2025 before detailed design begins.

Trails Widening and Lighting Update

The procurement process to engage with a consulting firm with active transportation expertise to complete detailed design and construction administration for the Project is nearing completion. Over the summer, staff issued a request for qualifications to shortlist consulting firms to invite to submit detailed proposals for detailed design and construction administration services. An offer for contract is expected to be issued to the successful proponent by the end of 2024, and detailed

design will start in 2025. The consulting firm will support the CRD project team with detour planning and coordinating construction sequencing with third-party projects happening within the Project corridor between 2025 and 2028. A final construction sequencing plan will be established in 2025 when timelines for third-party projects in the corridor are confirmed. The initial construction sequencing, with anticipated third-party project timing, is illustrated in Appendix B.

Staff have begun initial engagement with special interest groups, municipal and provincial staff and First Nations. Input from initial engagement will be carried forward to the detailed design stage of the Project, and staff have plans to complete further engagement under a comprehensive Engagement Plan starting in 2025.

Recruitment for two new four-year term positions will begin in November 2024, with the intention that staff will start in early 2025 to support project delivery, including engagement with special interest groups and First Nations.

A summary of key 2025 activities, with anticipated timeline for completion, is found in the table below. The first section of trail to undergo construction will be a 300 m section of the GGRT between Gorge Road and Cecelia Road, starting in summer 2025 due to City of Victoria plans for a sewer replacement project. Staff are working with City of Victoria and District of Saanich staff on a design for the AAA detour, which is anticipated to be needed for at least four months starting in late spring 2025.

2025 Key Activities		
Phase	**Key Activity**	**Completion**
Planning	Engagement Plan (First Nations & Special Interest Groups)	Q1
	Detour planning for entire Project corridor	Q2
	Design & Construction Sequencing Plan	Q2
	Swan Lake & Brett Ave Trestles: final options selected	Q2
	Selkirk Trestle – Phase 2 above deck improvements	Q4
	Environmental Impact Assessments for 2025, 2026 construction	Q4
Design	Detailed design for GGRT near Tillicum Rd	Q3*
	Detailed design for sections planned for 2026 construction	Q4
	Swan Lake & Brett Ave Trestles: initiate detailed design and heritage alteration permit process	Q4
Procurement	Tender for GGRT Section A Phase B Cecelia Rd to Dupplin Rd	Q3
	Tender for GGRT near Tillicum Rd	Q4
Construction	Selkirk Trestle – Phase 1 below deck critical repairs	Q1
	GGRT Section A Phase A Gorge Rd to Cecelia Rd (~300 m section of trail initiated by City of Victoria sewer replacement project)	Q3
	TENTATIVE - GGRT Section A Phase B Cecelia Rd to Dupplin Rd (~400 m section of trail)	Q4

* to be coordinated with Ministry of Transportation and Infrastructure's Tillicum Active Transportation Bridge Project schedule

CRD Multi-Use Trails Safety Enhancement Study

At its September 2024 meeting, the Regional Parks Committee directed staff to engage a consultant to develop a study to build on previous efforts and to 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. Additionally, staff were directed to report back to the Regional Parks Committee on the findings of the safety study through bi-annual Regional Trestles Renewal, Trail Widening and Lighting Project updates. Staff have procured the services of a consulting firm with active transportation expertise to complete the study. The focus of the remainder of 2024 will be on data collection and interpretation and engagement planning to solicit qualitative input on trail user experience and comfort. Deliverables for Q1 of 2025 include a draft summary of review of use of rigid bollards. Staff anticipate having a draft study for presentation at the next bi-annual Regional Trestles Renewal, Trails Widening and Lighting Project Update Project update in spring 2025.

ALTERNATIVES

Alternative 1
The Regional Parks Committee recommends to the Capital Regional District Board:
That the Regional Trestles Renewal, Trails Widening and Lighting Project Update – November 2024 be forwarded to the Transportation Committee for information.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

Loan Authorization Bylaw No. 4588 was adopted in September 2024. Staff will continue to monitor for applicable grant opportunities and will apply for grants as they become available. At this point, the estimates for the Swan and Brett trestle projects are within budget and the overall project is deemed to be on budget.

First Nations Reconciliation

CRD staff are working with the Ministry of Transportation and Infrastructure on a coordinated consultation for the Project. The Ministry, as the landowner, has a duty to consult with First Nations for projects on their lands, and the CRD, as a proponent, will work with its Indigenous Relations team to fulfill engagement responsibilities. CRD staff will present updates on the Project to First Nations on a quarterly basis. Staff will also engage with environmental consultants to complete environmental impact assessments and management plans for the Project corridor.

CONCLUSION

In August 2023, the CRD Board approved the Regional Trestles Renewal Trails Widening and Lighting Project, encompassing critical infrastructure renewal for 3 trestles and 6 km of separated-use pathway design with lighting, with funds to be secured by way of debt, grants and revenue-generating non-tax funding. Construction on Selkirk Phase 1 below-deck repairs is underway, as are planning and procurement activities for detailed design, construction administration and the trail safety enhancement study. Staff are working with municipal and

provincial partners, special interest groups and First Nations to prepare for summer 2025 construction activities, including detour planning for up to two sections of trail. Recommended options for the Swan Lake and Brett Avenue trestles will be brought to the Regional Parks Committee in spring 2025 for approval, after which staff will move forward with detailed design and permitting.

RECOMMENDATION

The Regional Parks Committee recommends to the Capital Regional District Board:
That the Regional Trestles Renewal, Trails Widening and Lighting Project Update – November 2024 be forwarded to the Transportation Committee for information.

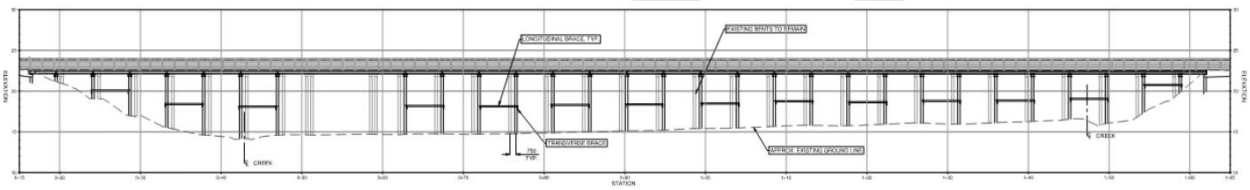
Submitted by:	Steve May, P.Eng., Senior Manager, Facilities Management & Engineering Services
Concurrence:	Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

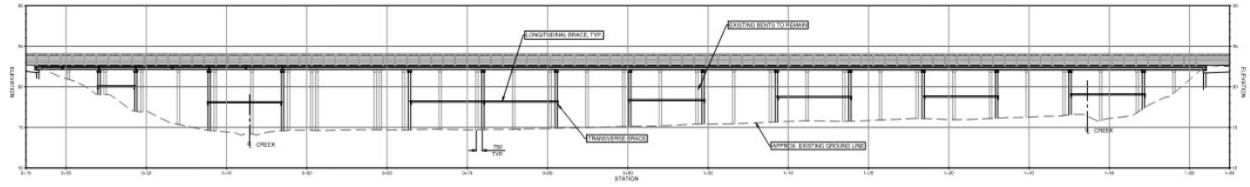
Appendix A: Swan Lake and Brett Avenue Trestles: Profile Views of Options
Appendix B: Initial Construction Sequencing Map

SWAN LAKE AND BRETT AVENUE TRESTLES
PROFILE VIEW OF OPTIONS

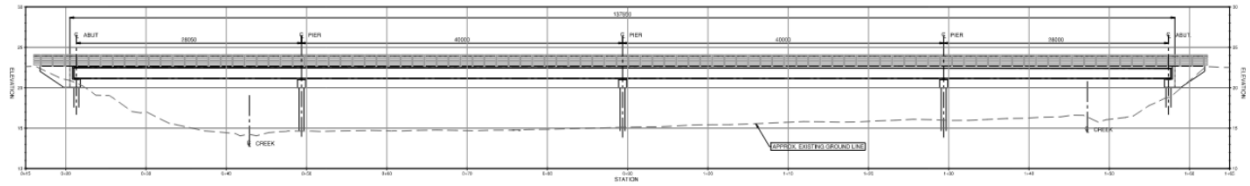
Swan Lake Trestle - Option 1



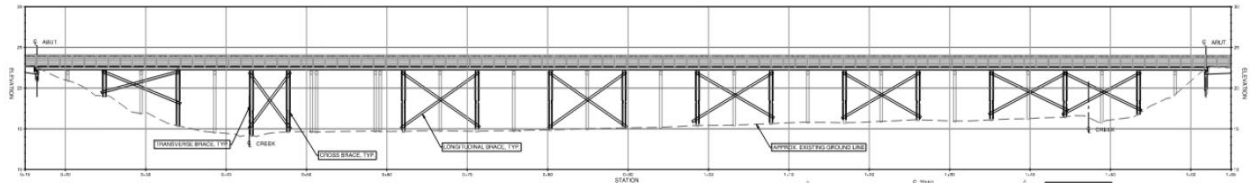
Swan Lake Trestle – Option 2



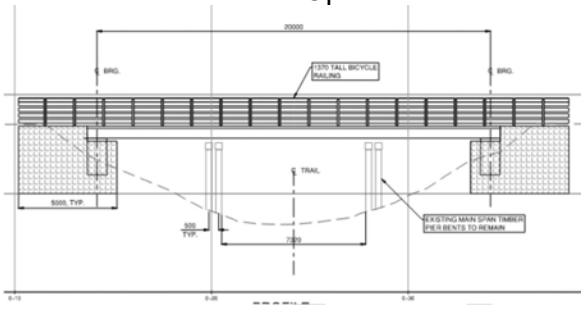
Swan Lake Trestle – Option 3



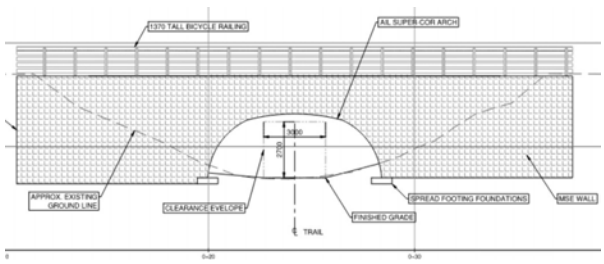
Swan Lake Trestle – Option 4



Brett Avenue Trestle – Option 1



Brett Avenue Trestle – Option 2



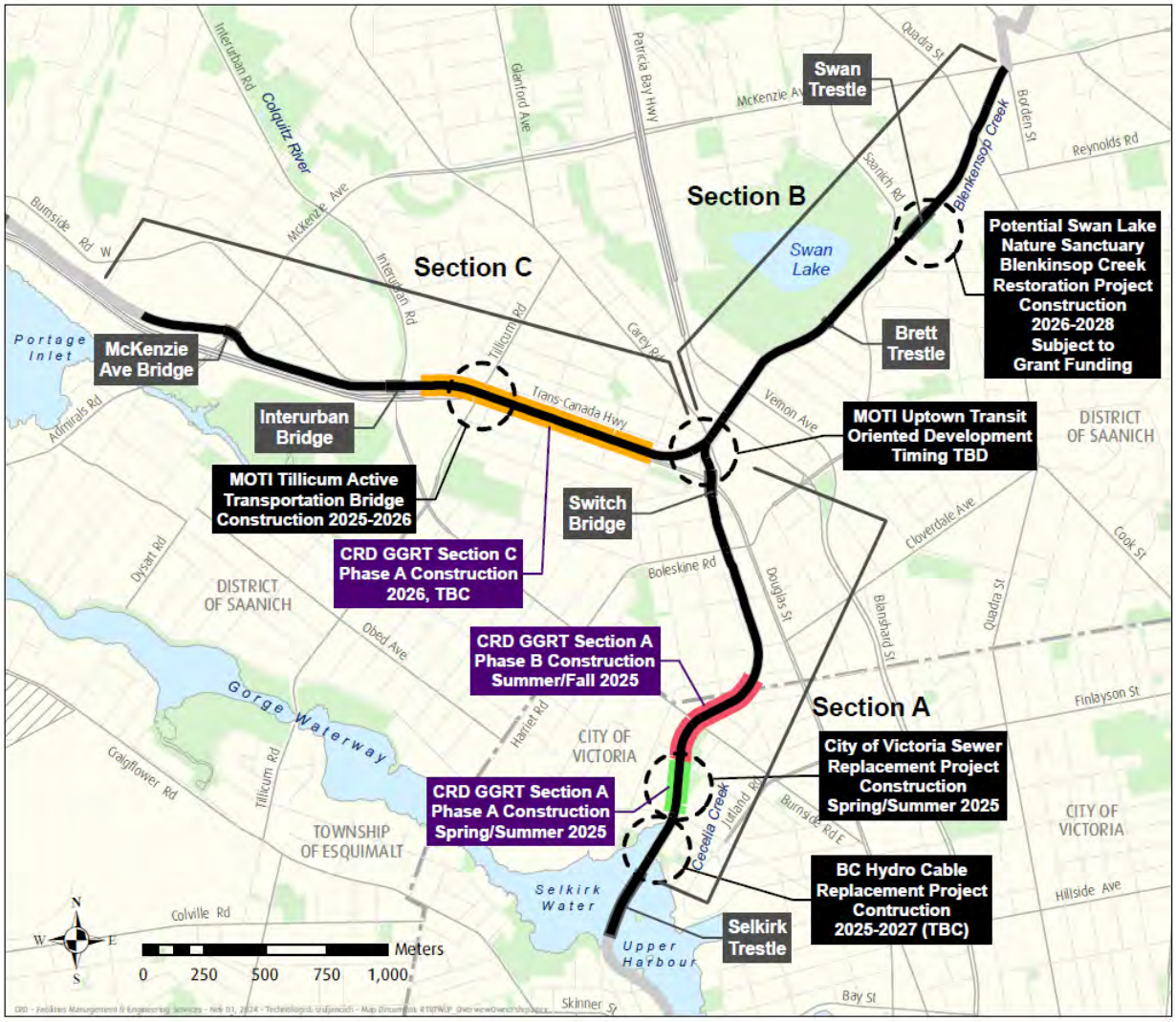
APPENDIX B

INITIAL CONSTRUCTION SEQUENCING MAP
REGIONAL TRESTLES RENEWAL – TRAILS WIDENING AND LIGHTING PROJECT

November 2024

Initial phases of construction for the Regional Trestles Renewal, Trails Widening and Lighting Project will be coordinated with the Ministry of Transportation and Infrastructure, City of Victoria, and BC Hydro projects happening within the Project corridor between 2025 and 2026.

Timing for construction will be finalized in 2025 when more detailed information about third-party project construction schedules is expected to be available. CRD staff will engage with project partners to plan detours and develop communications plans to notify and direct trail users during closures.



Making a difference...together

REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 27, 2024

SUBJECT **2024 Capital Regional District Regional Parks and Trails Resident Survey**

ISSUE SUMMARY

To provide the results of the 2024 Capital Regional District (CRD) Regional Parks and Trails Resident Survey (Resident Survey).

BACKGROUND

The Resident Survey assesses residents' opinions, values, attitudes, satisfaction and patterns of visitor use over time, providing comprehensive insights into how the community perceives the CRD's regional parks and trails services. Key data points from the survey highlight which parks and trails residents visit, their purposes and their modes of travel. This information supports the CRD's planning and operational decisions and tracks progress toward the 2022-2032 Regional Parks and Trails Strategic Plan (Strategic Plan) priorities. The 2024 Resident Survey results are provided in Appendix A.

The survey covers the entire regional planning area, including the CRD's 13 municipalities, the Juan de Fuca Electoral Area, the Southern Gulf Islands and Salt Spring Island. It is statistically representative, with 7,650 households contacted and 1,762 valid surveys completed, achieving a response rate of 23%, above the target of 20%. The 2024 Resident Survey methodology was updated to reflect administrative, societal and technological changes since 2017, as well as to better align with other regional studies and with strategic planning priorities. The updates include:

- questionnaire reviewed with a diversity, equity and inclusion lens
- offered the survey online, with options for telephone and physical questionnaires
- expanded the options for gender
- added a question about dwelling tenure (rented or owned)
- added a question about household income
- added a question about accessibility
- added a question about access to e-bikes and e-micromobility devices
- distinguished barriers specific to regional parks and trails
- added questions aligned with five strategic priorities

Although it followed the same general procedure as previous surveys, the 2024 Resident Survey is unique in that it took place following severe pandemic-induced impacts on regional parks and trails visitation levels, and a period of rapid regional growth. As a result, the report notes differences in satisfaction levels from previous surveys and how the pandemic or other factors may have influenced these changes.

ALTERNATIVES

Alternative 1
The Regional Parks Committee recommends to the Capital Regional District Board:
That the Resident Survey results and final report be adopted and published on the CRD website.

Alternative 2
That the Resident Survey results and final report be referred to staff with direction for revision.

IMPLICATIONS

Alignment with Board & Corporate Priorities

New survey questions on reconciliation, climate resiliency and access and equity align with the CRD Board's regional priorities of Climate Action & Environment and First Nations. The updated survey now includes more nuanced questions about use, barriers and transportation modes specific to regional trails, which also supports the CRD Board's strategic priority of Transportation.

Delivering the 2024 Resident Survey meets the CRD Corporate Priority 7-d2 in the 2023-2026 CRD Corporate Plan to "Undertake the Resident Survey."

Alignment with Existing Plans & Strategies

Delivering the 2024 Resident Survey meets Priority 3-1c in the Strategic Plan to "Undertake Resident Surveys to assess visitor use satisfaction and emerging trends related to regional parks and regional trails (every 5 years)."

Climate Implications

To better understand visitor use of regional parks and trails, the 2024 Resident Survey separated questions about barriers, travel methods and frequency of use for regional parks and trails.

The Resident Survey collected additional information on electric bicycles and e-micromobility devices. It found that 29% of households own, or are planning to own, a micro-mobility vehicle (e.g., e-bike, electric scooter, etc.) and 19% are unsure. This number is higher than was reported in the 2022 Capital Regional District Origin Destination Household Travel Survey, which found 11% of residents' adult bicycles were electric, representing 30,490 bicycles, and that 2.3% of households had access to an e-micromobility device.

Climate Action & Resiliency is one of the updated Strategic Plan priorities. In addition to historical survey questions on climate action, the 2024 Resident Survey included new questions on climate resiliency. Most CRD residents recognize the important role parks play in contributing to regional climate resiliency (80%), meeting Canada's protected area targets (63%) and the role trails play in reducing greenhouse gas emissions (75%). Reducing greenhouse gas emissions is viewed as a medium-to-high priority for regional park and trail management for most residents (64%). Enhancing infrastructure throughout the region to promote active transportation, such as cycling and walking, is also largely supported by CRD residents. Residents largely view the use of the Land Acquisition Funds to expand both urban (62%) and rural (63%) bike and pedestrian trails as medium-to-high priority.

Environmental Implications

Management and acquisition of regional parkland and protected natural areas as a way of mitigating climate change is also largely supported by CRD residents. The Resident Survey results indicate residents' prevailing support for the conservation mandate of regional parks and trails.

Conservation remains one of the core missions and a Strategic Plan priority of the CRD's Regional Parks Service. Residents' support for conservation remains strong and consistent across survey years. The two highest reported benefits of regional parks were "a place to experience natural environment" (95%) and "a place for the conservation of natural environments" (94%). Additionally, residents rate protecting the natural environment and conducting restoration projects aimed at conserving natural areas as two of the top three priorities for managing regional parks and trails.

Equity, Diversity & Inclusion Implications

The 2024 Resident Survey methodology and questionnaire changes were reviewed with an equity, diversity and inclusion lens. The survey methodology was offered by multiple means for the first time to allow for a range of response methods. However, year over year, there is a higher response rate from older, wealthier homeowners in the region. Younger people remain underrepresented. Similarly, more residents that self-identify as women, versus men, respond to the survey. In future survey years, offering incentives like gift certificates for groceries may help increase survey response rates from a broader demographic. It is also recommended that future surveys explore barriers to visitor use for people who have and have not visited a regional park and trail (while collecting distinct data between the two groups).

Access & Equity is one of the updated Strategic Plan priorities. The 2024 Resident Survey included new questions about access and equity. Most residents view the CRD's parks as welcoming and accessible to all (82%) and recognize the benefit of regional trails for providing accessible routes for residents (81%). Many view regional parks and trails as contributing to equitable access (63%). However, this percentage is lower (54%) among households in which at least one member has a permanent accessibility requirement. The survey results do show that households where at least one member has a permanent accessibility requirement (20%) are less likely to have visited a regional park or trail in the past year. This suggests that enhancing equitable access to regional parks and trails is needed, and that CRD residents are in support of these efforts (65% of residents identify accessibility enhancements as a medium-to-high priority).

Financial Implications

The results from the Resident Survey inform regional parks and trails planning, operation and maintenance activities and residents' priorities for conservation and restoration. Over half (65%) of participants supported increasing funding to operate regional parks and trails (up from 57% in 2017).

First Nations Implications

Since the 2017 Resident Survey, the CRD has adopted a statement of reconciliation, committed to building strong and enduring relationships with neighbouring First Nations governments and added reconciliation as one of the five strategic priorities in the Strategic Plan. The 2024 Resident Survey is the first survey year to include questions on reconciliation, and the results will serve as a baseline to measure residents' perceptions of the CRD's progress towards the short, medium and long-term reconciliation actions identified in the Strategic Plan. The new questions about reconciliation were included in the values, benefits, management and acquisition category of questions. While reconciliation is a new strategic priority, many residents acknowledge the

importance of parks (61%) and trails (51%) for respecting and preserving First Nations cultural heritage. Additionally, residents see parks (53%) and trails (44%) as valuable places for learning about these traditions. Two-thirds of residents (67%) feel expanding Conservancy Areas (a new park classification that protects cultural values) is a medium-to-high priority. Currently, no regional parks are classified as conservancies, so this number likely speaks to the public's awareness of Indigenous Guardian programs and other park agency conservancies (e.g., BC Parks). When asked about whether regional parks and trails are effectively contributing to reconciliation with First Nations, most residents did not know whether the region's parks and trails are effectively contributing to reconciliation and responded with the "neutral" statement (61%). This result indicates that the majority of CRD residents are likely unaware of the efforts the CRD has undertaken to foster reconciliation in regional parks and trails, and that future awareness building in this area is needed.

Social Implications

The Resident Survey is a randomly selected, statistically valid survey, and a valuable tool to measure residents' satisfaction over time. The 2024 Resident Survey did indicate a drop in satisfaction from 2017. The drop might be attributable to pressures on CRD regional parks and trails that have developed or worsened since 2017 (Appendix A – Executive Summary). This is an important result, since satisfaction ratings remain high in other self-selecting visitor or resident surveys. The Resident Survey supports and complements other CRD regional parks and trails public engagement processes by providing a broader understanding of satisfaction and identifying gaps in user groups to improve the regional parks and trails services for everyone.

Visitor experience remains one of the core missions and a Strategic Plan priority of the CRD's regional parks service. The survey confirmed that regional parks and trails are popular destinations, with 91% of residents visiting a regional park and 83% visiting a regional trail. The top five activities in regional parks and trails are walking (79%), hiking (71%), viewing nature (43%), cycling (42%) and dog walking (38%). Consistent across survey years, residents value parks and trails for their contributions to residents' health and wellbeing, the conservation of natural environments and providing space for outdoor recreation. Like previous survey years, the top visited regional parks were Elk/Beaver Lake (66%), Thetis Lake (57%) and Island View Beach (52%). The most visited regional trails were the Galloping Goose (72%), Lochside Regional Trail (56%) and the E&N Rail Trail (37%).

CONCLUSION

The CRD Regional Parks and Trails Resident Survey is conducted approximately every five years and provides valuable insights into residents' opinions, values, attitudes (benefits), satisfaction and visitor use patterns over time. The changes to the methodology and the questions added in relation to the five priorities of the 2022-2032 Strategic Plan and other CRD Board's strategic priorities will make it possible to measure and track user satisfaction with the work done in these areas. In this regard, the results seem to reflect that the priorities in the Strategic Plan also align with users' concerns.

The underlying reasons for the observed differences in overall satisfaction between the 2017 and 2024 studies are unclear at this time. Consistency in methodology will be essential for accurately assessing the impact of a partial return to normalcy and the influence of more intrinsic factors.

The CRD will use the results to support planning, land use decisions, guide operations and track progress towards the regional Strategic Plan priorities.

RECOMMENDATION

The Regional Parks Committee recommends to the Capital Regional District Board:
That the Resident Survey results and final report be adopted and published on the CRD website.

Submitted by:	Mike MacIntyre, Senior Manager, Regional Parks
Concurrence:	Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: 2024 CRD Regional Parks and Trails Resident Survey Report – November 2024
Appendix B: Resident Survey Fact Sheet – Regional Parks – November 2024

APPENDIX A

2024 Capital Regional District
Regional Parks and Trails Resident Survey Report



Making a difference...together

MALATEST

November 2024

Acknowledgements

Territorial Acknowledgement

The Capital Regional District conducts its business within the traditional territories of many First Nations, including though not limited to BOḰEĆEN (Pauquachin), MÁLEXEŁ (Malahat), Pacheedaht, Pune'laxutth' (Penelekut), Sc'ianew (Beecher Bay), Lək^{w}əŋən (Songhees), SȾÁUTW̱ (Tsawout), T'Sou-ke, W̱SIKEM (Tseycum) and x^{w}sepsum (Esquimalt), all of whom have a long-standing relationship with the land and water from time immemorial that continues to this day.

Research Acknowledgement

The survey research was conducted by R.A. Malatest & Associates Ltd. (Consultants), with the guidance of the Capital Regional District.

This project would not be possible without the contributions of 1,762 participating households that responded to this survey and told us about their opinions on regional parks and trails. We thank you for your participation in the region's 2024 CRD Regional Parks and Trails Resident Survey.

Cover Photo: Mount Work Regional Park

Executive Summary

Project Background

- In 2024, the Capital Regional District (CRD) conducted a Regional Parks and Trails Resident Survey to gain a better understanding of resident views, needs, experiences (visitor-use patterns) and satisfaction in regional parks over time. This helps the CRD serve residents better.
- The survey is conducted semi-regularly (every 5+ years), with previous surveys conducted in 2017, 2005, 1998 and 1992.
- Survey data will be used to guide decision-making and inform ongoing sustainable planning initiatives.

The 2024 CRD Regional Parks and Trails Resident Survey

- A full review of the questionnaire was completed in 2023, to ensure the questions reflect the updated 2022-2032 Regional Parks and Trails Strategic Plan (Strategic Plan) and principles of Diversity, Equity and Inclusion.
- New questions about Reconciliation, Access and Equity, and Climate Action and Resiliency were added to existing questions about Conservation and Visitor Experience. Key questions were retained to allow comparability to historical survey data.
- The survey approach was modified in 2024 to minimize the use of paper, encouraging residents who had been sampled to complete the survey online. To minimize barriers to participation, paper copies and phone support were made available to those who asked for an alternate mode.

Survey Administration

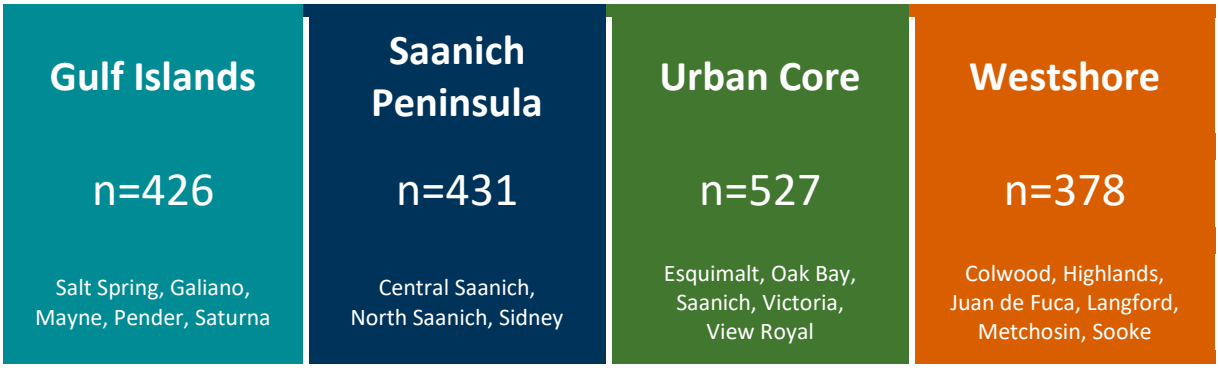
- The 2024 Resident Survey was launched in January 2024 and closed in April 2024.
- A mail-out package containing a survey invitation letter with a unique survey access code was sent to 7,650 randomly selected residents of the CRD, who were invited to provide their feedback on 33 regional parks and 4 regional trails.
- The survey was hosted online, with options for telephone and physical questionnaires by request.
- Most surveys were completed online (99%), with less than 1% of surveys completed via telephone or paper.
- A detailed survey methodology can be found in Appendix A.

Accuracy of Survey Results

- The sampling error was within an acceptable level (±2.3%); the survey results are an accurate representation of CRD residents' feedback with the following caveats:
    - As with all voluntary survey methods, there is a risk of self-selection into a survey based on respondents' interest in the subject matter.
    - Certain demographic groups may be over or under-represented in the survey results.
    - Responses from some residents reporting on parks systems managed by other agencies may be uncontrollable, (e.g., BC Parks, Parks Canada, municipal parks).

Who Responded

- Resident feedback was received from 1,762 households across the CRD, across four sub-regions:



- More females (55%) responded to the survey than males (45%). Fewer than 1% of respondents identified as non-binary.
- The majority of respondents were older adults or seniors (55-64 years, 22%; 65+ years, 48%). Few residents younger than 35 years answered the survey (18-24 years, 1%; 25-35 years, 6%; 35-44 years, 10%).
- Most respondents (87%) reported owning their homes; 13% reported renting.
- Couples without children made up the largest group of respondents (48%), followed by adults living alone (26%) and parents with dependent children (15%). Smaller proportions of the sample lived with extended family members (5%) or in households shared by more than two adults (6%).
- Two in five respondents (41%) reported a household income under $80,000. Nearly one-third (29%) indicated an income between $80,000 and $124,999, while the remaining 30% reported earning $125,000 or more.
- One in five respondents (20%) noted that someone in their household has a permanent accessibility requirement[1].
- More detailed information on who responded to the survey can be found in the Respondent Socio-Demographic Characteristics section of this report.

[1] This is comparable to 2022 Statistics Canada data which reports that 28.6% of British Columbians, age 15 or older, have one or more disability. https://www150.statcan.gc.ca/n1/pub/11-627-m/11-627-m2023063-eng.htm

Factors Influencing Regional Parks and Trails (2017 – 2024)

Throughout the report, comparisons are made between results from the 2024 survey cycle and the survey that was administered in 2017. Throughout that period, visitor experiences within CRD regional parks and trails may have been impacted by one or more notable pressures.

Population Growth and Urban Expansion

The CRD has experienced significant population growth, particularly in suburban areas like Langford, which has expanded rapidly. This increase in residents has led to more frequent use of regional parks and trails, as new communities seek nearby recreational spaces. With more people living near parklands, demand for outdoor recreation has grown, and parks have become essential for both leisure and commuting, particularly as trail networks expand to accommodate cyclists and pedestrians.

The COVID-19 Pandemic

Starting in March 2020, the COVID-19 pandemic had a major impact on how regional parks and trails were used. During the pandemic, people turned to outdoor spaces as a safer alternative to indoor activities. Regional parks and trails remained open while other local provincial, federal and municipal parks were closed to the public. Parks and trails saw increased visitation due to restrictions on indoor gatherings, with residents seeking opportunities for exercise and mental health breaks in nature. This led to a record number of park and trails visitors, with many first-time visitors using regional parks and trials during this time.

Housing and Affordability Pressures

Rising housing costs in the CRD have pushed more people into suburban and rural areas, increasing their reliance on nearby parks for recreation. Moreover, the homelessness crisis, partly driven by housing affordability issues, has led to encampments in public parks and trails, particularly during the pandemic when shelter capacities were reduced. This has impacted both the use of parks and trails for recreation and how they are managed.

Increased Focus on Active Transportation

The growing popularity of active transportation for commuting (walking, cycling, etc.) has also influenced the use of regional trails. The region's emphasis on reducing greenhouse gas emissions, building sustainable communities and initiatives focused on improving trail connectivity have further driven the use of trails as part of daily transportation networks. However, conflicts have arisen on multi-use trails, as e-bikes, which can travel at higher speeds, share paths with recreational cyclists and pedestrians, leading to concerns over safety, trail congestion, and differing perceptions of appropriate use.

Environmental and Climate Change Concerns

Climate change has played a dual role in impacting park and trail use. Warmer weather and longer summers have encouraged more outdoor activities. However, extreme weather events such as record high temperatures, wildfire smoke and flooding have occasionally disrupted safe access to parks and trails.

An Aging Population

As is typical across much of Canada, the CRD has experienced an aging demographic. This trend reflects both the aging of the local population and the region's attractiveness to retirees, particularly because of its mild climate. As the proportion of older residents increases, so does the growing need for accessible, safe, and peaceful park spaces.

Making a difference...together

What Did We Learn?

Resident Use of Regional Parks and Trails is High

- Ninety-one percent (91%) of residents visited a regional park, and 83% visited a regional trail in the past 12 months.
- Residents from the Westshore were the most likely to have visited a regional park (96%) or trail (90%).
- These findings reflect the high demand for park and trail access among residents, particularly among residents in the rapidly expanding western communities.

91%
of residents visited a regional park



Residents Feel Regional Parks and Trails are Important

- Most residents (94%) feel regional parks are important, and 84% feel the same about regional trails.

83%
of residents visited a regional trail



Residents Clearly Recognize the Benefits and Contributions of Regional Parks and Trails

- The most highly valued benefits of parks include providing spaces for experiencing and conserving natural environments, as well as supporting outdoor recreation.
- Trails are appreciated for their role in recreation, promoting health and well-being, and serving as greenway connections across the region.
- Most residents believe that regional parks and trails significantly contribute to resident health, the conservation of natural environments and outdoor recreational opportunities.

Regional Parks & Trails Contribute to...



Resident Health & Well-being



Conservation of Natural Environments



Space for Outdoor Recreation

Most Residents are Satisfied with Parks and Trails

- Most residents (79%) are satisfied with their overall experiences in regional parks and trails.
- Satisfaction has, however, declined since 2017, when 90% of residents reported being satisfied. This drop might be attributable to pressures on CRD parks and trails that have developed or worsened since 2017 (see previous section).
- Satisfaction levels vary by sub-region, with residents of the Gulf Islands reporting the lowest levels of satisfaction.



Popular Parks, Trails and Activities

- Among residents, the most popular parks are Elk/Beaver Lake, Thetis Lake, and Island View Beach.
- The most frequently visited trail is the Galloping Goose Regional Trail.
- Walking (79%), hiking (71%), viewing nature (43%), cycling (42%) and dog walking (38%) are the most common activities enjoyed in parks and trails.



Preservation of the Natural Environment is a Top Priority

- According to residents, protecting the natural environment and maintaining existing facilities are the top priorities for managing regional parks and trails. Restoration projects aimed at conserving natural areas are also strongly supported.
- Residents identified expansion of wilderness and conservation areas as a top priority area for the Land Acquisition Fund.

Residents Support Increased Funding for Regional Parks and Trails

- Nearly two-thirds of residents (64%) support increasing funding for the operation of regional parks and trails.
- A large majority (87%) are supportive of establishing a foundation to secure partnerships and donations as a means of boosting funding.



The 2024 Resident Survey Sets a New Benchmark for Strategic Priorities

- The inclusion of new questions establishes a baseline for tracking resident feedback over time, particularly in relation to key Strategic Priorities outlined in the 2022-2032 CRD Regional Parks and Trails Strategic Plan. These priorities include Reconciliation, Climate Action & Resiliency, and Access & Equity.



Reconciliation (Strategic Priority #1)

Goal: Strong, collaborative and mutually beneficial relationships with First Nations through working in partnership.

The CRD demonstrates its commitment to Indigenous Reconciliation through respecting Indigenous laws, creating opportunities to collaborate in the operation of parks and trails, and strengthening relationships with First Nations communities. The 2024 Resident Survey added questions to help gauge public perception of CRD Regional Parks and Trails' contributions to reconciliation.

Many residents acknowledge the importance of parks (61%) and trails (51%) for respecting and preserving First Nations cultural heritage. Additionally, residents see parks (53%) and trails (44%), as valuable places for learning about these traditions.

Approximately half of residents believe that enhancing collaboration with First Nations governments (50%) and increasing visitor awareness of First Nations history (53%) should be a medium to high priority for regional park and trail management.

When asked about whether regional parks and trails are effectively contributing to reconciliation with First Nations, three times as many residents responded that they are (29%), compared to the proportion who think they are not (10%). Most residents, however, did not know whether the region's parks and trails are effectively contributing to Reconciliation and responded with a "neutral" sentiment (61%). This result suggests that the majority of CRD residents are likely unaware of the efforts the CRD has undertaken to foster strong, collaborative, and mutually beneficial partnerships with First Nations and future awareness building in this area is likely needed.

Two-thirds of residents (67%) feel expanding Conservancy Areas is a medium to high priority. As of 2024, no regional parks are designated as such. As the CRD designates and enacts conservancies in regional parks, this question will be used to monitor support for conservancies going forward.



Climate Action & Resiliency (Strategic Priority #4)

Goal: Regional parks and regional trails are resilient and take action on climate change.

The CRD is committed to addressing climate change at the regional level and to take on a leadership role to pursue carbon neutrality. The CRD can contribute to regional greenhouse gas reductions in regional parks and trails by making operational choices that reduce emissions, and through the planning, design, and operation of the regional trails system, which serves as the anchor of the region's active transportation network. In addition to historical survey questions that centre on climate action, the 2024 Resident Survey included questions about climate resiliency.

Most CRD residents recognize the important role parks play in contributing to regional climate resiliency (80%) and the role trails play in reducing greenhouse gas emissions (75%). Reducing greenhouse gas emissions/adapting to climate change is viewed as a medium to high priority for regional park and trail management for most residents (64%).

Management and acquisition of regional parkland and protected natural areas as a way of mitigating climate change is also largely supported by CRD residents. Preservation of the natural environment is viewed as the top management priority, with 68% of residents rating it as a high priority and 24% as a medium priority. Top priorities for the use of Land Acquisition Funds include expanding wilderness areas, conservation areas, and natural recreation areas.

Enhancing infrastructure throughout the region to promote active transportation, such as cycling and walking, is also largely supported by CRD residents. Residents largely view the use of the Land Acquisition Funds to expand both urban (62%) and rural (63%) bike and pedestrian trails as a medium to high priority.



Access & Equity (Strategic Priority #5)

Goal: Regional parks and regional trails are inclusive and accessible.

The CRD is committed to ensuring that regional parks and trails are welcoming and meaningfully accessible to all. The 2024 Resident Survey included questions about inclusion, safety, and accessibility and the survey language was reviewed with this lens.

Most residents view CRD parks as welcoming and meaningfully accessible to all (82%) and recognize the benefit of regional trails for providing accessible routes for residents (81%). Many view regional parks and trails as contributing to equitable access (63%). However, this percentage is lower (54%) among households in which at least one member has a permanent accessibility requirement.

The survey results do show that households in which at least one member has a permanent accessibility requirement were less likely to have visited a regional park or trail in the past year. This does suggest that enhancing equitable access to regional parks and trails is needed and CRD residents are in support of these efforts (65% of residents identify accessibility enhancements as a medium to high priority).

Feeling unwelcome in regional parks due to ethnicity, gender, or cultural practices did not present as a barrier to visitation among CRD residents (0% of respondents cited this barrier).

What's Next?

- The CRD is committed to transparency and information sharing. This report is public and available on https://www.crd.bc.ca/parks-recreation-culture/parks-trails/crd-regional-parks/crd-parks-plans-reports.
- The CRD uses the results of the survey to track satisfaction over time and to continue to improve our understanding of visitor activities, the values and benefits of parks and get feedback on priorities for park management and facilities.
- Survey results are shared broadly with CRD staff. Staff use the regional level data to identify strengths, weaknesses, and opportunities for improvement.
- The information gathered by this survey will help guide staff in conservation, planning and service delivery.
- CRD is committed to conducting the Regional Parks and Trails Resident survey every 5+ years.
- The 2024 CRD Regional Parks and Trails Resident Survey provides an important baseline of residents' values, opinions, and visitor-use activities to measure progress towards the strategic priorities in the 2022-2032 CRD Regional Parks and Trails Strategic Plan.

Making a difference...together

Table of Contents

Acknowledgements i
Territorial Acknowledgement i
Research Acknowledgement i
Executive Summary ii
Project Background ii
The 2024 CRD Regional Parks and Trails Resident Survey ii
Survey Administration ii
Accuracy of Survey Results ii
Who Responded iii
Factors Influencing Regional Parks and Trails (2017 – 2024) iv
What Did We Learn? v
Resident Use of Regional Parks and Trails is High v
Residents Feel Regional Parks and Trails are Important v
Residents Clearly Recognize the Benefits and Contributions of Regional Parks and Trails v
Most Residents are Satisfied with Parks and Trails vi
Popular Parks, Trails and Activities vi
Preservation of the Natural Environment is a Top Priority vi
Residents Support Increased Funding for Regional Parks and Trails vi
The 2024 Resident Survey Sets a New Benchmark for Strategic Priorities vii
What's Next? ix
Table of Contents 1
2024 Regional Parks and Trails Resident Survey Results 3
Benefits of Regional Parks 4
Benefits of Regional Trails 7
Visitor Use Patterns 10
Parks and Trails Frequency of Use 10
Parks and Trails Visited 11
Activities Completed within Regional Parks and Trails 14
Transportation Mode to Regional Parks and Trails 16
Barriers to Visiting Regional Parks 17

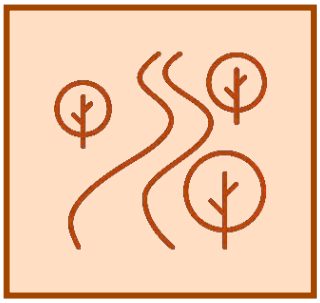
Barriers to Visiting Regional Trails 19
Satisfaction 21
Satisfaction with Regional Parks and Trails 21
Contributions of Regional Parks and Trails 23
Management and Funds 25
Priorities for Regional Parks and Trails 25
Land Acquisition Fund Priorities 27
Regional Parks and Trails Funding Approach 28
Regional Parks and Trails Funding Sources 28
Information Sources 29
Resident Value Orientations 30
Respondent Socio-Demographic Characteristics 32
Sample Representativeness 35
APPENDIX A: DETAILED SURVEY METHODOLOGY 36
APPENDIX B: 2024 DETAILED SURVEY RESULTS 42
APPENDIX C: 1998, 2005, 2017, 2024 SURVEY RESULTS 63
APPENDIX D: 2024 SURVEY INSTRUMENT 74
APPENDIX E: 2024 NOTIFICATION LETTER 86
APPENDIX F: 2024 REMINDER POSTCARDS 88

2024 Regional Parks and Trails Resident Survey Results

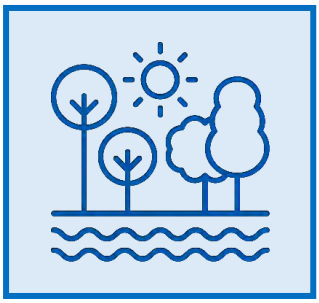
The following sections detail the survey results for the 2024 Regional Parks and Trails Resident Survey.



Figures in green represent results specific to regional parks.



Figures in orange represent results specific to regional trails.



Figures in blue represent results for questions asked about the entire system of regional parks and trails.

A Note About Comparisons with Previous Survey Years

Where meaningful, 2024 survey results are compared to results from previous survey years.

To facilitate more accurate year-over-year comparisons, the 2017 survey results were reanalyzed using an updated methodology. Specifically, to better reflect population density differences across the region, census information was used to develop survey weights. In addition to using these survey weights to adjust for any sub-region over or under-sampling, invalid response categories were also excluded from the recalculations[2].

Appendix C contains CRD level survey results across all available years for questions that remain the same or similar to those asked in 2024. Results from 2005, and earlier, are not weighted, and therefore comparisons to this year should be made with caution.

[2] As a result, the 2017 values presented in this report may not match previously published results.

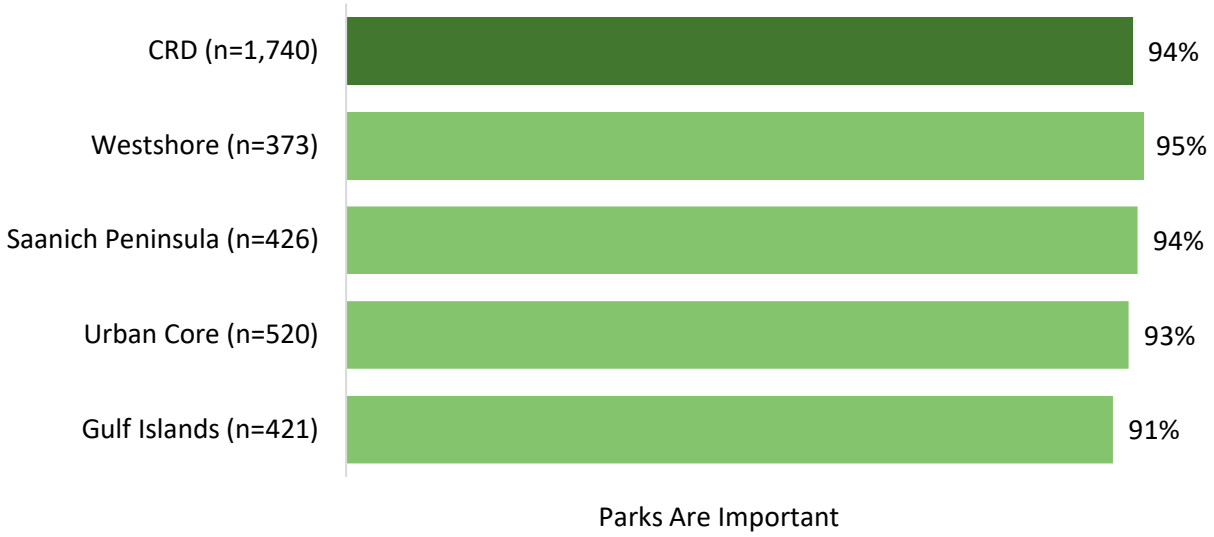
Benefits of Regional Parks

Residents were asked to rate how important it was to them to have regional parks. Residents were also presented with several benefit statements[3] relevant to regional parks and asked to rate how important each statement was to them.

Nearly all residents surveyed (94%) feel regional parks are important[4] (Figure 1). Compared to the 2017 survey results, residents' importance ratings for regional parks saw a very minor decline (moving from 97% in 2017 to 94% in 2024).

Figure 2 also displays the percentage of residents in each sub-region who feel it is important to have regional parks. Westshore residents are the most likely to rate parks as important, while Gulf Island residents are the least likely.

Figure 1. Percentage of Residents who Feel Parks are Important (CRD and by Sub-Region), 2024 Capital Regional District Parks and Trails Resident Survey

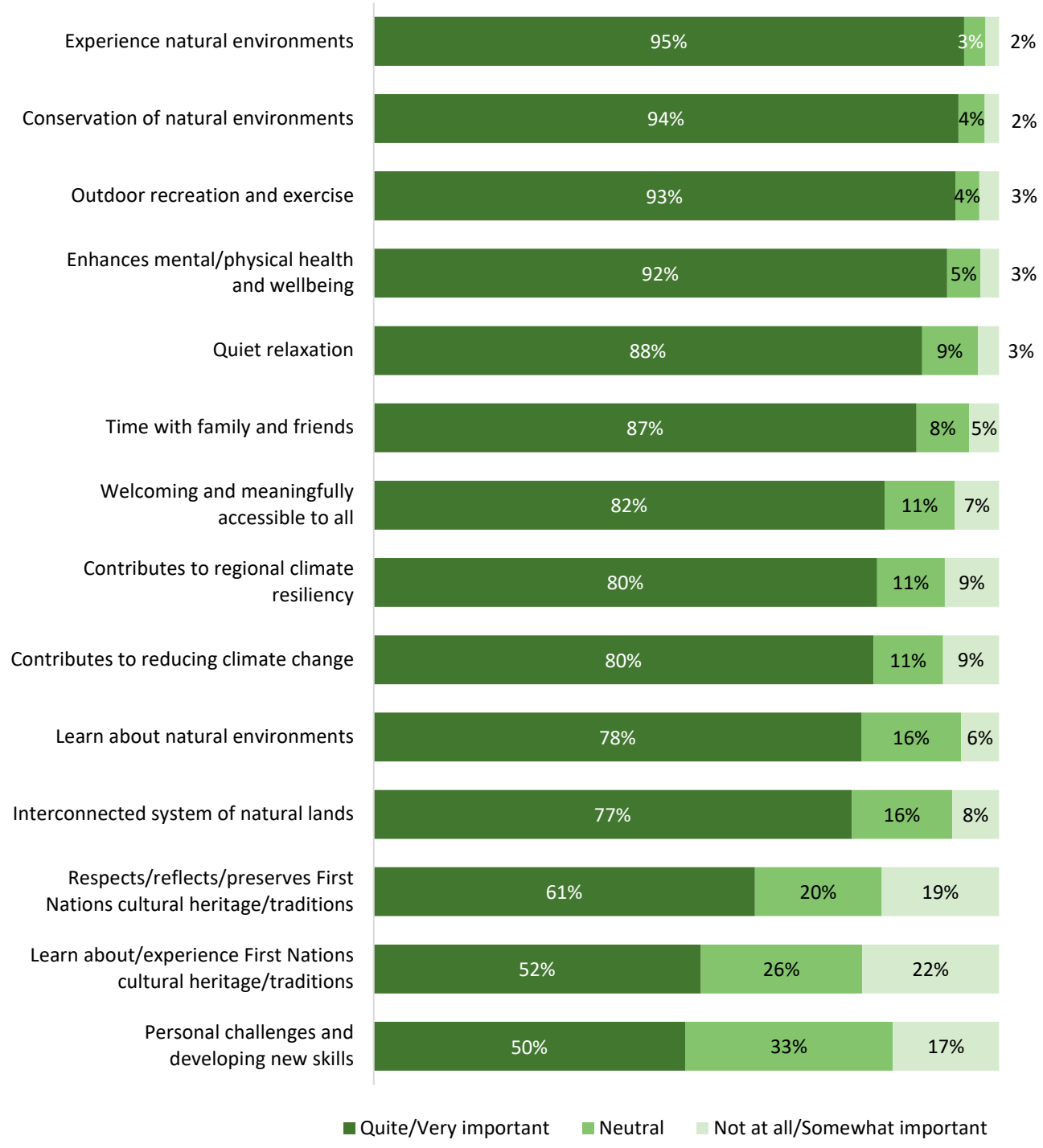


[3] Several benefit statements were added to the 2024 survey questionnaire to better reflect Strategic Plan priorities.

[4] Percentage of respondents who answered with a "Quite Important" or "Very Important" to the question: *How important is it to you to have regional parks?*

Figure 2 displays a breakdown of importance ratings for each regional park benefit. Detailed survey results, including sub-regional results, can be found in Appendix B.

Figure 2. Benefits of Regional Parks (CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey



The three park benefits with the highest importance ratings overall are:

- “A place to experience natural environments” (95%)
- “A place for the conservation of natural environments” (94%)
- “A place for outdoor recreation and exercise” (93%)

The three park benefits with the lowest importance ratings overall are:

- “A place that respects, reflects, and preserves First Nations cultural heritage and traditions” (61%)
- “A place to learn about and experience First Nations cultural heritage and traditions” (52%)
- “A place for providing personal challenges and developing new skills” (50%)

Despite receiving the lowest overall importance ratings, a sizable proportion (one half or more) of residents still acknowledge that parks are important spaces for respecting and preserving First Nations culture, offer opportunities to learn about First Nations traditions, and serve as spaces for personal challenge and skill development.

The top three most agreed upon benefit statements for regional parks in 2024 parallel the results from 2017 (experience natural environments; conservation of natural environments; and outdoor recreation and exercise), as well as the top two results from 2005 (experience natural environments; conservation of natural environments).

The three benefits with the lowest importance ratings in 2024 are all new survey questions, and therefore a comparison to previous years is not possible.



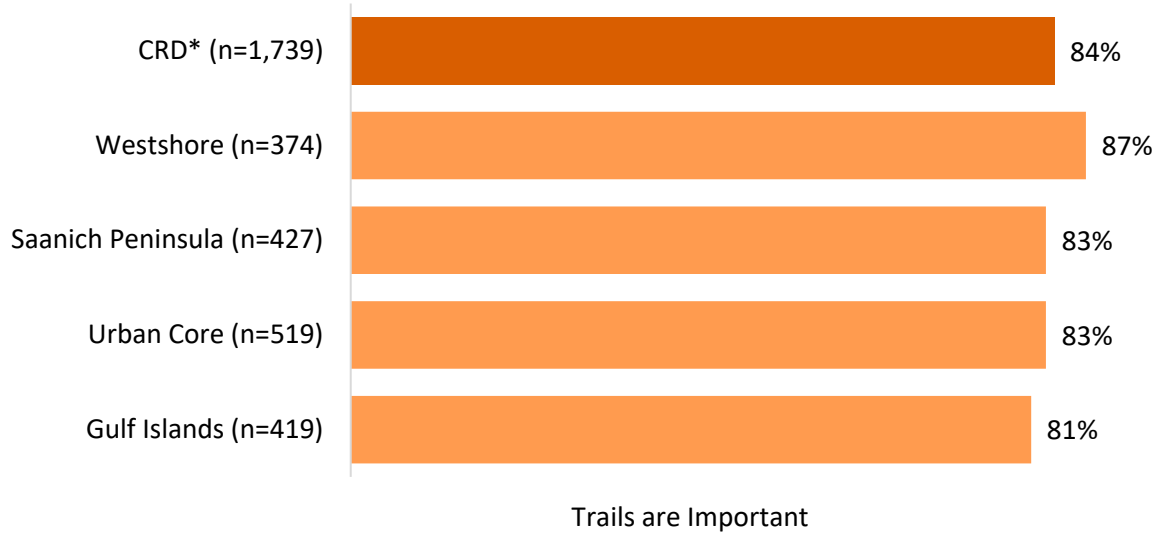
Benefits of Regional Trails

Residents were asked to rate how important it was to them to have regional trails. Residents were also presented with several benefit statements[5] relevant to regional trails and asked to rate how important each was to them.

Most residents surveyed (84%) feel that regional trails are important[6] (Figure 3). Compared to the 2017 survey results, residents' importance ratings for regional trials saw a noticeable decline (moving from 94% in 2017 to 84% in 2024).

Figure 4 also displays the percentage of residents in each sub-region who feel it is important to have regional trails. Westshore residents are the most likely to rate trails as important, while Gulf Island residents are the least likely.

Figure 3. Percentage of Residents who Feel Trails are Important (CRD and by Sub-Region), 2024 Capital Regional District Parks and Trails Resident Survey

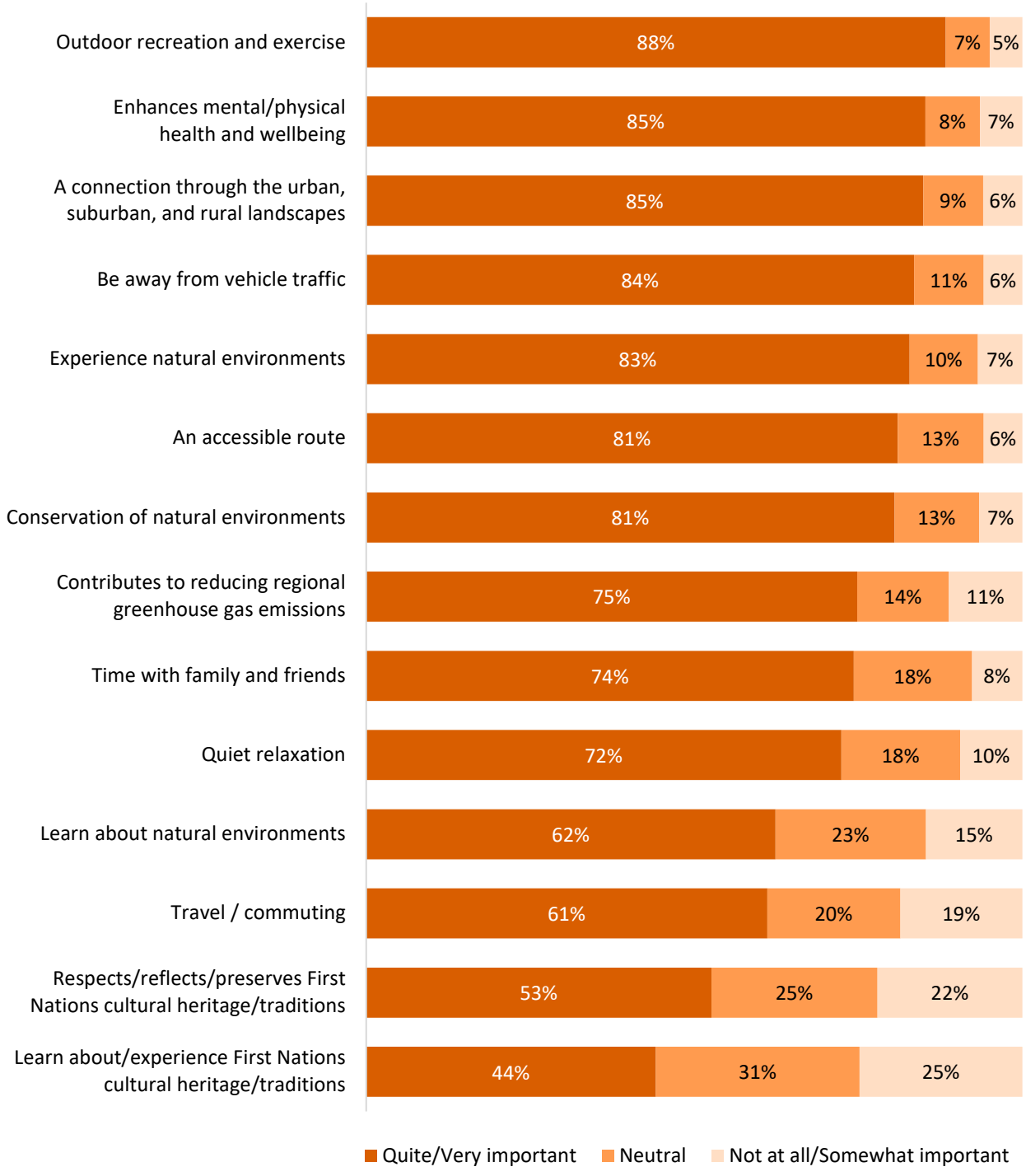


[5] Several benefit statements were added to the 2024 survey questionnaire to better reflect Strategic Plan priorities.

[6] Percentage of respondents who answered with a "Quite Important" or "Very Important" to the question: *How important is it to you to have regional trails?*

Figure 4 displays a breakdown of importance ratings for each regional trail benefit. Detailed survey results, including sub-regional results, can be found in Appendix B.

Figure 4. Benefits of Regional Trails (CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey



The top three trail benefits with the highest importance ratings overall are:

- "A place for outdoor recreation and exercise" (88%)
- "A place that enhances mental and physical health and wellbeing" (85%)
- "A greenway connection through the urban, suburban, and rural landscapes" (85%)

The bottom three trail benefits with the lowest importance ratings overall are:

- "A route to travel for commuting purposes" (61%)
- "A place that respects, reflects, and preserves First Nations cultural heritage and traditions" (53%)
- "A place to learn about and experience First Nations culture and traditions" (44%)

Despite receiving the lowest overall importance ratings, a sizable proportion of residents still acknowledge that trails are important spaces for commuting within the region, for respecting and preserving First Nations culture and for offering opportunities to learn about First Nations traditions.

Two of the top three most agreed upon benefit statements for regional trails were also noted as top benefits in 2017 (outdoor recreation and exercise; enhances mental and physical health and wellbeing). These benefits were not included in the 2005 survey year. The importance rating of the third top benefit (greenway connection across landscapes) increased slightly since 2017, finishing as a top three trail benefit in 2024. This was also the top benefit identified in 2005.

Two of the three benefits with the lowest importance ratings in 2024 were new survey questions not asked prior to 2024 ("a place that respects, reflects, and preserves First Nations cultural heritage and traditions"; and "a place to learn about and experience First Nations culture and traditions"). Additionally, many of the lowest rated benefit statements from previous survey iterations were removed in 2024. Therefore the 2024 results now serve as a new baseline for future survey years.



Visitor Use Patterns

Parks and Trails Frequency of Use

Residents were asked to indicate how many times they have visited both regional parks and regional trails, in the past 12 months[7]. Figure 5a displays the frequency of use of regional parks and Figure 5b displays the frequency of use of regional trails. Detailed survey results, including sub-regional results, can be found in Appendix B.

Ninety-one percent (91%) of residents visited a regional park within the past 12 months, while 83% of residents visited regional trail over the same time.

Residents visited regional parks and trials with varying frequency, with the largest proportion (22%) having visited between 1-5 times per year. Approximately one-fifth of residents visited a regional park (18%) and/or regional trails (17%) with great frequency ("daily or weekly").

Figure 5a. Regional Parks Frequency of Use (CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey

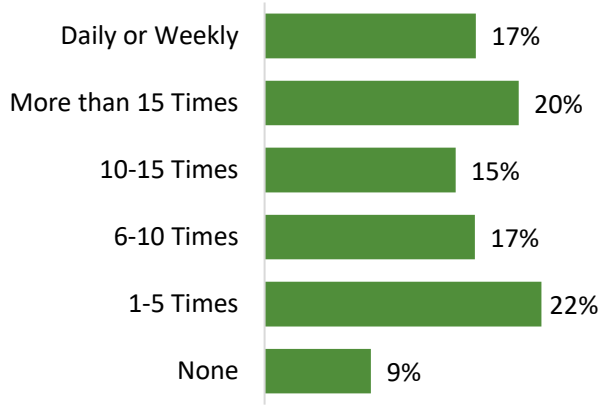
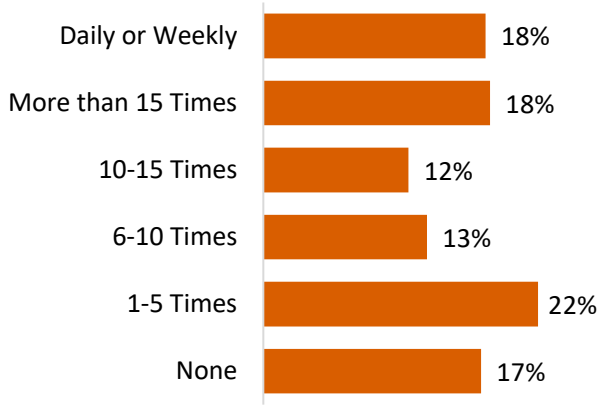


Figure 5b. Regional Trails Frequency of Use (CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey



Similar proportions of residents reported visiting regional parks or trails in 2017. Specifically, 94% of residents reported visiting a regional park and 87% reported visiting a regional trail in 2017. Due to changes in question wording and response options, further year-over-year comparisons are not possible.

At the sub-regional level (See Appendix B for results), residents from the Gulf Islands are more likely to have not visited a regional park or trail in the past 12 months compared to residents from all other sub-regions. Westshore residents are most likely to have visited a regional park or trail in the past 12 months and are more likely than all other groups to have visited on a "daily or weekly" basis.

[7] In 2017 residents were asked about their frequency of use for both parks and trails together. The 2024 survey asked about frequency of use for parks and trials separately, and serves as a new baseline for this metric.

Parks and Trails Visited

Residents were asked to indicate which regional parks and regional trails, if any, they had visited in the past 12 months. Figure 6a displays the percentage of residents who visited each regional park and Figure 6b displays the percentage of residents who visited each regional trail. Detailed survey results, including results by sub-region, are detailed in Appendix B.

The five most visited regional parks are:

- Elk/Beaver Lake (66%)
- Thetis Lake (57%)
- Island View Beach (52%)
- Witty's Lagoon (46%)
- East Sooke (46%)

The five least visited regional parks are:

- St. John Point (1%)
- Mountain Forest (2%)
- Matthews Point (2%)
- Mount Parke (2%)
- Wrigglesworth Lake (2%)

The most visited regional parks remain consistent from 2017 to 2024 (Elk/Beaver Lake, Thetis Lake, Island View Beach, Witty's Lagoon, and East Sooke). Three parks new to the list in 2024, are among the parks least visited by residents (St. John Point, Mountain Forest and Wrigglesworth Lake). Parks with the largest increases in visitors from 2017 to 2024 include Sooke Hills Wilderness Park (+8 percentage points [pp] since 2017), Sea to Sea Park Reserve (+5pp since 2017), and Mount Wells (+5pp since 2017).

The most visited regional trail is the Galloping Goose Regional Trail (visited by 72% of residents) while the least visited regional trail is the Mayne Island Regional Trail[8] (visited by 2% of residents). The Galloping Goose Regional Trail was also the most visited regional trail in 2017. New to 2024, the Mayne Island Regional Trail, has the lowest volume of visitors. Visitation to trails is up slightly for the E&N Rail Trail (Humpback Connector) (+5pp) since 2017, but down slightly for the Galloping Goose (-6pp) and Lochside Trail (-3pp) over the same period.

Figure 6a. Regional Parks Visited (CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey



(Continued on next page)

[8] The Mayne Island Regional Trail was partially under construction in 2024. The 2024 survey will provide a baseline to measure use on Mayne Island Regional Trail.

(Continued from previous page)

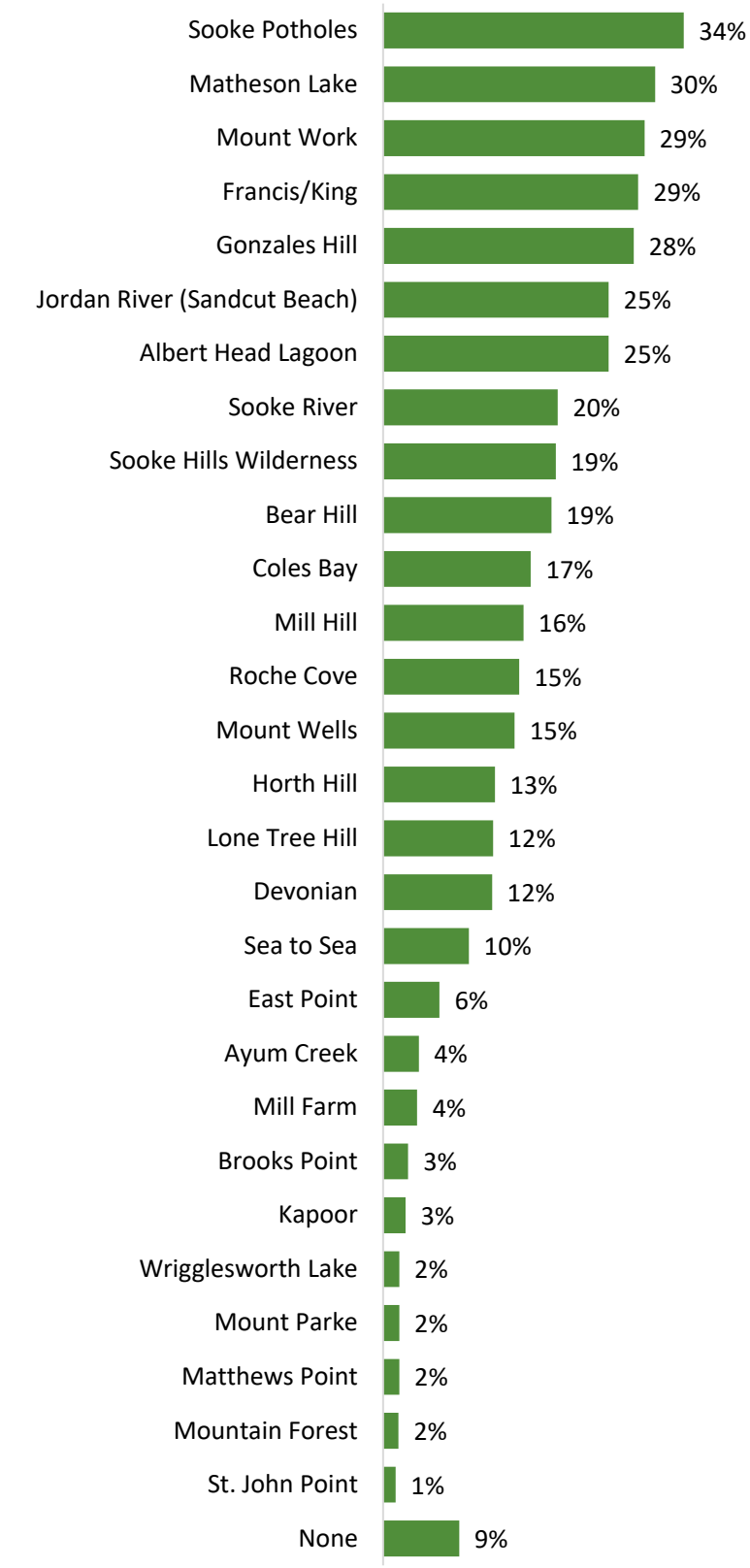
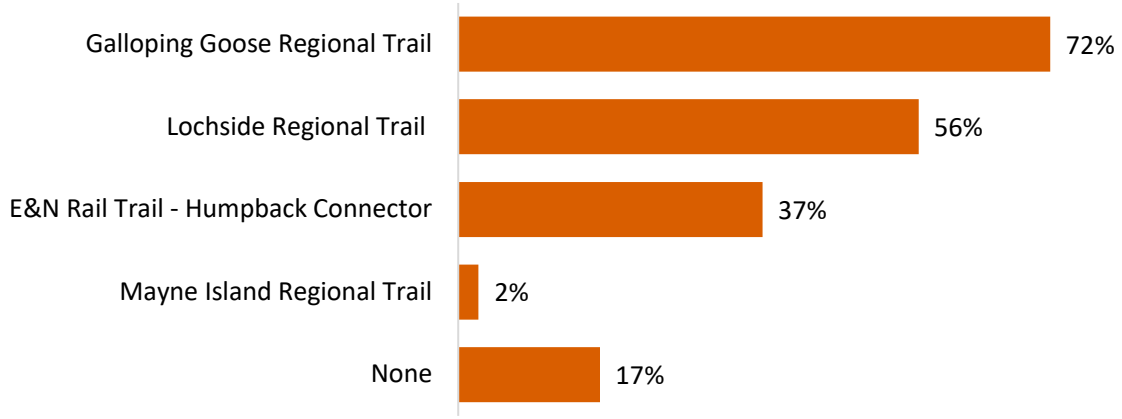


Figure 6b. Regional Trails Visited (CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey



Visitation differences emerged for most of the regional parks and trails across sub-regions (See Appendix B for details), likely reflecting the closeness and accessibility of the regional parks and trails to residents.



Activities Completed within Regional Parks and Trails

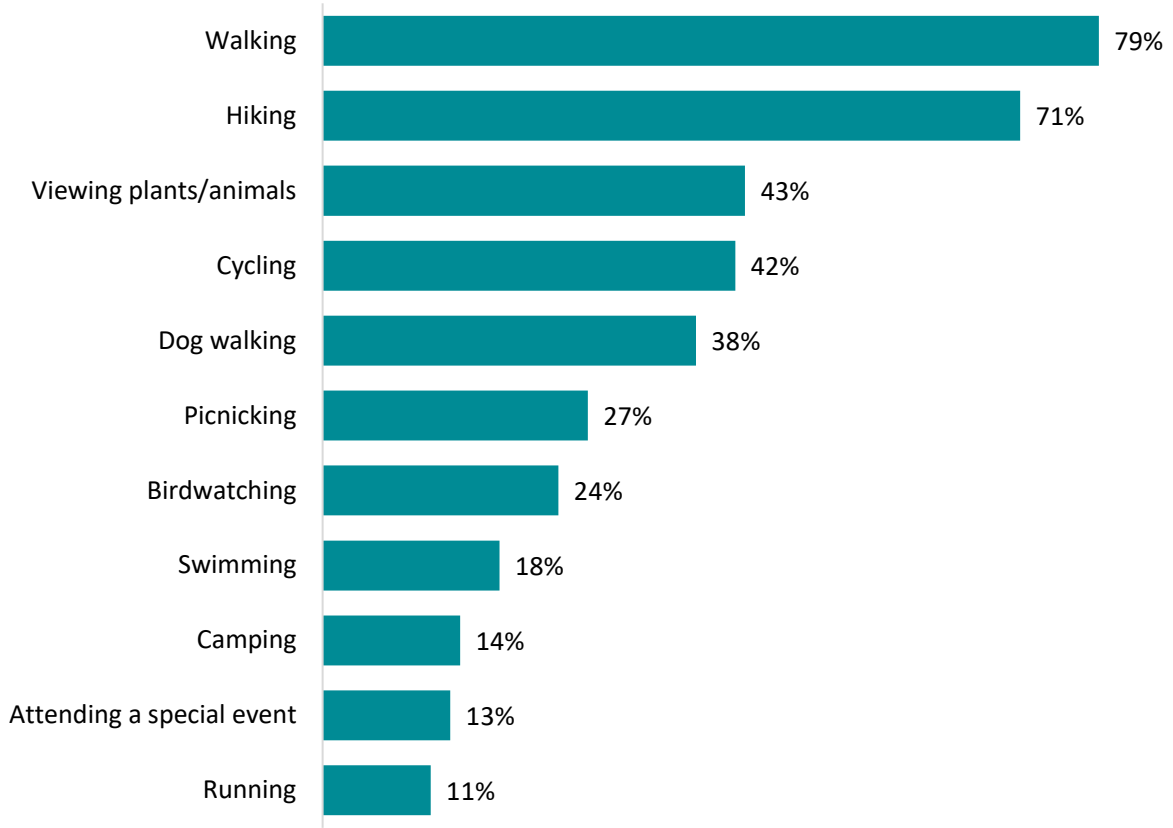
Residents were presented with a list of outdoor recreation activities and asked to select up to five main activities they do the most in regional parks and trails. Figure 7 displays the percentage of residents who engage in each activity. Detailed survey results, including sub-regional results, can be found in Appendix B.

The most frequently reported activities in regional parks and trails include:

- "Walking" (79%)
- "Hiking" (71%)
- "Viewing plants/animals" (43%)
- "Cycling" (42%)
- "Dog-walking" (38%)

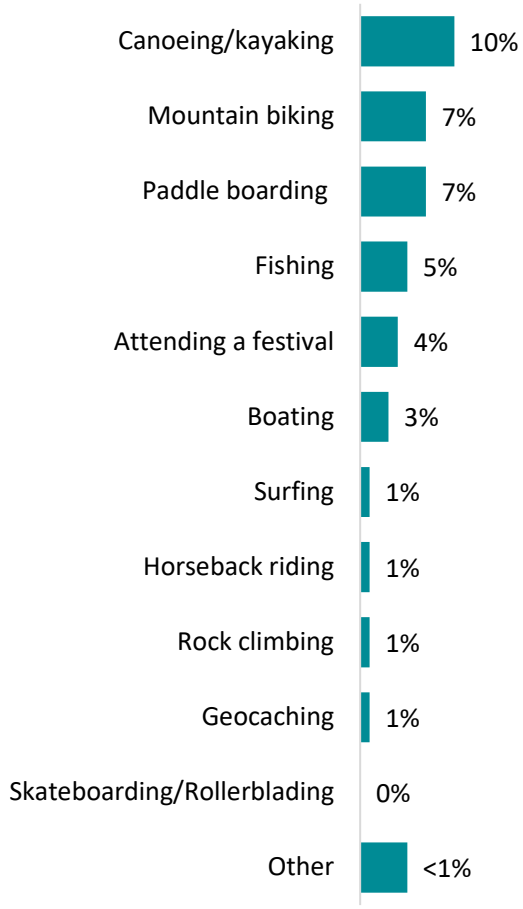
The top three activities remained the same since residents were last surveyed in 2017, however the popularity of cycling as an activity has more than doubled from 2017 (20%) to 2024 (42%).

Figure 7. Regional Park and Trail Activities (CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey



(Continued on next page)

(Continued from previous page)



Cycling is more popular among residents of the Urban Core (45%), compared to other sub-regions, particularly Gulf Island residents (27%). Dog walking (44%), swimming (22%) and camping (20%) are more common among Westshore residents, compared to other sub-regions (See Appendix B for full results by sub-region). Birdwatching (36%) and boating (9%) are more popular with Gulf Island residents, while boating (7%) and horseback riding (2%) are more popular among residents of the Saanich Peninsula, compared to the other sub-regions. The differences observed across sub-regions, are likely influenced by the unique socio-demographic profiles and varying levels of access to different types of regional parks and trails in each area.

Transportation Mode to Regional Parks and Trails

Residents were asked to indicate their most frequent mode of transport[9] to regional parks and regional trails. Figure 8a displays the most frequent mode of travel to regional parks and Figure 8b displays the most frequent mode of travel to regional trails. Detailed survey results, including sub-regional results, can be found in Appendix B.

Most residents (81%) primarily use a personal vehicle to travel to regional parks. However, travel to regional trails is more varied, with top modes including a personal vehicle (parked near trail access) (39%), a personal bicycle (24%) or walking (22%).

Figure 8a. Most Frequent Mode of Travel to Regional Parks (CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey

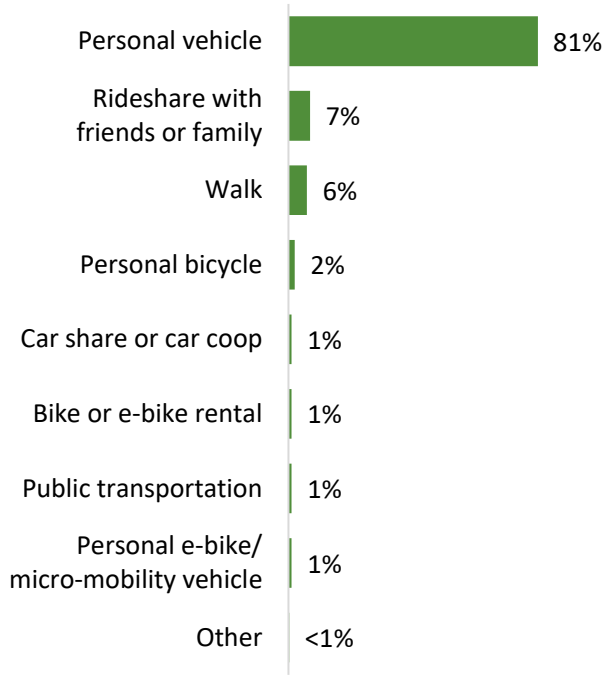
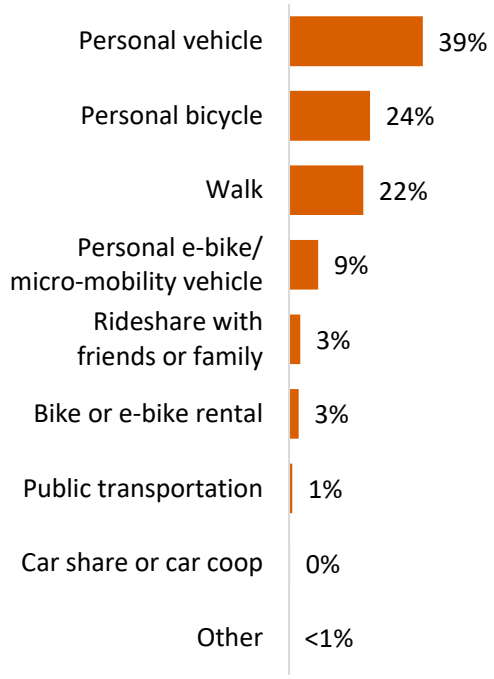


Figure 8b. Most Frequent Mode of Travel to Regional Trails (CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey



Transportation modes to regional parks do not differ across sub-regions. However, when travelling to regional trails, residents from the Gulf Islands (58%), Westshore (49%) and the Saanich Peninsula (47%), are more likely to utilize a personal vehicle than residents of the Urban Core (33%). Residents from the Urban Core (28%) are more likely to use a personal bicycle to access regional trails, compared to the other sub-regions, particularly those from the Westshore (14%).

[9] New question for 2024. The 2024 results will serve as a baseline for this measure.

Barriers to Visiting Regional Parks

Residents who had not visited a regional park within the last 12 months (n=177) were asked to identify the barriers that prevented them from visiting. Figure 9 provides a detailed breakdown of the barriers selected by **non-visitors**. Detailed survey results, including sub-regional results, can be found in Appendix B.

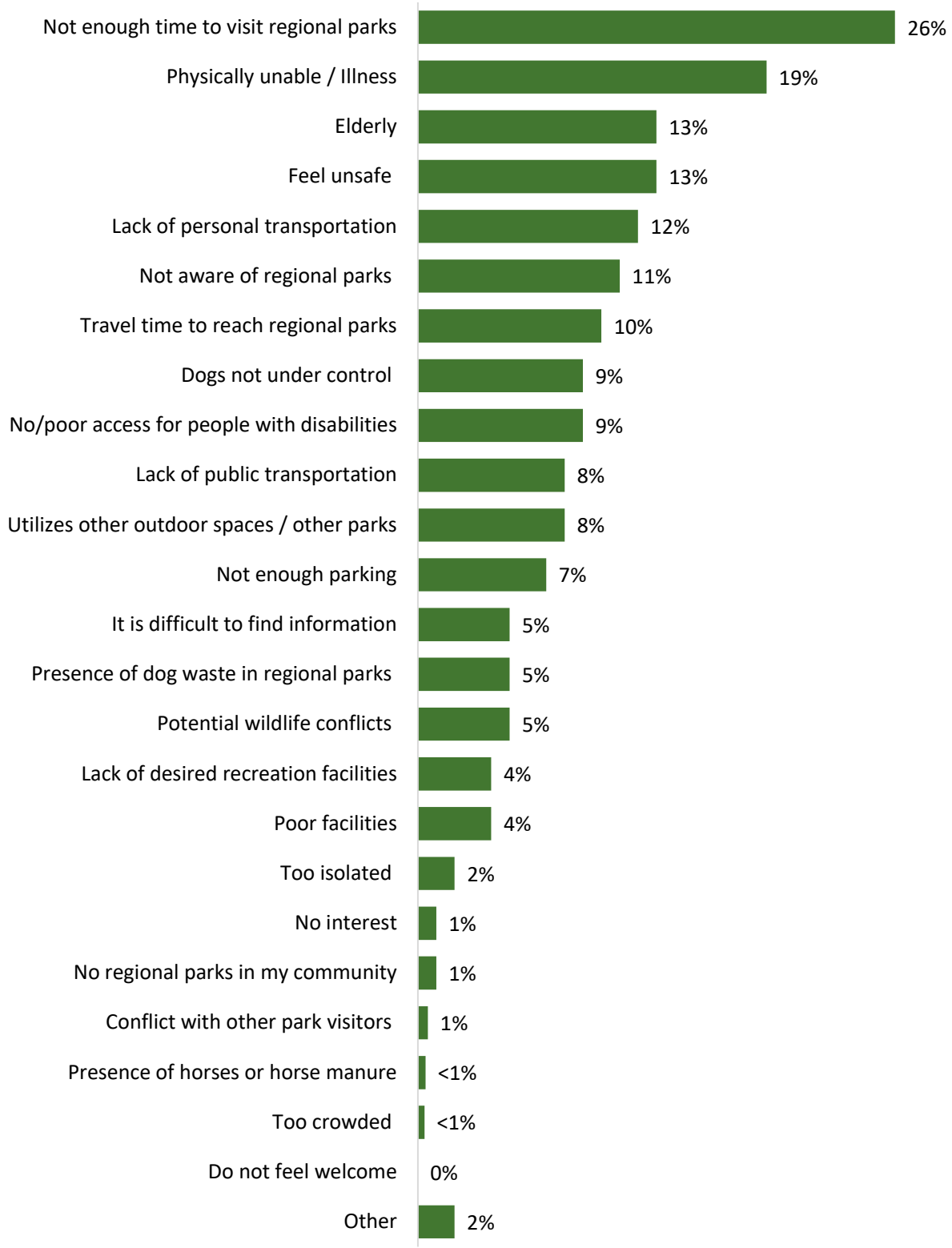
The top five barriers to visiting regional parks for those who did not visit a park in the last 12 months are:

- “Not enough time to visit regional parks” (26%)
- “Physically unable / Illness” (19%)
- “Elderly” (13%)
- “Feel unsafe” (13%)
- “Lack of personal transportation to regional parks” (12%)

The 2024 survey allowed residents to report on barriers to visiting regional parks separate from trails, whereas the 2017 survey asked about barriers for parks and trails collectively. In 2017, the top barriers for parks and trails included off-leash dogs (37%), not enough time to visit (25%), too far from home (20%), feels unsafe (14%) and too many cyclists (13%). “Lack of time” was also the top barrier noted in 2005. The consistent ranking of "lack of time" and "safety concerns" as top barriers over time suggests these may be enduring issues affecting park visitation.



Figure 9. Barriers to Visiting Regional Parks (CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey



Barriers to Visiting Regional Trails

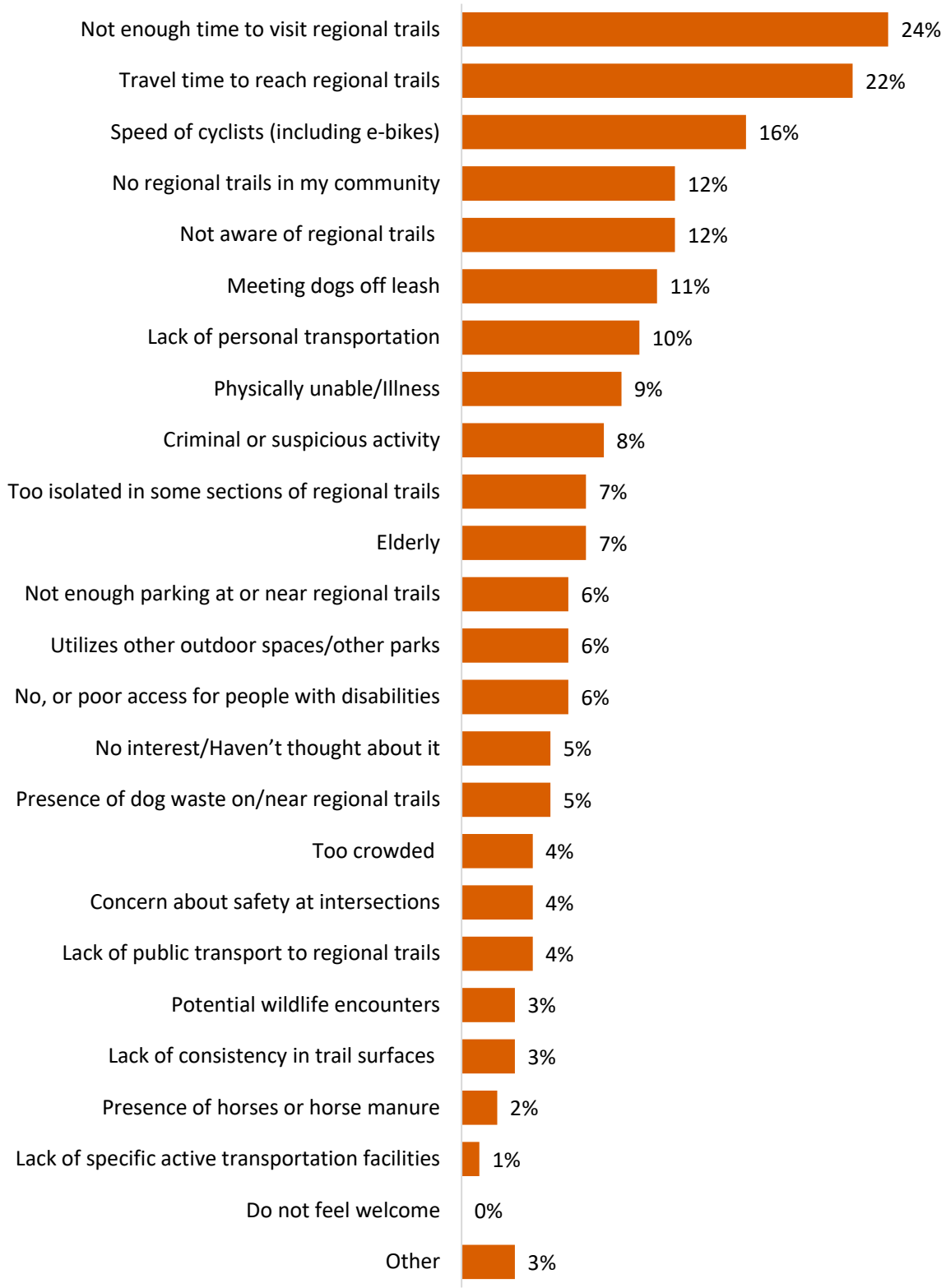
Residents who had not visited a regional trail within the last 12 months (n=385) were asked to identify reasons for their lack of visitation. Figure 10 provides a detailed breakdown of the barriers selected by non-visitors. Detailed survey results, including sub-regional results, can be found in Appendix B.

The top five barriers to visiting regional trails among those who did not visit a trail in the last 12 months are:

- “Not enough time to visit regional trails” (24%)
- “Travel time to reach regional trails” (22%)
- “Speed of cyclists (including e-bikes)” (16%)
- “No regional trails in my community” (12%)
- “Not aware of regional trails” (12%)

The 2024 survey allowed residents to report on barriers to visiting regional parks separate from trails, whereas the 2017 survey asked about barriers for parks and trails collectively. In 2017, the top barriers for parks and trails included off-leash dogs (37%), not enough time to visit (25%), too far from home (20%), feels unsafe (14%) and too many cyclists (13%). “Lack of time” was also the top barrier noted in 2005. The consistent emergence of "lack of time", concerns about travel distance, and concerns about conflicts with cyclists as top barriers over time suggests these may be enduring issues affecting park visitation.

Figure 10. Barriers to Visiting Regional Trails (CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey

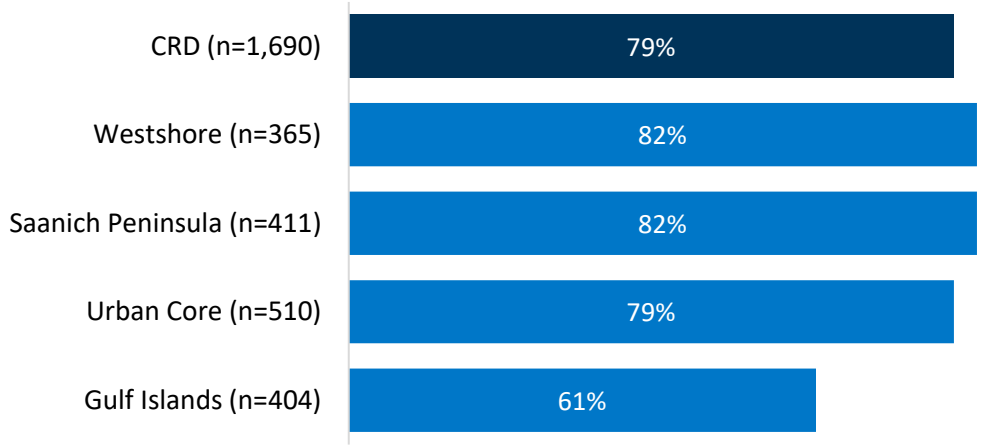


Satisfaction

Satisfaction with Regional Parks and Trails

When asked to assess their overall level of satisfaction with their regional parks and trails system experiences, most (79%) residents report being satisfied[10] (Figure 11a).

Figure 11a. Percentage of Satisfied Residents (CRD and by Sub-Region), Capital Regional District Parks and Trails Resident Survey



At the sub-regional level, residents living in the Westshore and the Saanich Peninsula sub-regions appear to be the most satisfied with parks and trails, while those living in the Gulf Island sub-region have the lowest level of satisfaction. While this pattern was also identified in 2017, the gap between the sub-regions has widened as levels of satisfaction for Gulf Islands residents dropped more than their Westshore and Saanich Peninsula counterparts (Gulf Islands, -19 pp; Westshore and Saanich Peninsula, -8pp).

While overall satisfaction remained high in 2024, it did see a decline of 11 percentage points (pp) since residents were last surveyed in 2017. At that time, overall satisfaction with CRD parks and trails was assessed at 90%. A similar satisfaction question was not asked in 2005.

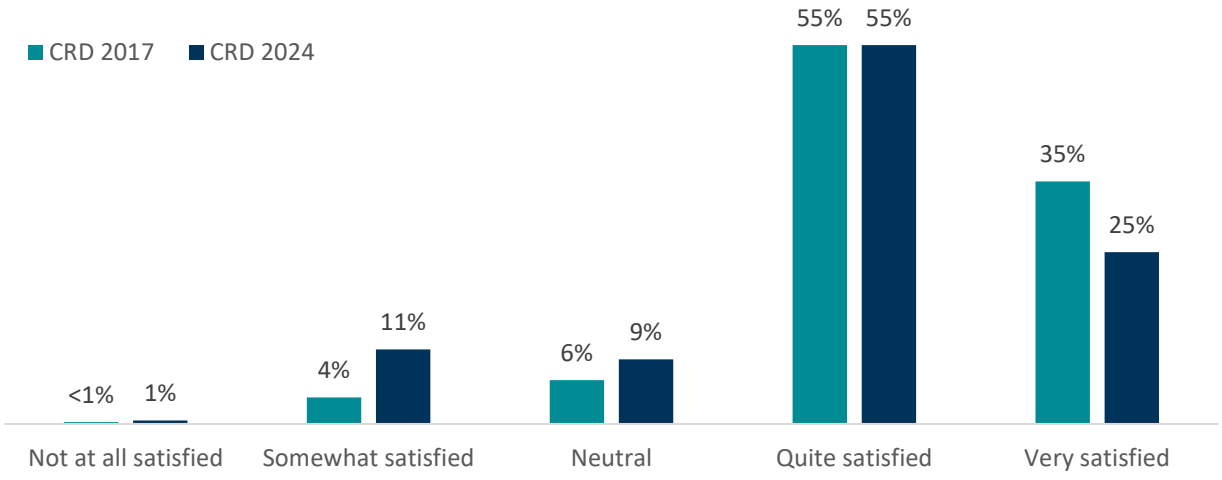
The distribution of responses for the satisfaction question is presented in Figure 11b for both 2017 and 2024. A closer examination of resident satisfaction over time shows stability among the proportion of

[10] Percentage of respondents who answered with a "Quite Satisfied" or "Very Satisfied" to the question: *Overall, how satisfied are you with your regional parks and trails system experiences?*

residents who are "Quite satisfied", but a decline in the proportion of "Very satisfied" respondents (-10pp) and small increases in the "Somewhat satisfied" (+7pp) and "Neutral" (+3pp) responses.

Factors that may have impacted this shift in satisfaction are outlined earlier in the report (Section: Factors Influencing Regional Parks and Trails (2017 - 2024).

Figure 11b. Resident Satisfaction 2024 and 2017, Response Distribution (CRD), Capital Regional District Parks and Trails Resident Survey



Contributions of Regional Parks and Trails

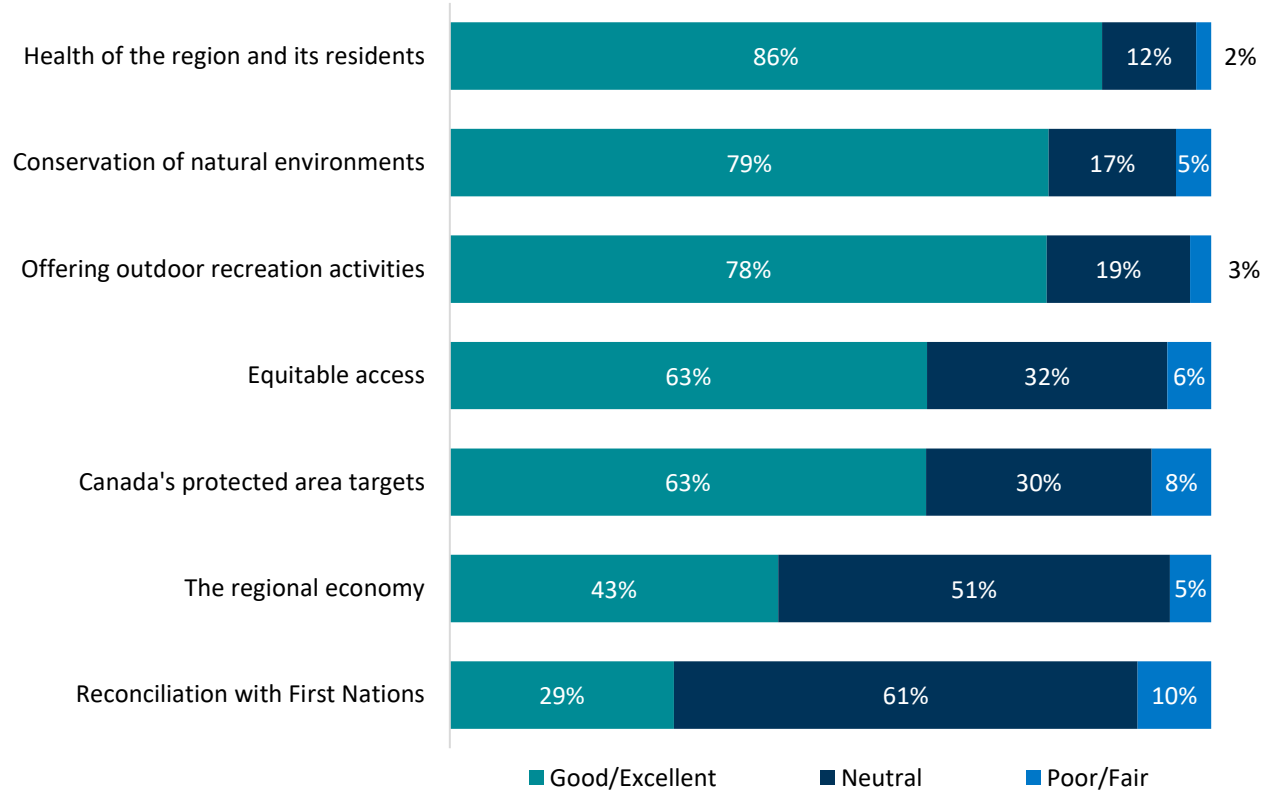
Residents were asked to rate regional parks and trails contributions[11] over the past five years. Figure 12 displays a rating breakdown for each contribution area. Detailed survey results, including sub-regional results, can be found in Appendix B.

Most residents feel that regional parks and trails are good/excellent at contributing to:

- "The health of the region and its residents" (86%)
- "The conservation of natural environments" (79%)
- "Offering outdoor recreational activities (78%)

This result is very similar to what was found in 2017. At that time, most residents felt that regional parks and trails contribute to the health of the region and its residents (89%), and many viewed CRD parks and trails as vital to conservation of natural environments (78%) and offering spaces for outdoor recreational activities (78%).

Figure 12. Regional Parks and Trails Contributions (CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey



[11] Several contribution areas were added to the 2024 survey questionnaire to better reflect Strategic Plan priorities.

A smaller proportion of respondents (43%) feel that parks and trails successfully contribute to the regional economy (i.e., fees, regional business, tourism). Regardless, this is a higher proportion of respondents than in 2017; at that time just over one-third of residents believed CRD parks and trails effectively contributing to the regional economy (35%).

When asked about whether regional parks and trails effectively contribute to reconciliation with First Nations, three times as many residents reported that they are (29%), compared to the proportion who think they are not (10%). However, a large proportion of residents were "neutral" (61%) suggesting that most residents do not hold a strong opinion on this matter[12]. Increasing resident awareness of the CRD's actions towards reconciliation with First Nations groups within the context of regional parks and trails may serve to improve residents' ratings of this contribution area.

At the sub-regional level (See Appendix B for detailed results), residents from the Gulf Islands consistently provided lower positive ratings across all items, compared to the other three sub-regions.



[12] New question for 2024. The 2024 results will serve as a baseline for this measure.

Management and Funds

Priorities for Regional Parks and Trails

Residents were provided with a list of activities[13] and asked to indicate which should be given priority over the next 5 years to enhance their enjoyment of the regional parks and trails system. Figure 13 displays a breakdown of priority ratings for each item. Detailed survey results, including sub-regional results, can be found in Appendix B.

The highest priorities for residents are as follows:

- "Protecting the natural environment" (68%)
- "Repairing and maintaining existing facilities" (59%)
- "Undertaking restoration projects to conserve natural environments" (50%)

These findings are consistent with the 2017 survey, where residents identified the same top three priorities.

Priority areas rated as less important by residents include:

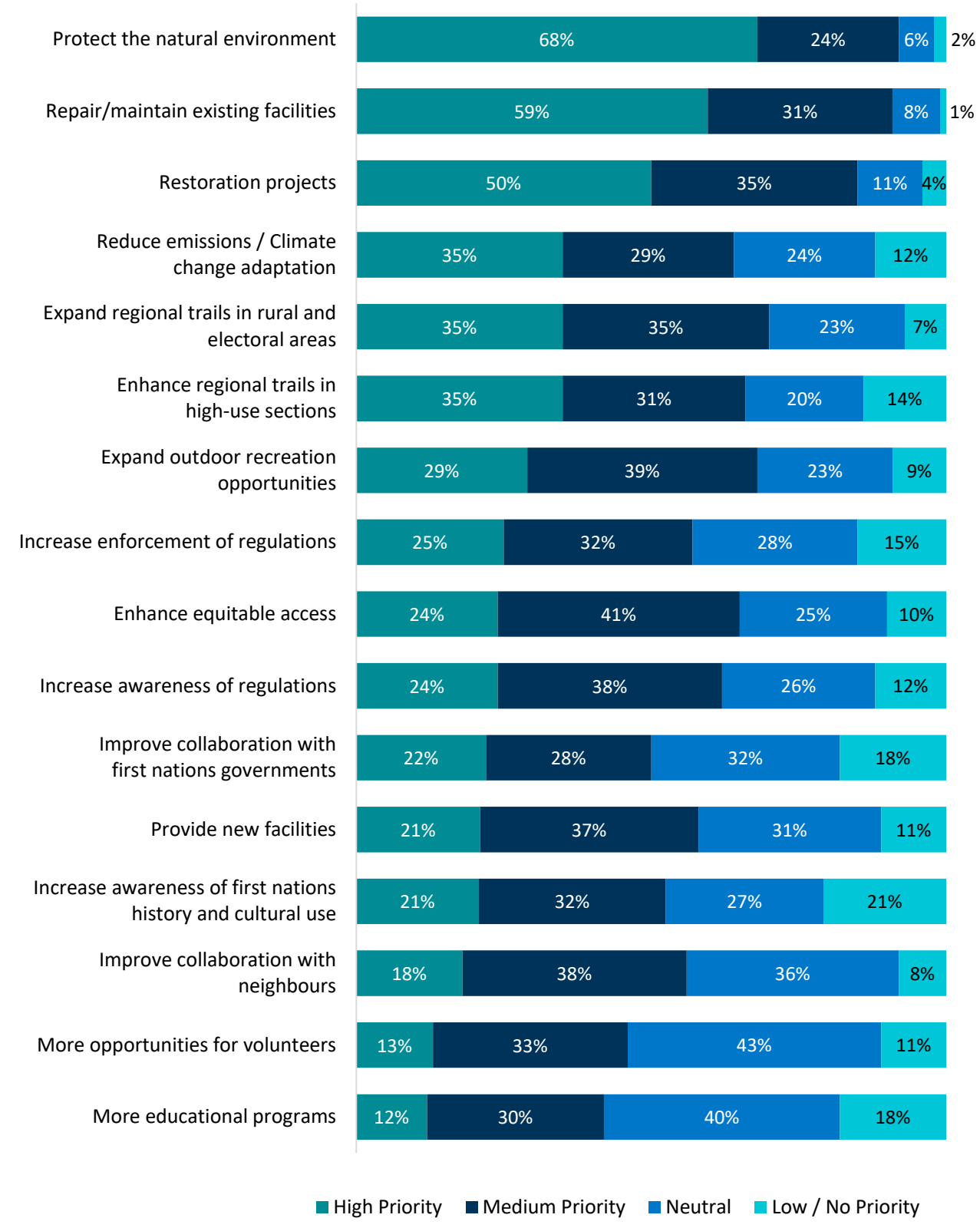
- "Improving collaboration with regional parks and trails neighbours (i.e., Government agencies, stakeholders)" (18%)
- "Providing more opportunities for volunteers" (13%)
- "Providing more educational programs" (12%)

These findings are somewhat consistent with the 2017 survey: most resident did not rate expanding educational programs and volunteer opportunities as high priority activities at that time. Resident support to improve collaboration with regional parks and trails neighbours decreased from 25% in 2017 to only 18% in 2024 (a decline of -7pp across years).

Notable differences emerged across sub-regions for some priorities. Gulf Island residents place a higher priority on expanding regional trails in rural areas (49%) compared to those from the Saanich Peninsula (29%). Additionally, more Gulf Island residents are proponents of activities aimed at reconciliation, such as improving collaboration with First Nations governments (25%) and increasing awareness of First Nations history and cultural use (26%). Residents from the Urban Core (37%) and Westshore (34%) are more likely to suggest that "enhancement of regional trails in high-use sections with separated paths and lighting" is a high priority for the CRD, relative to the Gulf Islands (24%) and Saanich Peninsula (27%).

[13] Several activities / priority areas were added to the 2024 survey questionnaire to better reflect Strategic Plan priorities.

Figure 13. Regional Park and Trail Priorities (CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey



Land Acquisition Fund Priorities

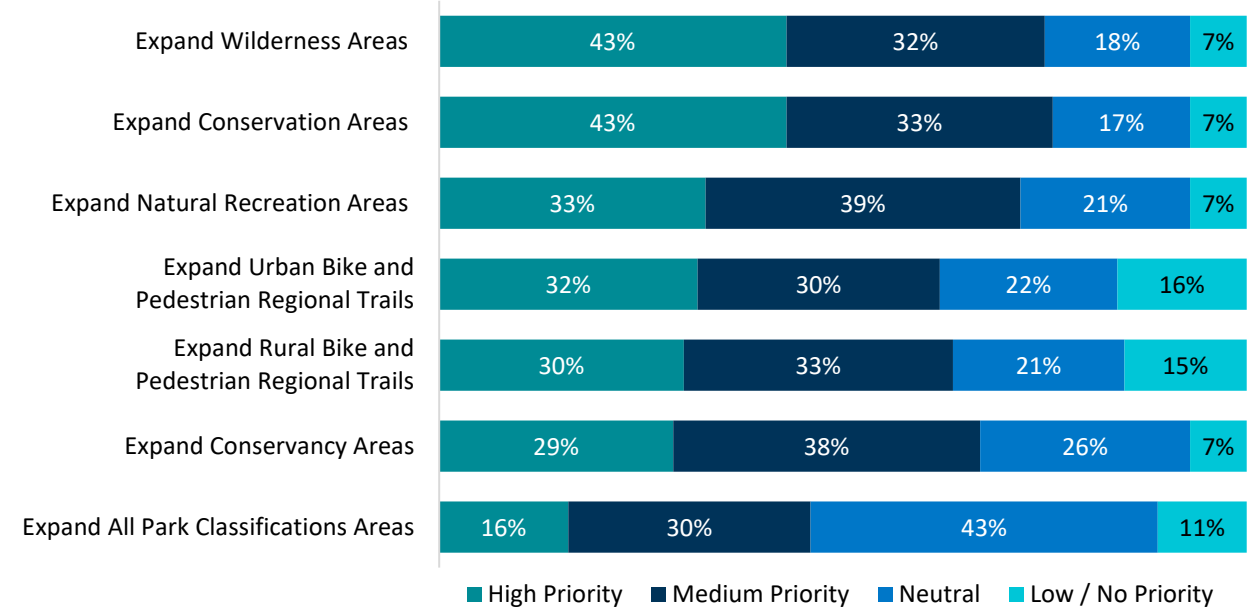
The CRD's 2022 Financial Plan incorporated a new approach to land acquisition that leverages borrowing capacity to purchase land that would otherwise be unattainable on a pay-as-you-go savings model. This financing structure is anticipated to create a revenue stream that can be used to fund up to $50 million of land purchases over 15 years, thereby leveraging a net increase in land values more than $100 million.

The CRD's Regional Parks and Trails Strategic Plan (2022-2032) supports global, national and provincial conservation targets, and working with First Nations, to increase representation of all four regional natural areas: (Conservation Areas, Wilderness Areas, Natural Recreation Areas and Conservancy Areas[14]) and two classifications of regional trails (Urban Bike & Pedestrian, Rural Bike & Pedestrian).

Residents were asked to indicate their priorities for how the Land Acquisition Fund should be spent over the next five years to expand classification areas. Figure 14 displays a breakdown of priority ratings for each item. Detailed survey results, including sub-regional results, can be found in Appendix B.

According to residents, using the fund to expand wilderness areas (43%) and conservation areas (43%) are the highest priorities.

Figure 14. Regional Park and Trail Land Acquisition Fund Priorities (CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey



[14] Conservancy Areas are a new park classification introduced in the 2022-2032 Strategic Plan. Conservancy Areas protect natural assets and areas primarily for their intrinsic cultural use value and to offer visitor opportunities that enhance understanding and appreciation for Indigenous cultural use where appropriate. As of 2024, no regional parks are designated as conservancy areas. As the CRD designates and enacts conservancies in regional parks, this question will be used to monitor support for conservancies going forward.

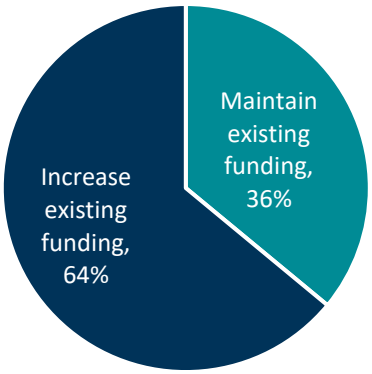
Regional Parks and Trails Funding Approach

Residents were asked for their input on how approach funding the operation of the regional parks and trails system in the future. Figure 15 displays the response breakdown. Detailed survey results, including sub-regional results, can be found in Appendix B.

Nearly two-thirds of residents (64%) stated they would like to see an increase in funding to operate regional parks and trails, while the remaining 36% would prefer to maintain existing funding levels.

The proportion of residents supporting increased funding has grown over time, from 57% in 2017 to 64% in 2024 (an increase of +7 percentage points).

Figure 15. Regional Park and Trail Funding (CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey

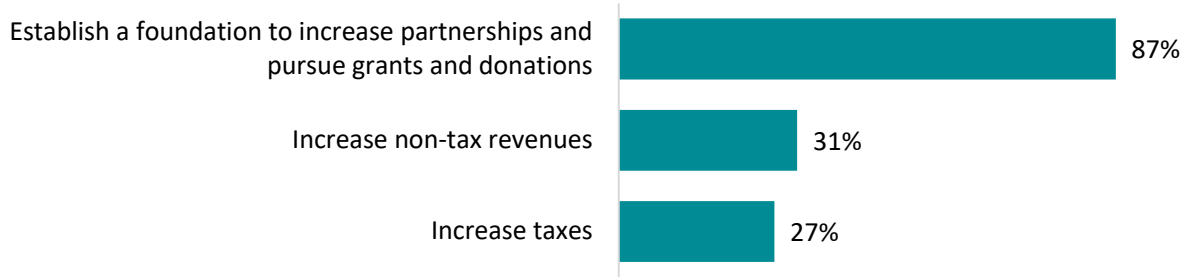


Regional Parks and Trails Funding Sources

Residents were asked which strategies should be employed to secure funding for regional parks and trails[15]. Figure 16 displays the response breakdown. Detailed survey results, including sub-regional results, can be found in Appendix B.

Most residents (87%) supported establishing a foundation to increase partnerships and pursue grants and donations. In contrast, less than one-third of residents endorsed increasing non-tax revenue sources (e.g., paid parking, park user fees, food services, equipment rentals, merchandise sales) (31%) or raising taxes (27%).

Figure 16. Regional Park and Trail Funding Sources (CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey



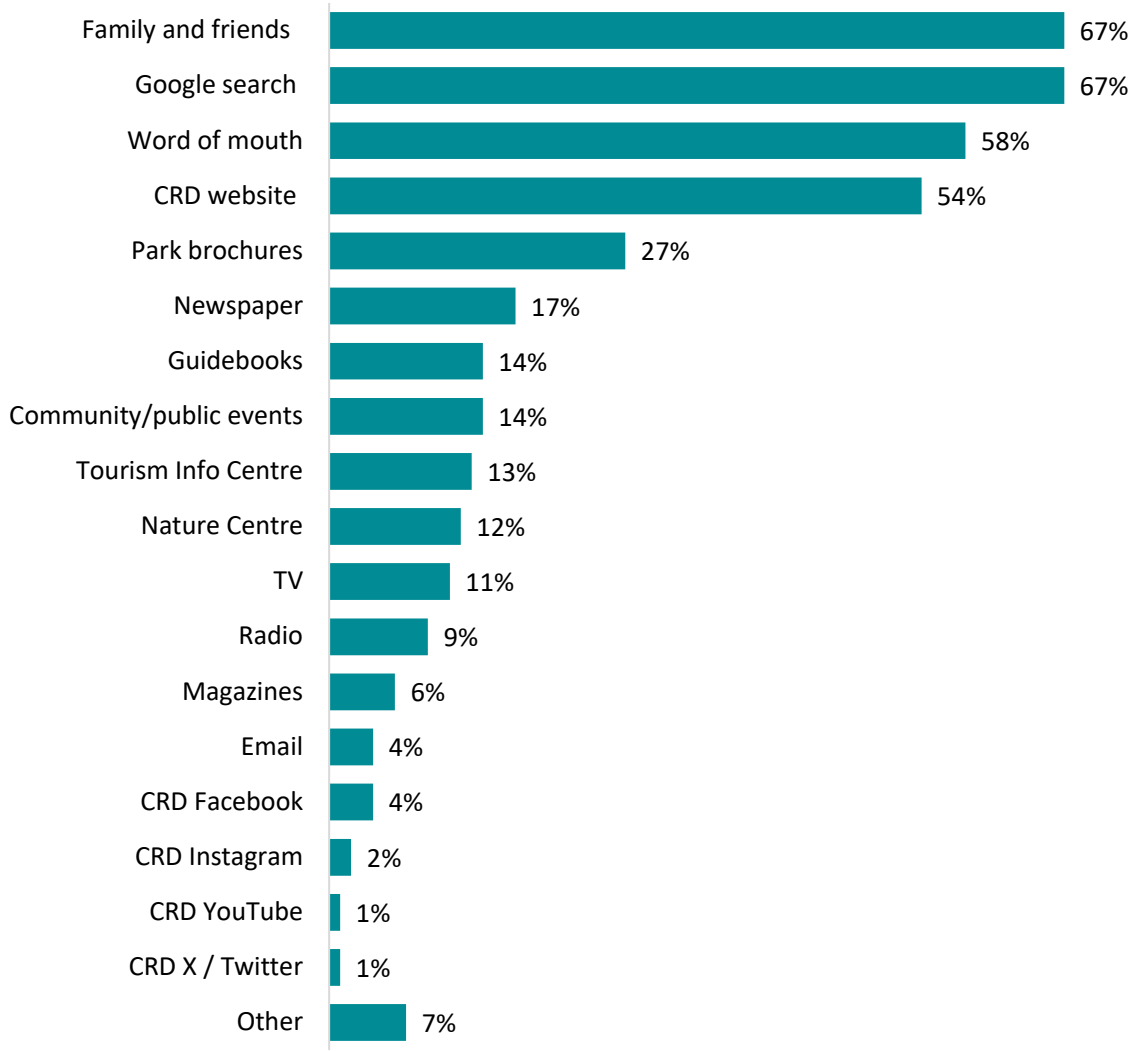
[15] New question in 2024.

Information Sources

Residents were asked to indicate which information sources they use to find out about regional parks and trails. Figure 17 displays the proportion of respondents who selected each information source. Detailed survey results, including sub-regional results, can be found in Appendix B.

"Family and friends" and "google searches" are the most used sources, with both being cited by 67% of respondents, followed closely by "word of mouth" (58%). The "CRD website" is also a significant source of information, used by 54% of respondents. Results highlight the importance of both interpersonal and digital sources of information for residents who wish to learn more about regional parks and trails.

Figure 17. Regional Park and Trail Information Sources (CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey



Resident Value Orientations

Value orientation refers to the underlying beliefs and attitudes that shape individuals' perspectives towards an object, and in this case, regional parks and trails. Residents were asked to rate their agreement with a series of value statements[16] that reflect these perspectives. Figure 18 displays a breakdown of agreement for each values statement. Detailed survey results, including sub-regional results, can be found in Appendix B.

The three value orientations with the highest levels of agreement overall are:

- "Regional parks and trails are important for outdoor recreation" (97%)
- "We have a responsibility to future generations to protect regional parks and trails" (96%)
- "Regional parks and trails are important for their beauty" (93%)

The two value orientations with lower levels of agreement overall are:

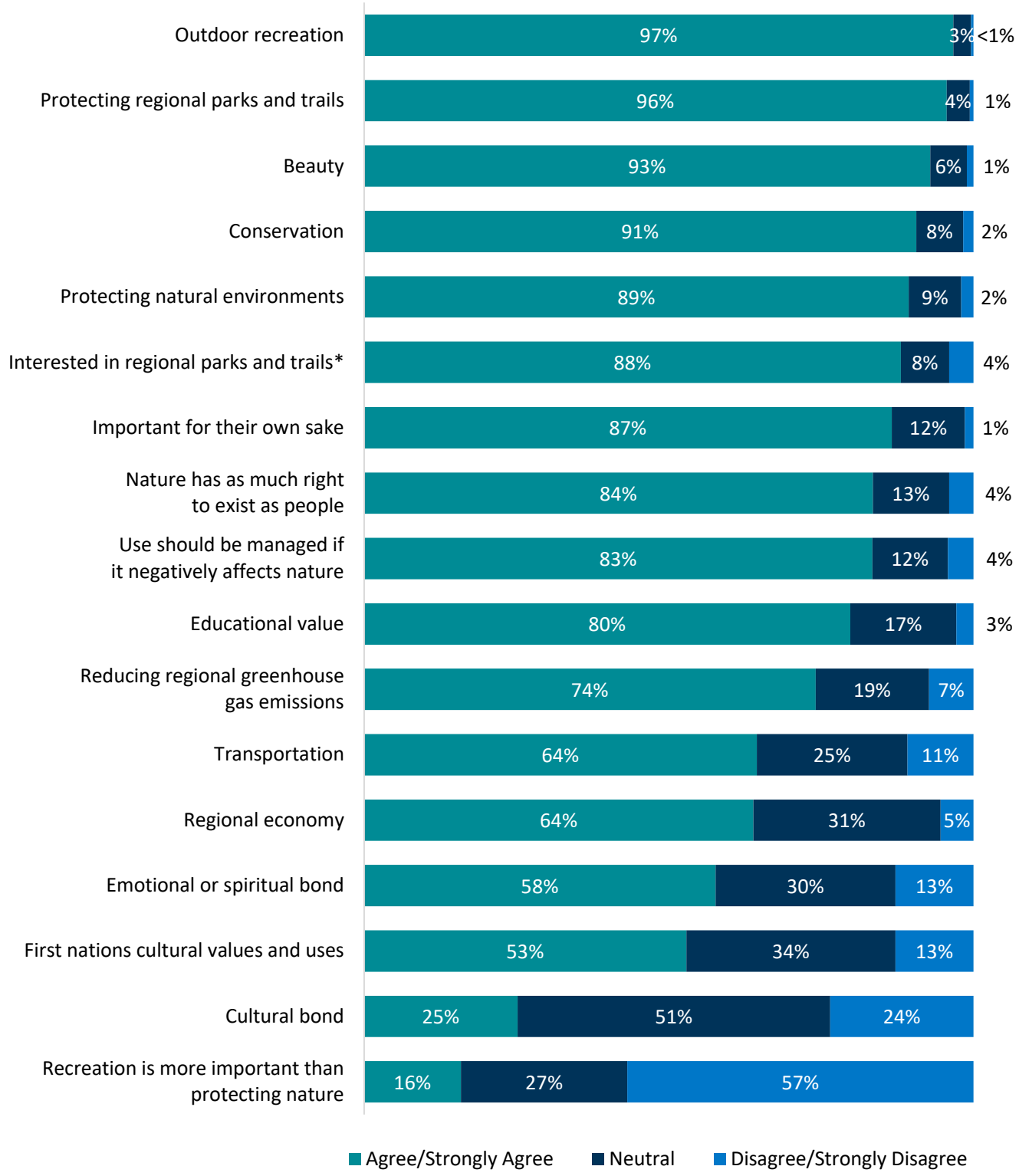
- "I have a cultural bond with regional parks and trails lands" (25%)
- "Outdoor recreational use of regional parks and trails is more important than protecting natural environments" (16%)

Residents' top and bottom value orientations remained relatively consistent from 2017 to 2024. Residents continue to acknowledge the value of parks and trails for recreation, conservation, and beauty. Meanwhile, fewer residents continue to report having a cultural connection to the land. The belief that recreational use should take precedence over environmental protection also remained relatively steady over this period (down -1pp since 2017).

Overall, value orientations did not significantly differ by sub-region (See Appendix B). The one notable exception was that Urban Core residents (67%) are more likely to agree with the statement "Regional trails are important for transportation" compared to Gulf Islands residents (49%).

[16] A value orientation scale was previously developed and adapted for regional parks and trails in the 2017 survey year. Several values statements were added to the 2024 survey questionnaire to better reflect Strategic Plan priorities.

Figure 18. Resident Value Orientations towards Regional Parks and Trails (CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey

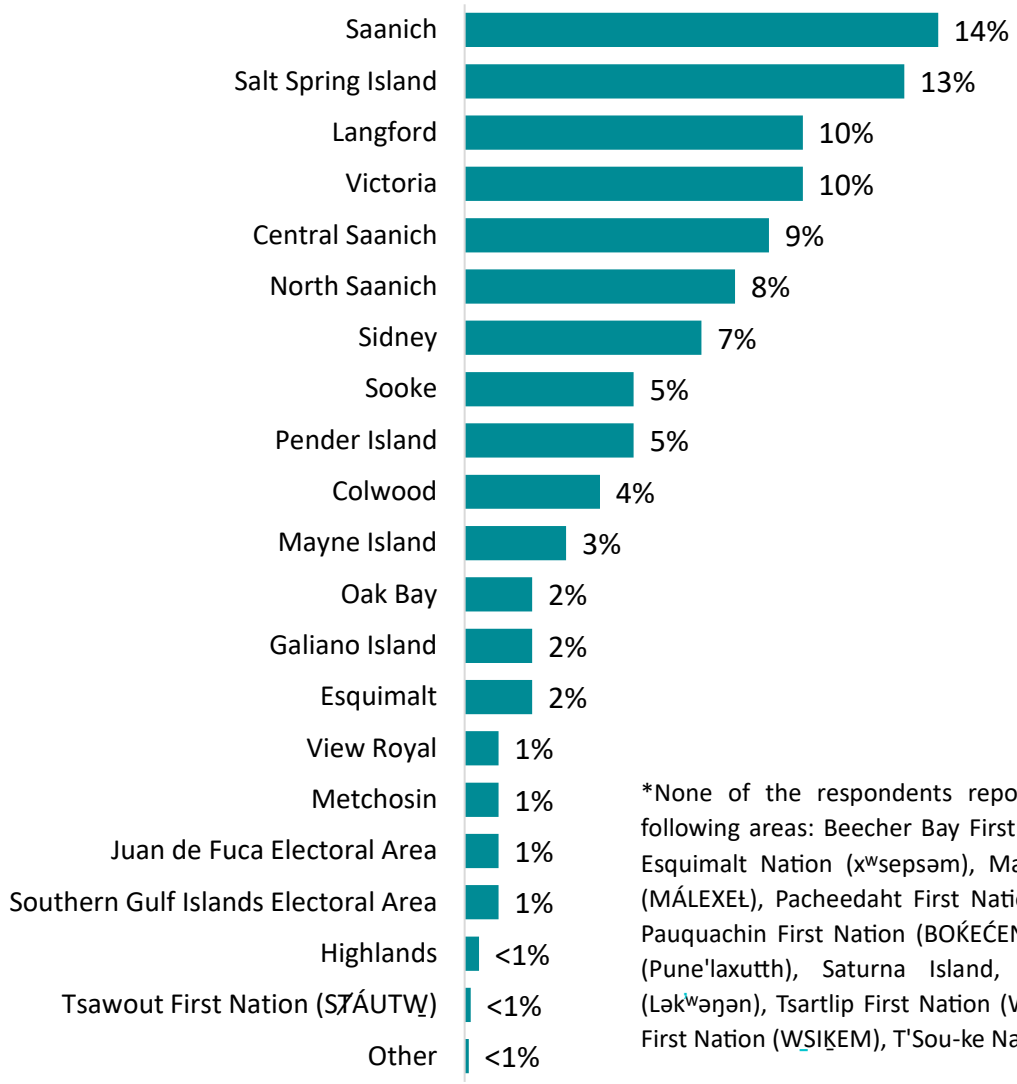


*Survey item reverse coded.

Respondent Socio-Demographic Characteristics

This section summarizes the respondent characteristics of the residents who completed the survey. While this information might be helpful for providing context to the information in this report, it is important to recognize that the residents who responded to the survey may not be representative of all CRD parks and trails visitors. Further details on sample representativeness can be found at the end of this section (see Table 1). Because Figure 19a through Figure 19h describe who answered the survey, the results are unweighted.

Figure 19a. Capital Region Areas where Survey Respondents Live* (Unweighted CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey



*None of the respondents reported living in the following areas: Beecher Bay First Nation (Sc'ianew), Esquimalt Nation (xʷsepsəm), Malahat First Nation (MÁLEXEŁ), Pacheedaht First Nation (Pa:chi:da?aht), Pauquachin First Nation (BOḰEĆEN), Penelekut Tribe (Pune'laxutth), Saturna Island, Songhees Nation (Lək̓ʷəŋən), Tsartlip First Nation (WJOŁEŁP), Tseycum First Nation (WSIḴEM), T'Sou-ke Nation

The majority of respondents reside in Saanich, Salt Spring Island, Langford, Victoria or Central Saanich.

Figure 19b. Respondent Age (Unweighted CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey

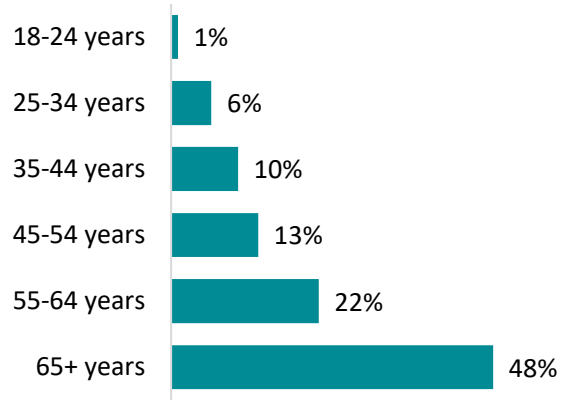


Figure 19c. Respondent Gender (Unweighted CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey

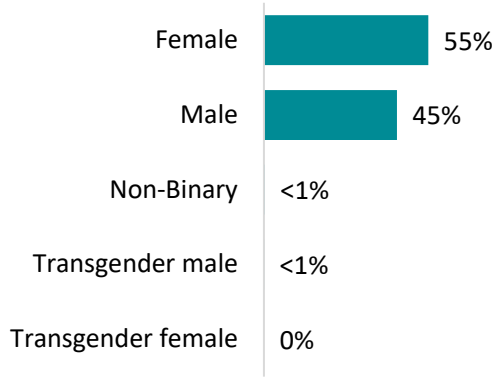
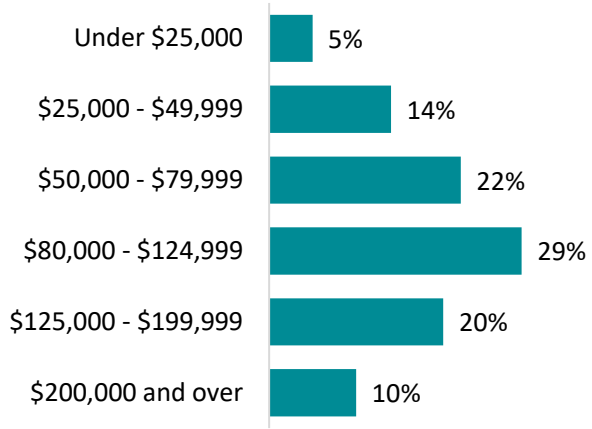


Figure 19d. Household Income (Unweighted CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey



The survey was primarily completed by older adults, with nearly half of the participants aged 65 and older. Younger individuals were less likely to respond.

More females than males responded to the survey. Very few respondents identify as non-binary.

The income distribution shows a majority of respondents reporting household earnings in higher income brackets. A smaller proportion of respondents fall into lower income categories.

Figure 19e. Household Composition (Unweighted CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey

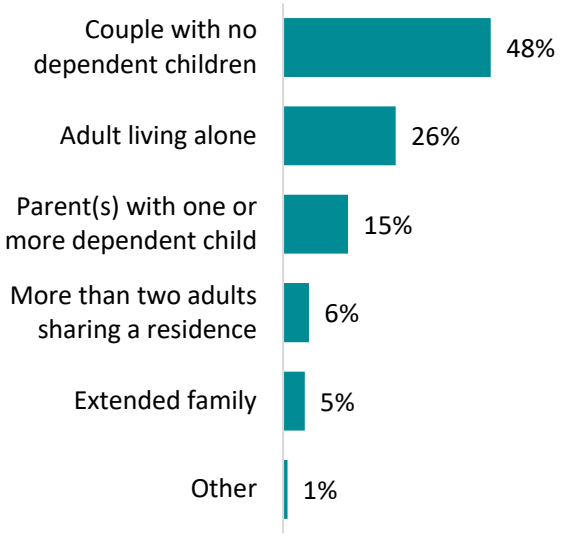


Figure 19f. Home Ownership (Unweighted CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey

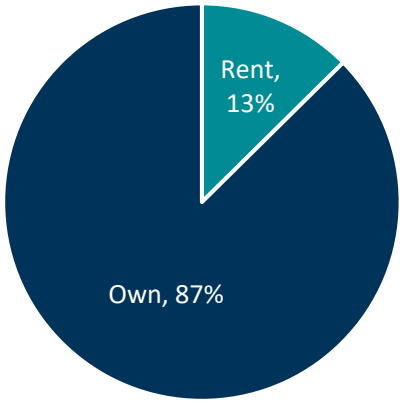
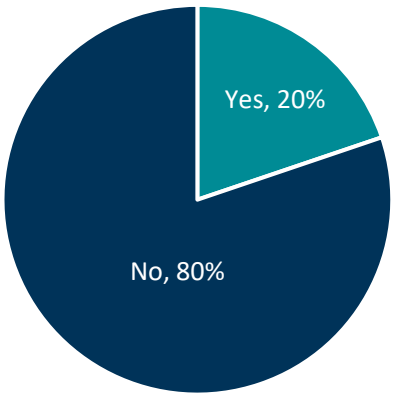


Figure 19g. Household with Members with Accessibility Requirements (Unweighted CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey



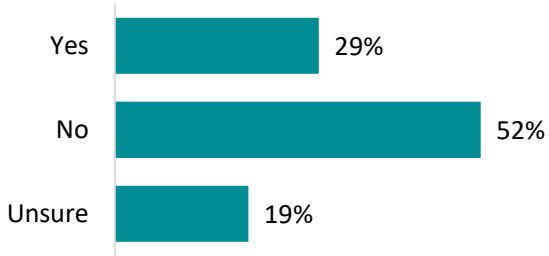
Survey respondents come from a variety of household types, with couples without children representing almost one-half of respondents.

Most respondents own their own homes.

One-fifth of respondents indicated that someone in their household has accessibility requirements.

While a sizable portion of residents are not interested in micro-mobility vehicles, there is still notable interest or uncertainty among almost one-half of respondents.

Figure 19h. Currently Owns / Plans to Own a Micro-Mobility Vehicle (Unweighted CRD Level Results), 2024 Capital Regional District Parks and Trails Resident Survey



Sample Representativeness

Table 1 displays the respondent characteristics for the 2024 Regional Parks and Trails Resident Survey Sample and the 2021 Census characteristics for the CRD. Some differences between the Resident Survey sample and the census population are apparent. As with most household surveys, older residents are over-represented in the sample and women were slightly more likely to complete the survey than men. The Resident Survey sample, when compared to 2021 Census data, also has a higher household income than the regional average with the small majority (59.8%) reporting household incomes of $80,000 or greater.

Table 1. Socio-Demographic Sample Representativeness

Demographic Category	2024 Survey Sample Characteristics[1]	2021 Census Canada Characteristics[2]	Difference
Age			
18-24 years	0.9%	7.0%[3]	-6.1%
25-34 years	5.6%	16.1%	-10.5%
35-44 years	9.7%	15.9%	-6.2%
45-54 years	13.2%	14.8%	-1.6%
55-64 years	22.2%	17.2%	+5.0%
65 years or older	48.4%	29.0%	+19.4%
Gender			
Men+ (Male & Transgender Male)	44.6%	48.4%	-3.8%
Women+ (Female & Transgender Female)	55.1%	51.6%	+3.5%
Non-Binary	0.3%	NA[ŧ]	NA[ŧ]
Gross Household Income			
Under $25,000	4.6%	8.2%	-3.6%
$25,000 - $49,999	13.9%	17.4%	-3.5%
$50,000 - $79,999	21.8%	21.5%	+0.3%
$80,000 - $124,999	29.3%	23.6%	+5.7%
$125,000 - $199,999	20.4%	19.2%	+1.2%
$200,000 and over	10.1%	9.9%	+0.2%

[1] Unweighted Results

[2] Source: Statistics Canada, 2021 Census of Population https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/index.cfm?Lang=E

[3] Survey category did not align with Census categories for this age range. Data for census category "20 to 24 years" is presented.

[ŧ] Category not available in census data.

APPENDIX A: DETAILED SURVEY METHODOLOGY

Survey Instrument

A survey with a standardized set of questions was administered to a random selection of residents within the CRD (see Appendix D). Key questions were retained from previous surveys to ensure comparability to historical survey data. In 2024, the survey included new questions to align with the CRD's 2022-2032 strategic priorities of Reconciliation, Climate Action and Resiliency, and Access and Equity. All responses in the survey were voluntary, thus participants were able to skip any question they did not wish to answer.

Sample Selection

The sampling approach for 2024 surveying used the 2021 CRD census population as a starting point and applied the method of cube-root proportional allocation to determine the desired proportional representation of each region for the survey (See Table A.1). Survey regions from 2017 were maintained to facilitate year-over-year comparisons (See Figure A.1).

Cube-root proportional allocation is an approach in which the sample sizes are determined proportionately from the cube roots of the population sizes of each region. This type of approach allows for relatively robust results at both the CRD and sub-regional levels and was chosen because of the contrast in the size of the populations in each region that would otherwise create imbalances in survey representation.

The sampling method was updated in 2024 in response to concerns that previous approaches over-represented residents of the Westshore compared to residents in other regions. This sampling method, in addition to applying weights to the final dataset, allows for more robust and representative results from the four CRD regions.

Table A.1 Sample Allocation by Sub-Region

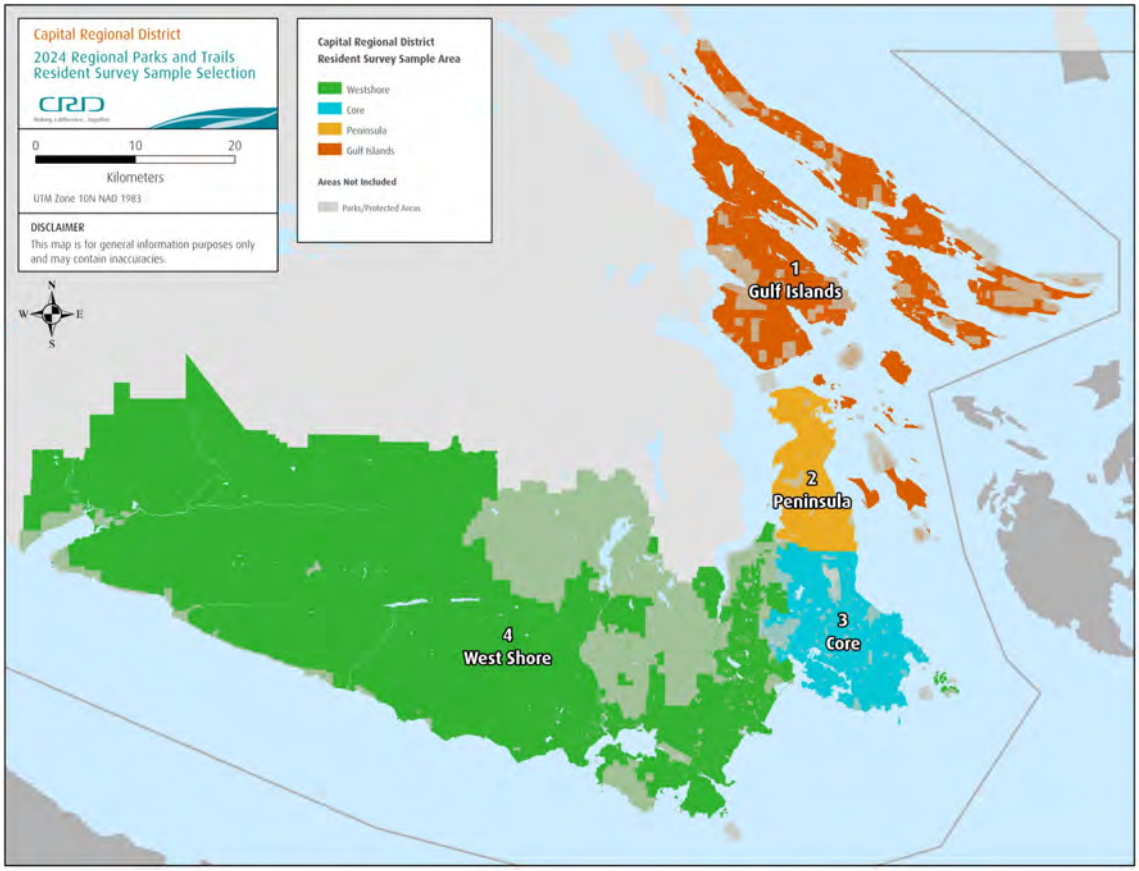
	2021 Census Population	Cube root of population	% of Cube root (% of sample from each region)	2024 Survey Sample
Gulf Islands (Salt Spring, Galiano, Mayne, Pender, Saturna)	17,736	26	15%	1,654
Saanich Peninsula (Central Saanich, North Saanich, Sidney)	44,820	36	21%	1,587
Urban Core (Esquimalt, Oak Bay, Saanich, Victoria, View Royal)	258,654	64	37%	2,303
Westshore (Colwood, Highlands, Juan de Fuca, Langford, Metchosin, Sooke)	94,241	46	27%	2,108
TOTAL	**415,451**	**171**	**100%**	**7,652**

Sample Purchase

The sample of Canada Post mailing addresses from the CRD was purchased from ASDE Inc. GIS files of the CRD denoting boundaries (Figure A.1) were provided to ensure the addresses fell within the survey's intended sampling regions.

To maintain proportional representation of household types in each region (those with landlines and those without), the sample was randomly drawn from two lists of households in the region; address-and-phone sample as well as addresses that could not be matched to a phone number.

Figure A.1 Map of Sub-Region Boundaries



Survey Administration / Data Collection

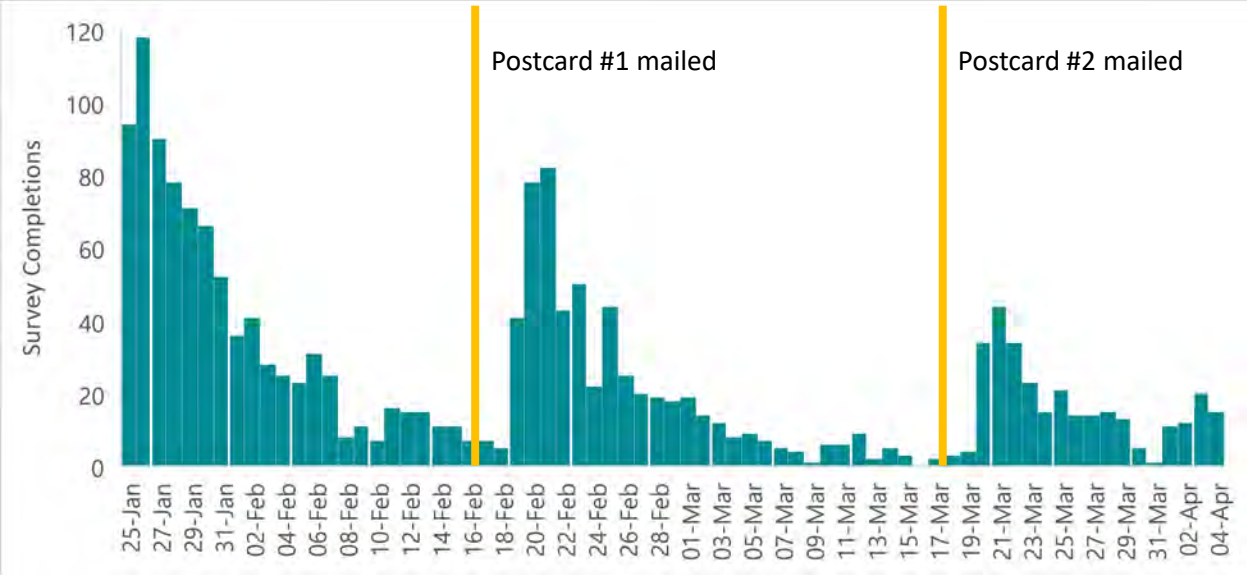
Residents were notified of their selection by letter, which was drafted by the CRD. Notification letters included a URL to complete the survey (see Appendix E) as well as a phone number which could be used to request a paper version of the survey or to complete the survey by telephone (with the research vendor, Malatest).

Forty (40) residents (0.5%) requested a paper version of the survey, and 32 residents (0.4%) completed by telephone. All others completed the survey online.

Two reminder postcards were sent to households who had not yet completed a survey (see Appendix F). After each postcard, the completion numbers increased indicating that these were an effective means of

securing survey completions (Figure A.2). The survey was open for a little more than two months, from January 25 to April 4th, 2024.

Figure A.2 Survey Completions by Date



Completions

Of the 7,652 households that were surveyed, 94 (1.2%) mailings were returned as moved/unknown/ unclaimed addresses, resulting in a final sample of 7,558 households. From this, 1,762 invited residents completed their survey, resulting in a response rate of 23.3%. Residents from Saanich Peninsula had the highest response rate (27.3%) while residents from the West Shore had the lowest response rate (18.1%). Table A.2 details survey completions overall and by sub-region, along with response rates and margin of errors (MOE).

Table A.2 Survey Completion Details (Overall and by Sub-Region)

Region	Surveyed	Undeliverable	Completions	Response Rate	MOE
Gulf Islands	1,654	48	426	26.5%	4.7%
Saanich Peninsula	1,587	7	431	27.3%	4.7%
Urban Core	2,303	15	527	23.0%	4.3%
Westshore	2,108	24	378	18.1%	5.0%
CRD TOTAL	**7,652**	**94**	**1,762**	**23.3%**	**2.3%**

Sampling Error

Margin of error (MOE) estimates were generated for the regions and the CRD as a whole. To estimate the margin of error, we assumed a resident population similar to the 2021 Statistics Canada census.

The following MOE formula was used, with a z-score of z=1.96 (95% confidence).

$$\text{MoE} = z \times \sqrt{\frac{p(1-p)}{n}}$$

n = sample size

z = z-score

p = sample proportion

The estimated margin of error for the CRD-level results was ±2.3%, at the 95% confidence level. This means 19 times out of 20, the true population values are within ±2.3%, of the reported value. A margin of error of ±2.3% bodes well for the overall quality of the data as an accepted level for most survey research is ±5.0%.

Regional Representativeness of the Data

Based on survey completions, the Core region is most under-represented in the survey data (-32.3%) while Gulf Island residents are the most over-represented (+19.9%) (see Table A.3). To correct for these imbalances, survey weights were calculated using the resident population based on the 2021 Statistics Canada census. The calculated weight was normalized such that the sum of the weights across all regions matched the total number of surveys obtained.

Table A.3 Representativeness by Sub-Region

Region	Population		Survey Data		Difference
	Residents	%	Completions	%	
Gulf Islands	17,736	4.3%	426	24.2%	19.9%
Saanich Peninsula	44,820	10.8%	431	24.5%	13.7%
Urban Core	258,654	62.3%	527	29.9%	-32.3%
Westshore	94,241	22.7%	378	21.5%	-1.2%
TOTAL	415,451	100.0%	1762	100.0%	

Survey weights were applied to CRD level results, where specified, to ensure representativeness at the regional level. Some CRD level results (e.g., demographics) are presented unweighted to better understand who responded to the survey (sample characteristics). These results should not be generalized to the entire region. Sub-region (i.e., Gulf Islands, Saanich Peninsula, Urban Core, West Shore) results are not weighted because the sub-region is the base unit.

Data Cleaning

After survey close, Malatest exported raw survey data for cleaning. Cases were reviewed for completeness. Cases were considered complete if they had answered at least one question. One case (n=1) was removed as the respondent had skipped through the survey without providing answers to any questions.

Exclusion of Non-Valid Response Categories

Presentation of 2024 results focus on weighted percentages for valid responses only (i.e. “No Response” counts were excluded when calculating response category percentages for each question). To facilitate year-over-year comparisons, the same approach was applied to the reanalysis of the 2017 results.

Descriptive Statistics

Most analyses in this report center on percent positive results, which represent the percentage of respondents who answered with one of the top two positive responses to the question (for example “Satisfied” or “Very Satisfied”). Percentages were calculated using a denominator that excluded invalid responses (e.g. “No Response”).

Comparison to Previous Years

To allow for comparison across years, consistent questions and methodology were used across survey years where possible. Also, the reporting structure remained consistent to better compare similarities and differences in respondents’ opinions across years.

To better compare results between 2024 and 2017 (the previous survey year), survey weights were calculated and applied to the 2017 dataset. Population estimates were based on the 2016 Statistics Canada census. Presentation of 2024 results focus on weighted percentages for valid responses only (i.e. “No Response” counts were excluded when calculating response category percentages for each question). To allow for more accurate year-over-year comparisons, the same method was applied to the 2017 results. It should be noted that the 2017 statistics presented in this report differ from what was reported in 2017 due to these methodological differences (use of survey weights and reporting of valid responses only on a question-by-question basis).

Datasets from the 2005 resident survey and earlier were not available and results from these earlier data collection periods could not be weighted. Therefore, only general trends (percentages and top / bottom trends) found in the 2005 survey results are compared with more recent survey findings.

The 2024 survey used the same sub-regions as the 2017 survey. However, comparisons at the sub-region level with previous survey years were not possible as the municipalities included in the sub-regions differed in the 1992, 1998, and 2005 resident surveys.

Repeating the resident survey in five years, with the current survey instrument and methodology, will allow for better exploration and confirmation of trends and patterns in the results.

Suggested Improvements to Future Survey Years

To address the underrepresentation of certain groups, such as younger residents, working-age adults, lower- to middle-income households, future survey iterations should consider offering substantial survey incentives to help boost participation. For example, offering a prize draw for a $500 grocery card, and smaller $50 gift certificates could encourage broader involvement.

Demographic questions could be expanded to include questions on ethnicity, new Canadian status, etc. The addition of these questions would allow for a better understanding of differences in usage, perceptions and values across different demographic groups, allowing for more nuanced exploration of usage equity in regional parks and trails.

Additionally, to gain better insight into the barriers to park and trail use faced by all residents it is recommended that survey questions on barriers be asked of everyone, not just non-visitors.

APPENDIX B: 2024 DETAILED SURVEY RESULTS

How important is it to you to have regional parks? (Q1)

Response Options	CRD* (n=1,740)	Gulf Islands (n=421)	Saanich Peninsula (n=426)	Urban Core (n=520)	Westshore (n=373)
Not at all important	0.4%	0.7%	0.5%	0.4%	0.5%
Somewhat important	3.2%	5.0%	2.8%	3.5%	2.1%
Neutral	2.9%	3.1%	2.6%	3.1%	2.4%
Quite important	12.9%	16.4%	18.1%	12.3%	11.3%
Very important	80.7%	74.8%	76.1%	80.8%	83.6%

How important to you are the following benefits provided by regional parks? (Q2)

	Response Options	CRD* (n=1,744)	Gulf Islands (n=423)	Saanich Peninsula (n=427)	Urban Core (n=521)	Westshore (n=378)
A place for outdoor recreation and exercise	Not at all important	0.8%	1.7%	1.2%	0.8%	0.5%
	Somewhat important	2.4%	2.9%	2.8%	2.5%	1.9%
	Neutral	3.8%	5.1%	4.0%	3.7%	4.0%
	Quite important	22.5%	24.3%	24.2%	22.7%	20.7%
	Very important	70.5%	66.0%	67.8%	70.4%	72.9%
A place that enhances mental and physical health and wellbeing	Not at all important	0.8%	1.7%	1.6%	0.8%	0.5%
	Somewhat important	2.2%	2.2%	2.8%	2.3%	1.6%
	Neutral	5.3%	6.7%	5.6%	5.0%	5.8%
	Quite important	20.4%	16.3%	22.1%	20.8%	19.4%
	Very important	71.2%	73.1%	67.8%	71.2%	72.7%
A place for the conservation of natural environments	Not at all important	0.5%	2.6%	0.9%	0.4%	0.3%
	Somewhat important	1.8%	2.1%	2.3%	1.7%	1.6%
	Neutral	4.2%	3.1%	3.7%	4.4%	4.0%
	Quite important	20.6%	16.9%	19.9%	21.8%	18.6%
	Very important	72.9%	75.2%	73.1%	71.7%	75.5%
A place to experience natural environments	Not at all important	0.4%	1.9%	0.9%	0.2%	0.3%
	Somewhat important	1.8%	2.4%	1.4%	1.9%	1.6%
	Neutral	3.4%	2.6%	2.3%	3.9%	2.7%
	Quite important	21.4%	19.3%	23.0%	22.2%	18.8%
	Very important	73.1%	73.8%	72.3%	71.9%	76.7%

*Results weighted at the CRD level.

	Response Options	CRD* (n=1,744)	Gulf Islands (n=423)	Saanich Peninsula (n=427)	Urban Core (n=521)	Westshore (n=378)
A place to learn about natural environments	Not at all important	2.0%	2.6%	1.9%	1.7%	2.4%
	Somewhat important	4.1%	5.0%	3.8%	4.3%	3.7%
	Neutral	15.9%	15.8%	14.9%	16.3%	15.5%
	Quite important	32.3%	27.1%	35.7%	33.2%	29.3%
	Very important	45.7%	49.4%	43.7%	44.5%	49.1%
A place that respects, reflects, and preserves First Nations cultural heritage and traditions	Not at all important	9.5%	6.9%	11.1%	8.8%	11.0%
	Somewhat important	9.3%	9.2%	8.3%	10.2%	7.2%
	Neutral	20.3%	18.0%	24.2%	18.3%	24.3%
	Quite important	26.1%	25.8%	25.8%	26.3%	25.4%
	Very important	34.9%	40.2%	30.6%	36.3%	32.1%
A place to learn about and experience First Nations cultural heritage and traditions	Not at all important	10.6%	7.6%	13.6%	9.8%	11.7%
	Somewhat important	11.3%	10.2%	8.2%	12.1%	10.7%
	Neutral	25.8%	23.9%	30.6%	23.7%	29.6%
	Quite important	24.8%	26.5%	28.7%	24.7%	23.2%
	Very important	27.5%	31.8%	18.8%	29.7%	24.8%
An interconnected system of natural lands	Not at all important	2.4%	1.9%	3.8%	2.1%	2.7%
	Somewhat important	5.1%	4.3%	4.9%	5.0%	5.3%
	Neutral	16.1%	12.2%	18.8%	16.6%	13.9%
	Quite important	30.3%	27.0%	29.6%	30.4%	31.3%
	Very important	46.1%	54.5%	43.0%	45.8%	46.8%
A place that contributes to reducing climate change	Not at all important	3.9%	6.4%	3.3%	3.7%	4.3%
	Somewhat important	5.2%	4.8%	6.4%	5.6%	3.5%
	Neutral	11.1%	10.7%	12.7%	10.4%	12.0%
	Quite important	24.6%	20.5%	26.9%	24.2%	25.3%
	Very important	55.3%	57.6%	50.7%	56.1%	55.1%
A place to spend time with family and friends	Not at all important	0.8%	1.9%	0.7%	0.8%	0.8%
	Somewhat important	4.0%	3.1%	4.0%	4.6%	2.4%
	Neutral	8.4%	11.2%	8.3%	8.7%	7.1%
	Quite important	31.6%	32.8%	33.9%	32.2%	28.6%
	Very important	55.2%	51.1%	53.1%	53.7%	61.1%
A place for quiet relaxation	Not at all important	0.9%	1.9%	1.7%	0.8%	0.8%
	Somewhat important	2.5%	2.6%	4.0%	2.3%	2.4%
	Neutral	8.9%	9.0%	7.6%	9.4%	8.0%
	Quite important	27.1%	31.4%	30.0%	28.2%	22.0%
	Very important	60.6%	55.1%	56.7%	59.3%	66.8%
A place for providing personal challenges and developing new skills	Not at all important	8.4%	12.1%	8.1%	8.9%	6.4%
	Somewhat important	8.6%	9.5%	9.3%	8.9%	7.5%
	Neutral	33.2%	35.8%	36.1%	33.2%	31.2%
	Quite important	25.7%	23.7%	28.5%	25.7%	24.8%
	Very important	24.2%	19.0%	18.1%	23.4%	30.1%

*Results weighted at the CRD level.

	Response Options	CRD* (n=1,744)	Gulf Islands (n=423)	Saanich Peninsula (n=427)	Urban Core (n=521)	Westshore (n=378)
A place that is welcoming and meaningfully accessible to all	Not at all important	2.1%	3.1%	1.6%	2.1%	2.1%
	Somewhat important	5.0%	5.9%	4.9%	5.6%	3.4%
	Neutral	11.2%	13.3%	12.9%	11.0%	10.8%
	Quite important	32.5%	32.5%	35.8%	32.5%	31.0%
	Very important	49.1%	45.1%	44.7%	48.8%	52.6%
A place that contributes to regional climate resiliency	Not at all important	4.5%	6.1%	2.8%	4.2%	5.6%
	Somewhat important	4.3%	5.4%	6.1%	3.8%	4.3%
	Neutral	10.8%	13.5%	14.2%	10.7%	9.1%
	Quite important	26.2%	21.3%	27.1%	26.1%	26.9%
	Very important	54.2%	53.7%	49.8%	55.1%	54.1%

Which of the following regional park(s) have you visited in the last 12 months? (Q3)

Parks	CRD* (n=1,724)	Gulf Islands (n=407)	Saanich Peninsula (n=425)	Urban Core (n=517)	Westshore (n=375)
Albert Head Lagoon	25.2%	4.2%	9.2%	20.1%	50.4%
Ayum Creek	4.0%	0.7%	0.7%	2.1%	11.2%
Bear Hill	18.8%	4.7%	31.1%	20.5%	10.9%
Brooks Point	2.8%	17.7%	2.4%	2.3%	1.6%
Coles Bay	16.5%	4.4%	50.4%	15.1%	6.4%
Devonian	12.2%	1.7%	4.9%	8.3%	28.0%
East Point	6.3%	6.4%	4.0%	7.0%	5.6%
East Sooke	45.5%	14.7%	30.4%	43.3%	64.3%
Elk/Beaver Lake	66.3%	29.5%	74.8%	73.5%	49.6%
Francis/King	28.5%	3.4%	22.6%	32.5%	25.1%
Gonzales Hill	28.0%	9.1%	10.4%	38.9%	10.4%
Horth Hill	12.5%	7.9%	53.4%	9.1%	3.5%
Island View Beach	51.8%	26.0%	82.6%	55.5%	31.7%
Jordan River - (Sandcut Beach)	25.2%	8.1%	18.1%	21.9%	40.8%
Kapoor	2.5%	0.2%	0.7%	2.5%	3.7%
Lone Tree Hill	12.3%	2.7%	5.6%	11.4%	19.7%
Matheson Lake	30.4%	2.7%	15.3%	27.5%	50.7%
Matthews Point	1.8%	8.1%	0.9%	1.5%	1.6%
Mill Farm	3.8%	25.6%	1.9%	3.3%	2.1%
Mill Hill	15.7%	3.7%	6.4%	12.4%	31.2%
Mountain Forest	1.7%	1.2%	1.6%	2.1%	0.5%
Mount Parke	1.8%	14.5%	0.5%	1.5%	0.8%
Mount Wells	14.7%	1.7%	4.2%	12.8%	27.5%
Mount Work	29.2%	5.9%	35.1%	31.7%	23.7%
Roche Cove	15.2%	1.7%	5.9%	12.0%	30.7%

*Results weighted at the CRD level.

Parks	CRD* (n=1,724)	Gulf Islands (n=407)	Saanich Peninsula (n=425)	Urban Core (n=517)	Westshore (n=375)
Sea to Sea	9.6%	2.9%	3.8%	8.9%	15.5%
Sooke Hills Wilderness	19.3%	4.2%	7.5%	16.4%	35.2%
Sooke Potholes	33.6%	13.8%	16.7%	32.1%	49.3%
Sooke River	19.5%	5.7%	10.6%	16.1%	35.5%
St. John Point	1.4%	12.8%	0.7%	1.0%	0.8%
Thetis Lake	56.7%	12.0%	37.9%	59.8%	65.3%
Witty's Lagoon	45.9%	8.4%	27.3%	42.7%	69.9%
Wrigglesworth Lake	1.8%	0.2%	0.9%	1.7%	2.7%
None	8.5%	21.1%	7.3%	9.7%	3.7%

About how many times have you visited the regional parks in the last 12 months? (Q4)

Response Options	CRD* (n=1,739)	Gulf Islands (n=419)	Saanich Peninsula (n=426)	Urban Core (n=518)	Westshore (n=376)
None	8.5%	20.5%	7.3%	9.7%	3.7%
1-5 Times	22.2%	37.0%	18.1%	23.4%	18.1%
6-10 Times	16.8%	15.5%	21.1%	17.4%	13.6%
10-15 Times	15.3%	8.6%	13.8%	15.6%	16.2%
More than 15 Times	20.3%	9.5%	22.3%	20.5%	21.0%
Daily or Weekly	16.9%	8.8%	17.4%	13.5%	27.4%

What is your most frequent mode of travel to regional parks? (Q5)

Response Options	CRD* (n=1,562)	Gulf Islands (n=333)	Saanich Peninsula (n=397)	Urban Core (n=470)	Westshore (n=362)
Personal vehicle	80.8%	81.7%	82.6%	79.6%	82.9%
Rideshare with friends or family	7.2%	4.2%	7.6%	8.3%	4.7%
Walk	5.7%	8.1%	5.8%	4.5%	8.3%
Personal bicycle	2.3%	2.1%	2.0%	2.8%	1.4%
Car share or car coop	1.0%	2.1%	0.8%	1.1%	0.8%
Bike or e-bike rental	1.0%	0.6%	0.3%	1.5%	0.0%
Public transportation	0.9%	0.0%	0.3%	1.1%	0.8%
Personal e-bike or micro-mobility vehicle	0.9%	1.2%	0.3%	0.9%	1.1%
Other	0.3%	0.0%	0.5%	0.4%	0.0%

*Results weighted at the CRD level.

If you have not visited regional parks in the last 12 months, why? (Q6)

Barriers	CRD* (n=177)	Gulf Islands (n=83)	Saanich Peninsula (n=31)	Urban Core (n=50)	Westshore (n=13)
Not enough time to visit regional parks	25.7%	18.1%	25.8%	22.0%	61.5%
Physically unable / Illness	18.5%	8.4%	6.5%	24.0%	0.0%
Elderly	12.6%	7.2%	12.9%	12.0%	23.1%
Feel unsafe	12.5%	2.4%	9.7%	16.0%	0.0%
Lack of personal transportation to regional parks	12.0%	9.6%	3.2%	14.0%	7.7%
Not aware of regional parks	10.6%	14.5%	6.5%	12.0%	0.0%
Travel time to reach regional parks	10.1%	24.1%	6.5%	10.0%	0.0%
Dogs not under control	9.1%	10.8%	9.7%	8.0%	15.4%
No, or poor access for people with disabilities	8.6%	4.8%	3.2%	10.0%	7.7%
Lack of public transportation to regional parks	8.3%	4.8%	0.0%	10.0%	7.7%
Utilizes other outdoor spaces / other parks	8.0%	14.5%	16.1%	6.0%	7.7%
Not enough parking	7.1%	1.2%	6.5%	8.0%	7.7%
It is difficult to find information about the kinds of activities that are offered at regional parks	5.2%	6.0%	3.2%	6.0%	0.0%
Presence of dog waste in regional parks	5.1%	6.0%	9.7%	4.0%	7.7%
Potential wildlife conflicts	4.8%	2.4%	3.2%	4.0%	15.4%
Lack of specific recreation facilities or desired recreation experiences	3.9%	4.8%	6.5%	4.0%	0.0%
Poor facilities	3.6%	0.0%	0.0%	4.0%	7.7%
Too isolated	2.4%	2.4%	0.0%	2.0%	7.7%
Other	1.9%	4.8%	0.0%	2.0%	0.0%
No interest / Haven't thought about it	1.4%	2.4%	12.9%	0.0%	0.0%
No regional parks in my community	1.2%	12.0%	0.0%	0.0%	0.0%
Conflict(s) with other park visitors	0.5%	2.4%	3.2%	0.0%	0.0%
Presence of horses or horse manure	0.4%	1.2%	3.2%	0.0%	0.0%
Too crowded	0.4%	3.6%	0.0%	0.0%	0.0%
Do not feel welcome or due to ethnicity/gender/cultural practices	0.0%	0.0%	0.0%	0.0%	0.0%

*Results weighted at the CRD level.

How important is it to you to have regional trails? (Q7)

Response Options	CRD* (n=1,739)	Gulf Islands (n=419)	Saanich Peninsula (n=427)	Urban Core (n=519)	Westshore (n=374)
Not at all important	1.9%	2.9%	2.6%	1.9%	1.3%
Somewhat important	6.0%	7.6%	7.0%	6.2%	4.5%
Neutral	8.5%	8.6%	7.7%	9.2%	6.7%
Quite important	22.8%	27.4%	25.5%	23.1%	19.8%
Very important	60.9%	53.5%	57.1%	59.5%	67.6%

How important to you are the following benefits provided by regional trails? (Q8)

	Response Options	CRD* (n=1,710)	Gulf Islands (n=410)	Saanich Peninsula (n=418)	Urban Core (n=515)	Westshore (n=368)
A place for outdoor recreation and exercise	Not at all important	1.4%	3.2%	1.4%	1.2%	1.6%
	Somewhat important	3.6%	3.4%	3.8%	3.9%	2.7%
	Neutral	6.7%	4.6%	5.7%	7.4%	5.4%
	Quite important	20.6%	24.9%	26.1%	20.0%	18.8%
	Very important	67.8%	63.9%	62.9%	67.6%	71.4%
A place that enhances mental and physical health and wellbeing	Not at all important	1.9%	2.9%	1.9%	2.1%	1.1%
	Somewhat important	4.6%	3.2%	3.1%	5.3%	3.6%
	Neutral	8.3%	6.1%	9.6%	8.0%	8.8%
	Quite important	23.4%	29.3%	27.0%	23.5%	20.1%
	Very important	61.9%	58.4%	58.4%	61.1%	66.5%
A place to conserve natural environments	Not at all important	1.6%	2.7%	2.2%	2.0%	0.3%
	Somewhat important	4.9%	4.2%	4.3%	5.3%	4.4%
	Neutral	12.9%	12.3%	13.0%	14.3%	9.0%
	Quite important	26.4%	26.2%	30.4%	26.9%	23.0%
	Very important	54.1%	54.7%	50.0%	51.5%	63.3%
A place to experience natural environments	Not at all important	1.4%	3.0%	1.9%	1.4%	0.8%
	Somewhat important	5.4%	2.7%	3.4%	6.6%	3.6%
	Neutral	10.4%	9.1%	12.0%	11.1%	7.9%
	Quite important	26.7%	29.9%	31.9%	27.3%	21.6%
	Very important	56.1%	55.3%	50.8%	53.5%	66.0%
A place to learn about natural environments	Not at all important	4.8%	6.2%	6.5%	4.7%	3.8%
	Somewhat important	9.9%	8.4%	6.5%	11.1%	8.8%
	Neutral	22.9%	19.3%	25.9%	23.3%	21.2%
	Quite important	27.4%	30.0%	31.7%	26.9%	26.1%
	Very important	35.0%	36.1%	29.3%	34.0%	40.1%

*Results weighted at the CRD level.

	Response Options	CRD* (n=1,710)	Gulf Islands (n=410)	Saanich Peninsula (n=418)	Urban Core (n=515)	Westshore (n=368)
A place that respects, reflects, and preserves First Nations cultural heritage and traditions	Not at all important	12.8%	10.8%	15.2%	12.1%	13.7%
	Somewhat important	9.4%	9.3%	8.9%	9.6%	9.0%
	Neutral	25.3%	21.1%	28.0%	24.9%	26.0%
	Quite important	24.4%	26.5%	27.0%	23.5%	25.4%
	Very important	28.2%	32.2%	21.0%	29.9%	26.0%
A place to learn about and experience First Nations culture and traditions	Not at all important	14.8%	11.5%	18.0%	14.5%	14.7%
	Somewhat important	10.1%	10.1%	8.2%	10.4%	10.1%
	Neutral	31.0%	25.6%	35.5%	29.7%	33.5%
	Quite important	21.8%	28.3%	23.3%	21.5%	20.7%
	Very important	22.3%	24.6%	15.1%	23.9%	21.0%
A place that contributes to reducing regional greenhouse gas emissions	Not at all important	4.9%	7.9%	4.6%	4.5%	5.7%
	Somewhat important	6.3%	5.7%	5.6%	6.6%	5.7%
	Neutral	14.0%	13.0%	15.5%	13.5%	14.8%
	Quite important	22.7%	22.4%	25.8%	23.0%	20.5%
	Very important	52.1%	51.1%	48.6%	52.3%	53.3%
A greenway connection through the urban, suburban, and rural landscapes	Not at all important	2.5%	4.2%	2.9%	3.0%	0.8%
	Somewhat important	3.5%	3.4%	4.3%	3.3%	3.5%
	Neutral	9.1%	8.8%	7.9%	9.3%	9.3%
	Quite important	24.1%	23.3%	27.5%	23.2%	24.8%
	Very important	60.8%	60.2%	57.4%	61.2%	61.6%
A route to travel for commuting purposes	Not at all important	11.7%	16.4%	13.9%	11.6%	10.1%
	Somewhat important	6.9%	5.1%	9.4%	6.9%	6.0%
	Neutral	20.3%	25.7%	20.7%	19.7%	20.8%
	Quite important	22.7%	21.3%	26.0%	20.1%	28.4%
	Very important	38.4%	31.4%	30.0%	41.7%	34.7%
An opportunity to be away from vehicle traffic	Not at all important	2.4%	4.7%	3.4%	2.4%	1.6%
	Somewhat important	3.5%	4.9%	6.5%	3.1%	3.0%
	Neutral	10.6%	6.1%	8.2%	12.0%	8.7%
	Quite important	23.6%	25.0%	25.7%	22.8%	24.5%
	Very important	59.9%	59.3%	56.4%	59.6%	62.2%
A place to spend time with family and friends	Not at all important	2.8%	4.0%	3.6%	3.1%	1.4%
	Somewhat important	4.9%	3.7%	5.6%	5.5%	3.3%
	Neutral	18.0%	16.8%	17.7%	19.1%	15.2%
	Quite important	28.9%	31.7%	30.1%	29.9%	25.0%
	Very important	45.4%	43.8%	43.0%	42.4%	55.2%
A place for quiet relaxation	Not at all important	3.5%	5.4%	4.1%	3.7%	2.2%
	Somewhat important	6.0%	5.2%	8.0%	6.1%	4.9%
	Neutral	18.1%	14.5%	15.9%	19.6%	15.8%
	Quite important	27.2%	30.0%	29.5%	27.5%	25.1%
	Very important	45.2%	45.0%	42.5%	43.1%	52.0%

*Results weighted at the CRD level.

	Response Options	CRD* (n=1,710)	Gulf Islands (n=410)	Saanich Peninsula (n=418)	Urban Core (n=515)	Westshore (n=368)
A route that is accessible	Not at all important	1.6%	4.4%	1.9%	1.4%	1.6%
	Somewhat important	4.3%	5.2%	4.8%	4.5%	3.3%
	Neutral	13.1%	9.4%	12.0%	14.7%	9.8%
	Quite important	28.5%	31.5%	33.0%	26.5%	31.5%
	Very important	52.5%	49.5%	48.2%	52.9%	53.8%

Which of the following regional trail(s) have you visited in the last 12 months? (Q9)

Trails	CRD* (n=1,710)	Gulf Islands (n=467)	Saanich Peninsula (n=421)	Urban Core (n=513)	Westshore (n=370)
E&N Rail Trail - Humpback Connector	37.1%	9.9%	14.7%	40.7%	42.7%
Galloping Goose Regional Trail	72.2%	31.5%	44.9%	73.7%	88.4%
Lochside Regional Trail	56.1%	30.8%	76.2%	62.6%	33.5%
Mayne Island Regional Trail	2.5%	16.3%	1.4%	1.9%	1.9%
None	17.3%	48.5%	21.9%	17.2%	9.7%

About how many times have you visited the regional trails in the last 12 months? (Q10)

Response Options	CRD* (n=1,703)	Gulf Islands (n=410)	Saanich Peninsula (n=418)	Urban Core (n=509)	Westshore (n=366)
None	17.4%	48.0%	22.0%	17.3%	9.8%
1-5 Times	22.0%	34.6%	22.2%	22.2%	18.9%
6-10 Times	13.1%	6.3%	20.3%	12.6%	12.3%
10-15 Times	11.6%	3.4%	9.6%	12.4%	12.0%
More than 15 Times	18.1%	4.4%	15.1%	19.1%	19.7%
Daily or Weekly	17.8%	3.2%	10.8%	16.5%	27.3%

What is your most frequent mode of travel to regional trails? (Q11)

Response Options	CRD* (n=1,304)	Gulf Islands (n=214)	Saanich Peninsula (n=329)	Urban Core (n=428)	Westshore (n=333)
Personal vehicle and parking near trail access points	39.0%	57.9%	47.4%	32.7%	49.2%
Personal bicycle	23.6%	16.8%	21.0%	28.3%	13.5%
Walk	21.6%	11.2%	16.1%	21.3%	25.8%
Personal e-bike or micro-mobility vehicle	8.5%	7.0%	7.0%	9.8%	6.0%
Rideshare with friends or family	3.3%	2.8%	4.9%	2.8%	3.9%
Bike or e-bike rental	2.8%	2.3%	2.4%	3.5%	1.2%

*Results weighted at the CRD level.

Response Options	CRD* (n=1,304)	Gulf Islands (n=214)	Saanich Peninsula (n=329)	Urban Core (n=428)	Westshore (n=333)
Public transportation	1.0%	0.9%	0.6%	1.4%	0.0%
Car share or car coop	0.3%	0.5%	0.6%	0.2%	0.3%
Other	0.0%	0.5%	0.0%	0.0%	0.0%

If you have not visited regional trails in the last 12 months, why? (Q12)

Barriers	CRD* (n=385)	Gulf Islands (n=184)	Saanich Peninsula (n=85)	Urban Core (n=84)	Westshore (n=32)
Not enough time to visit regional trails	24.2%	16.8%	32.9%	26.2%	37.5%
Travel time to reach regional trails	21.6%	32.1%	11.8%	13.1%	9.4%
Speed of cyclists (including e-bikes)	16.4%	5.4%	27.1%	27.4%	21.9%
No regional parks in my community	12.2%	25.5%	0.0%	0.0%	0.0%
Not aware of regional trails	11.7%	14.7%	7.1%	11.9%	6.3%
Meeting dogs off leash	10.9%	7.1%	11.8%	15.5%	18.8%
Lack of personal transportation to/on regional trails	10.4%	8.7%	9.4%	14.3%	12.5%
Physically unable/Illness	9.1%	7.6%	5.9%	14.3%	12.5%
Criminal or suspicious activity	7.8%	1.6%	12.9%	13.1%	15.6%
Too isolated in some sections of regional trails	7.0%	5.4%	5.9%	8.3%	15.6%
Elderly	6.8%	3.8%	4.7%	11.9%	15.6%
Not enough parking at or near regional trails	6.0%	0.5%	8.2%	13.1%	12.5%
Utilizes other outdoor spaces/other parks	6.0%	6.5%	7.1%	6.0%	0.0%
No, or poor access for people with disabilities	5.7%	2.7%	5.9%	10.7%	9.4%
No interest/Haven't thought about it	5.5%	1.6%	12.9%	7.1%	3.1%
Presence of dog waste on/near regional trails	5.2%	4.9%	5.9%	3.6%	9.4%
Too crowded	4.2%	0.5%	9.4%	7.1%	3.1%
Concern about safety at intersections of regional trails and roadways	4.2%	3.3%	4.7%	6.0%	3.1%
Lack of public transport to regional trails	4.2%	3.3%	2.4%	6.0%	9.4%
Potential wildlife encounters	3.1%	0.5%	5.9%	4.8%	6.3%
Lack of consistency in trail surfaces	2.9%	2.2%	3.5%	3.6%	3.1%
Other	2.9%	2.2%	3.5%	2.4%	6.3%
Presence of horses or horse manure	1.6%	1.1%	2.4%	1.2%	3.1%
Lack of specific active transportation facilities (electric charging, lighting)	0.5%	0.0%	0.0%	2.4%	0.0%
Do not feel welcome or due to ethnicity/gender/cultural practices	0.0%	0.0%	0.0%	0.0%	0.0%

*Results weighted at the CRD level.

To what extent do you disagree or agree with each of the following statements? (Q13)

	Response Options	CRD* (n=1,698)	Gulf Islands (n=408)	Saanich Peninsula (n=413)	Urban Core (n=512)	Westshore (n=366)
Regional parks and trails are important for outdoor recreation	Strongly Disagree	0.3%	2.0%	0.2%	0.2%	0.3%
	Disagree	0.1%	0.0%	0.0%	0.0%	0.5%
	Neutral	2.9%	2.5%	2.9%	2.9%	2.7%
	Agree	17.5%	19.7%	20.7%	17.5%	15.7%
	Strongly Agree	79.2%	75.9%	76.2%	79.4%	80.8%
Regional parks and trails are important for conservation	Strongly Disagree	0.3%	2.2%	0.2%	0.2%	0.3%
	Disagree	1.4%	0.7%	1.0%	1.6%	1.1%
	Neutral	7.7%	7.1%	7.5%	7.8%	7.7%
	Agree	28.7%	28.8%	30.6%	29.5%	25.5%
	Strongly Agree	61.9%	61.1%	60.7%	60.9%	65.5%
Regional parks and trails are important for First Nations cultural values and uses	Strongly Disagree	7.3%	5.9%	8.3%	6.9%	8.5%
	Disagree	5.4%	5.4%	6.8%	4.7%	6.9%
	Neutral	34.3%	32.7%	37.2%	33.5%	35.4%
	Agree	26.4%	27.8%	27.7%	26.7%	24.7%
	Strongly Agree	26.5%	28.3%	20.0%	28.2%	24.5%
We have a responsibility to future generations to protect regional parks and trails	Strongly Disagree	0.3%	1.0%	0.2%	0.2%	0.5%
	Disagree	0.3%	0.2%	0.0%	0.4%	0.3%
	Neutral	3.8%	2.7%	3.2%	4.1%	3.3%
	Agree	16.5%	19.9%	21.4%	16.0%	15.0%
	Strongly Agree	79.1%	76.2%	75.2%	79.3%	80.9%
Regional parks and trails are important for their educational value	Strongly Disagree	0.8%	1.2%	1.5%	0.8%	0.3%
	Disagree	2.0%	2.7%	1.2%	1.8%	3.0%
	Neutral	17.4%	20.2%	18.0%	17.8%	15.4%
	Agree	41.1%	39.4%	43.6%	40.8%	40.9%
	Strongly Agree	38.8%	36.5%	35.8%	38.8%	40.4%
Regional parks and trails are important for their beauty	Strongly Disagree	0.2%	1.5%	0.0%	0.2%	0.3%
	Disagree	0.9%	1.0%	0.7%	1.2%	0.0%
	Neutral	6.0%	7.9%	6.5%	6.5%	4.1%
	Agree	32.2%	30.9%	35.8%	33.9%	26.0%
	Strongly Agree	60.7%	58.8%	56.9%	58.2%	69.6%
Regional parks and trails are important for the regional economy	Strongly Disagree	1.4%	2.2%	1.0%	1.4%	1.4%
	Disagree	4.0%	6.1%	4.4%	3.5%	4.7%
	Neutral	30.7%	36.6%	27.8%	31.5%	28.7%
	Agree	32.6%	28.0%	39.3%	32.1%	31.8%
	Strongly Agree	31.3%	27.0%	27.6%	31.5%	33.4%

*Results weighted at the CRD level.

	Response Options	CRD* (n=1,698)	Gulf Islands (n=408)	Saanich Peninsula (n=413)	Urban Core (n=512)	Westshore (n=366)
I have an emotional or spiritual bond with regional parks and trails	Strongly Disagree	5.2%	4.9%	7.1%	4.9%	5.2%
	Disagree	7.6%	8.6%	6.7%	7.9%	6.9%
	Neutral	29.5%	34.9%	33.5%	29.6%	26.5%
	Agree	27.4%	22.4%	25.1%	27.4%	29.6%
	Strongly Agree	30.2%	29.2%	27.6%	30.2%	31.8%
I have a cultural bond with regional parks and trails lands	Strongly Disagree	8.2%	7.4%	10.8%	7.5%	8.8%
	Disagree	15.3%	14.1%	13.5%	16.1%	14.2%
	Neutral	51.3%	48.6%	53.6%	52.2%	48.5%
	Agree	13.3%	17.3%	12.5%	12.1%	16.2%
	Strongly Agree	11.9%	12.6%	9.6%	12.1%	12.3%
Regional parks and trails are important for their own sake	Strongly Disagree	0.7%	1.2%	0.5%	1.0%	0.0%
	Disagree	0.7%	1.2%	0.7%	0.8%	0.3%
	Neutral	12.0%	9.7%	13.0%	12.5%	10.7%
	Agree	33.3%	30.3%	37.3%	34.9%	27.6%
	Strongly Agree	53.2%	57.5%	48.4%	50.8%	61.5%
Visitor use of regional parks and trails should be managed if it negatively affects natural environments	Strongly Disagree	2.1%	2.7%	1.0%	2.6%	1.4%
	Disagree	2.1%	3.2%	2.0%	1.8%	2.7%
	Neutral	12.4%	13.1%	12.2%	12.0%	13.2%
	Agree	40.0%	36.3%	45.7%	40.8%	35.7%
	Strongly Agree	43.4%	44.7%	39.1%	42.8%	47.0%
Outdoor recreational use of regional parks and trails is more important than protecting natural environments	Strongly Disagree	17.3%	19.2%	16.1%	17.2%	17.6%
	Disagree	39.5%	39.8%	38.8%	38.9%	41.3%
	Neutral	27.3%	24.6%	28.0%	28.1%	25.3%
	Agree	10.9%	10.2%	12.0%	10.9%	10.7%
	Strongly Agree	5.0%	6.2%	5.1%	4.9%	5.0%
Outdoor recreation use of regional parks and trails should be compatible with protecting natural environments	Strongly Disagree	0.4%	1.0%	0.7%	0.2%	0.5%
	Disagree	1.7%	1.2%	1.5%	2.0%	1.1%
	Neutral	8.6%	7.4%	9.0%	9.6%	6.0%
	Agree	43.5%	42.4%	47.4%	42.0%	45.9%
	Strongly Agree	45.9%	48.0%	41.4%	46.3%	46.4%
Natural environments and species have as much right to exist as people	Strongly Disagree	1.3%	2.5%	0.5%	1.4%	1.4%
	Disagree	2.7%	2.5%	1.7%	2.9%	2.5%
	Neutral	12.5%	13.5%	14.1%	13.2%	9.9%
	Agree	30.5%	26.4%	35.4%	30.6%	28.8%
	Strongly Agree	52.9%	55.2%	48.3%	51.9%	57.5%

*Results weighted at the CRD level.

	Response Options	CRD* (n=1,698)	Gulf Islands (n=408)	Saanich Peninsula (n=413)	Urban Core (n=512)	Westshore (n=366)
Regional trails are important for transportation	Strongly Disagree	2.9%	6.1%	3.9%	2.6%	2.8%
	Disagree	7.9%	12.7%	11.0%	7.9%	5.8%
	Neutral	24.7%	31.9%	27.4%	23.0%	26.9%
	Agree	30.8%	26.2%	33.7%	31.0%	29.4%
	Strongly Agree	33.7%	23.0%	24.0%	35.6%	35.0%
Regional trails are important for reducing regional greenhouse gas emissions	Strongly Disagree	3.3%	5.0%	2.9%	3.3%	3.0%
	Disagree	4.1%	5.4%	4.9%	3.7%	4.4%
	Neutral	18.6%	24.0%	20.2%	17.8%	19.1%
	Agree	32.8%	30.0%	40.0%	31.6%	33.1%
	Strongly Agree	41.3%	35.6%	32.0%	43.6%	40.4%
I am not that interested in regional parks and trails	Strongly Disagree	67.5%	63.3%	63.9%	66.7%	72.2%
	Disagree	20.7%	24.2%	22.9%	21.1%	17.9%
	Neutral	7.9%	9.2%	8.0%	8.9%	5.0%
	Agree	1.9%	1.5%	2.9%	1.8%	1.9%
	Strongly Agree	2.0%	1.7%	2.2%	1.6%	3.0%

Select the 5 main outdoor recreation activities you do the most in regional parks and trails. (Q14)

Activities	CRD* (n=1,661)	Gulf Islands (n=391)	Saanich Peninsula (n=405)	Urban Core (n=505)	Westshore (n=360)
Attending a festival	4.1%	2.3%	2.5%	4.2%	5.0%
Attending a special event	12.9%	7.4%	11.6%	14.1%	11.1%
Birdwatching	24.5%	36.1%	24.9%	25.9%	18.1%
Boating	3.4%	8.7%	7.2%	2.8%	2.5%
Camping	13.6%	10.2%	10.4%	12.1%	19.7%
Canoeing/kayaking	9.9%	12.8%	11.1%	8.5%	12.5%
Cycling	42.0%	27.4%	36.5%	45.3%	37.8%
Dog walking	38.0%	35.3%	39.5%	35.6%	44.2%
Fishing	5.5%	4.1%	4.7%	4.8%	8.1%
Geocaching	1.3%	1.8%	1.7%	0.8%	2.5%
Hiking	71.2%	72.1%	68.4%	70.9%	73.1%
Horseback riding	0.8%	1.3%	2.0%	0.4%	1.1%
Mountain biking	6.8%	4.6%	4.7%	7.5%	6.4%
Paddle boarding	7.1%	2.3%	4.9%	7.7%	7.2%
Picnicking	26.7%	27.4%	27.2%	26.5%	26.7%
Rock climbing	1.0%	0.8%	0.5%	0.8%	1.7%
Running	10.9%	5.4%	9.9%	11.3%	11.4%
Skateboarding/Rollerblading	0.3%	0.0%	0.5%	0.4%	0.0%
Surfing	0.6%	0.5%	0.2%	0.6%	0.8%
Swimming	18.1%	14.1%	13.6%	17.6%	22.2%

*Results weighted at the CRD level.

Activities	CRD* (n=1,661)	Gulf Islands (n=391)	Saanich Peninsula (n=405)	Urban Core (n=505)	Westshore (n=360)
Viewing plants/animals	42.8%	50.4%	42.5%	41.6%	44.7%
Walking	79.4%	76.5%	82.7%	79.2%	78.9%
Other	5.0%	5.6%	3.2%	5.5%	4.2%

Overall, how satisfied are you with your regional parks and trails system experiences? (Q15)

Response Options	CRD* (n=1,690)	Gulf Islands (n=404)	Saanich Peninsula (n=411)	Urban Core (n=510)	Westshore (n=365)
Not at all satisfied	0.5%	2.0%	0.5%	0.4%	0.5%
Somewhat satisfied	10.7%	17.1%	8.8%	10.8%	10.4%
Neutral	9.3%	19.6%	9.0%	9.6%	6.8%
Quite satisfied	54.6%	47.3%	58.4%	53.5%	57.3%
Very satisfied	24.8%	14.1%	23.4%	25.7%	24.9%

Overall, how would you rate regional parks and trails over the past 5 years on a scale from 1 (Poor) to 5 (Excellent) in the following areas. (Q16)

	Response Options	CRD* (n=1,710)	Gulf Islands (n=410)	Saanich Peninsula (n=418)	Urban Core (n=515)	Westshore (n=368)
Offering outdoor recreation activities	Poor	0.4%	1.5%	0.0%	0.2%	0.8%
	Fair	2.4%	2.0%	1.7%	2.4%	2.7%
	Neutral	18.8%	30.2%	21.9%	17.9%	17.9%
	Good	50.7%	50.0%	52.1%	51.1%	48.9%
	Excellent	27.8%	16.2%	24.3%	28.4%	29.7%
Contributing to the conservation of natural environments	Poor	0.8%	1.3%	0.2%	0.6%	1.4%
	Fair	3.8%	4.8%	3.2%	3.8%	4.1%
	Neutral	16.7%	21.0%	19.3%	16.1%	16.4%
	Good	55.2%	53.9%	58.2%	56.7%	50.1%
	Excellent	23.5%	19.0%	19.1%	22.9%	27.9%
Contributing to the health of the region and its residents	Poor	0.3%	1.3%	0.0%	0.2%	0.5%
	Fair	1.7%	2.0%	2.7%	1.4%	1.9%
	Neutral	12.3%	21.5%	12.7%	12.1%	11.2%
	Good	48.1%	49.5%	54.9%	47.3%	46.8%
	Excellent	37.6%	25.8%	29.7%	39.0%	39.5%

*Results weighted at the CRD level.

	Response Options	CRD* (n=1,710)	Gulf Islands (n=410)	Saanich Peninsula (n=418)	Urban Core (n=515)	Westshore (n=368)
Contributing to the regional economy (i.e., fees, regional business, tourism)	Poor	1.5%	1.5%	1.0%	1.6%	1.4%
	Fair	3.9%	4.6%	4.4%	3.2%	5.5%
	Neutral	51.5%	57.6%	55.4%	51.7%	47.8%
	Good	31.4%	28.9%	32.0%	31.1%	32.6%
	Excellent	11.7%	7.4%	7.1%	12.4%	12.7%
Contributing to Canada's protected area targets for nature protection and climate resiliency (30% of lands and waters protected by 2030)	Poor	1.9%	3.5%	1.5%	2.2%	1.1%
	Fair	5.9%	7.3%	6.2%	5.2%	7.5%
	Neutral	29.6%	33.2%	30.8%	28.4%	31.8%
	Good	44.2%	39.2%	48.0%	45.5%	39.5%
	Excellent	18.4%	16.7%	13.5%	18.7%	20.2%
Contributing to equitable access in regional parks and trails	Poor	1.4%	3.3%	0.7%	1.4%	1.4%
	Fair	4.3%	5.6%	5.4%	3.8%	5.2%
	Neutral	31.6%	40.3%	33.4%	32.3%	27.3%
	Good	47.2%	40.3%	48.9%	46.7%	48.8%
	Excellent	15.5%	10.6%	11.5%	15.8%	17.4%
Contributing to reconciliation with First Nations	Poor	4.0%	4.3%	2.7%	4.0%	4.7%
	Fair	5.6%	6.5%	4.2%	6.0%	5.2%
	Neutral	60.9%	62.7%	65.7%	59.2%	63.0%
	Good	21.2%	20.9%	22.2%	22.3%	18.0%
	Excellent	8.2%	5.5%	5.2%	8.6%	9.1%

What activities should be given priority over the next 5 years to enhance your enjoyment of the regional parks and trails system? (Q17)

	Response Options	CRD* (n=1,698)	Gulf Islands (n=408)	Saanich Peninsula (n=413)	Urban Core (n=512)	Westshore (n=366)
A - Protect the natural environment	Not a Priority	0.5%	1.5%	0.0%	0.6%	0.3%
	Low Priority	1.3%	1.5%	1.5%	1.4%	0.8%
	Neutral	6.1%	4.6%	6.0%	6.0%	6.8%
	Medium Priority	24.3%	20.1%	21.4%	25.3%	23.7%
	High Priority	67.8%	72.2%	71.1%	66.7%	68.5%
B - Expand outdoor recreation opportunities	Not a Priority	2.4%	4.7%	1.0%	2.4%	2.8%
	Low Priority	6.5%	6.0%	7.7%	5.8%	7.9%
	Neutral	23.3%	19.2%	20.5%	24.9%	20.8%
	Medium Priority	38.8%	37.3%	42.8%	39.8%	34.6%
	High Priority	29.0%	32.9%	28.0%	27.1%	34.0%

*Results weighted at the CRD level.

	Response Options	CRD* (n=1,698)	Gulf Islands (n=408)	Saanich Peninsula (n=413)	Urban Core (n=512)	Westshore (n=366)
C - Provide new or additional facilities	Not a Priority	2.9%	6.0%	3.5%	2.6%	2.8%
	Low Priority	7.7%	8.0%	7.0%	7.3%	9.1%
	Neutral	30.8%	32.6%	28.9%	32.2%	27.6%
	Medium Priority	37.3%	30.1%	41.6%	37.7%	35.8%
	High Priority	21.2%	23.3%	19.0%	20.2%	24.7%
D - Repair and maintain existing facilities	Not a Priority	0.4%	0.5%	0.2%	0.6%	0.0%
	Low Priority	0.8%	1.5%	1.0%	0.6%	1.1%
	Neutral	8.4%	8.4%	5.4%	8.6%	9.3%
	Medium Priority	31.4%	39.5%	33.8%	31.9%	27.3%
	High Priority	58.9%	50.0%	59.5%	58.2%	62.3%
E - Increase visitor's awareness of First Nations history and cultural use in regional parks and trails	Not a Priority	12.3%	8.9%	15.1%	11.3%	14.3%
	Low Priority	8.8%	7.1%	8.4%	8.7%	9.6%
	Neutral	26.5%	26.5%	30.7%	24.3%	30.6%
	Medium Priority	31.5%	31.1%	33.7%	32.4%	28.1%
	High Priority	20.9%	26.3%	12.1%	23.3%	17.4%
F - Undertake restoration projects to conserve natural environments	Not a Priority	1.1%	1.5%	0.7%	1.2%	1.1%
	Low Priority	3.3%	3.6%	3.0%	3.4%	3.1%
	Neutral	10.5%	9.7%	11.6%	10.2%	10.9%
	Medium Priority	35.4%	30.5%	37.1%	35.9%	34.4%
	High Priority	49.6%	54.7%	47.5%	49.3%	50.6%
G - Expand regional trails in rural and electoral areas	Not a Priority	2.9%	3.8%	2.2%	3.4%	1.4%
	Low Priority	4.4%	3.1%	5.9%	4.2%	4.5%
	Neutral	23.1%	13.5%	22.9%	23.8%	23.0%
	Medium Priority	34.8%	31.0%	39.9%	35.1%	32.3%
	High Priority	34.8%	48.6%	29.1%	33.5%	38.8%
H - Enhance regional trails in high-use sections with separated paths and lighting	Not a Priority	6.1%	8.2%	6.0%	6.2%	5.4%
	Low Priority	7.7%	10.8%	9.7%	6.6%	9.3%
	Neutral	20.3%	30.0%	23.9%	19.9%	17.7%
	Medium Priority	31.4%	27.4%	33.7%	30.3%	34.1%
	High Priority	34.5%	23.6%	26.7%	36.9%	33.5%
I - Increase enforcement of regional parks and trails regulations	Not a Priority	5.0%	5.6%	4.7%	5.0%	4.8%
	Low Priority	10.0%	10.5%	8.9%	9.5%	11.8%
	Neutral	28.0%	37.0%	32.9%	27.6%	25.4%
	Medium Priority	31.6%	28.3%	31.7%	31.0%	33.8%
	High Priority	25.4%	18.6%	21.8%	27.0%	24.2%
J - Increase visitor's awareness about regional parks and trails regulations	Not a Priority	4.3%	4.8%	3.7%	4.4%	4.2%
	Low Priority	7.7%	9.4%	8.1%	7.0%	9.0%
	Neutral	26.3%	26.3%	29.1%	26.5%	24.5%
	Medium Priority	37.9%	40.3%	37.3%	38.6%	35.8%
	High Priority	23.8%	19.1%	21.7%	23.5%	26.5%

*Results weighted at the CRD level.

	Response Options	CRD* (n=1,698)	Gulf Islands (n=408)	Saanich Peninsula (n=413)	Urban Core (n=512)	Westshore (n=366)
K - Provide more educational programs	Not a Priority	5.1%	6.1%	5.7%	4.2%	7.1%
	Low Priority	13.2%	13.0%	13.1%	13.0%	13.6%
	Neutral	39.6%	39.8%	42.6%	39.7%	38.1%
	Medium Priority	30.2%	30.6%	29.5%	30.7%	29.0%
	High Priority	11.9%	10.5%	9.2%	12.4%	12.2%
L - Provide more opportunities for volunteers	Not a Priority	3.9%	4.4%	4.0%	4.0%	3.6%
	Low Priority	7.1%	8.2%	8.0%	6.6%	7.8%
	Neutral	42.9%	37.9%	46.3%	43.7%	40.1%
	Medium Priority	33.0%	36.4%	32.8%	32.2%	34.5%
	High Priority	13.1%	13.1%	9.0%	13.5%	14.0%
M - Improve collaboration with regional parks and trails neighbours (i.e., Government agencies, stakeholders)	Not a Priority	3.5%	3.1%	3.7%	3.8%	2.5%
	Low Priority	4.9%	4.9%	4.2%	4.8%	5.6%
	Neutral	36.0%	30.3%	39.4%	35.6%	36.3%
	Medium Priority	37.8%	40.9%	37.6%	38.0%	36.6%
	High Priority	17.8%	20.8%	15.1%	17.7%	18.9%
N - Improve collaboration with First Nations governments in service delivery, planning and management	Not a Priority	10.2%	8.7%	13.9%	9.5%	11.0%
	Low Priority	8.1%	6.6%	6.9%	8.9%	7.0%
	Neutral	32.4%	30.4%	35.6%	29.8%	38.3%
	Medium Priority	27.7%	29.3%	29.5%	28.2%	25.1%
	High Priority	21.6%	25.0%	14.1%	23.7%	18.6%
O - Enhance equitable access to regional parks and trails	Not a Priority	2.8%	4.1%	2.7%	2.6%	3.1%
	Low Priority	6.7%	6.3%	5.7%	7.1%	6.5%
	Neutral	25.2%	23.4%	27.7%	24.4%	26.7%
	Medium Priority	41.1%	42.1%	43.3%	40.7%	40.7%
	High Priority	24.2%	24.1%	20.5%	25.2%	23.0%
P - Prioritize greenhouse gas emission reductions and climate change adaptation	Not a Priority	6.6%	8.4%	6.9%	6.0%	7.6%
	Low Priority	5.8%	7.1%	6.2%	5.2%	7.0%
	Neutral	24.0%	24.2%	24.6%	23.5%	25.1%
	Medium Priority	28.6%	22.4%	32.0%	28.9%	27.3%
	High Priority	35.0%	37.9%	30.3%	36.3%	33.0%

*Results weighted at the CRD level.

What are your priorities for how the Land Acquisition Fund is spent in the next five years? (Q19)

	Response Options	CRD* (n=1,698)	Gulf Islands (n=408)	Saanich Peninsula (n=413)	Urban Core (n=512)	Westshore (n=366)
Expand Conservation Areas	Not a Priority	2.6%	3.4%	2.8%	2.3%	3.4%
	Low Priority	4.5%	5.3%	3.8%	4.5%	4.9%
	Neutral	16.9%	13.5%	17.8%	16.6%	17.8%
	Medium Priority	33.2%	29.9%	35.8%	33.0%	33.2%
	High Priority	42.7%	47.9%	39.8%	43.6%	40.7%
Expand Wilderness Areas	Not a Priority	2.8%	2.4%	2.8%	2.9%	2.6%
	Low Priority	3.8%	5.3%	4.5%	3.9%	2.8%
	Neutral	18.3%	15.3%	16.9%	18.9%	17.9%
	Medium Priority	31.7%	28.0%	35.9%	31.5%	31.1%
	High Priority	43.4%	48.9%	39.9%	42.8%	45.6%
Expand Natural Recreation Areas	Not a Priority	2.2%	3.2%	2.5%	2.7%	0.6%
	Low Priority	5.1%	4.8%	3.6%	5.2%	5.8%
	Neutral	20.7%	15.4%	20.6%	21.3%	20.2%
	Medium Priority	38.7%	45.7%	41.5%	38.9%	35.4%
	High Priority	33.2%	30.9%	31.8%	31.9%	38.0%
Expand Conservancy Areas	Not a Priority	3.5%	3.5%	2.8%	3.4%	4.0%
	Low Priority	3.7%	5.6%	5.1%	3.2%	4.0%
	Neutral	25.9%	19.4%	26.5%	25.3%	28.5%
	Medium Priority	37.8%	31.7%	37.9%	40.2%	32.3%
	High Priority	29.2%	39.8%	27.7%	28.0%	31.1%
Expand Urban Bike and Pedestrian Regional Trails	Not a Priority	5.7%	7.2%	7.3%	6.1%	3.4%
	Low Priority	10.0%	10.1%	11.6%	9.2%	11.4%
	Neutral	22.0%	23.5%	22.0%	21.3%	23.6%
	Medium Priority	30.4%	29.1%	32.2%	29.7%	31.9%
	High Priority	31.8%	30.1%	26.8%	33.6%	29.6%
Expand Rural Bike and Pedestrian Regional Trails	Not a Priority	5.2%	5.0%	5.1%	6.1%	2.8%
	Low Priority	10.2%	8.7%	9.9%	10.5%	10.0%
	Neutral	21.2%	15.5%	21.3%	21.3%	21.9%
	Medium Priority	33.0%	27.6%	33.8%	33.8%	31.6%
	High Priority	30.3%	43.3%	29.9%	28.3%	33.6%
Expand all Park Classifications Areas	Not a Priority	4.7%	7.0%	6.4%	4.8%	3.4%
	Low Priority	6.2%	4.6%	4.9%	6.0%	7.5%
	Neutral	42.6%	39.0%	42.9%	43.6%	40.2%
	Medium Priority	30.3%	28.2%	34.4%	30.5%	28.2%
	High Priority	16.2%	21.1%	11.3%	15.1%	20.7%

*Results weighted at the CRD level.

What should be done to operate the regional parks and trails system in the future? (Q20)

Response Options	CRD* (n=1,634)	Gulf Islands (n=387)	Saanich Peninsula (n=399)	Urban Core (n=493)	Westshore (n=355)
Maintain existing funding	36.0%	30.5%	34.8%	36.7%	35.8%
Increase existing funding	64.0%	69.5%	65.2%	63.3%	64.2%

Given the demand for funding and limited resources available, what tools or approaches do you feel should be utilized to fund regional parks and trails? (Q21)

Response Options	CRD* (n=1,604)	Gulf Islands (n=378)	Saanich Peninsula (n=388)	Urban Core (n=488)	Westshore (n=350)
Increase taxes	27.1%	31.5%	28.6%	28.1%	23.1%
Increase non-tax revenues (e.g., paid parking, park user fees, food services, equipment rentals, merchandise sales)	31.1%	30.7%	27.1%	31.8%	31.4%
Establish a foundation to increase partnerships and pursue grants and donations	86.6%	86.2%	87.6%	86.1%	87.7%

Which of the following information sources do you use to find out about the regional parks and trails you visit? (Q22)

	CRD* (n=1,607)	Gulf Islands (n=374)	Saanich Peninsula (n=394)	Urban Core (n=489)	Westshore (n=350)
Family and friends	67.5%	60.4%	64.7%	68.3%	67.7%
Google search	67.3%	56.4%	64.5%	69.1%	65.7%
Word of mouth	57.9%	61.2%	62.7%	56.2%	59.7%
CRD website	54.2%	44.4%	56.3%	54.0%	55.4%
Park brochures	27.2%	36.6%	26.4%	26.4%	28.0%
Newspaper	17.0%	8.6%	17.5%	18.4%	14.6%
Guidebooks	14.3%	19.0%	16.2%	14.1%	13.1%
Community/public events	14.0%	12.6%	12.4%	14.3%	14.3%
Tourism Info Centre	12.8%	28.3%	12.4%	10.6%	16.0%
Nature Centre	12.3%	11.8%	9.9%	11.7%	15.4%
TV	11.1%	4.0%	9.4%	11.2%	12.6%
Radio	8.8%	4.3%	4.8%	9.8%	8.6%
Other	6.6%	3.2%	5.1%	5.9%	9.7%
Magazines	6.5%	4.0%	11.7%	6.7%	3.7%
Email	4.0%	5.1%	3.0%	3.7%	5.1%
CRD Facebook	4.0%	2.4%	4.3%	2.7%	7.7%

*Results weighted at the CRD level.

	CRD* (n=1,607)	Gulf Islands (n=374)	Saanich Peninsula (n=394)	Urban Core (n=489)	Westshore (n=350)
CRD Instagram	2.3%	1.3%	2.5%	2.5%	2.0%
CRD YouTube	1.0%	0.3%	1.0%	0.6%	2.3%
CRD X / Twitter	0.7%	0.3%	0.8%	0.8%	0.3%

*Weighted CRD Level Results

In which area of the Capital Region do you live in? (Q23)

	CRD (n=1,647)
Beecher Bay First Nation (Sc'ianew)	0.0%
Central Saanich	8.9%
Colwood	4.3%
Esquimalt	1.9%
Esquimalt Nation (xʷsepsəm)	0.0%
Galiano Island	2.2%
Highlands	0.4%
Juan de Fuca Electoral Area	0.9%
Langford	10.3%
Malahat First Nation (MÁLEXEŁ)	0.0%
Mayne Island	3.3%
Metchosin	1.2%
North Saanich	7.9%
Oak Bay	2.2%
Pacheedaht First Nation (Pa:chi:da?aht)	0.0%
Pauquachin First Nation (BOḰEĆEN)	0.0%
Pender Island	4.6%
Penelekut Tribe (Pune'laxutth)	0.0%
Salt Spring Island	13.1%
Saanich	14.3%
Saturna Island	0.0%
Sidney	7.5%
Songhees Nation (Lək^{w}ənən)	0.0%
Sooke	4.6%
Southern Gulf Islands Electoral Area	0.6%
Tsartlip First Nation (WJOŁEŁP)	0.0%
Tsawout First Nation (SȾÁUTW)	0.2%
Tseycum First Nation (WSIḴEM)	0.0%
T'Sou-ke Nation	0.0%
Victoria	10.2%
View Royal	1.5%

*Results weighted at the CRD level.

	CRD (n=1,647)
Other	0.1%

In which age category do you fall? (Q24)

	CRD (n=1,640)	Gulf Islands (n=387)	Saanich Peninsula (n=402)	Urban Core (n=494)	Westshore (n=357)
18-24 years	0.9%	1.0%	0.0%	1.0%	1.1%
25-34 years	5.6%	1.3%	3.2%	5.9%	6.7%
35-44 years	9.7%	5.9%	6.2%	8.5%	15.4%
45-54 years	13.2%	9.8%	7.5%	13.6%	15.4%
55-64 years	22.2%	18.9%	23.6%	22.3%	21.8%
65+ years	48.4%	63.0%	59.5%	48.8%	39.5%

What is your gender? Refers to current gender which may be different from sex assigned at birth and may be different from what is indicated on legal documents. (Q25)

	CRD (n=1,563)	Gulf Islands (n=361)	Saanich Peninsula (n=388)	Urban Core (n=472)	Westshore (n=342)
Male	44.5%	49.6%	39.9%	45.6%	43.0%
Female	55.1%	50.1%	59.8%	54.0%	56.4%
Transgender male	0.1%	0.0%	0.3%	0.0%	0.0%
Transgender female	0.0%	0.0%	0.0%	0.0%	0.0%
Non-Binary	0.3%	0.3%	0.0%	0.4%	0.6%

Do you own or rent your home? (Q26)

	CRD (n=1,635)	Gulf Islands (n=388)	Saanich Peninsula (n=398)	Urban Core (n=494)	Westshore (n=355)
Rents	12.6%	7.2%	9.8%	19.4%	12.1%
Owns	87.4%	92.8%	90.2%	80.6%	87.9%

Please indicate the type of household in which you live. (Q27)

	CRD (n=1,613)	Gulf Islands (n=379)	Saanich Peninsula (n=393)	Urban Core (n=490)	Westshore (n=351)
Adult living alone	25.5%	19.5%	26.5%	32.7%	21.1%
Couple with no dependent children	47.7%	59.6%	53.2%	39.6%	39.9%
Extended family	4.8%	5.0%	4.3%	4.1%	6.0%

*Results weighted at the CRD level.

	CRD (n=1,613)	Gulf Islands (n=379)	Saanich Peninsula (n=393)	Urban Core (n=490)	Westshore (n=351)
More than two adults sharing a residence	5.9%	4.0%	4.3%	6.7%	8.5%
Parent(s) with one or more dependent child (full, or part-time)	15.1%	10.0%	10.9%	16.1%	23.9%
Other	1.0%	1.8%	0.8%	0.8%	0.6%

Please indicate the range which corresponds to your household's total gross income last year (from all sources, before income taxes). (Q28)

	CRD (n=1,223)	Gulf Islands (n=1,223)	Saanich Peninsula (n=279)	Urban Core (n=278)	Westshore (n=394)
Under $25,000	4.6%	4.7%	2.5%	4.8%	6.3%
$25,000 - $49,999	13.9%	17.9%	12.2%	14.5%	10.7%
$50,000 - $79,999	21.8%	22.2%	24.5%	21.1%	19.9%
$80,000 - $124,999	29.3%	31.5%	26.6%	29.4%	29.4%
$125,000 - $199,999	20.4%	16.8%	25.2%	16.8%	24.3%
$200,000 and over	10.1%	6.8%	9.0%	13.5%	9.6%

Do you or anyone in your household have one, or more, accessibility requirements (e.g., permanent condition(s) that impacts mobility, vision, hearing, cognition, sensory processing, social interactions or requires the use of an aid such a stroller, wheelchair, cane, or walker and/or adaptive design)? (Q29)

	CRD (n=1,555)	Gulf Islands (n=360)	Saanich Peninsula (n=384)	Urban Core (n=477)	Westshore (n=334)
Yes	19.8%	21.7%	17.4%	19.7%	20.7%
No	80.2%	78.3%	82.6%	80.3%	79.3%

Do you currently own, or in the next 5-years are planning to own, a micro-mobility vehicle? (e-bikes, scooters, electric scooters, electric tricycles, electric unicycles, unicycles and more). (Q30)

	CRD (n=1,630)	Gulf Islands (n=386)	Saanich Peninsula (n=396)	Urban Core (n=492)	Westshore (n=356)
Yes	28.7%	35.0%	26.3%	28.9%	24.4%
No	52.2%	49.2%	56.1%	51.0%	52.8%
Unsure	19.1%	15.8%	17.7%	20.1%	22.8%

*Results weighted at the CRD level.

APPENDIX C: 1998, 2005, 2017, 2024 SURVEY RESULTS

Residency of Participants

Response Options	Percentage (%) response in each sample			
	1998	2005	2017	2024
Beecher bay First Nation (SCIANEW)	-	-	0.0%	0.0%
Central Saanich	-	13.8%	5.0%	4.6%
Colwood	-	5.6%	3.4%	4.5%
Esquimalt	-	0.6%	9.2%	4.0%
Esquimalt Nation (Xwesepsum)	-	-	0.2%	0.0%
Galiano Island	-	-	0.5%	0.4%
Highlands	-	0.8%	4.0%	0.4%
Juan de Fuca Electoral Area	-	2.2%	2.3%	1.0%
Langford	-	7.7%	2.6%	10.8%
Malahat First Nation (MÁLEXEŁ)	-	-	0.0%	0.0%
Mayne Island	-	-	0.7%	0.6%
Metchosin	-	2.1%	4.5%	1.3%
North Saanich	-	3.1%	4.3%	3.5%
Oak Bay	-	1.1%	13.2%	4.5%
Pacheedaht First Nation	-	-	0.0%	0.0%
Pauquachin First Nation (BOḰEĆEN)	-	-	0.0%	0.0%
Pender Island	-	-	0.9%	0.8%
Penelakut Tribe (PUNE'LAXUTTH')	-	-	0.0%	0.0%
Salt Spring Island	-	11.4%	1.0%	2.3%
Saanich	-	10.8%	17.7%	29.1%
Saturna Island	-	-	0.8%	0.0%
Sidney	-	3.1%	2.1%	3.3%
Songhees Nation (Lək^{w}əŋən)	-	-	0.0%	0.0%
Sooke	-	11.7%	3.7%	4.9%
Southern Gulf Islands	-	6.9%	-	0.1%
Tsartlip First Nation (WJOŁEŁP)	-	-	0.1%	0.0%
Tsawout First Nation (SȾÁUTW)	-	-	0.0%	0.1%
Tseycum First Nation (W SIKEM)	-	-	0.0%	0.0%
T'Sou-ke Nation	-	-	0.0%	0.0%
Victoria	-	7.2%	11.8%	20.9%
View Royal	-	3.1%	11.9%	3.0%
Other	-	5.4%	-	0.1%
No Response	-	3.2%	-	-

Note: A dash (-) indicates data is absent for a particular question or response option for the corresponding survey year.

Socio-demographic Data

Response Options	Percentage (%) response in each sample			
	1998[1]	2005[2]	2017	2024
Age				
18-24	2.7%	-	0.4%	0.9%
25-34	9.5%	-	5.9%	5.6%
35-44	18.0%	-	11.6%	9.7%
45-54	24.0%	-	19.2%	13.2%
55-64	18.7%	-	28.0%	22.2%
65+	27.1%	-	34.8%	48.4%
No response	-	-	-	-
Gender				
Male	51.9%	49.5%	63.3%	44.5%
Female	48.1%	46.2%	36.7%	55.0%
No response	-	5.4%	-	-
Transgender male*	-	-	-	0.0%
Transgender female*	-	-	-	0.0%
Non-Binary*	-	-	-	0.4%
Gross Annual Income*				
Under $25,000	-	-	-	4.9%
$25,000 - $49,999	-	-	-	13.5%
$50,000 - $79,999	-	-	-	21.2%
$80,000 - $124,999	-	-	-	29.2%
$125,000 - $199,999	-	-	-	19.3%
$200,000 and over	-	-	-	11.9%
Home Ownership*				
Rent	-	-	-	16.2%
Own	-	-	-	83.8%
Household Composition				
Couple with no dependent children	-	54.8%	45.0%	41.9%
Adult living alone	-	20.8%	18.4%	28.8%
Parent(s) with one or more dependent child (full, or part-time)*	-	28.0%	20.5%	17.1%
More than two adults sharing a residence*	-	-	-	6.8%
Extended family	-	-	6.1%	4.6%
Other	-	-	1.3%	0.8%
Adults sharing residence	-	-	8.7%	-
No response	-	4.1%	-	-
Accessibility Requirement*				
Yes	-	-	-	19.8%
No	-	-	-	80.2%

Response Options	Percentage (%) response in each sample			
	1998[1]	2005[2]	2017	2024
Micro mobility Vehicle* (Own, currently or within 5 years)				
Yes	-	-	-	27.8%
No	-	-	-	51.9%
Unsure	-	-	-	20.3%

Note: A dash (-) indicates data is absent for a particular question or response option for the corresponding survey year.
*New or updated survey question / response option for 2024 survey
[1] Household composition data is not reported for the 1998 sample. This information was not retrieved through this survey that year.
[2] Age is not reported for the 2005 sample as different categories were used in this survey year.

Importance / Benefits of Regional Parks

Benefit Statements	Percent positive[1] (%) in each sample			
	1998	2005	2017†	2024†
Importance of regional parks	**80.8%**	**79.9%**	**96.7%**	**93.5%**
A place for outdoor recreation	87.9%	-	92.8%	-
A place to exercise	-	-	79.2%	-
A place for outdoor recreation and exercise[2]	-	-	-	93.0%
A place that enhances mental and physical health	-	-	88.3%	-
A place that enhances mental and physical health and wellbeing[3]	-	-	-	91.6%
A place to be with a dog	-	65.6%	50.4%	-
A place to horseback ride	-	43.1%	16.2%	-
A place to go camping	-	-	45.9%	-
A place for the conservation of natural environments and species[4]	94.2%	94.4%	90.4%	93.5%
A place to experience natural environments and species	89.5%	94.8%	90.2%	94.5%
A place to learn about natural environments and species	83.5%	89.7%	78.3%	78.0%
A place that respects, reflects, and preserves First Nations cultural heritage and traditions*	-	-	-	61.0%
A place to learn about and experience First Nations cultural heritage and traditions*	-	-	-	52.3%
An interconnected system of natural lands	-	-	79.5%	76.5%
A place that contributes to reducing climate change	-	-	79.4%	79.9%
A place to spend time with family and friends	93.2%	92.6%	84.6%	86.8%
A place for quiet relaxation	89.2%	93.3%	86.1%	87.7%
A place for providing personal challenges and developing new skills*	-	-	-	49.8%
A place that is welcoming and meaningfully accessible to all *	-	-	-	81.6%
A place that contributes to regional climate resiliency*	-	-	-	80.4%

Benefit Statements	Percent positive[1] (%) in each sample			
	1998	2005	2017ł	2024ł
A place to attend festivals	-	-	27.2%	-
A place to attend special events	-	-	29.5%	-
A green-space buffer from suburban development	92.4%	93.3%	-	-
A place that enhances residential property values	-	61.8%	-	-
A place that stimulates the economy through sales of outdoor equipment	-	51.6%	-	-
A place to hike	-	89.5%	-	-
A place to cycle	-	70.7%	-	-
A place to promote nature-based tourism	-	74.7%	-	-
Maintaining scenic areas	92.4%	-	-	-
Habitat for wildlife	92.1%	-	-	-

Note: A dash (-) indicates data is absent for a particular question or response option for the corresponding survey year.
*New benefit statement added to the 2024 survey.
ł 2017 and 2024 survey data are weighted. Results prior to 2017 are unweighted.
[1] Positive response categories included "very important", "quite important" or "somewhat important" in 2005. Positive response categories included "very important" and "quite important" in 2017; these same response categories were used in 2024.
[2] Separate questions used in previous years were combined into one benefit statement in 2024.
[3] Benefit statement revised in 2024 from previous year's wording. Variations in wording may have influenced the response.
[4] Previously worded as "a place for the conservation of natural environment and species" in 2017 and "protected natural environment for native plants and animals" in 1998 and 2005.

Importance / Benefits of Regional Trails

Benefit Statements	Percent positive[1] (%) in each sample			
	1998	2005	2017ł	2024ł
Importance of regional trails	-	72.1%	-	83.7%
A place for outdoor recreation	-	-	90.9%	-
A place to exercise	-	-	84.0%	-
A place for outdoor recreation and exercise[2]	-	-	-	88.4%
A place to be with a dog	-	47.2%	50.1%	-
A place that enhances mental and physical health and wellbeing[3]	-	-	-	85.3%
A place to horseback ride	-	23.0%	18.4%	-
A place for the conservation of natural environments and species[4]	-	67.9%	80.3%	80.5%
A place to experience natural environments and species	-	68.5%	82.5%	82.8%
A place to learn about natural environments and species	-	-	68.8%	62.3%
A place that respects, reflects, and preserves First Nations cultural heritage and traditions*	-	-	-	52.6%
A place to learn about and experience First Nations culture and traditions*	-	-	-	44.1%

Benefit Statements	Percent positive[1] (%) in each sample			
	1998	2005	2017ł	2024ł
A place that contributes to reducing regional greenhouse gas emissions*	-	-	-	74.8%
A place that contributes to reducing climate change	-	-	76.1%	-
A greenway connection through the urban, suburban and rural landscape[3]	-	81.4%	85.6%	84.9%
A route to travel or commuting purposes[3]	-	56.9%	58.7%	61.1%
An opportunity to be away from vehicle traffic[3]	-	73.2%	88.3%	83.5%
A place to spend time with family and friends	-	70.2%	78.2%	74.3%
A place for quiet relaxation	-	-	78.5%	72.4%
A route that is accessible*	-	-	-	81.0%
A place to attend festivals	-	-	19.8%	-
A place to attend special events	-	-	21.4%	-
A place that enhances residential property values	-	28.8%	-	-
A place that stimulates the economy through sales of outdoor equipment	-	19.9%	-	-
A place to hike	-	70.3%	-	-
A place to cycle	-	68.9%	-	-
A place to promote nature-based tourism	-	34.4%	-	-

Note: A dash (-) indicates data is absent for a particular question or response option for the corresponding survey year.
ł 2017 and 2024 survey data are weighted. Results prior to 2017 are unweighted.
*New benefit statement added to the 2024 survey.
[1] Positive response categories included "very important", "quite important" or "somewhat important" in 2005. Positive response categories included "very important" and "quite important" in 2017; these same response categories were used in 2024.
[2] Separate questions used in previous years were combined into one benefit statement in 2024.
[3] Statement wording was changed in 2017 from wording used in 2005. Variations in wording may have influenced the response.
[4] Previously worded as "a place for the conservation of natural environment and species" in 2017 and “protected natural environment for native plants and animals" in 1998 and 2005.

Regional Parks and Trails Visited in the Past 12 Months

Response Options	Percent (%) in each sample			
	1998	2005	2017ł	2024ł
None (Parks)*	-	-	-	8.5%
None (Trails)*	-	-	-	17.3%
Albert Head Lagoon	15.0%	17.5%	22.7%	25.5%
Ayum Creek	-	5.3%	2.9%	4.0%
Bear Hill	12.4%	13.9%	17.9%	18.8%
Brooks Point	-	3.2%	2.3%	2.8%
Coles Bay	15.9%	11.0%	13.7%	16.5%
Devonian	7.2%	9.3%	14.2%	12.2%
East Point	7.9%	4.8%	8.9%	6.3%
East Sooke	27.2%	36.9%	45.4%	45.5%

Response Options	Percent (%) in each sample			
	1998	2005	2017ł	2024ł
Elk/Beaver Lake	53.0%	51.2%	68.2%	66.3%
E&N Rail Trail - Humpback Connector	-	-	31.9%	37.1%
Francis/King	12.2%	13.1%	30.2%	28.5%
Galloping Goose Regional Trail	-	57.3%	78.4%	72.2%
Gonzales Hill	16.5%	13.2%	25.9%	28.0%
Hartland Mountain Bike (Mount Work)	-	-	12.1%	-
Horth Hill	13.6%	7.1%	10.5%	12.5%
Island View Beach	40.6%	35.5%	54.6%	51.8%
Jordan River	-	-	25.1%	25.2%
Kapoor	-	1.4%	2.6%	2.5%
Lochside Regional Trail	-	31.1%	59.1%	56.1%
Lone Tree Hill	6.0%	7.0%	11.6%	12.3%
Matheson Lake	16.8%	22.6%	0.0%	30.4%
Matthews Point	-	2.7%	0.1%	1.8%
Mayne Island Regional Trail	-	-	-	2.5%
Mill Farm	-	7.4%	0.0%	3.8%
Mill Hill	7.8%	10.0%	14.6%	15.7%
Mountain Forest*	-	-	-	1.7%
Mount Parke	6.2%	2.0%	1.8%	1.8%
Mount Wells	-	3.3%	10.2%	14.7%
Mount Work	13.4%	14.6%	28.1%	29.2%
Roche Cove	11.3%	16.5%	17.9%	15.2%
Sea to Sea	-	4.0%	5.0%	9.6%
St. John Point*	-	-	-	-
Sooke Hills Wilderness	-	13.1%	11.2%	19.3%
Sooke Potholes	-	-	34.7%	33.6%
Thetis Lake	29.4%	38.2%	58.9%	56.7%
Witty's Lagoon	32.6%	37.4%	51.2%	45.9%
Wrigglesworth Lake*	-	-	-	1.8%

Note: A dash (-) indicates data is absent for a particular question or response option for the corresponding survey year.
ł 2017 and 2024 survey data are weighted. Results prior to 2017 are unweighted.
*New response option / park or trail added to the 2024 survey.

Activities in Regional Parks and Trails

Response Options	Percent (%) in each sample			
	1998	2005	2017ł	2024ł
Birdwatching	-	-	27.1%	24.5%
Boating/Canoeing/Kayaking	-	15.6%	-	-
Cycling	-	37.7%	20.1%	42.0%

Response Options	Percent (%) in each sample			
	1998	2005	2017ł	2024ł
Camping	-	-	12.5%	13.6%
Fishing	-	9.6%	5.7%	5.5%
Geocaching	-	-	3.2%	1.3%
Hiking	-	-	71.3%	71.2%
Horseback riding	-	4.2%	6.4%	0.8%
Mountain biking	-	-	7.5%	6.8%
Picnicking	-	50.7%	26.8%	26.7%
Running/Jogging	-	18.7%	18.5%	10.9%
Skateboarding/Rollerblading	-	-	0.5%	0.3%
Surfing	-	-	2.1%	0.6%
Swimming	-	32.1%	22.9%	18.1%
Viewing plants/animals	-	54.8%	50.6%	42.8%
Walking	-	-	85.2%	79.4%
Walking a dog	-	41.8%	43.5%	38.0%
Hiking/Walking	-	92.9%	-	-
Sunbathing	-	24.5%	-	-
Nature photography	-	27.3%	-	-
Boating	-	-	6.4%	3.4%
Canoeing/Kayaking	-	-	35.2%	9.9%
Paddle Boarding*	-	-	-	7.1%
Attending a special event*	-	-	-	12.9%
Attending a festival*	-	-	-	4.1%
Rock climbing*	-	-	-	1.0%
Other	-	-	-	5.0%

Note: A dash (-) indicates data is absent for a particular question or response option for the corresponding survey year.
ł 2017 and 2024 survey data are weighted. Results prior to 2017 are unweighted.
*New response option / park or trail added to the 2024 survey.

Frequency of Use of Regional Parks and Trails

Response Options	Percent (%) in each sample				
	1998	2005	2017ł	2024ł (Parks)[1]	2024ł (Trails)[1]
Not at All / 0 times	26.0%	19.1%	4.4%	8.5%	17.4%
1-5 Times	28.9%	24.4%	16.0%	22.2%	22.0%
6-10 Times	-	-	16.5%	16.8%	13.1%
More than 10 times	-	-	63.0%	-	-
10-15 Times*	-	-	-	15.3%	11.6%
More than 15 Times*	-	-	-	20.3%	18.1%
Daily or Weekly*	-	-	-	16.9%	17.8%
Daily	-	-	-	-	-

Response Options	Percent (%) in each sample				
	1998	2005	2017ł	2024ł (Parks)[1]	2024ł (Trails)[1]
Weekly	-	-	-	-	-
No Response	-	-	-	-	-

Note: A dash (-) indicates data is absent for a particular question or response option for the corresponding survey year.
ł 2017 and 2024 survey data are weighted. Results prior to 2017 are unweighted.
*New response option / park or trail added to the 2024 survey.
[1] Frequency of visitation was asked separately for parks and trails starting in 2024.

Barriers Limiting the Use of Regional Parks and Trails

Response Options	Percent (%) in each sample				
	1998	2005	2017ł	2024ł (Parks)[1]	2024ł (Trails)[1]
Not enough time	38.7%	63.6%	24.7%	25.7%	24.2%
Not aware of regional parks and trails	15.1%	10.6%	7.5%	10.6%	11.7%
No opportunities for my recreation activities	10.6%	4.5%	-	-	-
Too crowded	5.9%	6.5%	-	0.4%	4.2%
Poor facilities	2.7%	3.2%	7.9%	3.6%	-
Lack of public transportation	5.9%	4.9%	5.4%	8.3%	4.2%
Lack of personal transportation	9.1%	5.4%	-	12.0%	-
Lack of personal transportation to/on regional trails[2]	-	-	-	-	10.4%
Lack of access for people with disabilities	4.3%	3.4%	9.2%	8.6%	5.7%
Too far from my residence	-	26.3%	19.8%	-	-
I am not really interested in visiting regional parks or trails	-	4.4%	-	1.4%	5.5%
My friends are not interested	-	2.2%	-	-	-
My family members are not interested	-	3.6%	-	-	-
I don't have the skills	-	0.4%	-	-	-
I don't have the ability	-	4.1%	-	-	-
Feel unsafe	-	-	14.1%	12.5%	-
Lack of bicycle	-	-	3.1%	-	-
Lack of car	-	-	7.3%	-	-
Meeting dog off-leash	-	-	36.9%	9.1%	10.9%
Presence of horses or horse manure	-	-	4.8%	0.4%	1.6%
Too isolated	-	-	6.5%	2.4%	7.0%
Too many cyclist	-	-	13.1%	-	-
Too many walkers	-	-	1.6%	-	-
Elderly	-	-	8.1%	12.6%	6.8%
Physically unable	-	-	9.4%	18.5%	9.1%
Other	-	-	2.2%	1.9%	2.9%

Response Options	Percent (%) in each sample				
	1998	2005	2017ł	2024ł (Parks)[1]	2024ł (Trails)[1]
Travel time to reach regional parks/trails	-	-	-	10.1%	21.6%
Utilizes other outdoor spaces / other parks or trails	-	-	-	8.0%	6.0%
Not enough parking at or near regional parks or trails	-	-	-	7.1%	6.0%
It is difficult to find information about the kinds of activities that are offered at regional parks	-	-	-	5.2%	-
Presence of dog waste in regional parks or trails	-	-	-	5.1%	5.2%
Potential wildlife conflicts or encounters	-	-	-	4.8%	3.1%
Lack of specific recreation facilities or desired recreation experiences	-	-	-	3.9%	-
No regional parks or trails in my community	-	-	-	1.2%	12.2%
Conflict(s) with other park visitors	-	-	-	0.5%	-
Do not feel welcome or due to ethnicity/gender/cultural practices*	-	-	-	0.0%	0.0%
Speed of cyclists (including e-bikes)*	-	-	-	-	16.4%
Criminal or suspicious activity*	-	-	-	-	7.8%
Concern about safety at intersections of regional trails and roadways*	-	-	-	-	4.2%
Lack of consistency in trail surfaces*	-	-	-	-	2.9%
Lack of specific active transportation facilities (electric charging, lighting)*	-	-	-	-	0.5%

Note: A dash (-) indicates data is absent for a particular question or response option for the corresponding survey year.
ł 2017 and 2024 survey data are weighted. Results prior to 2017 are unweighted.
*New barrier added to the 2024 survey.
[1] Barriers to use was asked separately for parks and trails starting in 2024.
[2] The wording of the statement "Lack of personal transportation" used in 1998 and 2005 was reworded to "Lack of personal transportation to/on regional trails" in 2024.

Priorities for Management of Regional Parks and Trails

Priority Areas[2]	Percent (%) rated "High Priority" in each sample[1]			
	1998	2005	2017ł	2024ł
Provide outdoor recreation opportunities	-	-	38.7%	-
Expand outdoor recreation opportunities[3]	-	-	-	29.0%
Provide new or additional facilities	15.5%	-	19.0%	21.2%
Repair and maintain existing facilities	56.8%	43.1%	55.8%	58.9%
Provide more drive-in camping areas	-	12.8%	12.5%	-
Provide hike-in camping areas[3]	9.3%	16.2%	11.1%	-
Protect the natural environments and species[3]	69.8%	55.6%	61.0%	67.8%

Priority Areas[2]	Percent (%) rated "High Priority" in each sample[1]			
	1998	2005	2017ł	2024ł
Undertake restoration projects to conserve natural environments and species[3]	47.0%	43.4%	51.5%	49.6%
Acquire more parkland	25.2%	36.2%	50.3%	-
Widen regional trails	-	-	14.3%	-
Separate users on regional trails	-	-	14.0%	-
Increase enforcement of regional parks and trails regulations[3]	-	27.9%	19.9%	25.4%
Increase visitors' awareness about regional parks and trails regulations	-	-	22.0%	23.8%
Provide more educational programs/opportunities	13.3%	11.5%	13.7%	11.9%
Provide more opportunities for volunteers[3]	48.7%	12.8%	12.4%	13.1%
Improve collaboration with regional parks and trails neighbours (i.e., Government agencies, stakeholders)[3]	-	-	24.7%	17.8%
Improve collaboration with First Nations governments in service delivery, planning and management*	-	-	-	21.6%
Improve security	20.5%	23.0%	-	-
Provide more trails	27.8%	-	-	-
Provide more information	16.9%	14.8%	-	-
Manage the impact of visitors on plants and animals	46.7%	-	-	-
Prioritize greenhouse gas emission reductions and climate change adaptation*	-	-	-	35.0%
Expand regional trails in rural and electoral areas*	-	-	-	34.8%
Enhance regional trails in high-use sections with separated paths and lighting*	-	-	-	34.5%
Enhance equitable access to regional parks and trails*	-	-	-	24.2%
Increase visitor's awareness of First Nations history and cultural use in regional parks and trails*	-	-	-	20.9%

Note: A dash (-) indicates data is absent for a particular question or response option for the corresponding survey year.
ł 2017 and 2024 survey data are weighted. Results prior to 2017 are unweighted.
*New item added to the 2024 survey.
[1] The top response category was "high priority" in 1998, 2017 and 2024. The top response category in 2005 was "very important".
[2] Additional priority areas pertaining to specific issues, such as hiking or dog management were included in the 1998 and 2005 surveys. To reduce information load, these statements were not included in this table.
[3] Statement wording was changed from the previous survey period. Variations in wording may have influenced the response.

Funding of Regional Parks and Trails

Response Options	Percent (%) rated "High Priority" in each sample[1]			
	1998	2005	2017ł	2024ł
Reduce Funding	2.9%	1.8%	-	-
Maintain Existing Funding	49.5%	44.5%	43.2%	36.0%
Increase Funding	39.1%	43.9%	56.8%	64.0%
No Response	8.5%	9.8%	-	-

Note: A dash (-) indicates data is absent for a particular question or response option for the corresponding survey year.
ł 2017 and 2024 survey data are weighted. Results prior to 2017 are unweighted.

APPENDIX D: 2024 SURVEY INSTRUMENT

2024 CRD REGIONAL PARKS AND TRAILS RESIDENT SURVEY – Online Version

Take this survey to help us plan the future of your Regional Parks and Trails

The Capital Regional District (CRD) is conducting a survey to improve outdoor recreation, conservation, facilities, and services within regional parks and trails. To manage your regional parks and trails well and determine future directions, we need to hear from you about your ideas and opinions. Even if you have not used any regional parks or trails, your opinions are important to us.

Your address is one of only a small number that has been randomly selected from the area served by CRD. It is important to hear from you and each household selected in this sample, to accurately represent the views of all residents. One adult over 18 years old per household should complete the survey.

Your responses are voluntary and will be kept confidential. Please enter your unique survey code to start the survey.

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes directly associated with this survey. Inquiries about the collection or use of information in this form can be directed to Name, Position, Regional Parks, Capital Regional District 250.360.XXXX

Enter your unique survey code to start the survey

Pre-Amble

The CRD protects and manages more than 13,300 hectares of natural areas in 33 regional parks and four regional trails on southern Vancouver Island and the Gulf Islands.

To help us manage regional parks and trails effectively, this survey will ask your thoughts about regional parks *(pop-up definition)* and regional trails *(pop-up definition).*

(pop-up definition – regional parks – "Regional public areas dedicated to outdoor recreation, climate action and resiliency, access and equity, reconciliation, and the conservation of natural environments and species, such as Elk/Beaver Lake Regional Park, Thetis Lake Regional Park, Island View Beach Regional Park, etc. managed by the CRD").

(pop-up definition – regional trails – "CRD regional trails: The recreation and transportation corridors within the CRD, which include the Galloping Goose Regional Trail, the Lochside Regional Trail, the E&N Rail Trail - Humpback Connector, and the Mayne Island Regional Trail".)

1

Regional Parks Pre-Amble

The regional parks and regional trails system are managed holistically, but regional parks and trails have different visitor use, facility requirements, management demands, and priorities.

To help us manage regional parks effectively, the following six questions will ask you your thoughts about regional parks *(pop up map or embedded in survey)*

1. **How important is it to you to have regional parks? (Please check one answer)**
    1. Not at all important
    2. Somewhat important
    3. Neutral
    4. Quite important
    5. Very important

2. **How important to you are the following benefits provided by regional parks? (Please check one answer per statement)**
   Scale 1-5 (1 - Not at all important, 2- Somewhat Important, 3 - Neutral, 4 – Quite Important, 5 -Very Important)
    1. A place for outdoor recreation and exercise
    2. A place that enhances mental and physical health and wellbeing
    3. A place for the conservation of natural environments
    4. A place to experience natural environments
    5. A place to learn about natural environments
    6. A place that respects, reflects, and preserves First Nations cultural heritage and traditions
    7. A place to learn about and experience First Nations cultural heritage and traditions
    8. An interconnected system of natural lands
    9. A place that contributes to reducing climate change
    10. A place to spend time with family and friends
    11. A place for quiet relaxation
    12. A place for providing personal challenges and developing new skills
    13. A place that is welcoming and meaningfully accessible to all
    14. A place that contributes to regional climate resiliency

3. **Which of the following regional park(s) have you visited in the last 12 months?**
   Survey Tool Note - Conditional – If select None, skips to Q 7
    1. None
    2. Albert Head Lagoon
    3. Ayum Creek
    4. Bear Hill
    5. Brooks Point
    6. Coles Bay
    7. Devonian
    8. East Point
    9. East Sooke
    10. Elk/Beaver Lake
    11. Francis/King

12. Gonzales Hill
13. Horth Hill
14. Island View Beach
15. Jordan River - (Sandcut Beach)
16. Kapoor
17. Lone Tree Hill
18. Matheson Lake
19. Matthews Point
20. Mill Farm
21. Mill Hill
22. Mountain Forest
23. Mount Parke
24. Mount Wells
25. Mount Work
26. Roche Cove
27. Sea to Sea
28. Sooke Hills Wilderness
29. Sooke Potholes
30. Sooke River
31. St. John Point
32. Thetis Lake
33. Witty's Lagoon
34. Wrigglesworth Lake

4. About how many times have you visited the regional parks in the last 12 months?

1. 1-5 Times
2. 6-10 Times
3. 10-15 Times
4. More than 15 Times
5. Daily or Weekly

5. What is your most frequent mode of travel to regional parks?

1. Personal vehicle
2. Car share or car coop
3. Rideshare with friends or family
4. Personal bicycle
5. Personal e-bike or micro-mobility vehicle
6. Bike or e-bike rental
7. Public transportation
8. Walk
9. Other _____

6. If you have not visited regional parks in the last 12 months, why?
(Please check all that apply)

1. Not aware of regional parks
2. Feel unsafe

3. Lack of personal transportation to regional parks
4. Lack of public transportation to regional parks
5. Not enough parking
6. No, or poor access for people with disabilities
7. Poor facilities
8. Presence of horses or horse manure
9. Not enough time to visit regional parks
10. Travel time to reach regional parks
11. Too isolated
12. Too crowded
13. It is difficult to find information about the kinds of activities that are offered at regional parks
14. Conflict(s) with other park visitors
15. Lack of specific recreation facilities or desired recreation experiences
16. Dogs not under control
17. Presence of dog waste in regional parks
18. Potential wildlife conflicts
19. Do not feel welcome or due to ethnicity/gender/cultural practices
20. Other _____

Regional Trails Pre-Amble

To help us manage regional trails effectively, the following six questions will ask you your thoughts about regional trails *(pop-up map or embedded in the survey)*

7. **How important is it to you to have regional trails? (Please check one answer)**
   1. Not at all important
   2. Somewhat important
   3. Neutral
   4. Quite important
   5. Very important

8. **How important to you are the following benefits provided by regional trails? (Please check one answer per statement)**

   Scale 1-5 (1 - Not at all important, 2- Somewhat Important, 3- Neutral, 4 – Quite Important, 5- Very Important)

   Benefits
   1. A place for outdoor recreation and exercise
   2. A place that enhances mental and physical health and well being
   3. A place to conserve natural environments
   4. A place to experience natural environments
   5. A place to learn about natural environments
   6. A place that respects, reflects, and preserves First Nations cultural heritage and traditions
   7. A place to learn about and experience First Nations culture and traditions

8. A place that contributes to reducing regional greenhouse gas emissions
9. A greenway connection through the urban, suburban, and rural landscapes
10. A route to travel for commuting purposes
11. An opportunity to be away from vehicle traffic
12. A place to spend time with family and friends
13. A place for quiet relaxation
14. A route that is accessible

9. Which of the following <u>regional trails</u> have you visited in the last 12 months?

Survey Tool Note - Conditional – If select None, skip to Q12

1. None
2. E&N Rail Trail – Humpback Connector
3. Galloping Goose Regional Trail
4. Lochside Regional Trail
5. Mayne Island Regional Trail

10. About how many times have you have visited <u>regional trails</u> in the last 12 months?

1. 1-5 Times
2. 6-10 Times
3. 10-15 Times
4. More than 15 Times
5. Daily or Weekly

11. What is your most frequent mode of travel to <u>regional trails</u>?

1. Personal vehicle and parking near trail access points
2. Car share or car coop
3. Rideshare with friends or family
4. Personal bicycle
5. Personal e-bike or micro-mobility vehicle
6. Bike or e-bike rental
7. Public transportation
8. Walk
9. Other_____

12. If you have not visited <u>regional trails</u> in the last 12 months, why?
(Please check all that apply)

1. Not aware of regional trails
2. Lack of personal transportation to/on regional trails
3. Lack of public transport to regional trails
4. Not enough parking at or near regional trails
5. No, or poor access for people with disabilities
6. Lack of specific active transportation facilities (electric charging, lighting)
7. Presence of horses or horse manure
8. Not enough time to visit regional trails
9. Travel time to reach regional trails
10. Too isolated in some sections of regional trails

11. Too crowded
12. Speed of cyclists (including e-bikes)
13. Meeting dogs off leash
14. Presence of dog waste on/near regional trails
15. Potential wildlife encounters
16. Lack of consistency in trail surfaces
17. Concern about safety at intersections of regional trails and roadways
18. Criminal or suspicious activity
19. Do not feel welcome or due to ethnicity/gender/cultural practices
20. Other _____

Regional Parks and Trails Pre-Amble

The next set of questions will ask your thoughts about regional parks and trails.

13. To what extent do you disagree or agree with each of the following statements? (Please check one answer per statement)

Scale (1-5) (Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree)

1. Regional parks and trails are important for outdoor recreation
2. Regional parks and trails are important for conservation
3. Regional parks and trails are important for First Nations cultural values and uses
4. We have a responsibility to future generations to protect regional parks and trails
5. Regional parks and trails are important for their educational value
6. Regional parks and trails are important for their beauty
7. Regional parks and trails are important for the regional economy
8. I have an emotional or spiritual bond with regional parks and trails
9. I have a cultural bond with regional parks and trails lands
10. Regional parks and trails are important for their own sake
11. Visitor use of regional parks and trails should be managed if it negatively affects natural environments
12. Outdoor recreational use of regional parks and trails is more important than protecting natural environments
13. Outdoor recreation use of regional parks and trails should be compatible with protecting natural environments
14. Natural environments and species have as much right to exist as people
15. Regional trails are important for transportation
16. Regional trails are important for reducing regional greenhouse gas emissions
17. I am not that interested in regional parks and trails

14. Select the 5 main outdoor recreation activities you do the most in regional parks and trails. (19 in 2017)

1. Attending a festival
2. Attending a special event

3. Birdwatching
4. Boating
5. Camping
6. Canoeing/kayaking
7. Cycling
8. Dog walking
9. Fishing
10. Geocaching
11. Hiking
12. Horseback riding
13. Mountain biking
14. Paddle boarding
15. Picnicking
16. Rock climbing
17. Running
18. Skateboarding/Rollerblading
19. Surfing
20. Swimming
21. Viewing plants/animals
22. Walking
23. Other_____

15. Overall, how satisfied are you with your regional parks and trails system experiences?

1. Not at all satisfied
2. Somewhat satisfied
3. Neutral
4. Quite satisfied
5. Very satisfied

16. Overall, how would you rate regional parks and trails over the past 5 years in: Scale 1-5 (Poor, Fair, Neutral, Good, Excellent)

1. Offering outdoor recreation activities
2. Contributing to the conservation of natural environments
3. Contributing to the health of the region and its residents
4. Contributing to the regional economy (i.e., fees, regional business, tourism)
5. Contributing to Canada's protected area targets for nature protection and climate resiliency (30% of lands and waters protected by 2030)
6. Contributing to equitable access in regional parks and trails
7. Contributing to reconciliation with First Nations

17. **What activities should be given priority over the next 5 years to enhance your enjoyment of the regional parks and trails system? (Please check one answer per statement)**

Scale (1-5) (Not a Priority / Low Priority / Neutral / Medium Priority / High Priority)

1. Protect the natural environment
2. Expand outdoor recreation opportunities
3. Provide new or additional facilities
4. Repair and maintain existing facilities
5. Increase visitor's awareness of First Nations history and cultural use in regional parks and trails
6. Undertake restoration projects to conserve natural environments
7. Expand regional trails in rural and electoral areas (*pop-up definition – Expand – Plan and develop new sections of trail and/or improve trail connections)*
8. Enhance regional trails in high-use sections with separated paths and lighting *(pop-up definition – Enhance – Make improvements to existing trails, e.g., widening and lighting, trail resurfacing, etc.)*
9. Increase enforcement of regional parks and trails regulations
10. Increase visitor's awareness about regional parks and trails regulations
11. Provide more educational programs
12. Provide more opportunities for volunteers
13. Improve collaboration with regional parks and trails neighbours (i.e., Government agencies, stakeholders)
14. Improve collaboration with First Nations governments in service delivery, planning and management
15. Enhance equitable access to regional parks and trails
16. Prioritize greenhouse gas emission reductions and climate change adaptation

18. **Given the demand for funding and limited resources available, which of the activities listed above should the regional parks and trails system focus on in the next 5 years? (Please put the letters corresponding to your first, second, and third choice in the appropriate box)**

1. ( ) Highest priority
2. ( ) Second priority
3. ( ) Third priority

~~19.~~ **. The CRD's 2022 Financial Plan incorporates a new approach to land acquisition that leverages borrowing capacity to purchase land that would otherwise be unattainable on a pay-as-you-go savings model. This financing structure is anticipated to create a revenue stream that can be used to fund up to $50 million of land purchases over 15 years.~~~~,~~ ~~thereby leveraging a net increase in land values more than $100 million.~~**

The *CRD's Regional Parks and Trails Strategic Plan (2022-2032*) supports global, national and provincial conservation targets, and working with First Nations, toincrease representation of all four regional natural areas: (Conservation Areas, Wilderness Areas,

Natural Recreation Areas and Conservancy Areas) and two classifications of regional trails (Urban Bike & Pedestrian, Rural Bike & Pedestrian).

What are your priorities for how the Land Acquisition Fund is spent in the next five years?

Scale (1-5) (Not a Priority / Low Priority / Neutral / Medium Priority / High Priority)

1. Expand Conservation Areas *(pop-up definition – "Conservation Areas protect species or ecological communities at risk and offer visitor opportunities that are primarily focused on the interpretation of natural and cultural features")*
2. Expand Wilderness Areas *(pop-up definition - "Wilderness Areas protect large, connected tracts of natural areas and to offer visitor opportunities that are primarily focused on remote and secluded compatible outdoor recreation".)*
3. Expand Natural Recreation Areas (pop-up definition – "*Natural Recreation Areas protect a connected system of natural areas and to offer visitor opportunities that are primarily focused on compatible outdoor recreation.")*
4. Expand Conservancy Areas (pop-up definition - *"Conservancy Areas protect natural assets and areas primarily for their intrinsic cultural use value and to offer visitor opportunities that enhance understanding and appreciation for Indigenous cultural use where appropriate."*)
5. Expand Urban Bike and Pedestrian Regional Trails (*pop-up definitions – Urban Bike and Pedestrian Trails provide an off-street trail corridor in urban areas that is primarily for high volumes of active transportation at peak travel times and accommodates regular recreation use.*)
6. Expand Rural Bike and Pedestrian Regional Trails *(pop-up definition - Rural Bike & Pedestrian Trails provide an off-street trail corridor in rural areas that is primarily for active transportation and recreation with higher volumes.)*
7. Expand all Park Classifications Areas

20. What should be done to operate the regional parks and trails system in the future? (Please check one answer)

1. Maintain existing funding	This would result in a 2024 level of operation.
2. Increase existing funding	This would result in a level of operation above and beyond 2024 levels. This could result in more conservation projects, new or upgraded facilities, etc.

21. Currently CRD regional parks and trails services and facilities are financed through tax-based revenue. Given the demand for funding and limited resources available, what tools or approaches do you feel should be utilized to fund regional parks and trails?

1. Increase taxes
2. Increase non-tax revenues (e.g., paid parking, park user fees, food services, equipment rentals, merchandise sales)
3. Establish a foundation to increase partnerships and pursue grants and donations

22. Which of the following information sources do you use to find out about the regional parks and trails you visit? (Please check all that apply)

1. CRD website
2. CRD social media *(Conditional – if select CRD SM – options for Facebook/Instagram /X/ You Tube)*
3. Google search
4. Family and friends
5. Nature Centre (CRD or other)
6. Newspaper
7. Magazines
8. Radio
9. TV
10. Park brochures
11. Tourism Info Centre
12. Word of mouth
13. Guidebooks
14. Community/public events
15. Email
16. TV
17. Other, please specify_____

ABOUT YOU

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act.

23. In which area of the capital region do you live in?

1. Beecher Bay First Nation (Sc'ianew)
2. Central Saanich
3. Colwood
4. Esquimalt
5. Esquimalt Nation (xʷsepsəm)
6. Galiano Island
7. Highlands
8. Juan de Fuca Electoral Area
9. Langford
10. Malahat First Nation ((MÁLEXEŁ)
11. Mayne Island
12. Metchosin
13. North Saanich
14. Oak Bay
15. Pacheedaht First Nation (P'a:chi:da?aht)
16. Pauquachin First Nation (BOḰEĆEN)
17. Pender Island

18. Penelekut Tribe (Pune'laxutth)
19. Salt Spring Island
20. Saanich
21. Saturna Island
22. Sidney
23. Songhees Nation (Lək̓ʷaŋən)
24. Sooke
25. Southern Gulf Islands Electoral Area
26. Tsartlip First Nation (W̱JOŁEŁP)
27. Tsawout First Nation (SṮÁUTW̱)
28. Tseycum First Nation (W̱SIḴEM)
29. T'Sou-ke Nation
30. Victoria
31. View Royal
32. Other_____

24. In which age category do you fall?

1. 18-24
2. 25-34
3. 35-44
4. 45-54
5. 55-64
6. 65+

25. What is your gender? Refers to current gender which may be different from sex assigned at birth and may be different from what is indicated on legal documents.

1. Male
2. Female
3. Transgender male
4. Transgender female
5. Non-Binary
6. Prefer Not to Say
7. Prefer to Self Identify _____

26. Do you rent or own your home?

1. Rent
2. Own

27. Please indicate the type of household in which you live.

1. Adult living alone
2. Couple with no dependent children
3. Extended family
4. More than two adults sharing a residence
5. Parent(s) with one or more dependent child (full, or part-time)
6. Other_____

28. Please indicate the range which corresponds to your household's total gross income last year (from all sources, before income taxes).

1. Under $25,000
2. $25,000 - $49,000
3. $50,000 - $79,999
4. $80,000 - $124,999
5. $125,000 - $199,000
6. $200,000 and over
7. Decline to answer/don't know

29. Do you or anyone in your household have one, or more, accessibility requirements (e.g., permanent condition(s) that impacts mobility, vision, hearing, cognition, sensory processing, social interactions or requires the use of an aid such a stroller, wheelchair, cane, or walker and/or adaptive design)?

1. Yes
2. No
3. Prefer Not to Say

30. Do you currently own, or in the next 5-years are planning to own, a micro-mobility vehicle? (e-bikes, scooters, electric scooters, electric tricycles, electric unicycles, unicycles and more).

1. Yes
2. No
3. Unsure

We greatly appreciate your help with this survey. If you have any question or would like to receive a summary of the results, please contact:

CRD Regional Parks
490 Atkins Avenue, Victoria, BC, Canada V9B 2Z8
T: 250.478.3344 F: 250.478.5416
E-mail: crdparks@crd.bc.ca

APPENDIX E: 2024 NOTIFICATION LETTER

Making a difference...together

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

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

January 23, 2024

Secure Access Code: A1B2C3

Resident
201 - 862 CLOVERDALE AVE
VICTORIA BC V8X 2S8

File: 0640-20

Dear Resident:

We Want to Hear from You About CRD Regional Parks and Trails!

Your household has been randomly selected to participate in the Capital Regional District's (CRD) Regional Parks and Trails 2024 Resident Survey, (Resident Survey). Your participation goes a long way toward improving regional parks and trails in the region. This survey provides the CRD with information critical for decisions on regional parks and trails service delivery, management, operations, outdoor recreation and protecting natural environment and species.

This survey will take approximately 20 minutes to complete. One adult over 18 years old per household should complete the survey. You can complete the survey in three ways:

- Take the survey online at **www.crdresidentsurvey.ca** using the secure access code at the top of this letter.
- Complete the survey over the phone by calling the toll-free survey hotline at **1.833.224.7237**.
- Complete the survey at home, by calling the toll-free survey hotline at **1.833.224.7237 and requesting a physical questionnaire to be mailed to your address**. Complete and return the survey – an enclosed stamped and self-addressed envelope will be provided.

R.A. Malatest & Associates Ltd., a Victoria based research firm, is surveying on behalf of the CRD.

All information your household provides for the survey is strictly for the purpose of the CRD Regional Parks and Trails 2024 Resident Survey, is confidential and is not shared with any other individual or organization, per the *Freedom of Information and Protection of Privacy Act*. See the Frequently Asked Questions on the back of this letter for details on participating.

If you have questions about the survey, call the toll-free survey hotline at **1.833.224.7237** or email crdresidentsurvey@malatest.com. For further information, visit www.crdresidentsurvey.ca.

Thank you for participating in this vital survey that will benefit all regional residents.

Sincerely,

Colin Plant
Chair, Capital Regional District Board

For questions about CRD regional parks and trails research, contact CRD Regional Parks at 250.478.3344 or crdparks@crd.bc.ca

PREC-1643628113-829

CRD Regional Parks and Trails
2024 Resident Survey

Frequently Asked Questions

Who is conducting this survey?
The CRD Regional Parks and Trails 2024 Resident Survey is a Capital Regional District (CRD) initiative being carried out by Victoria-based research firm R.A. Malatest & Associates Ltd.

Why are you doing this survey?
The CRD regularly administers a statistically valid resident survey (1992, 1998, 2005, 2017) to document public opinions toward regional parks and trails. The survey data will benefit communities within the capital region by informing the CRD on how satisfied residents are with their regional parks and trails system experience.

Why should my household participate in this survey? What will the survey information be used for? This survey will help document public satisfaction, confirm visitor activities in the parks and help the CRD assess understanding of the various benefits of parks. Your feedback will help to inform long-term planning and support related goals identified in both the CRD's Corporate Plan 2023-2026 and the Regional Parks Strategic Plan 2022-2032. The survey is strictly confidential, and your participation is optional.

How will my information be kept private?
The survey is voluntary and strictly confidential. Any information collected will be protected per the provisions of the *Freedom of Information and Protection of Privacy Act*. Data gathered is processed, stored, and used in a form that does not permit any individual household or its members to be identified. Names, addresses and phone numbers are deleted from the data file at the conclusion of the survey's data collection phase.

How can residents confirm that the survey is legitimate?
Residents can confirm the survey is the legitimate CRD Regional Parks and Trails 2024 Resident Survey if they receive a letter signed by Colin Plant, CRD Board Chair, with a secure access code directing them to complete a survey at www.crdresidentsurvey.ca, by telephone or requesting a physical questionnaire.

How are residents selected to participate?
Participants are selected randomly from demographics and residence location to collect information on regional parks and trails from a statistically relevant sample of study area households. Questions or concerns about this research for the CRD can be directed to Malatest's toll-free survey hotline at 1.833.224.7237.

What do I do if I lose my letter with my secure login code?
If you have misplaced your secure access code, please contact Malatest's toll-free survey hotline at 1.833.224.7237.

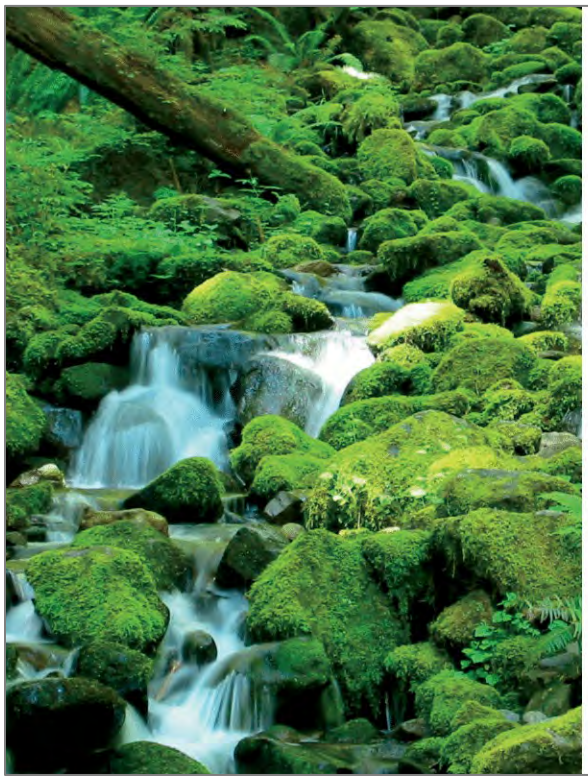
When is the survey being conducted and how long will it take?
The survey is being launched in January 2024. The online survey should take between 15 and 25 minutes to complete.

PREC-1643628113-829

Making a difference...together

APPENDIX F: 2024 REMINDER POSTCARDS

First Reminder Postcard



In January 2024 we mailed you an invitation to take the **CRD Regional Parks & Trails 2024 Resident Survey.**

If you have already participated, thank you for your feedback!

If you have not taken it yet, please complete it online as soon as possible:

www.crdresidentsurvey.ca

Your feedback is important to us!

Making a difference...together

Complete the survey online:
www.crdresidentsurvey.ca

Access Code: A1A1A1

Alternatively, you may request a phone survey or physical questionnaire by calling the toll-free survey hotline at 1.833.224.7237.

It's important that we hear from residents like you who have been randomly chosen from a sample. By taking the survey, you help make sure the survey results represent CRD residents' opinions.

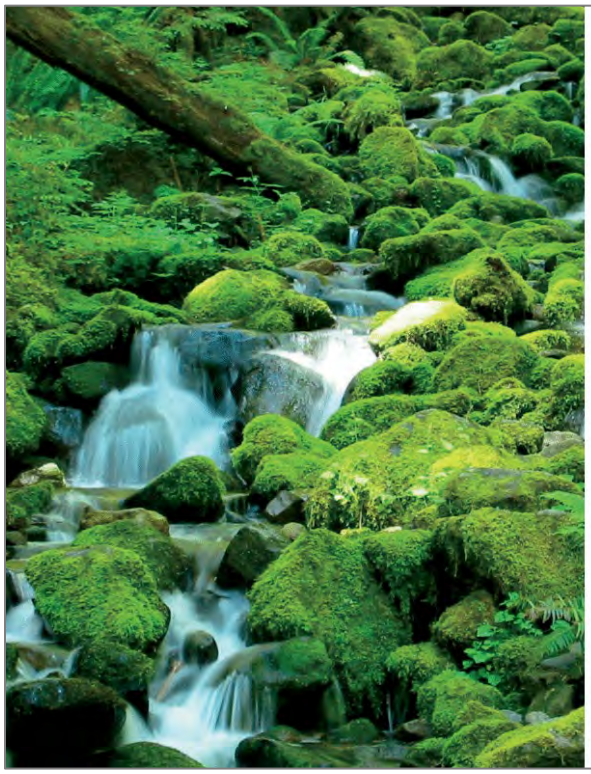
If you have any questions about the survey, call 1.833.224.7237 or email crdresidentsurvey@malatest.com.

CANADA POST POSTES CANADA
Postage paid Personalized Mail
Port payé Courrier personnalisé
1010618
RETURN POSTAGE GUARANTEED
PORT DE RETOUR GARANTI

RESIDENT
201-862 CLOVERDALE AVE
VICTORIA BC
V8X 2S8

Making a difference...together

Second Reminder Postcard



In January 2024 we mailed you an invitation to take the **CRD Regional Parks & Trails 2024 Resident Survey.**

The survey is closing on April 4, 2024.

This means you have one more opportunity to complete the survey before it closes. If you have not taken it yet, please complete it online as soon as possible:

www.crdresidentsurvey.ca

Your feedback is important to us!

Making a difference...together

Complete the survey online:
www.crdresidentsurvey.ca

Access Code: A1A1A1

Alternatively, you may request a phone survey or physical questionnaire by calling the toll-free survey hotline at 1.833.224.7237.

Your address was one of only 7,650 randomly chosen from a sample across the region. It's important that we hear from a diverse sample of residents. By taking the survey, you help make sure the survey results represent CRD residents' opinions, whether you frequently visit the regional parks and trails, or not.

If you have any questions about the survey, call 1.833.224.7237 or email crdresidentsurvey@malatest.com.

CANADA POST POSTES CANADA
Postage paid Port payé
Personalized Mail Courrier personnalisé
1010618
RETURN POSTAGE GUARANTEED
PORT DE RETOUR GARANTI

RESIDENT
201-862 CLOVERDALE AVE
VICTORIA BC V8X 2S8

Resident Survey Fact Sheet

Regional Parks

Capital Regional District | November 2024

Resident survey in 2024 to collect public opinions about the regional parks and trails system



7650 Households
1762 Participants
23% Response



Data statistically valid and representative of CRD (95% confidence level)

Why do you visit regional parks and trails?

Walking-79% | Hiking-71% | Viewing nature-43% | Cycling-42% | Dog walking-38%



Participants supported outdoor recreation if it was compatible with conservation



94% 2024
Parks are important
97% 2017

84% 2024
Trails are important
94% 2017

Resident Survey Fact Sheet

Making a difference...together

79% 2024

Are satisfied with their experience in regional parks and trails

91% Visited a regional park

83% Visited a regional trail

90% 2017

Where do you go?

66% **Elk/Beaver Lake**
→1,919,677 Visits in 2023

57% **Thetis Lake**
→540,857 Visits in 2023

52% **Island View Beach**
→451,232 Visits in 2023

Why don't you visit?

26% Not enough time
19% Physically unable/illness
13% Elderly
13% Feel unsafe
12% Lack of personal transportation

Survey data aligns with the 2023 Traffic and Trails count data

Where do you go?

72% **Galloping Goose**
→2,273,816 Visits in 2023

56% **Lochside**
→1,221,933 Visits in 2023

37% **E&N Rail Trail**
→483,546 Visits in 2023

Why don't you visit?

24% Not enough time
22% Travel time to trails
16% Speed of cyclists
12% Not aware/no trails in community
11% Meeting dogs off leash

Survey data aligns with the 2023 Traffic and Trails count data

64% of participants supported the increase in funding to operate regional parks and trails in the future

Residents' priorities for the next 5 years

1. Protect the natural environment
2. Repair and maintain existing facilities
3. Restoration projects to conserve natural environments

2024 CRD Regional Parks and Trails Resident Survey Results

Regional Parks Committee

November 27, 2024

2024 Regional Parks and Trails Resident Survey Results – Why do we conduct the Resident Survey?

The CRD Regional Parks and Trails Resident Survey provides a snapshot of the public's opinion towards regional parks and trails.

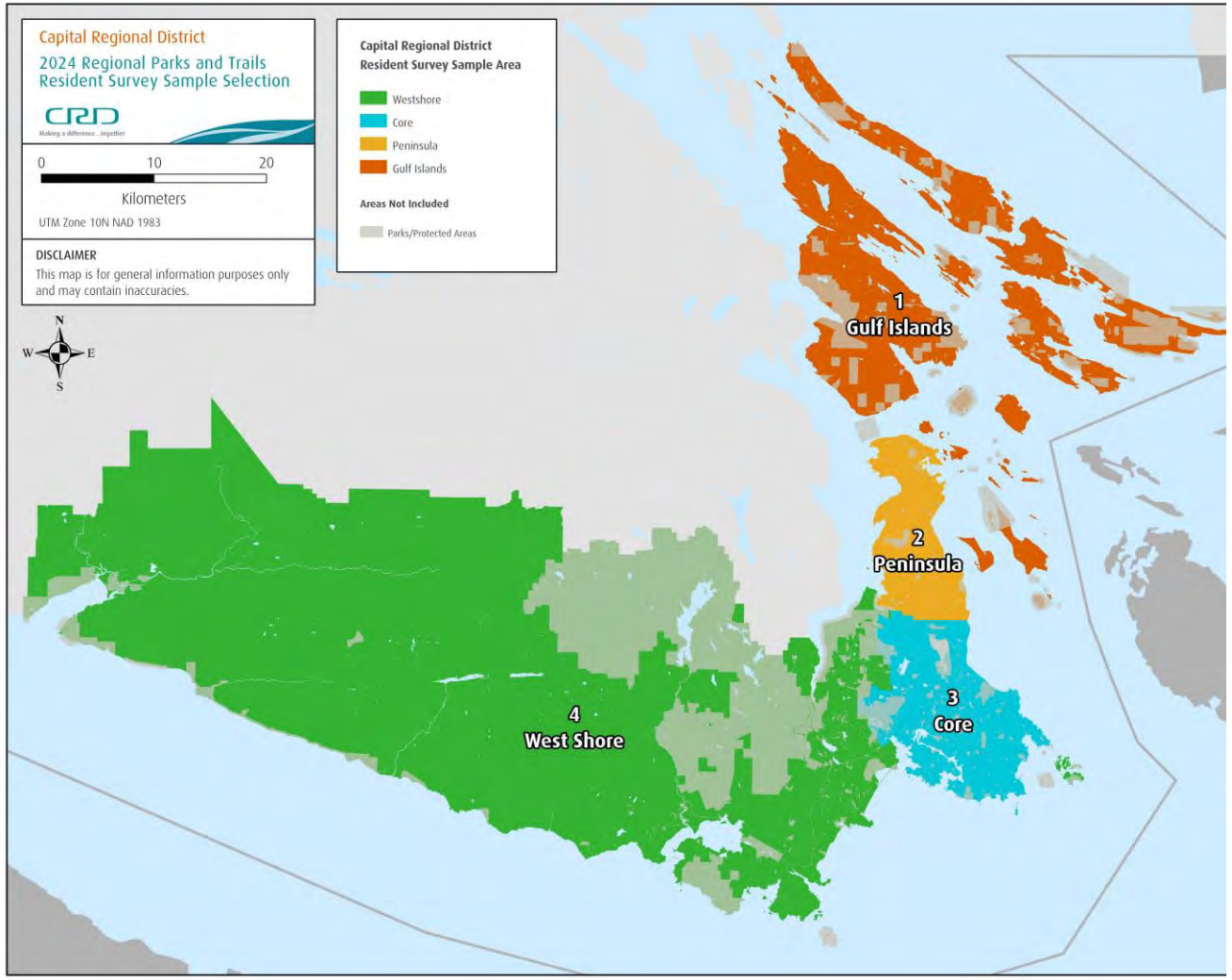
Data is used to:

- Measure residents' values, opinions and priorities
- Track satisfaction and visitor-use patterns
- Guide planning & operations decision making



2024 CRD Regional Parks and Trails Resident Survey Results – Methodology

- Strategic Plan priorities
- Diversity, equity and inclusion lens
- Regional Planning Area (RPA), Gulf Islands and SSI
- Mailed to 7,650 randomly selected households
- 1,762 participants (23% survey response rate)





Key Findings

2024 CRD Regional Parks and Trails Resident Survey Results – Benefits

Regional Parks

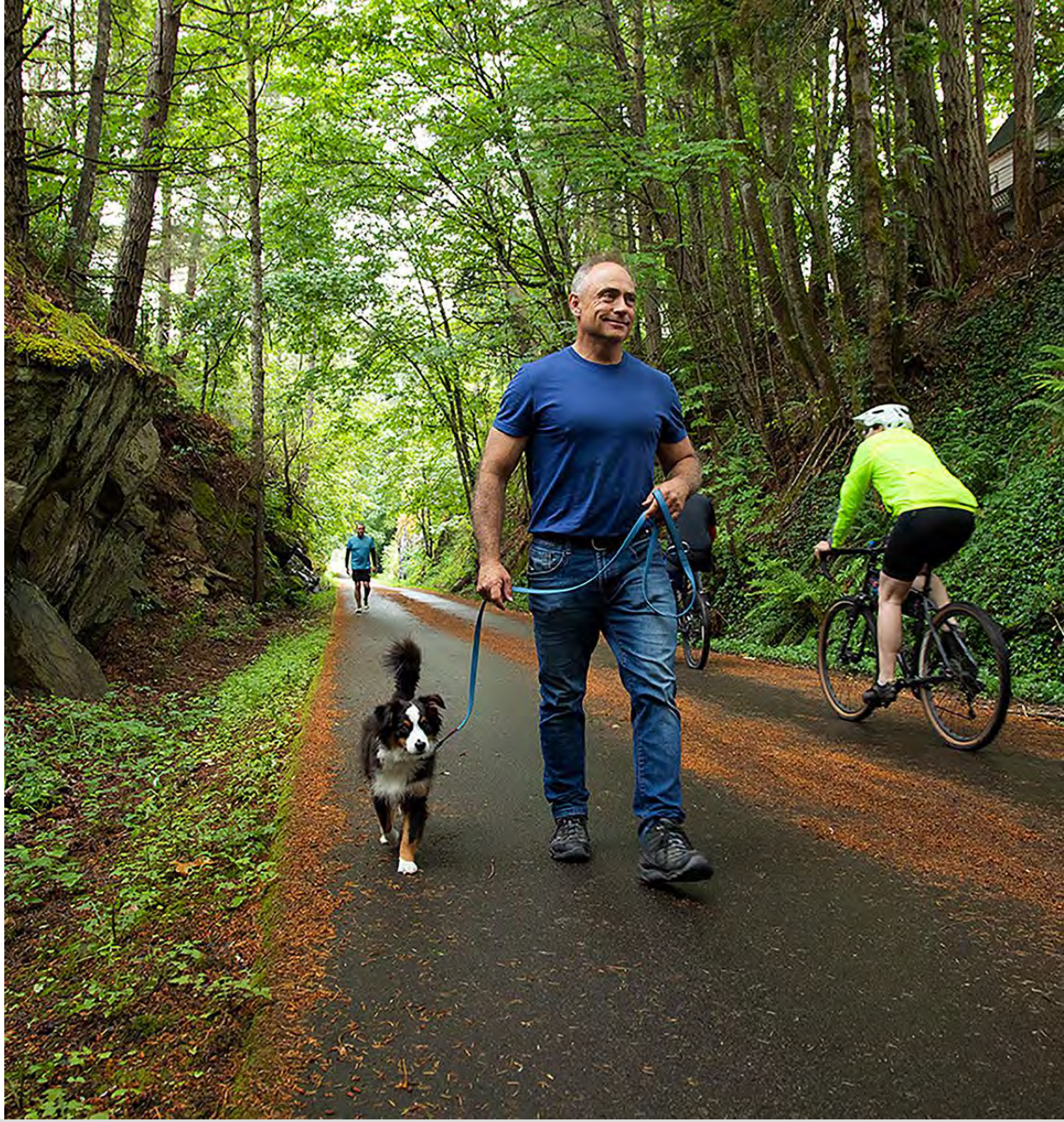
- Experience natural environments
- Conservation
- Outdoor recreation & exercise



Regional Trails

- Outdoor recreation & exercise
- Enhances mental, physical health & well-being
- A greenway connection through urban, suburban and rural landscapes





Data for regional parks is represented by green text and infographics. Data for regional trails is represented by orange text and infographics. Data for regional parks and trails is represented by blue text and infographics.

2024 Regional Parks and Trails Resident Survey Results – Visitor Use

Why do you visit regional parks and trails?



Walking-79% Hiking-71% Viewing nature-43% Cycling-42% Dog walking-38%

Visitor Use – Parks

Where do you go?

- **66%** Elk/Beaver Lake → 1,919,677 Visits in 2023
- **57%** Thetis Lake → 540,857 Visits in 2023
- **52%** Island View Beach → 451,232 Visits in 2023

Survey data aligns with the 2023 Traffic and Trails count data

Visitor Use – Trails

Where do you go?

- **72%** Galloping Goose → 2,273,816 Visits in 2023
- **56%** Lochside → 1,221,933 Visits in 2023
- **37%** E&N Rail Trail → 483,546 Visits in 2023

Survey data aligns with the 2023 Traffic and Trails count data

Data for regional parks is represented by green text and infographics. Data for regional trails is represented by orange text and infographics. Data for regional parks and trails is represented by blue text and infographics.

2024 Regional Parks and Trails Resident Survey Results – Visitor Use

Visitor Use – Parks

Why don't you visit?

- **26%** Not enough time
- **19%** Physically unable/illness
- **13%** Elderly
- **13%** Feel unsafe
- **12%** Lack of personal transportation

Survey data aligns with the 2023 Traffic and Trails count data

Visitor Use – Trails

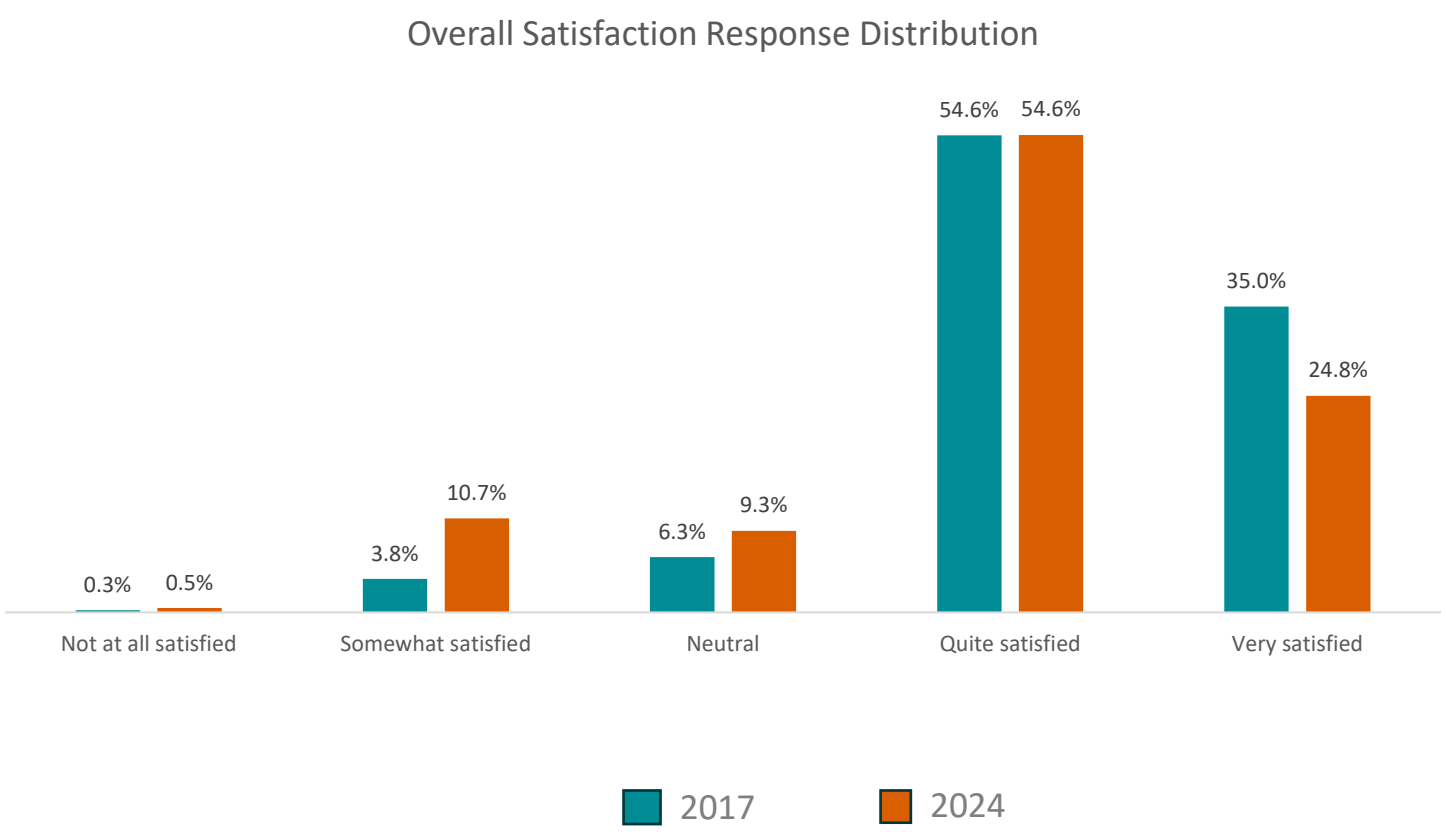
Why don't you visit?

- **24%** Not enough time
- **22%** Travel time to trails
- **16%** Speed of cyclists (including e-bikes)
- **12%** Not aware/no trails in community
- **11%** Meeting dogs off leash

Survey data aligns with the 2023 Traffic and Trails count data

Data for regional parks is represented by green text and infographics. Data for regional trails is represented by blue text and infographics. Data for regional parks and trails is represented by blue text and infographics. 2024 separated barriers for regional parks and trails and other surveys were referenced to inform a broader range of barriers specific questions to regional parks and trails to assess equity and safety in regional parks and trails more effectively.

2024 Regional Parks and Trails Resident Survey Results - Satisfaction





Most residents (79%) are satisfied with regional parks and trails

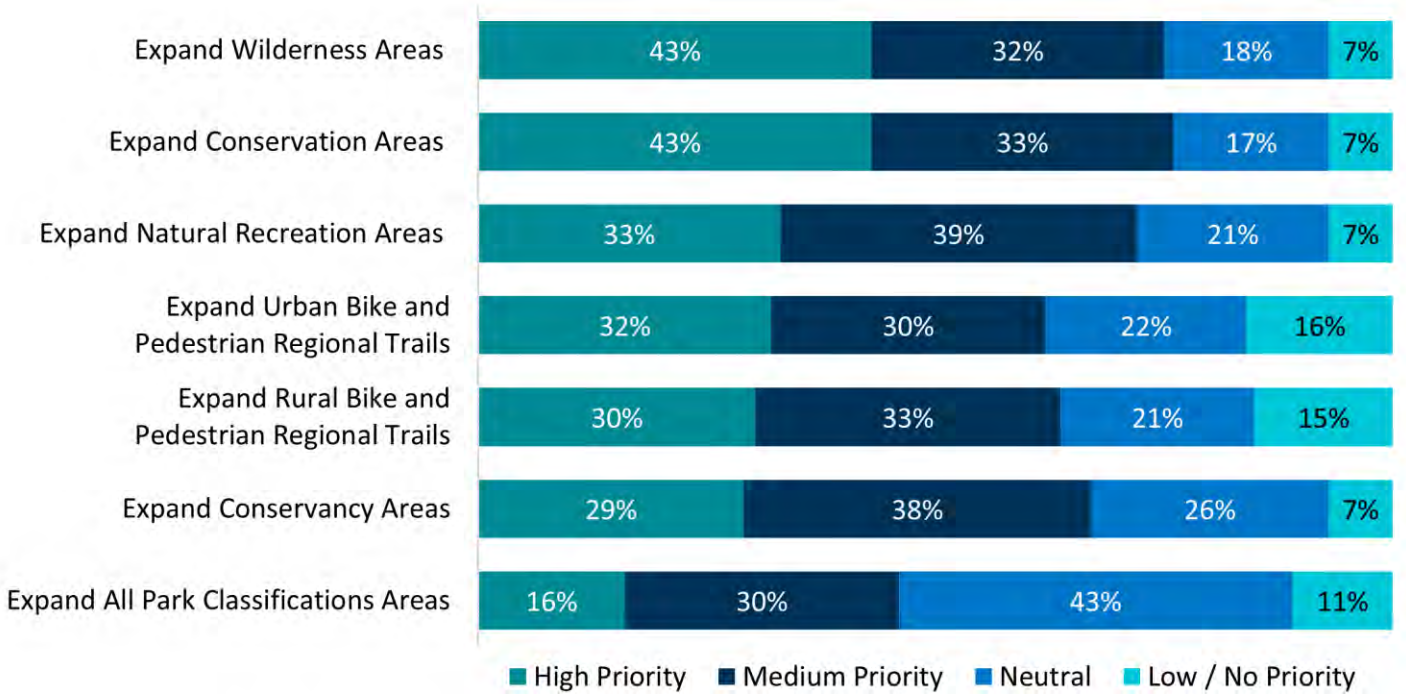
2017 data was re-analyzed and weighted to be comparable to 2024 data.

2024 Regional Parks and Trails Resident Survey Final Results

Management & Funds

64% of residents support increasing funding for the operation of regional parks and trails (57% in 2017)

Support for expanding park classifications through the Land Acquisition Fund



2024 Regional Parks and Trails Resident Survey Final Results

Values

Regional parks and trails are important for outdoor recreation (97%)

We have a responsibility to future generations to protect regional parks and trails (96%)

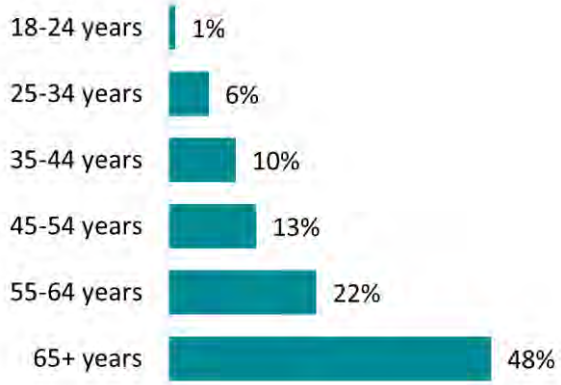
Regional parks and trails are important for their beauty (93%)



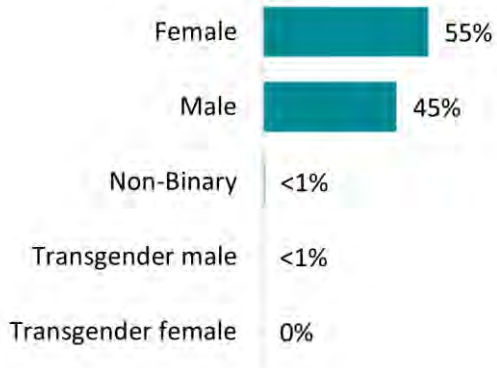
2024 Regional Parks and Trails Resident Survey Final Results

Demographics

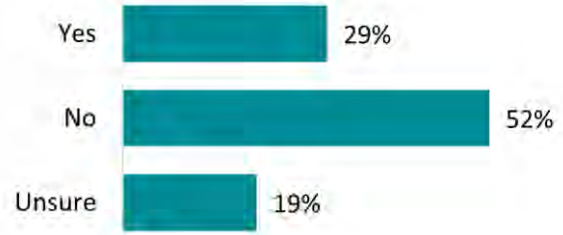
Age:



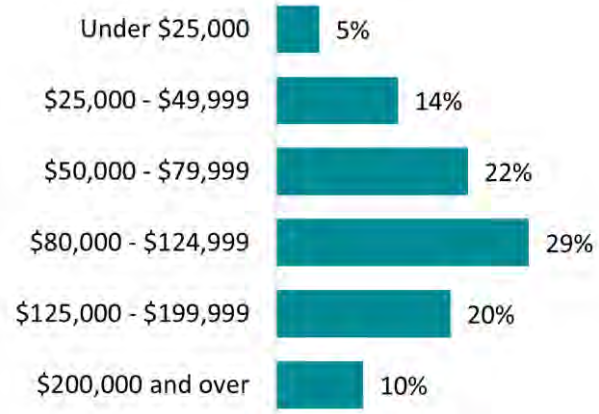
Gender:



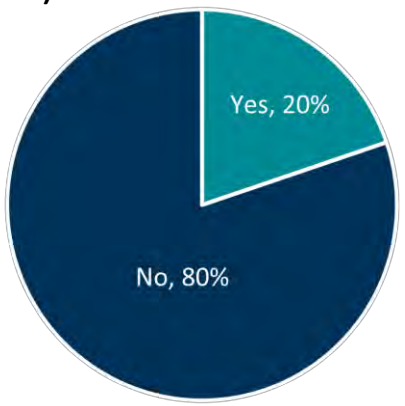
E-Bike/micro-mobility device? (*new*):



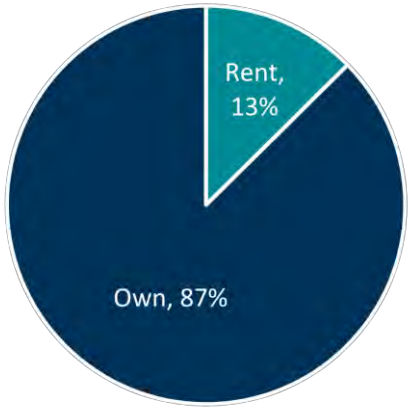
Income (*new*):



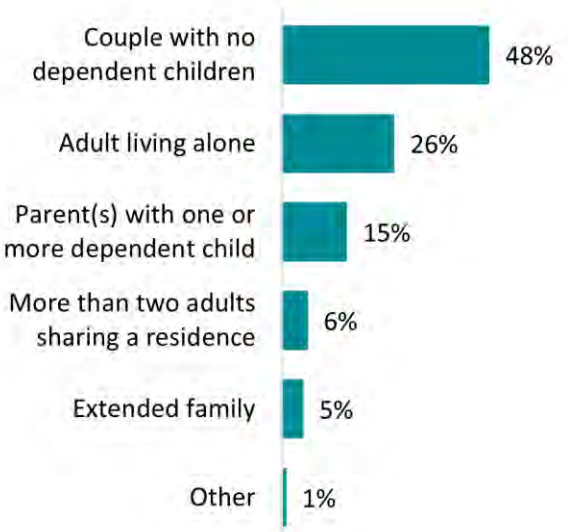
Accessibility Requirements? (*new*):



Rent/Own? (*new*):



Household Composition:



Demographic data is unweighted.



Key Findings – Strategic Plan

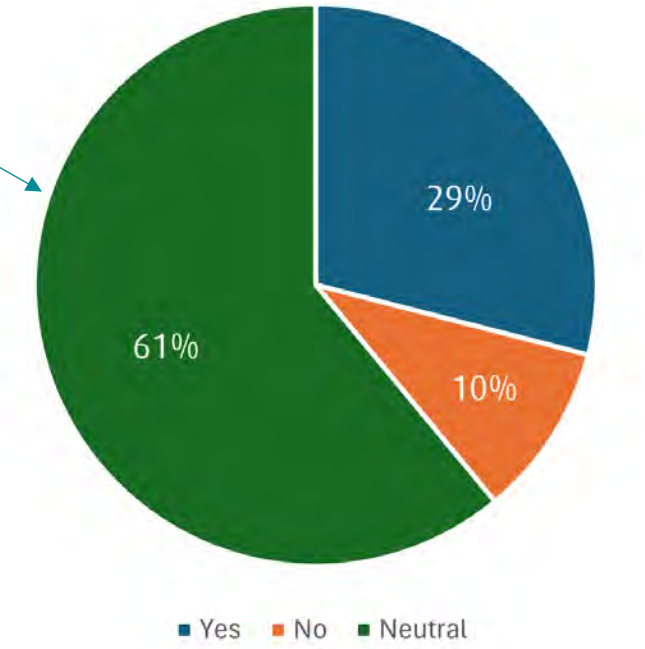
2024 Regional Parks and Trails Resident Survey Final Results

Reconciliation

- Most residents acknowledge the importance of parks (61%) and trails (51%) for respecting and preserving First Nations cultural heritage and as valuable places to learn about First Nations culture (parks 53%, trails 44%).

- Are regional parks and trails contributing to reconciliation with First Nations?

- Support for Conservancy Park Classification is high (62%), though no regional parks are classified as Conservancies.





62% support for the Conservancy Park Classification is the combined response for "high priority" and "moderate priority"

2024 Regional Parks and Trails Resident Survey Final Results

Conservation

- Experiencing natural environments (95%) and the conservation of natural environments (94%) are top reported benefits for regional parks.
- Protecting regional parks and trails for future generations (96%), providing beauty (93%), and conservation (91%) are highly reported values.
- 79% agree regional parks and trails positively contribute to the conservation of natural environments, and 63% agree that CRD Regional Parks positively contribute to Canada's protected area targets (30X30)*.



**The Federal Government has committed to protecting 30% of Canada's lands and waters by 2030. CRD Regional Parks is the first Regional District to report locally protected and conserved areas in the national database.*

2024 CRD Regional Parks and Trails Resident Survey Final Results

Visitor Experience

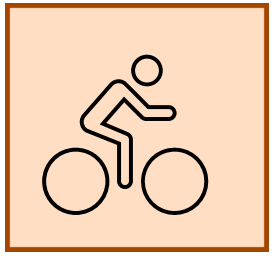
Residents' priorities for the next 5 years

1. Protect the natural environment
2. Repair and maintain existing facilities
3. Restoration projects to conserve natural environments

91% visited a regional park



83% visited a regional trail



Regional Parks & Trails Contribute to...



Resident Health & Well-being



Conservation of Natural Environments



Space for Outdoor Recreation



2024 CRD Regional Parks and Trails Resident Survey Final Results

Climate Action & Resiliency

81% of residents travel by personal vehicle to regional parks and 39% by personal vehicle to regional trails.

62% of residents travel by bike or active transportation to regional trails, ~19% by active transportation to regional parks.

Most residents recognize the important role parks play in reducing greenhouse (GHG) emissions (75%). Reducing GHG emissions/adapting to climate change is medium-high priority for most residents (64%).



2024 CRD Regional Parks and Trails Resident Survey Final Results

Access & Equity

Most residents view regional parks as welcoming and meaningfully accessible to all (82%) and recognize the benefits of regional trails for providing accessible routes for residents (81%).

Many residents view regional parks and trails as contributing to equitable access (63%) and enhancing equitable access to regional parks and trails as a medium-to-high priority (65%).

Households in which one member has a permanent accessibility requirement were less likely to have visited a regional park or trail in the past year.



2024 CRD Regional Parks and Trails Resident Survey Final Results

What's Next?



- Post the 2024 Resident Survey results on the CRD website
- Refine the questionnaire for the 2029-2030 Resident Survey
- Use this and the next survey results to inform strategic plans




Questions?

Making a difference...together

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

SUBJECT **Municipal Regional District Tax (MRDT) Letter of Support for Town of Sidney**

ISSUE SUMMARY

To respond to a request for a letter of support to implement MRDT in the Town of Sidney.

BACKGROUND

The Municipal Regional District Tax (MRDT) is an extension of the provincial sales tax to provide funding for local tourism marketing. In accordance with the MRDT program requirements, a municipality must provide evidence that the regional district has been consulted and whether it supports or opposes the imposition of the tax.

The CRD received a letter from Sidney Business Improvement Area (BIA) Society requesting a letter of support to levy an MRDT of 3% in the Town of Sidney for 5 years beginning in 2025 (Appendix A). The Sidney BIA has drafted a strategy to identity how the levy will support tourism in the Town of Sidney over those 5 years. A summary of the five-year tourism plan is attached as Appendix B. A copy of the letter of support from the Town of Sidney is attached as Appendix C.

ALTERNATIVES

Alternative 1
That the Capital Regional District Board provide a letter of support for the Sidney Business Improvement Area Society to levy a 3% Municipal Regional District Tax (MRDT) in the Town of Sidney from 2025 to 2030.

Alternative 2
That this report be referred back to staff for additional information.

CONCLUSION

The Municipal Regional District Tax (MRDT) is an extension of the provincial sales tax to provide funding for local tourism marketing. The CRD received a letter from Sidney Business Improvement Area Society requesting a letter of support to levy an MRDT of 3% in the Town of Sidney for 5 years beginning in 2025.

RECOMMENDATION

That the Capital Regional District Board provide a letter of support for the Sidney Business Improvement Area Society to levy a 3% Municipal Regional District Tax (MRDT) in the Town of Sidney from 2025 to 2030.

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

ATTACHMENT(S)

Appendix A: Request Letter from Sidney BIA Society (November 7, 2024)
Appendix B: Sidney Five-Year Tourism Plan Summary
Appendix C: Town of Sidney – Letter of Support (December 3, 2024)

Sidney Business Improvement Area Society
2281 Beacon Avenue, Sidney BC V8L 1W9

November 7, 2024

To whom it may concern:

I am writing to formally request that the Capital Regional District provide a letter of support for the 3% Municipal Regional District Tax (MRDT) in the Town of Sidney from 2025 to 2030.

The Sidney Business Improvement Association (BIA) will be administering the MRDT with the intention of generating an important new source of revenue. This funding will enable the Sidney BIA to undertake tourism marketing and help grow a year-round visitor economy in Sidney. Accommodation properties in Sidney unanimously support this application.

To support this initiative, the Sidney BIA has drafted a 5-Year Strategic Business Plan, with a summary attached for your reference. This plan outlines our approach to advancing tourism priorities in Sidney and will be finalized following stakeholder engagement over the coming weeks. We welcome any feedback or comments, which can be sent to Morgan Shaw, Executive Director of the Sidney BIA, at morgan@sidneybia.ca.

Thank you for your consideration.

Sincerely,

Morgan Shaw

Morgan Shaw
Executive Director
Sidney Business Improvement Area Society

FIVE-YEAR TOURISM PLAN

VISION FOR TOURISM IN SIDNEY

To create a strong, year-round visitor economy that invites guests to experience Sidney's accessible and welcoming seaside charm. A place where visitors can slow down, enjoy stunning views, and be part of the local community during their stay.

DESTINATION MARKETING SHARING OUR STORY

Increase destination marketing efforts to raise awareness of Sidney as a destination in the shoulder season (October to May). Increase the touch points that potential visitors encounter in their journey from awareness of Sidney as a destination to consideration and then decision to visit.

PARTNERSHIPS COLLABORATE + STRATEGIZE

Build strong engagement with local and regional tourism partners to foster collaboration and support. Actively participate in regional and provincial initiatives, events, and meeting opportunities to expand Sidney's reach and visibility.

DESTINATION DEVELOPMENT ELEVATE EXPERIENCES

Enhance destination development by creating new experiences and refining existing offerings to attract visitors year-round. Collaborate with local businesses and stakeholders to identify opportunities for growth, while investing in infrastructure and amenities that elevate the visitor experience. Promote initiatives that support sustainable tourism and long-term economic growth for Sidney.



With MRDT (aka hotel tax) funding, the Sidney BIA will work to raise awareness of Sidney as an overnight destination and specifically increase visitation in the shoulder seasons (October to May), through the development, implementation, and evaluation of marketing, promotion, and other communication and collaborative efforts.
To request a copy of our five-year plan, please contact morgan@sidneybia.ca.

2440 Sidney Ave
Sidney, BC
V8L 1Y7

Town of Sidney

Phone: 250-656-1139
Email: mayor@sidney.ca
Website: sidney.ca

Office of the Mayor

December 3, 2024

VIA EMAIL

Destination BC
Municipal and Regional District Tax Program

To MRDT program staff,

Subject: Letter of Support for the Sidney Business Improvement Association's Application for the Municipal and Regional District Tax (MRDT) at 3%

On behalf of the Town of Sidney, I am writing to express our support for the Sidney Hotel Group and Sidney Business Improvement Association (SBIA) in their application to establish the Municipal and Regional District Tax (MRDT) of 3% within the Town of Sidney for the period of 2025 to 2030.

At its regular Council meeting on December 2, 2024, Council passed the following resolution:

> *2024.46.470*
> *That the Town provide a letter of support for the Sidney Hotel Group and Sidney BIA's application for a Municipal and Regional District Tax of 3% in the Town of Sidney from 2025 to 2030.*

Sidney is a gateway to the Gulf Islands and a vital hub for Vancouver Island's tourism economy. Leveraging the MRDT will enhance initiatives that attract visitors, support job creation, and bolster our growing tourism sector. This aligns with the Town's desire to foster a robust local economy and enhance the quality of life for residents through sustainable tourism practices.

We are confident in the ability of the SBIA to administer the MRDT in a manner that maximizes its positive impact. Their collaborative and results-driven approach will ensure the benefits of this program are widely felt throughout our community.

I encourage program staff, and the Provincial Cabinet to approve this application, as it represents an opportunity to build on the growing success of our tourism sector and strengthen Sidney's position as a premier destination in the region.

Thank you for your consideration. Please do not hesitate to contact me directly if further information or discussion would be helpful in advancing this application.

Sincerely,



Mayor Cliff McNeil-Smith

2025 Appointments

Board and Committee Membership
Capital Regional District | 2025

Making a difference...together

Capital Regional District Board

Chair: Director McNeil-Smith
Vice Chair: Director Little

Capital Regional Hospital District Board

Chair: Director Murdoch
Acting Chair: Director Goodmanson

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	D. Cavens
Highlands	K. Williams	K. Roessingh
JDF EA	A. Wickheim	J. Grant
Langford	S. Goodmanson	M. Wagner / K. Guiry
Langford	C. Harder	M. Wagner / K. Guiry
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	E. Rook
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

2025 Appointments

Board and Committee Membership
Capital Regional District | 2025

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 Harder
14. Director Thompson
15. Director Tobias

Board Chair (ex-officio)

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 Plant

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)

Governance and First Nations Committee

Chair: Director Little
3. Director Alto
4. Director Brent
5. Director Coleman
6. Director Desjardins
7. Director K. Murdoch

Vice Chair: Director Windsor
8. Director D. Murdock
9. Director Plant
10. Director Tait
11. Director Williams

Board Chair (ex-officio)

2025 Appointments

Board and Committee Membership
Capital Regional District | 2025

Hospitals and Housing Committee

Chair: Director K. Murdoch
Vice Chair: Director Caradonna

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

Board Chair (ex-officio)

Planning and Protective Services

Chair: Director de Vries
Vice Chair: Director Thompson

3. Director Harder
4. Director Jones
5. Director Little
6. Director Wickheim
7. Director Williams
8. Director Windsor

Board Chair (ex-officio)

Regional Parks Committee

Chair: Director Brownoff
Vice Chair: Director Harder

3. Director Coleman
4. Director Goodmanson
5. Director Holman
6. Director Harder
7. Director Tait
8. Director Tobias
9. Director Williams
10. Director Windsor

Board Chair (ex-officio)

Transportation Committee

Chair: Director D. Murdock
Vice Chair Director Goodmanson

3. Director Brent
4. Director Brice
5. Director Caradonna
6. Director de Vries
7. Director Desjardins
8. Director Harder
9. Director Kobayashi
10. Director Tait
11. Director Thompson

Board Chair (ex-officio)

Select & Sub-Committees

Accessibility Advisory Committee

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

Director
Director Little

Appointments Advisory Committee by recommendation from Governance Committee

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

TBD	TBD
TBD	

Performing Arts Facilities Select Committee

(reporting to the CRD Board). Term is until select committee task is reported to Board.

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) Members appointed from each of the participants. Chair appointed by Finance Committee. Term is for one year.

Participant	Board Member
Oak Bay	TBC
Saanich	Colin Plant
	Susan Brice
Victoria	TBC
	TBC

Solid Waste Advisory Committee

Chair shall be the Chair of the Environmental Services Committee
(reporting to the Environmental Services Committee).

Chair: Director Desjardins	Vice Chair: Elected from amongst the membership

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	Sarah Riddell
Colwood	Misty Olsen
Esquimalt	Ken Armour
Highlands	Marcie McLean
Langford	TBC
Metchosin	TBC
North Saanich	Kristine Marshall
Oak Bay	TBC
Saanich	Mena Westhaver
Sidney	TBC
Sooke	TBC
Victoria	TBC
View Royal	Don Brown

2025 Appointments

Board and Committee Membership
Capital Regional District | 2025

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	Andrea Boardman	Duncan Cavens
Highlands	Karel Roessingh	None
Metchosin	TBC	TBC
Oak Bay	TBC	TBC
Saanich	Director Colin Plant	Nathalie Chambers
TBC	TBC	TBC
Southern Gulf Islands	Director Paul Brent	None
Victoria	TBC	TBC
View Royal	Gery Lemon	None

Climate Action Inter-Municipal Task Force

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

Local Government	Representative	Alternate
Central Saanich	Sarah Riddell	None
Colwood	David Grove	Cynthia Day
Esquimalt	Tim Morrison	Barabara Desjardins
Highlands	Ann Baird	None
Langford	Mary Wagner	None
Metchosin	Steve Gray	None
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	**TBC**	**TBC**
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	Luisa Jones	Shawn Carby
Southern Gulf Islands	Director Brent (Chair)	Kevin Lorette	Alicia Fraser	
Salt Spring Island	Director Holman	Nelson Chan	Kristen Morley	

2025 Appointments

Board and Committee Membership
Capital Regional District | 2025

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

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*

2025 Appointments

Board and Committee Membership
Capital Regional District | 2025

Saanich Peninsula Wastewater Commission

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

Participant	Commissioner	Alternate
Central Saanich	Director Ryan Windsor	Sarah Riddell
Central Saanich	Zeb King	Chris Graham
North Saanich	Director Peter Jones	Celia Stock
North Saanich	Sanjiv Shrivastava	Jack McClintock
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 four years for Directors, one year for Non-Directors.

Participant	Commissioner	Alternate
Central Saanich	Director Ryan Windsor	Sarah Riddell
Central Saanich	Zeb King	Chris Graham
North Saanich	Director Peter Jones	Celia Stock
North Saanich	Sanjiv Shrivastava	Jack McClintock
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

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

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

2025 Appointments

Board and Committee Membership
Capital Regional District | 2025

Appointments to External Boards

Alliance to End Homelessness in the Capital Region

(previously Greater Victoria Coalition to End Homelessness)
Up to two (2) directors from the CRD who are from different electoral districts. Society Bylaw revised September 23, 2024. Term is two years. Corporate member can have one voting representative in attendance.

Appointed Directors:	Corporate Member Representative:
Director K. Murdoch	Kevin Lorette, GM, Planning & Protective Services
Director Little	

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	**TBC**
Director Gary Holman	**TBC**
Director Paul Brent	**TBC**

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 Alto	Director Desjardins

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

South Island Reconciliation Advisory Committee

(previously 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 (BC Ferries advisory committees are being disbanded at the end of April 2025, to be replaced by a new engagement system.)

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 CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, DECEMBER 11, 2024

SUBJECT **2025 Schedule of Regular Board Meetings**

ISSUE SUMMARY

To provide notice of the 2025 meeting schedule for the Capital Regional District Board and communicate changes to standing committees.

BACKGROUND

In accordance with Bylaw 3828, "Capital Regional District Board Procedure Bylaw", regular meetings of the Capital Regional District (CRD) Board shall be held at the CRD Boardroom on the second Wednesday of the month commencing at 1:00 pm unless otherwise determined by a resolution of the Board.

At the November 13, 2024 Capital Regional District (CRD) Board meeting, elections were held and Cliff McNeil-Smith was elected CRD Board Chair for 2025. The Chair is responsible for the establishment and appointment of members to board standing committees. A survey of Directors' committee preferences was conducted in November and included a question on moving the Board meetings to start earlier, at 11:00 am on the second Wednesday of the month.

There was strong support as the time change could allow greater participation by Directors who sometimes need to leave in the late afternoon and could allow more time for deliberation of closed meeting matters while ensuring quorum. The Board would take a 30-minute recess for lunch at a natural break in the agenda, between 12 noon and 1 pm at the call of the Chair, and a 10-minute recess for a break at approximately 2:30 pm.

ALTERNATIVES

Alternative 1

1. That the regular meetings for the Capital Regional District Board be scheduled in 2025 on the second Wednesday of each month as follows: January 8, February 12, March 12, April 9, May 14, June 11, July 9, August 13 (at the call of the Chair), September 10, October 8, November 12 (inaugural), December 10.
2. That the regular meetings of the Capital Regional District Board be scheduled in 2025 to commence at 11:00 am.

Alternative 2

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

IMPLICATIONS

Service Delivery Implications

The CRD Board meeting is regularly preceded by meetings of the Capital Region Housing Corporation and Capital Regional Hospital District Board. The recommendation of an earlier

meeting time will impact both of these Board meetings as well.

The 2025 meeting schedule will be revised to accommodate the earlier meeting time for the CRD Board at 11:00 am and Electoral Areas Committee at 9:30 am on the second Wednesday of the month. In addition, the Regional Water Supply Commission will be moving to 1:30 pm on the third Wednesday of the month in the Fisgard Street Boardroom. A redlined copy showing the changes to the 2025 Boards and Standing Committees schedule is attached in Appendix A.

Financial Implications

Changing the start time of Board meetings to 11:00 am would have minor financial implications. For any meeting that extends past 4:30 pm, CUPE staff that support the meeting are entitled to overtime pay under the collective agreement. On an annual basis, this results in approximately 36 hours of overtime wages, or time off in lieu. These job roles are designed to accommodate working additional hours on meeting days and while staff are happy to continue doing so, changing to an earlier start time could create a positive budget variance by reducing the accrual of overtime wages. That said, the impact would be offset by additional catering costs to provide lunch for Directors to accommodate the short 30-minute lunch break. Currently lunch is provided on days that Directors are expected to attend both morning and afternoon meetings, which is approximately 50% of the meetings days. Providing lunch on every Board meeting day would increase costs by approximately $2,500 annually. Ultimately the impact is quite minor and could be accommodated within the approved 2025 provisional budget.

CONCLUSION

In accordance with Bylaw 3828, “Capital Regional District Board Procedure Bylaw”, regular meetings of the Capital Regional District (CRD) Board shall be held at the CRD Boardroom on the second Wednesday of the month commencing at 1:00 pm unless otherwise determined by a resolution of the Board. The 2025 meeting schedule will be revised to accommodate the earlier meeting time for the CRD Board at 11:00 am and Electoral Areas Committee at 9:30 am on the second Wednesday of the month. A redlined copy showing the changes to the 2025 Boards and Standing Committees schedule is attached in Appendix A.

RECOMMENDATION

1. That the regular meetings for the Capital Regional District Board be scheduled in 2025 on the second Wednesday of each month as follows: January 8, February 12, March 12, April 9, May 14, June 11, July 9, August 13 (at the call of the Chair), September 10, October 8, November 12 (inaugural), December 10.
2. That the regular meetings of the Capital Regional District Board be scheduled in 2025 to commence at 11:00 am.

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

ATTACHMENT(S)

Appendix A: 2025 Boards and Standing Committees Schedule – Revised (Redlined)

Appendix A: 2025 Board and Standing Committee Schedule – Revised (Redlined)

Date & Time	Board and Standing Committee Meetings in Boardroom (625 Fisgard Street)
1st Wed @ 9:30 am	Finance Committee *(Bimonthly)*
1st Wed @ 9:30 am	Governance & First Nations Relations Committee *(Bimonthly)*
1st Wed @ 1:30 pm	Hospitals & Housing Committee *(Monthly)*
1st Wed @ 3:30 pm	Performing Arts Facilities Select Committee *(At Call of the Chair)*
2nd Wed @ 9:30 am	Electoral Areas Committee *(Monthly)*
2nd Wed @ 11:00 am	**CRHC/Hospital District/CRD Board** *(Monthly)*
3rd Wed @ 9:30 am	Environmental Services Committee *(Monthly)*
3rd Wed @ 1:30 pm	Regional Water Supply Commission *(Monthly)*
4th Wed @ 9:30 am	Regional Parks Committee *(Monthly)*
4th Wed @ 11:30 am	Core Area Liquid Waste Management *(Quarterly)*
4th Wed @ 1:30 pm	Planning & Protective Services Committee *(Bimonthly)*
4th Wed @ 1:30 pm	Transportation Committee *(Bimonthly)*
5th Wed @ 1:00 pm	Committee of the Whole *(At Call of the Chair)*

Making a difference...together

EIS 24-72

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

SUBJECT **Short-term Biosolids Management Plan – December 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: No biosolids were shipped to the facility in November. The kiln was shut down for maintenance for two weeks in early November. An issue with the conveyance system of the biosolids receiving silo prevented shipments for the remainder of the month. The facility entered its maintenance shutdown in late November and is expected to reopen in early January 2025.

Land Reclamation in Cassidy, BC: Biosolids were mixed with sand at Hartland Landfill 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. Cassidy staff have indicated they are procuring a tented structure that will allow for biosolids shipments regardless of the weather. Staff continue to explore other possible solutions and contingency options in accordance with Tier 2 of the long-term strategy.

Landfilling at Hartland Landfill: There was no landfilling of biosolids in November. 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, 2024. Out of the six proponents short-listed after the Request for Expressions of

Interest, only three submitted detailed proposals. Staff have reviewed the submissions and will be presenting a recommendation to the CRD Board. Staff met with the Ministry of Environment & Parks to discuss the regulatory permitting process for the demonstration facility in late November.

Tier 2: Staff issued an RFP in August seeking biosolids management options consistent with Tier 2 of the long-term strategy that could be available to provide contingency options for biosolids beneficial use during the coming winter months. Of the two responses received, staff have determined that one is both technically feasible and conforms with the long-term strategy and have initiated contract discussions with the proponent. This option is anticipated to become available February 1, 2025, with an initial capacity of 25 tonnes/month but, if successful, could be scaled up to 100 tonnes/month later in 2025.

Staff also completed a broader Request for Expressions of Interest (RFEOI) for biosolids management under Tier 2 of the long-term strategy. The RFEOI closed on October 31, 2024 and no submissions were received. Staff are currently evaluating options for next steps in biosolids management.

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 some improvement in reliability and consistency in 2024; however, additional options are required to ensure the continued beneficial use of biosolids. Staff have identified an additional small-scale contingency option and will continue 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:	Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 11, 2024

SUBJECT **Bylaw Nos. 4648 and 4649: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas**

ISSUE SUMMARY

To update the utility rates for the three electoral areas as recommended by the respective Commissions and Committees, and as included in the 2025 Financial Plan.

BACKGROUND

Amendments to the Electoral Area utilities fees and charges bylaws are recommended annually to reflect the rates included in the service budgets and financial plan for the forthcoming year. All local service Commissions and Committees have recommended their respective 2025 budgets, inclusive of the changes to fees and charges.

The proposed fee and charges amendments are intended to cover the projected net cost of service delivery inclusive of reserve contributions for the upcoming year. Board approval is required in advance of the effective billing period January 1 through December 31, 2025.

With final surplus and deficits not yet completed for 2024, results will be monitored to identify any material impact. If required, the material impact would be incorporated into a rate adjustment and bylaw amendment after final year end results.

Appendix C contains a comparison of changes to rates contained in each of the two bylaws: Bylaw No. 4648 (Appendix A) and Bylaw No. 4649 (Appendix B).

Bylaw No. 4648 covers all Salt Spring Island Electoral Area Sewer, Water and Liquid Waste Disposal Fees and Charges. Bylaw No. 4649 covers all Southern Gulf Islands and Juan de Fuca Electoral Areas Sewer, Water and Street Lighting Fees and Charges.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4648, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 18, 2024", be introduced and read a first, second and third time; and
2. That Bylaw No. 4648 be adopted.
3. That Bylaw No. 4649, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 13, 2024", be introduced and read a first, second and third time; and
4. That Bylaw No. 4649 be adopted.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

Changes in fees and charges are required for local utility services in the three Electoral Areas to maintain adequate levels of funding for annual operating costs inclusive of reserve contributions and debt servicing. The recommended rates are effective January 1 through December 31, 2025 and reflect estimates of the 2024 surpluses and/or deficits.

CONCLUSION

Utilities within the Electoral Areas require changes to fees and charges, to reflect user fees required to fund operating and capital budgets. The Commissions and Committees have recommended their respective 2025 service budget for Board approval; this approval is required prior to January 1, 2025, to attain the revenue targets specified in the 2025 service budgets.

RECOMMENDATION

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

1. That Bylaw No. 4648, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 18, 2024", be introduced and read a first, second and third time; and
2. That Bylaw No. 4648 be adopted.
3. That Bylaw No. 4649, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 13, 2024", be introduced and read a first, second and third time; and
4. That Bylaw No. 4649 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

ATTACHMENTS

Appendix A: Bylaw No. 4648, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 18, 2024", and Schedules B and C
Appendix B: Bylaw No. 4649, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 13, 2024", and Schedule C
Appendix C: Changes to Fees and Charges Summary

APPENDIX A

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4648

****

A BYLAW TO AMEND FEES AND CHARGES FOR UTILITY SERVICES AND LIQUID WASTE DISPOSAL WITHIN THE SALT SPRING ISLAND ELECTORAL AREA (BYLAW NO. 3864)

****

WHEREAS:

A. Under Bylaw No. 3864, “Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012”, the Regional Board established services and facilities to collect, convey, treat and dispose of sewage in the participating area of Salt Spring Island Electoral Area;

B. Amendments to the Electoral Area utilities fees and charges bylaws are recommended annually to reflect the rates included in the services budgets and financial plan for the forthcoming year;

C. Pursuant to Section 378 and Section 397 of the *Local Government Act*, the Board may, by bylaw, impose a fee or charge payable in respect of all or part of a service of the district or the exercise of regulatory authority by the Board;

D. Changes in fees and charges are required for local utility services in the Electoral Areas to maintain adequate levels of funding for annual operating costs inclusive of reserve contributions and debt servicing; and

E. Bylaw No. 4648 covers all Salt Spring Island Electoral Area Sewer, Water and Liquid Waste Disposal Fees and Charges.

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

1. Bylaw No. 3864, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012", is hereby amended as follows:

   a) By removing Schedule “B” in its entirety and replacing it with Schedule “B” attached hereto.

   b) By removing Schedule “C” in its entirety and replacing it with Schedule “C” attached hereto.

2. This Bylaw shall take effect January 1, 2025.

3. This Bylaw may be cited as “Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 18, 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

Schedule "B"

1. Water Service Turn On and Turn Off Fee

Pursuant to Section 4, the fee for turning on or turning off the water supply at the curb stop is the following. The fees payable herein shall be paid to the CRD on application for the service.

(a) During Normal Working Hours (07:30 – 16:00) Monday through Friday (non-inclusive of statutory holidays): $75.00
Fulford Water only $150.00

(b) During Non-Working Hours: $200.00

(Schedule "B" continued on next page)

2. Water and Sewer User Fees

The user fees payable shall include a fixed fee and a variable consumption charge based on the volume of water metered as outlined below:

(a) Fixed Fee

Service Area	Annual Charge, 25% of which is billed each three months
Cedars of Tuam	$2,628.82 per single family dwelling unit or equivalent
Cedar Lane	$1,673.38 per single family dwelling unit or equivalent
Beddis	$1,193.95 per single family dwelling unit or equivalent
Highland	$0 per single family dwelling unit or equivalent
Fernwood	$0 per single family dwelling unit or equivalent
Highland and Fernwood	$1,361.06 per single family dwelling unit or equivalent
Maliview	$2,091.08 per single family dwelling unit or equivalent
Fulford	$1,781.26 per single family dwelling unit or equivalent Other users: No Fixed Fee

(b) Consumption Charge based on volume of water metered

The Consumption Charge for water or sewer will be the total volume of water metered to the water service connection, measured in cubic metres (or other units converted to cubic metres) over a three-month billing period, at a rate as follows:

Service Area	Volume of Water	Charge
Cedars of Tuam	First 38.0 cubic metres or portion	$9.00 per cubic metre
	Greater than 38.0 cubic metres	$18.00 per cubic metre
Cedar Lane	First 30.0 cubic metres or portion	$2.50 per cubic metre
	31.0 to 60.0 cubic metres or portion	$9.00 per cubic metre
	Greater than 61 cubic metres	$25.00 per cubic metre
Beddis	First 38.0 cubic metres or portion	$3.10 per cubic metre
	Next 68.0 cubic metres or portion	$6.30 per cubic metre
	Greater than 106 cubic metres	$8.50 per cubic metre
Highland and Fernwood	First 38.0 cubic metres or portion	$0.64 per cubic metre
	Next 68.0 cubic metres or portion	$2.00 per cubic metre
	Greater than 106 cubic metres	$5.13 per cubic metre
Maliview	$1.75 per cubic metre of total water provided or delivered to the single family dwelling unit or equivalent served by the sewer connection to the CRD Highland Water System	
Fulford	Single Family Residential: No Consumption Charge Other users: $3.71 per cubic metre Minimum Consumption Charge per three months is $445.32 per service connection.	

Schedule "C"

Liquid Waste Receiving Facility

1. Disposal Fees and Charges

Every Hauler depositing Liquid Waste at the Liquid Waste Receiving Facility shall pay the following fees and charges:

Fees:	
Septage	$125.38 per cubic metre ($0.570 per imperial gallon)
Sewage	$125.38 per cubic metre ($0.570 per imperial gallon)
Facility User Permit	$50.00 per Septage waste disposal truck per annum (valid for a period from January 1 of each year until December 31 of the subject year). This fee is not pro-rated in the first year of this schedule coming into force.
Charges:	
Call Out Charge	$75.00 per hour; minimum charge $150 first 2 hours
After Hours Call Out	$75.00 per hour; minimum charge $150 first 2 hours

2. Definitions:

The following terms, words and phrases when used in this schedule shall have the meanings set forth in this contained in this schedule:

"**CRD**" means the Capital Regional District.

"**Call Out Charge**" means a charge issued to any person who uses the Liquid Waste Receiving Facility due to an event directly attributable to a person(s) actions requiring CRD personnel to attend the Liquid Waste Receiving Facility.

"**Discharge**" means to directly or indirectly introduce a substance into a Sewer or sewage facility by spilling, disposing of, abandoning, depositing, leaking, seeping, pouring, draining, emptying or by any other means.

"**Facility Access Permit**" means a Facility Access Permit issued by the CRD.

"**Generator**" means an owner or occupier of property from which the Liquid Waste originates that is being trucked to a facility for disposal.

"**Hauler**" means a person or company who transports Liquid Waste from a Generator to a Liquid Waste facility for disposal.

"**Local Service Area**" means the Local Service Area established under bylaw 2118 Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993.

"**Load of Liquid Waste**" means the Liquid Waste being delivered by the hauling vehicle.

"**Liquid Waste**" means Septage and/or Sewage Sludge.

"**Liquid Waste Receiving Facility**" means the Salt Spring Liquid Waste facility that receives Trucked Liquid Waste, more particularly described as located off Burgoyne Bay Road, Salt Spring Island (part of the North ½ of Section 4, Range 1, South Salt Spring Island, Cowichan District).

"**Measured volume**" means the actual volume of Liquid Waste Discharged at the designated Liquid Waste Receiving Facility as measured by the flow meter installed at the facility.

"**Municipality**" means a municipality or electoral area participating in the Local Service Area and/or the CRD itself.

"**Prohibited Waste**" means Hazardous Waste as defined by the *Hazardous Waste Regulation*.

"**Septage**" means a combination of liquid and solid wastes and/or settled solids from residences, businesses, institutions and industries normally collected in a Septic Tank or holding tank.

"**Septic Tank**" means a chamber made of concrete, fiberglass, PVC or plastic, through which domestic wastewater flows for primary treatment

"**Sewage Sludge**" means the primary or secondary Sewage Sludge from a sewage treatment plant.

"**Sewer**" means all pipes, conduits, drains and other equipment and facilities owned or otherwise under the control or jurisdiction of the CRD for collecting, pumping and transporting wastewater, either to a Sewage Facility or otherwise.

"**Trucked Liquid Waste**" means any Liquid Waste that is collected and transported from the site where the Liquid Waste originated by means other than Discharge to a Sewer, including but not limited to: Septic Tank waste, chemical toilet contents, oil and grease from interceptors or traps and other sludges of organic or inorganic origin.

"**Trucked Waste Manifest**" means a form provided by the CRD to be completed by the Generator, or agent acting on behalf of the Generator, and Hauler of Septage as a condition of using a Liquid Waste Receiving Facility.

3. User Fees:

   a) The Liquid Waste disposal fee set out in Section 1 will be imposed on every Hauler depositing Liquid Waste at the Liquid Waste Receiving Facility and shall be paid in accordance with this bylaw.

   b) The fees charged will be calculated by multiplying the measured volume of Liquid Waste Discharged by the unit rate set out in Section 1. Where no measured volume is available, the fees charged will be calculated by multiplying the unit rate by the volume of a full load of Liquid Waste from the Haulers truck as specified in the operator's manual for the Haulers truck.

4. Credit:

   a) Persons depositing Liquid Waste at the Liquid Waste Receiving Facility on a regular basis may apply to the CRD for credit. If the CRD is satisfied of the credit worthiness of the

Hauler, credit may be granted, in which case payment of the user fees imposed under Section 3 shall be made and credit extended under the following conditions:

i. The person receiving credit shall pay to the CRD all fees in full within thirty (30) days of the last day of the month for which an invoice has been submitted. The CRD will invoice monthly for Liquid Waste delivered during the preceding month. The invoice amount will be based on the total quantity of the waste delivered during the month, and the posted rates in effect at the time of delivery.

ii. Late payment(s) will be subject to an interest penalty of 1.5% per month.

iii. The CRD reserves the right to cancel, upon five (5) days' notice, the credit offered herein for late payment, non-payment or other justified cause as judged solely by the CRD.

5. Regulations:

a) Persons, including Generators or Haulers of Liquid Waste, shall only use the Liquid Waste Receiving Facility upon the following conditions:

i. That they agree to comply with all provisions within this Bylaw.

ii. They have received a Facility Access Permit from the CRD.

iii. That the Liquid Waste meets the operating criteria to be received and processed at the facility.

iv. That they agree to comply with all operating protocols governing the use of the Liquid Waste Receiving Facility as prescribed in Section 6, as stated on any signage or materials published by the CRD, or as directed by an employee or agent of the CRD.

b) Any person making a Discharge at the Trucked Liquid Waste Receiving Facility shall immediately stop the Discharge at the instructions of an employee of the CRD if that employee has reasonable grounds to believe the Discharge does not meet the provisions of this bylaw or any other enactment.

c) A Hauler or other person is liable for any damage to a Liquid Waste Receiving Facility or CRD property caused by the Hauler or other person or caused by the functioning or operation of a Hauler or other person's vehicle, tank, or equipment.

d) The CRD may suspend or revoke a permit to access and use of the Liquid Waste Receiving Facility if the Generator or Hauler falsifies or omits information on a Trucked Waste Manifest.

e) Sections 5 (a) to 5 (d) do not apply to a Municipality or agent of a Municipality, where Liquid Waste is removed from a water, Sewer or sewage facility or the Liquid Waste Receiving Facility for purposes of maintenance activities on the water, Sewer or sewage facility or the Liquid Waste Receiving facility.

6. Operating Protocols:

a) The Liquid Waste Receiving Facility is an unattended facility and is controlled by a locked gate. In order to access the site a Hauler must have a valid Facility Access Permit.

i. Permits can be obtained by making application to the CRD on the application form attached hereto in Schedule "E", and paying the annual fee as set out in section 1.

ii. Each vehicle owned by the Hauler that is used for the purposes of Septage waste disposal at the Liquid Waste Receiving Facility must be listed on the Facilty Access Permit.

iii. Once approved a Facility Access Permit sticker, gate access key and/or codes will issued to the Hauler.

iv. A Facility Access Permit Sticker will be issued for each vehicle listed on the Facility Access Permit.

v. The CRD may suspend or revoke a Facility Access Permit:

(1) for any or all vehicles licensed to any one Hauler for any violation of, or noncompliance with, the terms and conditions of this bylaw, or any enactment applicable to the Discharge of waste into a Liquid Waste Receiving Facility, when the violation or noncompliance interferes with the operation of the Liquid Waste Receiving Facility.

(2) if a Generator or Hauler falsifies or omits information regarding the source, type, or quality of Septage Discharged at the Liquid Waste Receiving Facility.

(3) for any or all vehicles licensed to any one Hauler for failure to pay fees described in this bylaw within 60 days of being invoiced by the CRD or the Operator.

b) While on site at the Liquid Waste Receiving Facility, all Haulers, persons, employees, and agents of the CRD shall abide by WorkSafeBC and CRD protocols and regulations, and conduct their activities in a safe and respectful manner.

c) The designated intake connection at the Liquid Waste Receiving Facility must be used. Discharging Liquid Waste directly or indirectly into any other point at the Liquid Waste Receiving Facility is strictly prohibited and may result in suspension or revocation of a Facility Access Permit.

d) Information regarding the Liquid Waste to be Discharged including the waste manifest must be properly entered into the log-in Hauler's panel or may result in suspension or revocation of a Facility Access Permit.

e) The solid to Liquid Waste content shall not contain any solid rocks or debris larger than 38mm in diameter. Failure to comply with this requirement may lead to Call Out Charges as set out in Section 1, if CRD staff are required to attend the Liquid Waste Receiving Facility, and could result in liability to repair the facility if damage is caused.

f) Should the Liquid Waste Receiving Facility alarm go into effect and the inlet valve close, Haulers must wait until the Liquid Waste Receiving Facility has been reset before continuing to off-load. No Liquid Waste shall be deposited anywhere else on site while waiting for CRD personnel to respond.

g) All hauling vehicles using the site must have connection devices compatible with those of the facility.

h) The Hauler is responsible for connecting and disconnecting hoses from the hauling vehicle to the facility Discharge coupling, and the operation of the equipment associated with the hauling vehicle.

i) The Discharge of Liquid Waste shall be conducted without spillage. Hoses shall not be drained to the ground. In the event that an environmental spill occurs, the Hauler must immediately discontinue discharging and contact the CRD and report the a) date / time; b) volume; c) material spilled.

j) Each vehicle owned by the Hauler that is used for the purpose of waste disposal at the Liquid Waste Receiving Facility must provide sufficient containment of loads to prevent spillage in transit, including spillage from hoses and other appurtenances.

k) Parking for Haulers' or other persons' vehicles on site is permitted only while discharging Liquid Waste.

l) There is a limited supply of water to operate the Liquid Waste Receiving Facility. No person shall use water for washing or servicing their vehicles.

m) The Hauler shall designate on the Trucked Waste Manifest the type of Liquid Waste being Discharged.

n) Users shall observe and comply with all posted speed limit requirements on the road access and on the Liquid Waste Receiving Facility.

o) Hours of Operation:

i. Liquid Waste will only be accepted at the Liquid Waste Receiving Facility during regular hours of operation.

ii. The regular hours of operation at the Liquid Waste Receiving Facility are as follows:

Monday to Friday, excluding statutory holidays	7:30 am to 4:00 pm

iii. During the regular hours of operation, the Liquid Waste Receiving Facility will be open for Haulers to dispose of Liquid Waste. CRD staff will only be available to respond to any issues or alarms during regular hours of operation.

iv. After hours access may be considered under emergency situations.

v. No person shall make use of the Liquid Waste Receiving Facility at any time other than the regular hours and days of operation, unless:

(1) that person is an employee, contractor or agent of the CRD; or

(2) there is an emergency situation, and the person using the Liquid Waste Receiving Facility pays the after hour charges as set out in Section 1.

p) A flow meter is provided and shall be used to measure the volume of each Discharge. The CRD will bill each Hauler based on the total volume of Liquid Waste Discharged.

7. Offences and Penalties:

a) A person who contravenes this bylaw is guilty of an offence and is liable, upon conviction, to a fine not exceeding $10,000.

b) Where an offence is committed, or continues on for more than one day, a person shall be deemed to have committed separate offences for each day on or during which an offence occurs or continues, and separate fines, each not exceeding $10,000, may be imposed for each day on or during which an offence occurs or continues.

Nothing in this bylaw shall limit the CRD from utilizing any other remedy that would otherwise be available to the CRD at law.

APPENDIX B

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4649

****

A BYLAW TO AMEND FEES AND CHARGES FOR UTILITY SERVICES WITHIN THE SOUTHERN GULF ISLANDS AND JUAN DE FUCA ELECTORAL AREAS (BYLAW 3847)

****

WHEREAS:

A. Under Bylaw No. 3847, “Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012”, the Regional Board established services and facilities to collect, convey, treat and dispose of sewage in the participating areas of the Southern Gulf Island Electoral Area and operate a street lighting system in the Juan de Fuca Electoral Area.

B. Amendments to the Electoral Area utilities fees and charges bylaws are recommended annually to reflect the rates included in the services budgets and financial plan for the forthcoming year;

C. Pursuant to Section 378 and Section 397 of the *Local Government Act*, the Board may, by bylaw, impose a fee or charge payable in respect of all or part of a service of the district or the exercise of regulatory authority by the Board;

D. Changes in fees and charges are required for local utility services in the Electoral Areas to maintain adequate levels of funding for annual operating costs inclusive of reserve contributions and debt servicing; and

E. Bylaw No. 4649 covers all Southern Gulf Islands and Juan de Fuca Electoral Areas Sewer, Water and Street Lighting Fees and Charges.

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

1. Bylaw No. 3847, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012", is hereby amended as follows:

   a) By removing Schedule “C” in its entirety and replacing it with Schedule “C” attached hereto.

2. This Bylaw shall take effect January 1, 2025.

3. This Bylaw may be cited as "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 13, 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

Schedule "C"

1. Water, Sewer, and Port Renfrew Street Lighting

a) For Single Family Equivalent, the user fees payable by Service Area shall be:

Service Area	Annual Charge • 25% of which is billed each 3 months
Skana Water	$1,392.08 per Single Family Equivalent connected to the water system
Surfside Park Estates Water	$1,856.86 per Single Family Equivalent connected to the water system
Lyall Harbour/ Boot Cove Water	$793.29 per Single Family Equivalent connected to the water system
Magic Lake Estates Sewer	$487.54 per Single Family Equivalent connected to the sewer system
Magic Lake Estates Water	$395.50 per Single Family Equivalent connected to the water system
	Quarterly Consumption Charge >50 m^3 = $0.50 per m^3 >80 m^3 = $1.50 per m^3
Sticks Allison Water	$1,855.14 per Single Family Equivalent connected to the water system
	Excess Consumption Fee – for metered water use per service connection in excess of 90 cubic metres per three months: $5.00 per cubic metre
Wilderness Mountain Water	Consumption Charge: $25.51 per month for each Single Family Equivalent connected to the water system Annual User Charge: $1,266.47 per annum for each Single Family Equivalent connected to the water system
Port Renfrew Water Annual User Charge	$270.21 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Sewer Annual User Charge	$719.54 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Street Lighting	$47.89 per User

(Schedule "C" continued on next page)

b) For other Consumers, the annual charge, 25% of which is billed each three months, is calculated as "N" times the total annual Single Family Equivalent. "N" is determined as outlined in the following chart, except as noted in Sections 1c and 1d.

Use	**"N"**
Bed and Breakfast – each building	1.00
Hotel/Motel – each housekeeping unit	1.00
Cabin – each unit	1.00
Mobile home park – per space	1.00
Commercial building housing 1 business	
Up to 3 employees	1.25
4 or more employees	1.50
Commercial building housing more than 1 business	
Each business up to 3 employees	1.25
Each business 4 or more employees	1.50
Restaurant	2.00
Church	1.00
School – for each classroom	1.00
Hospital – for each bed	1.00
Other – for each 1,360 litres of daily winter water consumption. Estimated flows will be based on regulations or guidelines issued pursuant to the BC *Health Act*.	1.00

c) For the Lyall Harbour/Boot Cover Water Service Area

Use	**"N"**
Commercial building housing 1 business	
Up to 3 employees	1.00
4 or more employees	2.00
Commercial building housing more than 1 business	
Each business up to 3 employees:	1.00
Each business with 4 or more employees:	2.00

d) For Port Renfrew Water and Sewer Service Areas:
If the Single Family Equivalent has not been designated in 1b, the unit calculation will be based on the **Minimum Daily Design Flow** as specified in the *Sewerage System Standard Practice Manual*, Version 2, September 21, 2007, prepared by the BC Onsite Sewage Association.

APPENDIX C

Changes to Fees and Charges, Bylaws No. 4648 and 4649

Purpose: To summarize changes to Fees and Charges for 2025 in the three Electoral Areas.

Bylaw No. 4648:
To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges

Changes to Schedule "B" (2) a) Water and Sewer User Fees - Fixed Fees

Service Area	2025 Annual Charge (per SFE)	2024 Annual Charge (per SFE)	Committee/Commission Recommendation
Cedars of Tuam Water	$2,628.82	$2,297.71	Cedars of Tuam Water Service Commission October 21, 2024
Cedar Lane Water	$1,673.38	$1,559.79	Cedar Lane Water Service Commission October 16, 2024
Beddis Water	$1,193.95	$1,092.48	Beddis Water Service Commission November 7, 2024
Highland Water	No Change	$0	Fernwood and Highland Water Service Commission November 14, 2024
Fernwood Water	No Change	$0	
Highland & Fernwood Water	$1,361.06	$1,289.82	
Maliview Sewer	$2,091.08	$1,983.06	Maliview Sewer Local Service Commission November 4, 2024
Fulford Water	$1,781.26	$1,729.38	Fulford Water Service Commission October 21, 2024

Bylaw No. 4648:
To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges

Changes to Schedule “B” (2) b) Water and Sewer User Fees - Consumption Charge based on volume of water metered

Service Area	2025 Consumption Charge	2024 Consumption Charge	Committee/Commission Recommendation
Cedars of Tuam Water	No Change	First 38 m^3 =$9.00/$m^3$ >38 m^3 = $18.00/$m^3$	Cedars of Tuam Water Service Commission October 21, 2024
Cedar Lane Water	No Change	First 30 m^3 =$2.50/$m^3$ >30 m^3 = $9.00/$m^3$ >61 m^3 = $25.00/$m^3$	Cedar Lane Water Service Commission October 16, 2024
Beddis Water	No Change	First 38 m^3 =$3.10/$m^3$ Next 68 m^3 = $6.30/$m^3$ >106 m^3 = $8.50/$m^3$	Beddis Water Service Commission November 7, 2024
Highland and Fernwood Water	No Change	First 38 m^3 =$0.64/$m^3$ Next 68 m^3 = $2.00/$m^3$ >106 m^3 = $5.13/$m^3$	Fernwood and Highland Water Service Commission November 14, 2024
Maliview Sewer	No Change	$1.75/$m^3$ of total water provided or delivered to the single family dwelling unit or equivalent served by the sewer connection to the CRD Highland Water System	Maliview Sewer Local Service Commission November 4, 2024
Fulford Water	Single Family Residential: No Consumption Charge Other: $3.71/$m^3$ Minimum Consumption Charge per three months is $445.32 per service connection.	Single Family Residential: No Consumption Charge Other: $3.60/$m^3$ Minimum Consumption Charge per three months is $432.35 per service connection.	Fulford Water Service Commission October 21, 2024

Bylaw No. 4648:
To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges

Changes to Schedule “C” (1) Disposal Fees and Charges

Service Area	2025 Fees	2024 Fees	Committee/Commission Recommendation
Septage	$125.38 per cubic metre ($0.570 per imperial gallon)	$119.88 per cubic metre ($0.545 per imperial gallon)	Salt Spring Island Local Community Commission September 12, 2024
Sewage	$125.38 per cubic metre ($0.570 per imperial gallon)	$119.88 per cubic metre ($0.545 per imperial gallon)	Salt Spring Island Local Community Commission September 12, 2024

Bylaw No. 4649:
To Amend Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges

Changes to Schedule "C" (1) a) Water, Sewer and Port Renfrew Street Lighting

Service Area	2025 Annual Charge	2024 Annual Charge	Committee/Commission Recommendation
Skana Water	$1,392.08 (per SFE)	$1,233.85 (per SFE)	Skana Water Service Committee October 31, 2024
Surfside Park Estates Water	$1,856.86 (per SFE)	$1,497.89 (per SFE)	Surfside Park Estates Water Service Committee October 31, 2024
Lyall Harbour/Boot Cove Water	$793.29 (per SFE)	$772.98 (per SFE)	Lyall Harbour/Boot Cove Water Local Services Committee November 14, 2024
Magic Lake Estates Sewer	$487.54 (per SFE)	$447.08 (per SFE)	Magic Lake Estates Water and Sewer Committee October 29, 2024
Magic Lake Estates Water	$395.50 (per SFE)	$369.62 (per SFE)	
	No Change	Consumption Charge >50 m^3 = $0.50/$m^3$ >80 m^3 = $1.50/$m^3$	
Sticks Allison Water	$1,855.14 (per SFE)	$1,702.08 (per SFE)	Sticks Allison Water Local Service Committee November 5, 2024
	> 90 m^3 per 3 months = 5.00/m^3	> 110 m^3 per 3 months = 5.00/m^3	
Wilderness Mountain Water	$1,266.47 (per SFE)	$1,082.51 (per SFE)	Wilderness Mountain Water Service Commission November 1, 2024
	Consumption Charge = $25.51 (Monthly per SFE)	Consumption Charge = $21.80 (Monthly per SFE)	
Port Renfrew Water Annual User Charge	$270.21 (per Unit)	$223.74 (per Unit)	Port Renfrew Utility Services Committee November 1, 2024
Port Renfrew Sewer Annual User Charge	$719.54 (per Unit)	$685.27 (per Unit)	
Port Renfrew Street Lighting	$47.89 (per User)	$43.24 (per User)	

Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 11, 2024

SUBJECT **Bylaw No 4625: Lyall Harbour/Boot Cove Water Local Service Committee Bylaw Amendment – Conditional Water License Holder and Committee Membership**

ISSUE SUMMARY

To amend the Bylaw No. 1875, "Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990", to remove the requirement for a current holder or representative of Conditional Water License No. 26480 and other general housekeeping items.

BACKGROUND

Bylaw No. 1875, "Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990", states that the committee shall consist of the Director representing the Electoral Area of the Outer Gulf Islands plus four other persons to be appointed by resolution by the Regional Board, plus the current holder or representative of the holder of Conditional Water License No. 26480.

In March 2020, the Capital Regional District (CRD) acquired 30 hectares of land near Money Lake on Saturna Island via donations (Appendix A). CRD is the holder of the Conditional Water License and thereby the representation of the current holder or representative of Conditional Water License No. 26480 on the committee is no longer required.

Staff wish to amend Bylaw No. 1875 to remove the continuous committee membership of the holder of Conditional Water License No. 26480. This amendment will result in a Committee of four plus the Electoral Area Director.

Additional housekeeping items include adding reference to the Electoral Area Director in Section 1(a) to provide clarity around the Committee's allotment of votes, updating the reference from Chief Engineer to CRD Board and the reference from Outer Gulf Islands to Southern Gulf Islands.

Appendix B shows the redlined version of the unofficial consolidation of Bylaw No. 1875 and Appendix C is the amending Bylaw No. 4625.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4625 cited as, "Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990, Amendment Bylaw No. 2, 2024", be introduced and read a first, second, and third time.
2. That Bylaw No. 4625 be adopted.

Alternative 2
That this report be referred back to staff for additional information.

CONCLUSION

The Capital Regional District (CRD) has acquired and is now the registered owner of 30 hectares of land around Money Lake on Saturna Island and with that, the CRD is now the holder of Conditional Water License No. 26480. Amendments to Bylaw No. 1875 are required to remove this condition of membership and to provide general housekeeping updates including clarity around the allotment of votes.

RECOMMENDATION

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

1. That Bylaw No. 4625 cited as, "Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990, Amendment Bylaw No. 2, 2024", be introduced and read a first, second, and third time.
2. That Bylaw No. 4625 be adopted.

Submitted by:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Engineering
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(S)

Appendix A: Media Release – CRD Acquires 30 Hectares of Land Near Money Lake on Saturna Island
Appendix B: Bylaw No. 1875 Unofficial Redlined Consolidation
Appendix C: Bylaw No. 4625, "Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990, Amendment Bylaw No. 2, 2024"



CRD Acquires 30 Hectares of Land Near Money Lake on Saturna Island

Mar 20, 2020

Victoria, BC– The Capital Regional District (CRD) is pleased to announce the acquisition of 30 hectares of land near Money Lake on Saturna Island via donations. Ten hectares of the property will be managed by the CRD's Lyall Harbour/Boot Cove Water Service and the remaining 20 hectares will be used for a community park managed by the Saturna Island Parks and Recreation Commission.

The 30-hectare property was owned by Money Family Projects Ltd (MFPL) since 1945. The land was valued at $759,300 and MFPL donated the majority of the value to the CRD subject to receiving a donation receipt for $506,000 and financial compensation of $253,000. The CRD was pleased to receive a cash donation of $253,000 from a separate donor to enable the acquisition to be completed.

The Lyall Harbour/Boot Cove Water Service is now able to manage the forested lands around the Money Lake Reservoir and the additional lands within the John Money Watershed immediately west of Harris Road. The Saturna Island Parks and Recreation Commission is excited to be able to manage the remaining 20 hectares of the forested property as Community Park. This will become the largest Community Park on Saturna Island.

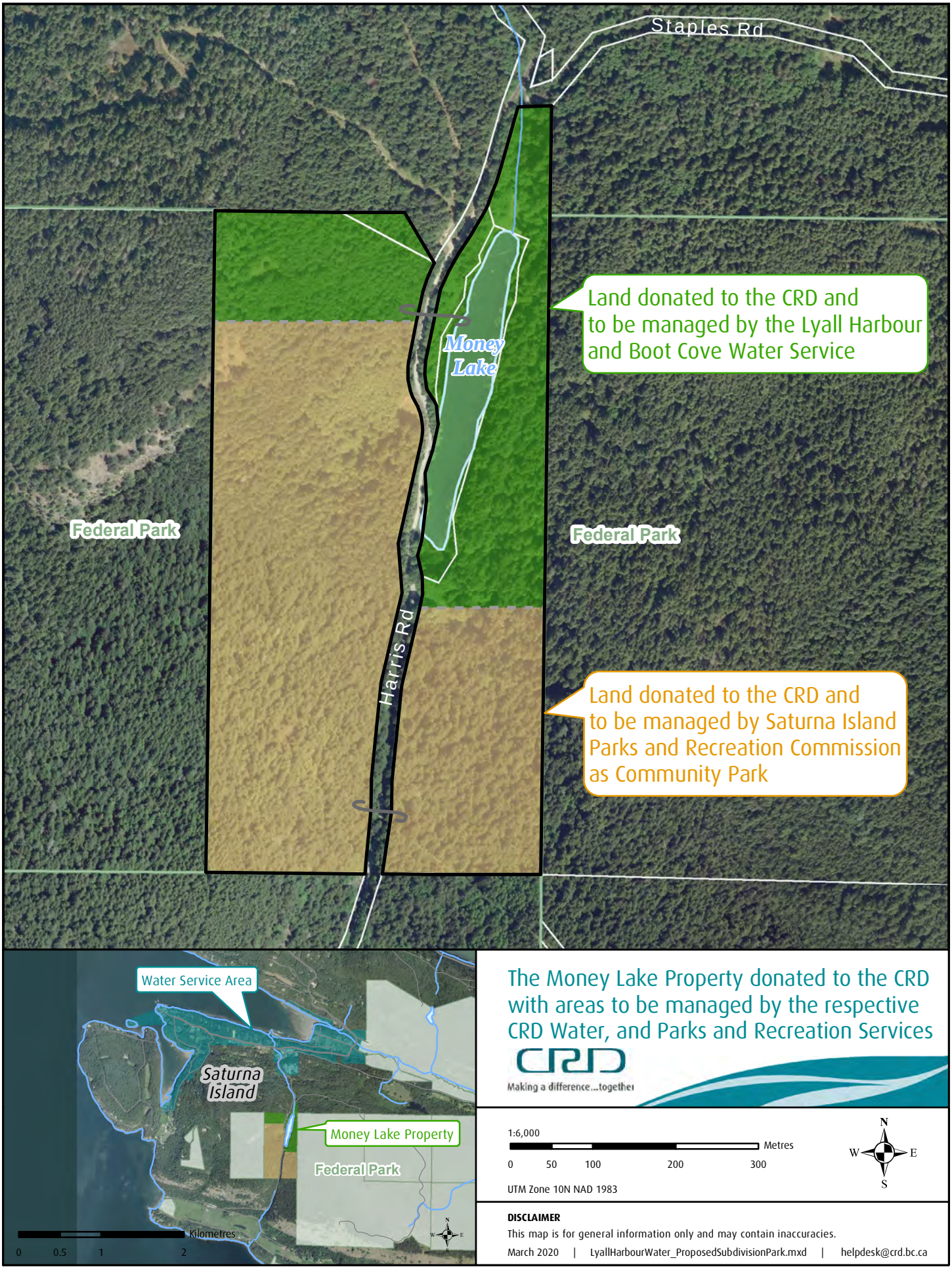
Attachment: Map (PDF)

Proud to be recognized as one of BC's Top Employers and Canada's Greenest Employers, the CRD delivers regional, sub-regional and local services to 13 municipalities and three electoral areas on southern Vancouver Island and the Gulf Islands. Governed by a 24-member Board of Directors, the CRD works collaboratively with First Nations and all levels of government to enable sustainable growth, foster community well-being, and develop cost-effective infrastructure while continuing to provide core services to residents throughout the region. Visit us online at www.crd.bc.ca.

-30-

For media inquiries, please contact:
Andy Orr, Senior Manager
CRD Corporate Communications
Tel: 250.360.3229
Cell: 250.216.5492

APPENDIX A



The Money Lake Property donated to the CRD with areas to be managed by the respective CRD Water, and Parks and Recreation Services

CRD
Making a difference...together

1:6,000

Metres

0 50 100 200 300

N
W E
S

UTM Zone 10N NAD 1983

DISCLAIMER

This map is for general information only and may contain inaccuracies.

March 2020 | LyallHarbourWater_ProposedSubdivisionPark.mxd | helpdesk@crd.bc.ca

Making a difference...together

BYLAW NO. 1875

LYALL HARBOUR/BOOT COVE WATER LOCAL SERVICES COMMITTEE BYLAW, 1990

Consolidated for Public Convenience

(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED DECEMBER 12, 1990
(Consolidated with Amending Bylaw 4446, 4625)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

CAPITAL REGIONAL DISTRICT
BYLAW NO. 1875

****

A BYLAW FOR THE ESTABLISHMENT OF THE LYALL HARBOUR/BOOT COVE WATER LOCAL SERVICES COMMITTEE

****

WHEREAS:

The Regional Board of the Capital Regional District has the authority to establish a committee, as a standing committee of the Board, to which it may delegate any or all of the administrative powers of the Regional Board by bylaw adopted by at least two thirds of the votes cast.

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

1. ~~(a) A standing committee to be known as the Lyall Harbour/Boot Cove Water Local Services Committee" is hereby established and shall consist of the Director representing the Electoral Area of the Outer Gulf Islands plus four other persons to be appointed by resolution by the Regional Board, plus the current holder or representative of the holder of Conditional Water License No. 26480.~~

~~(b) Of the four persons to be appointed by the Regional Board, all shall be owners or residents of the area as defined in Schedule "A" annexed to Bylaw No. 2920 and they, as well as the holder of Conditional Water License No. 26480, shall each have one vote on all matters coming before the Committee.~~

(a) A committee to be known as the “Lyall Harbour/Boot Cove Water Local Services Committee” (the “Committee”) is hereby established and shall consist of the Director representing the Electoral Area of the Southern Gulf Islands plus four other persons to be appointed by resolution by the Regional Board. Each person shall have one vote on matters coming before the Committee.

(b) Of the four persons to be appointed by the Regional Board, all shall be owners or residents of the area as defined in Schedule “A” annexed to Bylaw No. 2920, “Lyall Harbour/Boot Cove Water Service Establishment Bylaw No. 1, 2001”.

(Bylaw 4446, 4625)

2. (a) Before January 1 each year, the Regional Board shall appoint or reappoint members to the Committee to fill the terms of office of members whose terms expire as of December 31 in that year.

(b) In order to fill a vacancy on the Committee, the Regional District shall accept nominations or application from qualified persons. All vacancies must be advertised or posted locally for at least thirty (30) days.

(c) The Electoral Area Director shall recommend individuals to the Regional Board for appointment to the Committee. The Regional Board may be guided by recommendations

but is not bound by them. Appointments commence January 1 of the upcoming calendar year, or for vacancies, on the date of appointment.

(d) A member who fails to attend three (3) consecutive regular meetings without permission of the Committee may have their appointment to the Committee terminated by the Regional Board.

(e) If there are qualified persons willing to serve on the Committee, those members having served for three (3) consecutive terms may be requested not to seek reappointment for a fourth term.

(f) At the request of the Director and under unique circumstances such as a failure to attract nominations to the commission, the Regional Board may extend a Committee member's term beyond the six (6) year limit.

(g) Qualified persons serving as committee members serve without remuneration.

(Bylaw 4446)

3. The term of office of Committee members, other than the Electoral Area Director, shall be for a two-year period, ending December 31 in the second year of appointment.

(Bylaw 4446)

4. In the event of death, resignation, or disqualification of a member of the Committee, the Regional Board shall appoint a successor for the remainder of the term. ~~The holder of the Conditional Water License shall be a continuous member of the Committee.~~

(Bylaw 4625)

5. The Committee shall, each year, elect a Chairperson from amongst its members.

6. A quorum of the Committee is a majority of all members.

7. Rules of Procedure for the Committee shall not be inconsistent with the procedures governing the Regional Board.

8. The Regional Board hereby delegates to the Committee all of the administrative powers of the Regional Board with respect to the provision of the local service as authorized by Bylaw No. 2920. The Committee shall advise on the overall direction and delivery of the Service, including setting priorities, recommending levels of user charges to be established by bylaw of the Regional Board, recommending the extent of requisition to be collected by way of parcel taxes, advising on community interests, and developing a draft budget. However, the Committee and individual Committee members do not direct or become involved with day-to-day administrative activities, purchasing, awarding of contracts, development of regional policies, or hands-on service delivery. The operational functions of the local service shall be performed by the staff of the Regional District.

(Bylaw 4446)

9. Notwithstanding the provisions of Clause 8, of this Bylaw, the Regional Board retains the right of approval of operational rules, procedures, and policies and the levels of taxes, fees and other charges to be established by Bylaw of the Regional Board.

10. Each year, according to the District budget timetable, the Committee shall recommend a 5-year operating and capital budget for the service provided in the Service Area which shall cover all anticipated costs of development, maintenance, operational and other expenses, including debt charges, and shall submit such expenditure costs, together with estimates for expected revenue, for the approval of the Regional Board and for inclusion in the Regional Board's 5-year plan. *(Bylaw 4446)*

11. No expenditures, other than those provided for in the approved budgets of the Committee as included in the approved budget of the Regional Board, shall be made by the Committee.

12. Any facilities or equipment acquired by the Committee in their administrative capacity shall be acquired in the name of the Regional District, shall be the property of the Regional District and shall not be disposed of without the approval of the ~~Chief Engineer~~ Board of the Regional District.

13. This Bylaw may be cited as the "Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990".

READ A FIRST TIME THIS	28th	DAY OF	November	2001
READ A SECOND TIME THIS	28th	DAY OF	November	2001
READ A THIRD TIME THIS	28th	DAY OF	November	2001
ADOPTED THIS	9th	DAY OF	January	2001

Original Signed
CHAIR

Original Signed
CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4625

****

A BYLAW TO AMEND APPOINTMENTS FOR THE LYALL HARBOUR/BOOT COVE WATER LOCAL SERVICES COMMITTEE (BYLAW NO. 1875)

****

WHEREAS:

A. Under Bylaw No. 1875, "Lyall Habour/Boot Cove Water Local Services Committee Bylaw, 1990", the Regional Board established the Lyall Harbour/Boot Cove Water Local Services Committee (the "Committee") to administer a water supply local service established by Bylaw No. 2920, Lyall Harbour/Boot Cove Water Service Establishment Bylaw No. 1, 2001;

B. Bylaw No. 1875 provides that the Committee shall consist of the Director representing the Electoral Area of the Outer Gulf Islands (now referred to as the Southern Gulf Islands), four other persons to be appointed by the Regional Board each of whom shall be owners or residents of the service area, and the current holder or representative of the holder of Conditional Water License No. 26480;

C. The Capital Regional District is the current holder of the Conditional Water Licence (now Licence No. C130293); and

D. The Board wishes to amend Bylaw No. 1875 to remove the continuous Committee membership of the holder of the Conditional Water Licence;

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

1. Bylaw No. 1875, "Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990" is hereby amended as follows:

    (a) By replacing section 1 in its entirety with the following:

        (a) A committee to be known as the "Lyall Harbour/Boot Cove Water Local Services Committee" (the "Committee") is hereby established and shall consist of the Director representing the Electoral Area of the Southern Gulf Islands plus four other persons to be appointed by resolution by the Regional Board. Each person shall have one vote on matters coming before the Committee.

        (b) Of the four persons to be appointed by the Regional Board, all shall be owners or residents of the area as defined in Schedule "A" annexed to Bylaw No. 2920, "Lyall Harbour/Boot Cove Water Service Establishment Bylaw No. 1, 2001".

    (b) By deleting from section 4 the following sentence: "The holder of the Conditional Water License shall be a continuous member of the Committee."

    (c) By deleting from section 12 the words "Chief Engineer" and substituting "Board".

2. This bylaw comes into force on January 1, 2025.

3. This bylaw may be cited for all purposes as “Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990, Amendment Bylaw No. 2, 2024”.

READ A FIRST TIME THIS	th	day of	2024
READ A SECOND TIME THIS	th	day of	2024
READ A THIRD TIME THIS	th	day of	2024
ADOPTED THIS	th	day of	2024

CHAIR

CORPORATE OFFICER

Making a difference...together

SGIHC 24-01

REPORT TO SOUTHERN GULF ISLANDS HARBOURS COMMISSION
MEETING OF WEDNESDAY, DECEMBER 4, 2024

SUBJECT **Bylaw No. 4655: Southern Gulf Islands Small Craft Harbours Regulation Amendment**

ISSUE SUMMARY

To advance Bylaw No. 4655, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024", to revise fees included in Bylaw No. 2844, "Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000".

BACKGROUND

Under Order-in-Council 100/97, dated January 24, 1997, and within the *Capital Regional District Regulation*, the Capital Regional District was granted the additional power to establish, acquire, and operate a service of small craft harbour facilities, and established the service under Bylaw No. 2614, "Small Craft Harbour Facilities Local Service Establishment Bylaw No. 1, 1998".

Under Bylaw No. 2844, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000", the Regional Board established a system of regulations and operations of the function of Small Craft Harbours in the Southern Gulf Islands".

At the September 26, 2024 meeting of the Southern Gulf Islands Harbours Commission the existing fees were discussed and staff have prepared an amending bylaw with a proposed increase of 15%, with variations due to rounding, for the different moorage and related fees, and are returning for approval of the changes. Bylaw No. 2844 has not been amended since December 2021 which was effective January 1st, 2022. The 2024 changes include a revision of moorage and related fees and the amendment is intended to be effective January 1st, 2025.

ALTERNATIVES

Alternative 1

The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4655, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024", be introduced and read a first, second, and third time.
2. That Bylaw No. 4655 be adopted.

Alternative 2

That the report be referred to staff for additional information.

IMPLICATIONS

Governance Implications

The fee schedule has not been changed since 2022 and is revised to be more consistent with industry standards and to account for inflation and cost escalations associated with operating the service. Updated fees will continue to be collected from the users of the facilities. Combined, these changes will further improve the ability to manage the service and increase the financial resources available.

Fee Modifications

In general, moorage and fees have been increased by 15% (inclusive of applicable taxes), with variations due to rounding. They have not been amended for 3 years. This includes an increase in the duration of how long short-term free moorage is permitted from 2 hours to 3 hours.

CONCLUSION

Bylaw No. 4655 amends "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000" to update language and fees that have not been updated for 3 years. Updating the bylaw will ensure industry appropriate moorage rates and fees are being charged and provide additional funds to maintain, repair and operate the docks.

RECOMMENDATION

The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4655, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024", be introduced and read a first, second, and third time.
2. That Bylaw No. 4655 be adopted.

Submitted by:	Stephen Henderson, BSc, P.G.Dip. Eng., MBA, Senior Manager, Real Estate Services & Southern Gulf Islands Administration
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Bylaw No. 4655, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024"
Appendix B: Bylaw No. 2844, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000", unofficial consolidation redlined showing changes
Appendix C: Southern Gulf Islands Harbours Proposed Rates (2025)

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4655

****

A BYLAW TO AMEND THE HARBOURS FEES AND CHARGES BYLAW (BYLAW NO. 2844)

****

WHEREAS:

A. Under Bylaw No. 2844, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000", the Regional Board established a commission to acquire and operate small craft harbour facilities; and

B. The Bylaw requires updating to revise the existing fee schedule which has been in place since 2022; and

C. The Board wishes to amend Bylaw No. 2844 to ensure industry-appropriate moorage rates and fees are being charged and provide additional funds to maintain, repair and operate the services.

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

1. Bylaw No. 2844, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000", is hereby amended as follows, with an effective date of January 1, 2025:

    (a) By replacing the word "two" in sections 25(1) and 25(2) with the word "three";

    (b) By replacing Schedule "A" in its entirety with the Schedule "A" attached to this bylaw.

2. This bylaw may be cited for all purposes as "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024".

READ A FIRST TIME THIS th day of 20__

READ A SECOND TIME THIS th day of 20__

READ A THIRD TIME THIS th day of 20__

ADOPTED THIS th day of 20__

CHAIR

CORPORATE OFFICER

SCHEDULE "A"
Bylaw No. 2844

Capital Regional District Southern Gulf Islands Harbours

FEES AND LICENSES

1. DEFINITIONS

"charter boat" means any vessel or watercraft used to transport passengers who have paid a fee for tourism services including, but not limited to, fishing, whale watching, sightseeing or diving;

"dinghy" means an open boat with a maximum length of 12 feet, excluding outboard motor, having a beam of no more than 6 feet and a motor of not more than 25 horsepower and the dry weight/hull weight is at, or under, 300 pounds;

"emergency service vessel" means a police, fire, search and rescue, or ambulance vessel and any other vessel acting in the aforementioned capacities;

"length" means the overall length of a vessel or watercraft as determined by the Ports Manager or wharfinger;

"month" means a period commencing on a date in one month and terminating on the day immediately preceding the same date in the next month or, if there is no corresponding date in the next month, terminating on the last day of that month;

"moorage" means a charge for mooring;

"quarter" means three months;

"reserved berth" means a section of a dock identified by a 'Reserved' sign on the tie-rail;

"resident" means person who satisfies the conditions of residency established in section 67 of the *Local Government Act* in respect of the Southern Gulf Islands Electoral Area;

"short-term zone" means a section of a dock identified by a "short-term zone" sign on the tie rail;

"springline" means a special moorage arrangement where the vessel is bow tied to the dock and stern tied to an approved, weighted pulley line.

"water taxi" means any vessel or watercraft used to transport passengers or material for a fee.

2. MOORAGE FEES (All moorage fees include applicable taxes)

(a) (i) Moorage Fees from 2 to 12 hours, normally commencing and ending between **8:00 AM** and **8:00 PM** of the same day:

$0.60 per lineal foot per day.

(ii) Moorage Fees from 12+ to 24 hours or overnight:

$1.15 per linear foot.

(b) Prepaid Long-Term Moorage Fees

(i) The prepaid monthly moorage fee is $6.70 per lineal foot per month.

(ii) The prepaid quarterly moorage fee is $18.00 per lineal foot per quarter.

(iii) The prepaid annual moorage fee is $64.00 per lineal foot per year.

(iv) Despite subsections (i), (ii) and (iii), no person in control of a vessel or watercraft shall moor at a Short-Term Zone or at the Swartz Bay dock for longer than 72 consecutive hours in a 30-day period.

(v) Where a resident has obtained a monthly, quarterly or annual moorage license prescribed in Schedule "C", that resident may apply for a monthly, quarterly or annual moorage for the same vessel at a second dock for an additional payment of one half the moorage fee paid at the first dock.

(c) Long-term moorage fees for a dinghy bow-tied at a dock area posted with a sign saying "dinghies only" shall be as follows:

(i) The prepaid monthly moorage fee is $35.00.

(ii) The prepaid quarterly moorage fee is $90.00.

(iii) The prepaid annual moorage fee is $325.00.

(d) Springline Moorage Fees

Where a springline moorage system has been approved by the CRD the following rates will apply for boats up to 14 feet in length and 8 feet wide:

(i) Monthly fee is $87.00 per month.

(ii) Quarterly fee is $242.00 per quarter.

(e) Short-Term Zone Fees

Where a short-term zone exists on a dock, the daily rate will apply. No monthly, quarterly or annual rates are available for these zones.

3. <u>WATER TAXI AND CHARTER BOATS MOORAGE FEES</u>

(a) A person in control of a water taxi or charter boat mooring or landing at a dock shall obtain from the CRD in the form prescribed in Schedule "D" a license at a cost of $70.00 per annum in addition to the fees set out in section 3(b) and (c) below.

(b) (i) Loading and Unloading Water Taxis and Charter Boats:

Landings/month/dock	Monthly Fee	Annual Fee
0-2	No charge	N/A
3-15	$31.00	$300.00
16-30	$52.00	$510.00
31+	$85.00	$830.00

(ii) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

(c) The moorage fees for water taxis or charter boats are the same as prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) and 2(d) except the monthly, quarterly and annual fees, moorage coupon books and commuter passes are available only to an operator of a water taxi or charter boat who is a resident of the Southern Gulf Islands Electoral Area.

(d) Where a person has obtained a license to operate a water taxi or charter boat and pays monthly or annual landing fees and provides a regularly scheduled published service between two docks listed in Schedule "B" using the same vessel no landing fees are required on the second dock.

4. SEAPLANES

(a) The loading and unloading fee for casual use by seaplanes is $23.00 per landing in excess of 2 landings per airport per year.

(b) A person in control of a seaplane shall obtain from the CRD a license prescribed in Schedule "E" for a fee of $70.00per annum and in addition, may pay to the CRD the following prepaid annual fee for recurring use:

Landings per year per Airport	Annual Fee per Airport
3 – 48	$310.00
49 – 200	$600.00
200+	$830.00

(c) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

(d) Seaplane Moorage Fees: Not Available

5. EMERGENCY VESSEL MOORAGE FEES

(a) A person in control of an emergency services vessel shall apply for a license as prescribed in Schedule "D" each year.

(b) Emergency Service Vessels, when not performing emergency services, shall be subject to the same moorage fees as prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).

(c) Emergency Service Vessels, while actively performing emergency services, will not be subject to the fees prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).

6. RESERVED BERTHS

The moorage fee for reserved berths is 1.5 times the applicable (quarterly and annual) moorage fee as prescribed in Schedule "A".

7. REMOVAL AND IMPOUNDMENT

The following fees, costs and expenses shall be paid by the owner of a vessel, chattel or obstruction removed, detained or impounded pursuant to Sections 39 to 44 of this Bylaw:

(a)	Impoundment Fee	$175.00 or actual cost
(b)	Towing Fee per hour (for towing or removal to storage location)	$320.00 or actual cost
(c)	Hauling Out Fee per hour	$320.00 or actual cost
(d)	Fee for Placing on Blocks/Removal from Trailer (fee per hour)	$320.00 or actual cost
(e)	Salvage Fee $/hour	$490.00 or actual cost
(f)	Storage Costs for Vessel (rate per day per foot)	$6.05 or actual cost

At CRD's option, it can select the fee or the actual cost, whichever is greater. "Actual cost" is the actual cost if provided directly by CRD or by a third party contractor, calculated on a cost recovery basis, including any applicable fees, charges, or taxes. CRD may charge an additional 10% on top of fees or actual costs to cover administrative tasks and time spent.

CAPITAL REGIONAL DISTRICT
BYLAW NO. 2844

CAPITAL REGIONAL DISTRICT
SOUTHERN GULF ISLANDS SMALL CRAFT HARBOURS REGULATION BYLAW NO. 1, 2000

(As Amended by Bylaws No. 2905, 3233, 3295, 3417, 3586, 3651, 3814, 4469)

A Bylaw to Regulate Docks Operated by the Capital Regional District on the Southern Gulf Islands

For technical enquiries regarding this bylaw, please contact:

CRD, Manager of Southern Gulf Island Small Craft Harbours
Telephone 250-360-3000

For reference to original bylaws and amendments, or for further details,
please contact Legislative Services, Capital Regional District,
625 Fisgard Street, PO Box 1000, Victoria, BC V8W 2S6

CAPITAL REGIONAL DISTRICT

BYLAW NO. 2844

****

Capital Regional District Southern Gulf Islands Harbours Commission Regulation Bylaw

****

WHEREAS the Capital Regional District has established the local service to acquire and operate small craft harbour facilities;

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

1.1. DEFINITIONS IN THIS BYLAW

- "abandoned" means leaving a vessel or watercraft at a dock without payment of moorage for a period in excess of 45 days or within a 30 day notice period failure to remove the vessel under its own power for a period of at least 1 hour in the presence of the wharfinger or CRD;

- "airport" means a dock or portion of a dock designated for use by seaplanes and identified by a red triangle on the dock surface, or yellow painted tie rail or other identifying marking;

- "authorized personnel" includes the wharfingers, Royal Canadian Mounted Police and Capital Regional District bylaw enforcement officers;

[Bylaw 4469]

- "berth" means a location at a dock where a vessel or watercraft may be moored;

- "Board" means the Board of Directors of the Capital Regional District;

- "business" means a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit;

- "Commission" means the Southern Gulf Islands Harbours Commission as established by the Southern Gulf Islands Harbour Commission Bylaw, 2002, whose duties include planning, acquisition, development, restructure maintenance and operation of said harbours to serve the residents of the Southern Gulf Islands;

- "CRD" means the Capital Regional District;

- "dangerous goods" means dangerous goods as defined in section 1 of the *Transport of Dangerous Goods Act*;

- "dock" means a landing pier for vessels and watercraft, including a wharf, floating or fixed structures, and includes those facilities listed in Schedule "B";

[Bylaw 4469]

- "emergency personnel" includes any person, group or organization required by provincial or federal statute to respond to emergency situations;

- "emergency vehicle" means police vehicle, ambulance or fire department vehicle;

- "explosive" has the same meaning as in the *Explosives Act*, RSC 1985, c E-17;

- "overall length of vessel" means the overall measurement of the vessel's length, including bowspirit and engine, and includes any other extensions or attachments of the vessel from the bow or stern, including pod engines, tenders, or attachments.

- "liquor" has the same meaning as in the *Liquor Control and Licensing Act*, SBC 2015 c 19 of British Columbia;

- "loading zone" means that area of a dock used solely for loading and unloading, emergency use, passengers, supplies or freight and identified by a yellow painted tie-rail or other identifying marking;

[Bylaw 4469]

- "moor" means to secure a vessel or watercraft by means of lines, cables or anchors;

- "Service" means the CRD service established under Bylaw No. 2614, "Small Craft Harbour Facilities Local Service Establishment Bylaw No. 1, 1998";

[Bylaw 4469]

- "Southern Gulf Islands Electoral Area" means the area of land defined as the Southern Gulf Islands Electoral Area in the Capital Regional District Letters Patent;

- "proof of residency" means:

(a) a British Columbia drivers license containing an address in the Southern Gulf Islands Electoral Area; or

(b) a real property tax notice issued under the *Local Government Act* or the *Taxation (Rural Area) Act* to an address in the Southern Gulf Islands Electoral Area; or

(c) a utility bill issued for the supply of electricity, natural gas, water, telephone services or cable services to an address in the Southern Gulf Islands Electoral Area;

- "resident" means a person who satisfies the conditions of residency established in section 67 of the *Local Government Act* in respect of the Southern Gulf Islands Electoral Area;

[Bylaw 4469]

- "raft" means the mooring of one vessel or watercraft along side another;

- "seaplane" means an aircraft on floats whether operated privately or commercially;

- "springline" means a special moorage arrangement where the vessel is bow tied to the dock and stern tied to an approved, weighted pulley line;

- "transient moorage" means that area of a dock used solely for short-term moorage of not greater than 3 consecutive days, or 7 days in a month, and identified by a blue painted tie-rail or other identifying markings;

[Bylaw 4469]

- "vessel" means any ship or boat or any other description of vessel which is or can be propelled by machinery, except a seaplane, and used or designed to be used in navigation;

- "watercraft" means any ship or boat or any other description of vessel that is not propelled by machinery and is used or designed to be used in navigation;

- "wharfinger" means a person contracted or appointed by the CRD to collect moorage and to conduct day to day operation of a dock or docks.

[Bylaw 4469]

APPLICATION

1.2. This bylaw applies to all docks, waterlots and other facilities or lands owned, operated, leased, or licenced by CRD for the purposes of the Service.

[Bylaw 4469]

ENFORCEMENT POWERS

2. All authorized personnel may enforce this bylaw in the course of their duties.

3. Any authorized personnel may order a person who does anything contrary to this bylaw to leave a dock immediately, or within a period of time specified by the authorized personnel, and every person so ordered shall comply with the order and leave the dock immediately or within the specified time period.

4. No person shall hinder, oppose, molest or obstruct authorized personnel in the discharge of their duties.

5. Authorized personnel and emergency personnel, while acting in the course of their duties, as well as emergency vehicles, are exempt from the provisions of this bylaw.

FINES

6. A person who contravenes this bylaw commits an offence and is liable on conviction to a fine of not less than $50.00 and not more than the maximum prescribed by the *Offence Act*.

PUBLIC CONDUCT

7. No person shall obstruct or interfere with any person, vessel or watercraft lawfully using a dock.

8. No person shall behave in a disorderly, dangerous or offensive manner including, but not limited to, diving or jumping from a dock, wharf or pier or swimming in the water-lot around the dock.

NOISY ACTIVITIES

9. No person shall while on or moored at a dock, or while in the waterlot around a dock, make or cause noises or sounds including the playing of musical instruments, radios, tape players, compact disc players or similar devices or operate any equipment, vehicles, vessels, watercraft or machinery which disturbs or tends to disturb the quiet, peace, enjoyment and comfort of other persons.

[Bylaw 4469]

LIQUOR

10. No person shall possess an open container of liquor on a dock.

SIGNS

11. No person shall place, post or erect a sign on a dock unless with permission of the CRD.

[Bylaw 4469]

DAMAGE

12. No person shall remove, destroy or damage any dock or structure or sign attached to a dock.

13. No person shall remove, destroy or damage any notices, rules or regulation posted on a dock by or under the authority of the CRD.

14. No person shall deposit or leave any garbage, refuse, empty or broken bottles, cans, paper, animal excrement or other waste material on a dock or in the water surrounding a dock.

STORAGE

15. No person shall store any material of any kind, including a watercraft, to or on the surface of a dock unless it is designated by a sign as a storage area.

LOADING ZONE

16. No person shall cause a vessel or watercraft to be left unattended at a loading zone.

17. No person shall cause a vessel or watercraft to remain moored in a loading zone for a period in excess of 15 minutes and every person not in possession of a valid Schedule "D" licence shall immediately vacate a loading zone to make room for a person in possession of a Schedule "D" licence.

AIRPORT

18. No person shall moor to an airport, except where the airport includes a loading zone.

19. Notwithstanding section 18, where an airport includes a loading zone, the person having control of a vessel or watercraft being moored in the airport which includes the loading zone shall immediately vacate the loading zone upon the approach of an aircraft intending to use the airport.

VEHICLES

20.

(1) No person shall drive a vehicle on a dock except for the express purpose of loading or unloading or the vehicle is being used for the purpose of repairing or maintaining the dock.

(2) Despite section 20.(1), the CRD may cause to be posted a sign prohibiting a person from driving a vehicle on a dock for any purpose.

21. No person shall park a vehicle or leave a vehicle unattended on a dock.

COMMERCIAL SERVICES

22. No person shall sell, expose or display for sale any goods or materials including refreshments, or conduct any business on a dock except where authorized by the CRD.

23. Persons conducting any business authorized by the CRD shall obtain and pay for a license in accordance with Schedule "A".

CONSTRUCTION

24. No person shall build upon or place any structure on a dock except where authorized by the CRD.

FEES

25.

(1) A person in control of a vessel or watercraft, which is moored at a dock for less than ~~two~~ three hours in any 24-hour period, shall not pay a moorage fee.

(2) A person in control of a vessel or watercraft moored at a dock in excess of ~~two~~ three hours but less than 12 hours in a 24 hour period shall pay to the CRD the moorage fees prescribed in Schedule "A" section 2(a)(i), shall pay with a coupon as prescribed in Schedule "A" section 2(b) or shall pay with a commuter pass as prescribed in Schedule "A" section 2(c).

(3) A person in control of a vessel or watercraft moored at a dock in excess of 12 hours in any 24-hour period or after 8 p.m. shall pay to the CRD the moorage fees prescribed in Schedule "A" section 2(a)(ii).

(4) A person in control of a vessel or watercraft moored at a dock shall pay to the CRD all applicable moorage fees within two hours of mooring the vessel or watercraft to a dock.

(5) A person in control of a vessel or watercraft who is a resident of the Southern Gulf Islands Electoral Area and can show proof of residency to the CRD and who intends to moor at a dock in excess of 24 hours may obtain from the CRD a monthly, quarterly or annual license as prescribed in Schedule "C" and pay to the CRD the moorage fees as prescribed in Schedule "A" section 2(d), (e) or (f) whichever section is applicable.

(6) A person in control of a seaplane, water taxi, emergency vessel, or charter vessel or watercraft, intending to use a dock shall obtain from the CRD a license as prescribed in Schedules "D" or "E" and pay to the CRD the fees prescribed in Schedule "A" section 3, section 4 or section 5 whichever section is applicable.

DANGEROUS GOODS

26. No vessel or watercraft carrying dangerous goods or explosives shall moor at a dock for longer than is necessary to effect immediate loading or unloading.

27. No vessel or watercraft carrying dangerous goods or explosives moored at a dock shall be left unattended.

RESPONSIBILITY

28. For the purpose of these regulations, the person having charge of a vessel or watercraft is deemed to be responsible for the vessel or watercraft and the action of its crew or passengers, as directed by signage at the facility.

[Bylaw 4469]

RESERVED BERTH

29. At the discretion of the CRD, a section of dock may be reserved for the exclusive use of a vessel or watercraft on condition that the person in control of the vessel or watercraft obtain a license from the CRD prescribed in Schedule C or D and pay to the CRD the moorage fees prescribed in Schedule "A", section 6.

DOCK MANAGEMENT

30. In order to facilitate the proper management, control and use of a dock, the CRD may establish specific mooring conditions to various sections of a dock, and a Wharfinger or CRD may order a vessel or watercraft to move or alter its position.

31. The wharfinger or CRD, at their discretion, may order that any vessel or watercraft is not allowed to moor to the dock.

[Bylaw 4469]

32. When required by limited mooring space any person in charge of a vessel or watercraft may raft the vessel or watercraft provided that no more than two vessels or watercrafts are rafted or such lower or higher number of vessels or watercrafts as specified by the CRD and sign posted at the dock.

ABANDONMENT

33. No person shall abandon a vessel or watercraft at a dock.

34. Where the CRD or wharfinger believes a vessel or watercraft has been abandoned at a dock, and has made reasonable efforts to obtain the name and address of the owner or person last in charge of the vessel or watercraft, the wharfinger shall make a report to the CRD with recommendations for the removal of the abandoned vessel or watercraft.

[Bylaw 4469]

OBSTRUCTION

35. The CRD or a wharfinger may direct the position, time, place and manner in which a vessel or watercraft may be moored, loaded or unloaded at a dock.

36. Except as permitted by the CRD or wharfinger, no person shall moor a vessel or watercraft at a dock in such a manner as to unduly obstruct the movement of other vessels or watercraft.

37. Except as permitted by the CRD or wharfinger, the lines fastening a vessel or watercraft to a dock shall not cross the dock or be attached to anything other than the fastenings provided for the purpose.

38. Except as permitted by the CRD or wharfinger, no person shall:

(1) use the surface of a dock for any major maintenance or repair work; or

(2) do any other thing in such a manner as to impede the use of the dock.

[Bylaw 4469]

REMOVAL AND IMPOUNDMENT OF VESSELS, WATERCRAFT, CHATTELS, AND OBSTRUCTIONS

39. The –CRD and wharfinger is authorized to remove and impound, or cause to be removed and impounded, any vessel, chattel or obstruction that occupies a dock or waterlot in contravention of this Bylaw. –

[Bylaw 4469]

40. Any vessel, chattel or obstruction removed and impounded under this section may be recovered by the owner upon presenting proof of ownership and upon payment in full of all costs incurred by the CRD in removing and impounding (including storing) and any fines owing by the owner under this Bylaw.

41. If a vessel, chattel or obstruction is removed and impounded, the CRD shall make reasonable efforts to obtain the name and address of the owner of the vessel, chattel or obstruction and:

(1) If the name and address of the owner is determined, the CRD shall give written notice delivered in person to the owner or sent by registered mail to the owner advising the owner of the removal and impoundment, the sum payable to release the vessel, chattel or obstruction and the date for sale by public auction, other means preferred by CRD, or disposition under section 42, as applicable, if unclaimed; or

(2) if the identity of the owner is not determined or if delivery under 41(1) cannot be confirmed, the CRD shall cause a notice to be posted at the relevant wharf advising of the removal and impoundment, the sum payable to release the vessel and the planned date for sale by public auction, other means preferred by CRD, or disposition under section 42, as applicable, if unclaimed.

[Bylaw 4469]

42. The fees, costs and expenses payable by the owner of a vessel, chattel or obstruction removed and impounded under this section are set out in Schedule "A" to this Bylaw.

43. A sign at each wharf shall notify the public that vessels, chattels and obstructions occupying the wharf and surrounding waterlot in contravention of this Bylaw, may be removed and impounded by or on behalf of the CRD at the cost of the owner and may be sold at public auction or means preferred by CRD, or otherwise disposed of if unclaimed. The failure to post such a sign or ensure it remains posted shall not impair the CRD's ability to recover fees, costs, or expenses under this bylaw nor shall it impair the ability to remove, impound, sell, or otherwise dispose of vessels, chattels, and obstructions.

44. The CRD may engage the services of a bailiff to remove, impound and auction or otherwise dispose of vessels, chattels and other obstructions under this section and sections 45 to 48.

[Bylaw 3586, 4469]

PUBLIC AUCTION AND SALE

45. Any vessel, chattel or obstruction not claimed by its owner, including where the CRD has been unable to determine the owner's identity, within 30 days of notice under section 41 may be sold at a public auction and such auction shall be advertised at least once in a newspaper distributed at least bi-monthly in the Southern Gulf Island Electoral Area.

[Bylaw 4469]

46. The proceeds of such auction sale shall be applied firstly to the cost of the sale, secondly to all unpaid fees, costs and expenses levied in accordance with this Bylaw.

47. If any vessel, chattel or obstruction is not offered for sale or purchased at public auction under this section, the expenses incurred in the removal, impoundment or disposal, are recoverable as a debt due to the CRD

from the owner.

48. If the CRD considers that a vessel, chattel or obstruction removed and impounded from a wharf is of insufficient value to warrant an auction or that other means are preferred by CRD to dispose of the property, such as private sale or sale through a broker, subsequent to the Commission's approval by resolution, the CRD may dispose of the vessel, chattel or obstruction if unclaimed after 2 months following notice under section 41 and any money obtained through such disposition shall be dealt with in accordance with section 40.

[Bylaw 4469]

CRD AND WHARFINGER

49.

(1) The wharfinger, under the direction of the CRD, is responsible for the operational oversight and administration of the docks and may post notices and give such orders, in respect of the operation of the dock, as are authorized by these regulations.

(2) No person shall contravene:
(a) an order of the CRD or a wharfinger given under subsection (1); or
(b) the directions or instructions on any sign posted under subsection (1).

(3) Where a vessel, watercraft or goods are not removed from a dock immediately after the removal thereof is ordered by the CRD or a wharfinger, the CRD or wharfinger may have the vessel, watercraft or goods removed from the dock at the owner's expense.

(4) An order of the CRD prevails over an order of a wharfinger.

(5) The wharfinger is authorized to administer and sign on behalf of the CRD the License Agreements contained in Schedules "C", "D" and "E".

(6) The Wharfingers are authorized to administer and sign on behalf of the CRD the License Agreement contained in Schedule "C".

[Bylaw 4469]

SEVERANCE

50. If a section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid, by the decision of any Court, such decision shall not affect the validity of the remaining portions of this Bylaw.

SCHEDULES

51. Schedules "A" to "E" inclusive of this Bylaw are attached hereto and form part of this Bylaw.

CITATION

52. This Bylaw may be cited as "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000".

READ A FIRST TIME THIS 22nd day of November 2000

READ A SECOND TIME THIS	22nd	day of	November	2000
READ A THIRD TIME THIS	22nd	day of	November	2000
ADOPTED THIS	13th	day of	December	2000.

Christopher M. Causton
CHAIR

Carmen I. Thiel
SECRETARY

SCHEDULE "A"
Bylaw No. 2844
(Bylaw 4469)
Capital Regional District Southern Gulf Islands Harbours

FEES AND LICENSES

1. DEFINITIONS

"charter boat" means any vessel or watercraft used to transport passengers who have paid a fee for tourism services including, but not limited to, fishing, whale watching, sightseeing or diving;

"dinghy" means an open boat with a maximum length of 12 feet, excluding outboard motor, having a beam of no more than 6 feet and a motor of not more than 25 horsepower and the dry weight/hull weight is at, or under, 300 pounds;

"emergency service vessel" means a police, fire, search and rescue, or ambulance vessel and any other vessel acting in the aforementioned capacities;

"length" means the overall length of a vessel or watercraft as determined by the Ports Manager or wharfinger;

"month" means a period commencing on a date in one month and terminating on the day immediately preceding the same date in the next month or, if there is no corresponding date in the next month, terminating on the last day of that month;

"moorage" means a charge for mooring;

"quarter" means three months;

"reserved berth" means a section of a dock identified by a 'Reserved' sign on the tie-rail;

"resident" means person who satisfies the conditions of residency established in section 67 of the *Local Government Act* in respect of the Southern Gulf Islands Electoral Area;

"short-term zone" means a section of a dock identified by a "short-term zone" sign on the tie rail;

"springline" means a special moorage arrangement where the vessel is bow tied to the dock and stern tied to an approved, weighted pulley line.

"water taxi" means any vessel or watercraft used to transport passengers or material for a fee.

2. MOORAGE FEES (All moorage fees include applicable taxes)

(a) (i) Moorage Fees from 2 to 12 hours, normally commencing and ending between **8:00 AM** and **8:00 PM** of the same day:

$0.5 per lineal foot per day.

(ii)Moorage Fees from 12+ to 24 hours or overnight:

$1 per linear foot.

(b) Prepaid Long-Term Moorage Fees

(i)The prepaid monthly moorage fee is $5.80 per lineal foot per month.

(ii)The prepaid quarterly moorage fee is $15.40 per lineal foot per quarter.

(iii)The prepaid annual moorage fee is $55.30 per lineal foot per year.

(iv) Despite subsections (i), (ii) and (iii), no person in control of a vessel or watercraft shall moor at a Short-Term Zone or at the Swartz Bay dock for longer than 72 consecutive hours in a 30-day period.

(v)Where a resident has obtained a monthly, quarterly or annual moorage license prescribed in Schedule "C", that resident may apply for a monthly, quarterly or annual moorage for the same vessel at a second dock for an additional payment of one half the moorage fee paid at the first dock.

(c) Long-term moorage fees for a dinghy bow-tied at a dock area posted with a sign saying "dinghies only" shall be as follows:

(i)The prepaid monthly moorage fee is $30.00.

(ii)The prepaid quarterly moorage fee is $80.00.

(iii) The prepaid annual moorage fee is $280.00.

(d) Springline Moorage Fees

Where a springline moorage system has been approved by the CRD the following rates will apply for boats up to 14 feet in length and 8 feet wide:

(i) Monthly fee is $75.00 per month.

(ii) Quarterly fee is $210 per quarter.

(e) Short-Term Zone Fees

Where a short-term zone exists on a dock, the daily rate will apply. No monthly, quarterly or annual rates are available for these zones.

3. WATER TAXI AND CHARTER BOATS MOORAGE FEES

(a) A person in control of a water taxi or charter boat mooring or landing at a dock shall obtain from the CRD in the form prescribed in Schedule "D" a license at a cost of $62.50 per annum in addition to the fees set out in section 3(b) and (c) below.

(b) (i)Loading and Unloading Water Taxis and Charter Boats:

Landings/month/dock	Monthly Fee	Annual Fee
0-2	No charge	N/A
3-15	$27.00	$260.00
16-30	$45.00	$440.00
31+	$72.00	$720.00

(ii) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

(c)The moorage fees for water taxis or charter boats are the same as prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) and 2(d) except the monthly, quarterly and annual fees, moorage coupon books and commuter passes are available only to an operator of a water taxi or charter boat who is a resident of the Southern Gulf Islands Electoral Area.

(d)Where a person has obtained a license to operate a water taxi or charter boat and pays monthly or annual landing fees and provides a regularly scheduled published service between two docks listed in Schedule "B" using the same vessel no landing fees are required on the second dock.

4. SEAPLANES

(a)The loading and unloading fee for casual use by seaplanes is $20.00 per landing in excess of 2 landings per airport per year.

(b)A person in control of a seaplane shall obtain from the CRD a license prescribed in Schedule "E" for a fee of $62.50 per annum and in addition, may pay to the CRD the following prepaid annual fee for recurring use:

Landings per year per Airport	Annual Fee per Airport
3 – 48	$
49 – 200	$520
200+	$

(c)The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

(d) Seaplane Moorage Fees:Not Available

5. EMERGENCY VESSEL MOORAGE FEES

(a)A person in control of an emergency services vessel shall apply for a license as prescribed in Schedule "D" each year.

(b)Emergency Service Vessels, when not performing emergency services, shall be subject to the same moorage fees as prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).

(c) Emergency Service Vessels, while actively performing emergency services, will not be subject to the fees prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).

6. RESERVED BERTHS

The moorage fee for reserved berths is 1.5 times the applicable (quarterly and annual) moorage fee as prescribed in Schedule "A".

7. REMOVAL AND IMPOUNDMENT

The following fees, costs and expenses shall be paid by the owner of a vessel, chattel or obstruction removed, detained or impounded pursuant to Sections 39 to 44 of this Bylaw:

(a)	Impoundment Fee	$150 or actual cost
(b)	Towing Fee per hour (for towing or removal to storage location)	$275 or actual cost
(c)	Hauling Out Fee per hour	$275 or actual cost
(d)	Fee for Placing on Blocks/Removal from Trailer (fee per hour)	$275 or actual cost
(e)	Storage Costs for Vessel (rate per day per foot)	$5.25 or actual cost

At CRD's option, it can select the fee or the actual cost, whichever is greater. "Actual cost" is the actual cost if provided directly by CRD or by a third party contractor, calculated on a cost recovery basis, including any applicable fees, charges, or taxes. CRD may charge an additional 10% on top of fees or actual costs to cover administrative tasks and time spent.

SCHEDULE "A"
Bylaw No. 2844

(Bylaw 4469)

Capital Regional District Southern Gulf Islands Harbours

FEES AND LICENSES

1. DEFINITIONS

"charter boat" means any vessel or watercraft used to transport passengers who have paid a fee for tourism services including, but not limited to, fishing, whale watching, sightseeing or diving;

"dinghy" means an open boat with a maximum length of 12 feet, excluding outboard motor, having a beam of no more than 6 feet and a motor of not more than 25 horsepower and the dry weight/hull weight is at, or under, 300 pounds;

"emergency service vessel" means a police, fire, search and rescue, or ambulance vessel and any other vessel acting in the aforementioned capacities;

"length" means the overall length of a vessel or watercraft as determined by the Ports Manager or wharfinger;

"month" means a period commencing on a date in one month and terminating on the day immediately preceding the same date in the next month or, if there is no corresponding date in the next month, terminating on the last day of that month;

"moorage" means a charge for mooring;

"quarter" means three months;

"reserved berth" means a section of a dock identified by a 'Reserved' sign on the tie-rail;

"resident" means person who satisfies the conditions of residency established in section 67 of the *Local Government Act* in respect of the Southern Gulf Islands Electoral Area;

"short-term zone" means a section of a dock identified by a "short-term zone" sign on the tie rail;

"springline" means a special moorage arrangement where the vessel is bow tied to the dock and stern tied to an approved, weighted pulley line.

"water taxi" means any vessel or watercraft used to transport passengers or material for a fee.

2. MOORAGE FEES (All moorage fees include applicable taxes)

(a) (i) Moorage Fees from 2 to 12 hours, normally commencing and ending between **8:00 AM** and **8:00 PM** of the same day:

$0.60 per lineal foot per day.

(ii) Moorage Fees from 12+ to 24 hours or overnight:

$1.15 per linear foot.

(b) Prepaid Long-Term Moorage Fees

(i) The prepaid monthly moorage fee is $6.70 per lineal foot per month.

(ii) The prepaid quarterly moorage fee is $18.00 per lineal foot per quarter.

(iii) The prepaid annual moorage fee is $64.00 per lineal foot per year.

(iv) Despite subsections (i), (ii) and (iii), no person in control of a vessel or watercraft shall moor at a Short-Term Zone or at the Swartz Bay dock for longer than 72 consecutive hours in a 30-day period.

(v) Where a resident has obtained a monthly, quarterly or annual moorage license prescribed in Schedule "C", that resident may apply for a monthly, quarterly or annual moorage for the same vessel at a second dock for an additional payment of one half the moorage fee paid at the first dock.

(c) Long-term moorage fees for a dinghy bow-tied at a dock area posted with a sign saying "dinghies only" shall be as follows:

(i) The prepaid monthly moorage fee is $35.00.

(ii) The prepaid quarterly moorage fee is $90.00.

(iii) The prepaid annual moorage fee is $325.00.

(d) Springline Moorage Fees

Where a springline moorage system has been approved by the CRD the following rates will apply for boats up to 14 feet in length and 8 feet wide:

(i) Monthly fee is $87.00 per month.

(ii) Quarterly fee is $242.00 per quarter.

(e) Short-Term Zone Fees

Where a short-term zone exists on a dock, the daily rate will apply. No monthly, quarterly or annual rates are available for these zones.

3. WATER TAXI AND CHARTER BOATS MOORAGE FEES

(a) A person in control of a water taxi or charter boat mooring or landing at a dock shall obtain from the CRD in the form prescribed in Schedule "D" a license at a cost of $70.00 per annum in addition to the fees set out in section 3(b) and (c) below.

(b) (i) Loading and Unloading Water Taxis and Charter Boats:

Landings/month/dock	Monthly Fee	Annual Fee
0-2	No charge	N/A
3-15	$31.00	$300.00
16-30	$52.00	$510.00
31+	$85.00	$830.00

(ii) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

(c) The moorage fees for water taxis or charter boats are the same as prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) and 2(d) except the monthly, quarterly and annual fees, moorage coupon books and commuter passes are available only to an operator of a water taxi or charter boat who is a resident of the Southern Gulf Islands Electoral Area.

(d) Where a person has obtained a license to operate a water taxi or charter boat and pays monthly or annual landing fees and provides a regularly scheduled published service between two docks listed in Schedule "B" using the same vessel no landing fees are required on the second dock.

4. SEAPLANES

(a) The loading and unloading fee for casual use by seaplanes is $23.00 per landing in excess of 2 landings per airport per year.

(b) A person in control of a seaplane shall obtain from the CRD a license prescribed in Schedule "E" for a fee of $70.00per annum and in addition, may pay to the CRD the following prepaid annual fee for recurring use:

Landings per year per Airport	Annual Fee per Airport
3 – 48	$310.00
49 – 200	$600.00
200+	$830.00

(c) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

(d) Seaplane Moorage Fees: Not Available

5. EMERGENCY VESSEL MOORAGE FEES

(a) A person in control of an emergency services vessel shall apply for a license as prescribed in Schedule "D" each year.

(b) Emergency Service Vessels, when not performing emergency services, shall be subject to the same moorage fees as prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).

(c) Emergency Service Vessels, while actively performing emergency services, will not be subject to the fees prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).

6. RESERVED BERTHS

The moorage fee for reserved berths is 1.5 times the applicable (quarterly and annual) moorage fee as prescribed in Schedule "A".

7. REMOVAL AND IMPOUNDMENT

The following fees, costs and expenses shall be paid by the owner of a vessel, chattel or obstruction removed, detained or impounded pursuant to Sections 39 to 44 of this Bylaw:

(a)	Impoundment Fee	$175.00 or actual cost
(b)	Towing Fee per hour (for towing or removal to storage location)	$320.00 or actual cost
(c)	Hauling Out Fee per hour	$320.00 or actual cost
(d)	Fee for Placing on Blocks/Removal from Trailer (fee per hour)	$320.00 or actual cost
(e)	Salvage Fee $/hour	$490.00 or actual cost
(f)	Storage Costs for Vessel (rate per day per foot)	$6.05 or actual cost

At CRD's option, it can select the fee or the actual cost, whichever is greater. "Actual cost" is the actual cost if provided directly by CRD or by a third party contractor, calculated on a cost recovery basis,

including any applicable fees, charges, or taxes. CRD may charge an additional 10% on top of fees or actual costs to cover administrative tasks and time spent.

SCHEDULE "B"
Bylaw No. 2844

(Bylaw 4469)

Capital Regional District Southern Gulf Islands Harbours
DOCKS ADMINISTERED BY THE CRD IN THE SOUTHERN GULF ISLANDS

• GALIANO ISLAND:	Sturdies Bay Montague Harbour Retreat Cove Spanish Hills
• MAYNE ISLAND:	Miners Bay Horton Bay Anson Road
• NORTH PENDER ISLAND:	Port Washington Browning Harbour Hope Bay
• PIERS ISLAND:	Piers Island
• SATURNA ISLAND:	Lyall Harbour
• SVANCOUVER ISLAND:	Swartz Bay

SCHEDULE "C"
Bylaw No. 2844

(Bylaw 3417, 3586, 3651, 4469)

Capital Regional District Southern Gulf Islands Harbours
MOORAGE LICENSE AGREEMENT ("the Agreement")

This non-assignable license is granted by the Capital Regional District ("the CRD") on: _____
(date)

TO: Name _____

Address _____City _____ Prov. _____

Postal Code _____Telephone (home) _____ (cell) _____

("the Licensee")

Name of Vessel _____ Registration No._____

Length _____ Port of Registry _____ Boat Make _____

("the Vessel")

For permission to moor the Vessel to a dock or docks operated by the CRD and known as:

_____ **("the Dock")**

For the period of _____ to _____ **("the Term")**

Emergency Contact _____ Phone_____

Moorage Fees Paid $_____

1. In consideration of the payment of the fees as prescribed in Schedule "A" of Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000 **("the Bylaw")**, the CRD grants the Licensee permission to moor the Vessel at the Dock during the Term. The Licensee may on 30 days notice, cancel use of any unused portion of prepaid fees and receive a pro rata refund of the prepaid fees.
2. In consideration of this license, the Licensee agrees that:
   a. No transfer or assignment of the Agreement or of any rights hereunder will be made by the Licensee;
   b. Any reference to the Licensee in this Agreement will be deemed to be a reference also to the person in charge of the Vessel where such person is not included in the Agreement;
   c. All fees are payable in advance of berthing the Vessel;
   d. The Licensee must obey all orders of the CRD, and the wharfingers whether verbal or in writing and must obey all signs posted by the CRD, or the wharfingers;
   e. The Licensee must comply with and conform to the requirements of all lawful rules, regulations and bylaws of local government or any other government enactment in any manner affecting the Vessel or Licensee at the Dock;
   f. The CRD may terminate this Agreement immediately in the event of any failure to comply with the Bylaw or any other local government, provincial or federal enactment which applies;
   g. The CRD reserves the right to terminate this Agreement immediately in the event of an emergency, or for any reason on 30 days notice to the Licensee. In the event of a termination by the CRD, the CRD shall provide a pro rata refund of prepaid fees.
   h. The Licensee acknowledges that moorage fees paid to the CRD are only for the rental of the water space occupied by the Vessel and in no way creates a tenancy or any obligation on the part of the CRD or any of its employees or agents for the care, custody and/or safety of the Vessel, its contents or any of its occupants;
   i. The Licensee releases and must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which the Licensee or anyone else may incur, suffer or allege by reason of the use of the Dock by the Licensee or by any person carrying on at the Dock any activity in relation to the Licensee's use of the Dock;

Schedule "C" to Bylaw No. 2844 (cont'd.)

j. The Licensee must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which may be caused to the CRD by the presence of the Vessel at the Dock;
k. When requested the Licensee must provide proof of comprehensive liability insurance in the amount of not less than two million dollars per single occurrence and regardless of whether proof is requested the Licensee must maintain said policy for the duration of the Term;
l. The Licensee affirms that the Vessel is fit for its intended purpose, does not pose an environmental risk to the Dock or the area surrounding the Dock, and shore power is not required to keep the Vessel afloat. Where the Vessel is unfit or poses a risk to the Dock, and the CRD has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Vessel, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Vessel from the Dock and impound, store, auction, sell by other means preferred by CRD, or dispose of the Vessel in accordance with the Bylaw.
m. In the event that the Vessel runs aground, sinks or if goods fall overboard in the area of the Dock, the Licensee must remove such forthwith. If the Licensee fails to do so, the CRD may remove the Vessel or goods at the Licensee's expense and risk.
n. The CRD reserves the right to rearrange the position of the Vessel while moored at the Dock or as necessary for the efficient operation of the marina facility, or for other causes such as safety or emergency or for any other reason, without previous notice to the Licensee and at the Licensee's expense and risk;
o. The Licensee must not do or permit to be done anything which may damage or injure the Dock and the Licensee must, at the Licensee's own expense, maintain and repair the Dock whenever it is damaged as a result of the permission hereby given, other than ordinary wear and tear as determined by the CRD;
p. The Licensee shall at all times keep the Vessel in a sanitary, clean and tidy condition, in all respects to the entire satisfaction of the CRD;
q. No garbage, refuse, empty or broken bottles, cans, paper, animal excrement, litter or other waste material will be thrown overboard, discharged, or left on the Dock except in the receptacles provided for such a purpose;
r. No gasoline or other flammable liquids, oily rags, or other combustible material will be stored or left on the Dock. Any spillage of environmentally hazardous substances must be reported immediately to the Coast Guard and CRD or a wharfinger, and cleaned up immediately by and at the expense of the Licensee. The Licensee must indemnify the CRD from and against any and all costs including penalties and fines associated with the containment and cleanup of any environmentally hazardous substances that originate from the Vessel or any act or omission of the Licensee;
s. When required by the CRD or a wharfinger, the Licensee must raft the Vessel alongside another vessel, provided that no more than two vessels are rafted, or such lower or higher number as specified by the CRD or any sign posted at the Dock;
t. The Licensee must not leave the Vessel unattended in a loading zone, and must not remain moored in a loading zone for more than 15 minutes;
u. The Licensee must not moor to an airport, except where the airport includes a loading zone. The Vessel must not be left unattended in a loading zone and the Licensee must vacate the loading zone immediately on the approach of an aircraft intending to use the airport;
v. The Licensee and his/her guests shall not carry or permit to be carried on any activity that, in the opinion of the CRD, may be detrimental to the safety or enjoyment of others using the CRD's facilities, or be deemed a nuisance or disturbance, including but not limited to diving or jumping from a dock, wharf or pier or swimming in the water-lot around the Dock;
w. If the Vessel is moored at the Dock without payment of moorage fees for a period in excess of 45 days or, within a 30 day notice period the Vessel is not removed from the Dock under its own power for a period of at least one hour in the presence of a wharfinger or the CRD, the Vessel will be deemed to be abandoned;
x. Where the CRD believes a Vessel has been abandoned as defined in Section "w" above, and has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Vessel, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Vessel from the Dock and impound, store, auction, sell by other means preferred by CRD, or dispose of the Vessel in accordance with the Bylaw.
y. Live-aboards are not permitted at the docks unless authorized in writing by the CRD.

Signature of Licensee _____ Date_____

Issued per CRD _____ Date_____
(CRD or wharfinger)

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the issuing of this license agreement and for the management of docks operated by the CRD. Enquiries about the collection or use of information in this form can be directed to the Freedom of Information and Protection of Privacy contact: Capital Regional District, Senior Coordinator, FOIPP (250) 360-3000.

SCHEDULE "D"
Bylaw No. 2844

(Bylaw 3417, 3586, 3651, 4469)

Capital Regional District Southern Gulf Islands Harbours
WATER TAXI, CHARTER BOAT, EMERGENCY SERVICES VESSEL OR BUSINESS MOORAGE AND LICENSE AGREEMENT ("the Agreement")

This non-assignable license is granted by the Capital Regional District ("the CRD") on: _____
(date)

TO: Name _____

Address _____City _____ Prov. _____

Postal Code _____Telephone (home) _____ (cell) _____

("the Licensee")

Name of Vessel _____ Registration No._____

Length _____ Port of Registry _____ Boat Make _____

("the Vessel")

For permission to moor the Vessel to a dock or docks operated by the CRD and known as:

_____ **("the Dock")**

For the period of _____ to _____ **("the Term")**

Moorage Fees Paid $_____

1. In consideration of the payment of the fees as prescribed in Schedule "A" of Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000 **("the Bylaw")**, the CRD grants the Licensee permission to moor or land the Vessel at the Dock during the Term. The Licensee may on 30 days notice, cancel use of any unused portion of prepaid fees and receive a pro rata refund of the prepaid fees.
2. In consideration of this license, the Licensee agrees that:
   a. No transfer or assignment of the Agreement or of any rights hereunder will be made by the Licensee;
   b. Any reference to the Licensee in this Agreement will be deemed to be a reference also to the person in charge of the Vessel where such person is not included in the Agreement;
   c. All fees are payable in advance of berthing the Vessel. Prepaid annual fees as prescribed in Schedule "A" of the Bylaw are based on estimated annual usage. Usage is subject to audit and the CRD may make an adjustment to the fee based on actual usage;
   d. The Licensee must obey all orders of the CRD, and the wharfingers whether verbal or in writing and must obey all signs posted by the CRD, or the wharfingers;
   e. The Licensee acknowledges that moorage fees paid to the CRD are only for the rental of the water space occupied by the Vessel and in no way creates a tenancy or any obligation on the part of the CRD or any of its employees or agents for the care, custody and/or safety of the Vessel, its contents or any of its occupants;
   f. The Licensee must comply with and conform to the requirements of all lawful rules, regulations and bylaws of local government or any other government enactment in any manner affecting the Vessel or Licensee at the Dock;
   g. The CRD may terminate this Agreement immediately in the event of any failure to comply with the Bylaw or any other local government, provincial or federal enactment which applies;
   h. The CRD reserves the right to terminate this Agreement immediately in the event of an emergency, or for any reason on 30 days notice to the Licensee. In the event of a termination by the CRD, the CRD shall provide a pro rata refund of prepaid fees.
   i. The Licensee releases and must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which the Licensee or anyone else may incur, suffer or allege by reason of the use of the Dock by the Licensee or by any person carrying on at the Dock any activity in relation to the Licensee's use of the Dock;

j. The Licensee must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which may be caused to the CRD by the presence of the Vessel at the Dock;
k. The Licensee must provide proof of a policy of commercial general liability insurance against claims for bodily injury, death or property damage arising out of the use of the Dock by the Licensee in the amount of not less than three million dollars per single occurrence and must maintain said policy for the duration of the Term;
l. The Licensee affirms that the Vessel is fit for its intended purpose, does not pose an environmental risk to the Dock or the area surrounding the Dock, and shore power is not required to keep the Vessel afloat. Where the Vessel is unfit or poses a risk to the Dock, and the CRD has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Vessel, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Vessel from the Dock and impound, store, auction, sell by other means preferred by CRD, or dispose of the Vessel in accordance with the Bylaw.
m. In the event that the Vessel runs aground, sinks or if goods fall overboard in the area of the Dock, the Licensee must remove such forthwith. If the Licensee fails to do so, the CRD may remove the Vessel or goods at the Licensee's expense and risk.
n. The Licensee is responsible for the actions of his or her crew, agents and/or employees;
o. The CRD reserves the right to rearrange the position of the Vessel while moored at the Dock or as necessary for the efficient operation of the marina facility, or for other causes such as safety or emergency or for any other reason, without previous notice to the Licensee and at the Licensee's expense and risk;
p. The Licensee must not do or permit to be done anything which may damage or injure the Dock and the Licensee must, at the Licensee's own expense, maintain and repair the Dock whenever it is damaged as a result of the permission hereby given, other than ordinary wear and tear as determined by the CRD;
q. The Licensee must comply with any direction from the CRD regarding the position, time, place and manner in which in which a vessel or watercraft may be moored, loaded or unloaded at a dock;
r. No garbage, refuse, empty or broken bottles, cans, paper, animal excrement, litter or other waste material will be thrown overboard, or discharged, or left on the Dock except in the receptacles provided for such a purpose;
s. No gasoline or other flammable liquids, oily rags, or other combustible material will be stored or left on the Dock. Any spillage of environmentally hazardous substances must be reported immediately to the Coast Guard and CRD or a wharfinger, and cleaned up immediately by and at the expense of the Licensee. The Licensee must indemnify the CRD from and against any and all costs including penalties and fines associated with the containment and cleanup of any environmentally hazardous substances that originate from the Vessel or any act or omission of the Licensee;
t. When required by the CRD or a wharfinger, the Licensee must raft the Vessel alongside another vessel, provided that no more than two vessels are rafted, or such lower or higher number as specified by the CRD or any sign posted at the Dock;
u. The Licensee must not leave the Vessel unattended in a loading zone, and must not remain moored in a loading zone for more than 15 minutes;
v. The Licensee must not moor to an airport, except where the airport includes a loading zone. Vessels must not be left unattended in a loading zone and the Licensee must vacate the loading zone immediately on the approach of an aircraft intending to use the airport;
w. The Licensee shall not carry or permit to be carried on any activity that, in the opinion of the CRD, may be detrimental to the safety or enjoyment of others using the CRD's facilities, or be deemed a nuisance or disturbance, including but not limited to diving or jumping from a dock, wharf or pier or swimming in the water-lot around the Dock;
x. If the Vessel is moored at the Dock without payment of moorage fees for a period in excess of 45 days or, within a 30 day notice period the Vessel is not removed from the Dock under its own power for a period of at least one hour in the presence of a wharfinger or the CRD, the Vessel will be deemed to be abandoned;
y. Where the CRD believes a Vessel has been abandoned as defined in Section "x" above, and has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Vessel, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Vessel from the Dock and impound, store, auction, sell by other means preferred by CRD, or dispose of the Vessel in accordance with the Bylaw.

Signature of Licensee _____ Date_____

Issued per CRD _____ Date_____
(CRD)

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the issuing of this license agreement and for the management of docks operated by the CRD. Enquiries about the collection or use of information in this form can be directed to the Freedom of Information and Protection of Privacy contact: Capital Regional District, Senior Coordinator, FOIPP (250) 360-3000.

SCHEDULE "E"
Bylaw No. 2844

(Bylaw 3586, 3651, 4469)

Capital Regional District Southern Gulf Islands Harbours
SEAPLANE LICENSE AGREEMENT ("the Agreement")

This non-assignable license is granted by the Capital Regional District ("the CRD") on: _____
(date)

TO: Name _____

Address _____City _____ Prov. _____

Postal Code _____Telephone (home) _____ (cell) _____

("the Licensee")

For permission to moor the Seaplane to any dock or portion of a dock operated by the CRD that has been designated for use by seaplanes and identified by a red triangle on the dock surface **("the Airport")**

For the period of _____ to _____ **("the Term")**

Annual Fee Paid $_____

1. In consideration of the payment of the annual fee as prescribed in Schedule "A" of Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000 **("the Bylaw")** the CRD grants the Licensee permission to land the Seaplane at an Airport during the Term. The Licensee may on 30 days notice, cancel use of any unused portion of prepaid annual fee and receive a pro rata refund of the prepaid annual fee.

2. In consideration of this license, the Licensee agrees that:

   a. No transfer or assignment of the Agreement or of any rights hereunder will be made by the Licensee;
   b. Any reference to the Licensee in this Agreement will be deemed to be a reference also to the person in charge of the Seaplane where such person is not included in the Agreement;
   c. The Licensee shall not land, moor, load or unload the Seaplane at any dock other than a designated Airport. The Licensee must comply with any direction from the CRD, and the wharfingers regarding the position, time, place and manner in which in which a Seaplane may be moored, loaded or unloaded at an Airport;
   d. All fees are payable in advance of berthing the Seaplane. Prepaid annual fees as prescribed in Schedule "A" of the Bylaw are based on estimated annual usage. Actual usage is subject to audit and the CRD may make an adjustment to the fee based on actual usage;
   e. The Licensee must obey all orders of the CRD, and the wharfingers whether verbal or in writing and must obey all signs posted by the CRD, or the wharfingers;
   f. The Licensee acknowledges that moorage fees paid to the CRD are only for the rental of the water space occupied by the Seaplane and in no way creates a tenancy or any obligation on the part of the CRD or any of its employees or agents for the care, custody and/or safety of the Seaplane, its contents or any of its occupants;
   g. The Licensee must comply with and conform to the requirements of all lawful rules, regulations and bylaws of local government or any other government enactment in any manner affecting the Seaplane or Licensee while at a dock or docks owned by the CRD, including those portions designated as an Airport **("the Dock")**;
   h. The CRD may terminate this Agreement immediately in the event of any failure to comply with the Bylaw or any other local government, provincial or federal enactment which applies;

i. The CRD reserves the right to terminate this Agreement immediately in the event of an emergency, or for any reason on 30 days notice to the Licensee. In the event of a termination by the CRD, the CRD shall provide a pro rata refund of prepaid fees.
j. The Licensee releases and must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which the Licensee or anyone else may incur, suffer or allege by reason of the use of the Dock by the Licensee or by any person carrying on at the Dock any activity in relation to the Licensee's use of the Dock;
k. The Licensee must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which may be caused to the CRD by the presence of the Seaplane at the Dock;
l. The Licensee must provide proof of a policy of commercial general liability insurance against claims for bodily injury, death or property damage arising out of the use of the Seaplane by the Licensee in the amount of not less than five million dollars per single occurrence and must maintain said policy for the duration of the Term;
m. The Licensee must not do or permit to be done anything which may damage or injure the Dock and the Licensee must, at the Licensee's own expense, maintain and repair the Dock whenever it is damaged as a result of the permission hereby given, other than ordinary wear and tear as determined by the CRD;
n. No garbage, refuse, empty or broken bottles, cans, paper, animal excrement, litter or other waste material will be thrown overboard, or discharged, or left on the Dock except in the receptacles provided for such a purpose;
o. No gasoline or other flammable liquids, oily rags, or other combustible material will be stored or left on the Dock. Any spillage of environmentally hazardous substances must be reported immediately to the Coast Guard and CRD or a wharfinger, and cleaned up immediately by and at the expense of the Licensee. The Licensee must indemnify the CRD from and against any and all costs including penalties and fines associated with the containment and cleanup of any environmentally hazardous substances that originate from the Seaplane or any act or omission of the Licensee;
p. The Licensee must not leave the Seaplane unattended in an Airport, and must not remain moored in an Airport for more than 30 minutes;
q. The Licensee shall not carry or permit to be carried on any activity that, in the opinion of the CRD, may be detrimental to the safety or enjoyment of others using the CRD's facilities, or be deemed a nuisance or disturbance, including but not limited to diving or jumping from a dock, wharf or pier or swimming in the water-lot around the Dock;
r. The CRD may, at its discretion, determine whether the Seaplane is too large, too heavy or is otherwise unsuitable to use or occupy an Airport.
s. The Licensee affirms that the Seaplane is fit for its intended purpose, does not pose an environmental risk to the Dock or the area surrounding the Dock, and shore power is not required to keep the Seaplane afloat. Where the Seaplane is unfit or poses a risk to the Dock, and the CRD has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Seaplane, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Seaplane from the Dock and impound, store, or auction the Seaplane in accordance with the Bylaw.
t. In the event that the Seaplane runs aground, sinks or if goods fall overboard in the area of the Dock, the Licensee must remove such forthwith. If the Licensee fails to do so, the CRD may remove the Seaplane or goods at the Licensee's expense and risk.

Signature of Licensee _____ Date_____

Issued per CRD _____ Date_____
(CRD)

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the issuing of this license agreement and for the management of docks operated by the CRD. Enquiries about the collection or use of information in this form can be directed to the Freedom of Information and Protection of Privacy contact: Capital Regional District, Senior Coordinator, FOIPP (250) 360-3000.

SOUTHERN GULF ISLANDS HARBOURS PROPOSED RATES (2025) **Appendix C**

2. MOORAGE FEES (include applicale taxes)	CURRENT	PROPOSED	CURRENT	PROPOSED
~~2~~ 3 to 12 hours, between 8 AM to 8 PM	$ 0.50	$ 0.60	per lineal foot per day	
12+ to 24 hours, or overnight	$ 1.00	$ 1.15	per linear foot	

Prepaid Long-Term Moorage Fees	CURRENT	PROPOSED
	Per Lineal Foot	
Monthly	$ 5.80	$ 6.70
Quarterly	$ 15.40	$ 18.00
Annual	$ 55.30	$ 64.00

Long-term Mooraage Fees (Dinghy)	CURRENT	PROPOSED
Monthly	$ 30.00	$ 35.00
Quaterly	$ 80.00	$ 90.00
Annual	$ 280.00	$ 325.00

Springline Moorage Fees	CURRENT	PROPOSED
Monthly	$ 75.00	$ 87.00
Quarterly	$ 210.00	$ 242.00

3. WATER TAXI AND CHARTER BOATS MOORAGE FEES	CURRENT	PROPOSED	CURRENT	PROPOSED
Annual Licence	$ 62.50	$ 70.00	per annum	

Frequency of Use - Landings/month/dock	Monthly		Annual	
0 - 2	No Charge	No Charge	N/A	N/A
3 - 15	$ 27.00	$ 31.00	$ 260.00	$ 300.00
16 - 30	$ 45.00	$ 52.00	$ 440.00	$ 510.00
31+	$ 72.00	$ 85.00	$ 720.00	$ 830.00

4. SEAPLANES	CURRENT	PROPOSED	
Annual Licence	$ 62.50	$ 70.00	per annum
Casual Use - Loading/Unloading	$ 20.00	$ 23.00	per landing

Frequency of Use - Landings per year per airport	Annual Fee Per Airport	
3 - 48	$ 270.00	$ 310.00
49 - 200	$ 520.00	$ 600.00
200 +	$ 720.00	$ 830.00

Moorage Fees N/A

6. RESERVED BERTHS

Reserved berths - 1.5 times the applicable (Quarterly and Annual moorage fees)

7. REMOVAL AND IMPOUNDMENT	CURRENT	PROPOSED	
Impoundment Fee	$ 150.00	$ 175.00	
Towing Fee (for towing or removal to storage location)	$ 275.00	$ 320.00	per hour
Hauling Out Fee	$ 275.00	$ 320.00	per hour
Fee for Placing on Blocks/Removal from Trailer	$ 275.00	$ 320.00	per hour
Salvage Fee $/hour	N/A	$ 490.00	per hour
Storage Costs for Vessel	$ 5.25	$ 6.05	per day per foot

*or actual cost, whichever is greater

**CRD may charge an additional 10% on top of fees or actual costs to cover administrative task and time spent

Making a difference...together

ERM 24-68

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 20, 2024

SUBJECT **Hartland Landfill Tipping Fee and Regulation Bylaw No. 3881 Amendment and Adoption of Bylaw Nos. 4636 and 4646**

ISSUE SUMMARY

To present increases to the tipping fees for the disposal of controlled waste and asbestos at the Hartland Landfill that align with the January 2024 increases to the tipping fees for general refuse and clean renovation and demolition waste. Also presented for Board consideration are increases to the bylaw fines for improper disposal that align with increases to the fines for improperly deposited recyclable material, which were implemented in Phase 1 of the material diversion strategy. Lastly, an increase to the general refuse tipping fee is proposed to keep pace with inflation.

BACKGROUND

In alignment with the Solid Waste Management Plan, on May 10, 2023, the CRD Board endorsed new policies to come into effect in 2024 that would incentivize the diversion of various materials from the Hartland Landfill. The 2024 policy changes included:

- a ban on the disposal of wood and asphalt shingles as general refuse;
- a 36% increase to the disposal cost for general refuse and clean renovation and demolition waste (from $110/tonne to $150/tonne);
- reduced rates for divertible, source separated loads of clean wood at $80/tonne and for treated wood and asphalt shingles at $110/tonne and;
- an increase in fine rates for the improper disposal of recyclable and divertible materials to discourage the improper disposal of the newly banned materials.

A copy of the May 10, 2023 staff report is attached as Appendix A for information. The 2024 policy changes at Hartland Landfill did not include changes to the disposal fees for controlled waste and asbestos, nor to the fine rates for their improper disposal, and these rates should be increased in order to:

- align their rates and fines with those for general refuse;
- recover the higher costs of responsibly managing these materials; and
- signal to landfill users the inherent threat to human and environmental health that these materials pose.

Included in the 2024 Board approved five-year Environmental Resource Management budget was a $5 per tonne per year annual increase to the general refuse tipping fee rate, beginning in 2025 with an increase from $150/tonne to $155/tonne and this change is reflected in the bylaw. The general refuse tipping fee in the Cowichan Valley Regional District (CVRD) has increased from $192/tonne in 2023 to $204/tonne in 2024 and the newly proposed rate reduces the gap and helps discourage the illegal importation of waste to Hartland from the CVRD.

Increased fine rates for the improper disposal of controlled waste are proposed to align these rates with those for the improper disposal of recyclables. Additionally, a new fine rate of $1,000

per infraction is being requested for the improper disposal of asbestos to reflect the serious risk to staff safety that its improper disposal represents. Lastly, increases are proposed to the fines for failure to follow site regulations, which provides bylaw enforcement officers the option to issue a larger ticket for more egregious offences and for the deposit of recyclables that are managed by Extended Producer Responsibility programs. This approach aligns with other fines for improper recycling.

Accordingly, staff have prepared an amending bylaw, Bylaw No. 4636, to amend Bylaw No. 3881, "Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013" (Appendix B) and Bylaw No. 4646, to amend Schedule 19 of Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 80, 2024" (attached as Appendix C). Appendix D and Appendix E provide a 'redline' version of the proposed bylaw amendments.

While preparing the amending bylaw, staff discovered a clerical error and an outdated definition in Bylaw No. 3881; corrections to these items have been included in the redlined version of proposed Bylaw No. 4636.

ALTERNATIVES

Alternative 1
The Environmental Services Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4636, "Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013, Amendment Bylaw No. 6, 2024", be read a first, second and third time; and
2. That Bylaw No. 4636 be adopted.
3. That Bylaw No. 4646, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 80, 2024", be read a first, second and third time; and
4. That Bylaw No. 4646 be adopted.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

The proposed bylaw amendments to the Hartland Landfill Tipping Fee and Regulation Bylaw will increase the disposal fees for sludge from $121 to $165/tonne, and from $157 to $214/tonne for asbestos and controlled waste, and increase the rate for general refuse and clean renovation and demolition waste from $150 to $155/tonne. Based on historical tonnages, it is anticipated that these changes will increase annual tipping fee revenues by an estimated $689,000.

CONCLUSION

In 2023, the Board endorsed new policies for Hartland Landfill that increased the tipping fee for general refuse and included fines for improper disposal of banned recyclable materials. These policies did not include changes to the tipping fee or fine rates for controlled waste, which are now needed in order to align with the changes already implemented. Staff will return to the Environmental Services Committee on a regular basis with an implementation update, and recommend any adjustments, as necessary.

RECOMMENDATION

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

1. That Bylaw No. 4636, "Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013, Amendment Bylaw No. 6, 2024", be read a first, second and third time; and
2. That Bylaw No. 4636 be adopted.
3. That Bylaw No. 4646, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 80, 2024", be read a first, second and third time; and
4. That Bylaw No. 4646 be adopted.

Submitted by:	Tom Watkins, B.Sc., Acting Senior Manager, Environmental Resource Management
Concurrence:	Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Staff Report: Proposed Hartland Bylaw Amendments – Material Stream Diversion – Presented at CRD Board Meeting (May 10, 2023)
Appendix B: Bylaw No. 4636, "Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013, Amendment Bylaw No. 6, 2024"
Appendix C: Bylaw No. 4646, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 80, 2024"
Appendix D: Bylaw No. 3881, "Hartland Tipping Fee and Regulation Bylaw No. 6, 2024", Redlined Consolidation
Appendix E: Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990", Redlined Schedule 19

Making a difference...together

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, APRIL 19, 2023

SUBJECT **Proposed Hartland Bylaw Amendments – Material Stream Diversion**

ISSUE SUMMARY

To seek direction on the implementation of new material stream diversion strategies for Hartland Landfill, in alignment with the Solid Waste Management Plan (SWMP).

BACKGROUND

The SWMP, approved by the Capital Regional District (CRD) Board in May 2021, targets an annual disposal rate of 250 kg per capita by 2031, a reduction of more than one-third from current levels. Other goals include extending the landfill to 2100 and beyond, and engaging and informing citizens while ensuring solid waste services are financially sustainable in support of zero waste and a circular economy.

In response to this direction, the CRD has retained a technical advisor and issued a Request for Expressions of Interest (RFEOI) to understand the processing and marketing capacity for a range of divertible materials. The technical advisor reviewed results of the RFEOI, the CRD's 2022 Solid Waste Stream Composition Study and analyzed the CRD's current system compared to available data from neighbouring jurisdictions. Results of this analysis are included as Appendix A. Based on this work, staff recommend a series of policy changes and corresponding bylaw amendments summarized below.

ALTERNATIVES

Alternative 1

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

1. That the Hartland Landfill Tipping Fee and Regulation Bylaw No. 3881 be amended and come into effect January 1, 2024 to:
    a) Ban wood waste (clean, treated and salvageable), carpet and underlay and asphalt shingles from Hartland's active face, and classify these materials as mandatory recyclable;
    b) Modernize the tipping fee schedule to align with the proposed tipping fee schedule (Appendix B), including increasing the general refuse tipping fee to $150/tonne, and introduce a new 'double charge' category for loads of unsorted renovation and demolition materials that contain mandatory recyclables (including wood waste) to motivate source-separation of these materials;
    c) Introduce hauler incentive rates to promote multi-stream collection, incent voluntary self-reported waste collection data sharing, and minimize the financial impact of increases to the general refuse tipping fees;

2. That the Ticket Information Authorization Bylaw No. 1857 be amended and come into effect January 1, 2024 to:
   a) increase fine rates for various offences;
   b) introduce a graduated ticket structure with higher fines for more egregious infractions and/or repeated infractions from a designated source or waste hauler;
   c) allow for denial of service for chronic repeat offenders;

3. That service levels be adjusted to enhance enforcement capacity resources to implement the new waste diversion policies, to be reflected in the 2024 preliminary budget; and

4. That staff return with the amended bylaws for Board approval in the fall.

Alternative 2

The Environmental Services Committee recommends to the Capital Regional District Board:
That staff bring back alternative policy based on committee direction.

IMPLICATIONS

Environmental & Climate Implications

Implementation of the proposed recommendations has the potential to divert up to 40,500 tonnes of waste per year from Hartland's active face (equivalent to 22% of all waste received at Hartland in 2022), complementing other current and future CRD waste reduction and diversion programs and initiatives, in support of meeting the 2031 waste disposal target of 250 kg per capita. Solid waste contributed approximately 3.7% of the CRD's greenhouse gas emissions (2020 CRD Community Greenhouse Gas Emissions Inventory Report). Implementing the strategies of the SWMP to reuse, recycle or recover materials will encourage diversion from the landfill, reducing the landfill's contribution to greenhouse gas emissions.

Financial Implications

The Hartland general refuse tipping fee has remained between $107 and $110/tonne since 2011, significantly lower than neighbouring jurisdictions (Cowichan Valley Regional District - $192/tonne; Comox Valley Regional District - $145/tonne; and Regional District of Nanaimo - $145/tonne, as of April 2023).

Under the policy framework recommended by the CRD's technical advisor (Appendix A), the Hartland tipping fee schedule would be modernized to promote diversion of material from the landfill, and provide better alignment with neighbouring jurisdictions and market conditions. The full proposed tipping fee schedule is included as Appendix B. Key changes recommended by staff are summarized below.

Rate Category	Current Rate (per tonne)	Proposed Rate (per tonne)	Description
General Refuse	$110	$150	General refuse rate is increased to align with neighbouring jurisdictions, and fund increased processing costs for mandatory recyclable materials.

Rate Category	Current Rate (per tonne)	Proposed Rate (per tonne)	Description
2024* General Refuse Hauler Incentive Rate	N/A	$125	Private and municipal haulers are eligible for a reduced rate if they have programs in place to ensure that organics and recyclable materials aren't going into the general refuse stream and voluntarily self-report waste collection data. This time-limited rate will minimize the financial impact of the general refuse rate increase.
2025* General Refuse Hauler Incentive Rate	N/A	$135	Private and municipal haulers are eligible for a reduced incentive rate if they have programs in place to ensure that organics and recyclable materials aren't going into the general refuse stream and voluntarily self-report waste collection data. This time-limited rate will minimize the financial impact of the general refuse rate increase.
Mandatory Recyclables: treated wood, asphalt shingles, carpet and underlay	N/A	$110	These materials are currently accepted as general refuse at $110/tonne. Under the proposed fee structure, source-separated mandatory recyclable materials will be accepted at $110/tonne to incent source separation of these materials. When these materials arrive at Hartland under the mandatory recyclable category, they will be reused, recycled or recovered through contracts with the private sector.
Mandatory Recyclables: clean wood	N/A	$80	These materials are currently accepted as general refuse at $110/tonne. They include wood products that are untreated, unstained and unpainted, such as dimensional lumber, pallets, crating, wood fencing, wood shingles and wooden doors
Mandatory Recyclables: salvageable wood	N/A	$0	Salvageable wood will be processed off-site for reuse and accepted at the Hartland depot free of charge.
Clean Renovation and Demolition Waste	$110	$150	Renovation and demolition material is currently accepted at the general refuse rate of $110. Clean renovation and demolition, that does not include mandatory recyclable materials, will be accepted at the new general refuse rate of $150/tonne.
Unsorted Renovation and Demolition Waste (double charge)	$110	$300	Renovation and demolition material that includes mandatory recyclable materials (wood, asphalt shingles and carpet and backing) will be subject to a 'double charge' rate of $300/tonne. The rate will help offset the increased processing costs for mandatory recyclable materials and incent source separation of these materials in support of the Solid Waste Management Plan targets.

* Incentive rates beyond 2025 will be evaluated by the CRD Board and may be extended.

Potential financial impacts are challenging to predict prior to observing actual market response based on the new tipping fee schedule and will ultimately depend on the volume of waste received at Hartland. CRD staff have analyzed the potential financial impact of the proposed Hartland tipping fee schedule under a range of scenarios and in all cases the proposed fee schedule sufficiently addresses risk to quantity and total revenue while still ensuring the landfill remains financially viable.

Staff recommend monitoring the effect of policies on solid waste tonnage and revenue over time and returning to the committee on a quarterly basis for information and/or any recommended policy modifications, as needed, to align with the market conditions and ensure financial sustainability of the solid waste system. If the policies do not achieve the desired diversion, or if waste appears to be migrating out of the region, staff will return to the committee for consideration of flow control policies.

Service Delivery Implications

Appendix A also evaluates Ticket Information Authorization Bylaw No. 1857. Based on this analysis, staff recommend revisions to Schedule 19 of the bylaw. Proposed amendments for additional enforcement measures include:

- increased fine rates from $50-$200 to $100-$500 for various offences
- a graduated ticket structure with higher fines for more egregious infractions and/or repeated infractions from a designated source or waste hauler
- denial of service for chronic repeat offenders

Implementation of the new policies may require improvements and updates to scale house data collection and equipment, and additional staff will be required to support site operations and bylaw enforcement. Depending on how traffic flow at the site is modified to accommodate drop off of mandatory recyclables, residential quantities of all materials in this classification may need to be accepted at a flat rate, or no charge, at the Hartland depot. If the proposed policies are approved by the Board, the additional resource requirements will be identified through the 2024 budget process, and funded through tipping fee revenues. Staff will also issue a Request for Proposals for the processing of newly-banned materials.

As a consequence of the increased tipping fees for general refuse and mixed material streams, and fines for non-compliance under certain volume scenarios, additional revenue may be generated with the potential to support new and enhanced waste diversion and reduction programs, infrastructure and initiatives that align with the SWMP. These could include investments into recycling depots and infrastructure, enhancements to the rethink waste grant program, and support for increasing diversion from the industrial, commercial and institutional sector. Staff will monitor the effect of policies, and if additional revenues are generated, will recommend programming aligned with the SWMP in future budget years.

Results of the 2022 Solid Waste Stream Composition Study indicate that organic waste makes up the second-largest category of waste being received at Hartland Landfill (16.7%), second only to wood and wood products (18.9%). Addressing organic waste will be critical to meeting the SWMP target. While this report indirectly addresses organic waste through the proposed hauler incentives for multi-stream collection and enhanced enforcement capabilities, it does not directly address organic waste. Staff will return to committee in the future with proposed policies to address organic waste, in line with the SWMP.

In July 2022, the Board endorsed an increase to the tipping fee for international high-risk cruise ship waste to $500 per tonne, effective January 1, 2024. The fee increase for high-risk waste may incentivize the cruise ship industry to find alternative disposal methods, as well as enhance recycling and waste diversion efforts.

Social Implications

The CRD's technical advisor has indicated that modernization of Hartland's tipping fee schedule is necessary to incent diversion to achieve the targets within the SWMP and to fund the increased costs associated with processing source-separated mandatory recyclable materials. By bringing the new tipping fee schedule into effect January 1, 2024, Hartland customers will have time to prepare for the changes. A communications plan and education campaign will be initiated to educate Hartland customers of the new tipping fee schedule. As the new rates roll out, customers will first be provided with a warning before being issued a ticket or double charge.

To minimize the short-term impact of rate increases on the public, it is proposed that a hauler incentive reduced rate would be available, at a minimum, for the first two years. This rate would be eligible to private and municipal haulers that have programs in place to require multi-stream collection (e.g., curbside collection of organics and recyclables, in addition to general refuse) and voluntarily self-report waste collection data. The incentive program will be available for waste coming from the single-family, multi-family and industrial, commercial and industrial sectors, and will be designed to allow customers to obtain multi-stream collection from more than one hauler, and to recognize backyard composting as a form of multi-stream collection.

CONCLUSION

Capital Regional District staff are working to advance the goals and strategies of the Solid Waste Management Plan. Working with a technical advisor, staff have identified a series of proposed policy changes and corresponding bylaw amendments to incent diversion of materials from Hartland Landfill that could be otherwise recycled, reused or recovered. Recommended changes include modernizing the Hartland tipping fee schedule, classifying wood waste, carpet and asphalt shingles as mandatory recyclable materials and enhancing bylaw enforcement capacity and capability. If directed, staff will amend the Hartland Landfill Tipping Fee and Regulation Bylaw No. 3881. The policy changes are expected to divert up to 40,500 tonnes of waste per year from Hartland's active face.

RECOMMENDATION

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

1. That the Hartland Landfill Tipping Fee and Regulation Bylaw No. 3881 be amended and come into effect January 1, 2024 to:
    a) Ban wood waste (clean, treated and salvageable), carpet and underlay and asphalt shingles from Hartland's active face, and classify these materials as mandatory recyclable;
    b) Modernize the tipping fee schedule to align with the proposed tipping fee schedule (Appendix B), including increasing the general refuse tipping fee to $150/tonne, and introduce a new 'double charge' category for loads of unsorted renovation and demolition materials that contain mandatory recyclables (including wood waste) to motivate source-separation of these materials;
    c) Introduce hauler incentive rates to promote multi-stream collection, incent voluntary self-reported waste collection data sharing, and minimize the financial impact of increases to the general refuse tipping fees;

2. That the Ticket Information Authorization Bylaw No. 1857 be amended and come into effect January 1, 2024 to:
   a) increase fine rates for various offences;
   b) introduce a graduated ticket structure with higher fines for more egregious infractions and/or repeated infractions from a designated source or waste hauler;
   c) allow for denial of service for chronic repeat offenders;

3. That service levels be adjusted to enhance enforcement capacity resources to implement the new waste diversion policies, to be reflected in the 2024 preliminary budget; and

4. That staff return with the amended bylaws for Board approval in the fall.

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Waste Diversion Framework Memo – GHD (April 4, 2023)
Appendix B: Proposed Hartland Landfill Tipping Fee Schedule

APPENDIX B

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4636

****

A BYLAW TO AMEND HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013 (BYLAW NO. 3881)

****

WHEREAS:

A. Under Bylaw No. 3881, "Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013", the Regional Board established fees and regulations for the operations of the Hartland Landfill;

B. The Board wishes to amend Bylaw No. 3881 to modernize the disposal cost for general refuse and clean renovation and demolition waste, and to apply the same percent increase to the disposal cost for controlled waste and asbestos as was applied to the general refuse and clean renovation and demolition waste rates in Phase 1 of the material stream diversion strategy; and

C. The Board wishes to amend Bylaw No. 3881 to make housekeeping edits to the definitions of "knotweed" and "manager" for clarity.

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

1. Subject to section 2 of this bylaw, Bylaw No. 3881, "Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013", is hereby amended as follows:

   a) in section 1, by replacing the definition of "Knotweed" with the following definition:

      "**Knotweed**" means Japanese knotweed (*Follopia japonica*), Himalayan knotweed (*Persicaria wallichi*), giant knotweed (*Fallopia sachalinensis*), and bohemian knotweed (*Fallopian x bohemica*) plants including stems, seeds, and rhizome fragments.

   b) in section 1, by replacing the definition of "Manager" with the following definition:

      "**Manager**" means the General Manager of Parks, Recreation & Environmental Services of the Capital Regional District or his or her authorized agent.

   c) in Schedule "C", by deleting the following row from the table in section 1:

Asbestos Containing Material	As directed by CRD staff	$157		$20

   and replacing it with the following row:

Asbestos Containing Material	As directed by CRD staff	$214		$20

   d) in Schedule "C", by deleting the following rows from the table in section 1:

Clean Renovation and Demolition Waste (effective January 1, 2024)	Public Drop Off Area	$150	$10 bin fee	

Clean Renovation and Demolition Waste (effective January 1, 2024)	As directed by CRD staff	$150		$10
Refuse	Active Face	$150		$10
Refuse	Public Drop Off Area	$150	$10 bin fee	

and replacing them with the following rows:

Clean Renovation and Demolition Waste	Public Drop Off Area	$155	$10 bin fee	
Clean Renovation and Demolition Waste	As directed by CRD staff	$155		$10
Refuse	Active Face	$155		$10
Refuse	Public Drop Off Area	$155	$10 bin fee	

e) in Schedule "E", for the Controlled Wastes listed below, by deleting the "$157 per tonne" Disposal Fee and inserting a "$214 per tonne" Disposal Fee, as follows:

Controlled Waste	Disposal Fee
Animal Fecal Waste	$214 per tonne
Catch Basin Waste	$214 per tonne
Condemned or Spoiled Foods	$214 per tonne
Contaminated Soil	$214 per tonne
Fibre Optic Cable	$214 per tonne
Food Processing Wastes	$214 per tonne
Health Hazard Waste	$214 per tonne
Miscellaneous Controlled Waste	$214 per tonne
Pumpings from septage treatment facilities containing residual sludge	$214 per tonne
Pumpings from sewage treatment plants, pump stations and sewer lines	$214 per tonne
Screenings from sewage treatment plants, septage treatment facilities and pump stations	$214 per tonne
Slurries which may contain non-hazardous solids, soil, sand, gravel, fibres, fats, oils and grease or mineral oil and grease	$214 per tonne
Soot and Ash	$214 per tonne
Spent charcoal from water purification plants and odour filters	$214 per tonne
Surface Coating Waste	$214 per tonne
Vehicle Washing Facility Waste	$214 per tonne
Vermiculite Insulation	$214 per tonne

f) in Schedule "E", for the Controlled Wastes listed below, by deleting the "$121 per tonne" Disposal Fee and inserting a "$165 per tonne" Disposal Fee, as follows:

Controlled Waste	Disposal Fee
Waste Sludge from sewage treatment plants containing no more than 80% total moisture	$165 per tonne

g) in Schedule “E”, for the Controlled Waste listed below, by deleting the “$150 per tonne” Disposal Fee and inserting a “$155 per tonne” Disposal Fee, as follows:

Controlled Waste	**Disposal Fee**
Commercial Load of Uncontaminated Demolition Waste	$155 per tonne

2. The amendment provided in subsection 1(d) shall be made effective January 1, 2025.

3. This bylaw may be cited for all purposes as “Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013, Amendment Bylaw No. 6, 2024”.

READ A FIRST TIME THIS th day of 2024

READ A SECOND TIME THIS th day of 2024

READ A THIRD TIME THIS th day of 2024

ADOPTED THIS th day of 2024

CHAIR

CORPORATE OFFICER

APPENDIX B

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4636

****

A BYLAW TO AMEND HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013 (BYLAW NO. 3881)

****

WHEREAS:

A. Under Bylaw No. 3881, "Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013", the Regional Board established fees and regulations for the operations of the Hartland Landfill;

B. The Board wishes to amend Bylaw No. 3881 to modernize the disposal cost for general refuse and clean renovation and demolition waste, and to apply the same percent increase to the disposal cost for controlled waste and asbestos as was applied to the general refuse and clean renovation and demolition waste rates in Phase 1 of the material stream diversion strategy; and

C. The Board wishes to amend Bylaw No. 3881 to make housekeeping edits to the definitions of "knotweed" and "manager" for clarity.

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

1. Subject to section 2 of this bylaw, Bylaw No. 3881, "Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013", is hereby amended as follows:

   a) in section 1, by replacing the definition of "Knotweed" with the following definition:

      "**Knotweed**" means Japanese knotweed (*Follopia japonica*), Himalayan knotweed (*Persicaria wallichi*), giant knotweed (*Fallopia sachalinensis*), and bohemian knotweed (*Fallopian x bohemica*) plants including stems, seeds, and rhizome fragments.

   b) in section 1, by replacing the definition of "Manager" with the following definition:

      "**Manager**" means the General Manager of Parks, Recreation & Environmental Services of the Capital Regional District or his or her authorized agent.

   c) in Schedule "C", by deleting the following row from the table in section 1:

Asbestos Containing Material	As directed by CRD staff	$157		$20

   and replacing it with the following row:

Asbestos Containing Material	As directed by CRD staff	$214		$20

   d) in Schedule "C", by deleting the following rows from the table in section 1:

Clean Renovation and Demolition Waste (effective January 1, 2024)	Public Drop Off Area	$150	$10 bin fee	

Clean Renovation and Demolition Waste (effective January 1, 2024)	As directed by CRD staff	$150		$10
Refuse	Active Face	$150		$10
Refuse	Public Drop Off Area	$150	$10 bin fee	

and replacing them with the following rows:

Clean Renovation and Demolition Waste	Public Drop Off Area	$155	$10 bin fee	
Clean Renovation and Demolition Waste	As directed by CRD staff	$155		$10
Refuse	Active Face	$155		$10
Refuse	Public Drop Off Area	$155	$10 bin fee	

e) in Schedule "E", for the Controlled Wastes listed below, by deleting the "$157 per tonne" Disposal Fee and inserting a "$214 per tonne" Disposal Fee, as follows:

Controlled Waste	Disposal Fee
Animal Fecal Waste	$214 per tonne
Catch Basin Waste	$214 per tonne
Condemned or Spoiled Foods	$214 per tonne
Contaminated Soil	$214 per tonne
Fibre Optic Cable	$214 per tonne
Food Processing Wastes	$214 per tonne
Health Hazard Waste	$214 per tonne
Miscellaneous Controlled Waste	$214 per tonne
Pumpings from septage treatment facilities containing residual sludge	$214 per tonne
Pumpings from sewage treatment plants, pump stations and sewer lines	$214 per tonne
Screenings from sewage treatment plants, septage treatment facilities and pump stations	$214 per tonne
Slurries which may contain non-hazardous solids, soil, sand, gravel, fibres, fats, oils and grease or mineral oil and grease	$214 per tonne
Soot and Ash	$214 per tonne
Spent charcoal from water purification plants and odour filters	$214 per tonne
Surface Coating Waste	$214 per tonne
Vehicle Washing Facility Waste	$214 per tonne
Vermiculite Insulation	$214 per tonne

f) in Schedule "E", for the Controlled Wastes listed below, by deleting the "$121 per tonne" Disposal Fee and inserting a "$165 per tonne" Disposal Fee, as follows:

Controlled Waste	Disposal Fee
Waste Sludge from sewage treatment plants containing no more than 80% total moisture	$165 per tonne

2. The amendment provided in subsection 1(d) shall be made effective January 1, 2025.

3. This bylaw may be cited for all purposes as “Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013, Amendment Bylaw No. 6, 2024”.

READ A FIRST TIME THIS	th	day of	2024
READ A SECOND TIME THIS	th	day of	2024
READ A THIRD TIME THIS	th	day of	2024
ADOPTED THIS	th	day of	2024

CHAIR

CORPORATE OFFICER

APPENDIX C

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4646

****

A BYLAW TO AMEND BYLAW NO. 1857, CAPITAL REGIONAL DISTRICT TICKET INFORMATION AUTHORIZATION BYLAW, 1990

****

WHEREAS:

A. Under Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990," the Regional Board established fine rates for solid waste offences at Hartland Landfill; and

B. The Board wishes to amend Bylaw No. 1857, Schedule 19, to modernize the fine rates and introduce a single fine rate of $500 per infraction for offence numbers 2 (fail to follow site regulations), 4 (deposit of prohibited waste), 5 (deposit of hazardous waste), 7 (deposit of controlled waste), and 12 (deposit of EPR material), and a fine of $1,000 per infraction for offence number 6 (improper disposal of asbestos);

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

1. Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990", is hereby amended by substituting Schedule 19 in its entirety with the Schedule 19 attached to this bylaw.

2. This bylaw may be cited for all purposes as "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 80, 2024".

READ A FIRST TIME THIS	th	day of	2024
READ A SECOND TIME THIS	th	day of	2024
READ A THIRD TIME THIS	th	day of	2024
ADOPTED THIS	th	day of	2024

CHAIR

CORPORATE OFFICER

SCHEDULE 19 TO BYLAW NO. 1857

HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013

	WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE	EARLY PAYMENT*
1.	Disobey Site Regulations	2.1	$100.00	
2.	Fail to follow Site Regulations	2.2	$500.00	$375.00
3.	Non-district waste	2.3	$500.00	$375.00
4.	Deposit Prohibited waste	2.5	$500.00	$375.00
5.	Deposit Hazardous waste	2.8	$500.00	$375.00
6.	Improper disposal asbestos	2.11	$1,000.00	$750.00
7.	Deposit controlled waste	2.12	$500.00	$375.00
8.	Deposit recyclable material	2.14	$500.00	$375.00
9.	Improper deposit mandatory recyclable	2.15	$200.00	$150.00
10.	Improper deposit voluntary recyclable	2.16	$200.00	$150.00
11.	Improper deposit weeds	2.18	$50.00	
12.	Deposit EPR material	2.19	$500.00	$375.00
13.	Improper deposit EPR material	2.20	$200.00	$150.00
14.	Deposit HHW by commercial hauler	2.21	$200.00	
15.	Deposit HHW	2.22	$100.00	
16.	Improper deposit of HHW	2.23	$50.00	
17.	Deposit Contaminated Demo Waste	2.25	$300.00	$225.00
18.	Improper Deposit Sorted Demo Waste	2.26	$200.00	$150.00
19.	Improper deposit kitchen scraps	2.27	$200.00	
20.	Fail to source separate solid waste	2.28	$500.00	$375.00
21.	Fail to pay fee	3.1	$300.00	
22.	Deposit while charge unpaid	3.2 (b)	$100.00	
23.	Uncovered/unsecured load	Sch. B, Reg. 2.1	$100.00	
24.	Load not ready for disposal	Sch. B, Reg. 2.3	$100.00	
25.	Drive off designated roads	Sch. B, Reg. 3.1	$100.00	
26.	Fail to obey signs	Sch. B, Reg. 3.2	$100.00	
27.	Fail to follow directions	Sch. B, Reg. 3.3	$100.00	
28.	Scavenging	Sch. B, Reg. 3.5	$100.00	
29.	Loitering on site	Sch. B, Reg. 3.6	$100.00	
30.	Vehicle washing	Sch. B, Reg. 3.7	$100.00	
31.	Disorderly conduct	Sch. B, Reg. 3.8	$100.00	
32.	Overweight vehicle	Sch. B, Reg. 3.9	$100.00	
33.	Children at site	Sch. B, Reg. 4.2	$50.00	
34.	Pets at site	Sch. B, Reg. 4.3	$50.00	
35.	Smoking at disposal site	Sch. B, Reg. 4.4	$100.00	
36.	Use electronic device while driving	Sch. B, Reg. 4.7	$100.00	
37.	No protective equipment	Sch. B, Reg. 4.8	$50.00	
38.	Unauthorized videotaping or photography on site	Sch. B. Reg 3.12	$100.00	

*Early Payment: Fine if Paid on or Before the 30th day from the date on which the ticket is served.

APPENDIX D

Making a difference...together

BYLAW NO. 3881

HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013

Consolidated for Public Convenience

(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED APRIL 10, 2013
(Consolidated in November 2024 with Amending Bylaws 3917, 4100, 4420, 4497, 4610, and 4636. Please note that Bylaw 4636 contains certain amendments that take effect January 1, 2025.)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

Amending Bylaws Consolidated

Bylaw No.	Adopted	Purpose
4636	TBD	To modernize the disposal cost for general refuse and clean renovation and demolition waste, and to apply the same percent increase to the disposal cost for controlled waste and asbestos as was applied to the general refuse and clean renovation and demolition waste rates in Phase 1 of the material stream diversion strategy.
4610	June 12, 2024	To amend the bans on carpet and underlay and salvaged wood and to amend the tipping fee rate on refuse, weeds (not source-separated), and commercial load of uncontaminated demolition waste.
4497	December 13, 2023	To amend the tipping fee rates; to update the definitions; to enact bans on asphalt roofing shingles, carpet and underlay, and wood waste; to make bylaw housekeeping edits; and, to update bylaw enforcement language.
4420	June 9, 2021	To address the Kitchen Scraps tipping fee by replacing Schedule C.
4100	May 8, 2016	To address tipping fees for asbestos containing material, kitchen scraps and to make bylaw housekeeping changes.
3917	Jan. 14, 2015	To enact a kitchen scraps ban, the stewardship program for packaging and printed paper (PPP) and to amend the tipping fee rate.

Table of Contents

SECTION 1 – DEFINITIONS 4
SECTION 2 - CONDITIONS 11
SECTION 3 - FEES 14
SECTION 4 - VIOLATIONS & PENALTIES 14
SECTION 5 - SEVERANCE 15
SECTION 6 - REPEAL 15
SECTION 7 - TITLE 15
SCHEDULE “A” 16
SCHEDULE “B" 17
SCHEDULE "C" 20
SCHEDULE "D" 24
SCHEDULE “E” 25
SCHEDULE "F" 27
SCHEDULE "G" 28

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3881

****

A BYLAW FOR THE PURPOSE OF ESTABLISHING A TIPPING FEE AND REGULATIONS FOR SOLID WASTE DISPOSAL AT HARTLAND LANDFILL

****

WHEREAS:

A. By Supplementary Letters Patent, dated 04 October 1973, the Capital Regional District was granted the function of Refuse Disposal under Division X of its Letters Patent;

B. The Capital Regional District has by bylaw, converted the function of Solid Waste Disposal to a local service for all of the Regional District;

C. The Capital Regional District is empowered to establish a scale of fees payable for depositing Solid Waste and Recyclable Materials at a Disposal Site;

D. The Regional Board of the Capital Regional District deems it advisable to enact regulations pertaining to Solid Waste and Recyclable Materials and to establish fees for depositing Solid Waste and Recyclable Materials.

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

SECTION 1 – DEFINITIONS

Note: Defined terms are capitalized in this bylaw.

In this Bylaw, unless the context otherwise requires:

"**Active Face**" means that area of the Disposal Site where active landfilling of Solid Waste takes place.

"**Aggregate**" means inert granular fill material.

"**Animal Fecal Waste**" means animal feces collected by a commercial business or generated at a site where animals are kept for commercial purposes, including, but not limited to, boarding kennels, animal shelters, stables, and similar operations.

"Asbestos Containing Material" means waste containing any amount of asbestos including waste asbestos as defined in the bylaw.

(Bylaw 4100)

"**Asbestos Cement**" means shingles, tiles, siding, board or pipe containing asbestos material tightly bound within a solid matrix not easily crumbled by hand but which is easily crumbled and friable by equipment during landfill Disposal.

"**Asphalt**" means recyclable asphaltic concrete originating from roadways, driveways, parking areas and other paved surfaces.

"Asphalt Roofing Shingles" means roofing shingles composed of a felt mat saturated with asphalt, with small rock granules added, but does not include tar and gravel roofing.

(Bylaw 4497)

"**Biomedical Waste**" means waste as defined in the Hazardous Waste Regulation as Biomedical Waste.

"**Bulky Waste**" means individual articles of Refuse with a volume greater than one-and-a-half (1.5) cubic metres or greater than two and a half (2.5) metres in length.

"CRD" means Capital Regional District.

"Carpet and underlay" means flooring material made of woven wool, silk, cotton or synthetic fibers and foam padding underlayment where tack stripping material has been removed.

(Bylaw 4497)

"**Catch Basin Waste**" means the contents of catch basins or similar devices that detain and pre-treat stormwater to allow solids to settle and oily materials to float to the surface and be retained in the device while treated stormwater is discharged.

"Clean Renovation and Demolition Waste" means material that results from the construction, renovation or demolition of all or part of a building or structure that does not contain Surface Coating Waste, Asbestos Containing Material, Hazardous Waste, Prohibited Waste, Mandatory Recyclable Materials, or an Extended Producer Responsibility product.

(Bylaw 4497)

"**Clean Soil**" means soil, sediment or fill material which contains the substances specified in Schedule D, Column IV of the Contaminated Sites Regulation but in quantities less than those specified.

"Clean Wood Waste" means wood products such as dimensional lumber, pallets, crating, and salvaged wood waste:

1) that is untreated, unstained, unpainted, and
2) that does not include any antisapstain, coating, glues, or resins.

(Bylaw 4497)

"Commercial Hauler" means a person whose business collects and receives for a fee Refuse, Voluntary Recyclable Material, Mandatory Recyclable Material, Extended Producer Responsibility Products, or Weeds for Disposal, or a person whose business generates Voluntary Recyclable Material, Mandatory Recyclable Material, Extended Producer Responsibility Products, and who delivers those materials for Disposal at the Disposal Site.

(Bylaw 4497)

"**Commercial Load**" means Uncontaminated Demolition Waste to be Disposed of at the Disposal Site brought into the Disposal Site in a Vehicle which with the Uncontaminated Demolition Waste has a gross vehicle weight greater than 5,500 kg.

"**Concrete**" means a hardened mixture of cement with sand and gravel.

"**Condemned or Spoiled Foods**" means food confiscated or quarantined, or designated as international high risk waste, by the Canadian Food Inspection Agency or the Canadian Border Service Agency and spoiled food from a commercial operation or spoiled food greater than 50 kilograms from a domestic residence.

"Contaminated Demolition Waste" means material that results from the demolition of all or part of a building that contains Hazardous Waste, Prohibited Waste, Mandatory Recyclable Materials or an Extended Producer Responsibility Product.

"**Contaminated Gypsum Board or Wallboard**" means Gypsum Board or Wallboard that is contaminated by oil, tar, fungus, mould, has been burned, or had other materials affixed to it.

"**Contaminated Sites Regulation**" means the Contaminated Sites Regulation, B.C. Regulation 395/96,

enacted under the *Environmental Management Act.*

"**Contaminated Soil**" means soil or sediment or fill material containing substances in quantities or concentrations equal to or greater than those specified in Schedule E, Column IV of the Contaminated Sites Regulation but which is not a Hazardous Waste under the Hazardous Waste Regulation.

"Contaminated Wood Waste" means wood products such as wood contaminated with asphalt shingles, wood painted with lead based paint, creosote wood products, pressure treated wood, or laminate flooring that is not Hazardous Waste due to the proportion of surface coatings or preservatives.

"**Controlled Waste**" means a material, substance or object listed in Schedule "E" which may be Disposed of if special handling and Disposal techniques are used to avoid creating health hazards, nuisances or environmental pollution excluding Hazardous Waste under the Hazardous Waste Regulation.

"**Corrugated Cardboard**" means recyclable paper that consists of a fluted corrugated sheet and one or more flat linerboards including pizza boxes free of food residue, but excluding materials which are impregnated with blood, grease, oil, chemicals, food residue, wax; or have polyethylene, polystyrene, foil or other non-paper liners; or are contaminated with a material which will render the Corrugated Cardboard Unmarketable.

"**Dead Animal**" means the carcass or part of the carcass of an animal excluding Hazardous Waste under the Hazardous Waste Regulation and Specified Risk Material.

"Designated Location" means the location at the Disposal Site designated by the Manager and identified as the location for Disposal of specific types of Solid Waste.

"**Dispose**"; "**Disposal**" means leaving Solid Waste at the Disposal Site for the purpose of landfilling, composting, or recycling.

"**Disposal Site**" means the Hartland Landfill site, more particularly described in Schedule "A".

"**Environmental Management Act**" means the *Environmental Management Act* SBC 2003 c.53.

"**Extended Producer Responsibility Product**" means any material defined as a product in a "product category" listed in the Recycling Regulation for which a "product plan" as defined in the regulation has been "approved" and is operating.

"**Fibre Optic Cable**" means a cable consisting of a bundle of glass or plastic threadlike fibres used for the transmission of information by light impulses wrapped in layers of treated paper and plastic or metal cladding.

"Food Processing Waste" means waste, residues, byproducts or waste treatment residuals from commercial food manufacturing or packaging operations.

"Glass" means clear or coloured food and beverage containers made of glass but does not include plate glass, window glass, laminated glass, or safety glass.

"**Gypsum Board or Wallboard**" means a panel used for interior walls and ceilings made up of a liner typically made of paper with a core of gypsum plaster and additives.

"Hauler Incentive Rate" means a reduced tipping rate available for private and municipal haulers who conform to the requirements of the hauler incentive program. *(Bylaw 4497)*

"**Hazardous Waste**" means any chemical compound, mixture, substance, or article defined as a Hazardous Waste in the Hazardous Waste Regulation.

"**Hazardous Waste Regulation**" means Hazardous Waste Regulation, BC Reg. 63/88 enacted under the *Environmental Management Act*.

"**Health Hazard Waste**" means a gaseous, liquid or solid material, substance or object which, because of its inherent nature and quantity, may be a health hazard and includes, but is not limited to: infectious wastes that originate from foreign countries, including, without limiting the generality of the foregoing, waste confiscated at customs stations or received from ships or planes and which is not a Biomedical Waste.

"Household Hazardous Waste" means a class of Hazardous Waste that results from any of the following involving anything in a "product category" as defined in the Recycling Regulation:

(a) a domestic activity at a residence;
(b) personal use; or
(c) a person's use in relation to his or her own residence.

"**Ignitable**" means substances liable to spontaneous combustion or substances that on contact with water emit flammable gases having the properties of:

(a) flammable gas;
(b) flammable liquid; or
(c) flammable solids,

and as defined in the Hazardous Waste Regulation.

"Industrial Commercial Institutional" includes any industrial or commercial operations of any size including manufacturing, processing and packing and small businesses with one or more employees such as retail stores, offices, strip malls, vacation facilities, hotels, motels and resorts and institutional operations such as schools, student residences, correctional facilities, churches, community buildings, hospitals, licensed care facilities and hospices, but does not include residential premises.

(Bylaw 3917)

"International High Risk Cruise Ship Waste" means any item, material, or load originating from a Cruise Ship that is identified as High Risk Material by Canadian Border Services Agency and/or the Canadian Food Inspection Agency.

(Bylaw 4497)

"International Waste" means any item, material, or load that is defined as International Waste under the International Waste Directive or as identified by the Canadian Food Inspection Agency and/or the Canadian Border Services Agency.

(Bylaw 4497)

"**Invasive Species Plants**" means plants set out in the Schedule to the Spheres of Concurrent Jurisdiction – Environment and Wildlife Regulation, B.C. Reg. 144/2004.

"Kitchen Scraps" means compostable waste generated by residential, business, institutional and commercial sources such as fruits, vegetables, meat, meat by-products, dairy products, baked goods, cereal, grains, pasta, bones, egg shells, coffee grounds and filters, tea bags, nuts and shells, houseplants and cut and dried flowers, and soiled paper products such as paper towels, tissues, food packaging, plates and cups but does not include Controlled Waste. *(Bylaw 3917)*

"Kitchen Scraps Transfer Station" means a facility at Hartland landfill designated for receipt and the transfer of **Kitchen Scraps** to another location. *(Bylaw 3917)*

~~**"Knotweed"** means Japanese knotweed (follopia japonica), himalayan knotweed (persicaria wallichi), giant knotweed (fallopian sachalinensis), bohemian knotweed (fallopian x bohemica) plants including stems, seeds and rhizome fragments.~~

"**Knotweed**" means Japanese knotweed (*Follopia japonica*), Himalayan knotweed (*Persicaria wallichi*), giant knotweed (*Fallopia sachalinensis*), and bohemian knotweed (*Fallopian x bohemica*) plants including stems, seeds, and rhizome fragments.

(Bylaw 4636)

"**Lead Acid Battery**" means an electro-chemical cell contained in a plastic case consisting of lead and lead oxide plates and containing a mixture of acids which is used to supply an electric power source.

"**Load**" means Solid Waste which arrives at the Disposal Site in a Vehicle.

~~"**Manager**" means the General Manager of the Environmental Sustainability department of the Capital Regional District or his or her authorized agent.~~

"**Manager**" means the General Manager of Parks, Recreation & Environmental Services of the Capital Regional District or his or her authorized agent.

(Bylaw 4636)

"Mandatory Recyclable Material" means a Recyclable Material listed in Schedule "F".

"**Marketable**" means Recyclable Material which can be disposed of through an existing Capital Regional District program or a commercial market for recycling.

"Miscellaneous Controlled Waste" means a material, substance or object that the Manager considers to be an environmental or health and safety hazard and should be Disposed of as Controlled Waste but excludes Hazardous Waste under the Hazardous Waste Regulation.

"**Mixed Paper**" includes, but is not limited to, newspaper and inserts; office paper, including white and coloured ledger paper, computer paper, photocopy paper, writing pads, business forms, phone message notes, file folders, reports, envelopes, non-thermal fax paper, no carbon required (NCR) paper, calculator tape, 'post-it' type notes, business cards, paper index cards; boxboard, including paper egg cartons, laundry and cereal boxes; junk mail; gift wrapping and packing paper; magazines; catalogues; directories**;** calendars; postcards; shredded paper; cardboard storage boxes; cardboard storage; cardboard moving boxes; paper gift boxes; paper bags; paper lunch bags; paper pinata; paper gift bags; paper part hat; paper party décor; but excluding paperback and hardcover books; waxed paper; carbon paper; and other paper which are impregnated with blood, grease, oil, chemicals, food residue or have polyethylene, polystyrene, foil or other non-paper liners or attachments or are contaminated with a material which will render the paper fibres Unmarketable. *(Bylaw 4497)*

"**Non-EPR**" means a material that is not in the specific form or category set out in the Extended Producer Responsibility Product list in Schedule "G".

(Bylaw 3917)

"Non-EPR Rigid Plastics" means rigid plastic items, such as children's toys, lawn chairs, and car seats that are not an Extended Producer Responsibility Product.

(Bylaw 4497)

"**Noxious Weeds**" means weeds designated within the Provincial and Regional Noxious Weeds Lists of the Weed Control Regulation.

"Out-of-Region Waste" means municipal solid waste that is originating from outside the boundaries of the Capital Regional District but is not International Waste.

(Bylaw 4497)

"**PCB**" means any monochlorinated, dichlorinated or polychlorinated biphenyl or any mixture that contains one or more of these.

"Printed Paper and Packaging" means the materials listed in Schedule "G" of this Bylaw under the heading **Printed Paper and Packaging originating from residential premises**.

(Bylaw 3917)

"**Prohibited Waste**" means a gaseous, liquid, or solid material, substance or object as listed in Schedule "D".

"**Propane Tank**" means a refillable or non-refillable metal container rated at a capacity of less than 46 kg (100 lbs.) which is used to contain flammable hydrocarbon gases used as fuel.

"**Public Drop Off Area**" means that area of the Disposal Site containing Designated Locations for the Disposal of Small Loads of Refuse, Voluntary Recyclable Material, Mandatory Recyclable Material, Extended Producer Responsibility Products, Weeds, or Household Hazardous Waste.

"Pumpings" means liquid and semi-solid materials collected by a vactor truck or pump and transported by vactor truck, tanker truck or other container to the Disposal Site.

"**Radioactive Waste**" means waste containing a prescribed substance as defined in the *Atomic Energy Control Act* (Canada) in sufficient quantity or concentration to require a licence for possession or use under that Act and regulations made under that Act.

"**Reactive**" means a gaseous, liquid or solid material, substance or object which is:

(a) explosive, oxidizing or so unstable that it readily undergoes violent change in the presence of air or water;
(b) generates toxic gases, vapours, or fumes by itself or when mixed with water; or
(c) polymerized in whole or in part by chemical action and causes damage by generating heat or increasing in volume,

and as defined in the Hazardous Waste Regulation.

"**Recyclable Material**" means Solid Waste that has been sorted by material, substance or object and that satisfies at least one of the following criteria:

(a) is organic material from residential, commercial, or institutional sources and is capable of being composted, at a site;
(b) is Marketable;
(c) is being used in the manufacture of a product that has an established market or is being processed as an intermediate stage of an existing manufacturing process; or
(d) has been identified as a Recyclable Material in the solid waste management plan, and includes Mandatory Recyclable Material and Voluntary Recyclable Material.

"**Recycling Regulation**" means the Recycling Waste Regulation BC 449/2004 enacted under the *Environmental Management Act*.

"**Refuse**" means discarded or abandoned materials, substances or objects but does not include Controlled Waste, Prohibited Waste, Kitchen Scraps, Hazardous Waste, Mandatory Recyclable Materials and Extended Producer Responsibility Products**.**

(Bylaw 3917)

"**Regional Board**" means the Board of the Capital Regional District.

"**Residential Premises**" includes houses, apartments, condominiums, townhomes, and other premises in which persons reside but does not include institutional or commercial accommodations.

(Bylaw 3917)

"**Rubble**" means gravel, brick, Concrete block, refractory material, road asphalt or rock, or a combination

of any or all of these.

(Bylaw 3917)

"Salvaged Wood Waste" means Clean Wood Waste:

1) that is dimensional lumber greater than 4 feet in length; and
2) that may or may not contain nails.

(Bylaw 4497)

"**Scrap Metal**" means ferrous and non-ferrous metallic materials, including, but not limited to, sheet metal, siding, roofing, rebar, flashings, pipes, window frames, doors, furnaces, duct work, wire, cable, bathtubs, fencing, bicycle frames, automotive body parts, machinery, garbage cans, metal furniture, tire rims.

"**Screenings**" means the material and debris captured by screens used in the treatment or processing of sewage or septage.

"**Sharps**" means needles and syringes, from domestic sources.

"**Site Regulations**" means regulations set out in Schedule "B" that regulate the conduct of a person using the Disposal Site.

"Small Appliances" means small electronic or electrical appliances as defined in the Recycling Regulation.

"**Small Load**" means Solid Waste to be Disposed of at the Disposal Site brought onto the Disposal Site in a Vehicle which, with the Solid Waste, has a gross vehicle weight of no more than 5,500 kgs.

"**Solid Waste**" means Refuse, Voluntary Recyclable Materials, Mandatory Recyclable Materials, Extended Producer Responsibility Products, Weeds, Kitchen Scraps, Hazardous Waste as permitted in this bylaw and Controlled Waste, but excludes Prohibited Waste. *(Bylaw 3917)*

"**Soot and Ash**" means black carbonaceous residue of wood, coal, oil and other fossil fuels originating in chimney linings, boilers, furnaces and other burners, residuals from burning fossil fuels, and includes material collected from duct cleaning and chimney cleaning.

"**Source-separated**" means materials, substances or objects that are separated by means of a barrier or containers into separate distinguishable accumulations of the same kind of materials, substances, or objects.

"Specified Risk Material" means any waste containing the Specified Risk Material as defined in the federal Fertilizers Regulations (C.R.C., c. 666), as amended from time to time, including material from the skull, brain, trigeminal ganglia, eyes, tonsils, spinal cord and dorsal root ganglia of cattle aged 30 months or older, or material from the distal ileum of cattle of all ages.

"**Stumps and Branches**" means wood material, substances or objects which have not been processed or manufactured and includes stumps, tree trunks and branches greater than 75 mm (3 in.) in diameter.

"Surface Coating Waste" means stucco, plaster, brick, or other unconsolidated or similar material coated with lead based paint that may present a respiratory hazard due to the presence of lead particulate and also includes paint chips, hull coatings and spent sandblast media generated from scraping, power washing or sandblasting from, but not limited to, ships, boats, cars, buildings, bridges and storage tanks. *(Bylaw 4100)*

"**Tires**" means the outer pneumatic rubber covering of wheels of passenger vehicles, light service trucks and motorcycles with an inner diameter of less than 42 centimetres.

"Treated Wood and Wood Products" means engineered wood products or pressure treated, stained, or painted wood and wooden furniture that may or may not contain nails or other metal fasteners. *(Bylaw 4497)*

"**Treasurer**" means the Director of Finance of the Capital Regional District or her or his authorized agent.

"Uncontaminated Demolition Waste" means material that results from the demolition of all or part of a building or a structure that does not contain Surface Coating Waste, Hazardous Waste, Prohibited Waste, Mandatory Recyclable Materials, or an Extended Producer Responsibility Product. *(Bylaw 4497)*

"**Unmarketable**" means Recyclable Materials which cannot be Disposed of through an existing Capital Regional District recycling program or a commercial market due to contamination.

"**Used Oil Filter**" means a spent cylindrical metal container housing a filter element which is used on a motor vehicle to remove impurities from its engine lubricating oil.

"**Vehicle**" means a Vehicle, as defined in the *Motor Vehicle Act,* R.S.B.C. 1996, c.318.

"Vehicle Washing Facility Waste" means Pumpings from sumps which collect effluent from vehicle washing facilities, but not from facilities used for maintenance or lubrication or automobile components or where solvents or sand blasting are employed for removal of paint, grease or oil.

"Vermiculite Insulation" means a mineral which expands greatly when heated and creates pockets of air that was used as an insulation material. *(Bylaw 4100)*

"**Visitor**" means a person who arrives at the Disposal Site for purposes other than to Dispose of Solid Waste.

"Voluntary Recyclable Material" means a Recyclable Material Listed in Schedule "F".

"**Waste Asbestos**" means waste containing friable asbestos fibres or asbestos dust and as defined in the Hazardous Waste Regulation and includes Asbestos Cement.

"Waste Sludge" means the residual material resulting from chemical treatment, coagulation, flocculation, sedimentation, floatation or biological treatment of wastewater.

"Weed Control Regulation" means the *Weed Control Regulation* BC Reg 66/85 under the *Weed Control Act*.

"**Weeds**" means Invasive Species Plants and Noxious Weeds as defined in this bylaw and other plants with similar properties but excludes Knotweed.
"White Goods" means ~~a~~ppliances such as refrigerators, stoves, freezers, metal dishwashers, water coolers and air conditioners.

"**Yard and Garden Material**" means organic materials, substances or objects including, but not necessarily limited to, grass, lawn and hedge clippings, grass sod, flowers, leaves, vegetable stalks, shrubs, and shrub and tree branches less than 75 mm (3 inches) in diameter, but does not include:

(a) Invasive Species Plants
(b) Noxious Weeds
(c) plants or growing media that may have been identified by the Canadian Food Inspection Agency from time to time as infectious or potentially infectious and of which notice has been sent to the Capital Regional District or publicized by the Canadian Food Inspection Agency; or
(d) plant or tree material in municipal street sweepings.

SECTION 2 - CONDITIONS

2.1 No person shall Dispose of Solid Waste at the Disposal Site except in accordance with this Bylaw and the Site Regulations.

2.2 All persons attending the Disposal Site shall act in accordance with this Bylaw and Site Regulations.

2.3 No person shall Dispose of Solid Waste at the Disposal Site which originated outside the Capital Regional District.

2.4 Despite section 2.3, a person may Dispose of Solid Waste at the Disposal Site which originates outside the Capital Regional District if it is Waste Asbestos or Contaminated Gypsum Board or Wallboard.

2.5 Subject to 2.6 and 2.7, no person shall dispose of Prohibited Waste at the Disposal Site.

2.6 Despite section 2.5 and 2.8, a person may dispose of Asbestos Containing Material in accordance with Section 2.11, and Contaminated Gypsum Board or Wallboard, liquids, Sharps, or Vermiculite Insulation as Controlled Waste in accordance with section 2.12.

(Bylaw 4100)

2.7 Despite section 2.5, a person may dispose of light ballasts that may contain PCB as an Extended Producer Responsibility Product in accordance with section 2.20.

2.8 Subject to sections 2.9, 2.10, and 2.11, no person shall dispose of a Hazardous Waste at the Disposal Site.

2.9 Despite section 2.8, a person may Dispose of Household Hazardous Waste at a Designated Location in the Public Drop Off Area if it is:

(a) a Small Load; and
(b) Source-separated.

2.10 Despite section 2.8, a person may Dispose of an Extended Producer Responsibility Product listed in Schedule “G” that is a Hazardous Waste at a Designated Location in the Public Drop Off Area if it is:

(a) a Small Load; and
(b) Source-separated.

2.11 Despite section 2.8, a person may Dispose of Asbestos Containing Material at a Designated Location provided that:

(a) The disposal of Waste Asbestos is manifested as required by the British Columbia Ministry of Environment and Transport Canada;
(b) the Disposal is in accordance with the Occupational Health and Safety Regulation BC Reg 296/97 enacted pursuant to the Workers Compensation Act;
(c) the Disposal of Waste Asbestos is in accordance with the Hazardous Waste Regulation.
(d) the Disposal of Waste Asbestos is in accordance with the Transportation of Dangerous Goods Regulation.
(e) documentation has been submitted upon request of the Manager to confirm the presence of Asbestos Containing Material in the load.
(f) an appointment for Disposal is made with Capital Regional District staff a minimum of twenty-four (24) hours prior to Disposal, regular appointment hours for Asbestos Containing Material are Monday to Friday 9 a.m. to 2:30 p.m. excluding statutory holidays.

(Bylaw 4100)

2.12 No person shall Dispose of a Controlled Waste at the Disposal Site other than at a Designated Location and provided that:

(a) the person who is to Dispose of the Controlled Waste has made an application to the Manager for permission:
  (i) on a Controlled Waste permit application form provided by the Manager; and
  (ii) the application is received a minimum of 30 days prior to the requested Disposal date
(b) the Manager has issued a Controlled Waste permit for the waste including any terms and conditions of Disposal;
(c) the Controlled Waste has been inspected and accepted by designated Capital Regional District staff prior to being Disposed of;
(d) the Controlled Waste is one type and from no more than one source unless the Manager gives written permission otherwise in the Controlled Waste permit;
(e) an appointment for Disposal is made with Capital Regional District staff a minimum of twenty-four (24) hours prior to Disposal of Controlled Waste, regular controlled waste appointment hours are Monday to Friday 9 a.m. to 2:30 p.m. excluding statutory holidays;
(f) the person who is to Dispose of the Controlled Waste has submitted a Declaration By Waste Carrier form provided by the Manager prior to Disposal;
(g) if the terms and conditions of the Controlled Waste permit are not met, or the Declaration By Waste Carrier form is not complete, Capital Regional District staff may refuse to allow Disposal;
(h) the Controlled Waste is not Marketable;
(i) the Disposal is conducted so as to minimize health and safety risks associated with the Disposal of the Controlled Waste; and
(j) the amount of Controlled Waste does not exceed the operational capacity of the Disposal Site including, without limitation, the Disposal is consistent with the provisions of the Solid Waste Management Plan or Operating Plan as amended from time to time.

2.13 Despite subsection 2.12(a)(ii) and 2.12(e), in cases of an emergency or hardship the Manager may permit the Disposal of Controlled Waste before the 30 day application period expires and without a minimum of twenty-four (24) hours' notice and outside regular appointment hours.

2.14 No person shall dispose of Mandatory Recyclable Material at the Active Face.

2.15 No person shall Dispose of Mandatory Recyclable Material at the Disposal Site other than at a Designated Location in the Public Drop Off Area provided that it is:

(a) a Small Load; and
(b) Source-separated.

2.16 A person may Dispose of Voluntary Recyclable Material at the Active Face as Refuse or at the Disposal Site at a Designated Location in the Public Drop Off Area provided that it is:

(a) a Small Load; and
(b) Source-separated.

(Bylaw 3917)

2.17 A person may Dispose of Weeds at the Active Face provided they are:

(a) Source-separated; or
(b) if not Source-separated, as refuse.

2.18 A person may Dispose of Weeds at a Designated Location in the Public Drop Off Area provided they are in:

(a) a Small Load and Source-separated; or
(b) if not Source-separated, as refuse.

2.19 No person shall Dispose of an Extended Producer Responsibility Product at the Active Face.

2.20 No person shall Dispose of an Extended Producer Responsibility Product other than those listed in Schedule “G” and other than at a Designated Location in the Public Drop Off Area provided that it: *(Bylaw 3917)*

(a) is a Small Load; and
(b) is Source-separated.

2.21 No Commercial Hauler shall Dispose of Household Hazardous Waste at the Disposal Site.

2.22 No person shall dispose of Household Hazardous Waste at the Active Face.

2.23 No person shall Dispose of Household Hazardous Waste at the Disposal Site except at a Designated Location in the Public Drop Off Area and provided that it is:

(a) a Small Load; and
(b) Source-separated.

2.24 A person may Dispose of Refuse at the Active Face or in Small Loads at a Designated Location in the Public Drop Off Area.

2.25 No person shall Deposit Contaminated Demolition Waste at the Disposal Site.

2.26 No person shall Deposit Uncontaminated Demolition Waste at the Disposal Site other than:

(a) as a Controlled Waste in accordance section 2.12 and provided that it is a Commercial Load; or,
(b) at the Public Drop Off Area and provided it is a Small Load and Source-separated.

2.27 Effective January 1, 2015, no person shall deposit Kitchen Scraps at the Disposal Site except at the Kitchen Scraps Transfer Station and provided that they are Source-separated. *(Bylaw 3917)*

2.28 No person shall deposit Solid Waste at the Disposal Site that is not Source- separated when this Bylaw requires that it be Source-separated. *(Bylaw 3917)*

2.29 No person shall Deposit Vermiculite Insulation at the Disposal Site other than as a Controlled Waste in accordance with Section 2.12. *(Bylaw 4100)*

SECTION 3 - FEES

3.1 Every person depositing Solid Waste at the Disposal Site shall pay to the Capital Regional District the applicable fees in the amounts, and in accordance with the terms and conditions set out in Schedules “C", and "E".

3.2 Where a fee is not paid within the time specified in Schedule “C” for its payment, the person liable to pay such fee shall:

(a) pay interest on the fee at the rate set out in Schedule “C” from the date the fee was due to the date of payment; and
(b) not Dispose of any Solid Waste on or at the Disposal Site until such fee with interest owing has been paid in full.

SECTION 4 - VIOLATIONS & PENALTIES

4.1 A person who contravenes, violates or fails to comply with any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention or violation of this Bylaw, or who fails to do anything required by this Bylaw, commits an offence and shall be liable, upon conviction, to a fine of not more than $2,000, the costs of prosecution and any other penalty or order imposed pursuant to the *Local Government Act* or the *Offence Act* (British Columbia). Each day that an offence against this Bylaw continues or exists shall be deemed to be a separate and distinct offence.

4.2 The penalties imposed under Section 4.1 shall be in addition to and not in substitution for any other penalty or remedy imposed by this Bylaw or any other statute, law, or regulation.

SECTION 5 - SEVERANCE

5.1 If a section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of a Court in competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

5.2 Schedules "A," "B," "C," "D", "E", "F" and "G" are attached to and form part of this Bylaw.

SECTION 6 - REPEAL

6.1 Hartland Tipping Fee and Regulation Bylaw No. 5, 2003 is hereby repealed except insofar as it repeals any other bylaw.

SECTION 7 - TITLE

7.1 This Bylaw may be cited as "Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013"

READ A FIRST TIME THIS	13th	DAY OF	March	2013
READ A SECOND TIME THIS	13th	DAY OF	March	2013
READ A THIRD TIME THIS	13th	DAY OF	March	2013
ADOPTED THIS	10th	DAY OF	April	2013

Original signed by Alastair Bryson
CHAIR

Original signed by Sonia Santarossa
CORPORATE OFFICER

SCHEDULE "A"

DISPOSAL SITE

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3881

DISPOSAL SITE means the Hartland Landfill site, more particularly described as:

PID: 023-851-457
Lot 1, Sections 54, 55 and 65, Highland District, Plan VIP64898

SCHEDULE "B"

SITE REGULATIONS

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3881

PURPOSE:

To ensure a safe and orderly environment for the staff and public at the Disposal Site.

POLICY:

These Site Regulations shall be observed by a person while on the Disposal Site.

REGULATIONS:

1. **VEHICLES**

1.1 Capital Regional District staff may refuse to allow a Vehicle to enter the Disposal Site or require a Vehicle to leave the Disposal Site if:

(a) the Vehicle's Load exceeds the permitted weight limits set out in the regulations passed pursuant to the *Motor Vehicle Act*, or the *Commercial Transport Act*; or
(b) the Vehicle is noisy due to improper or poor muffling and braking systems; or
(c) the Load is poorly secured so as to be noisy or dangerous.
(d) the Vehicle is in unsafe conditions due to excessive tire wear, broken mirrors, or inadequate door restraint system.
(e) the Vehicle is owned, leased, operated, licensed, utilized, or otherwise associated with a person that is restricted from accessing, has been refused entry to, or has been prohibited re-entry to, the Disposal Site, whether under this bylaw or the *Trespass Act,* RSBC 2018 c 3.

(Bylaw 4497)

2. **LOADS**

2.1 All Loads of Solid Waste entering the Disposal Site shall be covered and secured. A cover shall be a tarpaulin or other overlay that is used to confine the load to the vehicle.

2.2 Despite Section 2.1, the following items are permitted at the disposal site without covers:

(a) stumps - chained on flat bed or within confines of truck box;
(b) Bulky Wastes strapped on flat beds or within confines of truck box.

2.3 A person must ensure that all Loads are ready for Disposal, including being Source-separated, before the Disposal Site closes for the day; otherwise they will not be permitted to Dispose of the Load. *(Bylaw 3917)*

3. **DISPOSAL SITE**

3.1 No person while driving a Vehicle at the Disposal Site shall drive their Vehicle on any part of the Disposal Site other than on the roads and paved areas designated by the Capital Regional District.

3.2 No person while driving a Vehicle on the Disposal Site shall exceed the speed limits posted at the Disposal Site; or fail to obey posted signs.

3.3 No person delivering Solid Waste to the Disposal Site shall Dispose of Solid Waste except in such a place and in such a manner as directed by the Capital Regional District staff or the landfill contractor.

3.4 All Solid Waste Disposed of at the Disposal Site shall become the property of the Capital Regional District.

3.5 No person shall remove Solid Waste from the Disposal Site except with written approval of the Manager.

3.6 No person shall loiter at the Disposal Site. Vehicles must proceed directly to the Designated Location and then leave the Disposal Site as soon as possible after Disposal.

3.7 No person shall use the wheel wash facility unless their Vehicle was used to attend the active face. No person shall wash out the interior of truck boxes or wash the exterior of a Vehicle other than the wheels and wheel wells at the Wheel Wash Facility.

3.8 No person shall act with conduct that is disorderly or offensive including but not limited to excessive and loud use of offensive language or drunkenness.

3.9 No person shall enter the Disposal Site where the Vehicle Load exceeds the permitted weight limits set out in the regulations passed pursuant to the *Motor Vehicle Act*, or the *Commercial Transport Act*.

3.10 No person shall obstruct, intimidate, interfere, or harass Capital Regional District staff or officers who are performing their duties.

(Bylaw 4497)

3.11 Clean wood, treated wood, and asphalt shingles must be source separated prior to arriving to Hartland landfill.

(Bylaw 4497, 4610)

3.12 No person shall record audio and/or video or take photographs at the Disposal Site without the permission of the manager.

(Bylaw 4497)

4. SAFETY

4.1 Any person entering the Disposal Site does so at their own risk. The Capital Regional District accepts no responsibility or liability for damage or injury to person or to property.

4.2 Children are not permitted at the Disposal Site except when they are either inside a Vehicle or attending an event or education program supervised by CRD staff.

4.3 Pets or livestock are not permitted at the Disposal Site except when they are inside a Vehicle.

4.4 Smoking is not permitted at the Disposal Site.

4.5 All visitors to the Disposal Site must check in at the site office and complete the appropriate waiver forms.

4.6 Any person delivering Solid Waste to the Disposal Site shall Dispose of the waste in a manner that conforms with WorkSafe BC Board regulations.

4.7 No person shall use electronic devices as defined in the *Motor Vehicle Act* while driving a Vehicle at the Disposal Site except in a manner permitted by the *Motor Vehicle Act*.

4.8 No person shall attend the Active Face without personal protective equipment as required by WorkSafe BC Board regulations including but not limited to steel toed boots and a high visibility vest.

5. GENERAL

5.1 Every person who contravenes these regulations, fails to obey orders or directions given by Capital Regional District staff or fails to comply with the posted notices and signs on the Disposal Site may be refused or prohibited re-entry onto the Disposal Site.

5.2 Where a person has unpaid fines or amounts owing to the Capital Regional District resulting from violation of this bylaw, and any such amounts are outstanding for more than 45 days from the date of conviction or deemed conviction, Capital Regional District staff may refuse access or prohibit re-entry to the Disposal Site until such amounts are paid. Where the person operates a waste disposal, hauling, or other commercial waste generating business or is associated with such a business, this refusal may be extended to those entities or vehicles owned, leased, or operated by those entities, which in the opinion of Capital Regional District staff, are affiliated, associated, controlled, owned-by in part or in whole, conducting business on behalf of, or otherwise related to that person, corporately or by degree of co-sanguinity or family relationship, despite those persons not having unpaid fine amounts, amounts owing, or separate legal personality.

(Bylaw 4497)

5.3 The Manager is authorized to enforce all site rules, regulations, and bylaws at Hartland Landfill. They may also prohibit or restrict a person(s) who contravenes this Bylaw from attending the Hartland Landfill.

(Bylaw 4497)

5.4 A person is entitled to a 25% reduction in monetary penalty resulting from violation of this bylaw if fines or fees are paid within 30 days from issue.

(Bylaw 4497)

SCHEDULE "C"

TIPPING FEES

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3881

(Bylaw 4497, 4610, 4636)

FEES

1. The fees for depositing solid waste at the Disposal Site are:

Waste Type	Disposal Site Designated Location	Tipping Fee (per tonne)	Other Fees	Minimum Tipping Fee
~~Asbestos Containing Material~~	~~As directed by CRD staff~~	~~$157~~		~~$20~~
Asbestos Containing Material	As directed by CRD staff	$214		$20
Asphalt Roofing Shingles (effective July 1, 2024)	Public Drop Off Area	$110	$10 bin fee	
Asphalt Roofing Shingles (effective July 1, 2024)	As directed by CRD staff	$110		$10
Bicycle tires and tubes	Public Drop Off Area	No fee	$6 recycling area entry fee	No fee
Bulky Waste	Active Face	$254		$10
~~Clean Renovation and Demolition Waste (effective January 1, 2024)~~	~~Public Drop Off Area~~	~~$150~~	~~$10 bin fee~~	
Clean Renovation and Demolition Waste	Public Drop Off Area	$155	$10 bin fee	
~~Clean Renovation and Demolition Waste (effective January 1, 2024)~~	~~As directed by CRD staff~~	~~$150~~		~~$10~~
Clean Renovation and Demolition Waste	As directed by CRD staff	$155		$10
Clean Wood Waste (effective January 1, 2024)	Public Drop off Area	$80	$10 bin fee	
Clean Wood Waste (effective January 1, 2024)	As directed by CRD staff	$80		$10
Controlled Waste	As directed by CRD staff	As listed in Schedule "E"		$20
Cooking oil and grease	Public Drop Off Area	No fee		No fee

Extended Producer Responsibility Product listed in Schedule “G” (excluding tires on rims)	Public Drop Off Area	No fee		No fee
Extended Producer Responsibility Product listed in Schedule “G” tires on rims	Public Drop Off Area	No fee	$6 recycling area entry fee	No fee
Hauler Incentive Rates (effective January 1, 2024)		$125		
Hauler Incentive Rates (effective January 1, 2025)		$135		
Household Hazardous Waste	Public Drop Off Area	No fee		No fee
International Low Risk Waste	As directed by CRD staff	$135		
Kitchen Scraps until December 31, 2021	Kitchen Scraps Transfer Station	$120		
Kitchen Scraps effective January 1, 2022	Kitchen Scraps Transfer Station	$140		
Mattresses and boxsprings	Public Drop Off Area	$110	$10 bin fee	
Propane tanks and fire extinguishers	Public Drop Off Area	No fee		No fee
Recyclable Material excluding Scrap Metal, mattresses and boxsprings, Yard and Garden Material and Clean Wood Waste (by non-commercial hauler)	Public Drop Off Area	No fee	$6 recycling area entry fee	No fee
Recyclable Material excluding Scrap Metal, mattresses and boxsprings, Yard and Garden Material and Clean Wood Waste (by Commercial Hauler)	Public Drop Off Area	No fee	$26 recycling area entry fee	No fee
~~Refuse~~	~~Active Face~~	~~$150~~		~~$10~~

Refuse	Active Face	$155		$10
~~Refuse~~	~~Public Drop Off Area~~	~~$150~~	~~$10 bin fee~~	
Refuse	Public Drop Off Area	$155	$10 bin fee	
Scrap Metal	Public Drop Off Area	No fee	No fee	
Stumps and Branches	As directed by CRD staff	$110		$10
Treated Wood and Wood Products (effective July 1, 2024)	As directed by CRD staff	$110	$10 bin fee	
Waste Asbestos which originates outside the CRD	As directed by CRD staff	$500		$20
Weeds (Source separated)	Active Face	$59		$10
Weeds (not Source –separated in Refuse)	Active Face	$150		$10
Weeds (not Source –separated in Refuse)	Public Drop Off Area	$150	$10 bin fee	
Weeds (Source separated)	Public Drop Off Area	$59		$10
Yard and Garden Materials	As directed by CRD staff	$59		$10

Uncovered or unsecured loads	All fees applicable to the Load are doubled			

GENERAL

2. Per tonne fees are based on weight as measured on the scale, based on the difference in weight between the loaded weight and the weight of the empty Vehicle.
3. Where a dollar amount per tonne is indicated, it is to be interpreted as allowing a proportionate fee for a portion of a tonne in 10 kg increments.
4. All fees shall be rounded up or down to the nearest quarter of a dollar.
5. In the event that the weigh scales provided at the Disposal Site are not operational, or in the event of traffic congestion, or at the discretion of the Manger, weights shall be as estimated based on volume by the Manager or Capital Regional District staff.
6. If a person disposes a Load containing Source-separated Recyclable Materials, Extended Producer Responsibility Products, Yard and Garden Material, Household Hazardous Waste, or other Refuse at the Public Drop Off Area and chooses not to weigh out after disposal of each class of material, they are subject to pay a tipping fee for Refuse for the entire Load.
7. All fees payable under this Bylaw shall be paid to the Capital Regional District in cash, by cheque, debit, or credit card at the time the disposal is made.
8. Notwithstanding Section 7, any person disposing Solid Waste, except Recyclable Materials, at the Disposal Site on a regular basis may apply to the Capital Regional District for credit, and, if the treasurer is satisfied of the credit worthiness of the person, he or she may grant credit to the person, in which case payment of the fee imposed under Section 1 shall be made and the credit extended on the following conditions.

   (a) the person receiving credit shall pay to the Capital Regional District all fees in full within thirty (30) days of the last day of the month for which an invoice has been submitted. The Capital Regional District will invoice monthly for Solid Waste disposed during the preceding month. The invoice amount will be based on the total quantity of Solid Waste delivered during the month and the posted disposal rates in effect at the time of delivery;

   (b) late payment(s) will be subject to an interest penalty fee of 1.5% per month;

   (c) the Capital Regional District reserves the right to cancel, upon five (5) days' notice, the credit offered herein for late payment, non-payment, or other justified cause as judged solely by the treasurer;

   (d) if the person receiving credit fails to pay to the Capital Regional District all fees in full within thirty (30) days of the last day of the month in which an invoice has been issued, the Capital Regional District may withhold monies equivalent to those fees, plus interest, that are owed by the Capital Regional District to the person receiving credit under a separate contract, agreement, or offer between the Capital Regional District and the person receiving credit; and

   (e) the Capital Regional District reserves the right to refuse access to the Disposal Site to a person receiving credit until outstanding fees are paid.

SCHEDULE "D"

PROHIBITED WASTE

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3881

(Bylaw 4497, 4610)

Prohibited Waste
Aggregate
Asphalt Roofing Shingles, except as permitted in this Bylaw
Asbestos Containing Material, except as permitted in this bylaw
Asphalt and Rubble
Biomedical Waste
Clean Soil
Concrete
Contaminated Demolition Waste
Gypsum Board or Wallboard, except as permitted in this bylaw
Ignitable Waste
Kitchen Scraps, except as permitted in this Bylaw
Liquids, except as permitted in this Bylaw
Motor vehicle bodies and farm implements
Radioactive Waste
Reactive wastes
Sharps, except as permitted in this Bylaw
Specified Risk Material
Vermiculite Insulation, except as permitted in this Bylaw
Waste that is on fire or smouldering
Waste containing PCBs, except as permitted in this bylaw
Wood Waste, except as permitted in this Bylaw

SCHEDULE "E"

CONTROLLED WASTE

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3881

(Bylaw 4497, 4610, 4636)

The fees for disposing of Controlled Waste in the Disposal Site are:

Controlled Waste	Disposal Fee
Animal Fecal Waste	~~$157 per tonne~~ $214 per tonne
Catch Basin Waste	~~$157 per tonne~~ $214 per tonne
Commercial Load of Uncontaminated Demolition Waste	~~$150 per tonne~~ $155 per tonne
Condemned or Spoiled Foods	~~$157 per tonne~~ $214 per tonne
Contaminated Gypsum Board or Wallboard	$311 per tonne
Contaminated Gypsum Board or Wallboard originating outside the CRD effective January 1, 2017	$500 per tonne
Contaminated Soil	~~$157 per tonne~~ $214 per tonne
Dead Animal	$254 per tonne
Fibre Optic Cable	~~$157 per tonne~~ $214 per tonne
Food Processing Wastes	~~$157 per tonne~~ $214 per tonne
Health Hazard Waste	~~$157 per tonne~~ $214 per tonne
International High Risk Cruise Ship Waste	$500 per tonne
Knotweed	$59 per tonne
Miscellaneous Controlled Waste	~~$157 per tonne~~ $214 per tonne
Pumpings from septage treatment facilities containing residual sludge	~~$157 per tonne~~ $214 per tonne
Pumpings from sewage treatment plants, pump stations and sewer lines	~~$157 per tonne~~ $214 per tonne
Screenings from sewage treatment plants, septage treatment facilities and pump stations	~~$157 per tonne~~ $214 per tonne
Sharps	$254 per tonne
Slurries which may contain non-hazardous solids, soil, sand, gravel, fibres, fats, oils and grease or mineral oil and grease	~~$157 per tonne~~ $214 per tonne
Soot and Ash	~~$157 per tonne~~ $214 per tonne
Spent charcoal from water purification plants and odour filters	~~$157 per tonne~~ $214 per tonne

Surface Coating Waste	~~$157 per tonne~~ $214 per tonne
Vehicle Washing Facility Waste	~~$157 per tonne~~ $214 per tonne
Vermiculite Insulation	~~$157 per tonne~~ $214 per tonne
Waste Sludge from sewage treatment plants containing no more than 80% total moisture	~~$121 per tonne~~ $165 per tonne

SCHEDULE "F"

RECYCLABLE MATERIALS
RECEIVED AT HARTLAND LANDFILL AT A DESIGNATED LOCATION AT THE PUBLIC DROP OFF AREA (SMALL SOURCE SEPARATED LOADS)

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3881

(Bylaw 4497, 4610)

Mandatory Recyclable Material
EPR Products
Clean Wood Waste (Effective January 1, 2024)
Asphalt Roofing Shingles (Effective July 1, 2024)
Treated Wood and Wood Products (Effective July 1, 2024)
Non-EPR Corrugated Cardboard
Propane Tanks and fire extinguishers
White Goods
Non-EPR Mixed Paper
Scrap Metal
Yard and Garden Material
Voluntary Recyclable Material
Books (textbooks, novels, soft and hardcover books)
Non-EPR Film plastic
Non-EPR Glass containers
Large rigid plastics
Mattresses and boxsprings
Rigid plastic containers
Non-EPR Polystyrene
Non-EPR Polycoated containers
Bicycle tubes and tires

SCHEDULE "G"

(Bylaw 4497)

EXTENDED PRODUCER RESPONSIBILITY PRODUCTS RECEIVED AT HARTLAND LANDFILL AT A DESIGNATED LOCATION AT THE PUBLIC DROP OFF AREA (SMALL SOURCE SEPARATED LOADS)

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3881

Product Category	Materials Accepted at Hartland
Beverage container	• ready-to-serve beverage containers made of aluminium, glass, paper, plastic and/or steel
Solvent and flammable liquids, Gasoline, Pesticide, Lubricating oil, oil filter, Paint product, Lead acid battery, antifreeze	• flammables, • gasoline and pesticides • lubricating oil and empty oil containers • used oil filters • paint • lead acid batteries • antifreeze
Electronic and electrical	• display products and accessories (TV, monitor, remote) • desktop computers and accessories (CPU, keyboard, mouse, cable) • portable computers and accessories (laptop, netbook, tablet) • printing, scanning and multifunction devices (printer, fax machine, scanner) • audio products and accessories (radio, record player/stereo, walkie talkie, MP3, earphones) • video products and accessories (camera, video console, VCR/DVD/PVR) • video gaming systems and accessories (game console, controller, joystick, cable) • non-cellular telephones and answering machines • aftermarket vehicle audio and video systems (speaker, vehicle display, GPS) • electronic musical instruments (guitar, drum set, keyboard) • IT and Telecom devices (router, Ethernet switch, telecom bridge, cash register • medical monitoring and control devices (thermometer, blood pressure device, stethoscope, microscope) • small appliances and power tools (kitchen countertop, personal care, floor cleaning, weight measurement, garment care, air treatment, time measurement, sports and leisure, power tools, sewing and textile, exercise machines) • residential lights (fluorescent tubes and bulbs (CFLs), halogen and

	incandescent lamps, light emitting diode (LED) lamps, light ballasts (that may contain PCB), High Intensity Discharge (HID) and other mercury containing lamps) • residential light fixtures and products (bike lights, ceiling fixtures, chandeliers, flashlights, floor lamps, light strings, outdoor fixtures, recessed/pot lights) • batteries for use in electronic and electrical products listed in this section including primary and rechargeable batteries
Tire	• automotive tires (unrimmed)
Printed Paper and Packaging from Residential Premises but not from **Industrial Commercial Institutional** operations	• Cardboard storage box • Cardboard storage • Cardboard moving boxes • Paper gift boxes • Paper bag • Paper lunch bag • Paper pinata • Paper gift bag • Paper party hat • Paper party décor • Newspapers • Newspaper Inserts • Magazines • Catalogues • Telephone Directories • Other Printed Media • Residential Printed Paper • Miscellaneous Printed Paper • Old Corrugated Cardboard • Paper cup (hot) (Polycoated liner) • Paper Cup (hot) (biodegradable liner) • Paper Cup (cold) (waxed) • Paper Cup (cold) (2-sided Polycoated) • Polycoated Milk Cartons • Aseptic Containers • Multi-laminated Paper Packaging • Old Boxboard (OBB) • Wet Strength Boxboard • Moulded Pulp • Kraft Papers • Polycoated Boxboard • High-density polyethylene Films • Low-density polyethylene / Linear Low-density polyethylene Films • Polystyrene Clamshells Expanded polystyrene • Polystyrene Trays/Plates Expanded polystyrene • Polystyrene Meat Trays Expanded polystyrene • Polystyrene Hot Drink Cups Expanded polystyrene • Polystyrene Cushion Packaging Expanded polystyrene • Polyethylene terephthalate Bottles (non-beverage) • Polyethylene terephthalate Jars

	• Polyethylene terephthalate Clamshells • Polyethylene terephthalate Trays • Polyethylene terephthalate Tubs & Lids • Polyethylene terephthalate Cold Drink Cups • High-density polyethylene Bottles (non-beverage) • High-density polyethylene Jars • High-density polyethylene Pails • High-density polyethylene Trays • High-density polyethylene Tubs & Lids • High-density polyethylene Planter Pots • Polyvinyl chloride Bottles • Polyvinyl chloride Jars • Polyvinyl chloride Trays • Polyvinyl chloride Tubs & Lids • Low-density polyethylene Bottles (non-Beverage) • Low-density polyethylene Jars • Low-density polyethylene Tubs & Jars • Polypropylene Bottles (non-beverage) • Polypropylene Jars • Polypropylene Clamshells • Polypropylene Trays • Polypropylene Tubs & Lids • Polypropylene Cold Drink Cups • Polypropylene Planter Pots • Polystyrene Bottles (non-beverage) • Polystyrene Clamshells (rigid) • Polystyrene Trays (rigid) • Polystyrene Tubs & Lids (rigid) • Polystyrene Tubs & Lids (high impact) • Polystyrene Cold Drink Cups (rigid) • Polystyrene Planter Pots • Other1 Plastic Bottles (non-beverage) • Other Plastic Jars • Other Plastic Clamshells • Other Plastic Trays • Other Plastic Tubs & Lids • Other Plastic Cold Drink • Other Plastic Planter Pots • Steel Cans (non-beverage) • Steel Aerosol Cans • Spiral Would Cans (steel ends) • Aluminum Cans (non-beverage) • Aluminum Aerosol Cans • Aluminum Foil and Foil Containers • Bimetal Containers/Aerosols

[1] 'Other' plastic packaging is typically: manufactured from a combination of recycled resins; manufactured with a barrier layer; or, lacking a resin code mark.

	• Clear Glass Bottles and Jars (non-beverage) • Coloured Glass Bottles and Jars (non-beverage)

APPENDIX D

Making a difference...together

BYLAW NO. 3881

HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013

Consolidated for Public Convenience

(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED APRIL 10, 2013

(Consolidated in November 2024 with Amending Bylaws 3917, 4100, 4420, 4497, 4610, and 4636. Please note that Bylaw 4636 contains certain amendments that take effect January 1, 2025.)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

Amending Bylaws Consolidated

Bylaw No.	Adopted	Purpose
4636	TBD	To modernize the disposal cost for general refuse and clean renovation and demolition waste, and to apply the same percent increase to the disposal cost for controlled waste and asbestos as was applied to the general refuse and clean renovation and demolition waste rates in Phase 1 of the material stream diversion strategy.
4610	June 12, 2024	To amend the bans on carpet and underlay and salvaged wood and to amend the tipping fee rate on refuse, weeds (not source-separated), and commercial load of uncontaminated demolition waste.
4497	December 13, 2023	To amend the tipping fee rates; to update the definitions; to enact bans on asphalt roofing shingles, carpet and underlay, and wood waste; to make bylaw housekeeping edits; and, to update bylaw enforcement language.
4420	June 9, 2021	To address the Kitchen Scraps tipping fee by replacing Schedule C.
4100	May 8, 2016	To address tipping fees for asbestos containing material, kitchen scraps and to make bylaw housekeeping changes.
3917	Jan. 14, 2015	To enact a kitchen scraps ban, the stewardship program for packaging and printed paper (PPP) and to amend the tipping fee rate.

Table of Contents

SECTION 1 – DEFINITIONS 4
SECTION 2 - CONDITIONS 11
SECTION 3 - FEES 14
SECTION 4 - VIOLATIONS & PENALTIES 14
SECTION 5 - SEVERANCE 15
SECTION 6 - REPEAL 15
SECTION 7 - TITLE 15
SCHEDULE “A” 16
SCHEDULE “B" 17
SCHEDULE "C" 20
SCHEDULE "D" 24
SCHEDULE “E” 25
SCHEDULE "F" 27
SCHEDULE "G" 28

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3881

****

A BYLAW FOR THE PURPOSE OF ESTABLISHING A TIPPING FEE AND REGULATIONS FOR SOLID WASTE DISPOSAL AT HARTLAND LANDFILL

****

WHEREAS:

A. By Supplementary Letters Patent, dated 04 October 1973, the Capital Regional District was granted the function of Refuse Disposal under Division X of its Letters Patent;

B. The Capital Regional District has by bylaw, converted the function of Solid Waste Disposal to a local service for all of the Regional District;

C. The Capital Regional District is empowered to establish a scale of fees payable for depositing Solid Waste and Recyclable Materials at a Disposal Site;

D. The Regional Board of the Capital Regional District deems it advisable to enact regulations pertaining to Solid Waste and Recyclable Materials and to establish fees for depositing Solid Waste and Recyclable Materials.

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

SECTION 1 – DEFINITIONS

Note: Defined terms are capitalized in this bylaw.

In this Bylaw, unless the context otherwise requires:

"**Active Face**" means that area of the Disposal Site where active landfilling of Solid Waste takes place.

"**Aggregate**" means inert granular fill material.

"**Animal Fecal Waste**" means animal feces collected by a commercial business or generated at a site where animals are kept for commercial purposes, including, but not limited to, boarding kennels, animal shelters, stables, and similar operations.

"Asbestos Containing Material" means waste containing any amount of asbestos including waste asbestos as defined in the bylaw.

(Bylaw 4100)

"**Asbestos Cement**" means shingles, tiles, siding, board or pipe containing asbestos material tightly bound within a solid matrix not easily crumbled by hand but which is easily crumbled and friable by equipment during landfill Disposal.

"**Asphalt**" means recyclable asphaltic concrete originating from roadways, driveways, parking areas and other paved surfaces.

"Asphalt Roofing Shingles" means roofing shingles composed of a felt mat saturated with asphalt, with small rock granules added, but does not include tar and gravel roofing.

(Bylaw 4497)

"**Biomedical Waste**" means waste as defined in the Hazardous Waste Regulation as Biomedical Waste.

"**Bulky Waste**" means individual articles of Refuse with a volume greater than one-and-a-half (1.5) cubic metres or greater than two and a half (2.5) metres in length.

"CRD" means Capital Regional District.

"Carpet and underlay" means flooring material made of woven wool, silk, cotton or synthetic fibers and foam padding underlayment where tack stripping material has been removed.

(Bylaw 4497)

"**Catch Basin Waste**" means the contents of catch basins or similar devices that detain and pre-treat stormwater to allow solids to settle and oily materials to float to the surface and be retained in the device while treated stormwater is discharged.

"Clean Renovation and Demolition Waste" means material that results from the construction, renovation or demolition of all or part of a building or structure that does not contain Surface Coating Waste, Asbestos Containing Material, Hazardous Waste, Prohibited Waste, Mandatory Recyclable Materials, or an Extended Producer Responsibility product.

(Bylaw 4497)

"**Clean Soil**" means soil, sediment or fill material which contains the substances specified in Schedule D, Column IV of the Contaminated Sites Regulation but in quantities less than those specified.

"Clean Wood Waste" means wood products such as dimensional lumber, pallets, crating, and salvaged wood waste:

1) that is untreated, unstained, unpainted, and
2) that does not include any antisapstain, coating, glues, or resins.

(Bylaw 4497)

"Commercial Hauler" means a person whose business collects and receives for a fee Refuse, Voluntary Recyclable Material, Mandatory Recyclable Material, Extended Producer Responsibility Products, or Weeds for Disposal, or a person whose business generates Voluntary Recyclable Material, Mandatory Recyclable Material, Extended Producer Responsibility Products, and who delivers those materials for Disposal at the Disposal Site.

(Bylaw 4497)

"**Commercial Load**" means Uncontaminated Demolition Waste to be Disposed of at the Disposal Site brought into the Disposal Site in a Vehicle which with the Uncontaminated Demolition Waste has a gross vehicle weight greater than 5,500 kg.

"**Concrete**" means a hardened mixture of cement with sand and gravel.

"**Condemned or Spoiled Foods**" means food confiscated or quarantined, or designated as international high risk waste, by the Canadian Food Inspection Agency or the Canadian Border Service Agency and spoiled food from a commercial operation or spoiled food greater than 50 kilograms from a domestic residence.

"Contaminated Demolition Waste" means material that results from the demolition of all or part of a building that contains Hazardous Waste, Prohibited Waste, Mandatory Recyclable Materials or an Extended Producer Responsibility Product.

"**Contaminated Gypsum Board or Wallboard**" means Gypsum Board or Wallboard that is contaminated by oil, tar, fungus, mould, has been burned, or had other materials affixed to it.

"**Contaminated Sites Regulation**" means the Contaminated Sites Regulation, B.C. Regulation 395/96,

enacted under the *Environmental Management Act.*

"**Contaminated Soil**" means soil or sediment or fill material containing substances in quantities or concentrations equal to or greater than those specified in Schedule E, Column IV of the Contaminated Sites Regulation but which is not a Hazardous Waste under the Hazardous Waste Regulation.

"Contaminated Wood Waste" means wood products such as wood contaminated with asphalt shingles, wood painted with lead based paint, creosote wood products, pressure treated wood, or laminate flooring that is not Hazardous Waste due to the proportion of surface coatings or preservatives.

"**Controlled Waste**" means a material, substance or object listed in Schedule "E" which may be Disposed of if special handling and Disposal techniques are used to avoid creating health hazards, nuisances or environmental pollution excluding Hazardous Waste under the Hazardous Waste Regulation.

"**Corrugated Cardboard**" means recyclable paper that consists of a fluted corrugated sheet and one or more flat linerboards including pizza boxes free of food residue, but excluding materials which are impregnated with blood, grease, oil, chemicals, food residue, wax; or have polyethylene, polystyrene, foil or other non-paper liners; or are contaminated with a material which will render the Corrugated Cardboard Unmarketable.

"**Dead Animal**" means the carcass or part of the carcass of an animal excluding Hazardous Waste under the Hazardous Waste Regulation and Specified Risk Material.

"Designated Location" means the location at the Disposal Site designated by the Manager and identified as the location for Disposal of specific types of Solid Waste.

"**Dispose**"; "**Disposal**" means leaving Solid Waste at the Disposal Site for the purpose of landfilling, composting, or recycling.

"**Disposal Site**" means the Hartland Landfill site, more particularly described in Schedule "A".

"**Environmental Management Act**" means the *Environmental Management Act* SBC 2003 c.53.

"**Extended Producer Responsibility Product**" means any material defined as a product in a "product category" listed in the Recycling Regulation for which a "product plan" as defined in the regulation has been "approved" and is operating.

"**Fibre Optic Cable**" means a cable consisting of a bundle of glass or plastic threadlike fibres used for the transmission of information by light impulses wrapped in layers of treated paper and plastic or metal cladding.

"Food Processing Waste" means waste, residues, byproducts or waste treatment residuals from commercial food manufacturing or packaging operations.

"Glass" means clear or coloured food and beverage containers made of glass but does not include plate glass, window glass, laminated glass, or safety glass.

"**Gypsum Board or Wallboard**" means a panel used for interior walls and ceilings made up of a liner typically made of paper with a core of gypsum plaster and additives.

"Hauler Incentive Rate" means a reduced tipping rate available for private and municipal haulers who conform to the requirements of the hauler incentive program. *(Bylaw 4497)*

"**Hazardous Waste**" means any chemical compound, mixture, substance, or article defined as a Hazardous Waste in the Hazardous Waste Regulation.

"**Hazardous Waste Regulation**" means Hazardous Waste Regulation, BC Reg. 63/88 enacted under the *Environmental Management Act*.

"**Health Hazard Waste**" means a gaseous, liquid or solid material, substance or object which, because of its inherent nature and quantity, may be a health hazard and includes, but is not limited to: infectious wastes that originate from foreign countries, including, without limiting the generality of the foregoing, waste confiscated at customs stations or received from ships or planes and which is not a Biomedical Waste.

"Household Hazardous Waste" means a class of Hazardous Waste that results from any of the following involving anything in a "product category" as defined in the Recycling Regulation:

(a) a domestic activity at a residence;
(b) personal use; or
(c) a person's use in relation to his or her own residence.

"**Ignitable**" means substances liable to spontaneous combustion or substances that on contact with water emit flammable gases having the properties of:

(a) flammable gas;
(b) flammable liquid; or
(c) flammable solids,

and as defined in the Hazardous Waste Regulation.

"Industrial Commercial Institutional" includes any industrial or commercial operations of any size including manufacturing, processing and packing and small businesses with one or more employees such as retail stores, offices, strip malls, vacation facilities, hotels, motels and resorts and institutional operations such as schools, student residences, correctional facilities, churches, community buildings, hospitals, licensed care facilities and hospices, but does not include residential premises.

(Bylaw 3917)

"International High Risk Cruise Ship Waste" means any item, material, or load originating from a Cruise Ship that is identified as High Risk Material by Canadian Border Services Agency and/or the Canadian Food Inspection Agency.

(Bylaw 4497)

"International Waste" means any item, material, or load that is defined as International Waste under the International Waste Directive or as identified by the Canadian Food Inspection Agency and/or the Canadian Border Services Agency.

(Bylaw 4497)

"**Invasive Species Plants**" means plants set out in the Schedule to the Spheres of Concurrent Jurisdiction – Environment and Wildlife Regulation, B.C. Reg. 144/2004.

"Kitchen Scraps" means compostable waste generated by residential, business, institutional and commercial sources such as fruits, vegetables, meat, meat by-products, dairy products, baked goods, cereal, grains, pasta, bones, egg shells, coffee grounds and filters, tea bags, nuts and shells, houseplants and cut and dried flowers, and soiled paper products such as paper towels, tissues, food packaging, plates and cups but does not include Controlled Waste. *(Bylaw 3917)*

"Kitchen Scraps Transfer Station" means a facility at Hartland landfill designated for receipt and the transfer of **Kitchen Scraps** to another location. *(Bylaw 3917)*

~~**"Knotweed"** means Japanese knotweed (follopia japonica), himalayan knotweed (persicaria wallichi), giant knotweed (fallopian sachalinensis), bohemian knotweed (fallopian x bohemica) plants including stems, seeds and rhizome fragments.~~

"**Knotweed**" means Japanese knotweed (*Follopia japonica*), Himalayan knotweed (*Persicaria wallichi*), giant knotweed (*Fallopia sachalinensis*), and bohemian knotweed (*Fallopian x bohemica*) plants including stems, seeds, and rhizome fragments.

(Bylaw 4636)

"**Lead Acid Battery**" means an electro-chemical cell contained in a plastic case consisting of lead and lead oxide plates and containing a mixture of acids which is used to supply an electric power source.

"**Load**" means Solid Waste which arrives at the Disposal Site in a Vehicle.

~~"**Manager**" means the General Manager of the Environmental Sustainability department of the Capital Regional District or his or her authorized agent.~~

"**Manager**" means the General Manager of Parks, Recreation & Environmental Services of the Capital Regional District or his or her authorized agent.

(Bylaw 4636)

"Mandatory Recyclable Material" means a Recyclable Material listed in Schedule "F".

"**Marketable**" means Recyclable Material which can be disposed of through an existing Capital Regional District program or a commercial market for recycling.

"Miscellaneous Controlled Waste" means a material, substance or object that the Manager considers to be an environmental or health and safety hazard and should be Disposed of as Controlled Waste but excludes Hazardous Waste under the Hazardous Waste Regulation.

"**Mixed Paper**" includes, but is not limited to, newspaper and inserts; office paper, including white and coloured ledger paper, computer paper, photocopy paper, writing pads, business forms, phone message notes, file folders, reports, envelopes, non-thermal fax paper, no carbon required (NCR) paper, calculator tape, 'post-it' type notes, business cards, paper index cards; boxboard, including paper egg cartons, laundry and cereal boxes; junk mail; gift wrapping and packing paper; magazines; catalogues; directories**;** calendars; postcards; shredded paper; cardboard storage boxes; cardboard storage; cardboard moving boxes; paper gift boxes; paper bags; paper lunch bags; paper pinata; paper gift bags; paper part hat; paper party décor; but excluding paperback and hardcover books; waxed paper; carbon paper; and other paper which are impregnated with blood, grease, oil, chemicals, food residue or have polyethylene, polystyrene, foil or other non-paper liners or attachments or are contaminated with a material which will render the paper fibres Unmarketable. *(Bylaw 4497)*

"**Non-EPR**" means a material that is not in the specific form or category set out in the Extended Producer Responsibility Product list in Schedule "G".

(Bylaw 3917)

"Non-EPR Rigid Plastics" means rigid plastic items, such as children's toys, lawn chairs, and car seats that are not an Extended Producer Responsibility Product.

(Bylaw 4497)

"**Noxious Weeds**" means weeds designated within the Provincial and Regional Noxious Weeds Lists of the Weed Control Regulation.

"Out-of-Region Waste" means municipal solid waste that is originating from outside the boundaries of the Capital Regional District but is not International Waste.

(Bylaw 4497)

"**PCB**" means any monochlorinated, dichlorinated or polychlorinated biphenyl or any mixture that contains one or more of these.

"Printed Paper and Packaging" means the materials listed in Schedule "G" of this Bylaw under the heading **Printed Paper and Packaging originating from residential premises**.

(Bylaw 3917)

"**Prohibited Waste**" means a gaseous, liquid, or solid material, substance or object as listed in Schedule "D".

"**Propane Tank**" means a refillable or non-refillable metal container rated at a capacity of less than 46 kg (100 lbs.) which is used to contain flammable hydrocarbon gases used as fuel.

"**Public Drop Off Area**" means that area of the Disposal Site containing Designated Locations for the Disposal of Small Loads of Refuse, Voluntary Recyclable Material, Mandatory Recyclable Material, Extended Producer Responsibility Products, Weeds, or Household Hazardous Waste.

"Pumpings" means liquid and semi-solid materials collected by a vactor truck or pump and transported by vactor truck, tanker truck or other container to the Disposal Site.

"**Radioactive Waste**" means waste containing a prescribed substance as defined in the *Atomic Energy Control Act* (Canada) in sufficient quantity or concentration to require a licence for possession or use under that Act and regulations made under that Act.

"**Reactive**" means a gaseous, liquid or solid material, substance or object which is:

(a) explosive, oxidizing or so unstable that it readily undergoes violent change in the presence of air or water;
(b) generates toxic gases, vapours, or fumes by itself or when mixed with water; or
(c) polymerized in whole or in part by chemical action and causes damage by generating heat or increasing in volume,

and as defined in the Hazardous Waste Regulation.

"**Recyclable Material**" means Solid Waste that has been sorted by material, substance or object and that satisfies at least one of the following criteria:

(a) is organic material from residential, commercial, or institutional sources and is capable of being composted, at a site;
(b) is Marketable;
(c) is being used in the manufacture of a product that has an established market or is being processed as an intermediate stage of an existing manufacturing process; or
(d) has been identified as a Recyclable Material in the solid waste management plan, and includes Mandatory Recyclable Material and Voluntary Recyclable Material.

"**Recycling Regulation**" means the Recycling Waste Regulation BC 449/2004 enacted under the *Environmental Management Act*.

"**Refuse**" means discarded or abandoned materials, substances or objects but does not include Controlled Waste, Prohibited Waste, Kitchen Scraps, Hazardous Waste, Mandatory Recyclable Materials and Extended Producer Responsibility Products**.**

(Bylaw 3917)

"**Regional Board**" means the Board of the Capital Regional District.

"**Residential Premises**" includes houses, apartments, condominiums, townhomes, and other premises in which persons reside but does not include institutional or commercial accommodations.

(Bylaw 3917)

"**Rubble**" means gravel, brick, Concrete block, refractory material, road asphalt or rock, or a combination

of any or all of these.

(Bylaw 3917)

"Salvaged Wood Waste" means Clean Wood Waste:

1) that is dimensional lumber greater than 4 feet in length; and
2) that may or may not contain nails.

(Bylaw 4497)

"**Scrap Metal**" means ferrous and non-ferrous metallic materials, including, but not limited to, sheet metal, siding, roofing, rebar, flashings, pipes, window frames, doors, furnaces, duct work, wire, cable, bathtubs, fencing, bicycle frames, automotive body parts, machinery, garbage cans, metal furniture, tire rims.

"**Screenings**" means the material and debris captured by screens used in the treatment or processing of sewage or septage.

"**Sharps**" means needles and syringes, from domestic sources.

"**Site Regulations**" means regulations set out in Schedule "B" that regulate the conduct of a person using the Disposal Site.

"Small Appliances" means small electronic or electrical appliances as defined in the Recycling Regulation.

"**Small Load**" means Solid Waste to be Disposed of at the Disposal Site brought onto the Disposal Site in a Vehicle which, with the Solid Waste, has a gross vehicle weight of no more than 5,500 kgs.

"**Solid Waste**" means Refuse, Voluntary Recyclable Materials, Mandatory Recyclable Materials, Extended Producer Responsibility Products, Weeds, Kitchen Scraps, Hazardous Waste as permitted in this bylaw and Controlled Waste, but excludes Prohibited Waste. *(Bylaw 3917)*

"**Soot and Ash**" means black carbonaceous residue of wood, coal, oil and other fossil fuels originating in chimney linings, boilers, furnaces and other burners, residuals from burning fossil fuels, and includes material collected from duct cleaning and chimney cleaning.

"**Source-separated**" means materials, substances or objects that are separated by means of a barrier or containers into separate distinguishable accumulations of the same kind of materials, substances, or objects.

"Specified Risk Material" means any waste containing the Specified Risk Material as defined in the federal Fertilizers Regulations (C.R.C., c. 666), as amended from time to time, including material from the skull, brain, trigeminal ganglia, eyes, tonsils, spinal cord and dorsal root ganglia of cattle aged 30 months or older, or material from the distal ileum of cattle of all ages.

"**Stumps and Branches**" means wood material, substances or objects which have not been processed or manufactured and includes stumps, tree trunks and branches greater than 75 mm (3 in.) in diameter.

"Surface Coating Waste" means stucco, plaster, brick, or other unconsolidated or similar material coated with lead based paint that may present a respiratory hazard due to the presence of lead particulate and also includes paint chips, hull coatings and spent sandblast media generated from scraping, power washing or sandblasting from, but not limited to, ships, boats, cars, buildings, bridges and storage tanks. *(Bylaw 4100)*

"**Tires**" means the outer pneumatic rubber covering of wheels of passenger vehicles, light service trucks and motorcycles with an inner diameter of less than 42 centimetres.

"Treated Wood and Wood Products" means engineered wood products or pressure treated, stained, or painted wood and wooden furniture that may or may not contain nails or other metal fasteners. *(Bylaw 4497)*

"**Treasurer**" means the Director of Finance of the Capital Regional District or her or his authorized agent.

"Uncontaminated Demolition Waste" means material that results from the demolition of all or part of a building or a structure that does not contain Surface Coating Waste, Hazardous Waste, Prohibited Waste, Mandatory Recyclable Materials, or an Extended Producer Responsibility Product. *(Bylaw 4497)*

"**Unmarketable**" means Recyclable Materials which cannot be Disposed of through an existing Capital Regional District recycling program or a commercial market due to contamination.

"**Used Oil Filter**" means a spent cylindrical metal container housing a filter element which is used on a motor vehicle to remove impurities from its engine lubricating oil.

"**Vehicle**" means a Vehicle, as defined in the *Motor Vehicle Act,* R.S.B.C. 1996, c.318.

"Vehicle Washing Facility Waste" means Pumpings from sumps which collect effluent from vehicle washing facilities, but not from facilities used for maintenance or lubrication or automobile components or where solvents or sand blasting are employed for removal of paint, grease or oil.

"Vermiculite Insulation" means a mineral which expands greatly when heated and creates pockets of air that was used as an insulation material. *(Bylaw 4100)*

"**Visitor**" means a person who arrives at the Disposal Site for purposes other than to Dispose of Solid Waste.

"Voluntary Recyclable Material" means a Recyclable Material Listed in Schedule "F".

"**Waste Asbestos**" means waste containing friable asbestos fibres or asbestos dust and as defined in the Hazardous Waste Regulation and includes Asbestos Cement.

"Waste Sludge" means the residual material resulting from chemical treatment, coagulation, flocculation, sedimentation, floatation or biological treatment of wastewater.

"Weed Control Regulation" means the *Weed Control Regulation* BC Reg 66/85 under the *Weed Control Act*.

"**Weeds**" means Invasive Species Plants and Noxious Weeds as defined in this bylaw and other plants with similar properties but excludes Knotweed.
"White Goods" means ~~a~~ppliances such as refrigerators, stoves, freezers, metal dishwashers, water coolers and air conditioners.

"**Yard and Garden Material**" means organic materials, substances or objects including, but not necessarily limited to, grass, lawn and hedge clippings, grass sod, flowers, leaves, vegetable stalks, shrubs, and shrub and tree branches less than 75 mm (3 inches) in diameter, but does not include:

(a) Invasive Species Plants
(b) Noxious Weeds
(c) plants or growing media that may have been identified by the Canadian Food Inspection Agency from time to time as infectious or potentially infectious and of which notice has been sent to the Capital Regional District or publicized by the Canadian Food Inspection Agency; or
(d) plant or tree material in municipal street sweepings.

SECTION 2 - CONDITIONS

2.1 No person shall Dispose of Solid Waste at the Disposal Site except in accordance with this Bylaw and the Site Regulations.

2.2 All persons attending the Disposal Site shall act in accordance with this Bylaw and Site Regulations.

2.3 No person shall Dispose of Solid Waste at the Disposal Site which originated outside the Capital Regional District.

2.4 Despite section 2.3, a person may Dispose of Solid Waste at the Disposal Site which originates outside the Capital Regional District if it is Waste Asbestos or Contaminated Gypsum Board or Wallboard.

2.5 Subject to 2.6 and 2.7, no person shall dispose of Prohibited Waste at the Disposal Site.

2.6 Despite section 2.5 and 2.8, a person may dispose of Asbestos Containing Material in accordance with Section 2.11, and Contaminated Gypsum Board or Wallboard, liquids, Sharps, or Vermiculite Insulation as Controlled Waste in accordance with section 2.12.

(Bylaw 4100)

2.7 Despite section 2.5, a person may dispose of light ballasts that may contain PCB as an Extended Producer Responsibility Product in accordance with section 2.20.

2.8 Subject to sections 2.9, 2.10, and 2.11, no person shall dispose of a Hazardous Waste at the Disposal Site.

2.9 Despite section 2.8, a person may Dispose of Household Hazardous Waste at a Designated Location in the Public Drop Off Area if it is:

(a) a Small Load; and
(b) Source-separated.

2.10 Despite section 2.8, a person may Dispose of an Extended Producer Responsibility Product listed in Schedule “G” that is a Hazardous Waste at a Designated Location in the Public Drop Off Area if it is:

(a) a Small Load; and
(b) Source-separated.

2.11 Despite section 2.8, a person may Dispose of Asbestos Containing Material at a Designated Location provided that:

(a) The disposal of Waste Asbestos is manifested as required by the British Columbia Ministry of Environment and Transport Canada;
(b) the Disposal is in accordance with the Occupational Health and Safety Regulation BC Reg 296/97 enacted pursuant to the Workers Compensation Act;
(c) the Disposal of Waste Asbestos is in accordance with the Hazardous Waste Regulation.
(d) the Disposal of Waste Asbestos is in accordance with the Transportation of Dangerous Goods Regulation.
(e) documentation has been submitted upon request of the Manager to confirm the presence of Asbestos Containing Material in the load.
(f) an appointment for Disposal is made with Capital Regional District staff a minimum of twenty-four (24) hours prior to Disposal, regular appointment hours for Asbestos Containing Material are Monday to Friday 9 a.m. to 2:30 p.m. excluding statutory holidays.

(Bylaw 4100)

2.12 No person shall Dispose of a Controlled Waste at the Disposal Site other than at a Designated Location and provided that:

(a) the person who is to Dispose of the Controlled Waste has made an application to the Manager for permission:
  (i) on a Controlled Waste permit application form provided by the Manager; and
  (ii) the application is received a minimum of 30 days prior to the requested Disposal date
(b) the Manager has issued a Controlled Waste permit for the waste including any terms and conditions of Disposal;
(c) the Controlled Waste has been inspected and accepted by designated Capital Regional District staff prior to being Disposed of;
(d) the Controlled Waste is one type and from no more than one source unless the Manager gives written permission otherwise in the Controlled Waste permit;
(e) an appointment for Disposal is made with Capital Regional District staff a minimum of twenty-four (24) hours prior to Disposal of Controlled Waste, regular controlled waste appointment hours are Monday to Friday 9 a.m. to 2:30 p.m. excluding statutory holidays;
(f) the person who is to Dispose of the Controlled Waste has submitted a Declaration By Waste Carrier form provided by the Manager prior to Disposal;
(g) if the terms and conditions of the Controlled Waste permit are not met, or the Declaration By Waste Carrier form is not complete, Capital Regional District staff may refuse to allow Disposal;
(h) the Controlled Waste is not Marketable;
(i) the Disposal is conducted so as to minimize health and safety risks associated with the Disposal of the Controlled Waste; and
(j) the amount of Controlled Waste does not exceed the operational capacity of the Disposal Site including, without limitation, the Disposal is consistent with the provisions of the Solid Waste Management Plan or Operating Plan as amended from time to time.

2.13 Despite subsection 2.12(a)(ii) and 2.12(e), in cases of an emergency or hardship the Manager may permit the Disposal of Controlled Waste before the 30 day application period expires and without a minimum of twenty-four (24) hours' notice and outside regular appointment hours.

2.14 No person shall dispose of Mandatory Recyclable Material at the Active Face.

2.15 No person shall Dispose of Mandatory Recyclable Material at the Disposal Site other than at a Designated Location in the Public Drop Off Area provided that it is:

(a) a Small Load; and
(b) Source-separated.

2.16 A person may Dispose of Voluntary Recyclable Material at the Active Face as Refuse or at the Disposal Site at a Designated Location in the Public Drop Off Area provided that it is:

(a) a Small Load; and
(b) Source-separated.

(Bylaw 3917)

2.17 A person may Dispose of Weeds at the Active Face provided they are:

(a) Source-separated; or
(b) if not Source-separated, as refuse.

2.18 A person may Dispose of Weeds at a Designated Location in the Public Drop Off Area provided they are in:

(a) a Small Load and Source-separated; or
(b) if not Source-separated, as refuse.

2.19 No person shall Dispose of an Extended Producer Responsibility Product at the Active Face.

2.20 No person shall Dispose of an Extended Producer Responsibility Product other than those listed in Schedule “G” and other than at a Designated Location in the Public Drop Off Area provided that it: *(Bylaw 3917)*

(a) is a Small Load; and
(b) is Source-separated.

2.21 No Commercial Hauler shall Dispose of Household Hazardous Waste at the Disposal Site.

2.22 No person shall dispose of Household Hazardous Waste at the Active Face.

2.23 No person shall Dispose of Household Hazardous Waste at the Disposal Site except at a Designated Location in the Public Drop Off Area and provided that it is:

(a) a Small Load; and
(b) Source-separated.

2.24 A person may Dispose of Refuse at the Active Face or in Small Loads at a Designated Location in the Public Drop Off Area.

2.25 No person shall Deposit Contaminated Demolition Waste at the Disposal Site.

2.26 No person shall Deposit Uncontaminated Demolition Waste at the Disposal Site other than:

(a) as a Controlled Waste in accordance section 2.12 and provided that it is a Commercial Load; or,
(b) at the Public Drop Off Area and provided it is a Small Load and Source-separated.

2.27 Effective January 1, 2015, no person shall deposit Kitchen Scraps at the Disposal Site except at the Kitchen Scraps Transfer Station and provided that they are Source-separated. *(Bylaw 3917)*

2.28 No person shall deposit Solid Waste at the Disposal Site that is not Source- separated when this Bylaw requires that it be Source-separated. *(Bylaw 3917)*

2.29 No person shall Deposit Vermiculite Insulation at the Disposal Site other than as a Controlled Waste in accordance with Section 2.12. *(Bylaw 4100)*

SECTION 3 - FEES

3.1 Every person depositing Solid Waste at the Disposal Site shall pay to the Capital Regional District the applicable fees in the amounts, and in accordance with the terms and conditions set out in Schedules “C", and "E".

3.2 Where a fee is not paid within the time specified in Schedule “C” for its payment, the person liable to pay such fee shall:

(a) pay interest on the fee at the rate set out in Schedule “C” from the date the fee was due to the date of payment; and
(b) not Dispose of any Solid Waste on or at the Disposal Site until such fee with interest owing has been paid in full.

SECTION 4 - VIOLATIONS & PENALTIES

4.1 A person who contravenes, violates or fails to comply with any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention or violation of this Bylaw, or who fails to do anything required by this Bylaw, commits an offence and shall be liable, upon conviction, to a fine of not more than $2,000, the costs of prosecution and any other penalty or order imposed pursuant to the *Local Government Act* or the *Offence Act* (British Columbia). Each day that an offence against this Bylaw continues or exists shall be deemed to be a separate and distinct offence.

4.2 The penalties imposed under Section 4.1 shall be in addition to and not in substitution for any other penalty or remedy imposed by this Bylaw or any other statute, law, or regulation.

SECTION 5 - SEVERANCE

5.1 If a section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of a Court in competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

5.2 Schedules "A," "B," "C," "D", "E", "F" and "G" are attached to and form part of this Bylaw.

SECTION 6 - REPEAL

6.1 Hartland Tipping Fee and Regulation Bylaw No. 5, 2003 is hereby repealed except insofar as it repeals any other bylaw.

SECTION 7 - TITLE

7.1 This Bylaw may be cited as "Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013"

READ A FIRST TIME THIS	13th	DAY OF	March	2013
READ A SECOND TIME THIS	13th	DAY OF	March	2013
READ A THIRD TIME THIS	13th	DAY OF	March	2013
ADOPTED THIS	10th	DAY OF	April	2013

Original signed by Alastair Bryson
CHAIR

Original signed by Sonia Santarossa
CORPORATE OFFICER

SCHEDULE "A"

DISPOSAL SITE

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3881

DISPOSAL SITE means the Hartland Landfill site, more particularly described as:

PID: 023-851-457
Lot 1, Sections 54, 55 and 65, Highland District, Plan VIP64898

SCHEDULE "B"

SITE REGULATIONS

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3881

PURPOSE:

To ensure a safe and orderly environment for the staff and public at the Disposal Site.

POLICY:

These Site Regulations shall be observed by a person while on the Disposal Site.

REGULATIONS:

1. **VEHICLES**

1.1 Capital Regional District staff may refuse to allow a Vehicle to enter the Disposal Site or require a Vehicle to leave the Disposal Site if:

(a) the Vehicle's Load exceeds the permitted weight limits set out in the regulations passed pursuant to the *Motor Vehicle Act*, or the *Commercial Transport Act*; or
(b) the Vehicle is noisy due to improper or poor muffling and braking systems; or
(c) the Load is poorly secured so as to be noisy or dangerous.
(d) the Vehicle is in unsafe conditions due to excessive tire wear, broken mirrors, or inadequate door restraint system.
(e) the Vehicle is owned, leased, operated, licensed, utilized, or otherwise associated with a person that is restricted from accessing, has been refused entry to, or has been prohibited re-entry to, the Disposal Site, whether under this bylaw or the *Trespass Act,* RSBC 2018 c 3.

(Bylaw 4497)

2. **LOADS**

2.1 All Loads of Solid Waste entering the Disposal Site shall be covered and secured. A cover shall be a tarpaulin or other overlay that is used to confine the load to the vehicle.

2.2 Despite Section 2.1, the following items are permitted at the disposal site without covers:

(a) stumps - chained on flat bed or within confines of truck box;
(b) Bulky Wastes strapped on flat beds or within confines of truck box.

2.3 A person must ensure that all Loads are ready for Disposal, including being Source-separated, before the Disposal Site closes for the day; otherwise they will not be permitted to Dispose of the Load. *(Bylaw 3917)*

3. **DISPOSAL SITE**

3.1 No person while driving a Vehicle at the Disposal Site shall drive their Vehicle on any part of the Disposal Site other than on the roads and paved areas designated by the Capital Regional District.

3.2 No person while driving a Vehicle on the Disposal Site shall exceed the speed limits posted at the Disposal Site; or fail to obey posted signs.

3.3 No person delivering Solid Waste to the Disposal Site shall Dispose of Solid Waste except in such a place and in such a manner as directed by the Capital Regional District staff or the landfill contractor.

3.4 All Solid Waste Disposed of at the Disposal Site shall become the property of the Capital Regional District.

3.5 No person shall remove Solid Waste from the Disposal Site except with written approval of the Manager.

3.6 No person shall loiter at the Disposal Site. Vehicles must proceed directly to the Designated Location and then leave the Disposal Site as soon as possible after Disposal.

3.7 No person shall use the wheel wash facility unless their Vehicle was used to attend the active face. No person shall wash out the interior of truck boxes or wash the exterior of a Vehicle other than the wheels and wheel wells at the Wheel Wash Facility.

3.8 No person shall act with conduct that is disorderly or offensive including but not limited to excessive and loud use of offensive language or drunkenness.

3.9 No person shall enter the Disposal Site where the Vehicle Load exceeds the permitted weight limits set out in the regulations passed pursuant to the *Motor Vehicle Act*, or the *Commercial Transport Act*.

3.10 No person shall obstruct, intimidate, interfere, or harass Capital Regional District staff or officers who are performing their duties.

(Bylaw 4497)

3.11 Clean wood, treated wood, and asphalt shingles must be source separated prior to arriving to Hartland landfill.

(Bylaw 4497, 4610)

3.12 No person shall record audio and/or video or take photographs at the Disposal Site without the permission of the manager.

(Bylaw 4497)

4. SAFETY

4.1 Any person entering the Disposal Site does so at their own risk. The Capital Regional District accepts no responsibility or liability for damage or injury to person or to property.

4.2 Children are not permitted at the Disposal Site except when they are either inside a Vehicle or attending an event or education program supervised by CRD staff.

4.3 Pets or livestock are not permitted at the Disposal Site except when they are inside a Vehicle.

4.4 Smoking is not permitted at the Disposal Site.

4.5 All visitors to the Disposal Site must check in at the site office and complete the appropriate waiver forms.

4.6 Any person delivering Solid Waste to the Disposal Site shall Dispose of the waste in a manner that conforms with WorkSafe BC Board regulations.

4.7 No person shall use electronic devices as defined in the *Motor Vehicle Act* while driving a Vehicle at the Disposal Site except in a manner permitted by the *Motor Vehicle Act*.

4.8 No person shall attend the Active Face without personal protective equipment as required by WorkSafe BC Board regulations including but not limited to steel toed boots and a high visibility vest.

5. GENERAL

5.1 Every person who contravenes these regulations, fails to obey orders or directions given by Capital Regional District staff or fails to comply with the posted notices and signs on the Disposal Site may be refused or prohibited re-entry onto the Disposal Site.

5.2 Where a person has unpaid fines or amounts owing to the Capital Regional District resulting from violation of this bylaw, and any such amounts are outstanding for more than 45 days from the date of conviction or deemed conviction, Capital Regional District staff may refuse access or prohibit re-entry to the Disposal Site until such amounts are paid. Where the person operates a waste disposal, hauling, or other commercial waste generating business or is associated with such a business, this refusal may be extended to those entities or vehicles owned, leased, or operated by those entities, which in the opinion of Capital Regional District staff, are affiliated, associated, controlled, owned-by in part or in whole, conducting business on behalf of, or otherwise related to that person, corporately or by degree of co-sanguinity or family relationship, despite those persons not having unpaid fine amounts, amounts owing, or separate legal personality.

(Bylaw 4497)

5.3 The Manager is authorized to enforce all site rules, regulations, and bylaws at Hartland Landfill. They may also prohibit or restrict a person(s) who contravenes this Bylaw from attending the Hartland Landfill.

(Bylaw 4497)

5.4 A person is entitled to a 25% reduction in monetary penalty resulting from violation of this bylaw if fines or fees are paid within 30 days from issue.

(Bylaw 4497)

SCHEDULE "C"

TIPPING FEES

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3881

(Bylaw 4497, 4610, 4636)

FEES

1. The fees for depositing solid waste at the Disposal Site are:

Waste Type	Disposal Site Designated Location	Tipping Fee (per tonne)	Other Fees	Minimum Tipping Fee
~~Asbestos Containing Material~~	~~As directed by CRD staff~~	~~$157~~		~~$20~~
Asbestos Containing Material	As directed by CRD staff	$214		$20
Asphalt Roofing Shingles (effective July 1, 2024)	Public Drop Off Area	$110	$10 bin fee	
Asphalt Roofing Shingles (effective July 1, 2024)	As directed by CRD staff	$110		$10
Bicycle tires and tubes	Public Drop Off Area	No fee	$6 recycling area entry fee	No fee
Bulky Waste	Active Face	$254		$10
~~Clean Renovation and Demolition Waste (effective January 1, 2024)~~	~~Public Drop Off Area~~	~~$150~~	~~$10 bin fee~~	
Clean Renovation and Demolition Waste	Public Drop Off Area	$155	$10 bin fee	
~~Clean Renovation and Demolition Waste (effective January 1, 2024)~~	~~As directed by CRD staff~~	~~$150~~		~~$10~~
Clean Renovation and Demolition Waste	As directed by CRD staff	$155		$10
Clean Wood Waste (effective January 1, 2024)	Public Drop off Area	$80	$10 bin fee	
Clean Wood Waste (effective January 1, 2024)	As directed by CRD staff	$80		$10
Controlled Waste	As directed by CRD staff	As listed in Schedule "E"		$20
Cooking oil and grease	Public Drop Off Area	No fee		No fee

Extended Producer Responsibility Product listed in Schedule “G” (excluding tires on rims)	Public Drop Off Area	No fee		No fee
Extended Producer Responsibility Product listed in Schedule “G” tires on rims	Public Drop Off Area	No fee	$6 recycling area entry fee	No fee
Hauler Incentive Rates (effective January 1, 2024)		$125		
Hauler Incentive Rates (effective January 1, 2025)		$135		
Household Hazardous Waste	Public Drop Off Area	No fee		No fee
International Low Risk Waste	As directed by CRD staff	$135		
Kitchen Scraps until December 31, 2021	Kitchen Scraps Transfer Station	$120		
Kitchen Scraps effective January 1, 2022	Kitchen Scraps Transfer Station	$140		
Mattresses and boxsprings	Public Drop Off Area	$110	$10 bin fee	
Propane tanks and fire extinguishers	Public Drop Off Area	No fee		No fee
Recyclable Material excluding Scrap Metal, mattresses and boxsprings, Yard and Garden Material and Clean Wood Waste (by non-commercial hauler)	Public Drop Off Area	No fee	$6 recycling area entry fee	No fee
Recyclable Material excluding Scrap Metal, mattresses and boxsprings, Yard and Garden Material and Clean Wood Waste (by Commercial Hauler)	Public Drop Off Area	No fee	$26 recycling area entry fee	No fee
~~Refuse~~	~~Active Face~~	~~$150~~		~~$10~~

Refuse	Active Face	$155		$10
~~Refuse~~	~~Public Drop Off Area~~	~~$150~~	~~$10 bin fee~~	
Refuse	Public Drop Off Area	$155	$10 bin fee	
Scrap Metal	Public Drop Off Area	No fee	No fee	
Stumps and Branches	As directed by CRD staff	$110		$10
Treated Wood and Wood Products (effective July 1, 2024)	As directed by CRD staff	$110	$10 bin fee	
Waste Asbestos which originates outside the CRD	As directed by CRD staff	$500		$20
Weeds (Source separated)	Active Face	$59		$10
Weeds (not Source –separated in Refuse)	Active Face	$150		$10
Weeds (not Source –separated in Refuse)	Public Drop Off Area	$150	$10 bin fee	
Weeds (Source separated)	Public Drop Off Area	$59		$10
Yard and Garden Materials	As directed by CRD staff	$59		$10

Uncovered or unsecured loads	All fees applicable to the Load are doubled			

GENERAL

2. Per tonne fees are based on weight as measured on the scale, based on the difference in weight between the loaded weight and the weight of the empty Vehicle.
3. Where a dollar amount per tonne is indicated, it is to be interpreted as allowing a proportionate fee for a portion of a tonne in 10 kg increments.
4. All fees shall be rounded up or down to the nearest quarter of a dollar.
5. In the event that the weigh scales provided at the Disposal Site are not operational, or in the event of traffic congestion, or at the discretion of the Manger, weights shall be as estimated based on volume by the Manager or Capital Regional District staff.
6. If a person disposes a Load containing Source-separated Recyclable Materials, Extended Producer Responsibility Products, Yard and Garden Material, Household Hazardous Waste, or other Refuse at the Public Drop Off Area and chooses not to weigh out after disposal of each class of material, they are subject to pay a tipping fee for Refuse for the entire Load.
7. All fees payable under this Bylaw shall be paid to the Capital Regional District in cash, by cheque, debit, or credit card at the time the disposal is made.
8. Notwithstanding Section 7, any person disposing Solid Waste, except Recyclable Materials, at the Disposal Site on a regular basis may apply to the Capital Regional District for credit, and, if the treasurer is satisfied of the credit worthiness of the person, he or she may grant credit to the person, in which case payment of the fee imposed under Section 1 shall be made and the credit extended on the following conditions.
   (a) the person receiving credit shall pay to the Capital Regional District all fees in full within thirty (30) days of the last day of the month for which an invoice has been submitted. The Capital Regional District will invoice monthly for Solid Waste disposed during the preceding month. The invoice amount will be based on the total quantity of Solid Waste delivered during the month and the posted disposal rates in effect at the time of delivery;
   (b) late payment(s) will be subject to an interest penalty fee of 1.5% per month;
   (c) the Capital Regional District reserves the right to cancel, upon five (5) days' notice, the credit offered herein for late payment, non-payment, or other justified cause as judged solely by the treasurer;
   (d) if the person receiving credit fails to pay to the Capital Regional District all fees in full within thirty (30) days of the last day of the month in which an invoice has been issued, the Capital Regional District may withhold monies equivalent to those fees, plus interest, that are owed by the Capital Regional District to the person receiving credit under a separate contract, agreement, or offer between the Capital Regional District and the person receiving credit; and
   (e) the Capital Regional District reserves the right to refuse access to the Disposal Site to a person receiving credit until outstanding fees are paid.

SCHEDULE "D"

PROHIBITED WASTE

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3881

(Bylaw 4497, 4610)

Prohibited Waste
Aggregate
Asphalt Roofing Shingles, except as permitted in this Bylaw
Asbestos Containing Material, except as permitted in this bylaw
Asphalt and Rubble
Biomedical Waste
Clean Soil
Concrete
Contaminated Demolition Waste
Gypsum Board or Wallboard, except as permitted in this bylaw
Ignitable Waste
Kitchen Scraps, except as permitted in this Bylaw
Liquids, except as permitted in this Bylaw
Motor vehicle bodies and farm implements
Radioactive Waste
Reactive wastes
Sharps, except as permitted in this Bylaw
Specified Risk Material
Vermiculite Insulation, except as permitted in this Bylaw
Waste that is on fire or smouldering
Waste containing PCBs, except as permitted in this bylaw
Wood Waste, except as permitted in this Bylaw

SCHEDULE "E"

CONTROLLED WASTE

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3881

(Bylaw 4497, 4610, 4636)

The fees for disposing of Controlled Waste in the Disposal Site are:

Controlled Waste	Disposal Fee
Animal Fecal Waste	~~$157 per tonne~~ $214 per tonne
Catch Basin Waste	~~$157 per tonne~~ $214 per tonne
Commercial Load of Uncontaminated Demolition Waste	$150 per tonne
Condemned or Spoiled Foods	~~$157 per tonne~~ $214 per tonne
Contaminated Gypsum Board or Wallboard	$311 per tonne
Contaminated Gypsum Board or Wallboard originating outside the CRD effective January 1, 2017	$500 per tonne
Contaminated Soil	~~$157 per tonne~~ $214 per tonne
Dead Animal	$254 per tonne
Fibre Optic Cable	~~$157 per tonne~~ $214 per tonne
Food Processing Wastes	~~$157 per tonne~~ $214 per tonne
Health Hazard Waste	~~$157 per tonne~~ $214 per tonne
International High Risk Cruise Ship Waste	$500 per tonne
Knotweed	$59 per tonne
Miscellaneous Controlled Waste	~~$157 per tonne~~ $214 per tonne
Pumpings from septage treatment facilities containing residual sludge	~~$157 per tonne~~ $214 per tonne
Pumpings from sewage treatment plants, pump stations and sewer lines	~~$157 per tonne~~ $214 per tonne
Screenings from sewage treatment plants, septage treatment facilities and pump stations	~~$157 per tonne~~ $214 per tonne
Sharps	$254 per tonne
Slurries which may contain non-hazardous solids, soil, sand, gravel, fibres, fats, oils and grease or mineral oil and grease	~~$157 per tonne~~ $214 per tonne
Soot and Ash	~~$157 per tonne~~ $214 per tonne
Spent charcoal from water purification plants and odour filters	~~$157 per tonne~~ $214 per tonne
Surface Coating Waste	~~$157 per tonne~~

	$214 per tonne
Vehicle Washing Facility Waste	~~$157 per tonne~~ $214 per tonne
Vermiculite Insulation	~~$157 per tonne~~ $214 per tonne
Waste Sludge from sewage treatment plants containing no more than 80% total moisture	~~$121 per tonne~~ $165 per tonne

SCHEDULE "F"

RECYCLABLE MATERIALS
RECEIVED AT HARTLAND LANDFILL AT A DESIGNATED LOCATION
AT THE PUBLIC DROP OFF AREA (SMALL SOURCE SEPARATED LOADS)

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3881

(Bylaw 4497, 4610)

Mandatory Recyclable Material
EPR Products
Clean Wood Waste (Effective January 1, 2024)
Asphalt Roofing Shingles (Effective July 1, 2024)
Treated Wood and Wood Products (Effective July 1, 2024)
Non-EPR Corrugated Cardboard
Propane Tanks and fire extinguishers
White Goods
Non-EPR Mixed Paper
Scrap Metal
Yard and Garden Material
Voluntary Recyclable Material
Books (textbooks, novels, soft and hardcover books)
Non-EPR Film plastic
Non-EPR Glass containers
Large rigid plastics
Mattresses and boxsprings
Rigid plastic containers
Non-EPR Polystyrene
Non-EPR Polycoated containers
Bicycle tubes and tires

SCHEDULE "G"

(Bylaw 4497)

EXTENDED PRODUCER RESPONSIBILITY PRODUCTS RECEIVED AT HARTLAND LANDFILL AT A DESIGNATED LOCATION AT THE PUBLIC DROP OFF AREA (SMALL SOURCE SEPARATED LOADS)

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3881

Product Category	Materials Accepted at Hartland
Beverage container	• ready-to-serve beverage containers made of aluminium, glass, paper, plastic and/or steel
Solvent and flammable liquids, Gasoline, Pesticide, Lubricating oil, oil filter, Paint product, Lead acid battery, antifreeze	• flammables, • gasoline and pesticides • lubricating oil and empty oil containers • used oil filters • paint • lead acid batteries • antifreeze
Electronic and electrical	• display products and accessories (TV, monitor, remote) • desktop computers and accessories (CPU, keyboard, mouse, cable) • portable computers and accessories (laptop, netbook, tablet) • printing, scanning and multifunction devices (printer, fax machine, scanner) • audio products and accessories (radio, record player/stereo, walkie talkie, MP3, earphones) • video products and accessories (camera, video console, VCR/DVD/PVR) • video gaming systems and accessories (game console, controller, joystick, cable) • non-cellular telephones and answering machines • aftermarket vehicle audio and video systems (speaker, vehicle display, GPS) • electronic musical instruments (guitar, drum set, keyboard) • IT and Telecom devices (router, Ethernet switch, telecom bridge, cash register • medical monitoring and control devices (thermometer, blood pressure device, stethoscope, microscope) • small appliances and power tools (kitchen countertop, personal care, floor cleaning, weight measurement, garment care, air treatment, time measurement, sports and leisure, power tools, sewing and textile, exercise machines) • residential lights (fluorescent tubes and bulbs (CFLs), halogen and

	incandescent lamps, light emitting diode (LED) lamps, light ballasts (that may contain PCB), High Intensity Discharge (HID) and other mercury containing lamps) • residential light fixtures and products (bike lights, ceiling fixtures, chandeliers, flashlights, floor lamps, light strings, outdoor fixtures, recessed/pot lights) • batteries for use in electronic and electrical products listed in this section including primary and rechargeable batteries
Tire	• automotive tires (unrimmed)
Printed Paper and Packaging from Residential Premises but not from **Industrial Commercial Institutional** operations	• Cardboard storage box • Cardboard storage • Cardboard moving boxes • Paper gift boxes • Paper bag • Paper lunch bag • Paper pinata • Paper gift bag • Paper party hat • Paper party décor • Newspapers • Newspaper Inserts • Magazines • Catalogues • Telephone Directories • Other Printed Media • Residential Printed Paper • Miscellaneous Printed Paper • Old Corrugated Cardboard • Paper cup (hot) (Polycoated liner) • Paper Cup (hot) (biodegradable liner) • Paper Cup (cold) (waxed) • Paper Cup (cold) (2-sided Polycoated) • Polycoated Milk Cartons • Aseptic Containers • Multi-laminated Paper Packaging • Old Boxboard (OBB) • Wet Strength Boxboard • Moulded Pulp • Kraft Papers • Polycoated Boxboard • High-density polyethylene Films • Low-density polyethylene / Linear Low-density polyethylene Films • Polystyrene Clamshells Expanded polystyrene • Polystyrene Trays/Plates Expanded polystyrene • Polystyrene Meat Trays Expanded polystyrene • Polystyrene Hot Drink Cups Expanded polystyrene • Polystyrene Cushion Packaging Expanded polystyrene • Polyethylene terephthalate Bottles (non-beverage) • Polyethylene terephthalate Jars

	• Polyethylene terephthalate Clamshells • Polyethylene terephthalate Trays • Polyethylene terephthalate Tubs & Lids • Polyethylene terephthalate Cold Drink Cups • High-density polyethylene Bottles (non-beverage) • High-density polyethylene Jars • High-density polyethylene Pails • High-density polyethylene Trays • High-density polyethylene Tubs & Lids • High-density polyethylene Planter Pots • Polyvinyl chloride Bottles • Polyvinyl chloride Jars • Polyvinyl chloride Trays • Polyvinyl chloride Tubs & Lids • Low-density polyethylene Bottles (non-Beverage) • Low-density polyethylene Jars • Low-density polyethylene Tubs & Jars • Polypropylene Bottles (non-beverage) • Polypropylene Jars • Polypropylene Clamshells • Polypropylene Trays • Polypropylene Tubs & Lids • Polypropylene Cold Drink Cups • Polypropylene Planter Pots • Polystyrene Bottles (non-beverage) • Polystyrene Clamshells (rigid) • Polystyrene Trays (rigid) • Polystyrene Tubs & Lids (rigid) • Polystyrene Tubs & Lids (high impact) • Polystyrene Cold Drink Cups (rigid) • Polystyrene Planter Pots • Other[1] Plastic Bottles (non-beverage) • Other Plastic Jars • Other Plastic Clamshells • Other Plastic Trays • Other Plastic Tubs & Lids • Other Plastic Cold Drink • Other Plastic Planter Pots • Steel Cans (non-beverage) • Steel Aerosol Cans • Spiral Would Cans (steel ends) • Aluminum Cans (non-beverage) • Aluminum Aerosol Cans • Aluminum Foil and Foil Containers • Bimetal Containers/Aerosols

[1] 'Other' plastic packaging is typically: manufactured from a combination of recycled resins; manufactured with a barrier layer; or, lacking a resin code mark.

	• Clear Glass Bottles and Jars (non-beverage) • Coloured Glass Bottles and Jars (non-beverage)

APPENDIX E

SCHEDULE 19 TO BYLAW NO. 1857

(Bylaws 2163, 2281, 2359, 3140, 3899, 4003, 4567, 4646)

HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE	EARLY PAYMENT
1. Disobey Site Regulations	2.1	$100.00	
~~2. Fail to follow Site Regulations~~	~~2.2~~	~~$100.00~~	
2. Fail to follow Site Regulations	2.2	$500.00	$375.00
3. Non-district waste	2.3	$500.00	$375.00
~~4. Deposit Prohibited waste~~	~~2.5~~	~~$200.00~~	
4. Deposit Prohibited waste	2.5	$500.00	$375.00
~~5. Deposit Hazardous waste~~	~~2.8~~	~~$100.00~~	
5. Deposit Hazardous waste	2.8	$500.00	$375.00
~~6. Improper disposal asbestos~~	~~2.11~~	~~$200.00~~	
6. Improper disposal asbestos	2.11	$1,000.00	$750.00
~~7. Deposit controlled waste~~	~~2.12~~	~~$300.00~~	
7. Deposit controlled waste	2.12	$500.00	$375.00
8. Deposit recyclable material	2.14	$500.00	$375.00
9. Improper deposit mandatory recyclable	2.15	$200.00	$150.00
10. Improper deposit voluntary recyclable	2.16	$200.00	$150.00
11. Improper deposit weeds	2.18	$50.00	
~~12. Deposit EPR material~~	~~2.19~~	~~$200.00~~	
12. Deposit EPR material	2.19	$500.00	$375.00
13. Improper deposit EPR material	2.20	$200.00	$150.00
14. Deposit HHW by commercial hauler	2.21	$200.00	
15. Deposit HHW	2.22	$100.00	
16. Improper deposit of HHW	2.23	$50.00	
17. Deposit Contaminated Demo Waste	2.25	$300.00	$225.00
18. Improper Deposit Sorted Demo Waste	2.26	$200.00	$150.00
19. Improper deposit kitchen scraps	2.27	$200.00	
20. Fail to source separate solid waste	2.28	$500.00	$375.00
21. Fail to pay fee	3.1	$300.00	
22. Deposit while charge unpaid	3.2 (b)	$100.00	
23. Uncovered/unsecured load	Sch. B, Reg. 2.1	$100.00	
24. Load not ready for disposal	Sch. B, Reg. 2.3	$100.00	
25. Drive off designated roads	Sch. B, Reg. 3.1	$100.00	
26. Fail to obey signs	Sch. B, Reg. 3.2	$100.00	
27. Fail to follow directions	Sch. B, Reg. 3.3	$100.00	
28. Scavenging	Sch. B, Reg. 3.5	$100.00	
29. Loitering on site	Sch. B, Reg. 3.6	$100.00	
30. Vehicle washing	Sch. B, Reg. 3.7	$100.00	
31. Disorderly conduct	Sch. B, Reg. 3.8	$100.00	
32. Overweight vehicle	Sch. B, Reg. 3.9	$100.00	
33. Children at site	Sch. B, Reg. 4.2	$50.00	
34. Pets at site	Sch. B, Reg. 4.3	$50.00	
35. Smoking at disposal site	Sch. B, Reg. 4.4	$100.00	
36. Use electronic device while driving	Sch. B, Reg. 4.7	$100.00	

37. No protective equipment	Sch. B, Reg. 4.8	$50.00
38. Unauthorized videotaping or photography on site	Sch. B. Reg 3.12	$100.00

*Early Payment: Fine if Paid on or Before the 30th day from the date on which the ticket is served.

Making a difference...together

REPORT TO GOVERNANCE COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 4, 2024

SUBJECT **Bylaw No. 4642: Changes to Officers and Officers' Titles**

ISSUE SUMMARY

To update Bylaw No. 3343, "Officers', General Managers', and Management Staff's Bylaw No. 1, 2006", aligned to the reorganization of the Capital Regional District's (CRD's) operations.

BACKGROUND

CRD Bylaw No. 3343 provides and lists the Officer positions of the CRD, which are inclusive of the Chief Administrative Officer, Chief Financial Officer, Corporate Officer, and General Manager positions. The Bylaw permits the Chief Administrative Officer "to organize or reorganize departments of the Regional District as, in the opinion of the Chief Administrative Officer, may be necessary to carry out the more efficient and effective administration of the affairs of the Regional District".

Following discussion with the CRD Board and approval on September 11, 2024, a reorganization was approved, to establish a new department called Electoral Area Services, including a new General Manager position as a CRD Officer. This reorganization has also updated the titles of three General Manager/Officer positions. As a result, Schedule A of Bylaw No. 3343 requires updating.

ALTERNATIVES

Alternative 1
The Governance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4642, cited as "Officers', General Managers' and Management Staff's Bylaw No.1, 2006, Amendment Bylaw No.8, 2024" be introduced and read a first, second, and third time.
2. That Bylaw No. 4642 be adopted.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

There are no financial implications.

Organizational Implications

The amendments are administrative and do not change any intent of the Officers defined by the CRD Board. Currently the Officer titles are out of date in Schedule A and will require amending in accordance with Section 234 of the *Local Government Act*.

CONCLUSION

Schedule A of Bylaw No. 3343 details Officer positions of the CRD as required by the *Local Government Act*. With recent title changes and creation of a new General Manager positions serving as an Officer of the CRD Board, this Bylaw requires updating. Bylaw No. 4642 captures the necessary updates.

RECOMMENDATION

The Governance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4642, cited as "Officers', General Managers' and Management Staff's Bylaw No.1, 2006, Amendment Bylaw No.8, 2024" be introduced and read a first, second, and third time.
2. That Bylaw No. 4642 be adopted.

Submitted by:	Chris Neilson, MBA, CPHR, Senior Manager, Human Resources & Corporate Safety
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Bylaw No. 4642, "Officers', General Managers' and Management Staff's Bylaw No.1, 2006, Amendment Bylaw No.8, 2024"
Appendix B: Bylaw No. 3343, "Officers, General Managers' and Management Staff's Bylaw No. 2006", unofficial redlined consolidation

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4642

****

A BYLAW TO AMEND BYLAW NO. 3343 BEING "OFFICERS', GENERAL MANAGERS' AND MANAGEMENT STAFF'S BYLAW NO.1, 2006"

****

WHEREAS Bylaw No. 3343, "Officers', General Managers' and Management Staff's Bylaw No.1, 2006" establishes Officer positions of the Capital Regional District;

AND WHEREAS position titles for Officer positions may change from time to time, and may be amended by Bylaw;

AND WHEREAS Acting appointments may be made from time to time without that appointment being deemed an Officer of the Capital Regional District;

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

1. Bylaw No. 3343, "Officers', General Managers' and Management Staff's Bylaw No.1, 2006", is amended as follows:

   a. by deleting Schedule "A" in its entirety and replacing it with Schedule "A" attached to and forming part of this bylaw.

2. This bylaw may be cited as "Officers', General Managers' and Management Staff's Bylaw No.1 2006, Amendment Bylaw No.8, 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**

SCHEDULE "A"

OFFICERS

Role

In accordance with Sections 234 and 235 of the *Local Government Act*:

Chief Administrative Officer

In accordance with Sections 234 and 237 of the *Local Government Act*:

Chief Financial Officer / General Manager, Finance and Technology

In accordance with Section 234 and 236 of the *Local Government Act*:

Corporate Officer / General Manager, Corporate Services

In accordance with Section 234 of the *Local Government Act*:

General Manager, Electoral Area Services

General Manager, Housing, Planning and Protective Services

General Manager, Infrastructure and Water Services

General Manager, Parks, Recreation and Environmental Services

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3343

(as amended by Bylaws 3649, 3946, 4122, 4223, 4330, 4428, 4483, 4642)

****

A BYLAW TO REGULATE THE CONDITIONS OF EMPLOYMENT OF OFFICERS, GENERAL MANAGERS AND MANAGEMENT STAFF OF THE DISTRICT NOT INCLUDED IN A COLLECTIVE AGREEMENT

****

I N D E X

PART	TOPIC	SECTIONS
I	Definitions	1 - 3
II	Appointment Procedures, Probation and Termination and Suspensions	4 - 8
III	Chief Administrative Officer Duties	9
IV	Interim Appointments	10
V	Remuneration	11
V1	Salary Increases	12 - 13
VII	Vacation Leave, Overtime and Special Leave	14 - 24
VIII	Sick Leave	25
IX	Pension, Health and Life Insurance Schemes	26 - 28
X	Conflict of Interest	29
XI	Incapacity and Death	30
XII	Professional Membership Dues	31
XIII	Annual Review	32
XIV	Citation	33 - 34

WHEREAS the Capital Regional District may by bylaw under the Local Government Act appoint persons to the office of Corporate administration, the office of Financial administration and to any other offices that it has by bylaw designated as officer positions and appoint or cause to be appointed other exempt management staff that it considers necessary and may establish their terms and conditions of employment;

AND WHEREAS the Regional Board of the Capital Regional District has deemed it expedient to establish some terms and conditions of employment of its officers and exempt management staff who are not subject to the provisions of a collective agreement;

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

Part I

Definitions

1. In this bylaw, unless the context otherwise requires:

"**Bargaining Unit**" means employees who are members of a Bargaining Unit in respect of which a bargaining agent has been certified under the provisions of the Labour Code of British Columbia for the District;

"**District**" means the Capital Regional District;

"**Exempt Staff**" means all Officers, General Managers, and Management staff;

"**General Managers**" means those persons holding the offices that have been designated by the Board as General Managers with the District and are not members of the Bargaining Unit;

"**Management Staff**" means persons holding positions that have been designated by the CRD as Management Staff positions with the District and who are not members of a Bargaining Unit;

"**Officer**" means persons holding the Officer positions as set out in Schedule "A" hereto with the District and who are not members of the Bargaining Unit;

"**Regional Board**" means the Board of the Capital Regional District;

"Senior Managers" means those Management Staff persons who hold offices that have been designated by the Chief Administrative Officer and General Managers, who may report to the Chief Administrative Officer or a General Manager and who are responsible for a major operating division;

"**Statutory Holiday**" means New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, British Columbia Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, every day which is a public holiday by virtue of a proclamation of the Government of Canada, British Columbia or of the Regional Board;

"**Working Day**" shall mean regular hours of work as defined by the Chief Administrative Officer and General Managers.

2. (a) The Regional Board is hereby authorized to negotiate with the Capital Regional District Managerial and Professional Association as a bargaining agent for the Officers, General Managers and Management Staff.

(b) Should a person be exempted from the Bargaining Unit and become an Officer, General Manager or Management Staff such person shall be requested to consent to be bound by the terms and conditions of this bylaw as the terms and conditions of their ongoing employment with the Capital Regional District.

3. Any Officer, General Manager or Management Staff who becomes employed by the Capital Regional District following the final adoption of this bylaw shall as a condition of their employment be bound by the terms and conditions of this bylaw subject to their having been provided a copy of this bylaw and being informed that the terms and conditions of the bylaw form the terms and conditions of their employment.

Part II

Appointment Procedures

4. All Officers and General Managers shall be appointed by the Board.

5. The appointment of Management Staff shall be recommended by the appropriate General Manager to the Chief Administrative Officer who may confirm or reject the appointment as recommended. The Chief Administrative Officer has the authority to dismiss and suspend Management Staff.

Probation

6. Every Officer and General Manager shall serve a probation period of twelve (12) months from the date of their appointment, and all other Management Staff shall serve a probation period of six (6) months from the date of their appointment.

7. The probation periods of twelve (12) or six (6) months shall be completed before any Officer, General Manager or Management Staff is eligible for appointment to the regular staff of the District.

Termination and Suspensions

8. (a) The Board may dismiss an Officer or General Manager:

(i) for cause, by a majority of the votes cast and without notice, and

(ii) without cause by at least two-thirds of the votes cast with notice or payment in lieu of notice, and,

(iii) pursuant to 8(a)(ii) above, Officers will receive twelve months notice or payment in lieu of notice; or the greater of three months or the balance of the period of probation for Officers in the probationary period.

(b) The employment of an Officer or General Manager may be suspended by the Chairperson of the Board who shall report to the Board at its next meeting such suspension and the Board may reinstate the Officer or General Manager who has been suspended or confirm the suspension or confirm and extend the suspension or dismiss the Officer or General Manager.

(c) The Chief Administrative Officer has the authority to dismiss and suspend Management Staff, except those positions designated as Officers and General Managers.

Part III

Chief Administrative Officer Duties

9. (1) (a) In addition to the duties, powers and functions set out in s.235 of the Local Government Act, the duties of the Chief Administrative Officer shall include the supervision and direction of all Officers and employees of the Regional District.

(Bylaw 4122)

(b) Without limiting the generality of subsection 9(a) above, the Chief Administrative Officer shall:

(i) be responsible for hiring, supervising, suspending and discharging all employees of the Regional District, other than Officers and General Managers and employees who report directly to Commissions who specifically have been delegated the authority to hire and fire employees within their sphere of authority.

(ii) administer all salaries of all Officers and employees of the Regional District, within the limits of any salary plan or employment agreement.

(iii) submit annually an organizational chart and list of appointed Officers and employees along with the annual budget submissions.

(Bylaw 4428)

(2) The Chief Administrative Officer:

(a) Must receive approval of the Board to establish or dissolve any department of the Regional District.

(b) Is authorized to organize or reorganize departments of the Regional District as, in the opinion of the Chief Administrative Officer, may be necessary to carry out the more efficient and effective administration of the affairs of the Regional District provided that the Chief Administrative Officer shall not increase the number of permanent employee positions without first obtaining the approval of the Board. This approval may be obtained annually with the inclusion of the staff establishment chart with the financial plan.

(c) May assign to other appointed Officers and employees of the Regional District any powers or duties assigned to the Chief Administrative Officer to achieve more efficient and effective administration of the Regional District's affairs.

(Bylaw 4122)

(d) May appoint an Acting Chief Administrative Officer and Acting Officers during absences to ensure continuity and the effective administration of the affairs of the Regional District.

(e) May instruct Counsel to defend an action or proceeding in any Court of Law, or before any tribunal, arbitrator, or any other person, for or on behalf of the Regional District. The Chief Administrative Officer shall periodically report to the Board on all outstanding legal matters involving the Regional District.

(f) May retain and instruct legal counsel to commence civil and administrative actions in any Court of Law, or before any tribunal, arbitrator, or any other person, for or on behalf of the Regional District, to protect and maintain the interests of the regional district.

(Bylaw 4428)

Part IV

Interim Appointments

10. The Regional Board may from time to time appoint or revoke the appointment of any person to act as the Chief Administrative Officer and such person if appointed shall while so acting have all the duties and powers of the Chief Administrative Officer.

Part V

Remuneration

11. (a) Salaries for all exempt staff will be in accordance with the CRD exempt salary plan as approved by the Board.

Part VI

Salary Increases

12. Annual cost of living increases shall be equivalent to those provided to unionized staff of the CRD.
(Bylaw 4330)

13. Other increases may be approved by the Board and administered within the context of the exempt staff salary plan.

Part VII

Vacation Leave, Overtime and Special Leave

14. No Statutory Holiday falling within a period of an Officer, General Manager or Management Staff's absence from work, whether on vacation leave or on sick leave shall be included in the computation of the length of his or her absence.

15. Where an Officer, General Manager or Management Staff or other exempt employee has served continuously in the employment of the District, he or she shall be entitled to the following schedule of vacation leave:

(a) on the first calendar year a proportional vacation entitlement based on the time actually worked in that year as a percentage of the second year entitlement;

(b) in the second calendar year and up to and including the eighth calendar year twenty (20) working days per year;

(c) during the ninth to sixteenth calendar year, twenty-five (25) working days per year;

(d) during the seventeenth to twenty-ninth calendar year, thirty (30) working days per year;

(e) during the thirtieth and all subsequent years of service, thirty-three (33) working days per year.

For the purposes of this section Officers, General Managers and Senior Managers are considered to have the equivalent of ten (10) completed years of experience at the commencement of their employment for the purpose of calculating vacation leave entitlement.

Any deviation from this schedule of vacation leave may only be granted by approval of the Chief Administrative Officer.

16. (a) All Officers, General Managers and Management Staff shall be granted five (5) days paid leave during each calendar year as ex gratia payment for overtime worked. Such time must be taken during the current calendar year and will not be accrued for use in subsequent calendar years.

(b) Compulsory overtime worked in excess of one full-time work week may be eligible for additional compensation in the form of equivalent time off at the discretion of individual General Managers. In the case of Officers and General Managers, additional time off may be granted upon the written approval of the Chief Administrative Officer.

17. Officers, General Managers or Management Staff working less than a full-time work schedule shall have their vacation leave in section 15, and ex gratia payment in lieu of overtime in section 16, prorated based on their full-time equivalence.

18. Officers, General Managers or Management Staff who leave the employ of the District after completion of one calendar year of service shall receive holidays or pay in lieu thereof on the basis of time actually worked from the commencement of the calendar year to the date of the termination.

19. Except in extenuating circumstances, Officers, General Managers and Management Staff are expected to utilize their vacation time each year. Vacation time taken by Management Staff will be at the approval of the General Manager or Officer. Vacation time taken by General Managers or Officers will be at the approval of the Chief Administrative Officer

20. The accumulation of annual holidays at the end of the calendar year will only be permitted upon the approval of the Chief Administrative Officer.

21. In special circumstances the Chief Administrative Officer may grant to any Officer, General Manager or Management Staff unpaid leave of absence in addition to his or her annual holiday entitlement.

22. Officers, General Managers and Management Staff are eligible for paid bereavement leave of up to five (5) days including return travel time where a death occurs in the immediate family. For the purposes of this provision, immediate family means parents, step parents, foster parents, grandparents, spouse, common-law spouse, children, step children, foster children, brother, sister, in-laws, grandchildren, or any other relative who has been living at the same residence as the employee.

23. Any Officer, General Manager or Management Staff who is summoned to perform jury duty, or ordered to appear as a witness or to testify in any court action, shall be excused from attendance for work while performing such duties. Except where the court action is occasioned by the Officer's, General Manager's or Management Staff's personal affairs, he or she shall be entitled to his or her full pay provided that he or she shall pay to the District all Jury Fees to which he or she is entitled except transport, accommodation and meal expenses.

24. Other leaves and similar provisions provided to CRD Bargaining Unit employees shall be extended to Officers, General Managers, or Management Staff.

Part VIII

Sick Leave

25. (a) Each Officer, General Manager and Management Staff, who is too ill to attend work may be entitled during such illness to be absent from work without loss of pay.

(b) Each Officer, General Manager and Management Staff, with more than three (3) months of service, shall be entitled to a bank of 120 days of sick leave.

(c) There shall be no cash payment for accrued sick leave on termination of employment.

(d) Officers, General Managers or Management Staff working less than a full-time work schedule shall have their sick leave noted in section 25(b) above prorated based on their full-time equivalence

Part IX

Pension, Health and Life Insurance Schemes

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

(Bylaw 4483)

27. Officers, General Managers and Management Staff may, subject to medical qualification, obtain additional group life insurance coverage as provided by the plan (equal to their annual earnings). The Officer, General Manager or Management Staff shall pay 100% of the insurance premiums for additional coverage.

28. Officers, General Managers and Management Staff shall, subject to the terms and conditions of the Plan, be eligible to participate under the Municipal Pension Plan.

Part X

Conflict of Interest

29. While the Officer, General Manager or Management Staff is employed by the District he or she shall:

(a) during ordinary office hours, devote his or her full time, energy and ability to his or her employment with the District and shall not during any such time engage in any other business or activities unless approved by the Chief Administrative Officer.

Part XI

Incapacity and Death

30. (a) Should an Exempt Staff become totally incapacitated during the employment of such person by the District, the benefits derived by that person prior to their incapacity shall terminate at the end of the period of the permitted accumulated sick leave provided for under the terms of this bylaw.

(b) In the event of the death of an Exempt Staff while in the employment of the District, the District shall:

(i) pay to the estate of the Exempt Staff two (2) months of salary at the rate applicable for the last full month of the said Exempt Staff; and

(ii) when the death of an Exempt Staff leaves a spouse and/or dependants enrolled in the medical plan, dental plan and extended health care plan, such enrolment may continue for twelve (12) months following the death, provided the enrolled family members pay the Exempt Staff's share of the cost of the premium for the plans.

Part XII

Professional Membership Dues

31. Where it is a condition of employment that an Officer, General Manager or Management Staff possesses and maintains a professional designation, then the District will reimburse the costs of the employee's annual professional membership dues.

Part XIII

Annual Review

32. The conditions and terms of employment as provided for in this bylaw shall be subject to an annual review and discussion for the year following in November of each year between the Board and the Officers, General Managers and Management Staff or an association formed by them for that purpose.

Part XIV

Citation

33. This bylaw may be cited as the "Officers', General Managers' and Management Staff's Bylaw No.1, 2006".

34. Bylaw No. 3204, is repealed upon adoption of this bylaw.

READ A FIRST TIME THIS	14th	day of	June	2006
READ A SECOND TIME THIS	14th	day of	June	2006
READ A THIRD TIME THIS	14th	day of	June	2006
ADOPTED THIS	14th	day of	June	2006

Original signed by Alan Lowe
CHAIR

Original signed by Carmen Thiel
SECRETARY

SCHEDULE "A"

(Bylaw 3649, 3946, 4122, 4223, 4642)

OFFICERS

Role

In accordance with Sections 234 and 235 of the *Local Government Act*:

Chief Administrative Officer

In accordance with Sections 234 and 237 of the *Local Government Act*:

Chief Financial Officer / General Manager, Finance & Technology

In accordance with Section 234 and 236 of the *Local Government Act*:

Corporate Officer / General Manager, Corporate Services

In accordance with Section 234 of the *Local Government Act*:

General Manager, Electoral Area Services

General Manager, Housing, Planning and Protective Services

General Manager, Infrastructure and Water Services

General Manager, Parks, Recreation and Environmental Services

Making a difference...together

REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, DECEMBER 10, 2024

SUBJECT **Zoning Bylaw Amendment Application for the subject properties between Shirley and Jordan River described as:**

- **Parcel A (DD 104752I) of District Lot 745, Renfrew District; PID: 009-594-159**
- **Parcel B (DD52657I) of District Lot 745, Renfrew District; PID: 009-594-183**
- **District Lot 175, Renfrew District; PID: 023-414-308**

ISSUE SUMMARY

The landowner has applied to rezone the subject property from the Forestry (AF) and Resource Land (RL) zones to a new Silviculture Campground (CR5) zone.

BACKGROUND

The application comprises three parcels with a combined area of 106.3 ha. The subject properties are located north of West Coast Road between Shirley and Jordan River (Appendix A) and are zoned Forestry (AF) and Resource Land (RL) in the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040 (Appendix B). The lands are designated Coastal Upland (CU) in the Shirley-Jordan River Official Community Plan (OCP), Bylaw No. 4001. Lands adjacent to the subject property are zoned AF to the east; AF, Intensive Commercial Recreation (CR-3), and Rural A to the west; RL to the north.

The subject properties are accessed from Cedar Coast Drive and West Coast Road, as well as by a driveway access through an adjacent parcel also owned by the applicant. The lands are partially located within the Shirley Fire Protection local service area. Portions of the land are designated as Steep Slope, Sensitive Ecosystem, and Riparian development permit areas.

At its meeting of March 19, 2024, the Juan de Fuca Land Use Committee (the "LUC") recommended referral of proposed Bylaw No. 4550 to rezone the subject properties from the AF and RL zones to a Wilderness Campground (WC) Zone. The Bylaw was referred to the Shirley-Jordan River Advisory Planning Commission; Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; Pacheedaht First Nation; T'Sou-ke First Nation; BC Hydro; BC Parks; District of Sooke; Island Health; Ministry of Forests – Archaeology Branch, BC Wildfire Service; Ministry of Land, Water and Resource Stewardship – Water Protection Section; Ministry of Transportation and Infrastructure; RCMP; Sooke School District #62; and appropriate CRD departments.

During the referral period, public feedback on the initial application included discourse regarding the name of the Wilderness Campground zone, and concern regarding the inclusion of Strata Lot 13, Plan VIS4766 (Fishboat Bay). In response, the applicant removed the 64.5 ha strata lot from the proposal and that the proposed bylaw rezone the subject properties from AF and RL to a new Silviculture Campground (CR5) zone (Appendix C). The applicant has also reduced the proposed maximum camping space area; added vehicle restrictions, a maximum person capacity and a fire separation buffer; increased the setback requirement for Jacobs Creek, Swallow Creek, and Aleida Creek; and offered to register a no subdivision covenant for the 66.0 ha RL zoned parcel. The applicant has also supplemented the proposal with an environmental report (Appendix D) and an access and servicing route plan (Appendix E). If approved, the applicant intends to service a future campground with commercial water delivery and commercial waste-sewerage removal companies, rather than utilizing local land and resources.

The landowner has expressed opposition to providing a public trail over the subject properties and has not included such an amenity in the proposal. However, the provision of a trail to address the impacts of the development is identified as desirable by the Shirley-Jordan River OCP and the JdF Parks and Recreation Advisory Commission. Staff have revised Bylaw No. 4550 in accordance with the applicant's proposal (Appendix F) and recommend that prior to adoption of the bylaw, that a community amenity contribution be provided in the form of a public trail in favour of the CRD to connect

existing Juan de Fuca Community Parks trails and backcountry trails in order to address the impact of the development on the community.

ALTERNATIVES

Alternative 1
The Land Use Committee Recommends to the Capital Regional District Board:

1. That the referral of proposed Bylaw No. Bylaw No. 4550, "Juan de Fuca Land Use Bylaw, 1992, Amendment No. 160, 2023"; to the Shirley-Jordan River Advisory Planning Commission; Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; Pacheedaht First Nation T'Souke First Nation; BC Hydro; BC Parks; District of Sooke; Island Health; Ministry of Forests Archaeology Branch, BC Wildfire Service, and Water Protection; Ministry of Land, Water and Resource Stewardship; Ministry of Transportation & Infrastructure; RCMP; and Sooke District #62 be approved and comments be received;
2. That proposed Bylaw No. 4599 be read a first and second time; and that in accordance with the provisions of Section 469 of the *Local Government Act,* the Director of the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a Public Hearing with respect to Bylaw No. 4550;
3. That prior to adoption of proposed Bylaw No. 4550, the landowner registers a covenant in favour of the Capital Regional District prohibiting subdivision on District Lot 175, Renfrew District (PID: 023-414-308); and that staff be directed to ensure that all conditions are satisfied towards completion and registration; and
4. That prior to adoption of proposed Bylaw No. 4550, the landowner registers a statutory right-of-way for a public trail in favour of the Capital Regional District providing connectivity between existing Juan de Fuca Community Parks trails and backcountry trails, and that staff be directed to ensure that all conditions are satisfied towards completion and registration.

Alternative 2
The Land Use Committee Recommends to the Capital Regional District Board:

1. That the referral of proposed Bylaw No. Bylaw No. 4550, "Juan de Fuca Land Use Bylaw, 1992, Amendment No. 160, 2023"; to the Shirley-Jordan River Advisory Planning Commission; Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; Pacheedaht First Nation T'Souke First Nation; BC Hydro; BC Parks; District of Sooke; Island Health; Ministry of Forests Archaeology Branch, BC Wildfire Service, and Water Protection; Ministry of Land, Water and Resource Stewardship; Ministry of Transportation & Infrastructure; RCMP; and Sooke District #62 be approved and comments be received;
2. That proposed Bylaw No. 4599 be read a first and second time; and that in accordance with the provisions of Section 469 of the *Local Government Act,* the Director of the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a Public Hearing with respect to Bylaw No. 4550; and
3. That prior to adoption of proposed Bylaw No. 4550, the landowner registers a covenant in favour of the Capital Regional District prohibiting subdivision on District Lot 175, Renfrew District (PID: 023-414-308); and that that staff be directed to ensure that all conditions are satisfied towards completion and registration.

Alternative 3
That proposed Bylaw No. 4550 not proceed.

IMPLICATIONS

Legislative Implications

The Advisory Planning Commissions (APCs) were established to make recommendations to the LUC 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 April 30, 2024.

Should the proposal proceed, a public hearing pursuant to Part 14, Division 3 of the *LGA* will be required subsequent to the amendment passing second reading by the CRD Board. Property owners within 500 m of the subject property will be sent notice of the proposed bylaw amendment and a public hearing will be advertised in the local paper and on the CRD website.

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.

First Nations Implications

The CRD places a high value on its relationship with First Nations and the enhancement of reciprocal engagement procedures that advance reconciliation. The subject property is located within the traditional territory of the Pacheedaht and T'Sou-ke First Nations. Each Nation was invited to participate in the land use review and referral process to inform the Nations of proposed development activity within their territory and seek meaningful dialogue and comment with respect to the proposal.

Referral Comments

Referrals were sent to 11 agencies, Pacheedaht and T'Sou-ke First Nations, appropriate CRD departments, the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission, and to the Shirley-Jordan River APC. Comments received are summarized below and included in Appendix G.

Pacheedaht First Nation advised that PFN is currently conducting a water assessment through treaty negotiations and advises the applicant to be mindful of potential impacts to water resources. PFN comments also state that the campground will need to establish a user policy to address potential impacts to the natural environment and neighbouring landowners, and that the applicant should have a qualified professional conduct a cultural assessment to determine if there are areas of cultural and or archaeological significance that require protection.

T'Sou-ke First Nation is supportive of the rezoning application.

BC Hydro has no objection to the proposed rezoning and provided additional information for the applicant.

District of Sooke stated that its' interested are unaffected by the rezoning application.

Ministry of Forests – Archaeology Branch stated that while a permit is not required as records indicate that there are no known archaeological sites, lands in close proximity to the shoreline have a high potential for previously unidentified sites.

Ministry of Land, Water, and Resource Stewardship - Water Protection Section stated that are no concerns with respect to the proposal and provided additional information for the applicant.

The Shirley – Jordan River Advisory Planning Commission (the "APC") met on April 30, 2024, to consider the application with 36 members of the public in attendance and made the following motion:

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 that the proposed Wilderness Campground (WC) zone be amended to:

1) specify a minimum lot size of 120 ha for subdivision purposes;
2) specify the maximum number of persons per campsite shall be 10 and the maximum number of persons over the age of 19 per campsite shall be 4 persons;
3) to prohibit recreational vehicles, as defined by Bylaw No. 2040, and specify a trailer weight limit;

4) to not include Strata Lot 13 (PID: 024-486-914);
5) to increase the campsite setback from a watercourse to 100 m or greater.

The Juan de Fuca Electoral Area Parks and Recreation Advisory Commission (the "Parks Commission") reviewed the application at its meeting April 23, 2024, and provided the following recommendation by resolution.

MOVED by Commissioner Guenard, **SECONDED** by Commissioner Braunschweig that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission state to the Juan de Fuca Land Use Committee that the Commission's interests are affected by the proposal (RZ000282) and that the Commission supports continued safe trail connectivity and recreation in the community including connecting backcountry trails and active transportation routes.

Land Use Implications

The landowner submitted an application to establish a commercial campground with a total of 20 campsites over three parcels with a density of 1 campsite per 5.0 ha, and continued silviculture activity under private managed forest regulations.

The Shirley-Jordan River OCP (the "OCP") designates the subject property as Coastal Upland (CU), which consists primarily of parcels enrolled in the Private Managed Forest Lands (PMFL) program and supports the continued use of those land for forestry activities. If lands have been removed from the PMFL program, then uses such as low-impact recreation and low-impact tourism are supported. Community parks, single-family residential, and agriculture are also supported in this land use designation.

Development proposals should demonstrate that community interests can be protected and implemented subject to the criteria outlined by the OCP. This includes addressing geotechnical constraints, environmental protection, identification and protection of culturally significant features, emergency planning, and offsetting development impacts on local amenities. Where the OCP provides flexibility on terminology such as low-impact tourism, metrics can be established in proposed zones through the referral process, as well as through public consultation and comment.

Comments received through the referral process conveyed that while the scale of the initial proposal was consistent with low impact tourism, there were concerns that use of Strata Lot 13, which is subject to a "no subdivision" and "no build" covenant, will impact neighboring landowners. Potential subdivision of the 66.0 ha RL zoned lot, campsite capacity, large recreational vehicles, wildfire risks, impacts of development near watercourses were also noted as items of concern. The Juan de Fuca Community Parks and Recreation Advisory Commission recommended that public trails connecting community and backcountry trails should be considered.

During the referral period, public feedback on the initial application included concern regarding the proposed Wilderness Campground zone name. In response, the landowner changed the name of the proposed zone to the Silviculture Campground (CR5) zone. The revised proposal includes regulations for a *campground* and maintains the existing *silviculture* and *one-family dwelling* uses as principal uses. The proposed zone clarifies that *secondary suite, detached accessory suite,* and *homebased business* are accessory uses. Also, in response to the referral comments, the application no longer includes Strata Lot 13 and proposes a no subdivision covenant for the RL zoned lot in order to maintain the 4.0 ha minimum parcel size regulation from the AF zone. Therefore, there is now no potential net gain in the number of lots that could be created by subdivision. The revised regulations limit the number of persons per camping space and the size of vehicles, includes *fire buffer* requirements, and prescribes a 100 m setback from watercourses. The applicant was opposed to providing a public trail as was recommended by the Parks Commission. Such a trail would contribute to safe active transportation routes and connectivity between an adjacent community park and trails, and to back country trails.

Future Development Implications

Two of the three subject parcels have a total area of 40.3 ha and are zoned AF, which specifies a minimum parcel size of 4 ha. The largest parcel is 66.0 ha and zoned RL, which has a minimum parcel size of 120 ha. The AF and RL zones allow for similar uses, with the exception of *resource extraction* and *agriculture*, which are specifically consigned to the RL zone. Staff are of the opinion that the permitted uses and densities specified in the proposed CR-5 zone of Bylaw No. 4550 are consistent with the Coastal Uplands Land Use designation. However, the proposal is inconsistent with OCP policies related to community amenity contributions and the recommendation of the Parks and Recreation Advisory Commission.

In general, development applications should consider the provision of an amenity to address impacts of development that result from an increase in density or number of users, increased demand on local services and amenities such as existing roads, parks and parking area, or a reduction of those amenities. Since the application does not include a proposal to address such impacts, staff recommend that the LUC consider advancing Bylaw No. 4550 subject to the provision of a community amenity in the form of a CRD statutory-right-of-way (SROW) suitable for a public trail.

CONCLUSION

The purpose of Bylaw No. 4550 is to amend Bylaw No. 2040 by removing the subject properties from the Forestry (AF) and Resource Land (RL) zones and adding them to a new Silviculture Campground (CR5) zone. Staff have prepared proposed Bylaw No. 4550 and recommend receipt of referral comments, first, second and third readings, and that a public hearing be held with respect to the proposed Bylaw. Staff further recommend that adoption of the Bylaw be withheld pending registration of a statutory right-of-way in favour of the CRD for a public trail connecting existing community and backcountry trails, and registration of a restrictive covenant prohibiting further subdivision of District Lot 175.

RECOMMENDATION

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

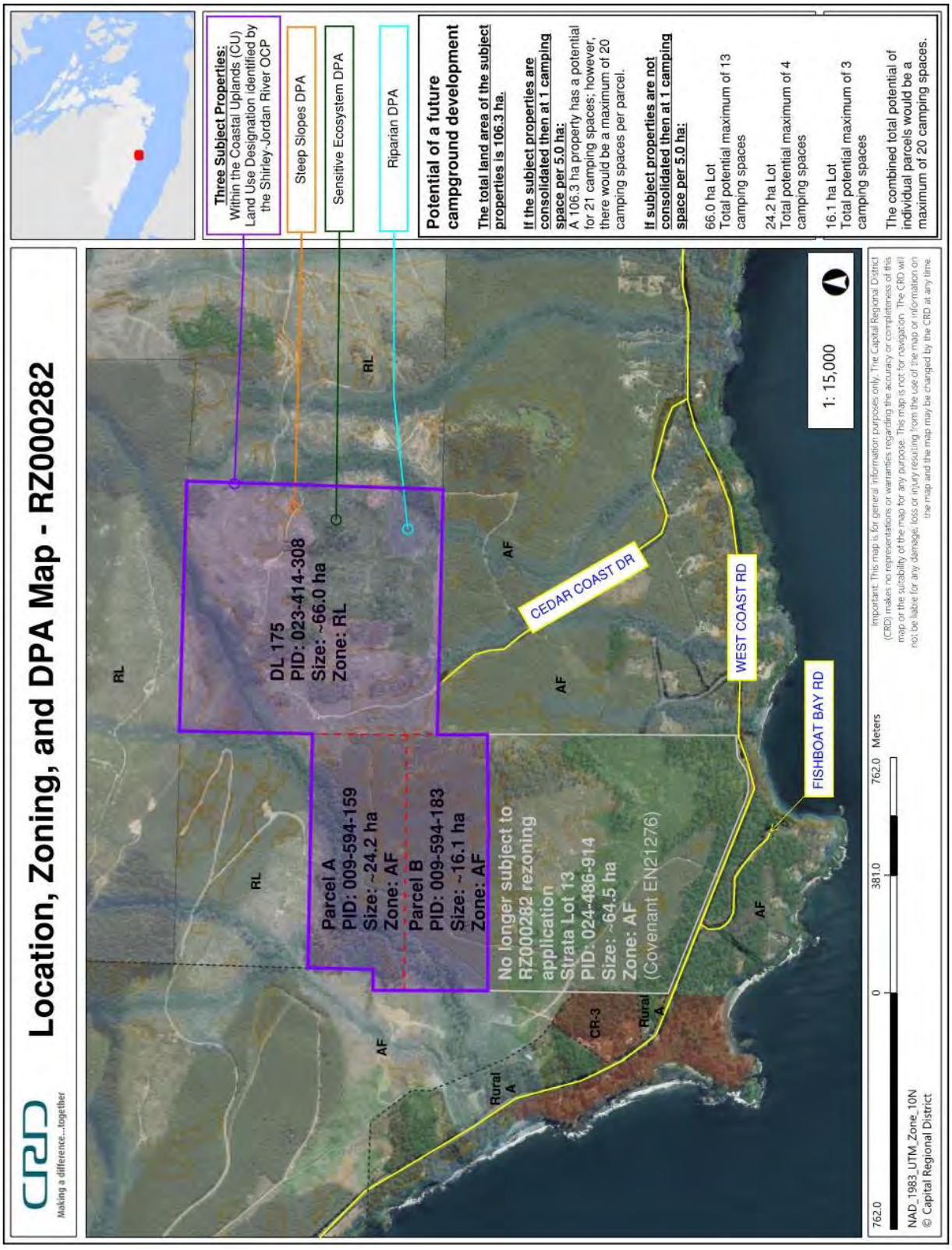
1. That the referral of proposed Bylaw No. Bylaw No. 4550, "Juan de Fuca Land Use Bylaw, 1992, Amendment No. 160, 2023"; to the Shirley-Jordan River Advisory Planning Commission; Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; Pacheedaht First Nation T'Souke First Nation; BC Hydro; BC Parks; District of Sooke; Island Health; Ministry of Forests Archaeology Branch, BC Wildfire Service, and Water Protection; Ministry of Land, Water and Resource Stewardship; Ministry of Transportation & Infrastructure; RCMP; and Sooke District #62 be approved and comments be received;
2. That proposed Bylaw No. 4599 be read a first and second time; and that in accordance with the provisions of Section 469 of the *Local Government Act,* the Director of the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a Public Hearing with respect to Bylaw No. 4550;
3. That prior to adoption of proposed Bylaw No. 4550, the landowner registers a covenant in favour of the Capital Regional District prohibiting subdivision on District Lot 175, Renfrew District (PID: 023-414-308); and that staff be directed to ensure that all conditions are satisfied towards completion and registration; and
4. That prior to adoption of proposed Bylaw No. 4550, the landowner registers a statutory right-of-way for a public trail in favour of the Capital Regional District providing connectivity between existing Juan de Fuca Community Parks trails and backcountry trails, and that staff be directed to ensure that all conditions are satisfied towards completion and registration.

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: Location, Zoning, and DPA Map
Appendix B: Current Forestry (AF) and Resource Land (RL) Zones
Appendix C: Proposed Silviculture Campground (CR-5) Zone
Appendix D: Environmental Review, prepared by Steve Toth, ASct, R.P. Bio., December 20, 2023
Appendix E: Visitor Access and Servicing Route Plans
Appendix F: Proposed Bylaw No. 4550
Appendix G: Referral Comments

Appendix A: Location, Zoning, and DPA Map



Appendix B: Current Forestry (AF) and Resource Land (RL) Zones

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

3.0 FORESTRY ZONE - AF

3.01 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 Forestry AF Zone:

(a) Silviculture except within 300m of a highway;
(b) Offices, mechanical shops, fuel storage, and storage buildings accessory to mining or silviculture;
(c) One-family dwelling;
(d) Home Based Business Categories One, Two and Three; *Bylaw 3705*
(e) Two Boarders or lodgers;
(f) Secondary Suite pursuant to Part 1, Subsection 4.19; *Bylaw 3849*
(g) Detached Accessory Suite pursuant to Part 1, Subsection 4.20: *Bylaw 3849*
(h) Portable sawmill accessory to a principal residential use on That Part of Lot 87, Renfrew District, Lying to the East of a Boundary Parallel to the Easterly Boundary of Said Lot and Extending From a Point on the Northerly Boundary of Said Lot Distant 10 Chains from the North East Corner of Said Lot and to the South of the Northerly Boundary of Plan 109 RW, Except Part in Plan 16260, PID: 006-452-230. *Bylaw 4407*

3.02 Minimum Parcel Size for Subdivision Purposes

The minimum lot size is 4ha;

3.03 Density

a) One one-family dwelling per lot;
b) One secondary suite or one detached accessory suite per lot;
c) The maximum area devoted to an accessory portable sawmill use shall be 0.5 ha.
Bylaws 3849 4407

3.04 Height

Maximum height shall be 11 m.

3.05 Lot Coverage

Maximum lot coverage shall be 10 percent.

3.06 Maximum Size of for Residential Buildings

Provided applicants having either met the *Sewerage System Regulation* (e.g., a filing) or acceptance by VIHA via referral. *Bylaw 3705*
(i) 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 418 m^2, whichever is less;
(ii) 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

3.07 **Yard Requirements**

a) The front, side, rear and flanking yards for an accessory portable sawmill use shall be a minimum of 30 m;
b) For all other buildings and structures, the front, side, rear and flanding yards shall be a minimum of 15 m.

Bylaws 3849, 4407

3.08 **Screening**

a) A vegetative screen, consisting of coniferous vegetation native to the region that is not less than 2 m high and 5 m deep and spaced no less than 2 m apart, or a solid fence, at least 2.5 m in height, shall be located and maintained around the perimeter of the portable sawmill operation.

Bylaw 4407

3.09 **Portable Sawmill**

a) Persons employed at a portable sawmill operation are limited to persons normally resident in the dwelling unit to which it is incidental plus up to three non-resident employees;
b) A portable sawmill shall operate between the hours of 9 am and 3 pm, Monday to Friday, excluding statutory holidays;
c) In addition to the hours specifed in paragraph 3.09(b), sales from a portable sawmill shall be permitted on Saturdays between the hours of 9 am and 5 pm, excluding statutory holidays;
d) Notwithstanding Part 1, Section 4.01(2)(c), the maximum total floor area of buildings and structures devoted to an accessory portable sawmill use shall be 60 m^2;
e) Portable sawmill and related operations shall not create noise that exceeds a level of 55 dB when measured at the property line.

Bylaw 4407

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

1A.0 RESOURCE LAND ZONE - RL

Bylaw 3759

1A.01 Permitted Uses

In addition to the uses permitted by Part 2, Schedule A of this bylaw, the following uses and no others shall be permitted in the Resource Land RL Zone:

Principal Uses:

(a) Residential;
(b) Resource Extraction;
(c) Agriculture. *Bylaw 4413*

Accessory Uses:

(d) Home Based Business Categories One, Two and Three;
(e) Secondary suite or detached accessory suite; and
(f) Buildings or structures accessory to the above uses pursuant to Part 1, Subsection 4.01.

Local government land use regulations may not be applicable to private managed forest lands pursuant to Part 3, Section 21 of the *Private Managed Forest Land Act*.

1A.02 Minimum Parcel Size for Subdivision Purposes

(a) The minimum parcel size for subdivision purposes is 120 ha;
(b) For Section 946(4) of the *Local Government Act* purposes, the minimum parcel size of the remainder parcel is 120 ha where lands have been removed from Private Managed Forest Land status.

1A.03 Density Provisions

(a) One single-family dwelling;
(b) One secondary suite or one detached accessory suite.

1A.04 Height

Maximum height of principal buildings shall be 9 m.

1A.05 Maximum Size of Buildings

(a) Provided that percolation and septic field requirements are met pursuant to the Sewerage System Regulation, principal buildings and structures shall not exceed a Total Floor Area of 418 m^2.

1A.06 Yard Requirements

(a) Front yards shall be a minimum of 7.5 m;
(b) Interior and exterior side yards shall be a minimum of 15 m;
(c) Rear yards shall be a minimum of 15 m.

1A.07 Yard Requirements for Agriculture and Agricultural Buildings Adjacent to Non-Farm Parcels

Notwithstanding the above, setbacks for agricultural uses and agricultural buildings are as follows:

(a) 30 m of a front parcel line;
(b) 15 m of a side parcel line; and
(c) 15 m of a rear parcel line.

Appendix C: Proposed Silviculture Campground (CR-5) zone

35.0 SILVICULTURE CAMPGROUND ZONE – CR5

35.1 Principal 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 CR5 zone:

Principle uses:

(a) One-family dwelling;
(b) Campground;
(c) Silviculture.

35.2 Permitted Accessory Uses

In addition to the uses permitted by Section 35.01 of Part 2 of this Bylaw, the following Accessory Uses in conjunction with a permitted Principal Use and no others shall be permitted in the CR5 zone:

(a) Home Based Business Categories One, Two and Three;
(b) Secondary Suite pursuant to Part 1, Subsection 4.19;
(c) Detached Accessory Suite pursuant to Part 1, Subsection 4.20.

35.3 Minimum Parcel Size for Subdivision Purposes

The minimum parcel size for subdivision purposes is no less than 4.0 ha.

35.4 Lot Coverage

The maximum lot coverage is 10%.

35.5 Density

(a) 1 one-family dwelling per parcel;

(b) 20 camping spaces per parcel or 1 camping space per 5.0 ha; whichever is less;

(c) The maximum number of persons per camping space is 10 and the maximum number of persons over the age of 19 per camping space is 4;

(d) Notwithstanding Section 35.5 (c) of Part 2 of this Bylaw, no more than two camping spaces may have a maximum of 15 people at any given time with no more than 6 of those persons who are over the age of 19.

35.6 Height

The maximum height for principal buildings is 11 m

35.7 Setback Requirements

(a) All buildings and structures, both principal and accessory, and all camping spaces are required to be a minimum of 15 m from every parcel line;

(b) All buildings and structures, both principal and accessory, and all camping spaces are required to be a minimum of 100 m from the natural boundary of a stream.

35.8 Separation Distance

(a) All camping spaces and principal buildings must be separated from each other by a minimum of 20 m;

(b) All outdoor fire sources including but not limited to open flames such as campfires, firepits or the similar are required to be surrounded by a 30 m fire buffer.

35.9 Special regulation

Vehicles that are owned or are under the care of visitors and patrons of the campground must

not exceed a length of 10 m and trailers used for camping purposes are permitted provided that no dimension exceeds a length of 6.5 m.

35.10 Definitions

For the purpose of the *SILVICULTURE CAMPGROUND ZONE – CR5*, the following definitions apply:

(a) ***Stream*** means a stream as defined by the *Water Sustainability Act*.
(b) ***Fire buffer***, means an area intended to enhance fire resistance around outdoor areas, buildings, structures, open flames, fire pits, campfires, or the similar and maintained to:
  (i) Be composed of non-combustible landscaping materials and non-invasive vegetation. This buffer may include lands designated as a development permit area as defined by the *Local Government Act*, provided that those lands remain undisturbed or a development permit authorizing a fire buffer has been issued;
  (ii) Ensure a minimum area no less than 3.0m wide composed solely of non-combustible materials is established around any entire outdoor fire source, including but not limited to open flames such as campfires, firepits, or the similar;
  (iii) Ensure a minimum separation distance of no less than 3.0m between the branches of all trees, shrubs, and woody plant species and from buildings, structures, and camping equipment or materials;
  (iv) Ensure that the ground remains cleared of large woody debris, branches, and dry grass and leaves;
  (v) Ensure that branches within 2.0 meters of the ground are removed from trees taller than 4.0m.

Appendix D: Environmental Review, prepared by Steve Toth, ASct, R.P. Bio., December 20, 2023

Environmental Review of PID # 024-486-914, 009-594-183, 009-594-159 & 023-414-308, Shirley, B.C.



Prepared for:
Funky Forest Inc.
10700 W Coast Rd,
Shirley, BC V9Z 1G8

Prepared by:
S.P. Toth, AScT, R.P.Bio.
Toth and Associates Environmental Services
6821 Harwood Drive
Lantzville, B.C. V0R 2H0

December 20, 2023

Toth and Associates Environmental Services
6821 Harwood Drive, Lantzville, B.C. V0R 2H0
Tel: (250) 390-7602
E-mail: stoth@shaw.ca

TABLE OF CONTENTS

1.0 INTRODUCTION 1
1.1 PROPOSED DEVELOPMENT 1
2.0 METHODS 1
2.1 BACKGROUND INFORMATION REVIEW 2
4.0 RESULTS 2
4.1 BACKGROUND INFORMATION REVIEW 2
4.1.1 Sensitive Ecosystems 2
4.1.2 Riparian Areas 3
4.1.3 Steep Slopes 4
4.1.4 Rare Species and Ecological Communities 4
4.2 FIELD ASSESSMENT 7
4.2.1 Environmentally Sensitive Areas 7
4.2.2 Rare Species 7
4.2.3 Forest Cover 7
4.3 WILDLIFE HABITAT VALUES AND WILDLIFE SPECIES 8
4.3.1 Bird use 8
4.3.2 Mammals 8
4.3.3 Herptiles 8
4.3.4 Habitat Values 8
4.4 WATERCOURSES 14
4.5 WATERCOURSE SETBACKS 14
5.0 DISCUSSION & RECOMMENDATIONS 14
5.1 ASSESSMENT OF PROPOSED CAMPSITES 15
6.0 CONCLUSION 16
7.0 REFERENCES 18

LIST OF TABLES

Table 1. List of potential rare animal species 5
Table 2. List of potential rare plant species 6
Table 3. List of potential rare ecological communities 6

LIST OF FIGURES

Figure 1. DEM Hillshade overlaid on the subject properties with DPA polygons. 9
Figure 2. May 2021 air photo with 2014 Mature Forest DPA polygons and remaining Mature Forest polygons 10
Figure 3. January 2023 air photo with forest cover polygons 11
Figure 4. July 2016 air photo showing post-2015 logged areas and Riparian DPA polygons 12
Figure 5. January 2023 air photo with Steep Slope DPAs and proposed campsites 13
Figure 6. January 2023 air photo with proposed campsites and suggested alternate campsite locations 17

LIST OF PHOTOGRAPHS

Photograph 1. October 26, 2023. View through shrub stage regenerating forest to Mature Forest on south facing rock outcrop 19
Photograph 2. View through shrub stage (logged 2015) regenerating forest to Mature Forest. 19
Photograph 3. Another view of typical forest cover in areas logged in 2015. 20
Photograph 4. View of 18 year old closed canopied forest cover typical of areas logged in 2004 / 2005. 20
Photograph 5. View of Jacob Creek. 21
Photograph 6. View of steep ravine side slope above Jacob Creek. 21
Photograph 7. View from top of ravine to Jacob Creek. 21

1.0 INTRODUCTION

Toth and Associates Environmental Services were retained by Funky Forest Inc. to conduct an environmental review for a proposed rezoning / Official Community Plan (OCP) amendment of 4 parcels (the subject properties) consisting of approximately 171 ha / 422 acres of forest lands in Shirley, BC.

The subject properties are within the Juan de Fuca Electoral Area of the Capital Regional District (CRD) and lie within the Shirley – Jordan River OCP area. The subject properties have development permit areas (DPAs) designated on them for Riparian, Sensitive Ecosystems and Steep Slope DPAs and are within a Development Approval Information Area. The western 3 properties are zoned AF (Forestry), while the northeast property is zoned RL (Rural Resource).

A field survey of the subject properties was conducted on October 26, 2023 by Steve Toth, AScT, R.P.Bio.

1.1 Proposed Development

The proposed development includes a rezoning / OCP Bylaw amendment application to a new Wilderness Campground (WC) zone to allow for low density campsites and two house sites. It is our understanding that the new WC zone would permit one camping space per 8.5 ha with a 20 m separation distance between each site, as well as continued silviculture, residential, and home-based business uses.

2.0 METHODS

Review methods included consideration of the requirements of the Juan de Fuca Development Approval Information Bylaw (No. 3, 2019), the Shirley – Jordan River OCP (Bylaw No. 4001, 2018), methods and guidelines outlined the Environmental Objectives, Best Management Practices and Requirements for Land Developments (MELP 2001), and Develop With Care, 2014 - Environmental Best Management Practices for Urban and Rural Land Development in British Columbia. Forest values were described and defined within the context of the biogeoclimatic ecosystem classification system (BEC) using methodologies for classification to the site series level described in Land Management Handbook No. 28 (MOF 1994). Ecosystem descriptions were based on those outlined in the Field Manual for Describing Terrestrial Ecosystems (MELP, MOF, 1998).

Habitat values were assessed throughout the property. Physiographic feature descriptions included estimates of slope gradient, aspect, slope position, slope shape, micro-topography and exposure.

Species of vascular plants and byrophytes occurring on the property were recorded and cover classes based on visual estimates were assigned to each species. Total cover for each stratum, as described in Land Management Handbook No. 25 (MOF 1998), were recorded (A - Trees; B - Shrubs; C - Herbs; D - Mosses/Seedlings).

Additional features assessed included: wind damage, evidence of fire and historic logging, susceptibility to fire/wind damage, geologic features, surface water features and drainage patterns.

Forest community composition and structure was qualitatively assessed to determine the suitability in providing habitat features of value to known or potential wildlife species.

2.1 Background Information Review

Maps and air photos of the subject properties were obtained from the Capital Regional District's (CRD's) Regional Map (https://maps.crd.bc.ca/Html5Viewer/?viewer=public), the Shirley – Jordan River OCP (Bylaw No. 4001, 2018) Google Earth©, the BC IMAP website (https://maps.gov.bc.ca/ess/hm/imap4m/) and the LIDAR BC website[1].

The B.C. Conservation Data Centre's (CDC) map site[2] was reviewed for documented occurrences of rare species in the area of the subject property. The B.C. Species and Ecosystems Explorer database (https://a100.gov.bc.ca/pub/eswp/search.do) was searched for red (endangered) and blue listed (special concern) species with potential to occur on the property. The search was restricted to a specified area of interest centered on the subject properties measuring approximately 40 km^2.

The CRD's website (https://www.crd.bc.ca/) was visited to review the Shirley – Jordan River OCP and Juan de Fuca Development Approval Information Bylaw, as well as to determine zoning, DPAs, air photos and topographic mapping. The Community Mapping Network's website (https://cmnbc.ca/) was visited to determine if any Sensitive Ecosystems or documented wildlife trees occur within or nearby the subject properties. The BC Habitat Wizard (https://maps.gov.bc.ca/ess/hm/habwiz/) site was reviewed for watercourse information.

4.0 RESULTS

DPAs are designated on the property and include Sensitive Ecosystems, Steep Slopes and Riparian Areas (Figure 1). It is our understanding that the Sensitive Ecosystems were identified by the Sensitive Ecosystem Inventory (SEI) for the Shirley/Jordan River Electoral Area in 2014 (Madrone Environmental Services Ltd., September 2014) and included Mature Forests and Riparian Areas.

Existing mapped watercourse locations were refined based on DEM Hillshade mapping and additional watercourses were added where the Hillshade mapping indicated the presence of drainages.

4.1 Background Information Review

4.1.1 Sensitive Ecosystems

Sensitive Ecosystem DPA polygons were digitized from Schedule E of the Shirley-Jordan River OCP and from the CRD's Regional Map onto Google Earth. The Sensitive Ecosystem DPA polygons identified by Madrone are associated with Mature Forests and cover approximately 55.55 ha (32.5%) of the subject properties.

[1] https://governmentofbc.maps.arcgis.com/apps/MapSeries/index.html?appid=d06b37979b0c4709b7fcf2a1ed458e03

[2] https://maps.gov.bc.ca/ess/hm/cdc/.

Mature Forest is defined in Madrone's SEI report as 80 – 250 years of age. Our comparison of the Mature Forest polygons mapped by Madrone in 2014 and Mature Forest areas shown on more recent air photo imagery indicates that the vast majority of the Mature Forest polygons mapped by Madrone were logged in 2015 (Figure 2).

The Vegetated Land Cover layer on BC IMAP did not provide forest cover age information for the subject properties; therefore we have mapped the approximate forest cover age / logging history for the subject properties based largely on air photo interpretation (Figure 3).

4.1.2 Riparian Areas

Riparian DPA polygons were digitized from Schedule D of the Shirley-Jordan River OCP and from the CRD's Regional Map onto Google Earth. Riparian DPA polygons are primarily associated with Jacob Creek and the headwaters of Swallow Creek and cover approximately 21.89 ha (12.8%) of the subject properties (Figure 4).

The Riparian DPA includes all lands entirely or partially within a riparian assessment area as defined by the provincial *Riparian Areas Protection Regulation* (RAPR). Therefore it is our interpretation that if a watercourse does not have a riparian assessment area as defined by the RAPR, the Riparian DPA would not apply to it.

The RAPR applies to any freshwater watercourse that either provides, or flows to freshwater fish habitat. If a watercourse does not sustain fish populations or flow to downstream freshwater fish habitat the RAPR does not apply to the watercourse, and therefore there would not be a "riparian assessment area" associated with the watercourse.

Under the RAPR the riparian assessment area consists of a 30 m strip on each side of a stream, as measured from the stream boundary (high water mark). If a stream is in a ravine, the riparian assessment area for the stream consists of the following areas, as applicable:

a) if the ravine is less than 60 m wide, a strip on each side of the stream that is measured from the stream boundary to a point that is 30 m beyond the top of the ravine bank;
b) if the ravine is 60 or more metres wide, a strip on each side of the stream that is measured from the stream boundary to a point that is 10 m beyond the top of the ravine bank.

In the Riparian DPA, no development permit will be required for the following:

a) Development where a QEP submits a report or provides certification acceptable to the CRD that the proposed development is located outside a riparian assessment area and the Riparian DPA. In the case of a subdivision, the entire plan of subdivision must be outside a riparian assessment area and the Riparian DPA.
b) External alterations, including adding an additional storey, that are entirely within the existing building footprint, provided that established driveways are used and there is no clearing of land.
c) Gardening and yard maintenance activities, such as lawn mowing, pruning and minor soil disturbances that do not alter the general contours of the land, within an existing landscaped area.
d) Removal of trees that threaten the immediate safety of life and buildings, provided that such trees are deemed hazardous by a QEP.
e) Removal of non-native, invasive species subject to the prior provision and acceptance by the CRD of report by a QEP.

f) Watercourses that have been determined to be non-fish bearing by a QEP.
g) Public trails may be developed in the Riparian DPA, but not within a SPEA.
h) Public trails may only be developed in the Riparian DPA if a QEP has determined that the trail will not have a detrimental impact on the riparian assessment area, including the SPEA.

In addition to these exemptions, we have been instructed by the provincial RAPR Coordinator that submission of a RAPR report for proposed rezoning applications is not required, as rezoning is not considered "development" under the RAPR. Submission of a RAPR report to the province would be required for future campsite development if any of the development activities are located within a "riparian assessment area".

4.1.3 Steep Slopes

The Steep Slope DPA includes all those areas having slopes exceeding 30% or 16.7 degrees over a minimum 10 metre run. Steep Slope DPA polygons were digitized from Schedule C of the Shirley-Jordan River OCP and from the CRD's Regional Map onto Google Earth. Steep Slope DPA polygons cover approximately 58.65 ha (34.3%) of the subject properties (Figure 5).

A comparison of steep slope areas indicated by the DEM Hillshade mapping and mapped Steep Slope DPA polygons suggested that this DPA may be over-mapped in some areas of the subject properties and under-mapped in some areas as well.

In the Steep Slope DPA, no development permit will be required for the following:
a) External alterations, including adding a second storey, that are entirely within the building footprint.
b) The proposed development is located outside the Steep Slope DPA, as verified by a QP report or other certification demonstrating to the CRD that the proposed development is not located on land with slopes exceeding 30% or having a slope greater than 16.7 degrees over a minimum 10 metre run.
c) Recognizing that the Building Inspector has the necessary authority to require a geotechnical report to ensure land is safe for the intended use, a development permit is not required for a building constructed under a valid building permit in the Steep Slope DPA provided that no other part of the land in the Steep Slope DPA will be altered for other purposes, such as the construction of driveways or septic systems.
d) Pruning of trees that does not adversely affect the health of the tree.
e) Removal of hazardous trees that threaten the immediate safety of life and buildings.
f) Removal of trees by hand-held tools providing the tree root ball remains intact and in situ with no soil disturbance.

4.1.4 Rare Species and Ecological Communities

The subject properties are within the western variant of the Coastal Western Hemlock very dry maritime (CWHxm2) biogeoclimatic zone.

The BC Conservation Data Centre's (CDC) mapping site indicated that there are no known rare species or ecological community occurrences on, or adjacent to the subject property. Rare species previously documented in the general area include Wandering salamander (*Aneides vagrans*),

Vancouver Island ermine (*Mustela richardsonii anguinae*) and Northern red-legged frog (*Rana aurora*) near the mouth of Jordan River, Dwarf maiden-hair fern (*Adiantum aleuticum var. subpumilum*) at Fossil Bay, Seaside bone (*Hypogymnia heterophylla*) at Sheringham Point, Keeled jumping slug (*Hemphillia burringtoni*) and Vancouver Island ermine near the mouth of Muir Creek.

There were no raptor or heron nest sites documented on or adjacent to the property by the BC Wildlife Tree Stewardship Atlas[3] or Great Blue Heron Management Team Atlas[4].

The search of the B.C. Ecosystem Explorer site for potential red and blue-listed species within the area identified 167 animal species, 79 plant species, and 48 ecological communities. Although the search area was restricted to a 40 km^2 centered on the subject properties, the search returned numerous species that are not known from the area or even Vancouver Island.

The list of rare animal species was refined by excluding those species known not to occur on the property based on known limits of distribution or specific habitat requirements that do not exist on the property. Those species not wholly dependent upon some of the characteristics provided by the subject property for critical life functions (e.g. foraging, breeding or shelter) were also excluded. The refined list included 13 species with realistic potential to occur in the general area of the subject properties.

Table 1. List of potential rare animal species

Scientific Name	English Name	BC List	Potential
Accipiter gentilis laingi	Northern Goshawk, *laingi* subspecies	Red	Low. It prefers to breed in larger, intact patches of mature forest rather than small isolated stands.
Anaxyrus boreas	Western Toad	Yellow	Very Low. There are no suitable wetland breeding habitats on the subject properties.
Aneides vagrans	Wandering Salamander	Blue	High. Wandering salamanders are widespread in low numbers throughout low – mid elevation forests on southern Vancouver Island.
Cervus elaphus roosevelti	Roosevelt Elk	Blue	Documented on the properties.
Chordeiles minor	Common Nighthawk	Blue	Moderate. Utilizes open rock outcrop habitats for nesting.
Glaucidium gnoma swarthi	Northern Pygmy-Owl, *swarthi* subspecies	Blue	Moderate. We encounter this species fairly frequently in middle elevation forests on southern Vancouver Island.
Hemphillia burringtoni	Keeled Jumping-slug	Red	Moderate. Where suitable moist conditions are present, this slug can occupy young seral stages but is more often found in stands at least 60 years old. Often associated with riparian areas.
Hemphillia dromedarius	Dromedary Jumping-slug	Red	Moderate. Similar conditions as Keeled Jumping-slug.
Lasiurus cinereus	Hoary Bat	Blue	Moderate. Widespread in low numbers. Roosts singly in trees.
Megascops kennicottii kennicottii	Western Screech-Owl, *kennicottii* subspecies	Blue	Low. Significant decline in population since 2000, primarily due to recent westward spread of Barred-owls.
Mustela richardsonii anguinae	Ermine, *anguinae* subspecies	Blue	Low. Widespread in low numbers. Often associated with grass / sedge open areas and edges such as fens and meadows.
Myotis lucifugus	Little Brown Myotis	Blue	Moderate. Widespread and still fairly common.
Myotis yumanensis	Yuma Myotis	Blue	Moderate. Widespread and still fairly common.
Oncorhynchus clarkii clarkii	Cutthroat Trout, *clarkii* subspecies	Blue	May be present in lower Jacob Creek.

[3] https://cmnbc.ca/atlasgallery/wildlife-tree-stewardship/

[4] https://cmnbc.ca/atlasgallery/great-blue-heron-gbhe-management-team/

Scientific Name	English Name	BC List	Potential
Patagioenas fasciata	Band-tailed Pigeon	Blue	Moderate. This species has drastically declined throughout southwestern BC. It is still present in low numbers during the breeding season and has a high dependence on the annual use of mineral sites. Pigeons are terrible nest builders and we have found only two band-tailed pigeon nests in 30 years. We would postulate that this species is likely an old growth dependent species that was reliant upon large diameter moss covered limbs and / or mistletoe for nesting platforms.
Rana aurora	Northern Red-legged Frog	Blue	High. Despite its listed status, we still frequently encounter red-legged frogs in moist forest habitats and riparian corridors throughout Vancouver Island. Currently the greatest threats to this species include the invasive American bullfrog, land development, emerging diseases such as Chytridiomycosis, logging and climate change (summer droughts; premature drying of ephemeral breeding sites).
Sorex navigator brooksi	Western Water Shrew, *brooksi* subspecies	Blue	Very Low. Our targeted surveys for this species over the past 30 years have indicated that it requires streams with relatively stable banks and year-round flows.

The list of plant species was refined to exclude those species with known limits of distribution or habitat requirements not found within the study area. The refined list included 3 potential rare plant species.

Table 2. List of potential rare plant species

Scientific Name	English Name	BC List	Potential
Allium amplectens	slimleaf onion	Blue	Very Low. Not generally known from the west coast but has been documented at Otter Point and Sooke River. Occurs on vernally moist rocky bluffs and meadows in the lowland zone.
Githopsis specularioides	common bluecup	Blue	Very Low. Not generally known from the west coast but has been documented at Sooke River and Bluff Mountain.
Prosartes smithii	Smith's fairybells	Blue	Very Low. Not generally known from the area. Nearest occurrence is Loss Creek. Usually associated with stream floodplains.

All of the terrestrial ecological communities within the CWHxm2 are listed by the province as red or blue listed when in Mature (>80 years) or Old-growth states (>250 years). The list of potential ecological communities was refined to include only those communities that would have realistic potential to develop on the property if the property were to remain undisturbed (i.e. climax communities). There are currently no known rare ecological communities on the subject properties.

Table 3. List of potential rare ecological communities

Scientific Name	English Name	Biogeoclimatic Units	BC List	Potential
Pseudotsuga menziesii - Pinus contorta / Cladina spp.	Douglas-fir - lodgepole pine / reindeer lichens	CWHxm2/02	Red	Very Low. Potential restricted to dry rock outcrops. Shore (lodgepole) pine not prevalent on the properties.
Pseudotsuga menziesii / Polystichum munitum	Douglas-fir / sword fern	CWHxm2/04	Red	Very Low. This ecological community occurs on dry nutrient-rich sites with significant slopes (35-70%) that have deep, medium-textured soils.
Pseudotsuga menziesii - Tsuga heterophylla / Gaultheria shallon Dry Maritime	Douglas-fir - western hemlock / salal Dry Maritime	CWHxm2/03	Red	Very Low. This ecological community occurs on dry sites that are often on steep upper slopes with warm aspects. Soils are shallow or coarse over bedrock.

Thuja plicata / Polystichum munitum Very Dry Maritime	western redcedar / sword fern Very Dry Maritime	CWHxm2/05	Red	Very Low. Generally not known from west coast VI.
Thuja plicata / Rubus spectabilis	western redcedar / salmonberry	CWHxm2/13	Red	Very Low. Generally not known from west coast VI.
Tsuga heterophylla - Thuja plicata / Struthiopteris spicant	western hemlock - western redcedar / deer fern	CWHxm2/06	Red	Low. Potential would be restricted to cool aspects.

4.2 Field Assessment

Habitat values and forest cover were documented throughout the subject properties during the field survey. Features were geo-referenced using a Garmin Map60CSx handheld Global Positioning System (GPS).

4.2.1 Environmentally Sensitive Areas

Environmentally Sensitive Areas (ESAs) include the relatively small areas of remaining Mature Forests (80 – 250 years) on the subject properties as well as riparian areas. While not included in the ESA mapping, moss dominated rock outcrops in our opinion also represent ESAs. The vast majority of rare plant species found on southern Vancouver Island are associated with terrestrial herbaceous rock outcrops and rock outcrops provide important habitat for several bird and bat species. Rock outcrops are largely included within the mapped Mature Forest and Steep Slope DPA polygons.

The Mature Forest ESAs mapped by Madrone on the subject properties in 2014 measured approximately 55.55 ha. Our measurements indicate that the remaining Mature Forest areas on the subject properties measure approximately 26.2 ha, including some areas we have mapped that were not previously mapped as Mature Forest by Madrone.

4.2.2 Rare Species

The late fall timing of the field survey precluded the assessment of use by migratory birds, herptiles and the identification of most annual / perennial flowering herbaceous plants. Evidence of use of a small area on the properties by blue-listed Roosevelt elk indicated the past presence of either a solitary bull or a very small herd of elk.

4.2.3 Forest Cover

Forest cover on the subject properties consists largely of 8 – 19 year old stands with approximately 64.8% of the property logged since 2004. Approximately 19% of the property was harvested in 2005 and 39% of the property was harvested in 2015.

Areas logged in 2015 consist of open, shrub stage regenerating forest with fairly dense shrub and herb layer development (Photographs 1 – 3). Areas logged in 2004 / 2005 consist of dense early Pole-Sapling stage stands with closed canopies and relatively little understorey development (Photograph 4).

Older stands of forest cover on the property are largely limited to steep / inaccessible areas associated with the Jacob Creek ravine / canyon and rock outcrops. Most of these stands have fairly high incidents of tree failure along their borders from windthrow and exposure.

4.3 Wildlife Habitat Values and Wildlife Species

4.3.1 Bird use

Bird numbers and species noted on the subject property were low and largely limited to resident species typical of the area including dark-eyed junco, spotted towhee, chestnut-backed chickadee, American robin, Anna's hummingbird, common raven, Bewick's wren and winter wren. Evidence of use included ruffed grouse scratchings, sooty grouse droppings, red-breasted sapsucker, downy woodpecker and northern flicker foraging holes.

No raptor or heron nest sites were observed on the property. One merlin was observed.

4.3.2 Mammals

Evidence of use of the property by black-tail deer indicated a surprisingly low level of use considering the location, habitat and that this private property is gated. While many people may think that deer numbers are high on Vancouver Island due to the presence of high numbers within urban / sub-urban areas, the deer population is actually at an all time historic low. Deer numbers are down from over 250,000 animals in the 1980's to approximately 55,000 in 2019. The current numbers are likely much lower due to the rapid spread of Adenovirus Hemorrhagic Disease (AHD) over most of southern Vancouver Island and the gulf islands since 2019.

Evidence of use by black bear indicated typical levels of use with no particularly high use areas noted. Red squirrels were observed and eastern cottontail pellets were noted. One probable pine marten scat was found. No evidence of cougar or wolf was found.

The documentation of the use of a small area of the subject properties by Roosevelt elk indicated a single bull or possibly a very small herd of elk had been present in the area during the rutting season over the past two years based on rubs and sign.

4.3.3 Herptiles

No reptiles or amphibians were observed during the field surveys. Pacific tree-frogs were heard.

4.3.4 Habitat Values

The subject properties contain all of the habitat requisites to support most wildlife species expected to occur in the area. Possible limitations to use by some species include a lack of wetlands, the extensive areas of forest cover < 20 years of age and relative lack of large areas of Mature Forest.

Overall, we would rate the habitat suitability values on the subject properties as moderately high for species such as black bear, Roosevelt elk and black tail deer.

Figure 1. DEM Hillshade overlaid on the subject properties with DPA polygons.

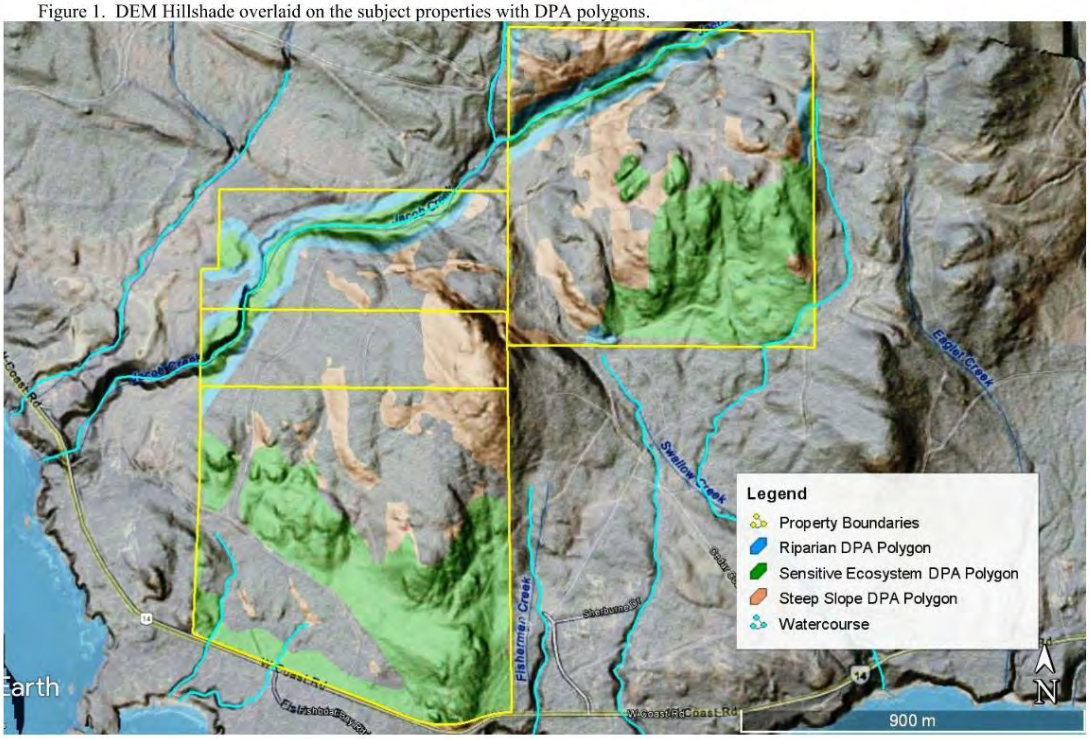


Figure 2. May 2021 air photo with 2014 Mature Forest DPA polygons and remaining Mature Forest polygons

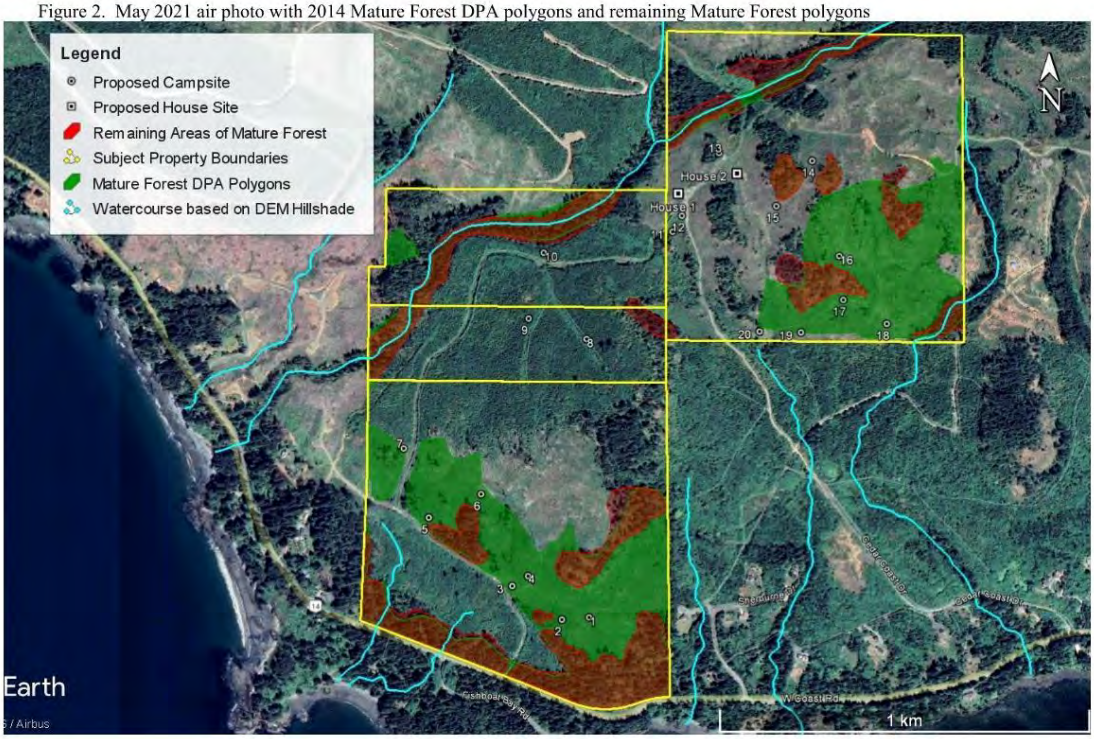


Figure 3. January 2023 air photo with forest cover polygons

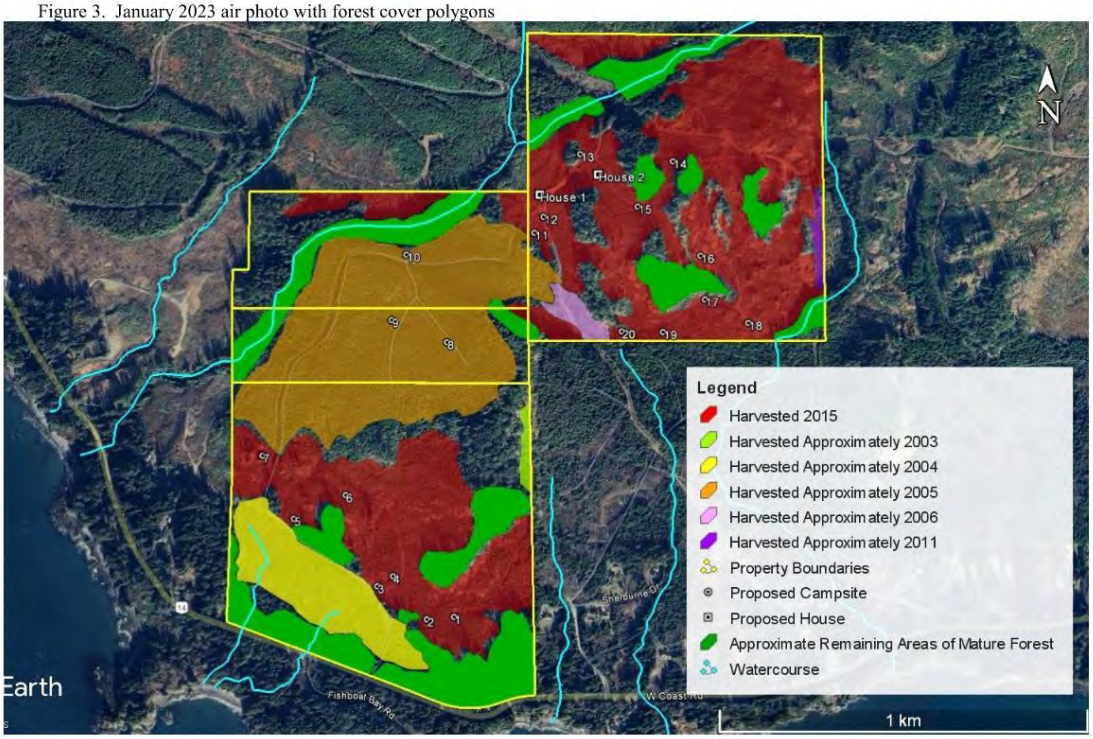


Figure 4. July 2016 air photo showing post-2015 logged areas and Riparian DPA polygons

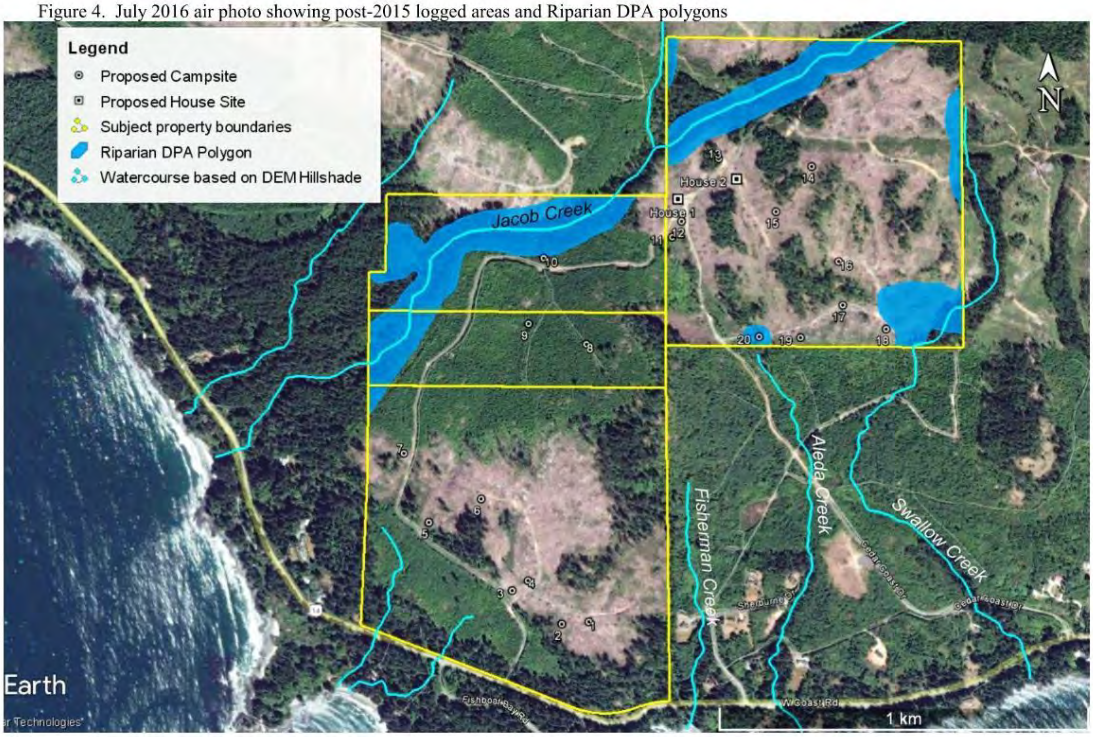
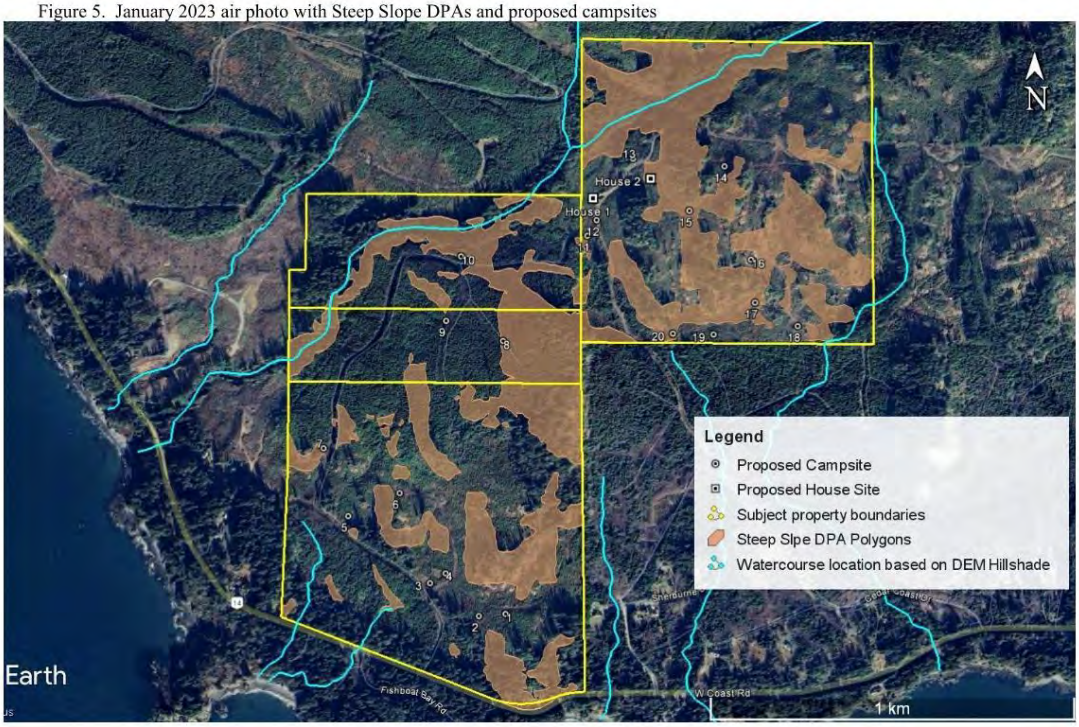


Figure 5. January 2023 air photo with Steep Slope DPAs and proposed campsites



4.4 Watercourses

The main watercourse on the subject property is Jacob Creek (Photographs 5 - 7) which is located in a deep ravine / canyon along the north side of the subject properties. Practically no information was found from our search of provincial websites, other than that it is fish bearing. Jacob Creek through the properties consists an 8 – 15% grade, cascade pool morphology with a channel width of 10 – 13 m.

There are a number of other small seasonal drainages / watercourses on the properties, none of which are of significant size. These watercourses include the headwaters of Aleda and Swallow Creeks. No information regarding fish populations was available for these watercourses from the BC Habitat Wizard site.

4.5 Watercourse Setbacks

Under the provincial *Riparian Areas Protection Regulation's* Simple Assessment Method Jacob Creek would require Streamside Protection and Enhancement Area (SPEA) setbacks of 10 m from top of ravine bank. The approximate top of ravine bank was mapped based on the DEM Hillshade imagery (Figure 6). All of the other drainages on the subject properties would require 10 m SPEA setbacks from high water mark under the RAPR's Detailed Assessment Method, *if the RAPR applies to these drainages* – which is yet to be determined. For planning purposes we have applied 10 m setbacks to all of the other drainages.

5.0 DISCUSSION & RECOMMENDATIONS

The proponent's intent is to utilize existing disturbed areas such as old rock quarries, spur roads / skidder trails and logging landings wherever possible in order to reduce the new footprint impacts associated with the proposed campsites. In many ways this a very laudable objective; however we feel that this approach must be tempered with providing a reasonable, safe campsite footprint and in most cases this should include some level of tree removal / vegetation modification.

The tree density in most of the areas logged prior to 2015 on the property is excessively high and thinning / spacing of trees in the vicinity of the campsites would actually be beneficial to long term forest development and biodiversity.

The BC FireSmart Manual[5] recommends that a minimum 1.5 metre non-combustible surface should extend around dwellings and any attachments, such as decks. Examples of non-combustible landscaping include primarily decomposed granite, gravel and rocks, pavers and brick.

The Manual indicates that between 1.5 m and 10 m from a dwelling (i.e. Zone 1) should be a fire-resistant zone, free of all materials that could easily ignite from a wildfire and recommends planting / retaining only low-density, fire-resistant plants and shrubs, as well as avoiding having any woody debris present, including mulch. Coniferous trees with cones and needles are highly flammable and should not be within 10 m of a dwelling.

[5] https://firesmartbc.ca/wp-content/uploads/2019/01/FireSmart-Homeowners-Manual.pdf

For Zone 2 (10 – 30 m from a dwelling) the Manual recommends thinning and pruning evergreen trees to reduce fire hazard in this zone. Regular clean up of accumulations of fallen branches, dry grass and needles from the ground should be conducted to eliminate potential surface fuels. There should be a minimum of 3 m *between the outermost branches of trees* (not 3 m tree spacing). Remove smaller coniferous trees and resinous shrubs that could act as a "ladder" and allow fire to move into the treetops.

Assuming a footprint of 30 m radius for each campsite based on the BC FireSmart Manual's recommendations for vegetation management provides a total area for 20 campsites and 2 house sites of approximately 6.22 ha, or roughly 3.6% of the entire land base of the subject properties. This is the footprint associated with maintaining a fire safe area at each campsite / house location and the actual development footprint associated with structures would be much lower.

The primary predicted / expected impact of the proposed development of campsites on the subject properties is associated with increased human use. It has been our experience that most wildlife species can become accustomed to persistent, low levels of human disturbance particularly when wildlife is not being harassed or hunted. However, species such as black bear, blacktail deer and Roosevelt elk do not seem to be very tolerant of dogs and therefore we recommend that the campsite rules include a requirement for any dogs to be leashed.

Ancillary use associated with campsites often includes walking / biking trails. While we encourage these activities, trail locations need to be sited carefully to avoid disturbance of sensitive sites such as moss / herb dominated rock outcrop areas and wet seepage sites, steep slopes or watercourses.

5.1 Assessment of Proposed Campsites

We have reviewed the proposed campsite locations in relation to the Steep Slope, Riparian and remaining Mature Forest DPAs and provide the following comments and alternate campsite locations (Figure 6) for discussion purposes.

- Campsites 1 & 2 – no change, not within DPAs;
- Campsites 3 & 4 – minor relocation to existing disturbed areas, not within DPAs;
- Campsites 5 & 6 - no change, not within DPAs;
- Campsite 7 – within Steep Slope DPA, we have provided an alternate location outside DPAs in a relatively flat area harvested in 2015;
- Campsite 8 – no change, although it is shown as within a Steep Slope DPA, the field survey indicated that this area is not steep;
- Campsite 9 – although the proposed location is not within a DPA, the 2006 air photo indicates the proposed location is on a minor non-defined drainage and therefore we have provided an alternate site approximately 36 m south;
- Campsite 10 – although it is not shown within a DPA, our mapping indicates this campsite location is most likely within a Riparian Assessment Area and possibly within a SPEA setback, therefore we have suggested an alternate location approximately 180 m west;
- Campsite 11 – the proposed location is within a mapped Steep Slope DPA located approximately 25 m below a cut and fill section of road, therefore we have suggested an alternate location approximately 65 m west;

- Campsite 12 – although it is not within a DPA the proposed location appears to be on a cut-through road which may be of use for long loads in the future, therefore we have suggested an alternate location approximately 25 m south;
- Campsites 13 & 14 - no change, not within DPAs;
- Campsites 15 & 16 – no change, although campsite 15 is shown as within a Steep Slope DPA, the field survey indicated that this area is not steep;
- Campsites 17 & 18 – Campsite 17 is within a Steep Slope DPA and therefore we have suggested an alternate location on an old spur road approximately 150 m northeast. We have suggested a slight relocation of Campsite 18 to 20 m north to be on an old spur road.
- Campsite 19 - no change, not within DPAs; and,
- Campsite 20 – the proposed location is within mapped Steep Slope & Riparian DPAs, therefore we have suggested an alternate location approximately 180 m west on an old skidder trail.

6.0 CONCLUSION

The proposed rezoning of the subject properties to a new Wilderness Campground zone is in order to allow for development of two house sites and approximately 20 campsites. This a very low level of proposed development given the large size of the subject properties, and while we have conducted studies in support of several proposed campsites over our 30 years of environmental consulting experience we have not had a development proposal with such low development density. In many ways the low level of intended development made the assessment of potential environmental impacts somewhat difficult to measure, as there does not appear to be any significant potential for environmental impacts as a result of the proposed development, particularly when compared with the historic / currently permitted land uses.

Please contact us if you have any questions or concerns regarding the contents of this report or require any additional information

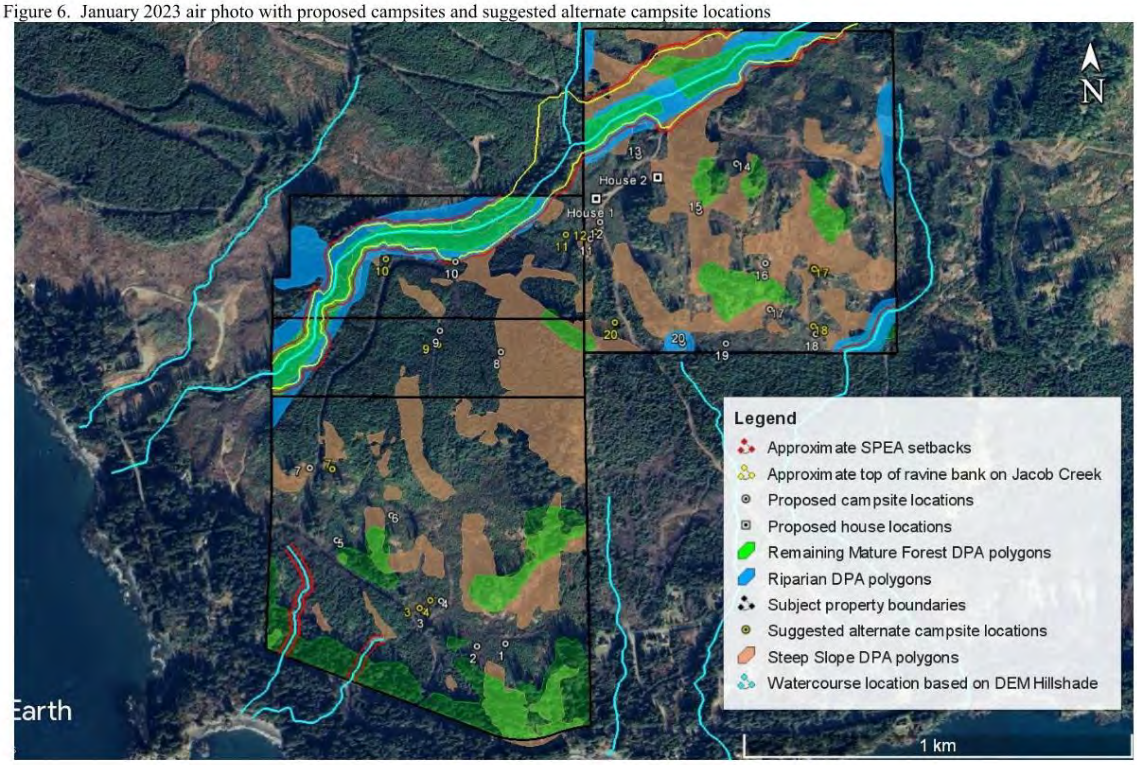
Sincerely,

Steve Toth, AScT, R.P.Bio.



Toth and Associates Environmental Services

Figure 6. January 2023 air photo with proposed campsites and suggested alternate campsite locations



7.0 REFERENCES

Bartels, R., J.D. Dell, R.L. Knight and G. Schaefer. 1985. Dead and down woody material. In: Management of wildlife and fish habitats in forests in western Oregon and Washington. E.R. Brown (ed.). USDA For. Serv. Pub. No. R6-FoWL-192. Portland, OR. pp. 171-186.

B.C. Ministry of Environment, Lands and Parks, B.C. Ministry of Forests. 1998. Field Manual for Describing Terrestrial Ecosystems, Land Management Handbook No. 25. 214 pp.

B.C. Conservation Data Centre. BC Species and Ecosystems Explorer. B.C. Minist. of Environ. Victoria, BC. URL: http://a100.gov.bc.ca/pub/eswp/ (accessed November 2023).

B.C. iMapBC 2.0 Mapping Service [web application]. Victoria, British Columbia, Canada. URL: http://maps.gov.bc.ca/ess/sv/imapbc/ (accessed November 2023).

B.C. Ministry of Environment. December 2014. Develop With Care - Environmental Best Management Practices for Urban and Rural Land Development in British Columbia. 242 pp.

Bentley, D.M., M. Demarchi, and L. Sopuck. March 2005. Draft Best Management Practices for Raptor Conservation during Urban and Rural Land Development in British Columbia. Prepared for BC Ministry of Water, Land and Air Protection Ecosystem Standards and Planning Biodiversity Branch. 137 pp.

Biolinx Environmental Research Ltd. and E. Wind Consulting. November 2004. Best Management Practices for Amphibians and Reptiles in Urban and Rural Environments in British Columbia. Prepared for B.C. Ministry of Water, Lands, and Air Protection. 149 pp + appendices.

Campbell, R. W., N. K. Dawe, I. McTaggart-cowan, J. M. Cooper, G. W. Kaiser, M. C. E. Mcnall. 1990. The Birds of British Columbia. Volume III: Passerines, Flycatchers through Vireos. 636 pp.

Demarchi, D. 1996. An introduction to the ecoregions of British Columbia. MELP, Wildlife Branch. Victoria, B.C. 46 pp + appendices.

Green, D.M. and R.W. Campbell. 1984. The Amphibians of British Columbia. Royal British Columbia Museum Handbook No. 45. Victoria, B.C. 100 pp.

Green, R.N. and K. Klinka. 1994. A field guide for site identification and interpretation for the Vancouver Forest Region. Land Management Handbook Number 28. BC Ministry of Forests. Victoria, B.C. 285 pp.

Luttmerding, H.A., D.A. Demarchi, E.C. Lea, D.V. Meidinger and T. Vold. 1990. Describing Ecosystems in the Field, Second Edition. BC Ministry of Environment, Lands and Parks, BC Ministry of Forests. Victoria, B.C. 213 pp.

Meidinger, D. and J. Pojar. 1991. Ecosystems of British Columbia. BC Ministry of Forests. Victoria, B.C. 330 pp.

Canadian Wildlife Service and BC Ministry of Environment. 1997. Sensitive Ecosystem Inventory of the East Coast Vancouver Island and Gulf Islands.

Stevens, V. 1995. Wildlife Diversity in British Columbia: Distribution and habitat use of amphibians, reptiles, birds and mammals in Biogeoclimatic Zones. Res. Br., BC Min. For., Wildl. Br., B.C. Min. Environ., Lands and Parks. Victoria, B.C. Work Pap. 04/1995.



Photograph 1. October 26, 2023. View through shrub stage regenerating forest to Mature Forest on south facing rock outcrop.



Photograph 2. View through shrub stage (logged 2015) regenerating forest to Mature Forest.



Photograph 3. Another view of typical forest cover in areas logged in 2015.



Photograph 4. View of 18 year old closed canopied forest cover typical of areas logged in 2004 / 2005.



Photograph 5. View of Jacob Creek.

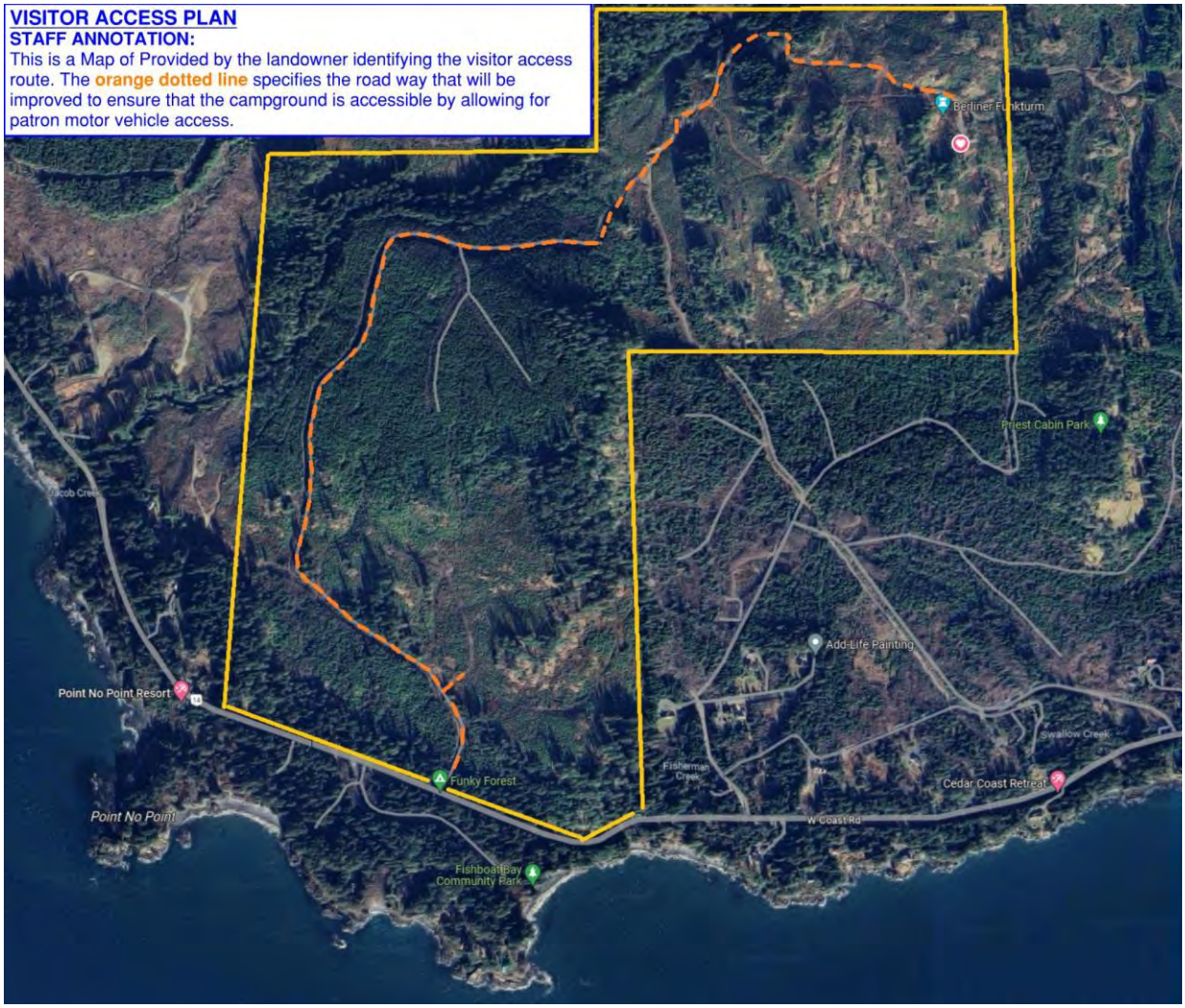


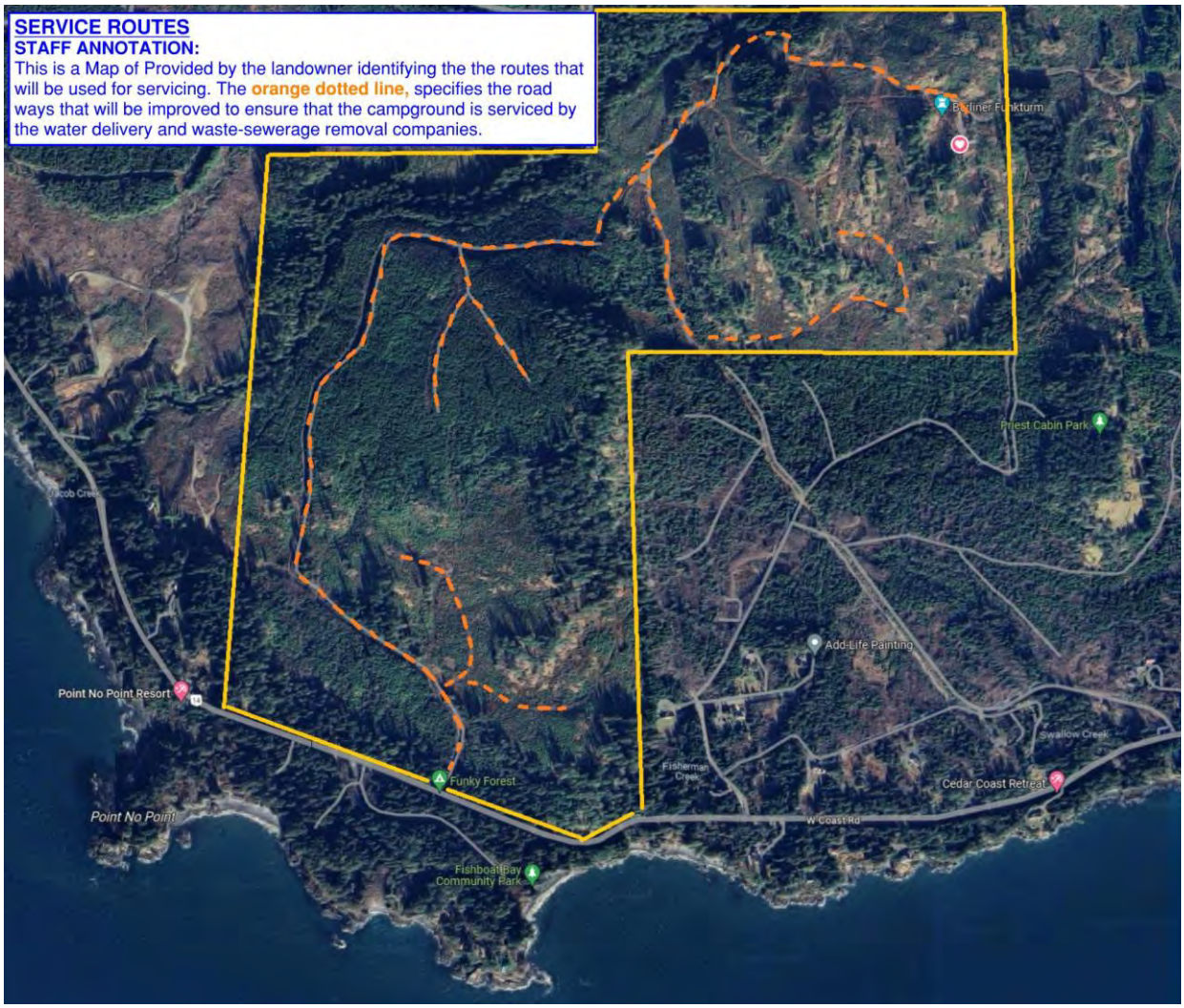
Photograph 6. View of steep ravine side slope above Jacob Creek.



Photograph 7. View from top of ravine to Jacob Creek.

Appendix E: Visitor Access and Servicing Route Plans




SERVICE ROUTES
STAFF ANNOTATION:
This is a Map of Provided by the landowner identifying the the routes that will be used for servicing. The orange dotted line, specifies the road ways that will be improved to ensure that the campground is serviced by the water delivery and waste-sewerage removal companies.
Priest Cabin Park
Add-Life Painting
Point No Point Resort
Funky Forest
Point No Point
Fisherman Creek
Swallow Creek
Cedar Coast Retreat
W Coast Rd
Fishboat Bay Community Park

Appendix F: Proposed Bylaw No. 4550

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4550

****

A BYLAW TO AMEND BYLAW NO. 2040, THE "JUAN DE FUCA LAND USE BYLAW, 1992"

****

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

1. Bylaw No. 2040 being the "Juan de Fuca Land Use Bylaw, 1992" is hereby amended as follows:

A. SCHEDULE A, PART 1, SECTION 2 – DEFINITIONS

(a) By deleting the definition of COMMERCIAL ZONE and replacing it with a new definition as follows:

"COMMERCIAL ZONE means C-1, C-1A, C-1B, C-2, C-3, C-4, C-5, CM-1, CR-1, CR-1A, CR-2, CR-3, CR-4, CR-4OW, CR5, DRMV, WT-TC;"

B. SCHEDULE A, PART 1, SECTION 3.07

(a) By adding the words "Silviculture Campground" after the words "Country Inn Ocean Wilderness"

C. SCHEDULE A, PART 2 - ZONING DISTRICTS

(a) By adding the new 35.0 Silviculture Campground Zone – CR5 as follows:

35.0 SILVICULTURE CAMPGROUND ZONE – CR5

35.1 Principal 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 CR5 zone:

Principle uses:

(a) One-family dwelling;
(b) Campground;
(c) Silviculture.

35.2 Permitted Accessory Uses

In addition to the uses permitted by Section 35.01 of Part 2 of this Bylaw, the following Accessory Uses in conjunction with a permitted Principal Use and no others shall be permitted in the CR5 zone:

(a) Home Based Business Categories One, Two and Three;
(b) Secondary Suite pursuant to Part 1, Subsection 4.19;
(c) Detached Accessory Suite pursuant to Part 1, Subsection 4.20.

35.3 Minimum Parcel Size for Subdivision Purposes

The minimum parcel size for subdivision purposes is no less than 4.0ha.

35.4 Lot Coverage

The maximum lot coverage is 10.0%.

35.5 Density

(a) 1 one-family dwelling per parcel;

(b) 20 camping spaces per parcel or 1 camping space per 5.0ha; whichever is less;

(c) The maximum number of persons per camping space is 10 and the maximum number of persons over the age of 19 per camping space is 4;

(d) Notwithstanding Section 35.5 (c) of Part 2 of this Bylaw, no more than two camping spaces may have a maximum of 15 people at any given time with no more than 6 of those persons who are over the age of 19.

35.6 Height

The maximum height for principal buildings is 11.0m

35.7 Setback Requirements

(a) All buildings and structures, both principal and accessory, and all camping spaces are required to be a minimum of 15.0m from every parcel line;

(b) All buildings and structures, both principal and accessory, and all camping spaces are required to be a minimum of 100.0m from the natural boundary of a stream.

35.8 Separation Distance

(a) All camping spaces and principal buildings must be separated from each other by a minimum of 20.0m;

(b) All outdoor fire sources including but not limited to open flames such as campfires, firepits or the similar are required to be surrounded by a 30.0m fire buffer.

35.9 Special regulation

Vehicles that are owned or are under the care of visitors and patrons of the campground must not exceed a length of 10.0m and trailers used for camping purposes are permitted provided that no dimension exceeds a length of 6.5m.

35.10 Definitions

For the purpose of the *SILVICULTURE CAMPGROUND ZONE – CR5*, the following definitions apply:

(a) ***Stream*** means a stream as defined by the *Water Sustainability Act*.

(b) ***Fire buffer***, means an area intended to enhance fire resistance around outdoor areas, buildings, structures, open flames, fire pits, campfires, or the similar and maintained to:
  (i) Be composed of non-combustible landscaping materials and non-invasive vegetation. This buffer may include lands designated as a development permit area as defined by the *Local Government Act,* provided that those lands remain undisturbed or a development permit authorizing a fire buffer has been issued;
  (ii) Ensure a minimum area no less than 3.0m wide composed solely of non-combustible materials is established around any entire outdoor fire source, including but not limited to open flames such as campfires, firepits, or the similar;
  (iii) Ensure a minimum separation distance of no less than 3.0m between the branches of all trees, shrubs, and woody plant species and from buildings, structures, and camping equipment or materials;
  (iv) Ensure that the ground remains cleared of large woody debris, branches, and dry grass and leaves;
  (v) Ensure that branches within 2.0 meters of the ground are removed from trees taller than 4.0m.

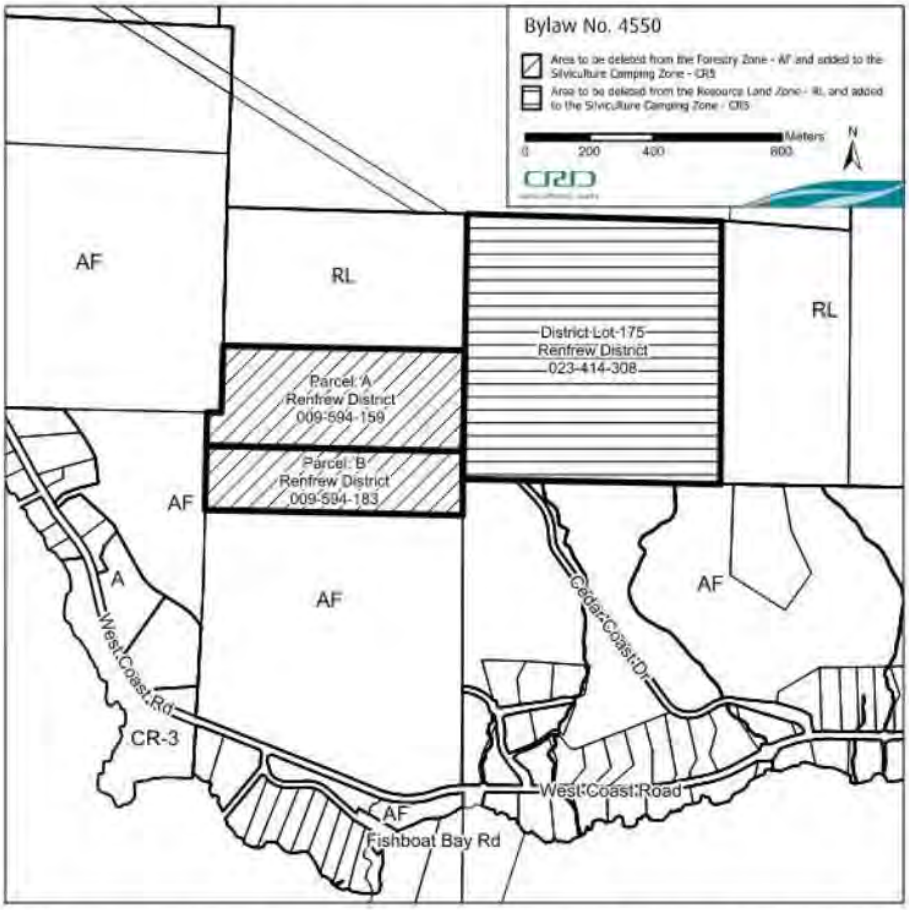
B. SCHEDULE B, ZONING MAPS

a. By deleting Parcel A (DD 1047521I) of District Lot 745, Renfrew District, from the Forestry Zone - AF, and adding to the Silviculture Campground Zone – CR5, as shown in Plan No. 1.

b. By deleting Parcel B (DD 52657I) of District Lot 745, Renfrew District, from the Forestry Zone - AF, and adding to the Silviculture Campground Zone – CR5, as shown in Plan No. 1.

c. By deleting District Lot 175, Renfrew District, from the Resource Land Zone - RL, and adding to the Silviculture Campground Zone – CR5, as shown in Plan No. 1.

Plan No. 1 of Bylaw No. 4550, an amendment to Bylaw No. 2040



2. This Bylaw may be cited as "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 160, 2023".

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: Referral Comments

Darren Lucas

From: Kristine Pearson <referrals@pacheedaht.ca>
Sent: Wednesday, May 15, 2024 9:07 AM
To: Darren Lucas; Kelsey McDermott
Cc: Iain Lawrence
Subject: Re: Rezoning Application RZ000282

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

Thanks Darren - yes the comments below are accurate.

Get Outlook for iOS

From: Darren Lucas <DLucas@crd.bc.ca>
Sent: Monday, May 13, 2024 1:32:27 PM
To: Kristine Pearson <referrals@pacheedaht.ca>; Kelsey McDermott <kelsey@mandellpinder.com>
Cc: Iain Lawrence <ilawrence@crd.bc.ca>
Subject: RE: Rezoning Application RZ000282

Thank you Kristine,

I just need written confirmation (a response to this email) that the full comments are the final version from Pacheedaht. (Please note that these comments will be available to the public in the staff report)

Please confirm if the comments listed below are the official comments provided by Pacheedaht First Nation on the proposal in RZ000282 – the Funky Forest Campground.

Official Comments from Pacheedaht First Nation regarding proposed Bylaw No. 4550 - RZ000282 – The Funky Forest Campground:

- The applicant is directed to be mindful of the water in and on the land subject to this application (the "Land") and the impacts that the proposed campground will have on the water:
  - PFN is currently conducting a water assessment to ensure appropriate quantity and quality are available under the water reservation through the treaty negotiations.
  - To ensure that best water stewardship practices are adhered to, the applicant is directed to provide a water assessment to mitigate future impacts, and or establish a campground user conduct policy (the "user policy") satisfactory to Pacheedaht First Nation demonstrating how water will be used mindfully, protected, and monitored during the commercial campground activity.
- While the campground does not propose a commercial venue for assembly or events, the user policy needs to address rules around gatherings of campground users to mitigate:
  - Potential impacts to the natural environment; and
  - Potential disruption of the residences and other uses and people on adjacent lands.
- Prior to consideration of adoption, Pacheedaht First Nation directs the applicant to have a qualified professional conduct a cultural assessment of the Land, to determine if there are areas of cultural and or archaeological significance, and to provide and implement a plan to protect anything of cultural and or archaeological value.

Thank you for your time.
Darren

Darren Lucas, BA, MCP

1

T'SOU-KE NATION

PO Box 307, Sooke B.C., V9Z 1G1
Ph.: 250 642-3957 Fax: 250 642-7808

29 August 2024

RE: Rezoning Application RZ000282 - CRD Referral (Commercial Wilderness Campground - Shirley)

File: RZ000282

Dear Iain Lawrence,

Thank you for providing the opportunity to review the application. T'Sou-ke Nation has reviewed the application and supports the rezoning for the Commercial Wilderness Campground – Shirley.

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,

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
Cc:	Design, SVI; Cameron, Michael (Properties)
Subject:	FW: [External] Rezoning Application RZ000282 - CRD Referral (Commercial Wilderness Campground - Shirley)
Date:	Wednesday, March 20, 2024 3:44:13 PM
Attachments:	REFFERAL-FORM-AGENCIES-RZ000282.pdf PPS-IDF-2024-03-19-RZ000282-Referral-LUC-Report.pdf F40103.pdf

Hi Wendy

Thank you for your email. BC Hydro has no objection in principle to the proposed zoning. The following comments are for the property owner's information:

1. As you know, BC Hydro has a registered Transmission Line Right of Way #F40103 on property PID 023-414-308. Please be guided by the terms of the Right of Way Agreement.

2. Right of Way width as per Plan 2335RW is approximately 170 feet in width.

3. Obtain separate written approval from this office for any intended use or development on the Right of Way before construction takes place. Submit applications to this office via properties.helpdesk@bchydro.com.

4. No building encroachments (foundation, stairs, roof overhang etc.), parking, storage, etc. are permitted within the Right of Way. Please be guided by BC Hydro's Right of Way Guidelines for potential uses that may be approved within the Right of Way: Potential compatible uses of rights of way (bchydro.com)

5. 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.

6. 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).

7. For any new electrical connections please call BC Hydro's Electric Service Coordination Centre at 1-877-520-1355. (reference Pole ID # 2752704 for approx location).

Please let me know if you have any questions or concerns.

Regards,

Elaine Mann | Property Coordinator, Property Rights Services

BC Hydro

From: Tara Johnson
To: Wendy Miller
Subject: Rezoning Application RZ000282 - CRD Referral (Commercial Wilderness Campground - Shirley)
Date: Thursday, April 04, 2024 10:06:19 AM

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,

Proposed Bylaw No. 4550 for rezoning application RZ000282 does not affect the District's interests.

Regards,
Tara

Tara Johnson, RPP, MCIP
Senior Planner
District of Sooke 250-642-1627
2205 Otter Point Road
Sooke – Where The Rainforest Meets The Sea

The District of Sooke is within the Coast Salish territory, on the lands of the T'Sou-ke Nation. I am grateful for the T'Sou-ke Nation's generosity and hospitality while we live, learn and work in their territory.

STAY INFORMED: subscribe to District electronic mailing lists and receive meeting notifications and agendas For the latest on District of Sooke activities, visit sooke.ca or follow us on Twitter!

From: Wendy Miller <wmiller@crd.bc.ca>
Sent: Wednesday, March 20, 2024 2:10 PM
To: Planning <planning@sooke.ca>
Subject: Rezoning Application RZ000282 – CRD Referral (Commercial Wilderness Campground - Shirley)

Good afternoon,

Please find attached a referral form and staff report with proposed Bylaw No. 4550 for rezoning application RZ000282.

Proposed Bylaw No. 4550 would rezone the subject properties from the Forestry (AF) and Resource Land (RL) zones to a new Wilderness Campground (WC) zone to permit a commercial wilderness campground with a total of 20 campsites over four parcels with a total area of 170.8 ha (1 campsite per 8.5 ha) with a 20 m separation distance between each site, as well as continued silviculture, residential, and home-based business uses.

Comment is requested by April 19, 2024.

From: Towstego, Lucas FOR:EX
To: Wendy Miller
Subject: RE: Rezoning Application RZ000282 - CRD Referral (Commercial Wilderness Campground - Shirley)
Date: Friday, April 12, 2024 7:40:35 AM
Attachments: image001.png
image002.png
image003.png
image005.png

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

Dear Wendy,

Thank you for your archaeological information request regarding the following properties:

- Parcel A (DD 104752I) of District Lot 745, Renfrew District; PID: 009-594-159
- Parcel B (DD52657I) of District Lot 745, Renfrew District; PID: 009-594-183
- District Lot 175, Renfrew District; PID: 023-414-308
- Strata Lot 13 of Section 76 and District Lot 745, Renfrew District, Strata Plan VIS4766 together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form 1; PID: 024-486-914.

Please review the screenshot of the properties below (outlined in yellow) and notify me immediately if it does not represent the properties listed in your information request.

Results of Provincial Archaeological Inventory Search For PID 024-486-914

According to Provincial records, there are no known archaeological sites recorded on the subject property.

However, given the property's waterfront proximity, there is high potential for previously unidentified archaeological sites to exist.

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 to moderate 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 15 to 35 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.

Results of Provincial Archaeological Inventory Search for PIDs 009-594-159, 009-594-183, & 023-414-308

According to Provincial records, there are no known archaeological sites recorded on the subject properties.

Archaeological potential modelling is not currently available to the Province that describes the potential for previously unidentified archaeological sites to occur in the area.

Archaeology Branch Advice

The Archaeology Branch does not identify a need for archaeological study or Provincial heritage permit(s) at the time of this information request.

Please notify all individuals (e.g., owners, developers, equipment operators) involved in land-altering activities (e.g., home renovations, property redevelopment, landscaping, service installation) 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.

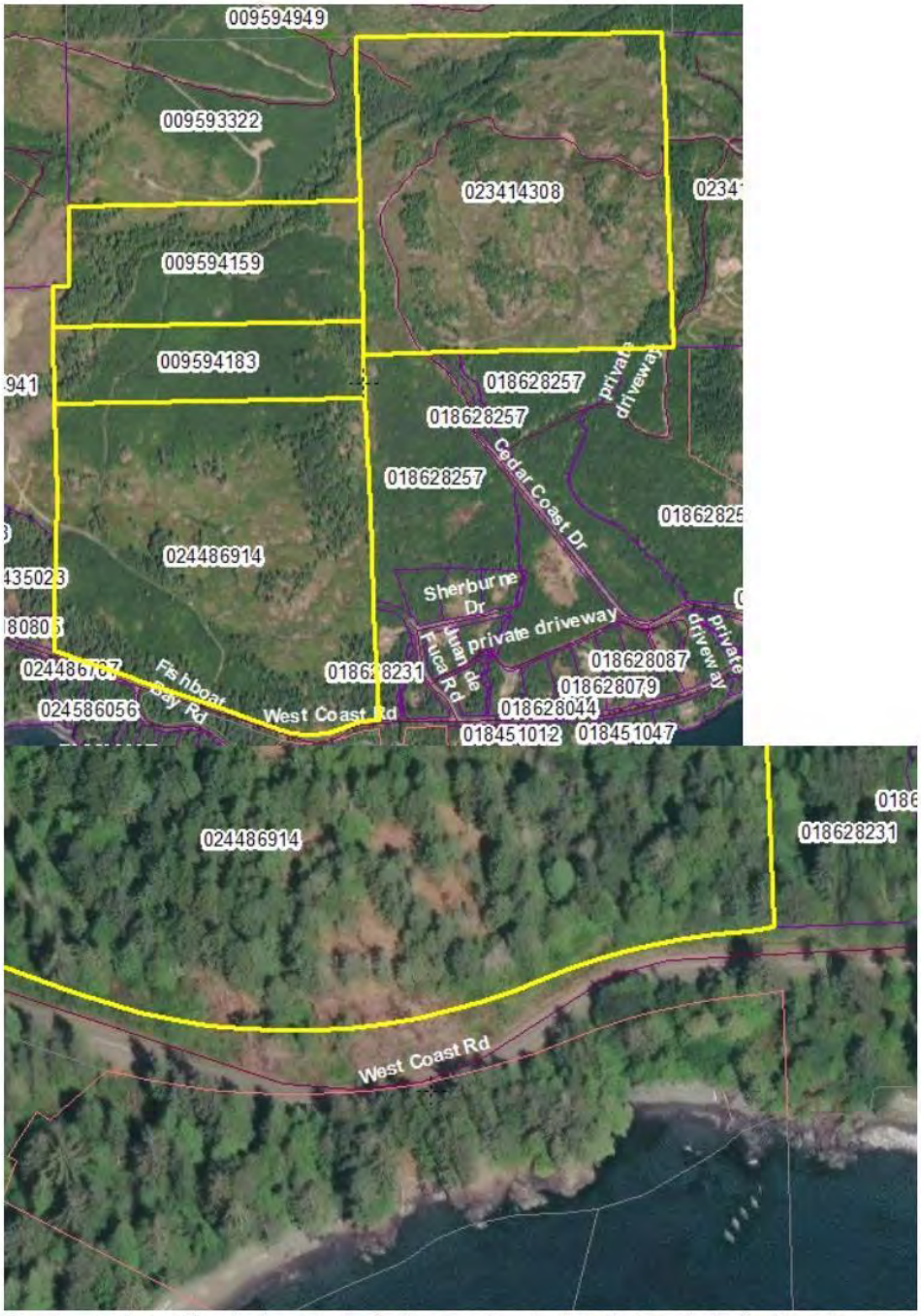
Rationale and Supplemental Information

- Archaeological study and Provincial heritage permit(s) are not required in the absence of an archaeological site.
- There is always a possibility for previously unidentified archaeological sites 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.

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.



Please note that subject lot boundaries (yellow), archaeological site boundaries (red), and areas

Making a difference...together

Juan de Fuca Community Planning
3 – 7450 Butler Road
Sooke, BC V9Z 1N1
T: 250.642.1500 | F: 250.642.5274 | Web: www.crd.bc.ca

March 20, 2024

File: RZ000282

Referral Form – Rezoning Application

Your agency is requested to comment on a rezoning application to amend Bylaw No. 2040 to rezone the below subject properties from the Forestry (AF) and Resource Land (RL) zones to a new Wilderness Campground (WC) zone to permit a commercial wilderness campground with a total of 20 campsites over four parcels with a total area of 170.8 ha (1 campsite per 8.5 ha) with a 20 m separation distance between each site, as well as continued silviculture, residential, and home-based business uses.

- Parcel A (DD 104752I) of District Lot 745, Renfrew District; PID: 009-594-159
- Parcel B (DD52657I) of District Lot 745, Renfrew District; PID: 009-594-183
- **District Lot 175, Renfrew District; PID: 023-414-308**
- **Strata Lot 13 of Section 76 and District Lot 745, Renfrew District, Strata Plan VIS4766 together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form 1; PID: 024-486-914**

Please refer to the attached staff report and proposed bylaw. Complete the Response Summary on the back of this letter indicating any potential impacts this proposal may have on your agency's interests and advise us if any legislation or official government policy would affect our consideration of this bylaw. Please note that referral comments may be summarized in staff reports; however, the actual comments received are inserted verbatim into an appendix.
Please submit your response before **4:00 pm on April 19, 2024**. If no response is received within that time, it will be assumed that this proposal does not affect your agency's interests.

Yours truly,

Iain Lawrence, Manager
Community Planning

Attachment (1)

This referral has also been sent to the following agencies

	BC Hydro		Ministry of Forests – Archeology Branch		Ministry of Transportation & Infrastructure
	BC Parks		Ministry of Forests – BC Wildfire		RCMP
	District of Sooke		Ministry of Water, Land and Resource Stewardship - Water Protection Section		Sooke School District #62
	Island Health				

PLEASE TURN OVER

RESPONSE SUMMARY – REZONING APPLICATION RZ000282

_X_ 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 land-use change of the subject area:

- Parcel A (DD 104752I) of District Lot 745, Renfrew District; PID: 009-594-159
- Parcel B (DD52657I) of District Lot 745, Renfrew District; PID: 009-594-183
- District Lot 175, Renfrew District; PID: 023-414-308
- Strata Lot 13 of Section 76 and District Lot 745, Renfrew District, Strata Plan VIS4766 together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form 1; PID: 024-486-914

As the applicant has clarified that the proposed campground will be serviced by commercial water delivery and waste-sewerage removal companies, rather than utilizing local land and resources, there is currently not expected to be impact to groundwater resources. There are no water well records associated with these parcels.

If, in the future, the applicant decides to develop a groundwater source supply on the subject area and as this area does not appear to have a local water service provider, the applicant 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. Increased development in the area and low aquifer yield may result in groundwater availability issues and impacts to other water supply wells in the area. 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.

The area is underlain by bedrock Aquifer 606 (AQ 606; Fact Sheet: https://apps.nrs.gov.bc.ca/gwells/aquifers/606), which consists of fractured crystalline rock, known to have low productivity and high vulnerability. Aquifer 606 is classified as having an overall high vulnerability to contaminants introduced at the land surface because of the thin layer of unconsolidated material 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, paddocks and locations of manure storage can be a source 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.

David van Everdingen, Ph.D., P.Geo.	Regional Hydrogeologist
Signed	Title
March 26, 2024	Ministry of Water, Land and Resource Stewardship
Date	Agency

Making a difference...together

Minutes of a Meeting of the Shirley-Jordan River Advisory Planning Commission Held April 30, 2024, at the Shirley Community Hall, 2795 Sheringham Point Road, Shirley, BC

PRESENT: Fiona McDannold (Chair), Emily Anderson, Vivi Curutchet
Staff: Iain Lawrence, Senior Manager, JdF Local Area Services; Darren Lucas, Planner; Wendy Miller, Recorder
ABSENT: Melody Kimmel
PUBLIC: Approximately 36

The meeting was called to order at 7:00 pm.

1. **Approval of the Agenda**

   MOVED by Vivi Curutchet, **SECONDED** by Emily Anderson that the agenda be approved.
   CARRIED

2. **Planner's Report**
   No report.

3. **Zoning Amendment Application**
   a) **RZ000282 – Parcel A (DD 104752I) of District Lot 745, Renfrew District; Parcel B (DD52657I) of District Lot 745, Renfrew District; District Lot 175, Renfrew District; and Strata Lot 13 of Section 76 and District Lot 745, Renfrew District, Strata Plan VIS4766 together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form 1 (10700 Block of West Coast Road)**
   Darren Lucas spoke to the request to rezone the subject property from the Forestry (AF) and Resource Land (RL) zones to a new Wilderness Campground (WC) zone to permit a commercial wilderness campground with a total of 20 campsites over four parcels with a total area of 170.8 ha (1 campsite per 8.5 ha) with a 20 m separation distance between each site, as well as continued silviculture, residential, and home-based business uses.

   The application was previously considered by the Juan de Fuca Land Use Committee (LUC) at its May 16, 2023, meeting. At that time, the LUC passed a motion that the application not proceed for referral until the applicant provided additional information. The application with additional information was considered by the LUC at its meeting of March 19, 2024. At that meeting, the LUC recommended that the application be referred to the Shirely-Jordan River APC for comment.

   It was advised that Bylaw No. 2040 previously defined outdoor recreation, which included low-impact wilderness camping. Bylaw No. 2040 was amended to strike the definition of outdoor recreation to allow outdoor recreation uses, including camping, to be regulated through zoning.

   Correspondence received in response to the notice of meeting was circulated to the APC in advance of the meeting.

The Chair confirmed that the applicant was present.

Public comments included:
- concern regarding campground use impact on surface water licences on Jacob and Aleda Creeks, including the proposed campsite locations in relation to potential stream disturbance/contamination
- the extent of Aleda Creek has not been reflected in the environmental report provided by the applicant
- concern regarding the campground use increasing wildfire risk
- comment that the application would decrease illegal camping and wildfire risk in the community by providing monitored campground use
- concern that the proposed zone increases the current residential density of the property by specifying 8 ha as the minimum lot size
- rezoning should provide benefit to the community and to the environment, such as donation of a park
- the proposed zone does not specify that the campsites are to be serviced by trucked water, should the property be sold
- proposal would provide good use of the land, as property has been logged several times in the past
- comment that the restrictive covenant on strata Lot 13 not be amended to allow subdivision or for the camping use
- similar large AF zoned properties are permitted a base level of development/subdivision potential of 4 ha per parcel and one dwelling and one suite per parcel.

The applicant responded to questions from the public and the APC advising that:
- proposed campsite locations are based on existing cleared areas established by previous logging and associated road building activity
- campsites would be serviced by commercial water delivery and waste-sewerage removal companies rather than septic and commercial water licences
- a surface water licence is being pursued for the residential dwelling
- campsite would be patrolled frequently by staff
- proposal does not include staff housing
- the intent of the proposal is to rezone to permit a campground, not to increase residential density

APC discussion ensued regarding the comments received from the applicant and from the public.

At the request of the APC, staff read aloud the camping space density and number of persons at a campsite permitted by the Agricultural 2 zone.

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 that the proposed Wilderness Campground (WC) zone be amended to:

1) specify a minimum lot size of 120 ha for subdivision purposes;
2) specify the maximum number of persons per campsite shall be 10 and the maximum number of persons over the age of 19 per campsite shall be 4 persons;
3) to prohibit recreational vehicles, as defined by Bylaw No. 2040, and specify a trailer weight limit;
4) to not include Strata Lot 13 (PID: 024-486-914);
5) to increase the campsite setback from a watercourse to 100 m or greater.

CARRIED

4. Adjournment

The meeting adjourned at 9:21 pm.

_____
Chair

PPSS-35010459-3270

Don Closson reported that he has requested a quote for the proposed improvements and that improvement costs will be reported at a future meeting.

Director Wickheim thanked Commissioner Braunschweig and the Friends of Copper Mine Park Society for years of support.

7. Delegation - Juan de Fuca Community Planning

a) Zoning Amendment Application RZ000282 – Parcel A (DD 104752I) of District Lot 745, Renfrew District; Parcel B (DD52657I) of District Lot 745, Renfrew District; District Lot 175, Renfrew District; and Strata Lot 13 of Section 76 and District Lot 745, Renfrew District, Strata Plan VIS4766 together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form 1 (10700 Block of West Coast Road)

Darren Lucas spoke to the staff report for the application to rezone the subject properties from the Forestry (AF) and Resource Land (RL) zones to a new Wilderness Campground (WC) zone.

The Juan de Fuca Land Use Committee (LUC) considered the staff report at its meeting of March 19, 2024. At that meeting, the LUC recommended that the application be referred for comment.

The Commission is requested to comment on if its interests are affected by the application. Comments received will be returned to the LUC for consideration.

The subject property was highlighted.

Policies from the Shirley – Jordan River Official Community Plan and the Community Parks and Recreation Strategic Plan which support the establishment of a network of trails for recreation and increased opportunity for safe walking routes and greater community connectivity were outlined.

The Commission acknowledged that the subject property:
- fronts West Coast Road
- is in the vicinity of Priest Cabin Community Park and Fishboat Bay Community Park
- proposal includes a parking lot across from Fishboat Bay
- is adjacent to a property which is under subdivision application for which the Commission has recommended park dedication in the form of land

MOVED by Commissioner Guenard, **SECONDED** by Commissioner Braunschweig that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission state to the Juan de Fuca Land Use Committee that the Commission's interests are affected by the proposal (RZ000282) and that the Commission supports continued safe trail connectivity and recreation in the community including connecting backcountry trails and active transportation routes.

CARRIED

Making a difference...together

REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 23, 2024

SUBJECT **Bylaw No. 4640: Amendment to the Capital Regional District Parks Services and Facilities Fees and Charges Bylaw No. 3675**

ISSUE SUMMARY

To amend the Capital Regional District (CRD) Parks Services and Facilities Fees and Charges Bylaw No. 3675, Schedule A.

BACKGROUND

Schedule A of the CRD Parks Services and Facilities Fees and Charges Bylaw No. 3675 outlines the fees and charges for regional parks. As new services are introduced, or as fees are reviewed and revised, Schedule A is amended (Appendix A). On December 13, 2023, the CRD Board passed the following motion regarding gradual pay parking increases at Thetis Lake and Sooke Potholes regional parks:

> *That pay parking at Thetis Lake and Sooke Potholes regional parks receive a gradual rate adjustment to fair market value starting in 2025, and to continue over three years, and the introduction of a short-term rate.*

The bylaw amendment will allow the following changes to the fee schedule:

Year	Short-Term (2 hours)	Daily	Season
2024	n/a	$2.25	$20.00
2025	$2.00	$4.00	$30.00
2026	no change	$5.50	$45.00
2027	no change	$7.00	$60.00

ALTERNATIVES

Alternative 1

The Regional Parks Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4640, “Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010, Amendment Bylaw No. 11, 2024”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4640 be adopted.

Alternative 2

That Bylaw No. 4640, “Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010, Amendment Bylaw No. 11, 2024” be referred to staff for changes.

IMPLICATIONS

Environmental & Climate Implications

The CRD's Regional Parks and Trails Strategic Plan 2022-2032 identifies a priority action to align implementation of parking fees (and subsequent fee increases) where regional parks can be easily accessed by transit, walking or cycling – as a disincentive to motor vehicle use and related greenhouse gas emissions. This action supports the priority (4-2) to foster the development of complete and connected communities by improving access to regional parks by transit, electric vehicles, micro mobility, walking or cycling.

Thetis Lake Regional Park is easily accessed by the above modes of transport and Sooke Potholes Regional Park is easily accessed via the Galloping Goose Regional Trail. Keeping pay parking in place with minor increases over the next three years in these two parks encourages visitors to consider alternative, greener modes of transportation to these popular destinations.

Social Implications

Park fees, as utilized in other parks systems, can be a barrier for accessing nature and recreational opportunities. Additionally, currently only two regional parks have pay parking in place, which can be perceived as unfair to those communities in which these parks are located.

Financial Implications

Bringing the price for pay parking in these two parks up to fair market value could ultimately generate $400,000 in additional annual revenue. With visitation to regional parks and trails increasing by over 40%, from 6.3 million in 2014 to 8.9 million in 2023, there is pressure to continually expand and service parking lots to accommodate personal vehicles, particularly in peak season at these popular destinations.

Demand management in parks systems is often achieved through parking management such as pay parking or day use permits, and parking fees collected during the peak season help offset increasing operational costs for the rest of the year.

Service Delivery Implications

Pay parking systems and enforcement in both Thetis Lake and Sooke Potholes regional parks are currently overseen by a contractor, therefore there are no major service delivery implications related to the increase of pay parking rates in these two regional parks.

Alignment with Existing Plans & Strategies

The Regional Parks and Trails Strategic Plan (2022-2032) identifies priority action 5-1d to "develop a Park Use Permit Policy that gives consideration to providing equitable access to programs, ensuring events and commercial activities align with the values in this Plan, and that fees reflect impacts on park facilities and users." Over the last decade, existing fees in CRD Regional Parks have not been adjusted to keep up with impacts on park facilities or market changes. These fee changes will ensure that fees better reflect impacts on regional park facilities.

CONCLUSION

As new services are introduced, or as fees are reviewed and revised, Schedule A of the Capital Regional District (CRD) Facilities Fees and Charges Bylaw is required to be amended. Over the last decade, existing fees in CRD Regional Parks have not been adjusted to keep up with market changes, and no longer reflect impacts on park facilities and users. In 2020, staff undertook a market review to understand how fees relate to broader provincial revenue generation patterns and proposed adjustments based on that review. On December 13, 2023, the CRD Board approved gradual pay parking increases at Thetis Lake and Sooke Potholes regional parks.

RECOMMENDATION

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

1. That Bylaw No. 4640, "Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010, Amendment Bylaw No. 11, 2024", be introduced and read a first, second and third time; and
2. That Bylaw No. 4640 be adopted.

Submitted by:	Mike Macintyre, Senior Manager, Regional Parks
Concurrence:	Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Bylaw No.4640: Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010, Amendment Bylaw No. 11, 2024

APPENDIX A

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4640

****

A BYLAW TO AMEND BYLAW NO. 3675 WHICH PROVIDES FOR PARK USE PERMIT FEES AND CHARGES PAYABLE FOR REGIONAL PARKS SERVICES AND FACILITIES WITHIN THE CAPITAL REGIONAL DISTRICT

****

WHEREAS:

A. Under Bylaw No. 3675, "Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010", the Regional Board outlines the fees and charges for Regional Parks services and permits;

B. As new services are introduced, or as fees are reviewed and revised, Schedule "A" of the Capital Regional District (CRD) Regional Parks Services and Facilities Fees and Charges Bylaw is amended to update fees and charges; and

C. The Board wishes to amend Bylaw No. 3675 to confirm that it is a continuing fee schedule with no fixed end date and to remove transitional provisions for mid-year annual fee changes;

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

1. Bylaw No. 3675, "Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010" is hereby amended by deleting Schedule "A" in its entirety and replacing it with the attached Schedule "A".

2. This bylaw may be cited for all purposes as "Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010, Amendment Bylaw No. 11, 2024"

READ A FIRST TIME THIS day of

READ A SECOND TIME THIS day of

READ A THIRD TIME THIS day of

ADOPTED THIS day of

CHAIR

CORPORATE OFFICER

SCHEDULE "A"
PARK USE PERMIT FEES AND CHARGES
BYLAW NO. 4640

CAMPING AND PARKING	PERMIT FEE (APPLICABLE TAXES NOT INCLUDED, UNLESS OTHERWISE NOTED)
1. **Camping** – in designated campsites at:	
Island View Beach Regional Park Campground	
• Overnight Recreational Vehicle or Tent Camping	$25.00/night
• Additional Vehicle	$10.00/night
• Cancellation fee for on-line reservation	One night rate
Jordan River Regional Park Campground	
• Overnight Recreational Vehicle or Tent Camping	$25.00/night
• Additional Vehicle	$10.00/night
Sooke Potholes Regional Park Campground	
• Overnight Recreational Vehicle or Tent Camping	$25.00/night
• Tent Pad for Cyclists	$15.00/night
• Additional Vehicle	$10.00/night
• Firewood	$9.00/bundle
	(includes applicable taxes)
2. **Pay Parking** – in designated areas at: Thetis Lake Regional Park (May 1 to September 30) Sooke Potholes Regional Park (May 1 to September 30)	**2025** $2.00/short-term (2 hours) $4.00/daily rate $30.00/seasonal pass (includes applicable taxes) **2026** $2.00/short-term (2 hours) $5.00/daily rate $40.00/seasonal pass (includes applicable taxes) **2027** $2.00/short-term (2 hours) $6.00/daily rate $50.00/seasonal pass (includes applicable taxes)
3. **Electric Vehicle Charging** – at designated charging stations in regional parks	$1.00/hour

PARK USE PERMIT SPECIAL USE CATEGORIES	PERMIT FEE (APPLICABLE TAXES NOT INCLUDED, UNLESS OTHERWISE NOTED)
4. **Commercial Filming** – motion picture, television and photography.	Filming Outdoor locations $500/day Parking $300/day Staff time for monitoring to be assessed on a case-by-case basis and charged at $50/hour Indoor locations to be assessed on a case-by-case basis Filming more than 10 days to be assessed on a case-by-case basis
5. **Commercial Service or Activity*** – such as guided programs or recreational training. • Single trip: 1 day • Seasonal: 4 month period • Annual: January 1 – December 31 inclusive	$80.00/permit $215.00/permit $320.00/permit
PARK USE PERMIT SPECIAL USE CATEGORIES	**PERMIT FEE** (APPLICABLE TAXES NOT INCLUDED, UNLESS OTHERWISE NOTED)
6. **Commercial Dog-Walking** – Annual (January 1 – December 31 inclusive)	$465.00/permit
7. **Picnic Shelter** – Use of group picnic shelters at Beaver Lake, Eagle Beach, Island View Beach or Aylard Farm.	$50.00/permit
8. **Research Activity*** – Such as specimen collections, surveys, inventories and monitoring plots.	$40.00/permit
9. **Special Event or Activity*** – Such as a festival, tournament, competition, show or outdoor ceremony that attracts participants and spectators.	$145.00/permit Staff time for monitoring to be assessed on a case-by-case basis and charged at $50/hour
10. **Temporary Service Access*** – access/ occupancy through a regional park or trail for such purposes as accessing a private property, utility or public works.	$360.00/permit
***Fee Exemptions:** Special Event or Activity: Fee exemption may be made when all participants are under 18 years of age. Research Activity and Temporary Service Access: Fee exemption may be made when the activity provides a benefit or improvement to the park or Regional Parks and Trails system. Commercial Service or Activity: No fees are applied to self-guided programs.	
INTERPRETATION	**FEE** (APPLICABLE TAXES NOT INCLUDED, UNLESS OTHERWISE NOTED)
11. **School Programs**	$70.00/class (non-taxable)
12. **Enhanced Naturalist Programs** – specialty programs with limited registration or featuring guest experts	$8.00/person
13. **Special Request Program**	$100.00

APPENDIX A

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4640

****

A BYLAW TO AMEND BYLAW NO. 3675 WHICH PROVIDES FOR PARK USE PERMIT FEES AND CHARGES PAYABLE FOR REGIONAL PARKS SERVICES AND FACILITIES WITHIN THE CAPITAL REGIONAL DISTRICT

****

WHEREAS:

A. Under Bylaw No. 3675, "Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010", the Regional Board outlines the fees and charges for Regional Parks services and permits;

B. As new services are introduced, or as fees are reviewed and revised, Schedule "A" of the Capital Regional District (CRD) Regional Parks Services and Facilities Fees and Charges Bylaw is amended to update fees and charges; and

C. The Board wishes to amend Bylaw No. 3675 to confirm that it is a continuing fee schedule with no fixed end date and to remove transitional provisions for mid-year annual fee changes;

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

1. Bylaw No. 3675, "Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010" is hereby amended by deleting Schedule "A" in its entirety and replacing it with the attached Schedule "A".

2. This bylaw may be cited for all purposes as "Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010, Amendment Bylaw No. 11, 2024"

READ A FIRST TIME THIS day of

READ A SECOND TIME THIS day of

READ A THIRD TIME THIS day of

ADOPTED THIS day of

CHAIR

CORPORATE OFFICER

SCHEDULE "A"
PARK USE PERMIT FEES AND CHARGES
BYLAW NO. 4640

CAMPING AND PARKING	PERMIT FEE (APPLICABLE TAXES NOT INCLUDED, UNLESS OTHERWISE NOTED)
1. **Camping** – in designated campsites at:	
Island View Beach Regional Park Campground	
• Overnight Recreational Vehicle or Tent Camping	$25.00/night
• Additional Vehicle	$10.00/night
• Cancellation fee for on-line reservation	One night rate
Jordan River Regional Park Campground	
• Overnight Recreational Vehicle or Tent Camping	$25.00/night
• Additional Vehicle	$10.00/night
Sooke Potholes Regional Park Campground	
• Overnight Recreational Vehicle or Tent Camping	$25.00/night
• Tent Pad for Cyclists	$15.00/night
• Additional Vehicle	$10.00/night
• Firewood	$9.00/bundle
	(includes applicable taxes)
2. **Pay Parking** – in designated areas at: Thetis Lake Regional Park (May 1 to September 30) Sooke Potholes Regional Park (May 1 to September 30)	**2025** $2.00/short-term (2 hours) $4.00/daily rate $30.00/seasonal pass (includes applicable taxes) **2026** $2.00/short-term (2 hours) $5.50/daily rate $45.00/seasonal pass (includes applicable taxes) **2027** $2.00/short-term (2 hours) $7.00/daily rate $60.00/seasonal pass (includes applicable taxes)
3. **Electric Vehicle Charging** – at designated charging stations in regional parks	$1.00/hour

PARK USE PERMIT SPECIAL USE CATEGORIES	PERMIT FEE (APPLICABLE TAXES NOT INCLUDED, UNLESS OTHERWISE NOTED)
4. **Commercial Filming** – motion picture, television and photography.	Filming Outdoor locations $500/day Parking $300/day Staff time for monitoring to be assessed on a case-by-case basis and charged at $50/hour Indoor locations to be assessed on a case-by-case basis Filming more than 10 days to be assessed on a case-by-case basis
5. **Commercial Service or Activity*** – such as guided programs or recreational training. • Single trip: 1 day • Seasonal: 4 month period • Annual: January 1 – December 31 inclusive	$80.00/permit $215.00/permit $320.00/permit
PARK USE PERMIT SPECIAL USE CATEGORIES	**PERMIT FEE** (APPLICABLE TAXES NOT INCLUDED, UNLESS OTHERWISE NOTED)
6. **Commercial Dog-Walking** – Annual (January 1 – December 31 inclusive)	$465.00/permit
7. **Picnic Shelter** – Use of group picnic shelters at Beaver Lake, Eagle Beach, Island View Beach or Aylard Farm.	$50.00/permit
8. **Research Activity*** – Such as specimen collections, surveys, inventories and monitoring plots.	$40.00/permit
9. **Special Event or Activity*** – Such as a festival, tournament, competition, show or outdoor ceremony that attracts participants and spectators.	$145.00/permit Staff time for monitoring to be assessed on a case-by-case basis and charged at $50/hour
10. **Temporary Service Access*** – access/ occupancy through a regional park or trail for such purposes as accessing a private property, utility or public works.	$360.00/permit
***Fee Exemptions:** Special Event or Activity: Fee exemption may be made when all participants are under 18 years of age. Research Activity and Temporary Service Access: Fee exemption may be made when the activity provides a benefit or improvement to the park or Regional Parks and Trails system. Commercial Service or Activity: No fees are applied to self-guided programs.	
INTERPRETATION	**FEE** (APPLICABLE TAXES NOT INCLUDED, UNLESS OTHERWISE NOTED)
11. **School Programs**	$70.00/class (non-taxable)
12. **Enhanced Naturalist Programs** – specialty programs with limited registration or featuring guest experts	$8.00/person
13. **Special Request Program**	$100.00

Making a difference...together

RWSC 24-21

REPORT TO REGIONAL WATER SUPPLY COMMISSION
MEETING OF WEDNESDAY, NOVEMBER 20, 2024

SUBJECT **Bylaw No. 4652, Water Advisory Committee Bylaw Amendment**

ISSUE SUMMARY

To amend Capital Regional District (CRD) Bylaw No. 2541, "Water Advisory Committee Bylaw No. 1, 1997", to align the function of the Water Advisory Committee (Committee) with the Regional Water Supply Strategic Plan and the priorities defined within, to provide a direct link to the Regional Water Supply Commission through the Commission's Vice Chair and to provide clarity on membership representation.

BACKGROUND

Under the *Capital Regional Water Supply and Sooke Hills Protection Regulation*, BC Reg 284/97 (Regulation), the CRD is required to operate an advisory body (Water Advisory Committee or Committee) to provide advice to the Regional Water Supply Commission (Commission) on water supply, water quality, the stewardship of lands held by the Capital Regional District (CRD) for water supply purposes and water conservation measures.

Bylaw No. 2541, "Water Advisory Committee Bylaw No. 1, 1997", (Appendix A) reiterates the Regulation's mandate that the Committee will provide advice to the Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation purposes. It would be of benefit to the Commission to provide guidance within the Bylaw around what key issues need to be considered by the Committee, how it provides advice on those key issues and how it is reported back to the Commission.

The Regional Water Supply (RWS) Strategic Plan outlines strategic priorities and actions of importance to the Commission and provides "guiderails" for staff who are responsible for defining shorter term initiatives and service planning delivery. The strategic priorities address changing factors affecting the service while ensuring the achievement of long-term commitments. It is proposed to align the function of the Committee to use the defined priorities in the Regional Water Supply (RWS) Strategic Plan as its guide for advising the Commission.

Under the Regulation there is a requirement for representation from the Regional Water Supply Commission, Juan de Fuca Water Distribution Commission and Saanich Peninsula Water Commission on the Committee. Over the years it has been standard practice that the Vice Chair of each of the Water Commissions be their representative on the Committee.

Bylaw No. 2541 states that there shall be an election each year for a Chair from amongst its members. To provide a direct link between the Committee and the Commission for reporting purposes, it is proposed to have the Regional Water Supply Commission Vice Chair be the Chair of the Committee. Recommendations to the Commission would be brought through its Vice Chair. This leadership on the Committee would help guide the discussions in alignment with the Strategic Plan priorities.

Committee members are defined by the Regulation and Bylaw No. 2541. It is proposed to amend the wording slightly to provide better clarity around First Nations representation by aligning the wording with the CRD Procedures Bylaw and adding that First Nations participation in committee meetings is at their pleasure, where the Nation has an interest in matters being considered by the Committee. It is also proposed to amend the wording for "other bodies the Board considers appropriate" by adding a maximum number of up to five additional members to maintain a practical Committee size.

The current (Appendix D) Water Advisory Committee Terms of Reference have been updated to reflect the changes outlined in Bylaw No. 4652 and to put them into the current template format. A redlined version is attached as Appendix E and clean version attached as Appendix F. The current membership would not be affected by any of the changes and the revised Terms of Reference would be applicable to new members going forward.

Both the bylaw amendments and the Terms of Reference update would be effective in 2025.

ALTERNATIVES

Alternative 1

That the Regional Water Supply Commission recommend to the Capital Regional District Board:

a) That Bylaw No. 4652 cited as "Water Advisory Committee Bylaw No. 1, 1997, Amendment Bylaw No. 1, 2024", be introduced and read a first, second, and a third time.
b) That Bylaw No. 4652 be adopted.
c) That, upon adoption of Bylaw 4652, the revised Water Advisory Committee Terms of Reference be approved for 2025.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Alignment with Existing Plans & Strategies

The 2025 Strategic Plan will be used at the highest level to guide the CRD's commitments to the customers of the Regional Water Supply Service, as well as guide the day-to-day activities and decision making associated with the service, to ensure the safe, reliable and efficient delivery of water supply for the current and future customers in Greater Victoria. The actions will direct the initiatives, projects and studies that will form the annual and five-year work programs, with progress reported to the Water Advisory Committee and Regional Water Supply Commission every two years.

The Committee will have an opportunity to review a copy of the full 2025 Strategic Plan draft document after the completion of the public engagement and the incorporation of the feedback from the public and First Nations consultation.

First Nations Reconciliation

The Regulation and Bylaw both outline a list of groups who will be invited to provide a representative to participate on the Water Advisory Committee. This includes a seat for First Nations, however there are a diverse range of projects, plans and initiatives that could impact First Nations' interests and it is difficult to narrow the scope of participation to just one Nation. By expanding the wording in alignment with that of the CRD Board, it allows for any First Nation to participate as it sees fit, when there is a matter of interest being considered by the Committee.

CONCLUSION

Bylaw No. 4652 amends "Water Advisory Committee Establishment Bylaw No. 1, 1997" to incorporate the Regional Water Supply Strategic Plan defined priorities, clarity on membership and the addition of the Regional Water Supply Commission Vice Chair to act as the Chair of the Water Advisory Committee.

RECOMMENDATION

That the Regional Water Supply Commission recommend to the Capital Regional District Board:

a) That Bylaw No. 4652 cited as "Water Advisory Committee Bylaw No. 1, 1997, Amendment Bylaw No. 1, 2024", be introduced and read a first, second, and a third time.
b) That Bylaw No. 4652 be adopted.
c) That, upon adoption of Bylaw No. 4652, the revised Water Advisory Committee Terms of Reference be approved for 2025.

Submitted by:	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(S)

Appendix A: Bylaw No. 2541, "Water Advisory Committee Establishment Bylaw No. 1, 1997"
Appendix B: Bylaw No. 4652, "Water Advisory Committee Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 1, 2024"
Appendix C: Bylaw No. 2541, Unofficial Redlined Consolidation
Appendix D: Water Advisory Committee Terms of Reference - Current
Appendix E: Water Advisory Committee Terms of Reference, Redlined Version
Appendix F: Updated Committee Terms of Reference - Clean Version

CAPITAL REGIONAL DISTRICT

BYLAW NO. 2541

****

A BYLAW FOR THE ESTABLISHMENT AND OPERATION OF A REGIONAL WATER SUPPLY PROTECTION AND CONSERVATION ADVISORY COMMITTEE

****

WHEREAS

A. Section 2 of the *Capital Region Water Supply and Sooke Hills Protection Act* (the "Act") requires the Regional District to establish by bylaw a water supply local service of the Regional District.

B. Section 4 of the Act requires the Regional District Board to establish by bylaw a Regional Water Supply Commission.

C. Section 8 of the Capital Region Water Supply and Sooke Hills Protection Regulation Order-In-Council No. 0971 requires the Regional District Board to appoint a Regional Water Supply, Protection and Conservation Advisory Committee to provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation measures.

NOW, THEREFORE, the Board of the Capital Regional District in open meeting assembled ENACTS AS FOLLOWS:

1. A *Regional Water Supply, Protection and Conservation Advisory Committee* (hereinafter called the "Water Advisory Committee") is hereby established.

2. The membership of the *Water Advisory Committee* is comprised as follows:

   (a) one representative each from the Regional Water Supply Commission, the Juan de Fuca Water Distribution Commission and the Saanich Peninsula Water Commission.

   (b) one representative from each of the following:

   - agricultural community
   - groups concerned with the protection of fish habitats
   - First Nations
   - environmental groups
   - commercial and industrial water users
   - residents and ratepayers associations
   - Capital Region Health Board
   - scientific community
   - other bodies the Regional District Board considers appropriate.

3. The terms of office of the members of the commission shall be for a two year period except that initial appointments shall be as follows:

   (a) five of the appointees shall hold office from the date of appointment until one year from the date of initial appointment.

   (b) six of the appointees shall hold office from the date of appointment until two years from the date of initial appointment.

4. A quorum of the *Water Advisory Committee* is a majority of its members.

5. The *Water Advisory Committee* shall each year elect a Chairperson from amongst its members.

6. The *Water Advisory Committee* shall observe at its meetings the rules of procedure for the Regional District as far as they are applicable.

7. The *Water Advisory Committee* shall provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation purposes.

8. This Bylaw may be cited as the "Water Advisory Committee Bylaw No. 1, 1997".

READ A FIRST TIME THIS	10th	day of	Sept.	1997
READ A SECOND TIME THIS	17th	day of	Dec.	1997
READ A THIRD TIME THIS	17th	day of	Dec.	1997
ADOPTED THIS	17th	day of	Dec.	1997

CHAIRPERSON

Carmen Thiel
SECRETARY

B.C. Reg. 284/97
O.C. 971/97

Deposited August 1, 1997

Capital Region Water Supply and Sooke Hills Protection Act

CAPITAL REGION WATER SUPPLY AND SOOKE HILLS PROTECTION REGULATION

Contents

1 Definitions
2 Water service areas
3 Establishment of a regional water supply commission
4 Procedures of the regional water supply commission
5 Strategic plan
6 Establishment of the Juan de Fuca water distribution commission
7 Water distribution plan for the Western Communities
8 Regional Water Supply, Protection and Conservation Advisory Committee
9 Sooke Hills Wilderness Regional Park management plan
10 Other park lands
11 Continuation of powers of the water district
12 Further powers

Definitions

1 In this regulation:

"**water distribution commission**" means the Juan de Fuca water distribution commission established by the regional district board under section 6 (2) (h) of the *Capital Region Water Supply and Sooke Hills Protection Act;*

"**water supply commission**" means the regional water supply commission established by the regional district board under section 4 of the *Capital Region Water Supply and Sooke Hills Protection Act.*

Water service areas

2 (1) The bylaws establishing local service areas under sections 2 and 3 of the *Capital Region Water Supply and Sooke Hills Protection Act* must be submitted for the approval of the Inspector of Municipalities by September 30, 1997.

(2) The bylaws referred to in subsection (1) must be adopted by the regional district board by March 31, 1998.

Establishment of a regional water supply commission

3 (1) A bylaw establishing a standing committee of the regional district board known as the regional water supply commission must be adopted by the regional district board by September 30, 1997.

(2) The members of the water supply commission are as follows:

(a) any members of the council of each municipality within the participating area appointed by the council and equivalent in number to those the municipality has on the regional district board;

(b) the director for the Sooke Electoral Area.

(3) Prior to appointing members to the water supply commission, a municipal council must provide an opportunity for the public to advise the council on appointments to the water supply commission by

(a) holding a public meeting to discuss the appointments,

(b) scheduling a portion of a regular council meeting to discuss the appointments, or

(c) otherwise offering the public a reasonable opportunity to advise council on the appointments.

(4) Section 783 of the *Municipal Act* governs the number of votes that each member of the water supply commission may cast on resolutions before that commission.

(5) A quorum of the water supply commission is a majority of its members.

(6) If a position on the water supply commission becomes vacant, the vacancy must be filled

(a) in the case where the incumbent was the director for the Sooke Electoral Area, at the next election of such directors, and

(b) in the case of an appointee of a municipal council, by the municipal council making a new appointment within 30 days of the vacancy arising.

(7) Alternate members of the water supply commission may be appointed to act in the absence of members and sections 786 and 787 of the *Municipal Act* apply to these directors and their appointment.

(8) The term for members on the water supply commission ends immediately before the first Monday following December 1 in the year of the general local elections.

Procedures of the regional water supply commission

4 (1) The water supply commission must review any matter, relating to the regional water supply service, initiated by the water supply commission or referred to it by the regional board, a participating municipal council, the Saanich Peninsula Water Commission, the water distribution commission, or a participating electoral area director.

(2) The water supply commission must consider any matter referred to it under subsection (1) within a reasonable period of time.

Strategic plan

5 (1) The regional district board must adopt a bylaw before December 31, 1999 to establish a strategic plan for a 20 year period respecting

(a) the region's water supply,

(b) water conservation, and

(c) management of the catchment lands.

(2) The regional district board must prepare a consultation plan which will provide for early, ongoing and continuous involvement of the public in the development of the strategic plan.

(3) Once a bylaw establishing a strategic plan is adopted, it must be reviewed by the water supply commission on a regular basis.

(4) The strategic plan referred to in subsection (1) must include studies of water conservation and demand management.

Establishment of the Juan de Fuca water distribution commission

6 (1) A bylaw establishing a standing committee of the regional board known as the Juan de Fuca water distribution commission must be adopted by the regional district board by September 30, 1997.

(2) The water distribution commission is a standing committee under Part 24 of the *Municipal Act.*

(3) The water distribution commission includes council members, as specified in this section, from each of the following participating areas:

(a) the City of Colwood;

(b) the District of Langford;

(c) the Town of View Royal;

(d) the District of Metchosin;

(e) the Sooke Electoral Area.

(4) The number of members of the water distribution commission that a council of a participating area may appoint is equal to the number of council members that municipality has on the regional district board.

(5) The director for the Sooke Electoral Area is a member of the water distribution commission.

(6) Section 783 of the *Municipal Act* governs the number of votes that each member of the water distribution commission may cast on resolutions before that commission.

(7) Prior to appointing a member to the water distribution commission, a municipal council must provide an opportunity for the public to advise council on appointments to the water distribution commission as described in section 3 (3).

(8) A quorum of the water distribution commission is a majority of its members.

(9) If a position on the water distribution commission becomes vacant, the vacancy must be filled

(a) in the case where the incumbent was the director for the Sooke Electoral Area, at the next election of such directors, and

(b) in the case an appointee of a municipal council, by the municipal council making a new appointment within 30 days of the vacancy arising.

(10) Alternate members on the water distribution commission may be appointed to act in the absence of the member and these alternate members must be appointed in the same manner as alternate municipal or electoral area directors are appointed under sections 786 and 787 of the *Municipal Act*.

(11) The term for members on the water distribution commission ends immediately before the first Monday following December 1 in the year of the general local elections.

Water distribution plan for the Western Communities

7 (1) The water supply commission must, before December 31, 1998, determine those water supply facilities within the boundary of the water distribution service area which will remain as part of the regional water supply service.

(2) The water distribution commission must, prior to December 31, 1999, develop a plan for rationalization of the water distribution system in the Western Community municipal participating areas and the Sooke Electoral Area.

(3) The plan must consider whether the water distribution system within the Western Community municipal participating areas, should continue to be owned and operated by the regional district, or whether it should be transferred to the Western Community municipal participating areas.

Regional Water Supply, Protection and Conservation Advisory Committee

8 (1) The regional district board must, before December 31, 1997, appoint a Regional Water Supply, Protection and Conservation Advisory Committee to provide advice to the water supply commission on water supply, water quality, the stewardship of the lands held by the regional district for water supply purposes and water conservation measures.

(2) The Regional Water Supply, Protection and Conservation Advisory Committee must have representation from the regional water supply commission, the water distribution commission and the Saanich Peninsula Water Commission and each of the following must be invited to provide a representative:

(a) the agricultural community;

(b) groups concerned with the protection of fish habitats;

(c) First Nations;

(d) environmental groups;

(e) commercial and industrial water users;

(f) residents and ratepayer's associations;

(g) Capital Region Health Board;

(h) the scientific community;

(i) other bodies the regional district board considers appropriate.

Sooke Hills Wilderness Regional Park management plan

9 (1) The regional district board must submit a bylaw amending its official regional park plan under the *Park (Regional) Act* to include the land described in the Schedule to the *Capital Region Water Supply and Sooke Hills Protection Act* or any lands prescribed in section 5 (8) of that Act. to the Minister of Environment, Lands and Parks by December 31, 1997.

(2) The regional district board must adopt the bylaw amending its official regional park plan under the *Park (Regional) Act* to include the land described in the Schedule to the *Capital Region Water Supply and Sooke Hills Protection Act* or any lands prescribed under section 5 (8) of that Act, by March 31, 1998.

(3) The regional district board must adopt a bylaw setting out a park management plan for the Sooke Hills Wilderness Regional Park by December 31, 2000.

(4) The regional district board must prepare a consultation plan which will provide for early, on-going and continuous involvement of the public in development of the park management plan.

(5) The park management plan bylaw must be submitted to the Minister of Environment, Lands and Parks for approval before June 30, 2000.

Other park lands

10 (1) The regional district must not dispose of, or change the use of, the following lands formerly held by the Greater Victoria Water District except for the purpose of a park, without the approval of the Minister:

(a) Section 21, Otter Land District;

(b) Section 61, Goldstream District;

(c) Remainder of Lot 8, Block 15, Plan 2434, Sections 52 and 53, Sooke Land District.

Continuation of Powers of the Water District

11 The powers formerly contained in section 98 of the *Greater Victoria Water District Act* apply to the regional district.

Further powers

12 (1) The regional district may provide water service to individual customers, improvement districts, Indian Bands and Indian Reserves outside the water distribution service area, but within the boundary of the regional district.

(2) Any person who hinders or interrupts, or causes or procures to be hindered or interrupted, the regional district, its agents, servants, contractors, workmen, or any of them, in the exercise of any of the powers and authorities conferred by this

regulation, shall be liable, on summary conviction, to a fine of not more than $2 000 or to imprisonment for not more than 6 months, or to both.

[Provisions of the *Capital Region Water Supply and Sooke Hills Protection Act*, S.B.C. 1997, c. 5, relevant to the enactment of this regulation: section 6]

Queen's Printer for British Columbia©
Victoria, 1998

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4652

****

A BYLAW TO AMEND BYLAW NO. 2541
WATER ADVISORY COMMITTEE BYLAW NO. 1, 1997

****

WHEREAS:

A. Under Bylaw No. 2541, "Water Advisory Committee Bylaw No. 1, 1997", the Regional Board established a Regional Water Supply, Protection and Conservation Advisory Committee to provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation measures;

B. To align the function of the Water Advisory Committee with the Regional Water Supply Strategic Plan and the priorities defined within, to provide a direct link to the Regional Water Supply Commission through the Commission's Vice Chair and to provide clarity on membership representation; and

C. The Board wishes to amend Bylaw No. 2541 to ensure consistency between the work of the Water Advisory Committee and the Regional Water Supply Commission's strategic priorities.

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

1. Bylaw No. 2541, "Water Advisory Committee Bylaw No. 1, 1997", is hereby amended as follows:

(a) By amending Section 2(b) to remove from the bulleted list "First Nations" and "other bodies the Regional District Board considers appropriate."

(b) By inserting as Section 2(c) the following:

> (c) up to five representatives from other bodies the Regional District Board considers appropriate.

(c) By inserting as Section 2(d) the following:

> (d) one representative from each First Nation in the Capital Regional District, who may participate in Water Advisory Committee meetings (as ex officio) at their pleasure, in accordance with Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", where the First Nation has an interest in matters being considered by the Water Advisory Committee.

(d) By amending section 3 to insert ", to a maximum participation of three terms (i.e. six years)," between the words "two year period" and "except".

(e) By replacing Section 5 with the following:

> 5. The Water Advisory Committee shall, at its first meeting each year, appoint as its Chair the Vice-Chair of the Regional Water Supply Commission, with a term commencing and

ending commensurate to the term of the Vice-Chair. The Water Advisory Committee shall, at its first meeting each year, elect from among its members a Vice-Chair of the Water Advisory Committee.

(f) By amending section 6 as follows:

6. The Committee must follow Bylaw No. 3828, “Capital Regional District Board Procedures Bylaw, 2012”, when conducting a meeting, so far as they are applicable.

(g) By amending section 7 as follows:

7. The mandate of the Water Advisory Committee is to provide advice to the Regional Water Supply Commission, with a view to the current Strategic Plan approved by the Regional Water Supply Commission and the priorities defined within, on water supply, water quality, and stewardship of the lands held by the Regional District for water supply and water conservation purposes.

2. This Bylaw may be cited for all purposes as the “Water Advisory Committee Bylaw No. 1, 1997”, Amendment Bylaw No. 1, 2024".

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

CHAIR

CORPORATE OFFICER

APPENDIX B

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4652

****

A BYLAW TO AMEND BYLAW NO. 2541
WATER ADVISORY COMMITTEE BYLAW NO. 1, 1997

****

WHEREAS:

A. Under Bylaw No. 2541, "Water Advisory Committee Bylaw No. 1, 1997", the Regional Board established a Regional Water Supply, Protection and Conservation Advisory Committee to provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation measures;

B. To align the function of the Water Advisory Committee with the Regional Water Supply Strategic Plan and the priorities defined within, to provide a direct link to the Regional Water Supply Commission through the Commission's Vice Chair and to provide clarity on membership representation; and

C. The Board wishes to amend Bylaw No. 2541 to ensure consistency between the work of the Water Advisory Committee and the Regional Water Supply Commission's strategic priorities.

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

1. Bylaw No. 2541, "Water Advisory Committee Bylaw No. 1, 1997", is hereby amended as follows:

(a) By amending Section 2(b) to remove from the bulleted list "First Nations" and "other bodies the Regional District Board considers appropriate."

(b) By inserting as Section 2(c) the following:

> (c) up to five representatives from other bodies the Regional District Board considers appropriate.

(c) By inserting as Section 2(d) the following:

> (d) one representative from each First Nation in the Capital Regional District, who may participate in Water Advisory Committee meetings at their pleasure, in accordance with Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", where the First Nation has an interest in matters being considered by the Water Advisory Committee.

(d) By amending section 3 to insert ", to a maximum participation of three terms (i.e. six years)," between the words "two year period" and "except".

(e) By replacing Section 5 with the following:

> 5. The Water Advisory Committee shall, at its first meeting each year, appoint as its Chair the Vice-Chair of the Regional Water Supply Commission, with a term commencing and ending commensurate to the term of the Vice-Chair. The Water Advisory Committee shall,

at its first meeting each year, elect from among its members a Vice-Chair of the Water Advisory Committee.

(f) By amending section 6 as follows:

6. The Committee must follow Bylaw No. 3828, “Capital Regional District Board Procedures Bylaw, 2012”, when conducting a meeting, so far as they are applicable.

(g) By amending section 7 as follows:

7. The mandate of the Water Advisory Committee is to provide advice to the Regional Water Supply Commission, with a view to the current Strategic Plan approved by the Regional Water Supply Commission and the priorities defined within, on water supply, water quality, and stewardship of the lands held by the Regional District for water supply and water conservation purposes.

2. This Bylaw may be cited for all purposes as the “Water Advisory Committee Bylaw No. 1, 1997”, Amendment Bylaw No. 1, 2024".

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

CHAIR

CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT
BYLAW NO. 2541

****

A BYLAW FOR THE ESTABLISHMENT AND OPERATION OF A REGIONAL WATER SUPPLY PROTECTION AND CONSERVATION ADVISORY COMMITTEE

****

WHEREAS

A. Section 2 of the Capital Region Water Supply and Sooke Hills Protection Act (the "Act") requires the Regional District to establish by bylaw a water supply local service of the Regional District.

B. Section 4 of the Act requires the Regional District Board to establish by bylaw a Regional Water Supply Commission.

C. Section 8 of the Capital Region Water Supply and Sooke Hills Protection Regulation Order-In-Council No. 0971 requires the Regional District Board to appoint a Regional Water Supply, Protection and Conservation Advisory Committee to provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation measures.

NOW, THEREFORE, the Board of the Capital Regional District in open meeting assembled ENACTS AS FOLLOWS:

1. A Regional Water Supply, Protection and Conservation Advisory Committee (hereinafter called the "Water Advisory Committee") is hereby established.

2. The membership of the Water Advisory Committee is comprised as follows:

   (a) one representative each from
   - ~~the~~ Regional Water Supply Commission;
   - , ~~the~~ Juan de Fuca Water Distribution Commission; and
   - ~~the~~ Saanich Peninsula Water Commission.

   (b) one representative from each of the following:

   - agricultural community
   - groups concerned with the protection of fish habitats
   - ~~First Nations~~
   - environmental groups
   - commercial and industrial water users
   - residents and ratepayers associations
   - Capital Region Health Board
   - scientific community
   - ~~other bodies the Regional District Board considers appropriate.~~

   (c) up to five representatives from other bodies the Regional District Board considers appropriate.

DRAFT

(d) one representative from each First Nation in the Capital Regional District, who may participate in Water Advisory Committee meetings (as ex officio) at their pleasure, in accordance with Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", where the First Nation has an interest in matters being considered by the Water Advisory Committee.

3. The terms of office of the members of the commission shall be for a two-year period, to a maximum participation of three terms (i.e. six years), except that initial appointments shall be as follows:

   (a) five of the appointees shall hold office from the date of appointment until one year from the date of initial appointment.

   (b) six of the appointees shall hold office from the date of appointment until two years from the date of initial appointment.

4. A quorum of the Water Advisory Committee is a majority of its members.

5. ~~The Water Advisory Committee shall each year elect a Chairperson from amongst its members.~~The Water Advisory Committee shall, at its first meeting each year, appoint as its Chair the Vice-Chair of the Regional Water Supply Commission, with a term commencing and ending commensurate to the term of the Vice-Chair. The Water Advisory Committee shall, at its first meeting each year, elect from among its members a Vice-Chair of the Water Advisory Committee.

6. ~~The Water Advisory Committee shall observe at its meetings the rules of procedure for the Regional District as~~ The Committee must follow Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", when conducting a meeting, so far as they are applicable.

7. ~~The Water Advisory Committee shall~~ The mandate of the Water Advisory Committee is to provide advice to the Regional Water Supply Commission with a view to the current Strategic Plan approved by the Regional Water Supply Commission and the priorities defined within, on water supply, water quality~~,~~ and ~~the~~ stewardship of the lands held by the Regional District for water supply purposes and water conservation purposes.

8. This Bylaw may be cited as the "Water Advisory Committee Bylaw No. 1, 1997".

READ A FIRST TIME THIS	10th	day of	Sept.	1997
READ A SECOND TIME THIS	17th	day of	Dec.	1997
READ A THIRD TIME THIS	17th	day of	Dec.	1997
ADOPTED THIS	17th	day of	Dec.	1997

DRAFT

CHAIRPERSON

SECRETARY

DRAFT

CAPITAL REGIONAL DISTRICT
BYLAW NO. 2541

****

A BYLAW FOR THE ESTABLISHMENT AND OPERATION OF A REGIONAL WATER SUPPLY PROTECTION AND CONSERVATION ADVISORY COMMITTEE

****

WHEREAS

A. Section 2 of the Capital Region Water Supply and Sooke Hills Protection Act (the "Act") requires the Regional District to establish by bylaw a water supply local service of the Regional District.

B. Section 4 of the Act requires the Regional District Board to establish by bylaw a Regional Water Supply Commission.

C. Section 8 of the Capital Region Water Supply and Sooke Hills Protection Regulation Order-In-Council No. 0971 requires the Regional District Board to appoint a Regional Water Supply, Protection and Conservation Advisory Committee to provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation measures.

NOW, THEREFORE, the Board of the Capital Regional District in open meeting assembled ENACTS AS FOLLOWS:

1. A Regional Water Supply, Protection and Conservation Advisory Committee (hereinafter called the "Water Advisory Committee") is hereby established.

2. The membership of the Water Advisory Committee is comprised as follows:

   (a) one representative each from the Regional Water Supply Commission, the Juan de Fuca Water Distribution Commission and the Saanich Peninsula Water Commission.

   (b) one representative from each of the following:

   - agricultural community
   - groups concerned with the protection of fish habitats
   - environmental groups
   - commercial and industrial water users
   - residents and ratepayers associations
   - Capital Region Health Board
   - scientific community

   (c) up to five representatives from other bodies the Regional District Board considers appropriate.

   (d) one representative from each First Nation in the Capital Regional District, who may participate in Water Advisory Committee meetings at their pleasure, in accordance with Bylaw No. 3828, “Capital Regional District Board Procedures Bylaw, 2012”, where the First Nation has an interest in matters being considered by the Water Advisory Committee.

DRAFT

3. The terms of office of the members of the commission shall be for a two-year period, to a maximum participation of three terms (i.e. six years), except that initial appointments shall be as follows:

   (a) five of the appointees shall hold office from the date of appointment until one year from the date of initial appointment.

   (b) six of the appointees shall hold office from the date of appointment until two years from the date of initial appointment.

4. A quorum of the Water Advisory Committee is a majority of its members.

5. The Water Advisory Committee shall, at its first meeting each year, appoint as its Chair the Vice-Chair of the Regional Water Supply Commission, with a term commencing and ending commensurate to the term of the Vice-Chair. The Water Advisory Committee shall, at its first meeting each year, elect from among its members a Vice-Chair of the Water Advisory Committee.

6. The Committee must follow Bylaw No. 3828, “Capital Regional District Board Procedures Bylaw, 2012”, when conducting a meeting, so far as they are applicable.

7. The mandate of the Water Advisory Committee is to provide advice to the Regional Water Supply Commission with a view to the current Strategic Plan approved by the Regional Water Supply Commission and the priorities defined within, on water supply, water quality and stewardship of the lands held by the Regional District for water supply purposes and water conservation purposes.

8. This Bylaw may be cited as the "Water Advisory Committee Bylaw No. 1, 1997".

READ A FIRST TIME THIS	10th	day of	Sept.	1997
READ A SECOND TIME THIS	17th	day of	Dec.	1997
READ A THIRD TIME THIS	17th	day of	Dec.	1997
ADOPTED THIS	17th	day of	Dec.	1997

CHAIRPERSON

SECRETARY

DRAFT

Making a difference...together

CAPITAL REGIONAL WATER DISTRICT

REGIONAL WATER SUPPLY, PROTECTION AND CONSERVATION ADVISORY COMMITTEE (WATER ADVISORY COMMITTEE)

TERMS OF REFERENCE

BACKGROUND

In 1997 the *Greater Victoria Water District Act* was repealed and replaced by the *Capital Regional Water Supply and Sooke Hills Protection Act* (Act). The implementation of the Act is governed by the Capital Regional Water Supply and Sooke Hills Protection Regulation (Regulation). Both the Act and the Regulation were enacted August 1, 1997.

Under the Regulation the Capital Regional District (CRD) must establish by bylaw a standing committee of the Regional Board known as the Regional Water Supply Commission (Commission). The Commission was established in September, 1997. The Regulation further requires the appointment of a Regional Water Supply, Protection and Conservation Advisory Committee (Committee) to provide advice to the Commission on water supply, water quality, the stewardship of lands held by the CRD for water supply purposes and water conservation measures.

COMMITTEE MEMBERSHIP

The Committee will have up to 16 members with representation from:

1. The Regional Water Supply Commission;
2. The Juan de Fuca Water Distribution Commission; and
3. The Saanich Peninsula Water Commission.

In addition each of the following groups will be invited to provide names of potential representatives.

1. The agriculture community;
2. Groups concerned with the protection of fish habitats;
3. First Nations;
4. Environmental groups;
5. Commercial and industrial water users;
6. Residents and ratepayers' associations;
7. Island Health;
8. The scientific community; and
9. Other bodies the Regional District Board considers appropriate.

TERM OF SERVICE

In order to ensure on-going opportunities to serve on the committee and to maintain continuity, half of the appointees will serve a term of one (1) year. Thereafter, public members of the Committee will serve for a period of two (2) years, to a maximum participation of three terms (i.e. six years)

The Committee may request that the Commission replace a member who has missed three consecutive meetings.

COMMITTEE MANDATE

The general mandate of the Committee is to provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation measures.

The responsibilities of the Committee include:

1. Reviewing options for water supply, water quality, water conservation and the stewardship of catchment lands based on their technical and economic merit;
2. Taking into consideration the social and environmental impacts in the review of options;
3. Ensuring all relevant issues are being considered;
4. Advising on the development of a public consultation process;
5. Attending and participating, when required, in public meetings, open houses, etc.;
6. Communicating the issues being considered to groups represented by the Committee members and reporting comments/concerns back to the Committee;
7. Reaching consensus through constructive discussion on all issues; and
8. Formulating recommendations to be forwarded to the Regional Water Supply Commission.

GENERAL COMMITTEE OPERATIONS

1. The General Manager of Integrated Water Services will be the staff liaison for the Committee. Other staff and/or persons may be invited to participate in making presentations to the Committee in order to benefit from additional expertise pertaining to issues being considered.

2. Issues requiring consideration by the Committee will be identified by the Commission, staff or the Committee. Issues and recommendations for the Committee's consideration will be submitted to the Committee in the form of a staff report containing identification of the issue, background information on the issue, alternative solutions to the issue, implications of the alternatives, and a recommendation.

3. The first meeting of the Committee will be chaired by a representative from the Regional Water Supply Commission or their designate until the Committee elects a Chair from among its members. The nominee receiving the majority of votes from the Committee members then present shall be the Committee Chair. The Chair will call for nominations for Deputy Chair. The nominee receiving the majority of votes from the committee members then present shall be the Deputy Chair.

4. Committee meetings will be open to the public and the media. Members of the public will be permitted to make presentations, limited to a maximum of five minutes duration, at the beginning of each meeting, and a time will be set aside for the public to pose questions regarding committee business at the end of each meeting.

5. Regular meetings of the Committee will be set based on the need for consideration of issues identified by the Commission or staff, or at the call of the Committee Chair. At a minimum there will be two meetings per year.

6. Summary minutes of each meeting will be maintained, recording members present, the key points of discussion and action items. The committee's goal is to reach decisions by consensus, however where consensus is not possible, the Chair may call for a vote which will decide the issue by simple majority. Where a vote is taken, the number of votes for and against the motion will be recorded and this information will be provided to the Commission along with the recommendation. The duties of Secretary of the Committee will be undertaken by Integrated Water Services staff. Minutes of each meeting will be circulated to Committee members with the agenda of the next meeting. Minutes will be approved at the following meeting. Approved Committee minutes will be provided to the Commission.

7. Items to be included in the agenda must be received by the Committee secretary at least one week in advance of a meeting. Following review by the Chair, the agenda will be distributed. Items received from committee members after the agenda deadline may be added to the agenda at the meeting.

8. Reports and recommendations from the Committee will be forwarded to the Commission through the Committee Chair. Alternatively, where the Committee makes a recommendation to staff, the Committee's recommendation will be incorporated in a report by staff to the Commission.



~~CAPITAL REGIONAL WATER DISTRICT~~

~~REGIONAL~~ **WATER** ~~SUPPLY, PROTECTION AND CONSERVATION~~ **ADVISORY COMMITTEE**
~~(WATER ADVISORY COMMITTEE)~~

~~TERMS OF REFERENCE~~

~~BACKGROUND~~PREAMBLE

In 1997 the *Greater Victoria Water District Act* was repealed and replaced by the *Capital Regional Water Supply and Sooke Hills Protection Act* (Act). The implementation of the Act is governed by the Capital Regional Water Supply and Sooke Hills Protection Regulation (Regulation). Both the Act and the Regulation were enacted August 1, 1997.

Under the Regulation the Capital Regional District (CRD) must establish by bylaw a standing committee of the Regional Board known as the Regional Water Supply Commission (Commission). The Commission was established in September, 1997. The Regulation further requires the appointment of a Regional Water Supply, Protection and Conservation Advisory Committee (Committee) to provide advice to the Commission on water supply, water quality, the stewardship of lands held by the CRD for water supply purposes and water conservation measures.

These terms of reference serve to clarify the mandate, responsibilities and procedures and supplement Bylaw No. 2541, "Water Advisory Committee Bylaw No. 1, 1997".

The Committee's official name is to be:

Water Advisory Committee

1.0 ~~COMMITTEE MANDATE~~PURPOSE

~~The general mandate of the Committee is to provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation measures related to the potable water supply and in alignment with the priorities outlined in the Regional Water Supply Strategic Plan.~~

~~The responsibilities of the Committee include:~~

a) Reviewing options for water supply, water quality, water conservation and the stewardship of catchment lands based on their technical and economic merit;

b) Taking into consideration the social and environmental impacts in the review of options;

c) Ensuring all relevant issues are being considered;

d) Advising on the development of a public consultation process;

e) Attending and participating, when required, in public meetings, open houses, etc.;

Communicating the issues being considered to groups represented by the Committee members and reporting comments/concerns back to the Committee;

f) Reaching consensus through constructive discussion on all issues; and

g) FormulatingMaking recommendations to be forwarded to the Regional Water Supply Commission.

1.0 ESTABLISHMENT AND AUTHORITY

2.0

a) The mandate of the Water Advisory Committee is to provide advice to the Regional Water Supply Commission with a view to the current Strategic Plan approved by the Regional Water Supply Commission and the priorities defined within, on water supply, water quality, and the stewardship of the lands held by the Regional District for water supply purposes and water conservation purposes.will

b) The Water Advisory Committee shall, at its first meeting each year, appoint as its Chair the Vice-Chair of the Regional Water Supply Commission, with a term commencing and ending commensurate to the term of the Vice-Chair. The Water Advisory Committee shall, at its first meeting each year, elect from among its members a Vice-Chair of the Water Advisory Committee.

TERM OF SERVICE

In order to ensure on-going opportunities to serve on the committee and to maintain continuity, half of the appointees will serve a term of one (1) year. Thereafter, public members of the Committee will serve for a period of two (2) years, to a maximum participation of three terms (i.e. six years). The Committee may request that the Commission replace a member who has missed three consecutive meetings.

2.03.0 COMMITTEE MEMBERSHIPCOMPOSITION

The Committee will have up to 16 members with representation from:

1. The Regional Water Supply Commission;
2. The Juan de Fuca Water Distribution Commission; and
3. The Saanich Peninsula Water Commission.

In addition each of the following groups will be invited to provide names of potential representatives.

The Committee shall consist of 10 to 15 members plus First Nations representation, with a diversity of background, interests and geographical location, representing a balance between technical and non-technical members and industry and public members.

The membership of the Water Advisory Committee is comprised as follows:

(a) one representative each from

- Regional Water Supply Commission;
- Juan de Fuca Water Distribution Commission; and
- Saanich Peninsula Water Commission.

(b) One (1) representative from each of the following:

- The agriculture community;
- Groups concerned with the protection of fish habitats;
- First Nations;
- Environmental groups;

- Commercial and industrial water users;
- Residents and ratepayers' associations;
- Island Health;
- The scientific community; and

(c) up to five representatives from other bodies the Regional District Board considers appropriate.

(d) one representative from each First Nation in the Capital Regional District, who may participate in Water Advisory Committee meetings (as ex officio) at their pleasure, in accordance with Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", where the First Nation has an interest in matters being considered by the Water Advisory Committee.

1. Other bodies the Regional District Board considers appropriateto be .

4.0 TERM OF SERVICE

In order to ensure on-going opportunities to serve on the Committee and to maintain continuity, the Regional Water Supply Commission will appoint Committee members for up to a two-year term, to a maximum participation of three terms (i.e. six years). The Committee may request that the Commission replace a member who has missed three consecutive meetings.

3.0

4.0

5.0

6.0

7.01.0 COMMITTEE MANDATE

8.01.0

9.01.0 The general mandate of the Committee is to provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation measures.

10.01.0

10.01.0 The responsibilities of the Committee include:

10.01.0

10.01.0 Reviewing options for water supply, water quality, water conservation and the stewardship of catchment lands based on their technical and economic merit;

10.01.0 Taking into consideration the social and environmental impacts in the review

~~of options;~~

~~10.01.0 Ensuring all relevant issues are being considered;~~

~~10.01.0 Advising on the development of a public consultation process;~~

~~10.01.0 Attending and participating, when required, in public meetings, open houses, etc.;~~

~~10.01.0 Communicating the issues being considered to groups represented by the Committee members and reporting comments/concerns back to the Committee;~~

~~10.01.0 Reaching consensus through constructive discussion on all issues; and~~

~~10.01.0 Formulating recommendations to be forwarded to the Regional Water Supply Commission.~~

~~10.0~~

~~10.0~~

~~10.05.0 GENERAL COMMITTEE OPERATIONS~~PROCEDURES

a) The Regional Water Supply Commission will approve the Committee terms of reference annually.

a) ~~The General Manager of Integrated Water Services will be the staff liaison for the Committee. Other staff and/or persons may be invited to participate in making presentations to the Committee in order to benefit from additional expertise pertaining to issues being considered.~~

~~)~~b) Issues requiring consideration by the Committee will be identified by the Commission, staff or the Committee. Issues and recommendations for the Committee's consideration will be submitted to the Committee in the form of a staff report ~~containing identification of the issue, background information on the issue, alternative solutions to the issue, implications of the alternatives, and a recommendation~~.

2. ~~The first meeting of the Committee will be chaired by a representative from the Regional Water Supply Commission or their designate until the Committee elects a Chair from among its members. The nominee receiving the majority of votes from the Committee members then present shall be the Committee Chair. The Chair will call for nominations for Deputy Chair. The nominee receiving the majority of votes from the committee members then present shall be the Deputy Chair.~~

~~)~~c) The Committee must follow Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", when conducting a meeting, so far as they are applicable. ~~Committee meetings will be open to the public and the media. Members of the public will be permitted to make presentations, limited to a maximum of five minutes duration, at the beginning of each meeting, and a time will be set aside for the public to pose questions regarding committee business at the end of each meeting.~~

d) Regular meetings of the Committee will be set based on the need for consideration of issues identified by the Commission or staff, or at the call of the Committee Chair. At a minimum there will be two meetings per year.

c) Summary minutes of each meeting will be maintained, recording members present, the key points of discussion and action items. The committee's goal is to reach decisions by consensus, however where consensus is not possible, the Chair may call for a vote which will decide the issue by simple majority. Where a vote is taken, the number of votes for and against the motion will be recorded and this information will be provided to the Commission along with the recommendation. The duties of Secretary of the Committee will be undertaken by Integrated Water Services staff. Minutes of each meeting will be circulated to Committee members with the agenda of the next meeting. Minutes will be approved at the following meeting. Approved Committee minutes will be provided to the Commission.

e) The agenda will be finalized in consultation between staff and the Chair and Vice Chair of the Committee. Items to be included in the agenda must be received by the Committee secretary at least one week in advance of a meeting. Following review by the Chair, the agenda will be distributed. Items received from committee members after the agenda deadline may be added to the agenda at the meeting.

)f) A quorum is a majority of the Committee membership and is required to conduct committee business.

6.0 Reports and recommendations from the Committee will be forwarded to the Commission through the Committee Chair. Alternatively, where the Committee makes a recommendation to staff, the Committee's recommendation will be incorporated in a report by staff to the Commission. RESOURCES AND SUPPORT

a) The General Manager of Integrated Water Services will be the staff liaison for the Committee and will lead the coordination and allocation of resources to the Committee.

b) Minutes and agendas are prepared and distributed by Integrated Water Services staff.

7.0 RELATIONSHIP WITH REGIONAL WATER SUPPLY COMMISSION

a) Reports and recommendations from the Committee will be forwarded to the Commission through the Committee Chair. Alternatively, where the Committee makes a recommendation to staff, the Committee's recommendation will be incorporated in a report by staff to the Commission.

b) The General Manager will attempt to keep the Committee apprised of reports or initiatives with such implications. Every effort should be made to maintain a streamlined and efficient process.

~~3.~~



~~**CAPITAL REGIONAL WATER DISTRICT**~~

~~REGIONAL~~ WATER ~~SUPPLY, PROTECTION AND CONSERVATION~~ ADVISORY COMMITTEE
~~(WATER ADVISORY COMMITTEE)~~

~~TERMS OF REFERENCE~~

~~BACKGROUND~~PREAMBLE

In 1997 the *Greater Victoria Water District Act* was repealed and replaced by the *Capital Regional Water Supply and Sooke Hills Protection Act* (Act). The implementation of the Act is governed by the Capital Regional Water Supply and Sooke Hills Protection Regulation (Regulation). Both the Act and the Regulation were enacted August 1, 1997.

Under the Regulation the Capital Regional District (CRD) must establish by bylaw a standing committee of the Regional Board known as the Regional Water Supply Commission (Commission). The Commission was established in September, 1997. The Regulation further requires the appointment of a Regional Water Supply, Protection and Conservation Advisory Committee (Committee) to provide advice to the Commission on water supply, water quality, the stewardship of lands held by the CRD for water supply purposes and water conservation measures.

These terms of reference serve to clarify the mandate, responsibilities and procedures and supplement Bylaw No. 2541, "Water Advisory Committee Bylaw No. 1, 1997".

The Committee's official name is to be:

Water Advisory Committee

1.0 ~~COMMITTEE MANDATE~~PURPOSE

~~The general mandate of the Committee is to provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation measures related to the potable water supply and in alignment with the priorities outlined in the Regional Water Supply Strategic Plan.~~

~~The responsibilities of the Committee include:~~

a) Reviewing options for water supply, water quality, water conservation and the stewardship of catchment lands based on their technical and economic merit;

b) Taking into consideration the social and environmental impacts in the review of options;

c) Ensuring all relevant issues are being considered;

d) Advising on the development of a public consultation process;

e) Attending and participating, when required, in public meetings, open houses, etc.;

Communicating the issues being considered to groups represented by the Committee members and reporting comments/concerns back to the Committee;

f) Reaching consensus through constructive discussion on all issues; and

g) FormulatingMaking recommendations to be forwarded to the Regional Water Supply Commission.

ESTABLISHMENT AND AUTHORITY

2.0

a) The mandate of the Water Advisory Committee is to provide advice to the Regional Water Supply Commission with a view to the current Strategic Plan approved by the Regional Water Supply Commission and the priorities defined within, on water supply, water quality, and the stewardship of the lands held by the Regional District for water supply purposes and water conservation purposes. will

b) The Water Advisory Committee shall, at its first meeting each year, appoint as its Chair the Vice-Chair of the Regional Water Supply Commission, with a term commencing and ending commensurate to the term of the Vice-Chair. The Water Advisory Committee shall, at its first meeting each year, elect from among its members a Vice-Chair of the Water Advisory Committee.

TERM OF SERVICE

In order to ensure on-going opportunities to serve on the committee and to maintain continuity, half of the appointees will serve a term of one (1) year. Thereafter, public members of the Committee will serve for a period of two (2) years, to a maximum participation of three terms (i.e. six years). The Committee may request that the Commission replace a member who has missed three consecutive meetings.

3.0 COMMITTEE MEMBERSHIPCOMPOSITION

The Committee will have up to 16 members with representation from:

1. The Regional Water Supply Commission;
2. The Juan de Fuca Water Distribution Commission; and
3. The Saanich Peninsula Water Commission.

In addition each of the following groups will be invited to provide names of potential representatives.

The Committee shall consist of 11 members, with a diversity of background, interests and geographical location, representing a balance between technical and non-technical members and industry and public members.

The membership of the Water Advisory Committee is comprised as follows:

(a) one representative each from the Regional Water Supply Commission, the Juan de Fuca Water Distribution Commission and the Saanich Peninsula Water Commission.

(b) One (1) representative from each of the following:

- The agriculture community;
- Groups concerned with the protection of fish habitats;
- First Nations;
- Environmental groups;
- Commercial and industrial water users;
- Residents and ratepayers' associations;

- Island Health;
- The scientific community; and

(c) up to five representatives from other bodies the Regional District Board considers appropriate.

(d) one representative from each First Nation in the Capital Regional District, who may participate in Water Advisory Committee meetings at their pleasure, in accordance with Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", where the First Nation has an interest in matters being considered by the Water Advisory Committee.

1. Other bodies the Regional District Board considers appropriateto be .

4.0 TERM OF SERVICE

In order to ensure on-going opportunities to serve on the Committee and to maintain continuity, the Regional Water Supply Commission will appoint Committee members for up to a two-year term, to a maximum participation of three terms (i.e. six years). The Committee may request that the Commission replace a member who has missed three consecutive meetings.

~~1.0 COMMITTEE MANDATE~~

~~1.0~~

~~1.0 The general mandate of the Committee is to provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation measures.~~

~~1.0~~

~~1.0 The responsibilities of the Committee include:~~

~~1.0~~

~~a) 1.0 Reviewing options for water supply, water quality, water conservation and the stewardship of catchment lands based on their technical and economic merit;~~

~~b) 1.0 Taking into consideration the social and environmental impacts in the review of options;~~

~~c) 1.0 Ensuring all relevant issues are being considered;~~

d) 1.0 Advising on the development of a public consultation process;

e) 1.0 Attending and participating, when required, in public meetings, open houses, etc.;

f) 1.0 Communicating the issues being considered to groups represented by the Committee members and reporting comments/concerns back to the Committee;

g) 1.0 Reaching consensus through constructive discussion on all issues; and

h) 1.0 Formulating recommendations to be forwarded to the Regional Water Supply Commission.

5.0 GENERAL COMMITTEE OPERATIONSPROCEDURES

a) The Regional Water Supply Commission will approve the Committee terms of reference annually.

a) The General Manager of Integrated Water Services will be the staff liaison for the Committee. Other staff and/or persons may be invited to participate in making presentations to the Committee in order to benefit from additional expertise pertaining to issues being considered.

1.b) Issues requiring consideration by the Committee will be identified by the Commission, staff or the Committee. Issues and recommendations for the Committee's consideration will be submitted to the Committee in the form of a staff report containing identification of the issue, background information on the issue, alternative solutions to the issue, implications of the alternatives, and a recommendation.

2. The first meeting of the Committee will be chaired by a representative from the Regional Water Supply Commission or their designate until the Committee elects a Chair from among its members. The nominee receiving the majority of votes from the Committee members then present shall be the Committee Chair. The Chair will call for nominations for Deputy Chair. The nominee receiving the majority of votes from the committee members then present shall be the Deputy Chair.

b)c) The Committee must follow Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", when conducting a meeting, so far as they are applicable. Committee meetings will be open to the public and the media. Members of the public will be permitted to make presentations, limited to a maximum of five minutes duration, at the beginning of each meeting, and a time will be set aside for the public to pose questions regarding committee business at the end of each meeting.

d) Regular meetings of the Committee will be set based on the need for consideration of issues identified by the Commission or staff, or at the call of the Committee Chair. At a minimum there will be two meetings per year.

c) Summary minutes of each meeting will be maintained, recording members present, the

~~key points of discussion and action items. The committee's goal is to reach decisions by consensus, however where consensus is not possible, the Chair may call for a vote which will decide the issue by simple majority. Where a vote is taken, the number of votes for and against the motion will be recorded and this information will be provided to the Commission along with the recommendation. The duties of Secretary of the Committee will be undertaken by Integrated Water Services staff. Minutes of each meeting will be circulated to Committee members with the agenda of the next meeting. Minutes will be approved at the following meeting. Approved Committee minutes will be provided to the Commission.~~

e) The agenda will be finalized in consultation between staff and the Chair and Vice Chair of the Committee. Items to be included in the agenda must be received by the Committee secretary at least one week in advance of a meeting. ~~. Following review by the Chair, the agenda will be distributed. Items received from committee members after the agenda deadline may be added to the agenda at the meeting.~~

~~d)~~f) A quorum is a majority of the Committee membership and is required to conduct committee business.

6.0 ~~Reports and recommendations from the Committee will be forwarded to the Commission through the Committee Chair. Alternatively, where the Committee makes a recommendation to staff, the Committee's recommendation will be incorporated in a report by staff to the Commission.~~ RESOURCES AND SUPPORT

a) The General Manager of Integrated Water Services will be the staff liaison for the Committee and will lead the coordination and allocation of resources to the Committee.

b) Minutes and agendas are prepared and distributed by Integrated Water Services staff.

7.0 RELATIONSHIP WITH REGIONAL WATER SUPPLY COMMISSION

a) Reports and recommendations from the Committee will be forwarded to the Commission through the Committee Chair. Alternatively, where the Committee makes a recommendation to staff, the Committee's recommendation will be incorporated in a report by staff to the Commission.

b) The General Manager will attempt to keep the Committee apprised of reports or initiatives with such implications. Every effort should be made to maintain a streamlined and efficient process.

Approved by Regional Water Supply Commission on _____

Terms of Reference

CRD

WATER ADVISORY COMMITTEE

PREAMBLE

In 1997 the *Greater Victoria Water District Act* was repealed and replaced by the *Capital Regional Water Supply and Sooke Hills Protection Act* (Act). The implementation of the Act is governed by the Capital Regional Water Supply and Sooke Hills Protection Regulation (Regulation). Both the Act and the Regulation were enacted August 1, 1997.

Under the Regulation the Capital Regional District (CRD) must establish by bylaw a standing committee of the Regional Board known as the Regional Water Supply Commission (Commission). The Commission was established in September, 1997. The Regulation further requires the appointment of a Regional Water Supply, Protection and Conservation Advisory Committee (Committee) to provide advice to the Commission on water supply, water quality, the stewardship of lands held by the CRD for water supply purposes and water conservation measures.

These terms of reference serve to clarify the mandate, responsibilities and procedures and supplement Bylaw No. 2541, “Water Advisory Committee Bylaw No. 1, 1997”.

The Committee’s official name is to be:

Water Advisory Committee

1.0 PURPOSE

a) Reviewing options for water supply, water quality, water conservation and the stewardship of catchment lands based on their technical and economic merit;

b) Taking into consideration the social and environmental impacts in the review of options;

c) Ensuring all relevant issues are being considered;

d) Advising on the development of a public consultation process;

e) Attending and participating, when required, in public meetings, open houses, etc.;

f) Communicating the issues being considered to groups represented by the Committee members and reporting comments/concerns back to the Committee; and

g) Making recommendations to be forwarded to the Regional Water Supply Commission.

2.0 ESTABLISHMENT AND AUTHORITY

a) The mandate of the Water Advisory Committee is to provide advice to the Regional Water Supply Commission with a view to the current Strategic Plan approved by the Regional Water Supply Commission and the priorities defined within, on water supply, water quality and stewardship of the lands held by the Regional District for water supply purposes and water conservation purposes.

b) The Water Advisory Committee shall, at its first meeting each year, appoint as its Chair the Vice-Chair of the Regional Water Supply Commission, with a term commencing and ending commensurate to the term of the Vice-Chair. The Water Advisory Committee shall, at its first meeting each year, elect from among its members a Vice-Chair of the Water Advisory Committee.

3.0 COMPOSITION

The Committee shall consist of 10 to 15 members plus First Nations representation, with a diversity of background, interests and geographical location, representing a balance between technical and non-technical members and industry and public members.

The membership of the Water Advisory Committee is comprised as follows:

(a) one representative each from:
- Regional Water Supply Commission;
- Juan de Fuca Water Distribution Commission; and
- Saanich Peninsula Water Commission

(b) One (1) representative from each of the following:
- The agriculture community
- Groups concerned with the protection of fish habitats
- Environmental groups
- Commercial and industrial water users
- Residents and ratepayers' associations
- Island Health
- The scientific community

(c) up to five representatives from other bodies the Regional District Board considers appropriate.

(d) one representative from each First Nation in the Capital Regional District, who may participate in Water Advisory Committee meetings (as ex officio) at their pleasure, in accordance with Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", where the First Nation has an interest in matters being considered by the Water Advisory Committee.

4.0 TERM OF SERVICE

In order to ensure on-going opportunities to serve on the Committee and to maintain continuity, the Regional Water Supply Commission will appoint Committee members for up to a two-year term, to a maximum participation of three terms (i.e. six years). The Committee may request that the Commission replace a member who has missed three consecutive meetings.

5.0 PROCEDURES

a) The Regional Water Supply Commission will approve the Committee terms of reference annually.

b) Issues requiring consideration by the Committee will be identified by the Commission, staff or the Committee. Issues and recommendations for the Committee's consideration will be submitted to the Committee in the form of a staff report.

c) The Committee must follow Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", when conducting a meeting, so far as they are applicable.

d) Regular meetings of the Committee will be set based on the need for consideration of issues identified by the Commission or staff, or at the call of the Committee Chair. At a minimum there will be two meetings per year.

e) The agenda will be finalized in consultation between staff and the Chair and Vice Chair of the Committee. Items to be included in the agenda must be received by the Committee secretary at least one week in advance of a meeting.

f) A quorum is a majority of the Committee membership and is required to conduct committee business.

6.0 RESOURCES AND SUPPORT

a) The General Manager of Integrated Water Services will be the staff liaison for the Committee and will lead the coordination and allocation of resources to the Committee.

b) Minutes and agendas are prepared and distributed by Integrated Water Services staff.

7.0 RELATIONSHIP WITH REGIONAL WATER SUPPLY COMMISSION

a) Reports and recommendations from the Committee will be forwarded to the Commission through the Committee Chair. Alternatively, where the Committee makes a recommendation to staff, the Committee's recommendation will be incorporated in a report by staff to the Commission.

b) The General Manager will attempt to keep the Committee apprised of reports or initiatives with such implications. Every effort should be made to maintain a streamlined and efficient process.

Approved by Regional Water Supply Commission on _____

Terms of Reference

CRD

WATER ADVISORY COMMITTEE

PREAMBLE

In 1997 the *Greater Victoria Water District Act* was repealed and replaced by the *Capital Regional Water Supply and Sooke Hills Protection Act* (Act). The implementation of the Act is governed by the Capital Regional Water Supply and Sooke Hills Protection Regulation (Regulation). Both the Act and the Regulation were enacted August 1, 1997.

Under the Regulation the Capital Regional District (CRD) must establish by bylaw a standing committee of the Regional Board known as the Regional Water Supply Commission (Commission). The Commission was established in September, 1997. The Regulation further requires the appointment of a Regional Water Supply, Protection and Conservation Advisory Committee (Committee) to provide advice to the Commission on water supply, water quality, the stewardship of lands held by the CRD for water supply purposes and water conservation measures.

These terms of reference serve to clarify the mandate, responsibilities and procedures and supplement Bylaw No. 2541, “Water Advisory Committee Bylaw No. 1, 1997”.

The Committee’s official name is to be:

Water Advisory Committee

1.0 PURPOSE

a) Reviewing options for water supply, water quality, water conservation and the stewardship of catchment lands based on their technical and economic merit;

b) Taking into consideration the social and environmental impacts in the review of options;

c) Ensuring all relevant issues are being considered;

d) Advising on the development of a public consultation process;

e) Attending and participating, when required, in public meetings, open houses, etc.;

f) Communicating the issues being considered to groups represented by the Committee members and reporting comments/concerns back to the Committee; and

g) Making recommendations to be forwarded to the Regional Water Supply Commission.

2.0 ESTABLISHMENT AND AUTHORITY

a) The mandate of the Water Advisory Committee is to provide advice to the Regional Water Supply Commission with a view to the current Strategic Plan approved by the Regional Water Supply Commission and the priorities defined within, on water supply, water quality and stewardship of the lands held by the Regional District for water supply purposes and water conservation purposes.

b) The Water Advisory Committee shall, at its first meeting each year, appoint as its Chair the Vice-Chair of the Regional Water Supply Commission, with a term commencing and ending commensurate to the term of the Vice-Chair. The Water Advisory Committee shall, at its first meeting each year, elect from among its members a Vice-Chair of the Water Advisory Committee.

3.0 COMPOSITION

The Committee shall consist of 11 members, with a diversity of background, interests and geographical location, representing a balance between technical and non-technical members and industry and public members.

The membership of the Water Advisory Committee is comprised as follows:

(a) one representative each from the Regional Water Supply Commission, the Juan de Fuca Water Distribution Commission and the Saanich Peninsula Water Commission.

(b) One (1) representative from each of the following:
- The agriculture community
- Groups concerned with the protection of fish habitats
- Environmental groups
- Commercial and industrial water users
- Residents and ratepayers' associations
- Island Health
- The scientific community

(c) up to five representatives from other bodies the Regional District Board considers appropriate.

(d) one representative from each First Nation in the Capital Regional District, who may participate in Water Advisory Committee meetings at their pleasure, in accordance with Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", where the First Nation has an interest in matters being considered by the Water Advisory Committee.

4.0 TERM OF SERVICE

In order to ensure on-going opportunities to serve on the Committee and to maintain continuity, the Regional Water Supply Commission will appoint Committee members for up to a two-year term, to a maximum participation of three terms (i.e. six years). The Committee may request that the Commission replace a member who has missed three consecutive meetings.

5.0 PROCEDURES

a) The Regional Water Supply Commission will approve the Committee terms of reference annually.

b) Issues requiring consideration by the Committee will be identified by the Commission, staff or the Committee. Issues and recommendations for the Committee's consideration will be submitted to the Committee in the form of a staff report.

c) The Committee must follow Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", when conducting a meeting, so far as they are applicable.

d) Regular meetings of the Committee will be set based on the need for consideration of issues identified by the Commission or staff, or at the call of the Committee Chair. At a minimum there will be two meetings per year.

e) The agenda will be finalized in consultation between staff and the Chair and Vice Chair of the Committee. Items to be included in the agenda must be received by the Committee secretary at least one week in advance of a meeting.

f) A quorum is a majority of the Committee membership and is required to conduct committee business.

6.0 RESOURCES AND SUPPORT

a) The General Manager of Integrated Water Services will be the staff liaison for the Committee and will lead the coordination and allocation of resources to the Committee.

b) Minutes and agendas are prepared and distributed by Integrated Water Services staff.

7.0 RELATIONSHIP WITH REGIONAL WATER SUPPLY COMMISSION

a) Reports and recommendations from the Committee will be forwarded to the Commission through the Committee Chair. Alternatively, where the Committee makes a recommendation to staff, the Committee's recommendation will be incorporated in a report by staff to the Commission.

b) The General Manager will attempt to keep the Committee apprised of reports or initiatives with such implications. Every effort should be made to maintain a streamlined and efficient process.

Approved by Regional Water Supply Commission on _____