



## Notice of Meeting and Meeting Agenda Electoral Areas Committee

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Wednesday, July 9, 2025

10:00 AM

6th Floor Boardroom  
625 Fisgard St.  
Victoria, BC V8W 1R7

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P. Brent (Chair), G. Holman (Vice Chair), A. Wickheim, C. McNeil-Smith (Board Chair, ex-officio)

Guest: Director M. Little

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 Agenda

### 3. Adoption of Minutes

#### 3.1. [25-0820](#) Minutes of the Electoral Areas Committee Meeting of June 11, 2025

**Recommendation:** That the minutes of the Electoral Areas Committee meeting of June 11, 2025 be adopted as circulated.

**Attachments:** [Minutes - June 11, 2025](#)

### 4. Chair's Remarks

### 5. Presentations/Delegations

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

*Delegations will have the option to participate electronically. Please complete the online application at [www.crd.ca/address](http://www.crd.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](mailto:crdboard@crd.bc.ca).*

### 6. Committee Business

**6.1.**      [25-0637](#)      Parcel Tax Annual Process Update

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

**Attachments:**        [Staff Report: Parcel Tax Annual Process Update](#)  
                                 [Appendix A: Parcel Tax Agenda - March 12, 2025](#)  
                                 [Appendix B: Parcel Tax Minutes - March 13, 2024](#)  
                                 [Appendix C: Saanich 2025 Parcel Tax Meeting Notice](#)

**6.2.**      [25-0777](#)      Bylaw No. 4510: Port Renfrew Fire Protection and Emergency  
Response Service Establishment Bylaw No. 1, 1989, Amendment Bylaw  
No. 4, 2025

**Recommendation:**    The Electoral Areas Committee recommends to the Capital Regional District Board:  
1. That Bylaw No. 4510, "Port Renfrew Fire Protection and Emergency Response  
Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 4, 2025", be  
introduced and read a first, second, and a third time; and  
(NWA)  
2. That participating area approval to Bylaw No. 4510 be provided by the Electoral Area  
Director consenting on behalf; and  
3. That Bylaw No. 4510 be referred to the Inspector of Municipalities for approval.  
(NWA)

**Attachments:**        [Staff Report: Bylaw No. 4510: Pt. Renfrew Fire Prot. and ERS Est. BL](#)  
                                 [Appendix A: Map of Proposed Service Area Extension](#)  
                                 [Appendix B: Bylaw No. 4510](#)

**6.3.**      [25-0783](#)      Fire Safety Act - Designation of Fire Safety Inspectors and Fire  
Investigators

**Recommendation:**    The Electoral Areas Committee recommends to the Capital Regional District Board:  
That the persons or class of persons identified in Appendix A be confirmed as fire  
safety inspectors and fire investigators for the electoral areas within the Capital  
Regional District.  
(NWA)

**Attachments:**        [Staff Report: FSA - Designation of Fire Safety Inspectors/Investigators](#)  
                                 [Appendix A: Designation of Fire Inspectors & Investigators for the CRD](#)

**6.4.      [25-0802](#)      New Fire Safety Act Service**

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

1. That the Capital Regional District operate a service for fire inspection and fire investigation in the electoral areas pursuant to s. 338(2)(j) of the Local Government Act, to meet the requirements of the Fire Safety Act;
2. That staff prepare a draft 2026 budget for a new Fire Safety Act service;
3. That staff consider options for cost recovery for fire inspections and fire investigations; and
4. That staff prepare a policy describing inspection procedures and service delivery levels.

(WP - Electoral Areas only JDF, SGI, SSI)

**Attachments:**      [Staff Report: New Fire Safety Act Service](#)  
                         [Appendix A: FSA-Reg'l District Fire Inspec & Invest Procedures](#)  
                         [Appendix B: Fire Safety Act: Q & As \(Revised: April 15, 2025\)](#)

**6.5.      [25-0479](#)      Bylaw Notice Enforcement Update**

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

**Attachments:**      [Staff Report: Bylaw Notice Enforcement Bylaw No. 1, 2025](#)  
                         [Appendix A: Staff Report to PPSC – July 17, 2024](#)  
                         [Appendix B: Order of the Lieutenant Governor in Council](#)  
                         [Appendix C: Draft Bylaw Notice Enforcement Bylaw](#)  
                         [Appendix D: Screening Officer Bylaw Notice Policy](#)

**6.6.      [25-0797](#)      Appointment of Officers - Bylaw Enforcement**

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act, and in accordance with Capital Regional District Bylaw No. 2681, Madisyn Johnson be appointed as a Bylaw Enforcement Officer.

(NWA)

**Attachments:**      [Staff Report: Appointment of Officers - Bylaw Enforcement](#)

**6.7.      [25-0718](#)      Surfside Park Estates Water Service 2025-2029 Capital Plan Amendment**

**Recommendation:** That the Surfside Park Estates Water Service Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board: That the Surfside Park Estates Water 2025 - 2029 Capital Plan be amended to:

1. Increase the 2025 project budget for the Replacement of Ultraviolet (UV) Equipment at the Surfside Water Treatment Plant (WTP) (25-02) by \$7,500 from \$7,500 to \$15,000, funded from Capital Reserve Fund.
2. Defer \$7,500 of project budget for the Source Water Surveillance project (24-02), funded from Capital Reserve Fund, from 2025 to 2026.

(NWA)

**Attachments:**      [Staff Report: SPEWS 2025-2029 Capital Plan Amendment](#)  
                         [Appendix A: Revised 2025 Capital Plan](#)

**6.8.      [25-0738](#)      Request for Modifications to Covenant CA9549685 by Port Renfrew Management Ltd**

**Recommendation:** The Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board:  
That Port Renfrew Management Ltd.'s request for amendments to the existing covenant CA9549685, as noted in the letter addressed to the Port Renfrew Utility Services Committee and dated April 11, 2025, be approved.  
(NWA)

**Attachments:**      [Staff Report: Request for Modifications to Covenant CA9549685](#)  
                             [Appendix A: Water Works Extension Agreement](#)  
                             [Appendix B: Covenant CA9549685](#)  
                             [Appendix C: Port Renfrew Water Service Area Boundary and Covenant Area](#)  
                             [Appendix D: Request to Amend Covenant CA9549685](#)

**6.9.      [25-0808](#)      Previous Minutes of Other CRD Committees and Commissions for Information**

**Recommendation:** There is no recommendation. The following minutes are for information only:  
a) Lyall Harbour/Boot Cove Water Local Service Committee minutes of February 26, 2025  
b) Magic Lake Estates Water and Sewer Committee minutes of February 11, 2025  
c) Mayne Island Parks and Recreation Commission minutes of May 8, 2025  
d) North Galiano Fire Protection and Emergency Response Service Commission minutes of March 16, 2025  
e) North Galiano Fire Protection and Emergency Response Service Commission minutes of April 13, 2025  
f) North Galiano Fire Protection and Emergency Response Service Commission minutes of May 18, 2025  
g) Pender Island Parks and Recreation Commission minutes of May 12, 2025  
h) Port Renfrew Utility Services Committee minutes of February 18, 2025  
i) Sticks Allison Water Local Service Committee minutes of February 26, 2025  
j) Surfside Park Estates Water Service Committee minutes of March 6, 2025  
k) Wilderness Mountain Water Service Commission minutes of February 18, 2025

**Attachments:**      [Minutes: Lyall Hrbr/Boot Cove Water Local Svc Cttee - Feb 26/25](#)  
                             [Minutes: Magic Lake Estates Water & Sewer Cttee - Feb 11/25](#)  
                             [Minutes: Mayne Island Parks & Rec Commiss - May 8/25](#)  
                             [Minutes: N. Galiano Fire Prot'n & Emerg Resp Svc Commiss - Mar 16/25](#)  
                             [Minutes: N. Galiano Fire Prot'n & Emerg Resp Svc Commiss - Apr 13/25](#)  
                             [Minutes: N. Galiano Fire Prot'n & Emerg Resp Svc Commiss - May 18/25](#)  
                             [Minutes: Pender Island Parks & Rec Commiss - May 12/25](#)  
                             [Minutes: Port Renfrew Utility Services Cttee - Feb 18/25](#)  
                             [Minutes: Stick Allison Water Local Service Cttee - Feb 26/25](#)  
                             [Minutes: Surfside Park Estates Water Service Cttee - Mar 6/25](#)  
                             [Minutes: Wilderness Mtn Water Service Commiss - Feb 18/25](#)

**7. Notice(s) of Motion**

- 7.1.        [25-0745](#)        Motion with Notice: Sister Island Relationship between Salt Spring Island and Orcas Island (Director Holman)

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:  
That staff provide a brief report on the process necessary for Salt Spring Island to establish a sister island relationship with Orcas Island in Washington State.  
(NWA)

**8. New Business****9. Adjournment**

The next meeting is September 10, 2025.

To ensure quorum, please advise Tamara Pillipow (tpillipow@crd.bc.ca) if you or your alternate cannot attend.

## Meeting Minutes

### Electoral Areas Committee

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Wednesday, June 11, 2025

10:00 AM

6th Floor Boardroom  
625 Fisgard St.  
Victoria, BC V8W 1R7

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#### PRESENT

Directors: P. Brent (Chair), G. Holman (Vice Chair), A. Wickheim, C. McNeil-Smith (Board Chair, ex-officio) (10:09 am)

Staff: T. Robbins, Chief Administrative Officer; K. Lorette, General Manager, Housing, Planning and Protective Services; K. Morley, Corporate Officer/General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; S. Carey, Senior Manager, Legal & Risk Management; S. Henderson, Senior Manager, Real Estate and SGI Administration; D. Ovington, Senior Manager, SSI Administration; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Guest: Director M. Little

The meeting was called to order at 10:00 am.

#### 1. Territorial Acknowledgement

Director Wickheim provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Holman, **SECONDED** by Director Wickheim,  
That the agenda for the Electoral Areas Committee meeting of June 11, 2025 be approved.  
**CARRIED**

#### 3. Adoption of Minutes

##### 3.1. [25-0659](#) Minutes of the Electoral Areas Committee Meeting of May 14, 2025

**MOVED** by Director Wickheim, **SECONDED** by Director Holman,  
That the minutes of the Electoral Areas Committee meeting of May 14, 2025 be adopted as circulated.  
**CARRIED**

#### 4. Chair's Remarks

There were no Chair's remarks.

## 5. Presentations/Delegations

There were no presentations or delegations.

## 6. Committee Business

- 6.1. [25-0478](#) Bylaw No. 4686, "Animal Regulation and Impounding Bylaw No. 1, 1986, Amendment Bylaw No. 12, 2025"

S. Carby spoke to Item 6.1.

**Director McNeil-Smith joined the meeting in person at 10:09 am.**

Discussion ensued regarding:

- cost recovery mechanisms
- potential negative impacts of the increase to fees
- clarification on the regulations to impounding dogs-at-large

**MOVED by Director Holman, SECONDED by Director Wickheim,  
The Electoral Areas Committee recommends to the Capital Regional District Board:**

1. That Bylaw No. 4686, "Animal Regulation and Impounding Bylaw No. 1, 1986, Amendment Bylaw No. 12, 2025" be introduced and read a first, second and third time; and
2. That Bylaw No. 4686 be adopted.

**CARRIED**

- 6.2. [25-0683](#) Bylaws No. 4696, 4697, 4698 Electoral Area Grants-in-Aid: Conversion of Letters Patent to Establishing Bylaws

S. Carey spoke to Item 6.2.

Discussion ensued regarding clarification of the limitations to multi-year commitments of grants-in-aid funds.

**MOVED by Director Holman, SECONDED by Director Wickheim,  
That the Electoral Areas Committee recommend to the Capital Regional District Board:**

1. That Bylaw No. 4696, "Juan de Fuca Grant-In-Aid Service Conversion Bylaw No. 1, 2025", be read a first, second, and third time;
2. That Bylaw No. 4697, "Salt Spring Island Grant-In-Aid Service Conversion Bylaw No. 1, 2025", be read a first, second, and third time;
3. That Bylaw No. 4698, "Southern Gulf Islands Grant-In-Aid Services Conversion Bylaw No. 1, 2025", be read a first, second, and third time;
4. That participating area approval to the conversion of SLP Division XIX, OIC 1013/1977 and OIC722/1985 in Bylaws No. 4696, 4697, and 4698, be obtained by Electoral Area Director Consent on behalf;
5. That if successful, Bylaws No. 4696, 4697, and 4698 be forwarded to the Inspector of Municipalities for review and approval.

**CARRIED**

**6.3.**     [25-0611](#)     Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information only:

- a) Galiano Island Parks and Recreation Commission minutes of May 1, 2025
- b) Mayne Island Parks and Recreation Commission minutes of April 10, 2025
- c) Saturna Island Parks and Recreation Commission minutes of April 14, 2025
- d) Willis Point Fire Protection and Recreation Facilities Commission minutes of April 22, 2025

**7. Notice(s) of Motion**

**7.1.**     [25-0743](#)     Notice of Motion: Advocacy on BC Ferries Proposed Berth for Vesuvius-Crofton Route (Director Holman)

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

"Whereas BC Ferries' proposal to berth both Island Class ferries, to be deployed on the Vesuvius-Crofton route in 2027 at Crofton, resulting in potential employment impacts for up to 30 Salt Spring staff and their families; and

Whereas BC Ferries is already advertising for positions on these ferries;

Be it resolved that the CRD Board Chair immediately write to BC Ferries urging them to home port one vessel at Crofton and one at Vesuvius, similar to the arrangement for Island Class vessels on the Nanaimo-Gabriola route, which would significantly mitigate potential job and income impacts on Salt Spring Island."

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

**MOVED by Director Holman, SECONDED by Director Brent,  
The Electoral Areas Committee recommends to the Capital Regional District Board:**

**Whereas BC Ferries' proposal to berth both Island Class ferries, to be deployed on the Vesuvius-Crofton route in 2027 at Crofton, resulting in potential employment impacts for up to 30 Salt Spring staff and their families; and**

**Whereas BC Ferries is already advertising for positions on these ferries;**

**Be it resolved that the CRD Board Chair immediately write to BC Ferries urging them to home port one vessel at Crofton and one at Vesuvius, similar to the arrangement for Island Class vessels on the Nanaimo-Gabriola route, which would significantly mitigate potential job and income impacts on Salt Spring Island.**

**CARRIED**



7.2. [25-0742](#) Notice of Motion: Sister Island Relationship between Salt Spring Island and Orcas Island (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Electoral Areas Committee meeting:

"That staff provide a brief report on the process necessary for Salt Spring Island to establish a "sister island" relationship with Orcas Island in Washington State."

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED** by Director Holman, **SECONDED** by Director Wickheim,  
That the Electoral Areas Committee meeting of June 11, 2025 be adjourned at 10:30 am.  
**CARRIED**

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CHAIR

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RECORDER

**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, JULY 9, 2025**

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**SUBJECT**     Parcel Tax Annual Process Update

**ISSUE SUMMARY**

This report is to inform the Electoral Areas Committee that future Parcel Tax Roll Review Panel meetings will be tentatively scheduled and may be subsequently cancelled if legislative conditions for convening the annual meeting are not met.

**BACKGROUND**

Pursuant to Division 4 (Parcel Taxes), Sections 204 and 205 of the *Community Charter*, the Parcel Tax Roll Review Panel is required to meet if the following conditions exist:

- New service areas are established
- Complaints are received at least 48 hours prior to the scheduled meeting

In the absence of these conditions, the panel is not required to meet and the parcel tax roll for the year is deemed to have been authenticated by a parcel tax review panel. Historically, the panel has met as a formality, regardless of whether these conditions were met.

The Parcel Tax Roll Review Panel is authorized only to hear complaints regarding an error or omission respecting a name, address, inclusion of a parcel or exemption. Prior to the meeting, Capital Regional District (CRD) staff review changes in parcels, sending notice of the inclusion of new parcels (typically from subdivision) to owners. This process enables property owners to call attention to errors in the roll, if errors are identified, and then CRD staff are responsible for correcting issues prior to the meeting. The agenda of the most recent meeting (March 12, 2025) may be seen in Appendix A. The minutes from the March 13, 2024 meeting are attached as Appendix B.

As a comparison of a member municipality, the District of Saanich ("Saanich") utilizes a different approach for the management of their parcel tax rolls. Saanich scheduled the 2025 Parcel Tax Review Panel tentatively for March 20, 2025 (*if required*) and cancelled their 2025 (*not required*) and 2024 (*as no concerns or errors were brought forward*) meetings. An example of Saanich's on-line communication can be found in Appendix C.

**IMPLICATIONS**

The approach upholds the transparency and accountability of the Parcel Tax Roll Review Panel and remains in compliance with governing legislation (Community Charter Part 6; Division 4). Preparation and communication will proceed in anticipation of the meeting. Canceling the meeting in the absence of such criteria ensures the effective use of the Panel members' time on governance matters requiring their attention. Should Directors have general questions regarding the Parcel Tax Roll, these can be addressed through the Electoral Area Commission meeting or through contacting the Chief Financial Officer.

*Financial Implications*

Financial Services staff will continue to perform the existing review and reconciliation procedures in preparation of the meeting of the Parcel Tax Roll Review Panel. Without receiving permissible complaints, staff will have legislated authority to file the deemed authenticated parcel tax requisition with the province.

*Service Delivery Implications*

Parcel owners and members of the public will continue to have the ability to make complaints for consideration to the Parcel Tax Roll Review Panel. The legislated requirement to provide public notification that the complete roll is available for inspection will continue to be met and the agenda will continue to be published in advance of the scheduled meeting date. If a permissible complaint is received within the allowable timeframe the Review Panel will convene as scheduled in a format open to the public.

**CONCLUSION**

In the absence of conditions outlined in the Division 4 (Parcel Taxes), Sections 204 and 205 of the *Community Charter*, the Parcel Tax Roll Review Panel is not required to meet and the parcel tax roll for the year is deemed to have been authenticated by a parcel tax review panel. Preparation for future Parcel Tax Roll Review Panel meetings will continue unchanged, to be tentatively scheduled, contingent on the creation of new services or receipt of formal complaints, and then cancelled if neither condition is present.

**RECOMMENDATION**

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

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

**ATTACHMENTS**

Appendix A: CRD Parcel Tax Roll Review Panel – March 12, 2025 Agenda

Appendix B: CRD Parcel Tax Roll Review Panel – March 13, 2024 Minutes

Appendix C: District of Saanich Parcel Tax Review Panel 2025 Meeting Notice – no meeting required

**PARCEL TAX ROLL REVIEW PANEL**

Notice of Meeting on **Wednesday, March 12, 2025, at 11:00 am**  
Boardroom, 6<sup>th</sup> floor, 625 Fisgard Street, Victoria, BC

Cliff McNeil-Smith

Paul Brent

Gary Holman

Al Wickheim

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**AGENDA**

1. Call to Order Marlene Lagoa
2. Oath of Office of members Marlene Lagoa
  - a) Signatures of declarations by Directors
3. Nomination/Election of Chair Marlene Lagoa
  - a) Motion for nomination and appointment of Chair of the Parcel Tax Roll Review Panel
4. Approval of Agenda Chair
5. Adoption of Minutes of March 13, 2024 Chair
6. Jurisdiction of the Parcel Tax Roll Review Panel Derek Zakordonski
  - a) Parcel Tax folio summary, number of folios by service area
7. Presentation of complaints or appeals Derek Zakordonski

*Note:* Each year, the parcel tax roll is compiled and the public is notified of the review by sending notices to property owners with changes to the roll, local newspaper advertising (attached herein), and in having the roll available for public viewing. The Parcel Tax Roll Review Panel will hear only those complaints or appeals filed in writing with Nelson Chan, Chief Financial Officer, Capital Regional District, at least 48 hours in advance of its sitting, in accordance with the *Community Charter*, Section 205, which outlines the Panel's authorization for hearing and reviewing complaints and for correcting the roll.

8. Certification of the 2025 Parcel Tax Roll Chair
  - a) Motion  
That the Capital Regional District 2025 Parcel Tax Assessment Roll be confirmed and authenticated pursuant to *Community Charter* Section 206 (2)
  - b) Signature of Certificate of Authentication by Directors
9. Other Business
10. Adjournment

### **Jurisdiction of the Parcel Tax Roll Review Panel**

This Parcel Tax Roll Review Panel has been appointed under *Community Charter* Section 204 to consider any complaints respecting the parcel tax roll and authenticate the roll in accordance with legislation. The 27 service areas in the CRD 2025 parcel tax roll are:

- Port Renfrew Water Service
- Port Renfrew Sewer Service
- Port Renfrew Street Lighting Service
- Seagirt Water Service
- Wilderness Mountain Water Service
- Durrance Road Fire Protection Service
  
- Salt Spring Island Liquid Waste Disposal Service
- Small Craft Harbour Facilities (Salt Spring Island, Fernwood Dock)
- Ganges Sewerage Service (Salt Spring Island)
- Highland and Fernwood Water Service (Salt Spring Island)
- Fernwood Water Service (Salt Spring Island)
- Highland Water Service (Salt Spring Island)
- Maliview Sewer Service (Salt Spring Island)
- Beddis Water Service (Salt Spring Island)
- Fulford Water Service (Salt Spring Island)
- Cedar Lane Water Service (Salt Spring Island)
  
- Small Craft Harbour Facilities (Southern Gulf Islands)
- Magic Lake Estates Water Service (Pender Island)
- Magic Lake Estates Sewer Service (Pender Island)
- Magic Lake Estates Sewer Debt Service
- Lyall Harbour/Boot Cove Water Service (Saturna Island)
- North Galiano Fire Protection & Emergency Response Service
- South Galiano Fire Protection & Emergency Response Service
- Sticks Allison Water Service (Galiano Island)
- Gossip Island Electric Power Supply Service
- Surfside Park Estates Water Service (Mayne Island)
- Skana Water Service (Mayne Island)

Pursuant to *Community Charter* Section 205, the Parcel Tax Roll Review Panel is authorized to hear complaints, review and correct the roll insofar as these corrections involve:

- a) an error or omission respecting a name or address on the parcel tax roll;
- b) an error or omission respecting the inclusion of a parcel;
- c) an error or omission respecting the taxable area or the taxable frontage of a parcel;  
(*not applicable, no frontage or area taxes are levied by the CRD*)
- d) an exemption that has been improperly allowed or disallowed.

Only those appeals that have been made in writing and received at least 48 hours in advance of the first sitting of the Parcel Tax Roll Review Panel may be considered

**Activities Prior to Parcel Tax Roll Review Panel**

In accordance with *Community Charter* Section 204, an assessment notice has been sent to the owners of each taxable parcel that has been appended to the roll since the 2024 Parcel Tax Roll Review Panel. Advertisements have been placed in local newspapers advising of the sitting of the Parcel Tax Roll Review Panel for the twenty-seven (27) local services subject to parcel tax. Both the notice and the advertisements provided background information on the services and informed the taxpayers of the procedures to follow in the event that they wished to make a complaint or appeal to the Parcel Tax Roll Review Panel.

Summarized by Electoral Area and Service, 53 parcel tax assessment notices were issued for taxable new folios added to the 2025 roll.

Due to lot consolidations, boundary changes, subdivisions and tax status changes, some folios are removed from the roll and the number of assessment notices issued will differ from the change in taxable folios between one year and the next.

**Juan de Fuca – 5 new folios added**

<b>Juan de Fuca Electoral Area</b>	<b>Port Renfrew Water</b>
Added to Roll	5
Removed from Roll	(1)
Net Change	4

**Salt Spring Island – 18 new folios added**

<b>Salt Spring Island Electoral Area</b>	<b>SSI Liquid Waste</b>	<b>SCH Fernwood Dock</b>	<b>Ganges Sewer</b>
Added to Roll	18	18	1
Removed from Roll	(15)	(15)	(1)
Net Change	3	3	-

**Southern Gulf Islands – 7 new folios added**

<b>Southern Gulf Islands Electoral Area</b>	<b>Small Craft Harbours (763 &amp; 764)</b>	<b>Lyll Harbour Boot Cove Water</b>	<b>North Galiano Fire</b>	<b>South Galiano Fire</b>
Added to Roll	7	1	-	3
Removed from Roll	(15)	(2)	(2)	(4)
Net Change	(8)	(1)	(2)	(1)

**Item #7 Presentation of any complaints or appeals**

No complaints or appeals were received for consideration by this panel.

Certification of the roll by the Parcel Tax Roll Review Panel is recommended.

Capital Regional District



### Notice of Review

## 2025 Parcel Tax Roll Review Panel

Notice is hereby given that the annual sitting of the Parcel Tax Roll Review Panel, pursuant to Sections 204 and 205 of the Community Charter will be held.

**Date:** Wednesday, March 12, 2025

**Time:** 11:00 am

**Place:** CRD Headquarters, Room 652  
625 Fisgard Street, Victoria, BC

The panel will consider any complaints respecting the parcel tax roll and authenticate the roll in accordance with legislation for the following services:

- Durrance Road Fire Protection Service
- Port Renfrew Water Service
- Port Renfrew Sewer Service
- Port Renfrew Street Lighting Service
- Seagirt Water Service
- Wilderness Mountain Water Service
- South Galiano Island Fire Protection & Emergency Response Service
- North Galiano Island Fire Protection & Emergency Response Service
- Sticks Allison Water Service (Galiano Island)
- Small Craft Harbour Facilities (Southern Gulf Islands)
- Fernwood Dock Small Craft Harbour Facilities (Salt Spring Island)
- Fernwood Water Service (Salt Spring Island)
- Ganges Sewerage Service (Salt Spring Island)
- Highland Water Service (Salt Spring Island)
- Highland and Fernwood Water Service
- Beddis Water Service (Salt Spring Island)
- Fulford Water Service (Salt Spring Island)
- Salt Spring Island Liquid Waste Disposal Service
- Cedar Lane Water Service (Salt Spring Island)
- Magic Lake Estates Water Service (Pender Island)
- Magic Lake Estates Sewer Service (Pender Island)
- Magic Lake Estates Sewer Debt Service (Pender Island)
- Malview Sewer Service (Salt Spring Island)
- Lyall Harbour/Boot Cove Water Service (Saturna Island)
- Surfside Park Estates Water Service (Mayne Island)
- Skana Water Service (Mayne Island)
- Gossip Island Electric Power Supply Service

The Parcel Tax Roll Review Panel will hear only those complaints or appeals filed in writing with the undersigned at least 48 hours in advance of its sitting.

Commencing February 26, 2025, a copy of the complete roll will be available for inspection at:

- the Capital Regional District, 625 Fisgard Street, Victoria BC, from 8:30 am to 4:30 pm Monday to Friday
- the Salt Spring Island Electoral Area Office, #108-121 McPhillips Avenue, Ganges BC, from 9 am to 4 pm Monday to Thursday
- the Port Renfrew Post Office, 6638 Deering Road, Port Renfrew BC from 9 am to noon and 1:45 to 6 pm Monday, Wednesday & Friday

Dated at Victoria, British Columbia, this 26<sup>th</sup> day of February 2025.

Nelson Chan, Chief Financial Officer  
Capital Regional District

**Parcel Tax Folio Summary - Multi-year Analysis**

Service	Taxable					Exempt					Total				
	2021	2022	2023	2024	2025	2021	2022	2023	2024	2025	2021	2022	2023	2024	2025
Port Renfrew Water Service	223	231	249	253	257	32	32	32	32	10	255	263	281	285	267
Port Renfrew Sewer Service	88	88	88	88	88	8	8	8	8	8	96	96	96	96	96
Port Renfrew Street Lighting Service	88	88	88	88	88	8	8	8	8	8	96	96	96	96	96
Seagirt Water Service			86	86	86			-	-	-			86	86	86
Wilderness Mountain Water Service	82	81	81	81	81	1	2	2	2	2	83	83	83	83	83
Durrance Road Fire Protection Service	9	9	9	9	9	1	1	1	1	-	10	10	10	10	9
SSI Liquid Waste Disposal Service	5,853	5,870	5,867	5,857	5,860	738	725	730	744	741	6,591	6,595	6,597	6,601	6,601
Fernwood Dock, SSI Small Craft Harbour Fac	5,853	5,870	5,867	5,857	5,860	738	725	730	744	741	6,591	6,595	6,597	6,601	6,601
Ganges Sewerage Service	416	423	420	416	416	65	58	60	64	65	481	481	480	480	481
Highland and Fernwood Water Service	333	333	333	333	333	10	10	10	10	10	343	343	343	343	343
Fernwood Water Service	79	79	79	79	79	6	6	6	6	6	85	85	85	85	85
Highland Water Service	254	254	254	254	254	4	4	4	4	4	258	258	258	258	258
Maliview Sewer Service	94	94	94	94	94	2	2	2	2	2	96	96	96	96	96
Beddis Water Service	137	137	137	136	136	7	6	6	7	7	144	143	143	143	143
Fulford Water Service	102	102	102	102	102	6	6	6	6	6	108	108	108	108	108
Cedar Lane Water Service	37	37	37	37	37	-	-	-	-	-	37	37	37	37	37
SGI Small Craft Harbour Facilities (763 & 764	6,134	6,130	6,127	6,126	6,118	908	912	916	924	932	7,042	7,042	7,043	7,050	7,050
Magic Lake Estates Water Service	1,199	1,196	1,196	1,196	1,196	42	44	44	44	44	1,241	1,240	1,240	1,240	1,240
Magic Lake Estates Sewer Service	712	709	709	709	709	24	26	26	26	26	736	735	735	735	735
Magic Lake Estates Sewer Debt Service	575	573	573	573	573	161	162	162	162	162	736	735	735	735	735
Lyall Harbour/Boot Cove Water Service	171	173	173	174	173	34	31	31	31	31	205	204	204	205	204
North Galiano Fire Protection & Emergency R	352	351	352	352	350	102	103	103	103	105	454	454	455	455	455
South Galiano Fire Protection & Emergency	817	815	816	816	815	129	129	128	130	132	946	944	944	946	947
Sticks Allison Water Service	38	38	38	38	38	2	2	2	2	2	40	40	40	40	40
Gossip Island Electric Power Supply Service	56	56	56	56	56	1	1	1	1	1	57	57	57	57	57
Surfside Park Estates Water Service	105	105	105	105	105	19	19	19	19	19	124	124	124	124	124
Skana Water Service	73	73	73	73	73	3	3	3	3	3	76	76	76	76	76



**Minutes of a Meeting of the PARCEL TAX ROLL REVIEW PANEL**  
**Held Wednesday, March 13, 2024, in Room 652, 625 Fisgard St., Victoria, BC**

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**PRESENT:** **Directors:** P. Brent, G. Holman, C. Plant (Boad Chair), A. Wickheim,  
**Staff:** T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer;  
M. Lagoa, Deputy Corporate Officer; A. Linwood, Controller, Financial Services,  
A. Hoge, Manager, Corporate Finance; DJ Bridgewood, Revenue Analyst,  
Financial Services; D. Zakordonski, Revenue Analyst, Financial Services; T.  
Normandeau, Recording Secretary  
**Absent:**

**1. Call to Order**

The 2024 Parcel Tax Roll Review Panel was called to order at 12:00 pm by M. Lagoa.

**2. Oath of Office**

Members of the Parcel Tax Roll Review Panel were sworn in by M. Lagoa. The members signed the required declaration pursuant to the *Community Charter, Section 204*.

**3. Nomination/Election of Chair**

M. Lagoa directed the Election of the Chair. Director Brent was nominated as Chair by Director Holman. Three calls were made for further nominations. Hearing none, Director Brent was declared Chair of the 2024 Parcel Tax Roll Review Panel.

**4. Approval of the Agenda**

**MOVED** by Director Brent, **SECONDED** by Director Holman,  
That the agenda for the March 13, 2024, Parcel Tax Roll Review Panel be approved as circulated.

**CARRIED**

**5. Adoption of the Minutes of March 8, 2023**

**MOVED** by Director Brent, **SECONDED** by Director Holman,  
That the minutes of March 8, 2023, Parcel Tax Roll Review Panel be adopted as circulated.

**CARRIED**

**6. Jurisdiction of the Parcel Tax Roll Review Panel**

DJ Bridgewood summarized the jurisdiction of the Panel and staff activities prior to the Parcel Tax Roll Review Panel meeting. He reported on new folios added to the 2024 parcel roll within the 27 service areas located throughout the CRD's three electoral areas, referring to the list circulated at the meeting and now on file at the CRD.

**7. Presentation of Complaints or Appeals**

No complaints or appeals had been received leading up to the Panel meeting. No requests to address the Panel had been made by members of the public. Recognizing that there were no complaints or appeals, Director Plant inquired if any members of the public asked questions prior to the Panel meeting. DJ Bridgewood identified that one question was brought forward and addressed prior to the Panel meeting.

**8. Certification of the 2024 Parcel Tax Roll**

The panel did not express any concerns regarding the reported numbers of exempt and total properties in the report.

**MOVED** by Director Brent, **SECONDED** by Director Holman,  
That the Capital Regional District 2024 Parcel Tax Assessment Roll be confirmed and authenticated pursuant to *Community Charter*, Section 206 (2).

**CARRIED**

The 2024 Certificate of Authentication was endorsed by the members of the panel present.

**9. Other Business: None.****10. Adjournment**

**MOVED** by Director Holman, **SECONDED** by Director Plant,  
That the March 13, 2024, Parcel Tax Roll Review Panel meeting be adjourned at 12:10 p.m.

**CARRIED**

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CHAIR

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RECORDER

## District of Saanich – Parcel Tax Review Panel 2025 Meeting Notice

## Parcel Tax Review Panel

In accordance with Section 204 of the *Community Charter*, a municipal council must establish a review panel to consider any complaints about the roll and to authenticate it. A person may make a complaint to the review panel regarding an error or omission concerning:

- A name or address on the roll
- The inclusion of a parcel on the roll
- The taxable area or frontage of a parcel on the roll
- A tax exemption being improperly allowed or disallowed on the roll.

The local government tax collector must send each owner a notice of the date for the sitting of the review panel.

For 2025, any complaints or errors must be submitted by 2 p.m., Friday, March 14. Contact Revenue Services at [propertytax@saanich.ca](mailto:propertytax@saanich.ca) or calling 250-475-5454.

Council appointees to the Panel are: Mayor Murdock and Councillors Chambers, Phelps Bondaroff and Westhaver.

Meeting Date	Agendas	Minutes	Videos
2025 Parcel Tax Review Panel - no meeting required			

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### CONTACT US

**Legislative Division**

**Phone:** (250) 475-5501

**Email:** [council@saanich.ca](mailto:council@saanich.ca)

**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, JULY 09, 2025**

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**SUBJECT**      **Bylaw No. 4510: Port Renfrew Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 4, 2025**

**ISSUE SUMMARY**

The proposed bylaw amendment expands the Port Renfrew Local Fire Service boundary. The amendment impacts two parcels of land with two separate owners.

**BACKGROUND**

Owners of property on Cerantes Road in Port Renfrew have submitted requests for inclusion for their parcels of land that are currently located outside of the Port Renfrew Local Fire Service boundary.

The portions of the individual parcels to be included into fire protection are:

Legal Description	Property ID	Civic Address
Lot A District Lot 155 Renfrew Plan VIP60552 Except Plan VIP61175	023-021-802	6510 Cerantes Road
Lot A District Lot 155 Renfrew Plan VIP35011	000-316-547	6457 Cerantes Road

**ALTERNATIVES**

*Alternative 1*

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

1. That Bylaw No. 4510, "Port Renfrew Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 4, 2025", be introduced and read a first, second, and a third time;
2. That participating area approval to Bylaw No. 4510 be provided by the Electoral Area Director consenting on behalf; and
3. That Bylaw No. 4510 be referred to the Inspector of Municipalities for approval.

*Alternative 2*

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

**IMPLICATIONS**

*Financial Implications*

This bylaw is not expected to negatively impact the service requisition.

*Service Delivery Implications*

No negative impact to service area participants or volunteer firefighters is expected. The level of service provided to the property would be consistent with the policies and operating guidelines of the Port Renfrew Fire Department.

*Legal Implications*

The amendment of the service area, which only services the Juan de Fuca Electoral Area, is subject to a vote of the Board and consent of the Electoral Area director. Minor amendments will be made to Bylaw No. 1743 at the same time to reflect updated sections of the *Local Government Act*. The amendment must be referred to the Inspector of Municipalities for approval prior to adoption.

**CONCLUSION**

The property owners and staff have reached an understanding to provide fire service and ensure fire safety code compliance. Inclusion in the fire protection area will provide assurance to the fire department and property owners during a fire, rescue or medical incident.

**RECOMMENDATION**

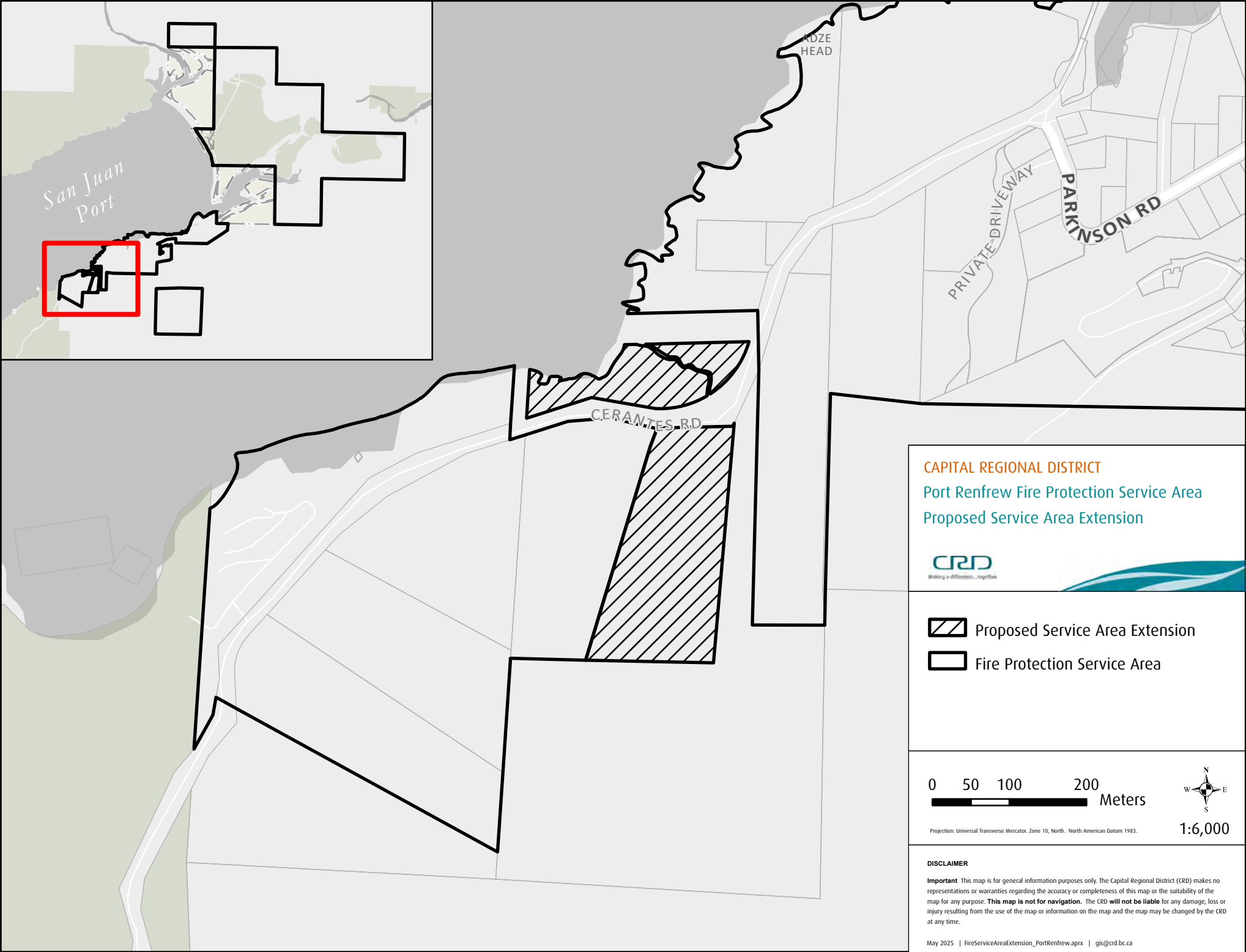
The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4510, “Port Renfrew Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 4, 2025”, be introduced and read a first, second, and a third time; and
2. That participating area approval to Bylaw No. 4510 be provided by the Electoral Area Director consenting on behalf; and
3. That Bylaw No. 4510 be referred to the Inspector of Municipalities for approval.

Submitted by:	Shawn Carby, CD, MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P.ENG., MBA., General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

- Appendix A: Map of Proposed Port Renfrew Fire Protection Local Service Area Amendment
- Appendix B: Bylaw No. 4510, “Port Renfrew Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 4, 2025”



**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4510**

\*\*\*\*\*

**A BYLAW TO AMEND BYLAW THE PORT RENFREW FIRE PROTECTION AND  
EMERGENCY RESPONSE SERVICE ESTABLISHMENT BYLAW (BYLAW NO. 1743)**

\*\*\*\*\*

**WHEREAS:**

- A. Under Bylaw No. 1743, "Port Renfrew Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1989", the Regional Board established a service to provide fire protection service to residents of the Local Service Area;
- B. The Electoral Area Director for the Juan de Fuca Electoral Area has consented to the modifications to the establishing bylaw under ss. 347 and 349 of the *Local Government Act*; and
- C. The Board wishes to amend Bylaw No. 1743 to add parcel ID 023-021-802 (6510 Cerantes Road) and parcel ID 000-316-547 (6457 Cerantes Road) with consent of the property owners to ensure fire protection and emergency response in the community;

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

- 1. Bylaw No. 1743, "Port Renfrew Fire Protection Local Service Establishment Bylaw No. 1, 1989" is hereby amended as follows:
  - (a) by replacing Schedule "A" with the Schedule "A" attached to this bylaw, which includes parcel ID 023-021-802 (6510 Cerantes Road) and parcel ID 000-316-547 (6457 Cerantes Road);
  - (b) by replacing section 4 with:
    - 4. As provided in Section 378 of the *Local Government Act*, the annual costs of providing the Service may be recovered by one or more of the following:
      - a) by property value taxes imposed in accordance with Division 3 of the *Local Government Act*;
      - b) parcel taxes imposed in accordance with Division 3 of the *Local Government Act*;
      - c) fees and charges imposed under section 397 of the *Local Government Act*;
      - d) revenues raised by other means authorized under the *Local Government Act* or another Act;
      - e) revenues received by agreement, enterprise, grant, gift, or otherwise.

2. This bylaw may be cited for all purposes as “Port Renfrew Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 4, 2025”.

READ A FIRST TIME THIS	th	day of	2025
READ A SECOND TIME THIS	th	day of	2025
READ A THIRD TIME THIS	th	day of	2025
APPROVED BY THE ELECTORAL AREA DIRECTOR THIS	th	day of	2025
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of	2025
ADOPTED THIS	th	day of	2025

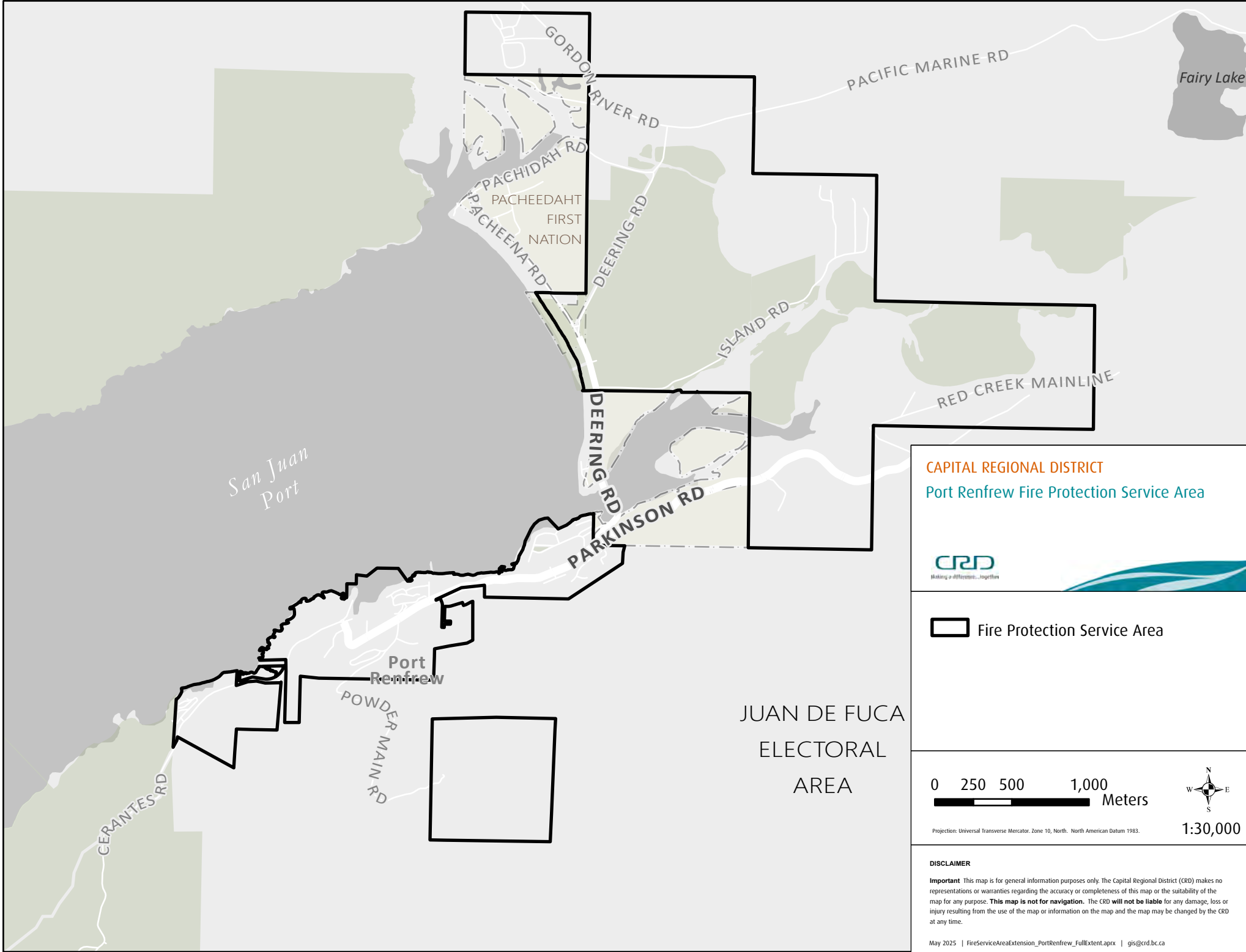
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CHAIR

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CORPORATE OFFICER





**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, JULY 09, 2025**

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**SUBJECT:**     ***Fire Safety Act* – Designation of Fire Safety Inspectors and Fire Investigators**

**ISSUE SUMMARY**

To designate positions to serve as fire safety inspectors and fire investigators for the Capital Regional District (CRD), in accordance with the *Fire Safety Act* (FSA).

**BACKGROUND**

The FSA, which received Royal Assent in 2016, was finally brought into force as of August 1, 2024, superseding and replacing the *Fire Services Act*. Under the FSA, the CRD must designate fire safety inspectors and investigators.

The FSA obliges the CRD to provide border-to-border fire inspection capabilities and fire investigation services, which is a new requirement for all regional districts.

Staff put forward the initial list of designated fire inspectors and investigators for the region to the Electoral Area Committee in November 2024. Since that time, the CRD has received confirmation from the Office of the Fire Commissioner (OFC) that border-to-border fire inspection and fire investigation services responsibilities of regional districts includes the improvement districts and unincorporated areas within the geographical borders of the district, in addition to current CRD fire protection service areas.

The training qualification standards for fire investigators and fire inspectors are set by the OFC. The standards have been released, including processes for recognition through assessment of prior learning; however, the training sessions have yet to be offered by the OFC. Staff will work closely with the individual departments to assist designated individuals in meeting qualification standards through the prior learning assessments and training sessions as they become available.

**Designation of Fire Inspectors**

The CRD Board, as a local authority, must “designate in writing persons or a class of persons as fire inspectors to conduct fire safety inspections”. Any person or class of persons so designated must meet the “applicable standards established by the fire commissioner”. For a regional district, the designations that it makes must, in aggregate, cover the entirety (geographically) of the unincorporated areas for which it is responsible.

Under section 9 of the FSA, any person designated as a Fire Inspector may undertake a fire safety inspection “for the purpose of determining compliance with the FSA or regulations in the following circumstances”:

- on receiving a complaint
- if believed advisable by the Fire Inspector, without receiving a complaint
- on the request of an owner or occupier of premises; and
- as part of any compliance monitoring program that may be established by a regional district

## **Designation of Fire Investigators**

The CRD Board, as a local authority, must “designate in writing persons or a class of persons as fire investigators to conduct fire investigations”. Any person or class of persons designated must meet the “applicable standards established by the fire commissioner”. For a regional district, the designations that it makes must, in aggregate, cover the entirety (geographically) of the unincorporated areas for which it is responsible.

Under section 26 of the *FSA*, fire investigators are granted broader powers than fire inspectors. They may enter property or premises at any time in connection with an investigation, including land or premises where the fire has occurred, or which are proximate to the incident, to conduct the investigation. Fire investigators have a wide range of authority in connection with their investigations, as detailed in the *FSA*.

The updated list of fire inspectors and fire investigators for the CRD found in Appendix A reflects the addition of the improvement district service areas, consistent with OFC direction, as well as naming and designations of fire officers for CRD fire service areas. Additionally, the FireSmart Coordinator designation as a fire investigator and inspector has been rescinded, as the role was no longer required to deliver those services on behalf of the CRD.

## **ALTERNATIVES**

### *Alternative 1*

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

That the persons or class of persons identified in Appendix A be confirmed as fire safety inspectors and fire investigators for the electoral areas within the Capital Regional District.

### *Alternative 2*

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

## **IMPLICATIONS**

### *Financial Implications*

If the CRD designated personnel are unavailable or require support, the CRD may initiate a request for support from the Office of the Fire Commissioner (OFC) at no cost to the CRD. The OFC has stated that this arrangement will be evaluated on an ongoing basis.

## **CONCLUSION**

The CRD Board, as a local authority, must designate in writing persons or a class of persons as fire inspectors and fire investigators to conduct fire safety inspections and fire cause investigations throughout the unincorporated areas.

## **RECOMMENDATION**

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

That the persons or class of persons identified in Appendix A be confirmed as fire safety inspectors and fire investigators for the electoral areas within the Capital Regional District.

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

**ATTACHMENT**

Appendix A: Designation of Fire Inspectors and Fire Investigators for the Capital Regional District - Effective July 9, 2025 – List

**DESIGNATION OF FIRE INSPECTORS AND FIRE INVESTIGATORS  
FOR THE CAPITAL REGIONAL DISTRICT**

**Effective July 9, 2025**

<b>Rescinding of Designation of a Person or Class of Persons effective July 9, 2025</b>	<b>Scope</b>	<b>Inspector</b>	<b>Investigator</b>
Fire Smart Coordinator (Contractor)	All Electoral Areas	X	X

<b>Confirmation of Designation of a Person or Class of Persons, effective July 9, 2025</b>	<b>Scope</b>	<b>Inspector</b>	<b>Investigator</b>
Manager, CRD Fire Services: Vrabel, Chris	All Electoral Areas	X	X
Contractor, CRD Fire Services: Burgess, Michael	All Electoral Areas	X	X
Otter Point Chief Fire Chief: McCrea, John	Juan de Fuca	X	X
Otter Point Assistant Fire Chief: Patterson, Ben	Juan de Fuca	X	X
East Sooke Fire Chief: Larkin, Fiona	Juan de Fuca	X	
East Sooke Fire Captain: Bigelow, Dave	Juan de Fuca		X
Pender Island Fire Chief: Dine, Michael	Southern Gulf Islands	X	X
Pender Island Assistant Fire Chief: Hanson, Adrian	Southern Gulf Islands	X	X
Pender Island Fire Captain: Bulled, Todd	Southern Gulf Islands	X	X
Galiano Island Fire Chief: Sugden, Scott	Southern Gulf Islands	X	X
Galiano Island Assistant Fire Chief: Clark, Michael	Southern Gulf Islands	X	X
Mayne Island Chief Fire Officer: Kyle Stobart	Southern Gulf Islands	X	X
Mayne Island Deputy Fire Chief: Eric Walker	Southern Gulf Islands	X	X
Salt Spring Island Fire Chief: Jamie Holmes	Salt Spring Island	X	X
Salt Spring Island Deputy Fire Chief: Dale Lundy	Salt Spring Island	X	X
Salt Spring Island Fire Captains (Career)	Salt Spring Island	X	X

## REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, JULY 09, 2025

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**SUBJECT:**    **New *Fire Safety Act* Service**

### **ISSUE SUMMARY**

To obtain direction from the Capital Regional District (CRD) Board to commence a new *Fire Safety Act* (FSA) service for the purpose of delivering building fire safety inspection and fire cause determination investigation services throughout the electoral areas, as required by the new FSA.

### **BACKGROUND**

The FSA, was brought into force as of August 1, 2024, superseding and replacing the *Fire Services Act*. The FSA obliges regional districts to provide fire investigation and fire safety inspection services throughout the electoral areas (see Appendix A). This includes the unincorporated electoral area lands outside of current fire protection areas.

Through the former *Fire Services Act*, fire investigations were completed by a Local Assistant to the Fire Commissioner (LAFC) as designated by the Office of the Fire Commissioner (OFC). Most CRD fire chiefs were former LAFCs; therefore, the conduct of investigations is not a new activity within the established fire service areas.

Under the FSA, designated fire investigators will conduct fire cause determination investigations for structures, vehicles and other reportable fire loss incidents as they occur throughout the electoral areas. Fire Safety Advisors from the OFC will assist regional districts with investigations upon request in situations where there is limited expertise, insufficient capacity and funding constraints.

Building fire safety inspections are a new activity to regional districts. Per Appendix B - *Fire Safety Act* - Questions and Answers, a regional district will operate within a reactive (complaint-based or owner-requested) inspection framework. The FSA requires a regional district to inspect both private dwellings and public buildings located throughout the electoral areas upon request by an owner or occupant.

By comparison, the FSA requires municipalities to deliver proactive risk-based compliance monitoring inspection services, which are a higher level of building fire safety inspection service than is currently required for a regional district.

A new service is required for the CRD to deliver inspection and fire cause determination investigation services throughout the electoral areas. There is currently no funding capacity available to assign designated inspectors and investigators, or engage contractors, to meet the regulatory requirements of the FSA.

### **Service Levels**

The FSA requires a regional district to provide inspection services throughout the electoral areas. Where a regional district cannot, it may request the OFC provide such inspection services at no cost.

While the inspection and investigation model is reactive and not pro-active, the established fire service areas of Salt Spring Island, Pender Island, and Otter Point are interested in delivering a higher level of inspection service, both in response to owner requests and in response to what inspectors believe is advisable for the types of buildings and structures in their service areas. A policy will need to be developed to include the inspection procedures and anticipated service levels within areas of the regional district.

### **Funding Methodology**

As of May 29, 2025, the Province amended the *Local Government Act* to enable a regional district to operate a service for fire safety inspections and fire investigations without an establishing bylaw.

The Board is required to establish an apportionment method for investigation and inspection costs in electoral areas. Staff recommend using the standard method based on converted assessment. While alternative methods are available, staff suggest starting with this approach due to service uncertainty. After implementation, staff will report back with data and recommendations for managing variable service levels for each EA.

Additionally, staff continue to consider whether a regional district may adopt a cost recovery bylaw for the delivery of these fire inspection and fire investigation services.

### **ALTERNATIVES**

#### *Alternative 1*

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

1. That the Capital Regional District operate a service for fire inspection and fire investigation in the electoral areas pursuant to s. 338(2)(j) of the *Local Government Act*, to meet the requirements of the *Fire Safety Act*;
2. That staff prepare a draft 2026 budget for a new *Fire Safety Act* service;
3. That staff consider options for cost recovery for fire inspections and fire investigations;
4. That staff prepare a policy describing inspection procedures and service delivery levels.

#### *Alternative 2*

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

### **IMPLICATIONS**

#### *Financial Implications*

As the CRD will be delivering enhanced fire inspection and investigation services, a financial cost impact to the regional district is anticipated. Although regional districts may request that the OFC provide investigators or inspectors when internal resources are insufficient, staff recommend establishing a requisition-based service for the CRD due to its size and operational complexity, with matters beyond the regular fire service areas referred to the OFC.

It may be possible to recover costs associated with the delivery of inspection and investigation services, with the intent of offsetting any annual requisition for a new *FSA* service. Given the nature of the service, staff continue to investigate and will report back with a draft fee and charge bylaw in future if legally permissible.

### *Service Delivery Implications*

The delivery of fire cause determination investigation services outside of established local fire services areas, and delivery of building fire safety inspection services throughout the electoral areas, are both new requirements. A new service is required to enable delivery of these services on an as and when needed basis throughout the electoral areas.

Upon request from a regional district, the OFC fire service advisors may conduct fire inspections and fire investigations for the regional district due to limited expertise, insufficient capacity and funding constraints.

The *FSA* does permit inspectors to take steps to inspect on receipt of a complaint or where “deemed advisable”. This is not a positive obligation to inspect. Should any fire service areas believe it advisable to conduct inspections, service levels will need to be set through discussion which may have cost implications.

### *Intergovernmental Implications – Improvement Districts*

For purposes of the *FSA*, the delivery of inspection and investigation activities fall within the authority of the regional district and include the three electoral areas, and the fire improvement districts of Salt Spring Island, Mayne Island, and Piers Island.

## **CONCLUSION**

The *Fire Safety Act* requires a regional district to conduct building fire safety inspections and fire cause determination investigations throughout the electoral areas. The *Local Government Act* enables a regional district to commence and requisition for a new service without an establishing bylaw. Staff will continue to review whether it is permissible to mandate fees or charges for these services. A corporate policy will be required to set procedures and service levels.

## **RECOMMENDATION**

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

1. That the Capital Regional District operate a service for fire inspection and fire investigation in the electoral areas pursuant to s. 338(2)(j) of the *Local Government Act*, to meet the requirements of the *Fire Safety Act*;
2. That staff prepare a draft 2026 budget for a new *Fire Safety Act* service;
3. That staff consider options for cost recovery for fire inspections and fire investigations; and
4. That staff prepare a policy describing inspection procedures and service delivery levels.


Submitted by:	Shawn Carby, C.D., BHSc., MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

## **ATTACHMENTS**

Appendix A: *Fire Safety Act*. Regional District Fire Inspection and Fire Investigation Procedures (Revised May 14, 2025)

Appendix B: *Fire Safety Act*. Questions and Answers (Revised: April 15, 2025)



  <p>Office of the Fire Commissioner</p>	<p><b>Fire Safety Act</b></p> <p><b>PROCEDURES 1.0</b></p> <p>Revised: May 14, 2025 Created: December 18, 2024</p>
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## Fire Safety Act: Regional district fire inspection and fire investigation procedures

### Audience

These procedures are intended for the Office of the Fire Commissioner (OFC), fire service advisors, regional district staff (including fire services) and building owners and occupiers.

### Background

These procedures:

- ▶ are specific to regional districts,
- ▶ support the Province's commitment to minimizing the loss of life, injury and damage to property from fire by administering and enforcing the Fire Safety Act,
- ▶ are consistent with current practice with OFC fire service advisors supporting local authorities<sup>1</sup> in conducting fire inspections and fire investigations, and
- ▶ address concerns from members of the Union of BC Municipalities (UBCM) that, due to limited expertise, insufficient capacity and funding constraints, regional districts may need OFC support to conduct fire inspections of public buildings and fire investigations under the [Fire Safety Act](#).

The OFC will provide advice or perform fire inspections of public buildings and fire incident investigations as requested by regional districts<sup>2</sup>.

---

<sup>1</sup> Under the Fire Safety Act, local authorities are defined as a municipality, regional district or any authority prescribed by regulation.

<sup>2</sup> Agreed upon by the Single Standard of Fire Safety Working Group (SSFSWG) and supported by the UBCM Executive, November 17, 2023.



Office of the  
Fire Commissioner



## Fire Safety Act PROCEDURES 1.0

Revised: May 14, 2025  
Created: December 18, 2024

The OFC will continue to work with regional districts to explore other options for conducting fire inspections of public buildings and fire investigations in regional districts.

### Rationale

The OFC supports regional districts with conducting fire inspections and fire investigations under the Fire Safety Act to ensure the following:

- ▶ **Consistency** – Fire service advisors are based regionally throughout the province. They regularly conduct fire inspections and fire investigations and are trained to applicable National Fire Protection Association (NFPA) standards. Having fire service advisor support regional districts in conducting fire inspections and fire investigations helps support a consistent approach to fire safety throughout British Columbia.
- ▶ **Expertise** – Fire service advisors are trained in accordance with NFPA standards and are required to maintain and update their skills and knowledge through ongoing professional development. The skills of fire inspectors and fire investigators are perishable and therefore need to be used and maintained on a regular basis.
- ▶ **Capacity and resources** – Some regional districts have limited capacity or expertise, or insufficient funding to conduct fire inspections and fire investigations without OFC support.



## Documentation and revisions

The OFC is developing a record management system to track and document regional districts' requests for assistance with fire inspections and fire investigations.

- ▶ Because regional districts are not defined as monitoring entities under the Fire Safety Act, any record-keeping decisions by a regional district with respect to fire inspections and fire investigations will be at the regional district's discretion and need only satisfy their internal procedural requirements.
- ▶ The OFC will meet with UBCM annually before April 1 to review the effectiveness of these procedures and to make amendments, as required, to reflect new information or processes.

## Application

The OFC fire service advisors will support regional districts with fire inspections and fire investigations upon receiving a formal request that follows the agreed upon procedures.

- ▶ Some regional districts have the expertise, capacity and funding to conduct fire inspections and fire investigations within their jurisdictions, whereas others do not and may require support described in these procedures from the OFC.
- ▶ Regional districts will not incur financial costs for the services provided by the OFC under these procedures. This arrangement will be evaluated on an ongoing basis.



## Definitions

The following terms and definitions apply to these procedures only.

**Local authority:** The council of a municipality, the board of a regional district, and any authority prescribed by regulation, as defined in the Fire Safety Act.

**Designated fire inspector:** Any person, or class of persons, designated by a local authority as a fire inspector under the Fire Safety Act.

**Designated fire investigator:** Any person, or class of persons, designated by a local authority as a fire investigator under the Fire Safety Act.

**Fire department:** A department is established and operated as a local authority service responsible for the prevention or suppression of fires in a defined Fire Protection Area by a local authority, by a board, or by a commission of a registered society that is responsible for management or for conducting work or services through a service agreement, or the equivalent of any of the above.

**Fire Protection Area:** A geographically defined area that is determined by a local authority service establishment bylaw, a municipal service or a service agreement between the local authority for the fire department and the party benefiting from the fire protection service by means of an established service delivery agreement or the equivalent.

**Occupier:** Includes a tenant, lessee, agent and any other person who has the right of access to and control of premises, and in relation to common property and common facilities in a strata plan, the strata corporation within the meaning of the [Strata Property Act](#).



Office of the  
Fire Commissioner



## Fire Safety Act PROCEDURES 1.0

Revised: May 14, 2025  
Created: December 18, 2024

**Premises:** Means a private dwelling, a public building, the parcel of land on which a private dwelling or public building is located, a motor vehicle within the meaning of the [Motor Vehicle Act](#), railway vehicle, aircraft, vessel or other means of transportation.

**Private dwelling:** Means a structure that is occupied as a private residence (if only part of a structure is occupied as a private residence, that part of the structure) or any other structure located on the parcel of land on which a private residence is located, except for a structure to which the public is ordinarily invited or permitted access, or that is used for commercial, industrial or institutional purposes.

**Public building:** Means the following: a building other than a building, or portion of a building that is a private dwelling or a structure to which the public is ordinarily invited or permitted access, or that is used for commercial, industrial or institutional purposes.



## Procedures

Under the Fire Safety Act, local authorities are required to designate fire inspectors and fire investigators for their jurisdictions. Local authorities have until August 1, 2025 (one year after the Fire Safety Act came into force) to ensure that designated fire inspectors and designated fire investigators meet the established training standards. (**Note:** The OFC will provide training and training-related documents for these designated individuals to meet the new training standards.)

- ▶ A regional district designated fire inspector or fire investigator can request assistance from the OFC to conduct a fire inspection or fire investigation of a public building or premises.

The procedures for regional districts to request assistance are as follows:

### 1) Inspections

- a) A fire inspection may be requested or required in the following situations:
  - i. Changes in major occupancy and use of a public property or premises
  - ii. New public building being constructed
  - iii. Complaint received about a premises or a premises
  - iv. The owner or occupier of a public property or premises requests a fire inspection.
- b) The OFC fire service advisor fire inspection process for regional districts shall progress with the following steps:
  - i. The regional district determines the required action:



- a. If the required action is to request a Fire Safety Assessment, the forms will be completed by the building owner or the building owner's authorized agent, or
  - b. If the required action is a physical inspection of the building or premises, the regional district assigns the required action to the designated fire inspector(s) within their jurisdiction.
- ii. If the regional district's designated fire inspector(s) is unavailable or requires support, the regional district representative initiates a request for support from the OFC by emailing [OFC@gov.bc.ca](mailto:OFC@gov.bc.ca) with the following details:
1. the address of inspectable premises,
  2. the reason for the fire inspection – the reason for the inspection will include a description of the incident or process that requires an inspection, a written description of the suspected fire safety issue(s) (if applicable), the name and contact information of the complainant (if applicable), an overview of previous fire safety compliance (if applicable), and any other pertinent details), and
  3. the identification and contact information of the owner and occupier of the premises.
- iii. The OFC assigns the task to the appropriate OFC fire service advisor. The fire service advisor will take reasonable action to contact the owner or occupier before entering the premises at a reasonable time and date.
- iv. The OFC fire service advisor performs the fire inspection.



- v. The OFC fire service advisor records the fire inspection information into the single fire safety standard tracking system (currently under development) and provides a copy of the fire inspection report to the regional district and the building owner or building owner's authorized agent.

## 2) Investigations:

- a) Fire investigations are required in the following situations:
  - i. All fire incidents (after the fire),
  - ii. Any fatalities due to a fire incident, and
  - iii. Any fires that significantly impact the community.
- b) The OFC fire service advisor fire investigation process for regional districts shall progress with the following steps:
  - i. As required under the Fire Safety Act, the building owner or occupier shall inform their local fire department or the fire commissioner (the OFC) of the fire incident.
    - a) If the information comes to OFC directly, the OFC informs the regional district of the incident within their jurisdiction.
  - ii. The regional district determines if their designated fire investigator(s) is able to conduct the investigation.
  - iii. The regional district must contact the on-call OFC fire service advisor to request support by calling the BC Emergency Co-ordination Centre (ECC) at 1-800-663-3456 in any of the following circumstances:





- a) If the regional district's designated fire investigator(s) is unavailable or is unable to begin the fire investigation within the legislated five days,
  - b) If a fatality occurred because of the fire, or
  - c) If the fire incident has significant impact within the community.
- iv. The caller provides the following details:
- 1. the address and location of the fire incident,
  - 2. the fire type (building, vehicle, outdoor, etc.),
  - 3. the status of fire suppression efforts, and
  - 4. any details of the fire provided by the local fire department
- v. The on-call fire service advisor will request support from the appropriate regional fire service advisor.
- vi. The assigned OFC fire service advisor attends the scene and investigates the fire incident.
- vii. The assigned OFC fire service advisor collects all required information and completes the appropriate Fire Inventory Reporting Evaluation System (FIRES) reports.
- (a) The fire chief, and any firefighters who were at the scene of the fire, will be available to the fire service advisor for the purposes of conducting interviews related to the fire investigation.
- viii. The OFC fire service advisor informs the regional district of the actions taken to support the regional district and provides to the regional district the fire investigation details that were recorded in FIRES.

**— End of procedures —**

**Fire Safety Act  
Questions and Answers  
Revised: April 15, 2025**

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Office of the  
Fire Commissioner



## Change Summary

Note: Changes made since the last version was posted on February 26, 2025, are reflected in the table below. Note: only significant changes have been captured in the table.

Date Version	Question Number	Change
April 15, 2025	#13, #15 and #23	Updated the date that the Office of the Fire Commissioner fire inspector and fire investigator courses will be ready.

## Background

This Question and Answer (Q&A) document is a living document and will be updated regularly. The Office of the Fire Commissioner (OFC) will endeavour to notify partners when the Q&A is updated. However, we suggest that you check back regularly for updates.

The OFC has attempted to place the subject matter in the appropriate category. However, given that there is crossover, please review the entire document.

If you have a question that is not included in this Q&A, please email it to: [OFC@gov.bc.ca](mailto:OFC@gov.bc.ca)

The Fire Safety Act legislation can be located [here](#).

The associated Fire Safety Act regulations include the [Fire Safety Act Fire Safety Regulation](#) and the [Fire Safety \(Risk Analysis for Compliance Monitoring\) Regulation](#)

## The Office of the Fire Commissioner

### 1. What is the role of the Office of the Fire Commissioner?

- The Office of the Fire Commissioner's (OFC) mandate is to minimize the loss of life, injury, and damage to property from fire by administering and enforcing British Columbia's fire safety legislation and regulations.

- The OFC leads provincial fire prevention and fire reporting programs, promotes fire safety awareness and establishes minimum training standards for fire inspectors, fire investigators and fire services personnel. The OFC also provides structure fire expertise and coordinates fire services during emergencies.
- The Fire Safety Act establishes the powers and duties of the fire commissioner who is responsible for administering the Fire Safety Act and its regulations.
- The fire commissioner must also establish standards for fire inspectors and fire investigators, who are required to be designated by the local authority under the Fire Safety Act.

## **2. What is the role of the Office of the Fire Commissioner, fire service advisors?**

- The Office of the Fire Commissioner (OFC) has regionally located fire service advisors throughout the province.
- Fire service advisors are knowledgeable fire safety experts who can assist with any aspect of the Fire Safety Act.
- They are also delegated by the fire commissioner as fire inspectors and fire investigators under the Fire Safety Act and are appropriately trained to the OFC training standard for each function. This means they may conduct fire inspections and fire investigations in any area of the province when requested.
- All OFC fire service advisors have worked in the fire services field for several years and have established collaborative working relationships with fire services personnel throughout the province.
- The local authority can reach out to their regional fire service advisor for support with any matter under the Fire Safety Act.
- To locate the fire service advisor for your area, visit: [Request technical assistance or fire investigation support - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/safety/technical-support/technical-support.htm)

### **3. What is the Office of the Fire Commissioner's contact information?**

- The contact information for the Office of the Fire Commissioner (OFC) is:
  - Main phone number: 1-888-988-9488
  - After hours emergency: 1-800-663-3456
  - Email: [OFC@gov.bc.ca](mailto:OFC@gov.bc.ca)

## **Definitions under the Fire Safety Act**

### **4. How are municipalities and regional districts identified under the Fire Safety Act?**

- The following definitions are used under the Fire Safety Act to define municipalities and regional districts:
- Local authority means:
  - (a) the council of a municipality;
  - (b) the board of a regional district;
  - (c) any authority prescribed by regulation;
- Monitoring entity means the council of a municipality.

### **5. How is a premises defined under the Fire Safety Act?**

- Premises means any of the following:
  - (a) a private dwelling;
  - (b) a public building;
  - (c) the parcel of land on which a private dwelling or public building is located;
  - (d) a motor vehicle within the meaning of the Motor Vehicle Act, railway vehicle, aircraft, vessel or other means of transportation.

### **6. How is a private dwelling defined under the Fire Safety Act?**

- A private dwelling means the following:
  - (a) a structure that is occupied as a private residence;

- (b) if only part of a structure is occupied as a private residence, that part of the structure;
- (c) any other structure located on the parcel of land on which a private residence is located, except for a structure
  - (i) to which the public is ordinarily invited or permitted access, or
  - (ii) that is used for commercial, industrial or institutional purposes.

## **7. How is a public building defined under the Fire Safety Act?**

- A public building means the following:
  - (a) a building other than a building that is a private dwelling;
  - (b) a structure
    - (i) to which the public is ordinarily invited or permitted access, or
    - (ii) that is used for commercial, industrial or institutional purposes;
  - (c) a facility, including a storage yard or tank farm.

## **8. What is risk-based compliance monitoring?**

- Risk-based compliance monitoring applies to all monitoring entities, which under the Fire Safety Act is defined as municipalities.
- Risk-based compliance monitoring means that proactive inspections will be conducted, and the inspection frequency for any public building will be based on the risk profile for that building. For example, the monitoring entity may choose to inspect a high risk building more frequently than a low-risk building.
- High-risk buildings include public buildings such as bars, apartments, hotels, college residences, large office buildings and sawmills, among other public buildings.

## **9. What does reactive inspections mean?**

- As regional districts are not monitoring entities, they will operate within a reactive (complaint based or owner requested) inspection framework.

- Upon request from a regional district, the Office of the Fire Commissioner (OFC), fire service advisors, will conduct fire inspections and fire investigations for the regional district.
- There will be no fee for service for any fire inspection, investigation, reporting in the OFC's Fire Inventory Reporting Evaluation System (FIRES) or travel expenses incurred by OFC staff.

**10. In Part 6 of the Fire Safety Act, Compliance Monitoring, is the monitoring entity the same thing as a designated fire inspector from the local authority?**

- The monitoring entity is defined as the council of a municipality, not the designated fire inspector. The fire inspector will work for the monitoring entity.

## Fire Safety Act Overview

**11. What is the Fire Safety Act?**

- On August 1, 2024, the Fire Safety Act came into force, replacing the Fire Services Act of 1979.
- The Fire Safety Act is intended to strengthen fire safety through an enhanced system of inspections and effective enforcement in the province and will:
  - enable local authorities to designate personnel to carry out fire inspections and fire investigations and enable local fire services to perform tactical evacuations.
  - establish an administrative penalty enforcement model to address non-compliance issues in a more direct, timely and effective manner.
  - implement a risk-based approach for fire safety compliance monitoring in municipalities.
- Under the Fire Safety Act and the associated regulations, there is a prescribed maximum amount of costs recoverable from an owner by a local

authority, or the fire commissioner, for securing evacuated premises up to \$100,000.

- The Fire Safety Act will protect people and communities through regular fire safety inspections and effective enforcement that will help prevent fire-related tragedies, preserve human life, and protect property and economic loss due to fires.

## **12. When did the Fire Safety Act come into effect?**

- The Fire Safety Act came into effect on August 1, 2024. The legislation can be found [here](#).

## **Fire Inspectors and Fire Investigators and Local Authorities**

### **13. What is a local authority required to do now that the Fire Safety Act has been brought into force?**

- Now that the Fire Safety Act has come into force, the local authority (municipalities and regional districts) must designate, in writing, a person or a class of persons as fire inspectors (section 8) and fire investigators (section 23).
- Local authorities should have designated fire inspectors and fire investigators in place now. If you do not, it is imperative that you complete this requirement promptly.
- The local authority is to use their own template for the designations. Note: there is no requirement to return the designation to the Office of the Fire Commissioner (OFC). Once the OFC has their technology solution in place, the OFC will contact departments to confirm designates.
- As of August 1, 2024, there is a one-year transition period before designated fire inspectors and fire investigators must meet established training standards.
- The transition period does not make the requirement of designating fire inspectors or fire investigators optional for local authorities.



- The transition period is intended to provide the time for local authorities to ensure that the designated fire inspector or fire investigator has obtained the required training.
- The OFC continues to develop the curriculum for the fire investigator and fire inspector course.
- While the OFC had anticipated a launch date in March 2025, additional time is being taken to refine the curriculum to ensure it meets the necessary standards. As soon as possible, an update on the launch date will be provided.
- As we approach the one-year transition period on August 1, 2025, the OFC is committed to working with communities to ensure designated inspectors and investigators have adequate time to complete training. More information will follow soon.

#### **14. Can a local authority designate a contractor to be a fire inspector and/or a fire investigator?**

- A local authority must designate, in writing, a person or a class of persons as fire inspectors (section 8) and fire investigators (section 23).
- A local authority can designate a contractor to be a fire inspector or fire investigator if they meet the Fire Safety Act Inspector Training Standard or Fire Safety Act Investigator Training Standard.
- Local authorities should have designated fire inspectors and fire investigators in place now. If you do not, it is imperative that you complete this requirement promptly.
- Designated fire inspectors and fire investigators that already meet the Fire Safety Act Inspector Training Standard and Fire Safety Act Investigator Training Standard should complete a "Prior Learning Assessment and Recognition" (PLAR) form to confirm for the local authority that they meet the standard.

- The Office of the Fire Commissioner, Fire Safety Act Inspector Standard and the Fire Safety Act Investigator Standard and the Fire Safety Act Inspector Standard and Investigator Standard PLARs can be found here: [Fire Safety Act reference documents - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/safety/fire-safety-act-reference-documents)

#### **15.Can you explain the purpose of the PLAR?**

- On each Prior Learning Assessment and Recognition (PLAR) for the fire inspector or fire investigator role, the person must confirm that they have achieved all of the job performance requirements.
- If they do, then the PLAR serves as a confirmation of this. If they do not, then they will be required to take the Office of the Fire Commissioner (OFC) Fire Inspector or Fire Investigator course, or both if they are fulfilling both roles.
- The OFC continues to develop the curriculum for the fire investigator and fire inspector course.
- While the OFC had anticipated a launch date in March 2025, additional time is being taken to refine the curriculum to ensure it meets the necessary standards. As soon as possible, an update on the launch date will be provided.
- As we approach the one-year transition period on August 1, 2025, the OFC is committed to working with communities to ensure designated inspectors and investigators have adequate time to complete training. More information will follow soon.

#### **16.As of December 5, 2024, updated Prior Learning Assessment and Recognition (PLAR) Fire Inspector and Fire Investigator forms were uploaded to the BC government's website. What has changed and is there anything that local authority needs to revisit in these documents?**

- For both the investigator and inspector Prior Learning Assessment and Recognition (PLAR) forms, Section 1 was updated to allow those completing each PLAR to more easily identify the organizational affiliation of individuals who are not employees of the local authority.

- For both PLARs, the Job Performance Requirements (JPRs) have been updated to mirror the JPRs of the fire inspector and fire investigator training standard.
- There is no requirement to update Prior Learning Assessment and Recognition Fire Inspector and Fire Investigator Forms that have been completed, but please use the new forms moving forward.

**17. As of December 5, 2024, updated Fire Safety Act Inspector and Investigator Training Standard documents have been uploaded to the BC government's website. What has changed and is there anything that the local authority needs to revisit in these documents?**

- For both standards, Job Performance Requirements (JPRs) were updated to exactly mirror specific sections of applicable National Fire Protection Association (NFPA) criteria.
- For both standards, no new JPRs have been added. If an individual previously met the Office of the Fire Commissioner (OFC) Fire Safety Act Inspector Training Standard or the Fire Safety Act Investigator Training Standard that was posted on the BC government website in August 2024 they will continue to meet the OFC inspector or investigator training standard.
- We encourage all organizations to download the latest versions of the Fire Safety Act Inspector Training Standard or the Fire Safety Act Investigator Training Standard.

**18. What section of the Fire Safety Act designates fire investigators and fire inspectors?**

- Designation of fire inspectors – section 8 of the Fire Safety Act outlines:
  - Section 8 (1) A local authority must designate, in writing, persons or a class of persons as fire inspectors to conduct fire safety inspections.
  - (2) A local authority may designate an individual as a fire inspector under subsection (1) only if the individual meets the applicable standard established by the fire commissioner.

- Designation of fire investigators – section 23 of the Fire Safety Act outlines:
  - Section 23 (1) A local authority must designate, in writing, persons or a class of persons as fire investigators to conduct fire investigations.
  - (2) A local authority may designate an individual as a fire investigator under subsection (1) only if the individual meets the applicable standard established by the fire commissioner.

**19. Does the local authority need to adjust their bylaws to designate fire inspectors and/or fire investigators?**

- Fire inspector and fire investigator designation can be done by resolution or a change to a bylaw, depending on how the service is set up. However, it may be different for each local authority.
- Local authorities should have designated inspectors and investigators in place now. If you do not, it is imperative that you complete this requirement promptly.
- Please reach out to your Chief Administrative Officer for advice.

**20. Who is responsible for conducting fire inspections and investigations?**

- Under the Fire Safety Act, it is a requirement for local authorities (municipalities and regional districts) to designate fire inspector(s) and fire investigator(s).
- Municipalities will operate within a risk-based compliance monitoring model and their designated fire inspector(s) will be responsible for conducting all fire inspections.
- As in the Fire Services Act, the Fire Safety Act also continues the requirement for all fires to be investigated and reported to the fire commissioner. Designated fire investigators will fulfil this requirement.
- As regional districts are not monitoring entities, they will operate within a reactive (complaint based or owner requested) inspection framework.

- Upon request from a regional district, the Office of the Fire Commissioner (OFC) fire service advisors will conduct fire inspections and/or fire investigations.
- The regional district has the discretion to use their own designated fire inspector(s) and fire investigator(s), or to request the OFC to support the inspection or investigation requirements.
- Ultimately, both reactive inspections and risk-based compliance monitoring are intended to keep occupants safe from potential fire hazards, with the goal to prevent fire-related tragedies, preserve human life, protect property and prevent economic loss due to fires.

**21.Can the local authority determine which jurisdictional area(s) the designated fire inspector or fire investigator covers?**

- Yes, the local authority is fully empowered to designate the jurisdictional areas of fire inspectors and fire investigators, if the person meets the training standards issued by the fire commissioner.

**22.If the local authority chooses not to investigate fires outside of their established fire protection areas who would be required to investigate and make the fire report to the fire commissioner?**

- Section 22 of the Fire Safety Act outlines the duty to report as follows:
- 22 (1) The occupier or, if none, the owner of land or premises where a fire has destroyed or damaged property or resulted in injury or death must, if a fire department did not attend, immediately report the fire
  - (a)to a fire department, or
  - (b)to the fire commissioner.
- (2) A fire department or the fire commissioner, as the case may be, must immediately report a fire referred to in subsection (1) to the local authority within whose boundaries the land or premises where the fire occurred are located.

- The legislative requirement in section 25 of the Fire Safety Act is for local authorities to investigate all incidents of fire in their respective jurisdictions that they are made aware of.
- The defined fire department fire protection area is not a limiting factor on this requirement of the local authority.
- The Office of the Fire Commissioner (OFC) has committed to performing fire inspections and fire investigations on behalf of the regional districts.
- Regional districts may request fire investigation support from the OFC via the process outlined in the “Regional District Inspections and Investigations Procedures” document. The document can be located here: [Fire Safety Act reference documents - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/safety/fire-safety-act/reference-documents)

### **23.What will be used to identify inspectors and investigators under the Fire Safety Act?**

- Identification for fire inspectors and fire investigators under the Fire Safety Act will be determined by the local authority who designates the fire inspector and fire investigator.

## **Fire Investigator and Fire Inspector Training**

### **24.What can you share about fire inspector and fire investigator training requirements?**

- There are different and specific training requirements for designated fire inspectors (“Fire Safety Act Inspector Standard”) and fire investigators (“Fire Safety Act Investigator Standard”).
- Designated fire inspectors and fire investigators that already meet the Fire Safety Act Inspector Training Standard and Fire Safety Act Investigator Training Standard, should complete a Prior Learning Assessment and Recognition (PLAR) form to confirm for the local authority that they meet the standard.

- It is the responsibility of the local government to ensure the PLAR is signed off accurately and that the PLAR stays in the personnel file of the designated fire inspector and fire investigator.
- Designated fire inspectors and fire investigators who do not meet the Office of the Fire Commissioner (OFC) Fire Safety Act Inspector Standard and the Fire Safety Act Investigator Standard, must take the OFC inspector and investigator training.
- Designated fire inspectors and fire investigators that meet the OFC Fire Safety Act Inspector Standard and the Fire Safety Act Investigator Standard and who have signed off on the PLAR, are also welcome to take the OFC training.
- The OFC will provide two online training courses: one for fire inspectors and one for fire investigators. Training materials for the courses and the online training will be provided at no charge.
- Each course will deliver attainable minimum standards and can be completed online in approximately 8 hours (per course).
- A fire inspector and fire investigator can perform both roles if they have met the Job Performance Requirements for both roles.
- The Office of the Fire Commissioner Fire Safety Act Inspector Standard and the Fire Safety Act Investigator Standard and the Fire Safety Act Inspector Standard and Investigator Standard PLARs can be found here: [Fire Safety Act reference documents - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/safety/fire-safety-act-reference-documents)

**25. Now that the Fire Safety Act has come into force, are designated inspectors and investigators required to meet the training standards right away?**

- No, there will be a one-year transition period, as defined in section 53 of the Fire Safety Act, before designated inspectors and investigators must meet the required training standards.

- The transition period will end July 31, 2025. At that time, the local authority is required to ensure the persons designated as fire inspector(s) and fire investigator(s) meet the fire inspector and fire investigator standards.
- The Office of the Fire Commissioner (OFC) anticipates the fire inspector and fire investigator courses to be ready mid-March 2025. Both will be available at no charge.

**26. When will the fire inspector and fire investigator training be available?**

- The OFC continues to develop the curriculum for the fire investigator and fire inspector course.
- While the OFC had anticipated a launch date in March 2025, additional time is being taken to refine the curriculum to ensure it meets the necessary standards. As soon as possible, an update on the launch date will be provided.
- As we approach the one-year transition period on August 1, 2025, the OFC is committed to working with communities to ensure designated inspectors and investigators have adequate time to complete training. More information will follow soon.

**27. Is there a limit to the number of people who can be designated as fire inspectors/fire investigators and who can complete the fire inspector/fire investigator training that will be offered by the Office of the Fire Commissioner?**

- There is no limit on the number of people who can be designated to complete the training.
- The local authority can designate a person or a class of persons as fire inspectors or fire investigators. This includes designating all building inspectors as fire inspectors under the Fire Safety Act.



## Regional Districts

### **28. For regional districts that have an inspection program both within municipalities and electoral areas how does the monitoring entity apply?**

- The term monitoring entity is defined as the council of a municipality.
- Within the municipal jurisdiction the requirement of the Fire Safety Act is the establishment of a risk-based compliance monitoring system. This system must be developed and implemented within the borders of the monitoring entity.
- If the function of compliance monitoring is performed by a regional district on behalf of the municipality, then a written agreement should be in place to confirm roles and responsibilities, and the regional district must abide by the Fire Safety Act when acting on behalf of the municipality (as a monitoring entity) when conducting inspections within municipal borders.
- In regional district jurisdictions there is no defined equivalent of a compliance monitoring system requirement, instead, they operate within a reactive model. The [Fire Safety Act: Regional District Inspection and Investigations Procedures](#) outlines the process for fire inspections and fire investigations in regional districts.

### **29. Why are regional districts operating within a reactive model?**

- Regional districts are not defined as monitoring entities in the Fire Safety Act.
- The regional districts have identified resource and administrative challenges that they believe would prevent them from undertaking fire inspections and fire investigations in their jurisdictions.
- The Office of the Fire Commissioner (OFC) has committed to performing fire inspections and fire investigations if requested on behalf of the regional district.

- There will be no fee for service for any fire inspection, investigation, reporting in the OFC's Fire Inventory Reporting Evaluation System (FIRES) or travel expenses incurred by OFC staff.
- However, a regional district with sufficient resources and local expertise may choose to undertake inspections and investigations within their jurisdiction.

### **30. What is the requirement for the regional districts to identify a public building?**

- Risk-based compliance monitoring applies to public buildings within municipalities (monitoring entity).
- Regional districts are not monitoring entities and are not required to implement a risk-based compliance monitoring system. As such, there is no requirement for regional districts to identify public buildings for fire inspections as regional districts will be reactive (e.g., complaint-based).
- The Office of the Fire Commissioner (OFC) expects that most of inspections in the regional districts to be focused on public buildings, defined as:
  - a building other than a building that is a private dwelling;
  - a structure
    - to which the public is ordinarily invited or permitted access, or
    - that is used for commercial, industrial or institutional purposes;
  - a facility, including a storage yard or tank farm.
- If a complaint is submitted that does not focus on a public building, the regional district, if they are accessing OFC support, will determine if an inspection is required or reasonable.

### **31. Are regional districts expected to take on the full responsibility for inspections and investigations at some point in the future?**

- The Office of the Fire Commissioner (OFC) has committed to performing inspections and investigations on behalf of the regional districts, as outlined in the [Fire Safety Act: Regional District Inspection and Investigations Procedures](#) document.

- There will be no fee for service for any fire inspection, investigation, reporting in the OFC's Fire Inventory Reporting Evaluation System (FIRES) or travel expenses incurred by OFC staff.
- The OFC will continue to work with UBCM during the continued implementation of the Fire Safety Act to ensure the appropriate processes and resources are in place.

**32. When a municipality is contracted to supply fire protection to a regional district area is it the municipality's responsibility to still do inspections and investigations?**

- The services provided between parties in a contractual arrangement are defined in the contract or service agreement that has been agreed to by both parties. This may include fire inspections and fire investigations, but this is an issue that must be negotiated between the parties.
- The responsibility of designating fire inspectors and fire investigators remains with the local authority of the area in question.

## Improvement Districts

**33. Are improvement districts identified under the Fire Safety Act?**

- Under the Fire Safety Act, a local authority is defined as a council of a municipality or a board of a regional district. Improvement districts are not identified as a local authority in the Fire Safety Act and are not authorized under the Fire Safety Act to appoint fire investigators or fire inspectors.
- Only local authorities (municipalities and regional districts) as defined by the Fire Safety Act are required and authorized to designate fire investigators and fire inspectors for their local government jurisdictions.

**34. Will improvement districts be considered local authorities?**

- The B.C. government has received requests for improvement districts to be identified as a local authority under the Fire Safety Act.

- The B.C. government is not currently considering any legislative changes or prescribing improvement districts as local authorities. This is because the B.C. government is confident that regional district governance structures will allow elected decision-makers responsible for fire safety to balance the needs of their communities with the need to meet fire inspection and fire investigation requirements under the Fire Safety Act.
- The Office of the Fire Commissioner (OFC) encourages regional districts to collaborate and coordinate with those improvement district fire services that wish to conduct their own fire inspections and fire investigations and consider designating fire inspectors and fire investigators to operate within the improvement district boundaries.
- For those regional districts and improvement districts requiring OFC support with fire inspections and fire investigations, the OFC will provide the service as agreed upon in the “Regional District Inspections and Investigations Procedures” document that can be located here: [Fire Safety Act reference documents - Province of British Columbia \(gov.bc.ca\)](#)
- To locate the fire service advisor for your area, visit here: [Request technical assistance or fire investigation support - Province of British Columbia \(gov.bc.ca\)](#)

## Application of the Fire Safety Act

### **35.Are bed and breakfast accommodations (or like properties) with private accommodations and common areas (e.g., dining room) inspectable?**

- Airbnb units should be treated as private dwellings for the purposes of the Fire Safety Act and would not be part of the inspectable inventory for the risk-based compliance monitoring system reflected in the Fire Safety Act.
- This determination was made because the OFC views most short-term rentals, such as Airbnb’s, as not being inspectable properties because these short-term rentals are generally in a private dwelling.

- A private dwelling is defined in the Fire Safety Act as:
  - (a) a structure that is occupied as a private residence;
  - (b) if only part of a structure is occupied as a private residence, that part of the structure;
  - (c) any other structure located on the parcel of land on which a private residence is located, except for a structure
    - (i) to which the public is ordinarily invited or permitted access, or
    - (ii) that is used for commercial, industrial or institutional purposes.
- A monitoring entity is only required to implement a risk-based compliance monitoring system for public buildings; therefore, a private dwelling would not be an inspectable property under a risk-based compliance monitoring system.
- A bed and breakfast or retirement home facility should be an inspectable property under a risk-based compliance monitoring system if the arrangement consisted of common shared areas such as a common hallway, common egress and common eating.
- It is in the purview of the local authority to create a by-law to inspect all short-term rental properties, but it is not a requirement under risk-based compliance monitoring as defined by the Fire Safety Act.

### **36.Are daycares that are part of a private dwelling inspectable?**

- Yes, any portion of the private dwelling that is used as the daycare is inspectable as the public is invited or allowed into this portion the dwelling. The private portion of the dwelling is not to be considered for inspection.

### **37.Are campfires reportable fires?**

- The focus of reporting a fire should not be on the type of fire, but rather if the fire damaged property. Any fire that damaged property must be reported to the Office of the Fire Commissioner.
- To clarify, if the campfire did not damage any property, nor cause any injuries or deaths, then it is not reportable. If it did damage property, or cause injury or death, then it is reportable.

**38. How does the Fire Safety Act translate across fire protection areas?**

**Who is responsible for the inspections/investigations in the portion of a regional district that is outside municipal boundaries, but that a regional district provides fire suppression for?**

- The Fire Safety Act defines jurisdiction with respect to governance of the area by the definition of a local authority – meaning a council of a municipality or a board of a regional district.
- Within municipal boundaries the responsibility rests with the authority of the Mayor and Council.
- All areas outside of a municipality will be within a regional district (electoral area), and the responsibility rests with the Chair and Board of the regional district, regardless of any fire protection areas that are or are not established.
- The Fire Safety Act requires the local authority to designate a person or class of persons as fire inspectors and fire investigators for all areas of their jurisdictions.

**39. Do tactical evacuations include wildfire evacuations?**

- Section 13 [tactical evacuations] of the Fire Safety Act does not distinguish or limit the source of the threat to life due to a fire hazard.
- As such, the threats posed by a wildfire that would require immediate evacuation of a premises or geographic area, could be addressed by the fire chief if the need arises.

**40. Does the Fire Safety Act apply to federal reserve lands?**

- The Fire Safety Act does not apply to First Nations federal reserve lands.
- Enforcing fire codes on First Nations federal reserve lands is under federal jurisdiction, and the Fire Safety Act does not apply to on-reserve public buildings.

- Federal lands such as the Port Authority lands, a Canada Coast Guard base, or airports, would not be inspectable under the Fire Safety Act; however, a building within a municipality where a tenant is federal such as a post office, Fisheries and Oceans Canada (DFO) office, Canada Revenue Agency (CRA), is inspectable under the Fire Safety Act.
- If a local authority receives an enquiry about inspections or investigations on First Nations federal reserve lands, the local authority can refer the enquirer to the Office of the Fire Commissioner (OFC), and the OFC will contact the First Nation to offer support to conduct the inspection.

**41. Will there be enforcement on BC Building Code violations when they apply to fire requirements? Or does this remain with building officials or municipalities or regional districts?**

- The BC Building Code (BCBC) regulates the design and construction of buildings. The BC Fire Code regulates maintenance and operations of these same buildings' fire safety requirements and systems.
- Designated fire inspectors will enforce the BC Fire Code. The responsibility for enforcing the BCBC will continue to rest with the local authority (via their building staff or other designated staff). The current BCBC applies to buildings:
  - That are constructed (new buildings)
  - That are altered or renovated
  - Where the use or occupancy changes
  - Where components or parts of a building are replaced
- Existing buildings must conform to the edition of the code in force at the time those buildings were constructed.

**42. For properties that are protected by an independent fire department, is there any requirement for these fire departments to conduct inspections and investigations?**

- Regarding independent fire departments conducting fire inspections and or fire investigations, the following is noted:

- If the independent fire department has members designated by the local authority as fire inspectors and/or fire investigators, the independent fire department may conduct fire inspections and/or fire investigations.
- The independent fire department can contact the Office of the Fire Commissioner (OFC) to request the support of an OFC fire service advisor.
- Contact information for the OFC is:
  - Main phone number: 1-888-988-9488
  - After hours emergency: 1-800-663-3456
  - Email: OFC@gov.bc.ca

## Tools, Processes and Procedures

### **43.What types of resource documents will be put in place for the Fire Safety Act?**

- As of December 5, 2024, the Office of the Fire Commissioner (OFC) has posted the **following resource** documents on the BC government website, **here: [Fire Safety Act reference documents - Province of British Columbia](#)**
- **Fire inspection information and forms** – local authorities are required to submit all orders issued under the authority of the Fire Safety Act to the OFC monthly. To support this, the following resources have been created:
  - Orders & Evacuations Reporting Instructions
  - Monthly Summary of Fire Inspector Orders (Fillable Form)
  - Monthly Summary of Tactical Evac Orders (Fillable Form)
- **For designated fire inspectors** – there may be times when a fire inspector is tasked with inspecting an occupied premises. Although fire inspectors have authority to access the premises, it is good practice for the inspector to obtain consent from the occupiers of the premises either verbally or using this form:
  - Consent to Enter Occupied Premises (Fillable Form)



- Upon completing an inspection, a **fire inspector** may find deficiencies and/or circumstances of non-compliance with the Fire Safety Act and the regulations (the B.C. Fire Code). The fire inspector may have to issue a fire inspector order directing the premises owner to correct the deficiencies. To support this, the following resources have been created:
  - Fire Inspector Order Instructions
  - Fire Inspector Order (Fillable Form)
  - Fire Inspector Order Confirmation of Delivery (Fillable Form)
  - Fire Inspector Order Additional Sheet (Fillable Form)
- There may be times that a **fire inspector** needs to request information or records with respect to a fire safety inspection they are completing. Failure to provide the information may result in the issuance of an administrative penalty to the person or corporation involved. To support this, the following resources have been created:
  - Information Request Relevant to a Fire Safety Inspection Instructions
  - Information Request Relevant to a Fire Safety Inspection (Fillable Form)
- **Preventative evacuations** – local authorities and the fire commissioner may need to exercise their authority to issue a preventative evacuation order. They may also need to recover costs incurred for securing evacuated locations where the owner fails to secure the premises. The following document provides guidance for those procedures:
  - Fire Safety Act Preventative Evacuation Procedures
- There may be situations where local authorities or the fire commissioner need to order the **evacuation** of an area or premises under section 14 of the Fire Safety Act. To support this, use the following evacuation forms:
  - Preventative Evacuation Order and Cancellation Instructions
  - Preventative Evacuation Order (Fillable Form)
  - Preventative Evacuation Cancellation (Fillable Form)
- **Compliance monitoring documents – risk analysis** – a monitoring entity (municipality) is required to implement a risk-based compliance monitoring system for public buildings within its jurisdictional boundaries.

- When implementing a **risk-based** compliance monitoring system, a monitoring entity must conduct a risk-analysis in accordance with the Fire Safety Act and its regulations.
- This **risk analysis** will support monitoring entities' decisions about the required frequency of physical fire safety inspections and the use of building owner fire safety assessments. The following document provides monitoring entities with guidance on the risk analysis process:
  - Fire Safety Act Guidelines for Risk Analysis for Monitoring Entities in British Columbia
- The following supplemental documents provide monitoring entities with examples of **risk analysis** methods for determining the total risk of a public building and guidelines for determining frequency of associated compliance monitoring activities, fire safety inspection and fire safety assessments:
  - Support Document for the Guidelines for Risk Analysis for Monitoring Entities in British Columbia
  - Risk Analysis for Monitoring Entities Questions & Answers
- **Fire investigation information and forms** – there may be times that a fire investigator needs to request information or records with respect to a fire investigation they are completing. Failure to provide the information may result in the issuance of an administrative penalty to the person or corporation involved. To support this, the following resources have been created:
  - Information Request Relevant to a Fire Investigation - Instructions
  - Information Request Relevant to a Fire Investigation - (Fillable Form)
- **Review process documents** – the following document sets the OFC policy and procedures for managing and conducting a review of decisions defined in section 42 of the Fire Safety Act. It explains the process the OFC will implement to maintain a fair and consistent method for administering reviews:
  - Fire Safety Act Reviews Policy and Procedures

- A person who is served with a decision must submit the Request for Review of a Decision form (below) to the OFC if they believe that an error was made in the issuance of an order (i.e., fire inspector or preventative evacuation) or a notice of an administrative penalty.
  - Request for Review of a Decision Instructions
  - Request for Review of a Decision (Fillable Form)
- As noted, all of the resources can be found on the BC government website here: [Fire Safety Act reference documents - Province of British Columbia](#)

#### **44.What resources still need to be produced and shared?**

- The Fire Safety Act Building Owner's Fire Safety Assessment Manual and the Fire Safety Act Administrative Penalty Policy and Procedures Manual still need to be shared.
- We expect these documents to be available in late spring/early summer 2025.

### **Fire Safety Act and Owners**

#### **45.What does the Fire Safety Act mean for building owners?**

- The BC Fire Code places a duty and responsibility on owners of public buildings to ensure that there is no fire hazard on, or in those buildings. The Fire Safety Act provides the local authority and the province with tools to ensure compliance.
- To meet the requirements of the BC Fire Code and the Fire Safety Act, building owners and operators may be required to conduct fire safety assessments and put the appropriate fire safety measures in place. The frequency and requirements for a fire safety assessment are set by the monitoring entity (municipalities).
- Failure to conduct a fire safety assessment may result in more enforcement actions by the monitoring entity, which may include completing a fire inspection for a fee from the municipality.

- Any established fire inspection fee will be imposed by the monitoring entity via bylaw.
- The [Fire Safety \(Risk Analysis for Compliance Monitoring\) Regulation](#) defines some of the requirements in establishing a risk-based compliance monitoring system and the overall risk for public buildings.
- The Office of the Fire Commissioner will work closely with all partners, including premise owners, to ensure a measured implementation of the Fire Safety Act requirements.

**46. Can you share more about the Building Owner's Fire Safety Assessment and the process?**

- The Office of the Fire Commissioner (OFC) is currently developing a "Fire Safety Act Building Owner's Fire Safety Assessment Manual."
- The OFC expects this document to be shared with fire services, local authorities and building owners in late spring/early summer 2025.
- This manual is primarily intended to be used by the building owner or building owner's authorized agent (representative) to complete a fire safety assessment and declaration.
- The British Columbia Fire Code (BCFC) outlines building owner responsibilities. The BC Fire Code, Sentence 2.2.1.1.(1). of Division C, states, "unless otherwise specified, the owner or the owner's authorized agent shall be responsible for carrying out the provisions of this Code."
- For more information on the BCFC, visit: [BC Codes 2024 - Province of British Columbia \(gov.bc.ca\)](https://www.gov.bc.ca/bcfc/)
- The building owner or the owner's authorized agent must be compliant with the Fire Safety Act, the BC Fire Code, and any other applicable regulations.
- A fire safety assessment form and declaration – which will be included in the Fire Safety Act Building Owner's Fire Safety Assessment Manual – will confirm the status of the building fire and life safety systems and confirm that these systems are inspected, tested and maintained as required by the Fire Safety Act and the BC Fire Code.

#### **47.What is the definition of “owner authorized agent”?**

- An “owner authorized agent” is a person, or corporation, that has the delegated authority by the owner of the premises, by written agreement (e.g., lease agreement, service agreement, or other contract) to act on behalf of the owner of the premises.
- A monitoring entity may request the premises owner or owner’s authorized agent to complete a fire safety assessment.
- If there are any instances of non-compliance identified by the owner or owner’s authorized agent during the fire safety assessment, then it is the responsibility of the premises owner to correct the deficiencies – whether that be through the agreement with the authorized agent to act on behalf of the owner or by the owner.

#### **48.How will the Fire Safety Act impact owners and any renovation permits, including life safety system requirements?**

- The Fire Safety Act does not impact renovation permits including life safety requirements. Building life safety system requirements are in the British Columbia Building Code (BCBC) and the British Columbia Fire Code (BCFC). These codes administer the required life safety systems through inspection, testing and maintenance requirements of the code.
- There are explanatory statements in the BCBC and the BCFC that respect and limit the application of the current code requirements to existing buildings that were constructed under previous versions of the codes.
- Essentially, neither set of codes are to be used to impose a requirement to install current code standards on an existing building, provided that the life safety system of the existing building is still sufficient to address the fire hazards presented by the major occupancy use of the building.
- The local government building official is responsible for determining the appropriate application of the BCBC using “BCBC2024 Div. Part 1 Sentence 1.1.1.1(1) Application of this code” to the renovation permit application.
- For more information on the BCBC and the BCFC, visit: [BC Codes 2024 - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov2/content/safety/bc_codes_2024/)

## Administrative Penalties

### **49.What are the administrative penalties under the Fire Safety Act?**

- An Administrative Penalty (AP) is designed to deter non-compliance with requirements under the Fire Safety Act and the associated regulations.
- AP amounts are:
  - up to \$25,000 in the case of an individual and \$50,000 in the case of a corporation.
  - if an offence continues for more than one day, separate daily administrative penalties, each not exceeding the maximums previously noted, may be imposed by the fire commissioner.
- An AP will be considered by the Office of the Fire Commissioner after the local authority has exhausted all the tools (e.g., bylaws) that they have at their disposal.
- Administrative penalties are only considered for serious, repeated and deliberate cases of non-compliance with the Fire Safety Act.
- Administrative penalty matters are between the provincial government and the person who is thought to have contravened the Fire Safety Act or failed to comply with an order issued under the Fire Safety Act.

### **50.Will designated fire inspectors and fire investigators be imposing administrative penalties under 33 (1) of the Fire Safety Act?**

- No. The authority in Section 33(1) is only for the fire commissioner, or delegate, who may impose an administrative penalty.
- The local authority designated fire inspectors and fire investigators will make a request for the issuance of an administrative penalty from the fire commissioner or delegate.
- As such, only the Province, through the Office of the Fire Commissioner, will issue an administrative penalty.

- However, because the primary principle of the administrative penalty is obtaining compliance and not punitive measures, the issuance of the administrative penalty will only be done when all other attempts and actions by the local authority have not been successful in obtaining compliance from a premise owner.

**51. What obligations do local authorities have to enforce the fire code (e.g., issue fines) as opposed to education/notifying building owners that they are not in compliance?**

- The Fire Safety Act enables local authorities in the province to designate fire inspectors and fire investigators within their respective jurisdictions to enforce the Fire Safety Act and its regulations (BC Fire Code).
- Local authorities should manage the risk of fire / fire code infractions and balance education and enforcement as they see fit. It is the responsibility of the building owner to adhere to the BC Fire Code, and it is the responsibility of the local authority to designate fire inspectors who may ensure that public buildings within their borders are safe.
- The local authority can only issue fines with respect to fire safety issues in their jurisdiction if they have a fire safety establishment bylaw.
- Enforcement of BC Fire Code violations regarding the issuance of administrative penalties under the Fire Safety Act are limited to the Province through the Office of the Fire Commissioner.

## Administrative Requirements/Approach

**52. Are local authorities required to implement new record-keeping policies to meet statutory requirements under the new Act?**

- Local authorities can continue to manage inspection and investigation enquiries from the public in the same manner that they currently do.
- The Office of the Fire Commissioner (OFC) will record all requests for support and service, including those made by regional districts. An interim

solution will be put in place while the OFC works to put a new technological solution in place.

- The OFC is working to develop and implement a centralized database to retain these records. Once in place, the OFC will be able to share relevant inspection and investigation information with UBCM and local authorities.

**53. Will the monitoring entities be compensated for inspections or is the “fee” referenced in section 20 imposed only by a local authority bylaw?**

- Failure of a building owner to conduct a fire safety assessment may result in more enforcement actions by the monitoring entity, which may include performing an actual fire inspection for a fee.
- Under Section 20 of the Fire Safety Act, monitoring entities (municipalities) can establish fees for fire inspections and impose the fees via municipal bylaw.

**54. Will fire reporting be a requirement for the designated investigator, or can an alternate be assigned?**

- The Fire Safety Act does not restrict the reporting of the investigation information to the Office of the Fire Commissioner (OFC) from being assigned to another person or alternate within the local authority; however, the alternate must have access to the OFC’s FIRES reporting system.
- Section 25 of the Fire Safety Act outlines the requirement that a local authority must begin a fire investigation within 5 days after the date on which the local authority learned of a fire that destroyed or damaged property or resulted in injury or death.
- In municipalities, this will be done by the local authority’s designated fire investigator.
- The process for municipalities is different than the process for regional districts.



- The OFC and UBCM have worked to develop a “Regional District Inspections and Investigations Procedures” document that provides for the OFC to function as the designated investigator and inspector and to complete fire investigations and fire inspections on behalf of the regional district, as requested.
- This means that for regional districts, there will be no fee for service for any fire inspection, investigation, reporting in the OFC’s Fire Inventory Reporting Evaluation System (FIRES) or travel expenses incurred by OFC staff.
- The “Regional District Inspections and Investigations Procedures” document can be located here: [Fire Safety Act reference documents - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/safety/fire-safety-act-reference-documents)

**55.What is the process to preserve a fire scene while a regional district is waiting for the Office of the Fire Commissioner fire investigator to arrive?**

- Site preservation will vary according to the circumstances of each fire scene and the capacity of the local authority.
- The Office of the Fire Commissioner (OFC) and the regional districts have an agreement as outlined in the [Fire Safety Act: Regional District Inspection and Investigations Procedures](#), that an OFC fire service advisor (FSA) will attend the fire scene and conduct the fire investigation and complete all reporting.
- Like the Fire Services Act that was in place before the Fire Safety Act came into effect, the responsibility to preserve all aspects of the fire scene, including site preservation, are the responsibility of the local authority.
- The OFC FSA is available to provide advice on how a fire scene may be preserved.

**56. Who owns the fire investigation report?**

- The fire investigation report and all corresponding information will belong to the local authority to enable them to meet the legislated obligation of reporting the fire incident information to the fire commissioner.
- Once the fire incident report is submitted to the Province, then the information becomes the Province's to use and protect as outlined in the Information Management Act.

**57. If a local authority pays for an alternate fire investigator to complete the fire investigation report, does the local government own the report?**

- The ownership of the report to the local authority should be confirmed by the local authority and the alternate fire investigator through their specified contract.
- The requirement to submit a fire incident report from the fire investigation to the fire commissioner, remains and needs to be met by the local authority.

**58. If a local authority designates a member from their own staff as a fire inspector and/or fire investigator, is the employee protected from personal liability when carrying out the function of inspector/investigator?**

- Section 6 of the Fire Safety Act states that any person performing the work of the fire commissioner when delegated by the fire commissioner has immunity from legal proceedings short of gross negligence or actions made in bad faith.
- The local authority staff is provided immunity by the Local Government Act (section 738) for actions related to their obligations under the Fire Safety Act, short of gross negligence or actions made in bad faith.

## Local Assistants to the Fire Commissioner

### **59.What is the status of the local assistants to the fire commissioner program?**

- The local assistants to the fire commissioner (LAFC) functions that were part of the Fire Services Act were discontinued on October 28, 2024.
- The LAFC badges are to be returned at the fire department's cost. When returning a badge, please also include a letter that reflects the LAFC name and badge number and the sending department's name.
- Contact and address information for returns are as follows:
  - Mailing details:
    - Office of the Fire Commissioner
    - Attn: Tammy-Lou Nieman
    - PO Box 9214 Stn. Prov. Govt.,
    - Victoria, B.C. V8W 9J1
  - Courier details:
    - Office of the Fire Commissioner
    - Attn: Tammy-Lou Nieman / Contact number: 236-478-2385
    - 11<sup>th</sup> Floor – 1001 Douglas Street
    - Victoria B.C., V8W 2C5

### **60.Can existing Local Assistants to the Fire Commissioner still complete investigations/inspections?**

- People who served as local assistants to the fire commissioner should not be acting in that capacity any longer and the local assistants to the fire commissioner (LAFC) functions that were part of the Fire Services Act were discontinued on October 28, 2024.

**61. Under the Fire Services Act, a Local Assistant to the Fire Commissioner was protected from prosecution. Are these same protections available to the fire inspectors and fire investigators under the Fire Safety Act?**

- Section 6 of the Fire Safety Act reflects that any person performing the work of the fire commissioner, when delegated by the fire commissioner has immunity from legal proceedings short of gross negligence or actions made in bad faith.
- The local authority designated fire inspectors and fire investigators are provided immunity by the Local Government Act (sec. 738) for actions related to their activities under the Fire Safety Act, short of gross negligence or actions made in bad faith.

### Insurance Companies

**62. Do insurance companies still need to report on fire losses under the new Fire Safety Act?**

- On August 1, 2024, the new Fire Safety Act came into effect replacing the Fire Services Act.
- With the new act in place, insurance companies are no longer legislated to report on fire losses as they were under the Fire Services Act section 19.
- However, insurance companies continue to be valued partners in ensuring accurate data from fire incident claims to help evaluate fire loss, economic impacts and fire trends in our province. Insurance reports also help ensure accuracy in fire incident reporting from local governments.
- Insurance companies are asked to please continue to report on fire losses through the insurance fire report that can be found, here: [Reporting a fire: guidelines, manuals and forms - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/safety/preparedness/insurance-reporting)

**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, JULY 09, 2025**

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**SUBJECT     Bylaw Notice Enforcement Update**

**ISSUE SUMMARY**

To present a proposed Bylaw Notice Enforcement Bylaw (the 'BNE') and Screening Officer Policy for the Electoral Areas Committee's consideration prior to submission to the Planning and Protective Services Committee.

**BACKGROUND**

At the Capital Regional District (CRD) Board meeting on September 11, 2024, the following motion was carried:

1. *That a Bylaw Notice Enforcement and Adjudication System be endorsed;*
2. *That staff be directed to prepare bylaws, policies and agreements for the implementation of the Bylaw Notice Enforcement and Adjudication System provided for in the Local Government Bylaw Notice Enforcement Act, for the Board's approval; and*
3. *That staff be directed to work with Court Services Branch, Ministry of Attorney General to request the Lieutenant Governor in Council of the Province of British Columbia enact a Regulation under Section 29 of the Local Government Bylaw Notice Enforcement Act, applying the Act to the Capital Regional District.*
4. *That the proposed Bylaw Notice Enforcement and Adjudication System be referred to the Electoral Areas Committee for input before finalizing bylaws, policies, and agreements that will be submitted for CRD Board approval.*

A copy of the staff report dated July 17, 2024, which includes background information on the Bylaw Notice system and process, is attached as Appendix A

Staff have received the Order in Council from the Ministry of the Attorney General, Justice Services Branch, that the CRD has been added to Schedule 1 of the *Act*, which took effect on April 9, 2025 (see Appendix B). This now allows the CRD to adopt a Bylaw Notice Enforcement and Adjudication system.

The proposed Bylaw is attached to this report as Appendix C. The Bylaw establishes the *Bylaw Notice Enforcement Bylaw*, the role of *Screening Officer* and outlines the types of offences that are subject to enforcement through issuance of a Bylaw Enforcement Notice. The Bylaw includes the current and proposed fine amounts that have been established in CRD Ticket Information Authorization Bylaw, 1990 (MTI) that are under \$500, and offers an early payment discount and late payment penalty.

The proposed Screening Officer policy is attached as Appendix D. Under the *Bylaw Notice Enforcement Act*, a Screening Officer may cancel a Bylaw Enforcement Notice if the violation did not occur as alleged or if the Bylaw Enforcement Notice does not contain the information required by the *Act*. The *Act* also provides that a local government may authorize additional grounds under which a Screening Officer may cancel a Bylaw Notice. The proposed policy establishes additional grounds for cancellation that have been used successfully in other jurisdictions that have implemented the system.

The additional grounds are meant to provide Screening Officers with the flexibility to reduce the number of tickets that proceed to adjudication in circumstances where there are fairness concerns or where a Bylaw Enforcement Notice would not likely be upheld at an adjudication. Examples from the policy include:

- the contravention was necessary for the preservation of health and safety
- the contravention did not occur as alleged
- it is not in the public interest to proceed to adjudication for one of the following reasons:
  - the disputant was permitted or entitled to take action, but the issuing bylaw officer was unaware of this permit or entitlement
  - the matter is of sufficient importance that the CRD wishes to pursue avenues of bylaw enforcement other than under the *Act* or the Bylaw

The Screening Officers listed in the policy are those positions that are bylaw enforcement trained staff or management that are commonly used in screening officer policies in the local governments listed in the *Act*.

Bylaw Services staff will be working to align the CRD Ticket Information Authorization Bylaw, 1990 (MTI), to ensure that it is consistent throughout. This will assist staff when amending the BNE bylaw, as all amendments must be done in both the MTI and the BNE Bylaws. If the Board approves the BNE system and the bylaw is adopted, Bylaw Services staff will provide training on the new system, ongoing support and be responsible for amendments to the MTI and BNE bylaws. Their involvement is necessary to ensure the enforcement remains consistent and aligns with both bylaws. Both of these bylaws will be forwarded to the Planning & Protective Services Committee for approval.

*How does the BNE system work?*

The primary differences between the current MTI used by the CRD and the new BNE system are laid out in Table A below.

**TABLE A: Key Differences between Municipal Ticket Information and Bylaw Notice Enforcement**

	<b>Municipal Ticket Information</b>	<b>Bylaw Notice Enforcement</b>
<b>Max Penalty</b>	\$3,000	\$500
<b>Manner of Service</b>	Must be in person to the accused (or another adult at their address)	In person, by mail or affixed to a stationary object, i.e., front door of dwelling or a vehicle
<b>Disputed Ticket</b>	May be litigated through provincial courts to a standard 'Beyond Reasonable Doubt'	Step 1: Reviewed by Screening Officer: may result in education resulting in a reduction, entering into a Compliance Agreement, which is valid for one year or if an agreement cannot be reached  Step 2: Goes to adjudication to be decided on a standard of 'Balance of Probabilities'
<b>Consequence, If Ignored</b>	No penalty, fine immediately due	Penalty added to fine and immediately due

Functionally, the BNE is easier to administer and should lead to lower costs for the CRD by significantly reducing ticket disputes that are heard in provincial court, as the BNE are addressed with current staff and an adjudicator, which cost is covered by the \$25 fee charged to the disputant. Those appealing the system in good faith will have the opportunity to work with staff to better understand the bylaw and come to a mutually beneficial agreement. Staff will report back to the Committee on the effectiveness after a full year of use of the system to show costs saved, compliance rate and how many notices lead to adjudication including the result.

## **IMPLICATIONS**

### *Alignment with Board & Corporate Priorities*

The introduction of a Bylaw Dispute Adjudication System supports the CRD Board's focus on the delivery of efficient, effective and economically viable services, as well as the opportunity to partner with other local governments in the delivery of services.

### *Alignment with Existing Plans & Strategies*

As an alternative to the MTI, the BNE enables a more efficient and cost-effective administrative process for addressing bylaw violations and has been identified by Bylaw and Animal Care Services staff as an effective additional tool to assist in improving the efficiency of enforcing and gaining compliance with bylaw violations.

### *Financial Implications*

The costs associated with introducing the system are estimated to be approximately \$5,000, which will go towards printing the initial stock of BNE books and training. The annual costs to support the system are estimated to be approximately \$2,500, which would be for maintaining stock of the BNE books, both of which can be accommodated within current departmental

operating budgets and using existing staff and software. The costs associated with administering and maintaining the system will be borne by Bylaw and Animal Care Services and those departments that wish to participate will be charged an administration fee to cover the cost of the system and support.

#### *Service Delivery*

While the BNE will be available for use immediately following the three readings and adoption by the Board, staff are planning to practically implement the system in a graduated manner throughout the remainder of 2025. During this time, the website will be updated to inform the public about the system and approach and to explain how it differs from alternate municipal ticketing tools. Staff will provide training to other departments on how the system can be used as one of several compliance tools and ticketing options available to enforcement staff, which will be utilized as required and in accordance with operational and enforcement objectives.

### **CONCLUSION**

The proposed Bylaw and Policy were developed in response to CRD Board direction to establish the framework for introduction of the Bylaw Notice Enforcement and Adjudication System at the CRD. The draft Bylaws and Screening Officer Policy are provided to Electoral Areas Committee for review and consideration as requested prior to submission to the Planning and Protective Services Committee for recommendation to the CRD Board for final approval.

### **RECOMMENDATION**

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

Submitted by:	Shawn Carby, C.D., BHSc., MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning and Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

### **ATTACHMENTS**

- Appendix A: Staff Report to Planning and Protective Services Committee – Bylaw Notice Enforcement and Adjudication System – July 17, 2024
- Appendix B: Order of the Lieutenant Governor in Council – April 7, 2025
- Appendix C: Draft Bylaw Notice Enforcement Bylaw
- Appendix D: Screening Officer Bylaw Notice Policy





**PLANNING AND PROTECTIVE SERVICES COMMITTEE  
MEETING OF WEDNESDAY, JULY 17, 2024**

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**SUBJECT     Bylaw Notice Enforcement and Adjudication System**

**ISSUE SUMMARY**

A Bylaw Notice Enforcement and Adjudication System (BNEAS) is an alternative to the Municipal Ticket Information (MTI) System for ticketing of bylaw contravention. The system enables a more efficient and cost-effective administrative process for dealing with bylaw infractions and has been identified by Capital Regional District (CRD) Bylaw and Animal Care Services as one of the tools to assist in improving the efficiency of enforcing and gaining compliance with bylaw contraventions.

**BACKGROUND**

The current process for dealing with minor bylaw offences was adopted by the CRD in 1990, by the creation of Bylaw No. 1857, Capital Regional District Ticket Information Authorization Bylaw, 1990.

CRD currently utilizes the MTI system for issuing tickets related to bylaw contraventions, with fine amounts ranging from \$50 to \$1000. Over the past three years, 5,579 violation warnings or MTIs have been issued, 3,811 of which were issued in relation to CRD bylaws only, the balance was issued for municipalities within the CRD for contracted services.

Ticketing is a proven tool for bylaw violations; however, the current MTI system does not support effective and cost-efficient enforcement and can become extremely onerous due to the requirement for personal service of tickets, the high cost of court prosecutions and the additional staff time required.

In 2003, the Province enacted the *Local Government Bylaw Notice Act* (“the Act”) creating a framework for a streamlined non-judicial system for local governments to deal with bylaw ticket disputes. The Act was developed to create a simple, fair, and cost-effective system for dealing with bylaw infractions through the creation of a BNEAS.

The Act, and the authority it provides to establish an adjudication system, applies to both municipalities and regional districts by regulation. Currently, 123 local governments in British Columbia have proceeded with a BNEAS.

Under the MTI system, tickets must be personally served and disputed tickets can only be adjudicated at the Provincial Court level. There are approximately 30 disputes annually. Some disputes are prosecuted by bylaw staff, and more complicated disputes require outside legal counsel. Both options have added costs. The hearings can span over more than one year due to scheduling, witness availability, evidence, etc. which also leads to additional legal expenses and staff time charged to the service choosing to enforce its bylaw. The standard of proof for the prosecution of MTIs in Provincial Court follows the criminal threshold of proving the offence ‘beyond a reasonable doubt’.

The use of the Bylaw Dispute Adjudication process continues to expand throughout the province and currently includes over 120 local governments using this system. The goal of the adjudication model is to create simple, fair, and cost-effective systems for dealing with minor bylaw infractions.

If the CRD implements the BNEAS we would join the City of Colwood and City of Langford who are actively using the system; the Town of View Royal, District of Central Saanich, North Saanich, Highlands and Metchosin may also join once their bylaws are approved.

## **ALTERNATIVES**

### *Alternative 1*

The Planning and Protective Services Committee recommends to the Capital Regional District Board:

- 1) That a Bylaw Notice Enforcement and Adjudication System be endorsed;
- 2) That staff be directed to prepare bylaws, policies and agreements for the implementation of the Bylaw Notice Enforcement and Adjudication System provided for in the *Local Government Bylaw Notice Enforcement Act*, for the Board's approval; and
- 3) That staff be directed to work with Court Services Branch, Ministry of Attorney General to request the Lieutenant Governor in Council of the Province of British Columbia enact a Regulation under Section 29 of the *Local Government Bylaw Notice Enforcement Act*, applying the *Act* to the Capital Regional District.

### *Alternative 2*

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

## **IMPLICATIONS**

### *Alignment with Board & Corporate Priorities*

The introduction of a BNEAS supports the Board's focus on the delivery of efficient, effective and economically viable services as well as the opportunity to partner with other local governments in the delivery of services.

### *Operational Implications*

The BNEAS improves enforcement by providing a more accessible venue for determining simple bylaw contraventions. It also reduces the demands on the court system, is less expensive to administer, and better balances between the amount of the penalty imposed (currently set by legislation at a maximum of \$500) and the staff-time cost of pursuing the bylaw contravention in court. The burden of proof is also lessened – to balance of probabilities rather than beyond a reasonable doubt. However, the system would not replace the MTI system, the traditional long-form offence which permits larger penalties, or the ability of the CRD to pursue more serious matters through injunctive relief from the courts.

Of further benefit, Bylaw Notices issued under this system do not require personal service. The current Municipal Ticket (MTI) requires personal service, which can be difficult to achieve if the person cannot be located or lives outside of the region. The BNEAS offers the ability to mail violation notices which is a major improvement on the current ticketing system, as there are now many occasions when the infraction occurs after hours or is known to have been committed by an out-of-town contractor or property owner. This step is a considerable saving of time and effort and reduces delays in the enforcement of bylaw contraventions.

Once the Bylaw Notice is received or presumed to be received, it becomes legally binding, and the recipient has a fixed period of time to dispute the notice or be deemed convicted. If disputed, internal staff designated as Screening Officers review disputed tickets with authority to enter into compliance agreements. If no resolution can be achieved by Screening Officers, an independent bylaw adjudicator will take submissions and render a decision.

To participate in this system a local government is required to have the Ministry of the Attorney General enact a regulation to make the *Act* applicable to them. To do so, the Board must pass a resolution to pursue the development of the BNEAS. Once the Attorney General has registered the CRD under the *Act*, the CRD's bylaws may be amended to implement the BNEAS. A new Screening Officer Policy is also recommended to be prepared as an integral part of the system. This process is outlined in the Local Government Bylaw Dispute Adjudication System Tool Kit (Appendix A).

#### *Financial Implications*

The Bylaw Notice Registry can be established with minimal cost using existing software and trained staffing. The Screening Officer Policy and Bylaw are drafted by Bylaw staff and will be reviewed by the Legal and Risk Division before submitting, there may be an added cost only if outside legal is required to review.

The BNEAS creates efficiencies that will save time and money regardless of the number of tickets that are disputed.

#### *Intergovernmental Implications*

Under the *Act*, local governments are responsible for the costs of setting up and administering the system within their jurisdiction. The *Act* specifies that local governments may join together to administer the adjudication system jointly to cover a broader geographic area more cost-effectively. Those local authorities that do not transition to the BNEAS will remain status quo under the current contractual arrangements. Those jurisdictions that do move to the BNEAS will benefit from the system efficiencies and improved compliance. Any enforcement undertaken by CRD Bylaw for the CRD or contracted municipalities using the MTI ticketing process will continue to follow current processes.

#### *Service Delivery*

By implementing a system of bylaw infraction dispute review (screening) and independent adjudicators, the CRD is looking to ensure that the regulatory provisions of its bylaws are understood and complied with, and that bylaw contraventions are dealt with in a fair, equitable and cost-efficient manner for all concerned through a modern, timely, effective, and efficient bylaw enforcement service for the CRD and the contracted municipalities we serve that have adopted the system.

To meet this goal, the adjudication model will:

- Eliminate the requirement for personal service of tickets.
- Establish a dedicated forum for resolving local bylaw enforcement disputes.
- Use a dispute resolution-based approach to obtaining independently adjudicated decisions without the need for a court appearance.
- Avoid the unnecessary attendance of witnesses.
- Avoid the need to employ lawyers or enforcement officers to take minor cases to court.
- Promote the timely resolution of bylaw enforcement disputes of a minor nature where the expertise of a Provincial Court or Judicial Justice of the Peace is not needed.
- Provide citizens with an expedient and fair way to dispute tickets.
- Minimize the requirement for officers to engage hostile and non-compliant clients, making it safer for officers.

## **CONCLUSION**

In summary, the BNEAS improves bylaw enforcement by providing a more accessible venue for adjudicating minor bylaw contraventions. It reduces demand on the Provincial Court system and creates a simple, fair, and cost-effective compliance system which represents best practices in bylaw enforcement.

## **RECOMMENDATION**

The Planning and Protective Services Committee recommends to the Capital Regional District Board:

- 1) That a Bylaw Notice Enforcement and Adjudication System be endorsed;
- 2) That staff be directed to prepare bylaws, policies and agreements for the implementation of the Bylaw Notice Enforcement and Adjudication System provided for in the *Local Government Bylaw Notice Enforcement Act*, for the Board's approval; and
- 3) That staff be directed to work with Court Services Branch, Ministry of Attorney General to request the Lieutenant Governor in Council of the Province of British Columbia enact a Regulation under Section 29 of the *Local Government Bylaw Notice Enforcement Act*, applying the *Act* to the Capital Regional District.

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

## **ATTACHMENT**

Appendix A: Local Government Bylaw Dispute Adjudication System Tool Kit



BRITISH  
COLUMBIA

Ministry of Attorney General



BRITISH  
COLUMBIA

Ministry of Community Services

# Local Government

## TOOLKIT:

# Bylaw Dispute Adjudication System

## Acknowledgements

This *Local Government Bylaw Dispute Adjudication System Toolkit* is the result of collaboration between the participating communities of the North Shore Adjudication Model Pilot Project (District of West Vancouver, District of North Vancouver, and City of North Vancouver), the Local Government Advisory Services Branch of the Ministry of Community Services, the Local Government Management Association of British Columbia (LGMA), and the Court Services Branch of the Ministry of Attorney General.

Court Services Branch would like to recognize Barbara Hamilton, Bylaw Supervisor for the City of North Vancouver, for her assistance in providing the “sample” documents that are included in this toolkit. Thanks also to CivicInfo BC for hosting this Toolkit, and other Bylaw Dispute Adjudication System resources, on its website ([www.civicinfo.bc.ca](http://www.civicinfo.bc.ca)).

## Disclaimer

The purpose of this Toolkit is to assist local governments that are implementing the *Local Government Bylaw Notice Enforcement Act*, which allows for locally-based administration and adjudication of bylaw violation disputes. It is intended to be an “evergreen” document, and may be updated periodically, as appropriate.

This Toolkit includes information on how the adjudication model differs from other existing methods of municipal bylaw ticketing and administration. It also includes background information, policies and processes, forms and communication materials that were used as part of the North Shore Adjudication Model pilot project. These materials should be considered guiding documents **only** and should be modified, as appropriate, to fit the requirements of each local government.

This Toolkit is not a legal document and should not be considered as a substitute for the governing legislation and regulations. If in doubt on any information provided in this toolkit, users are encouraged to seek a legal opinion to ensure conformity with the legislation.

*Victoria, September 2005*

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# 1. INTRODUCTION

In October 2003, the Province of British Columbia enacted legislation providing an alternative approach for processing and resolving minor bylaw infractions, the *Local Government Bylaw Notice Enforcement Act*.

Bylaw infractions are a common occurrence in any local government that enacts regulatory bylaws. Prior to the *Local Government Bylaw Notice Enforcement Act* (the Act), there were three main strategies used by local governments to deal with a problem:

1. seek voluntary compliance;
2. issue a traffic “offence notice” for parking infractions seeking voluntary payment of a prescribed fine; or
3. initiate formal court proceedings by issuing a Municipal Ticket Information (MTI) or swearing an Information and issuing a Summons.

Initiating formal court proceedings can be costly, and some local governments choose to avoid these enforcement costs by abandoning enforcement if voluntary compliance is not forthcoming.

Over the past fifteen years, there have been various calls for bylaw reform with respect to enforcement and prosecution. Calls for reform have come from the Union of British Columbia Municipalities (UBCM), the Hughes Commission on Access to Justice and the Chief Judges’ Task Group on Sitting Justices of the Peace. In response to these calls, the Province enacted the *Local Government Bylaw Notice Enforcement Act*.

## New Adjudication Model

The goal of the new adjudication model is to create simple, fair, and cost-effective systems for dealing with minor bylaw infractions. To meet this goal, the adjudication model:

- eliminates the requirement for personal service;
- establishes a dedicated forum for resolving local bylaw enforcement disputes;
- uses a dispute resolution-based approach to obtaining independently adjudicated decisions;
- avoids the unnecessary attendance of witnesses;
- avoids the need to hire legal counsel; and
- promotes the timely resolution of bylaw enforcement disputes.

## Legislation

Under the Act, local governments may establish a local government bylaw dispute adjudication system, more simply known as an adjudication system, which replaces the Provincial Court as the venue for resolving disputes of minor municipal bylaw breaches.

The Act, and the authority it provides to establish an adjudication system, applies to both municipalities and regional districts by regulation. In order to proceed, these local governments may make a request to the Ministry of Attorney General to have a regulation enacted, in order to make the Act applicable to them.



# 1. INTRODUCTION

The legislation is designed to enable the creation of simple, cost-effective administrative systems for enforcing minor bylaw infractions, ranging from parking tickets to dog licensing and minor zoning infractions.

The two main features of an adjudication system are a simple “front-end” ticket process for initiating enforcement, and a locally managed “back-end” venue for a non-judicial adjudicator to hear ticket disputes.

## Pilot Project Results

Beginning in May 2004, the adjudication model was piloted in three North Shore municipalities (City of North Vancouver, the District of North Vancouver and the District of West Vancouver). These municipalities maintained independent ticketing processes to enforce their individual regulatory bylaws, but shared administrative processes around the adjudication of disputes.

An evaluation of the first eight months of the pilot showed reductions in the time from ticket issuance to ticket disposition and the rate of disputed tickets and an improvement in fine payments.

The impact of the reduced dispute rate and ability to attend hearings in writing significantly reduced the time bylaw enforcement officers spent attending court. Further potential to reduce the costs associated with personal service of enforcement documents was also demonstrated.

As a result of this successful pilot, the Attorney General is now expanding the authority for use of the adjudication system to interested local governments across the province.

## 2. OVERVIEW OF THE BYLAW DISPUTE ADJUDICATION MODEL

Under the new model, formal bylaw enforcement action begins with the completion of a Bylaw Notice by a local government bylaw enforcement officer.

The Bylaw Notice informs the recipient of:

1. the alleged bylaw contravention that is being made;
2. the penalty for the contravention; and
3. how to pay the fine or dispute the allegation.

The Bylaw Notice may be delivered in a variety of fashions, including leaving it on a car or mailing it, to the person responsible for the contravention. Unless the Bylaw Notice is delivered in person, it is presumed to have been received, and allowances are made in the event that the person claims not to have received it.

If a Bylaw Notice is mailed, the municipality or regional district may presume that it was received on the 7th day after mailing. If a Bylaw Notice is left on a vehicle or at a residence, business or worksite, the local government may presume that it was received that day. Allowances are made in the event that the intended recipient later claims that the Bylaw Notice was not actually received.

### Serving the Bylaw Notice

Once the Bylaw Notice is received, or presumed received, it becomes legally effective and the recipient has a fixed period of time in which to take action on it. The precise duration of this period is set in the local government bylaw, but must be at least 14 days after receipt of the Bylaw Notice.

Within that period, the person named on the Notice, or the registered owner of the car if it was left on a vehicle, must either pay the fine amount noted on the Notice or notify the local government that he or she wishes to dispute the allegation.

In the event the person does neither, the amount of the Notice, plus an additional late payment penalty, if one has been established in the local government bylaw, will be due and owing to the local government.

### Screening Officer

In order to reduce the number of disputed Notices forwarded to adjudication, a local government has the option of establishing a screening officer to review disputed Notices.

The screening officer has the authority to cancel a Bylaw Notice if he or she believes that the allegation did not occur, or that the required information is missing from the Notice. The local government may also permit the screening officer to cancel a Bylaw Notice in other circumstances set out by the local government.

## 2. OVERVIEW OF THE BYLAW DISPUTE ADJUDICATION MODEL

A screening officer may conduct the review based on discussion or correspondence with the disputant, and will typically explain the process and potential consequences of dispute adjudication.

### Compliance Agreements

For infractions where compliance is a goal, the local government may also authorize a screening officer to enter into a compliance agreement with a person who has received a Bylaw Notice. A compliance agreement will include acknowledgement of the contravention of the bylaw and will typically set out remedies or conditions on future behaviour to be performed within a designated period of time, and reduce or waive the fine at the conclusion of that period.

### Disputes

If the screening officer determines that cancellation or a compliance agreement is not possible and the person still wishes to dispute the allegation, the disputant must confirm this and indicate whether he or she plans to appear at the adjudication hearing in person, in writing or by telephone. A disputant may also choose to appear by other electronic means, such as video conferencing, although the local government may require the disputant to cover any extraordinary costs associated with appearing in a less conventional manner.

The screening officer or a clerk will then schedule a day and time for the adjudication, notify the disputant of these details, and request the presence of an adjudicator. The person named in the Bylaw Notice may choose to pay the applicable fine at any time, although payment after the deadline may result in a higher fine amount.

### Adjudication of the Dispute

At the adjudication hearing, an adjudicator will hear from both the disputant and the local government and decide whether he or she is satisfied that the contravention occurred as alleged. When considering a matter, the adjudicator can review documents submitted by either party, or hear from the parties or witnesses over the telephone. All adjudications are open to the public.

The appointment, training and management of the adjudicator roster occur at arms-length from the local government. Adjudicators are appointed by the Deputy Attorney General.

### Disposition of the Infraction

The function of the adjudicator is strictly to confirm or cancel the Bylaw Notice. The adjudicator has no discretion to reduce or waive the fine amount. The adjudicator also has no jurisdiction to deal with challenges to the bylaw or claims of infringements of rights under the Charter of Rights and Freedoms. The adjudicator must proceed on the basis that the bylaw is legally valid.

## 2. OVERVIEW OF THE BYLAW DISPUTE ADJUDICATION MODEL

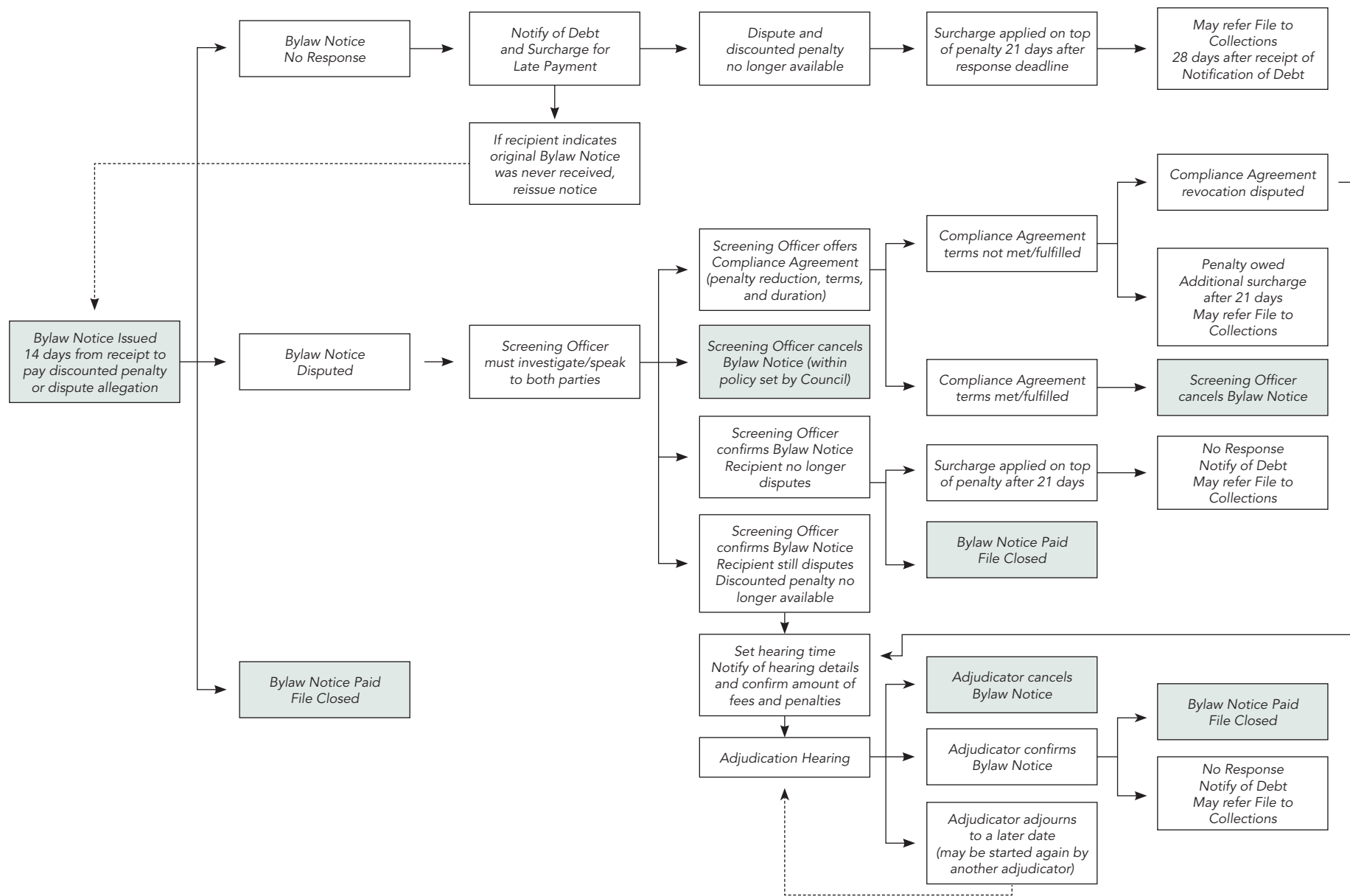
If the Bylaw Notice is confirmed, the fine amount noted on the face of the Bylaw Notice is payable to the local government. In addition, a locally established fee to recover a portion of the cost of the dispute may be imposed. This fee may not exceed \$25.

### Appeals

The decision of the adjudicator is final and the Act does not allow for appeals. If a failed disputant or the local government feel that the adjudicator exceeded his or her authority, or made an error at law, the person or local government may seek relief in the Supreme Court of British Columbia under the *Judicial Review Procedure Act*.

A challenge to the validity of the local government bylaw or a claim that enforcement of the bylaw infringed on the Charter rights of the disputant must be initiated as a separate matter in the Supreme Court of BC.

## 2.1. Flowchart: Bylaw Notice Enforcement and Adjudication Process



## 2.2. Comparative Chart: Enforcement Processes for Local Government Bylaw Infractions

	BYLAW NOTICE (BN)	MUNICIPAL TICKET INFORMATION (MTI)	OFFENCE ACT PROSECUTION
Legal Authority	<i>Local Government Bylaw Notice Enforcement Act</i>	<i>Community Charter or Vancouver Charter</i>	<i>Community Charter or Vancouver Charter, Offence Act</i>
Demand notice used	No.	Typically used where personal service is not immediately feasible.	Possible, but unlikely, to be used until Summons can be obtained.
Legal initiation	Bylaw Notice (BN) certified by enforcement officer.	Municipal Ticket Information (MTI) sworn by enforcement officer.	Court-issued Summons based on sworn "Form 2" Information.
Service requirements	Reasonable delivery.	Personal service.	Personal service.
Notice requirements	BN must contain prescribed information, may include additional information as determined by local government.	MTI must be complete and in the prescribed form.	Summons must be complete and in the prescribed form.
Conviction?	No – contravention of bylaw, but not an offence.	Yes – conviction of a bylaw offence.	Yes – conviction of a bylaw offence.
Single occurrence penalties	Ticket fine amount as in the bylaw; bylaw limit \$500.	Ticket fine amount as in the bylaw; bylaw limit set at \$1000 by regulation.	Court may impose all or part of the applicable fine amount. Fine amount may be a range set in the bylaw, or if no amount is set, up to \$2,000 and 6 months imprisonment; bylaw limit for municipalities other than Vancouver is \$10,000 unless otherwise provided in authorizing statute (e.g. <i>Environmental Management Act</i> limit of \$200,000).
Variation of penalties	Adjudicator cannot modify the ticket fine amount.	The justice must consider the means and ability of the defendant to pay the fine. If the justice believes that the defendant is unable to pay the full amount of the fine, the justice may impose a fine in a lesser amount that the justice considers appropriate.	The justice must consider the means and ability of the defendant to pay the fine. If the justice believes that the defendant is unable to pay the full amount of the fine, the justice may impose a fine in a lesser amount that the justice considers appropriate.

## 2.2. Comparative Chart: Enforcement Processes for Local Government Bylaw Infractions

	BYLAW NOTICE (BN)	MUNICIPAL TICKET INFORMATION (MTI)	OFFENCE ACT PROSECUTION
Continuing penalties	None – require separate BN.	Yes – Effective January 1, 2004 penalties for continuing offences (not exceeding the amount prescribed by regulation) can be established for each day that the offence continues.	Yes – Penalties for continuing offences (ranging from the minimum fine to a maximum of \$ 10,000) can be established for each day that the offence continues.
Early payment discounts?	Yes – bylaw may provide for a discount for payment on or before the last day of the period to pay or dispute, and a surcharge for payment of the penalty within a specified period following the deadline to pay or dispute.	Yes – different penalty amounts permitted before and after 30 days from ticket issuance if ticket is not disputed.	No.
Mandatory Court attendance?	No – payment or dispute in administrative adjudication.	No – payment or dispute in Provincial Court.	Yes – Summons has been issued and appearance in Provincial Court required.
Period to dispute or pay	As set in local government bylaw, but no less than 14 days.	Period to pay or dispute is 14 days.	No option to pay or dispute, appearance on date in Summons.
Dispute the allegation?	Yes – the allegation may be disputed by providing a notice of dispute to the local government in accordance with instructions on the BN.	Yes – the allegation may be disputed by providing notice of dispute to local government by mail or in person at the address set out on the MTI; must include address for the person disputing the allegation and sufficient information to identify the ticket and the alleged contravention being disputed.	No notice required; appearance occurs on date in Summons.
Dispute screening	Formal screening; designated “Screening Officer” may: cancel the BN in accordance with local government policy; confirm the BN; or enter into a compliance agreement with BN recipient.	No clear authority for formal dispute screening, although it is known that some local governments abandon MTI proceedings by failing to forward the file to the Court Registry, or withdrawing the file from the Court Registry.	No.

## 2.2. Comparative Chart: Enforcement Processes for Local Government Bylaw Infractions

	BYLAW NOTICE (BN)	MUNICIPAL TICKET INFORMATION (MTI)	OFFENCE ACT PROSECUTION
Administration of the notice of dispute	Local government initiates and retains file. Local government schedules hearing and notifies disputant, enforcement officer and adjudicator organization.	Local government initiates and retains file. Local government transfers a copy of the file to local Court Registry. Court Registry schedules hearing and notifies disputant, enforcement officer, and local government.	Court Registry initiates and retains file. Court Registry schedules hearing and notifies disputant, enforcement officer and local government.
Hearing location	As determined by local government.	Courthouse	Courthouse
Adjudicator selection	Adjudicator selection for scheduled time managed by independent adjudicator organization in accordance with regulations.	Selection of presiding justice managed by the Office of the Chief Judge (Provincial Court)	Selection of presiding justice managed by the Office of the Chief Judge (Provincial Court)
Decision-maker	All BN matters determined by an independent adjudicator	<p>All traffic matters determined by Judicial Justice of the Peace in Provincial Court, unless otherwise ordered by a Provincial Court Judge. All non-traffic matters determined by a Provincial Court Judge.</p> <p>Exception: in Vancouver and those locations that participated in the Prince George/Kelowna municipal bylaw pilot project, all matters determined by a Judicial Justice of the Peace, unless otherwise ordered by a Provincial Court Judge.</p>	<p>All traffic matters determined by Judicial Justice of the Peace in Provincial Court, unless otherwise ordered by a Provincial Court Judge. All non-traffic matters determined by a Provincial Court Judge.</p> <p>Exception: in Vancouver and those locations that participated in the Prince George/Kelowna municipal bylaw pilot project, all matters determined by a Judicial Justice of the Peace, unless otherwise ordered by a Provincial Court Judge.</p>
Burden of proof	On a balance of probabilities (civil scale)	Beyond a reasonable doubt (criminal scale)	Beyond a reasonable doubt (criminal scale)



## 2.2. Comparative Chart: Enforcement Processes for Local Government Bylaw Infractions

	BYLAW NOTICE (BN)	MUNICIPAL TICKET INFORMATION (MTI)	OFFENCE ACT PROSECUTION
Hearing procedures	<p>Hearings must be open to the public.</p> <p>An adjudicator may adjourn a hearing, and adopt procedures that are conducive to justly and expeditiously resolving a dispute.</p> <p>Before making a determination in a dispute, an adjudicator must provide the parties to the dispute with an opportunity to be heard.</p> <p>A party may be heard, at the election of the party, in person or by an agent, in writing, including by facsimile transmission or electronic mail, or by video conference, audio conference, telephone or other electronic means, if available.</p>	<p>Rules of Court apply.</p> <p>A justice may adopt procedures that are conducive to justly and expeditiously determining the matter.</p> <p>The prosecutor or defendant may examine and cross examine witnesses personally or by counsel or agent.</p> <p>A witness must be examined on oath or affirmation.</p> <p>The justice has full power and authority to administer to a witness the usual oath or affirmation.</p> <p>A justice may in his or her discretion, before or during a trial, adjourn the trial.</p>	<p>Rules of Court apply.</p> <p>The prosecutor or defendant may examine and cross examine witnesses personally or by counsel or agent.</p> <p>A witness must be examined on oath or affirmation.</p> <p>The justice has full power and authority to administer to a witness the usual oath or affirmation.</p> <p>A justice may in his or her discretion, before or during a trial, adjourn the trial.</p>
Rules of evidence	<p>An adjudicator may accept any evidence the adjudicator considers to be credible, trustworthy and relevant to the dispute, including the evidence of any person.</p> <p>An adjudicator may accept evidence in any manner the adjudicator considers appropriate including, without limitation, orally, in writing, or electronically.</p> <p>The technical and legal rules of evidence do not apply, except the rules relating to privileged communications.</p>	<p>A justice may admit as evidence any oral or written testimony or any record or item that the justice considers is relevant to an issue in the trial and is credible and trustworthy.</p> <p>A justice may not admit anything that is privileged under the laws of evidence.</p>	<p>A justice may admit as evidence any oral or written testimony or any record or item that the justice considers is relevant to an issue in the trial and is credible and trustworthy.</p> <p>A justice may not admit anything that is privileged under the laws of evidence.</p>

## 2.2. Comparative Chart: Enforcement Processes for Local Government Bylaw Infractions

	BYLAW NOTICE (BN)	MUNICIPAL TICKET INFORMATION (MTI)	OFFENCE ACT PROSECUTION
Hearing outcome	The adjudicator must, after considering the matter, (a) order that the penalty set out in the BN is immediately due and payable, or (b) order that the BN is cancelled.	The justice must, after considering the matter, (a) convict the defendant, (b) make an order against the defendant, or (c) dismiss the MTI.	The justice must, after considering the matter, (a) convict the defendant, (b) make an order against the defendant, or (c) dismiss the Information.
Avenue of appeal	Decisions of adjudicators may not be appealed; however, if a disputant or local government feels an adjudicator went beyond his/her authority, they may make an application to the Supreme Court for judicial review.	A conviction, acquittal or sentence as a result of a court hearing or an order of a justice may be appealed to the Supreme Court.	A conviction, acquittal or sentence as a result of a court hearing or an order of a justice may be appealed to the Supreme Court.
Failure to respond	If a person fails to respond to a BN within the prescribed time limits, they are deemed to have plead guilty. The fine becomes due and payable immediately.	If a person fails to respond after 14 days, the municipality may file an <i>Affidavit of No Response</i> with the registry and a Justice can convict, or quash the ticket.	Deemed to have plead guilty; fine is due and payable immediately.
Failure to appear at requested hearing	If a person who has requested or required dispute adjudication fails to appear, the adjudicator must order that the penalty set out in the BN is immediately due and payable to the local government indicated on the BN.  If the local government subsequently files a certificate of amounts owing with the Provincial Court, the person may make application to the court within 30 days to have the certificate cancelled and a new adjudication date set by the local government.	If a person fails to attend at a court hearing to dispute an MTI, he or she may be found guilty for failure to attend the hearing.  If the offender comes before a Court Services justice of the peace within 30 days of the missed hearing date, he or she may file an <i>Affidavit in Support of an Application to Strike Out a Conviction</i> under section 272(4) of the <i>Community Charter</i> or section 482.1(13) of the <i>Vancouver Charter</i> .	If a person fails to attend at a court hearing he or she may be deemed convicted for failure to attend the hearing. The alleged offender must follow certain procedures to bring the dispute hearing back before the court.  If a person comes before a justice within 30 days of the missed hearing date, he or she may file an <i>Affidavit Under Section 15(10) of the Offence Act</i> .  If a person comes before a justice more than 30 days after the missed hearing date, he or she may file an <i>Affidavit Under Section 16(2) of the Offence Act</i> .

## 2.2. Comparative Chart: Enforcement Processes for Local Government Bylaw Infractions

	BYLAW NOTICE (BN)	MUNICIPAL TICKET INFORMATION (MTI)	OFFENCE ACT PROSECUTION
<b>Costs</b>	A local government may require payment of a fee of not more than \$25 payable by a person who is unsuccessful in dispute adjudication. The purpose of the fee is to recover the costs of the adjudication system. The fee is payable for failed disputes arising from a BN or a compliance agreement.	None may be imposed	<p>Court may impose costs of prosecution.</p> <p>The justice may, in his or her discretion, award and order costs the justice considers reasonable to the local government by the defendant, if the justice convicts or makes an order against the defendant, or costs payable to the defendant by the local government if the justice dismisses an Information.</p> <p>An order of costs must be set out in the conviction, order, or order of dismissal.</p> <p>Costs awarded and ordered to be paid by a person under this section are deemed to be all or part, as the case may be, of a fine imposed against the person.</p>
<b>Suspended or reduced penalty possible?</b>	Before hearing – screening officer, if authorized, may enter into a voluntary compliance agreement with the disputant. Under a compliance agreement, the person must accept liability for the contravention, and may pay a reduced penalty (as set by bylaw) in exchange for observing the terms and conditions the screening officer considers necessary or advisable.	At hearing – justice may suspend the passing of sentence and may specify, as a condition, that the defendant must make restitution and reparation to any person aggrieved or injured for the actual loss or damage caused by the commission of the offence. The duration of the suspension may not exceed 6 months.	At hearing – justice may suspend the passing of sentence and may specify, as a condition, that the defendant must make restitution and reparation to any person aggrieved or injured for the actual loss or damage caused by the commission of the offence. The duration of the suspension may not exceed 6 months.
<b>Collection of amounts owing</b>	The court may, by order, authorize all or part of the penalty and costs to be levied by distress and sale of the offender's goods and chattels.	The court may, by order, authorize all or part of the penalty and costs to be levied by distress and sale of the offender's goods and chattels.	The court may, by order, authorize all or part of the penalty and costs to be levied by distress and sale of the offender's goods and chattels.

### 3. IMPLEMENTING A BYLAW NOTICE ENFORCEMENT AND ADJUDICATION SYSTEM

Successful implementation of a bylaw adjudication system requires some forethought and collaboration. For the North Shore pilot project, planning began approximately six months before the system took effect, and required collaboration not only among the three municipalities, but also amongst staff from the corporate services, bylaw enforcement, information technology and finance departments of each of the three participating municipalities.

When establishing a bylaw adjudication system, here are some questions to consider:

#### WHAT

- **What bylaws and specific provisions will be dealt with by Bylaw Notice?**

This is an important question to consider, as the adjudication system is best suited to contraventions that are simple to confirm, as the adjudicator's authority is limited to *determining whether the contravention occurred as alleged*.

A hearing before an adjudicator is less formal than a hearing before a Judge or Judicial Justice of the Peace, and an adjudicator is not in a position to impose any conditions of future behaviour when confirming a Bylaw Notice.

- **What penalties will apply for different categories of contraventions?**
- **Will early-payment discounts and/or late-payment surcharges apply?**
- **Will dispute fees apply?**

The maximum penalty under the system is \$500, within which the legislation permits considerable flexibility to establish early and late payment penalties. Prior to January 1, 2004, when the need for the Chief Judge of the Provincial Court to approve Municipal Ticket Information (MTI) penalties was eliminated in the *Community Charter*, most ticket fines were set at less than \$300.

Bylaw infractions heard in court have the potential to result in more significant penalties, as the maximum penalty for an MTI is \$1000. The Bylaw Notice system is designed to work best where a smaller fine would be a sufficient deterrent to future violations, although it can be used as part of an escalating enforcement scheme with persistent bylaw violators.

In the District of West Vancouver, virtually all contraventions of the Street and Traffic Bylaw may be enforced with a Bylaw Notice. The District has "dovetailed" the schedules of its Bylaw Notice and MTI ticketing bylaws to provide escalating penalties for two of the more serious infractions. By policy, the District issues a Bylaw Notice in the first instance of a violation, and may issue a MTI, with double the penalty, for a subsequent violation.

### 3. IMPLEMENTING A BYLAW NOTICE ENFORCEMENT AND ADJUDICATION SYSTEM

- **What information is to appear on the face of the Bylaw Notice?**

Beyond the basic information required by the legislation, local governments have considerable flexibility to customize the ticket face, allowing tickets to be designed to suit local enforcement and information management practices.

For example, printed ticket books may be easier to use if all the possible contraventions are listed; this is unnecessary for hand-held electronic ticket printers that may provide a menu of programmed contraventions.

- **What types of contraventions, if any, may be resolved through a compliance agreement?**
- **Under what conditions, and will there be penalty relief? For how long?**

Compliance agreements are only possible if a screening officer has been authorized to enter into the agreement on behalf of the local government. Compliance agreements are best suited to situations of ongoing contravention, rather than a series of incidents of contravention where a reduced penalty is likely to result in sustained correction of the contravention.

#### WHEN

- **When will the period to pay or dispute the Bylaw Notice end?**

The North Shore municipalities chose to establish the minimum allowable 14-day period for payment or dispute of a ticket, which is consistent with the period to do so under the Municipal Ticket Information system.

In contrast, the equivalent period for paying or disputing a Provincial Violation Ticket is 30 days, if served on a person, or 45 days (from the date of issue) if mailed to the registered owner of a motor vehicle.

#### WHO

- **Who may issue a Bylaw Notice, and how?**

In the context of the Act, a bylaw enforcement officer means an individual who has been designated by class of employment to enforce one or more bylaws. The same classes of individuals who may be authorized to issue MTIs may be authorized to issue Bylaw Notices.

When implementing the MTI, some local governments elected to specify different classes of enforcement officers for different bylaws, which is consistent with the provincial approach to Violation

### 3. IMPLEMENTING A BYLAW NOTICE ENFORCEMENT AND ADJUDICATION SYSTEM

Ticket issuance. Other jurisdictions have authorized some or all of the individuals in these classes to issue MTIs.

- **Will screening officers be used?**
- **Who can be a screening officer?**
- **Under what circumstances can screening officers be authorized to cancel a Bylaw Notice?**

The creation of a screening officer role is an optional element of the system under the legislation, but is highly recommended.

A screening officer does not need to be a bylaw enforcement officer, but should have some familiarity with the bylaws to be enforced and be available to respond to Bylaw Notice recipients in a timely fashion. This might include bylaw or licensing clerks who are available during office hours, senior bylaw enforcement staff or department heads.

The screening officer cancellation policy protects the local government from accusations of preferential or unfair treatment, while still permitting the flexibility to cancel a Bylaw Notice where this is deemed reasonable. The three North Shore municipalities have adopted slightly different screening policies (as outlined in Appendix A of this Toolkit).

#### WHERE

- **Where will disputes be held? Where should formal correspondence regarding the adjudication of disputes be sent?**

The only stipulation with respect to the location for conducting adjudications is that hearings must be open to the public or be accessible by telephone. The address for correspondence regarding disputes may be the adjudication location or the office where staff responsible for scheduling disputes are located.

#### HOW

- **How will the new system be explained to the public and internal staff?**

The North Shore municipalities made internal and external communication a priority when establishing the adjudication system. A communication plan for system implementation, identifying the information needs of all potential stakeholders, was created. A news release and backgrounder were prepared for release to the media. See Section 7 for samples of these documents.

### 3.1. "GETTING STARTED" – A Checklist for Local Governments

#### Initial Preparations

- ☐ Determine if Bylaw Notice enforcement makes sense for the types of regulatory matters dealt with by your municipality or regional district.
- ☐ Determine if the dispute adjudication system will apply to more than one local government. If so, determine which local government will be responsible for the day to day administration of the shared process and where the adjudication hearings will be held.
- ☐ Provide a Staff Report to the Council or Board recommending implementation of Bylaw Dispute Adjudication System.
- ☐ Forward a copy of a Council or Board resolution indicating the intent to establish a Bylaw Dispute Adjudication System to Court Services Branch, Ministry of Attorney General.
- ☐ Confirm the the Bylaw Notice Enforcement Regulation (B.C. Reg. 175 (2004) has been or will be amended to apply the *Local Government Bylaw Notice Enforcement Act* to your local government.
- ☐ Negotiate an agreement between participating local governments, and enact necessary bylaws to enter into the agreement, if required.

#### Implementation (Policies and Procedures)

- ☐ Determine key system features, such as the time to pay or dispute, matters to be enforced by Bylaw Notice, use of screening officers, fine and fee amounts, etc.
- ☐ Prepare bylaw to adopt Bylaw Dispute Adjudication System.
- ☐ Prepare Screening Officer Policy, if required.
- ☐ Prepare Registry Operations Policy, if required, (refer to Appendix B).
- ☐ Prepare a communications plan (refer to Sample Communications Plan).
- ☐ Train enforcement officers, screening officers, registry and finance staff.
- ☐ Prepare implementation and operational budgets.
- ☐ Consult with Court Services Branch re: process for scheduling adjudicators.

### 3.1. "GETTING STARTED" – A Checklist for Local Governments

#### Implementation (Forms and Systems)

- ☐ Assess enforcement and collections software, make modifications as required.
- ☐ Prepare Bylaw Notice forms.
- ☐ Prepare notification letters (refer to sample mail-delivery letter and re-issue letter).
- ☐ Prepare Screening Officer forms.



## 3.2. Bylaws and Bylaw Notices

Section 2 of the *Local Government Bylaw Notice Enforcement Act* ("the Act") provides that a local government may deal with contraventions of its bylaws via Bylaw Notice.

If a local government wants to implement a bylaw dispute adjudication system, it must adopt an authorizing bylaw that:

- designates the bylaw contraventions that may be dealt with by Bylaw Notice;
- establishes the amount of the penalty for contravention of the specified local government bylaws;
- establishes the period for paying or disputing a Bylaw Notice;
- establishes the role of screening officer and their duties and authorities, including the ability to enter into compliance agreements; and
- designates bylaw enforcement officers.

While the Act permits two or more local governments to enter into arrangements for the joint provision of a bylaw dispute adjudication system, each participating local government must individually adopt an authorizing bylaw, as outlined above.

Local governments undertaking a bylaw dispute adjudication system will need to ensure that the Bylaw Notices (tickets) issued include all required information, as set out in section 4(4) of Act.

A Bylaw Notice must contain the following information:

- the particulars of the alleged contravention of the bylaw in sufficient detail that the alleged will be able to identify the bylaw and the contravention alleged;
- the amount of the penalty, the amount of a discount for early payment of the penalty, the amount of a surcharge for late payment and the consequences for failing to respond to the Bylaw Notice;
- acceptable methods of paying the penalty;
- how to dispute the allegation of the notice; and
- any other information required under the regulations.

Although the Act requires that the above information be included on a Bylaw Notice, local governments may organize or supplement this information as they see fit.

## 3.2. Bylaws and Bylaw Notices

### Delivery of Notices

Under section 7 of the Act, a Bylaw Notice may be delivered in person, left at the site of the contravention (e.g. placed on windshield of car or left with a person at a construction site) or mailed.

The recipient of a Bylaw Notice has a limited time period in which to pay the penalty or indicate that he or she wishes to dispute the allegation. In the case of all three North Shore municipalities, this period was set at 14 days from actual or presumed receipt of the Bylaw Notice.

If the Bylaw Notice recipient disputes the allegation, he or she must first discuss the allegation and basis for the dispute with a screening officer before proceeding to a hearing before an adjudicator.

### If the Bylaw Notice Recipient Does Not Respond

If the recipient takes no action – neither paying the penalty nor disputing the allegation – within the time period the local government must notify the person that the penalty set out in the Bylaw Notice is now due and advise of how and where payment can be made.

This may be done in a letter accompanied by a copy of the original Bylaw Notice.

In the case of the North Shore municipalities, the recipient of a Bylaw Notice has 14 days after receiving the original Bylaw Notice to pay the fine or dispute the allegation, after which the local government issues a letter outlining what has occurred and the consequences of late payment.

Once the period to dispute the allegation has ended, early discounts no longer apply and the full penalty is due. In addition, section 6 of the Act permits a local government to assess a surcharge on top of the penalty for the contravention, if payment is not made promptly.

If, within 21 days of receiving notification that penalty is immediately due, the person named in the Bylaw Notice informs the local government that he or she did not receive the original Bylaw Notice, then the local government must re-issue the original Bylaw Notice. In this case, the period to pay or dispute the allegation begins again, with opportunities to pay the discounted amount or dispute the allegation in the notice.

### 3.3. Bylaw Notice and Enforcement Letter – Samples

Front of Bylaw Notice is used for street and traffic offences

CITY OF NORTH VANCOUVER PROVINCE OF BRITISH COLUMBIA  
**BY-LAW NOTICE**  
 THE ISSUING OFFICER SAYS YOU ARE IN BREACH OF  
 THE CITY OF NORTH VANCOUVER STREET AND TRAFFIC BY-LAW 6234,  
 AS AMENDED, AS FOLLOWS: **TICKET NO. NV000001**  
 DATE \_\_\_\_\_  
 LOCATION \_\_\_\_\_ TIME \_\_\_\_\_  
 DECAL YR/MO/ \_\_\_\_\_ LIC. NO. \_\_\_\_\_ COLOR \_\_\_\_\_  
 MAKE \_\_\_\_\_ TYPE \_\_\_\_\_ PROV. \_\_\_\_\_  
 NAME \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 ADDRESS \_\_\_\_\_

**GROUP 1801 OFFENCES** ..... **DISCOUNTED PENALTY WITHIN 14 DAYS \$20.00**  
☐ OVER PARKED PARKING 501.15 ☐ JAYWALKING 11.03 ☐ EXPIRED METER 1304  
☐ PARKED LONGER THAN 72 HOURS 505 ☐ NO VALID PARKING TICKET 1304  
☐ OTHER OFFENCES IN THIS GROUP \_\_\_\_\_

**GROUP 1802 OFFENCES** ..... **DISCOUNTED PENALTY WITHIN 14 DAYS \$25.00**  
**PARKED:**  
☐ FACING TRAFFIC FLOW/MORE THAN 30m FROM CURB 503 ☐ AGAINST YELLOW CURB 501.16 ☐ WITHIN 8m OF STOP SIGN 501.7  
☐ WITHIN 5m OF FIRE HYDRANT 501.4 ☐ CONTRARY TO SIGN 501.14 ☐ ON CROSSWALK 501.5  
☐ WITHIN 3m OF LANE 501.3 ☐ ON SIDEWALK/BOULEVARD 501.1 ☐ OUTSIDE STALLS 503.3  
☐ WITHIN 3m OF DRIVEWAY 501.2 ☐ IN LANE 501.8 ☐ IN BUS ZONE / STOP 500  
☐ WITHIN 6m OF CROSSWALK / INTERSECTION 501.3  
☐ OTHER OFFENCES IN THIS GROUP \_\_\_\_\_

**GROUP 1803 OFFENCES** ..... **DISCOUNTED PENALTY WITHIN 14 DAYS \$30.00**  
☐ FAILING TO DISPLAY VALID MUNICIPAL DECAL 803.2 ☐ STUDDED TIRES 903.1 ☐ TIRES NOT IN GOOD ORDER 903.2  
☐ OVERLENGTH/WEIGHT RESIDENTIAL STREET (1800 TO 0800 HRS) 505  
☐ OTHER OFFENCES IN THIS GROUP \_\_\_\_\_

**GROUP 1804 OFFENCES** ..... **DISCOUNTED PENALTY WITHIN 14 DAYS \$100.00**  
☐ VEHICLE WEIGHT, LOADS, DIMENSIONS 901 ☐ SECUREMENT OF VEHICLE LOADS 903

**GROUP 1805 OFFENCES** ..... **DISCOUNTED PENALTY WITHIN 14 DAYS \$75.00**  
☐ FAILING TO REMOVE SNOW 814 OR RUBBISH FROM SIDEWALK 815 ☐ FAILING TO DISPLAY VALID LICENCE PLATE 820.1  
☐ VEHICLE HORNS/ALARM 515 ☐ DISABLED ZONE 509.9 ☐ SKATEBOARDING 408  
☐ NO HELMET 408.8  
☐ OTHER OFFENCES IN THIS GROUP \_\_\_\_\_

ISSUING OFFICER \_\_\_\_\_  
 YOU MAY REMIT PAYMENT OF THE INDICATED PENALTY EITHER IN PERSON - 141 W. 14TH ST., OR BY MAIL - 147 E. 14TH ST., NORTH VANCOUVER, V7L 2N4, OR BY PHONE 604.990.4225, OR ONLINE [www.cnv.org/parkingticket](http://www.cnv.org/parkingticket) WITHIN 14 DAYS OF THE ABOVE DATE. THE ATTACHMENT CONSTITUTES AN INTEGRAL PART OF THE TICKET AND SHOWS PENALTY, LATE PENALTY AND DISPUTE INSTRUCTIONS.

TICKET NO. **NV000001**  
**OFFICE NOTICE**

Front of "flysheet" that accompanies the Bylaw Notice

**INSTRUCTIONS**  
**DETACH THIS SHEET BEFORE MAKING PAYMENT**  
**PENALTIES**

PENALTIES LISTED BELOW MAY ONLY BE ACCEPTED IN THE MANNER NOTED:

	DISCOUNTED PENALTY WITHIN 14 DAYS	PENALTY AFTER 14 DAYS	LATE PENALTY AFTER 34 DAYS
GROUP 1801 OFFENCES	\$20.00	\$30.00	\$45.00
GROUP 1802 OFFENCES	\$25.00	\$35.00	\$50.00
GROUP 1803 OFFENCES	\$30.00	\$40.00	\$55.00
GROUP 1804 OFFENCES	\$100.00	\$150.00	\$200.00
GROUP 1805 OFFENCES	\$75.00	\$85.00	\$100.00

**PAYMENT OPTIONS**  
 CASH, CHEQUE, MONEY ORDER, DEBIT OR CREDIT CARD  
 IN PERSON - 141 W. 14th ST., NORTH VANCOUVER  
 BY MAIL - 147 E. 14th ST., NORTH VANCOUVER V7L 2N4  
 BY PHONE - 604.990.4225  
 ONLINE - [www.cnv.org/parkingticket](http://www.cnv.org/parkingticket)

**MAILING INSTRUCTIONS**  
 BYLAW VIOLATION MUST ACCOMPANY CHEQUE.  
**DO NOT MAIL CASH.** MAKE CHEQUE OR MONEY ORDER PAYABLE TO "CITY OF NORTH VANCOUVER".

FAILURE TO PAY OR DISPUTE WITHIN 14 DAYS WILL RESULT IN THE CORRESPONDING PENALTY BECOMING DUE AND PAYABLE.  
 A CHARGE WILL BE ADDED FOR DISHONoured CHEQUES.  
 DISHONoured CHEQUES INVALIDATE ANY RECEIPT.  
 UNPAID FINES MAY BE REFERRED TO OUR COLLECTION AGENT.

RECEIPTS MAILED ONLY ON REQUEST.

IF YOU WISH TO DISPUTE THE ALLEGED CONTRAVENTION PLEASE SEE REVERSE SIDE FOR INSTRUCTIONS.

### 3.3. Bylaw Notice and Enforcement Letter – Samples

Back of “flysheet” that accompanies the Bylaw Notice

ENQUIRIES MAY BE DIRECTED TO THE BYLAW OFFICE, 147 EAST 14TH STREET BETWEEN 0830 AND 1830 HOURS, MONDAY TO FRIDAY, 604.904.7378. [parking@cnv.org](mailto:parking@cnv.org)

#### ADJUDICATION REQUEST

IF YOU WISH TO DISPUTE, COMPLETE THE FOLLOWING FORM AND RETURN IT WITHIN 14 DAYS TO THE CITY OF NORTH VANCOUVER. A SCREENING OFFICER WILL TELEPHONE TO ASSIST YOU.

#### PLEASE PRINT

BYLAW NOTICE NO. \_\_\_\_\_

DATE OF ISSUE \_\_\_\_\_

LICENCE PLATE NO. \_\_\_\_\_

REGISTERED OWNER OF THE VEHICLE:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

DAYTIME PHONE NUMBER \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

A \$25 FEE IS ADDED TO THE PENALTY IF AN ADJUDICATOR FINDS THAT THE CONTRAVENTION DID OCCUR.

#### PAYMENT OPTIONS:

IN PERSON - 141 W. 14th ST., NORTH VANCOUVER  
BY MAIL - 147 E. 14th ST., NORTH VANCOUVER V7L 2N4  
BY PHONE - 604.900.4225  
ONLINE - [www.cnv.org/parkingticket](http://www.cnv.org/parkingticket)



The Corporation of **THE CITY OF NORTH VANCOUVER**

**BYLAW ENFORCEMENT**

March 9, 2004

Ms. Jane Doe  
1231 Any Street  
Burnaby, BC  
V3N 1Y6

Dear Ms. Doe:

#### **Re: Parking Violation Ticket FP88997788**

On March 5, 2004 BC licence #ABC1234 was observed in violation of the City of North Vancouver Street and Traffic Bylaw #6234. As a result, the enclosed violation ticket number FP88997788 was issued.

Enquiries with the Insurance Corporation of BC indicate that you are the last registered owner of the vehicle.

Yours truly,

City of North Vancouver Parking Enforcement

/ck

Enclosure

147 East 14th Street • North Vancouver BC V7L 2N4 • Phone (604) 904-7378 • Fax (604) 983-7448 • Website: [www.cnv.org](http://www.cnv.org) • E-mail: [bhamilton@cnv.org](mailto:bhamilton@cnv.org)

## 4. OVERVIEW OF SCREENING OFFICER ROLE

The position of screening officer, described in section 10 of the Act, is optional – but is recommended based on the experience of the North Shore pilot. If a local government elects to implement this position, the screening officer must review each disputed allegation before it can be referred to an adjudicator.

To ensure consistency and assist with the screening process, local governments may wish to develop a screening officer policy in order to provide guidelines for screening officers during the Bylaw Notice screening process.

The screening officer, after reviewing a Bylaw Notice, may:

1. cancel the notice, if
  - a) the contravention did not occur as alleged;
  - b) the bylaw notice does not meet the requirements set out in the Act; or,
  - c) the grounds for cancellation authorized by the local government are satisfied;
2. confirm the bylaw notice and refer it to an adjudicator unless the request for dispute adjudication is withdrawn; or
3. enter into a compliance agreement with the person, if this is authorized in the bylaw.

Screening officers act as “gatekeepers” to the adjudication system by reviewing all disputed Bylaw Notices prior to going to adjudication. This review, between the screening officer and disputant, creates a number of efficiencies for the system.

The screening process results in a number of disputed Bylaw Notices avoiding adjudication, resulting in cost and time savings. In addition, the process is often educational as screening officers explain the bylaw in question, allowing citizens to better understand bylaws and, in some cases, realize the error(s) they committed. This causes some citizens to withdraw their notice to dispute following their discussion with a screening officer.

Statistics from the North Shore Evaluation Report demonstrate the effectiveness and efficiencies that result, in large part, from the screening process. Following the 14-day period to pay or dispute the Bylaw Notice, only 1.8% of recipients triggered a formal review of the case by a screening officer during the pilot project. This figure does not reflect cases where screening officers merely explained the bylaw or the dispute process.

Although one jurisdiction reported that as many as 20% of individuals whose Bylaw Notices were confirmed by the Screening Officer claimed they would dispute the matter before an adjudicator, only 9% of screening officer reviews led to adjudications. In all, 0.2% of the tickets issued during the evaluated period resulted in adjudication hearings, and in 85% of these cases the Bylaw Notice was confirmed by the adjudicator.

Appendix A in this Toolkit contains copies of screening policies for the three North Shore municipalities.

## 4.1. Screening Officer Checklist – Sample: City of North Vancouver

Screening officers are required to provide disputants with as much information as they can, answer all questions openly, and take detailed notes of the conversation including date and time. The following are screening guidelines:

1. Identify your name and position as a Screening Officer with CNV.
2. State your authority to make a determination based upon authority granted by CNV.
3. Discuss the notice, listen carefully to the Disputant's information, and record this information.
4. Advise the Disputant that he/she may pay the fine before the early discount deadline and receive that discount. However, once the notice goes forward to Adjudication, the early discount is lost and an adjudication fee is added to the full penalty. At the Adjudication, if the notice is quashed, no fees or penalties need to be paid.
5. Determine how the Disputant wishes to proceed with the hearing (in person, by phone, or in writing).
6. Provide the address of the Adjudication Hearing room (141 W. 14<sup>th</sup> Avenue, North Vancouver) and advise of any necessary contact information such as fax number, email address and mailing address if the Disputant needs these to send documents.
7. Advise the Disputant that if the Adjudicator upholds the notice, it is due and payable immediately. Also, advise the Disputant that the fine increase 21 days after adjudication and then proceeds to collection.
8. Explain that once a date and time are set for adjudication, the additional adjudication fee must be paid even if the Disputant decides not to go ahead with the Adjudication.
9. Verify you have the correct address and daytime phone number of the Disputant.
10. Explain that the Dispute Coordinator will call to set up a hearing date and time along with instructions about phone, fax, or written submission to the Hearing. The Dispute Coordinator will also send written confirmation of the hearing. State clearly that the Disputant cannot discuss the notice with the Dispute Coordinator.
11. Ask if the Disputant has any more questions or needs any more information.
12. Ask if the Disputant wishes to say anything else at all and note the response.
13. Make a decision to cancel or uphold the notice; explain this to Disputant and make notes.
14. If cancelling, do so immediately; if upholding, continue to the Dispute Coordinator.

## 4.1. Screening Officer Checklist – Sample: City of North Vancouver

### Following the conversation with the Disputant:

1. Notify the Dispute Coordinator to request Adjudication Hearing.
2. In the file, note the date and time the Dispute Coordinator was notified.
3. Prepare reports needed for Adjudication

## 4.2. Screening Officer Submission for Adjudication – Sample

The adjudicator is provided with a record of the screening officer's review of the disputed allegation. This may include evidence collected that supports the allegation.

A sample of the written submission use by the City of North Vancouver is shown on the right.



The Corporation of **THE CITY OF NORTH VANCOUVER**  
**BYLAW ENFORCEMENT**

**SCREENING OFFICER  
SUBMISSION FOR ADJUDICATION**

**TICKET INFORMATION:**

<b>Ticket Number:</b>	<b>Violation:</b>
<b>Date of Issue:</b>	<b>Time of Issue:</b>
<b>Location:</b>	<b>Officer:</b>
<b>Section:</b>	<b>Fine Amount:</b>

**SCREENING OFFICER EVIDENCE:**

\_\_\_\_\_  
**Screening Officer Signature**

**PAYMENT INFORMATION:**

**Total fine due and payable immediately if ticket upheld:**

Violation Amount:	\$
Adjudication fee:	\$
Total owing:	\$



## 5. OVERVIEW OF ADJUDICATION PROCESS

Upon receipt of confirmation that the recipient of a Bylaw Notice wishes to proceed to adjudication on the disputed allegation, the local government typically selects a date and time for the hearing in consultation with the person.

Disputants have the right to be heard, and this right may be exercised in one of the following manners:

- in person, or by an agent;
- in writing; or
- by video conference, audio conference, telephone or other electronic means, if available.

The local government then contacts the organization responsible for managing the pool of adjudicators with the date, time, nature of the Bylaw Notice and the name of the recipient.

The adjudicator is selected on a rotational basis, although the rotation may be varied if the next adjudicator on the list is unavailable on the chosen day, or is unable to hear the matter due to a personal connection to the recipient of the Bylaw Notice.

All dispute adjudications are open to the public and each dispute typically requires twenty minutes or less. The adjudicator's decision is made on a balance of probabilities, as in civil claim proceedings, and may be based on any evidence that the adjudicator considers relevant and credible.

The adjudicator may accept evidence in writing, orally (in person or by telephone) or other electronic means from the disputant, the enforcement officer or any other witness to the alleged bylaw contravention.

The decision before the adjudicator is **strictly** whether a violation of a local government bylaw occurred, or did not occur. The process is not designed, nor intended, to deal with challenges to the fairness of the bylaw, validity or other legal questions. Adjudicators may only confirm the Bylaw Notice or cancel it outright. Fine reduction is not an option under the legislation.

The legislation does not permit the local government or the disputant, as the parties to the dispute, to appeal the decision of the adjudicator. Either party may, however, seek relief in the Supreme Court under the *Judicial Review Procedures* if they believe that the adjudicator exceeded his or her authority, or made an error at law.

## 5.1. Adjudicator

Under section 15 of the *Local Government Bylaw Notice Enforcement Act*, it is the responsibility of the Deputy Attorney General to appoint adjudicators to determine the disputes.

Adjudicators must meet prescribed qualifications and must not be an employee of, or hold an elected office in, a local government. These criteria provide the basis for an objective adjudication system separate from the local government.

One or more rosters of adjudicators must be established for the purpose of selecting adjudicators to hear disputes in respect of Bylaw Notices. Rosters may be established for the province generally, or for one or more local governments.

Qualifications, responsibilities and requirements for rosters, remuneration and expenses are established in the Bylaw Notice Enforcement Regulation (B.C. Reg. 175/2004). The selection process for adjudicators, as well as instructions to adjudicators when hearing disputes, is also prescribed by regulation in order to maintain consistency, neutrality and fairness.

Qualification and coordination of adjudicators is handled by the Court Services Branch of the Ministry of Attorney General.

## 5.2. Notice of Adjudication – Sample

Once the screening officer has confirmed that the recipient of a Bylaw Notice wishes to proceed to adjudication, the local government must schedule an adjudication hearing and ensure that all parties are notified.

In the case of the North Short pilot, because the registry serves three local governments, the process for giving notice to the local government that issued the Bylaw Notice is slightly more formal.

On the right is a sample of the Notice of Adjudication issued by the North Shore Bylaw Dispute Registry.

NORTH SHORE BYLAW ADJUDICATOR		NOTICE OF ADJUDICATION <small>Form 97-1 2004</small>	
141 14 <sup>TH</sup> ST. WEST NORTH VANCOUVER, BC V7M 1H9		Phone #: 604 904 7378 Fax #: 604 983 7448	
TO: TESTER, COREY, A 3 ANY STREET ANYTOWN, BC POS COD		OFFENCE NO: FP1111111 OFFENCE DATE: 22 May 2002 OFFICER 111 ENFORCEMENT AGENCY: City Of North Vancouver BC LICENCE TEST03	
As the registered owner of this BC Licence plate you have been Charged with the following offence:			
On the: 22 day of MAY, 2002 at 11:11 AM at or near: 3 BROWN STREET			
the driver did stop stand or park the vehicle Within 1m Of Driveway contrary to City of North Vancouver Bylaw #6234 Section 501.33			
Set Fine \$50	Adjudication Fee \$25	Total : \$75.00	
Take notice that on the: 08 day of JULY, 2002 at 09:00 AM your adjudication will be held at:			
ADJUDICATION ROOM 141 14 <sup>th</sup> St. West North Vancouver, BC V7M 1H9			
This will confirm that you have requested dispute adjudication in respect to the Bylaw Notice #FP1111111 Your adjudication will be held on the date and time and location noted above. You are required to attend at that time. If you do not appear, the adjudicator may order that the penalty in the bylaw notice and the adjudication fee are immediately due and payable, by you, to the City of North Vancouver.			
Issued at North Vancouver, British Columbia this 27 day of JUNE, 2002			
For General Inquiries about the Violation Notice, please contact 604 904 7378 City of North Vancouver Bylaw Office 147 14 <sup>th</sup> ST. EAST, North Vancouver, BC V7L 2N4			
<b>Office Use Only</b>			
I certify that a copy of this Notice was:			
<input type="checkbox"/> Sent by mail to registered owner	<input type="checkbox"/>	<input type="checkbox"/> Given to adjudicator or Agent	
<input type="checkbox"/> Given personally to registered owner	<input type="checkbox"/>	<input type="checkbox"/> Sent by mail to adjudicator	
Adjudication Coordinator _____		Date _____	
I certify that I have given notice to the (Agency – City of North Vancouver) of the registered owner's intention to challenge the officer's evidence.			
Adjudication Coordinator _____		Date _____	

## 5.3. Adjudicator File Notes – Sample

### **LOCAL GOVERNMENT BYLAW DISPUTE ADJUDICATION SYSTEM**

#### **Adjudicator's File Note**

Re: Corporation of the City of North Vancouver  
Notice # NV1234567 (not actual file #)

Notice Issued May 31, 2004  
Alleged Infraction of Bylaw 6234, Section 820.1

The evidence of the Bylaw Enforcement Officer was that a valid decal was not displayed. The disputant said that he could not recall if the decal was on the plate. He noted that there was valid insurance on the vehicle. I advised him that the issue was not whether there was valid insurance, but whether the decal was displayed.

I upheld the Notice as I found it more likely than not based on the evidence before me that the current year decal was not displayed. Disputant did not think that the City of North Vancouver should be concerned about decals. Explained to Disputant the wording of the bylaw and that if he believed the bylaw was improperly enacted he would have to pursue the issue through the Supreme Court of B.C.

Signed by Adjudicator.

## 5.4. Notice of Adjudication Outcome – Sample

September 9, 2004

Mr. John Doe  
22-1104 Any Street  
Vancouver, BC  
V6E 1C9

**Re: Bylaw Notice NV1234567**

The Bylaw Adjudicator has notified the City of North Vancouver that at a hearing on September 9, 2004 the above noted bylaw notice was upheld. The total penalty and fee now outstanding on this notice is \$60.00.

On September 30, 2004 a further surcharge of \$15.00 will be added if this amount remains unpaid.

You may remit payment to the City of North Vancouver

IN PERSON 141 West 14<sup>th</sup> Street, North Vancouver, BC  
By Mail 147 East 14<sup>th</sup> Street, North Vancouver, BC V7L 2N4  
By Phone 604.990.4225  
Internet <http://www.cnv.org/parkingticket>

All unpaid penalties and fees may be referred to our collection agent. Inquiries may be made to the City of North Vancouver Bylaw office by telephone at 604.904.7378 or by email at [parking@cnv.org](mailto:parking@cnv.org).

Yours truly,

City of North Vancouver

/ck

## 6. OVERVIEW – BUDGET AND COST INFORMATION

The actual cost of a local government bylaw dispute adjudication system will vary depending on the volume of bylaw infraction activity, screening and registry operations policies, the cost-recovery fees imposed on confirmed Bylaw Notices, and opportunities to achieve efficiencies through inter-local partnerships.

Information technology costs may also vary widely, depending on whether a manual or electronic system is used, and may affect the start-up and ongoing operations differently.

In the case of the North Shore communities, the Districts of West and North Vancouver and the City of North Vancouver entered into an Inter-Municipal Agreement to create a single administrative structure for handling cases referred for adjudication by the screening officers in the separate municipalities.

This agreement set out the cost-sharing arrangement for each of the municipalities, based on the use of services of adjudicators.

In addition to the one time capital (computer software) start-up costs of setting up a bylaw dispute adjudication system, it is estimated that annual administration costs for the North Shore municipalities will be under \$20,000. These costs will be shared equally.

It should be noted however, that costs may vary for other local governments.

## 6.1. Pilot Costing Model – Adjudicator Services: North Shore

ADJUDICATOR COSTS	DAILY COSTS	PER DISPUTE <sup>1</sup>
Attended - Full Day	\$350.00	\$19.44
Attended - Half Day	\$175.00	\$19.44
Telephone Dispute		\$16.66
Written Dispute		\$12.50
ADMINISTRATIVE COSTS	DAILY COSTS	
Attended - Full	\$262.50	\$14.58
Attended - Half	\$131.25	\$14.58
Telephone Disputes		\$12.50
Written Disputes		\$12.50
TRAINING & START UP COSTS	DAILY COSTS	PER DISPUTE <sup>2</sup>
Training (per student, 5 students)	\$1,750.00	\$5.83
Start Up-Systems	\$1,000.00	\$3.33
Start Up –Other	\$500.00	\$1.67
SUMMARY OF TOTAL COSTS PER DISPUTE		PER DISPUTE
Full Day		\$44.86
Half Day		\$44.86
Telephone Dispute		\$39.99
Written Dispute		\$35.83

Source: Court Services Branch, Ministry of Attorney General

<sup>1</sup> Based on an average of 20 minutes scheduled per dispute.

<sup>2</sup> Based on 300 disputes.

## 6.2. Summary of North Shore Pilot Project Bylaw Registry Costs

### Estimated Ongoing Costs for a Bylaw Notice Enforcement System

*(Based on 30,000 Bylaw Notices issued annually)*

ITEM	COST	NOTES
Pre-Hearing: Ticket Screening	\$13,770	Dispute rate 1.8%; 45 minutes per screening; Average hourly cost \$34 (salary and benefits)
Pre-Hearing: Dispute Scheduling	\$680	20 minutes per adjudication scheduled; Average hourly cost \$34 (salary and benefits)
Adjudicator	\$1,498	\$374.50 per hearing day; 4 hearing days per year
Administrative Costs	\$1,165	\$291.31 per hearing day; City of North Vancouver not certain if costs will continue
Administrative Costs (Hearing days only)	\$400	\$100 per hearing day for record keeping and cheque issuance
Security Officer	\$256	\$16 per hour for 4 hours each hearing day (4 per year)
Council Chamber Cost	\$1,600	\$400 per hearing day
<b>Annual Estimated Administration Costs</b>	<b>\$19,369</b>	

Source: Evaluation Report – North Shore Bylaw Notice Adjudication Registry



## 7. INFORMATION TECHNOLOGY OVERVIEW

Local governments should plan conservatively when anticipating the length of time needed to develop the information technology that may be required to implement a bylaw dispute adjudication system. This may be particularly true if the local government uses an outside software provider.

The local government should take into account that it will likely be necessary to upgrade the ticket processing system business rules, database, screens and reports. Hardware upgrades and operating systems/database upgrades will also need to be reviewed. Ticket stock changes – both handheld and written – will need to be considered.

Local governments should consider whether it would be efficient or necessary to integrate any current ticketing system with the new local government bylaw dispute adjudication system. Alternatively, run two systems concurrently until all tickets are dealt with under the old system. Costs of integrating the two systems will likely be a deciding factor in how the local government proceeds.

If a new system or an upgrade is considered, the following information from the authorizing bylaw will need to be known in order to configure the IT systems.

Specifically:

- the time period to pay or dispute the Bylaw Notice;
- whether screening officers will be used;
- whether early-payment discounts, late-payment surcharges and/or dispute fees will apply; and
- who may issue a Bylaw Notice and how.

The North Shore participants in the pilot project worked with different companies to provide bylaw enforcement software. The Districts of North Vancouver and West Vancouver contracted with Tempest Development Corporation. The City of North Vancouver's software is provided by ETEC, marketed by Parksmart. Both companies developed software to accommodate the requirements of the bylaw dispute adjudication system.

Any local government considering implementing a bylaw dispute adjudication system should ensure that a prospective budget is prepared for software upgrade requirements. Depending if the software system is in-house or contracted, the financial impact may be significant.

## 7.1. Information Technology Impacts – Case Study: City of North Vancouver

As a result of the decision to implement a bylaw dispute adjudication system in partnership with the other North Shore municipalities, the City needed to review the impact on its existing IT systems and business processes.

After a review, three options were identified:

1. accommodate changes within the existing system;
2. upgrade IT systems and businesses processes; or
3. search for another solution.

The City chose the second option and implemented changes to its IT system and business processes. The City opted to use a packaged solution for the issuance and management of parking tickets. This software system was developed by Enforcement Technology (ETEC) of California and is distributed in Canada by Parksmart.

Implementation of the new software necessitated a number of business rule changes:

### Changes to the ticket process

Tickets have a fixed fine amount and customers get a discount for early payment; late payment penalties still apply. This required changes to the ticket capture and printing process. The City retained the same fee structure, including a first and second late fee.

The ticket printout indicates the price including the 'first late' fee, but also an early payment price that excludes the 'first late' fee. The ticket record gets stored with the discounted price, allowing the use of the first and second late fee processes as before. This minimized the amount of change to the fee logic.

### Court venue replaced by adjudication hearing

The arena to handle ticket disputes moved from a court to an adjudication process. A screening officer role was created to screen all disputed tickets prior to adjudication hearings.

This required the system to record screening officer notes and the outcome of the screening officer review. If the disputant wished to pursue adjudication, they could request a dispute hearing. To operationalize this component, the City purchased the "court module" that was available with the software package.

The City hosts adjudication sessions on behalf of the three North Shore jurisdictions, adding the task of co-ordination and the requirement of the "court module".

## 7.1. Information Technology Impacts – Case Study: City of North Vancouver

### Miscellaneous Changes

Other necessary but minor changes were also needed, including:

- changes to reports to handle the new logic flows;
- changes to the selection process for sending tickets to collections to handle the new business rules (i.e. not sending tickets that are pending adjudication to collections);
- changes to business rules regarding "resetting" the ticket start date when a customer claims they did not receive the original ticket.

The City of North Vancouver found that one advantage of implementing new software is that it allowed for old tickets to proceed through the old system.

This transition period avoids the process of converting older tickets into the new system, minimizing additional changes to the new software. Conversely, it does require ticket administration in two different systems during the transition period. These "pros" and "cons" need to be weighed and assessed by each individual municipality.

## 8. COMMUNICATIONS PLAN AND MATERIALS

### 8.1. Communications Plan – Sample

#### Bylaw Notice Dispute Adjudication System

Targeted Communications Plan for  
North Vancouver District, North Vancouver City  
and District of West Vancouver

**Revised: February 29, 2004**

#### Communications Goal

To bring awareness to the newly formed Bylaw Dispute Adjudication System (BDAS).

#### Introduction

On May 3, 2004, the North Shore municipalities will introduce a new Bylaw Dispute Adjudication System. The BDAS will allow local municipalities to deal with bylaw disputes (i.e. parking tickets) at the local level, rather than through the Provincial Court system.

In addition to communications already initiated by the Provincial Government, the three North Shore Municipalities (District of North Vancouver, City of North Vancouver and District of West Vancouver) will carry out a targeted communications campaign, aimed at North Shore residents, as well as other Lower Mainland citizens who may be affected by the BDAS.

#### Targeted Audience

Residents of the three North Shore Municipalities, as well as other Lower Mainland citizens who may be affected by the BDAS.

#### Communications Strategies

##### 1. Media Release with Backgrounder/Fact Sheet:

A tri-municipal media release and backgrounder/fact sheet will be prepared and distributed to all Lower Mainland media (newspaper, television, radio).

Target date for distribution: April 6, 2004.

##### 2. Web Sites:

The media release/backgrounder will also be prominently posted on the three municipal web sites.

Target date for posting: April 6, 2004.

#### 3. Advertising Notices:

All three municipalities have regular advertising space booked in the two local newspapers. We will utilize this space to communicate the new system throughout the months of April and May. In order to reach the widest possible audience, the notices will be consistent and will carry the three municipal identifiers and contact information.

Advertising schedule is as follows:

- **District of North Vancouver**

*District Dialogue* News Page – Outlook Newspaper.

- Notices to run: **April 15\***, 29  
May 13

- **City of North Vancouver**

*City Views* News Page – North Shore News

- Notices to run: **April 25\***  
May 2

- **District of West Vancouver**

*Tidings* News Page – North Shore News

- Notices to run: **April 18\***  
May 30

**Note (\*):** The notices running on April 15, 18 and 25 will introduce the new BDAS, and will be more comprehensive than the follow-up notices.

#### 4. On-Hold Recordings

The District of North Vancouver has an On-hold Messaging System, where callers to the District hear recorded messages while on hold. This system will be utilized throughout April and May (and continued on a periodic basis) to communicate the new Bylaw Dispute Adjudication System.

#### Conclusion

The commitment of this Communications Plan is to support the DBAS through effective and efficient communications to ensure that the widest possible audience is reached.

## 8.2. Information Sheet and Backgrounder – Sample



District of North Vancouver \* City of North Vancouver \* District of West Vancouver

# infosheet

April 16, 2004

## North Shore's new Bylaw Enforcement System

Effective May 3, the three North Shore Municipalities (District of North Vancouver, City of North Vancouver and District of West Vancouver) will become the first in B.C. to implement a new *Bylaw Enforcement System*. The new system will allow these municipalities to deal with bylaw disputes, such as parking tickets, at the local level rather than through the Provincial Court system.

Previously, anyone wishing to dispute a parking ticket had to appear in a B.C. Provincial Court, an expensive and time-consuming process for the disputant, the Province and Municipalities. In 2003, 43,000 tickets were issued across the North Shore, approximately 1,000 of which were disputed.

Under the new system, a provincially appointed adjudicator, centrally located at North Vancouver City Hall (141 W. 14<sup>th</sup> Street), will hear all disputes. The system will work as follows:

- If the ticket is paid within 14 days, a discount will apply. After a fixed number of days, a surcharge is added (Note: fine, discount and surcharge amounts vary in each North Shore municipality).
- Those electing to dispute their parking ticket may do so by first contacting the municipality in which the ticket was issued (by phone, fax, e-mail or in person) within 14 days of issuance.
- The disputant will be contacted by a Screening Officer who will review the case and, if appropriate, cancel the ticket. If this officer does not cancel the ticket, it will be forwarded to the adjudicator, or paid, whichever the client chooses.
- If proceeding to adjudication, the disputant will apply in writing for an adjudicator to hear the case. A date will be scheduled, and the

adjudication will be conducted at North Vancouver City Hall. It should be noted that the disputant would not be required to personally appear at the adjudication. Representation may alternatively be made in writing, or over the phone. If the ticket is upheld, the full ticket charge, surcharge and a \$25 adjudication fee (to offset the cost of the process) may be applicable and payable.

If the Bylaw Enforcement System is successful, it will be implemented in other B.C. municipalities and may soon encompass other bylaw contraventions.

For more information on the new Bylaw Enforcement System, contact:

- City of North Vancouver: Bruce Hawkshaw – 604-990-4234
- District of North Vancouver: Dennis Back – 604-990-2205
- District of West Vancouver: Rick Beauchamp – 604-925-7003

**Attachment:** Bylaw Enforcement System Backgrounder.

## 8.2. Information Sheet and Backgrounder – Sample

### Bylaw Enforcement System Backgrounder

The City of North Vancouver, District of North Vancouver and District of West Vancouver are introducing a new Bylaw Enforcement System, which will allow the three municipalities to deal with bylaw disputes such as parking tickets at the local level, rather than through the Provincial Court system.

#### When:

Effective May 3, 2004.

#### What:

B.C. drivers on the North Shore will have the opportunity to dispute their parking violations out of court as private adjudicators will hear all disputes. The adjudicators are appointed by the Provincial Attorney General's Office and funded by municipalities.

#### Why:

The system is set out in the Provincial Government's new Local Government Bylaw Notice Enforcement Act. It is intended to resolve disputes in a simple, cost-effective manner. The new Bylaw Enforcement System will improve efficiency in the areas of paying and collecting fines as well as deliver a streamlined process to the public. The system will also see efficiencies by:

- Reducing the costly, time-consuming process associated with disputing parking tickets through the court system;
- Reducing the high cost of locating and serving defendants;
- Reducing the need for witnesses to attend minor disputes;
- Reducing the costs associated with using a Provincial Court judge to hear a parking ticket dispute in court;
- Reducing the need to employ lawyers or enforcement officers to take minor cases to court;
- Reducing the time bylaw officers spend in court, allowing them to concentrate on serving the public in other capacities.

#### How the new system works:

- The new system is intended to streamline the court procedures associated with hearing bylaw ticket disputes and assigning the appropriate fine. Adjudicators will determine whether a bylaw infraction did or did not occur. If a contravention has occurred, a full penalty will be applied as well as an adjudication fee of \$25 to offset the cost of the process. If no bylaw violation has occurred, no fine will be applied.
- Those wishing to dispute their parking ticket may do so by first contacting the municipality in which the ticket was issued within 14 days of issuance. At that point, the adjudication is a three step process:

1. The individual disputing their ticket (disputant) will have the opportunity to speak with a Screening Officer. The Screening Officer will review the ticket and cancel it if appropriate. If this officer does not cancel the ticket, it will be forwarded to the adjudicator, or paid, whichever the client chooses.
2. If going forward to adjudication, the disputant will advise the Screening Officer which method of service they prefer - mail, fax, phone, email or in person. At that time, the adjudication office will notify the disputant of what to do, what date and time. The municipalities will always present their case in writing to the adjudicator.
3. The disputant applies in writing for an adjudicator to hear the case. A date for adjudication will be provided, and will be conducted at North Vancouver City Hall. Options include providing a representation in writing, by phone or in person. The adjudication fee is collected only if the ticket is upheld.

#### Benefits:

- Municipalities have more power over bylaw fine collection;
- Provincial Court time is minimized;
- Disputes will be resolved locally with a minimum of process, benefiting both the community and person disputing the parking infraction;
- Those who are challenging tickets no longer wait all day for court hearing;
- Those who are challenging tickets do not have to leave work or home in order to have a hearing.

#### Background:

In 2003, Bylaw Officers issued an estimated 43,000 tickets across the North Shore, approximately 1,000 of which were disputed, requiring Bylaw Officers to appear in court.

Formal court proceedings are very costly. A typical prosecution can cost as much as \$3,000 for a matter resulting in a \$50 fine. Minor bylaw cases also tend to be given the lowest priority, which results in prolonged delay, adjournments and added costs.

#### Summary:

By implementing a system comprised of dedicated arbitrators and mediators, the City of North Vancouver, District of North Vancouver and District of West Vancouver as well as the Province of British Columbia ensures that all minor bylaw matters are resolved through a streamlined process. This not only saves further taxpayer dollars, but also allows provincial and municipal time and resources to be used more efficiently and effectively. As well, those challenging tickets will receive enhanced, quicker service through a streamlined and efficient system.

## APPENDICES

### A. Screening Policies

- District of West Vancouver
- District of North Vancouver
- City of North Vancouver

### B. North Shore Bylaw Dispute Registry – Operations Policy

### C. Project Stakeholders – Contact Information



# APPENDIX A – DISTRICT OF WEST VANCOUVER – SCREENING POLICY

## District of West Vancouver CORPORATE POLICY

Administration Division  
Policy #02-10-211

CIS File: 0282-02-10-211

Page 1 of 3

### Screening Officer Bylaw Notice Policy

#### 1.0 Purpose

WHEREAS the District of West Vancouver has passed a Bylaw designating certain Bylaw contraventions that may be dealt with by Bylaw Notice;

AND WHEREAS the District of West Vancouver has established a position of Screening Officer who must review all disputed Bylaw Notices before dispute adjudication in respect of the Bylaw Notice may be scheduled; and

AND WHEREAS the Screening Officer has the power to cancel a Bylaw Notice on a ground of cancellation authorized by the District pursuant to section 10(2)(a)(iii) of the *Local Government Bylaw Notice Enforcement Act*; and

WHEREAS the District of West Vancouver finds it expedient to provide for grounds of cancellation of a Bylaw Notice in certain circumstances;

NOW THEREFORE the District of West Vancouver resolves to authorize the Screening Officer to cancel Bylaw Notices in the described circumstances set out in this policy.

#### 2.0 Policy

2.1 The Screening Officer is authorized to cancel a Bylaw Notice where he or she is satisfied that one or more of the following reasons exist and a compliance agreement is not appropriate or available:

- (a) Identity cannot be proven, for example:
  - (i) The Bylaw Notice was issued to the wrong person; or
  - (ii) The vehicle involved in the contravention had been stolen.

Document #: 161177

## DISTRICT OF WEST VANCOUVER Corporate Policy

Policy #02-10-211

Screening Officer Bylaw Notice Policy

Page 2 of 3

- (b) An exception specified in the Bylaw or a related enactment is made out;
  - (i) Handicap vehicle in time zone or pay lot.
- (c) There is a poor likelihood of success at adjudication for the District, for example:
  - (i) The evidence is inadequate to show a contravention;
  - (ii) The Officer relied on incorrect information in issuing the Notice;
  - (iii) The Notice was not completed properly;
  - (iv) The Bylaw provision is unenforceable or poorly worded.
- (d) The contravention was necessary for the preservation of health and safety, for example:
  - (i) The contravention was the result of a medical emergency.
- (e) The Notice is one of a number of Notices arising out of the same incident, in which case the Screening Officer may cancel all but the most appropriate Notice.
- (f) It is not in the public interest to proceed to adjudication for one of the following reasons:
  - (i) The person who received the Notice was permitted or entitled to take the action, but the issuing officer was not aware of this entitlement or permit;
  - (ii) The person receiving the Notice was undergoing a personal tragedy at the time of the contravention such that it is not in the public interest to proceed;
  - (iii) The Bylaw has changed since the Notice was issued, and now authorizes the contravention.



## APPENDIX A – DISTRICT OF WEST VANCOUVER – SCREENING POLICY

### DISTRICT OF WEST VANCOUVER Corporate Policy

Policy #02-10-211      Screening Officer Bylaw Notice Policy      Page 3 of 3

- (g) The person exercised due diligence in their efforts to comply with the Bylaw, for example:
  - (i) As a result of mechanical problems the person could not comply with the Bylaw; or
  - (ii) The sign indicating the Bylaw requirement was not visible.

Approval Date Council April 5, 2004-04-13 Item 5.5	Approved by: David Stuart, Municipal Manager
Amendment Date:	Approved by:
Amendment Date:	Approved by:

# APPENDIX A – DISTRICT OF NORTH VANCOUVER – SCREENING POLICY



The Corporation of the District of North Vancouver

## CORPORATE POLICY MANUAL

Section:	Legislative & Regulatory Affairs	9
Sub-Section:	Bylaw Enforcement – General	4000
Title:	SCREENING OFFICER BYLAW NOTICE	2

### POLICY

The District of North Vancouver authorizes the Screening Officer to cancel Bylaw Notices in the described circumstances.

The Screening Officer is authorized to cancel a Bylaw Notice where he or she is satisfied that one or more of the following reasons exist and a compliance agreement is not appropriate or available:

- (a) Identity cannot be proven. For example:
  - (i) The Bylaw Notice was issued to the wrong person; or
  - (ii) The vehicle involved in the contravention had been stolen.
- (b) An exception specified in the Bylaw or a related enactment is made out;
- (c) There is a poor likelihood of success at adjudication for the District. For example:
  - (i) The evidence is inadequate to show a contravention;
  - (ii) The Officer relied on incorrect information in issuing the Notice;
  - (iii) The Notice was not completed properly; or
  - (iv) The Bylaw provision is unenforceable or poorly worded.
- (d) The contravention was necessary for the preservation of health and safety. For example:
  - (i) The contravention was the result of a medical emergency.
- (e) It is not in the public interest to proceed to adjudication for one of the following reasons:
  - (i) The person who received the Notice was permitted or entitled to take the action, but the issuing officer was not aware of this entitlement or permit; or
  - (ii) The Bylaw has changed since the Notice was issued, and now authorizes the contravention.
- (f) The person exercised due diligence in their efforts to comply with the Bylaw. For example:
  - (i) As a result of mechanical problems the person could not comply with the Bylaw.

### REASON FOR POLICY

Whereas

1. the District of North Vancouver has passed a Bylaw designating certain Bylaw contraventions that may be dealt with by Bylaw Notice; and
2. the District of North Vancouver has established a position of Screening Officer who must review all disputed Bylaw Notices before dispute adjudication in respect of the Bylaw Notice may be scheduled; and
3. the Screening Officer has the power to cancel a Bylaw Notice on a ground of cancellation authorized by the District pursuant to s. 10(2)(a)(iii) of the *Local Government Bylaw Notice Enforcement Act*.

the District of North Vancouver finds it expedient to provide for grounds of cancellation of a Bylaw Notice in certain circumstances.

### AUTHORITY TO ACT

Delegated to Staff.

Approval Date:	April 5, 2004	Approved by:	Regular Council
1. Amendment Date:		Approved by:	
2. Amendment Date:		Approved by:	
3. Amendment Date:		Approved by:	

## APPENDIX A – CITY OF NORTH VANCOUVER – SCREENING POLICY

### SCREENING OFFICER BYLAW NOTICE POLICY

WHEREAS the City of North Vancouver has passed a Bylaw designating certain Bylaw contraventions that may be dealt with by Bylaw Notice; and

WHEREAS the City of North Vancouver has established a position of Screening Officer who must review all disputed Bylaw Notices before dispute adjudication in respect of the Bylaw Notice may be scheduled; and

WHEREAS the Screening Officer has the power to cancel a Bylaw Notice on a ground of cancellation authorized by the City pursuant to s. 10(2)(a)(iii) of the *Local Government Bylaw Notice Enforcement Act*; and

WHEREAS the City of North Vancouver finds it expedient to provide for grounds of cancellation of a Bylaw Notice in certain circumstances,

NOW THEREFORE the City of North Vancouver resolves to authorize the Screening Officer to cancel Bylaw Notices in the described circumstances.

1. The Screening Officer is authorized to cancel and may cancel a Bylaw Notice where he or she is satisfied that one or more of the following reasons exist and the person is not willing to enter a compliance agreement or a compliance agreement is not available for the offence:
  - (a) Identity cannot be proven. For example:
    - (i) The Bylaw Notice was issued to the wrong person; or
    - (ii) The vehicle involved in the contravention had been stolen.
  - (b) An exception specified in the Bylaw or a related enactment is made out;
  - (c) There is a poor likelihood of success at adjudication for the City. For example:
    - (i) The evidence is inadequate to show a contravention;
    - (ii) The Officer relied on incorrect information in issuing the Notice;
    - (iii) The Notice was not completed properly;
  - (d) The contravention was necessary for the preservation of health and safety. For example:
    - (i) The contravention was the result of a medical emergency.

2

- (e) The Notice may be cancelled if it is not in the public interest to proceed to adjudication for one of the following reasons:
  - (i) The person who received the Notice was permitted or entitled to take the action, but the issuing officer was not aware of this entitlement or permit;
  - (ii) The person receiving the Notice does not live in the vicinity, or the vehicle is not registered in the vicinity, and the screening officer is satisfied the person is a tourist or visitor to the City and the person is not a repeat offender.
  - (iii) The person receiving the Notice was undergoing a personal tragedy at the time of the contravention such that it is not in the public interest to proceed;
  - (iv) The Bylaw has changed since the Notice was issued, and now authorizes the contravention.
  - (v) The offence occurred as a result of a mechanical problem and the person could not reasonably comply with the bylaw.

#### Encouragement to Purchase Skateboard Helmets - File: 3030-01

**PURSUANT** to the report of the City Clerk dated July 15, 2004, entitled “Encouragement to Purchase Skateboard Helmets”:

**THAT** City of North Vancouver Screening Officers be authorized to cancel tickets issued under section 408.8 of the “Street and Traffic Bylaw, 1991, No. 6234, which is:

**”No person shall propel, coast ride or in any other way use roller skates or a skateboard on any street, including the roadway, lane and sidewalk, public open space, plaza, other City properties or skateboard park unless that person is properly wearing a helmet on his or her head, except if that person is a person for whom the wearing of a helmet would interfere with an essential religious practice”;**

**ON THE PROVISIO THAT** a proof of purchase of a helmet is provided within 14 days of the issuance of the ticket.

**CARRIED UNANIMOUSLY**

## APPENDIX B – NORTH SHORE BYLAW DISPUTE REGISTRY – OPERATIONS POLICY

### North Shore Bylaw Dispute Adjudication Registry

#### Operations Policy

##### Purpose

The North Shore Bylaw Dispute Adjudication Registry (hereafter called the *Adjudication Registry*) provides a transparent and impartial process whereby disputants may challenge a Bylaw Notice issued by CNV, the District of North Vancouver, or the Municipality of West Vancouver. The Adjudication Registry is managed by the CNV in accordance with City Bylaw No. 7600.

##### Parties Involved

The process of disputing a notice involves five parties:

1. The Bylaw Officer (the CNV employee authorized to issue the notice)
2. The Disputant (the party disputing the notice).
3. The Screening Officer (the CNV employee designated under Bylaw No. 7600 to act as the Screening Officer).
4. The Dispute Coordinator (the CNV employee who coordinates the activities of the Adjudication Registry).
5. The Adjudicator (the independent adjudicator with authority to determine if the notice is dismissed or upheld).

##### Dispute Process

When a notice is disputed, the Disputant enters into a two step adjudication process:

##### Adjudication Step 1: Screening Officer

The disputant contacts the Screening Officer; this communication may be by phone, in person, or in writing. The Screening Officer acts as follows:

1. Reviews the notice with the Disputant (see Appendix C: *Screening Checklist*) and undertakes the appropriate investigation including communication with the Bylaw Officer issuing the notice to determine the validity of the notice. Data is entered into the AutoPROCESS system. The Screening Officer has the authority to either uphold or dismiss the notice in accordance with the cancellation policy set by Mayor and Council (See Appendix D: *Screening Officer Bylaw Notice Policy*).
2. If the notice is dismissed, the Screening Officer cancels the notice and no further action is required by the Disputant.
3. If the Screening Officer upholds the notice, three options are available:
  - i. The Disputant may pay the discounted fine.
  - ii. The Disputant may go forward with adjudication.
  - iii. Where permitted, the Disputant may enter into a compliance agreement in accordance with CNV Bylaw No. 7600.

For all options, the Disputant is advised of applicable fines, fees, and surcharges.

4. If the Disputant chooses to go forward with adjudication, the Screening Officer prepares a file for the Dispute Coordinator that includes two copies of each of the following documents:
  - i. A report prepared by the Screening Officer based upon communication with the Disputant and quote the bylaw section.
  - ii. A report prepared by the Bylaw Officer issuing the notice including rationale for issuing the notice.

##### Adjudication Step 2: Dispute Adjudication

The Dispute Coordinator receives the file from a CNV Screening Officer or other Municipal Screening Officer participating in the Adjudication Registry. Adjudication cannot proceed until the notice has been screened by a Screening Officer; the Dispute Coordinator only receives files from a Screening Officer, not from the Disputant. The Dispute Coordinator:

1. Confirms that the file is complete and requests additional information if necessary.
2. Liaises with the Adjudicator to set dates for the Adjudication Registry and then enters these dates into the calendar of the autoPROCESS ticket system.
3. Informs the Disputant of the available dates and agrees on the date and time.
4. Prepares a Notice of Adjudication to be sent to the Disputant and to the municipality concerned which confirms the date and time of the Adjudication Hearing along with the Disputant's preferred method of participation: in person, by phone, or through submission of documentation prior to the date of adjudication.
5. Coordinates with CNV departments, as necessary, to prepare for the Adjudication Registry. This includes preparing an agenda for the scheduled date of the Adjudication Registry. The agenda includes time, notice number, name of Disputant, method of participation by Disputant, and municipal authority issuing the notice.

The following CNV departments must be notified of the forthcoming adjudication dates:

- i. Finance-Cashier and Accounting (notices issued by other municipalities may be paid at the CNV only on the day of the Adjudication Registry).
- ii. Building Services (to set up the room for the Adjudication Registry).
- iii. Information Technology (to set up computers for the Adjudication Registry).
- iv. Security.
- v. Bylaw Supervisor.
- vi. The municipal authority issuing the notice, if other than the CNV.
- vii. Bylaw Manager.
- viii. Adjudication room (booking).
- ix. City Hall Receptionist
- x. City Clerk
- xi. Director Corporate Services

## APPENDIX B – NORTH SHORE BYLAW DISPUTE REGISTRY – OPERATIONS POLICY

6. Maintains an updated file and has this file available, as requested, for the Adjudicator. This file, which must be obtained from the municipality involved, includes the following documents:
  - i. The report prepared by the Screening Officer.
  - ii The report prepared by the Bylaw Officer.
  - iii Any additional information detailing the rationale for not dismissing the notice.
  - iv A copy of the Notice of Adjudication.
  - v A copy of the Bylaw Notice.
  - vi A printed quote of the bylaw section under which the notice was issued.
7. Following the Adjudication Hearing, returns the file to the CNV or other Municipal Authority with outcome of the Hearing noted.
8. If a CNV notice is dismissed at the Adjudication Registry, no further action is required.
9. If a CNV notice is upheld at the Adjudication Registry, the CNV prepares a letter to the Disputant which states the bylaw notice number, confirms the adjudication decision, states the total fine and fees outstanding along with the date on which a surcharge will be applied along with the amount of the surcharge, provides alternative methods of payment, and states that the notice will be referred to a collection agent if left unpaid.

## APPENDIX C – Project Stakeholders – Contact Information

### Project Stakeholders Contact Information

(Last Updated: September 2005)

INDIVIDUAL	ORGANIZATION	CONTACT INFORMATION
Wayne Willows <i>A/ Director</i>	Court Services Branch, Ministry of Attorney General	(250) 356-1529 Wayne.Willows@gov.bc.ca
Kate Kimberley <i>Senior Policy and Planning Analyst</i>	Court Services Branch, Ministry of Attorney General	(250) 356-6680 Kate.Kimberley@gov.bc.ca
Marijke Edmondson <i>Manager, Local Government Liaison</i>	Local Government Advisory Services Branch, Ministry of Community Services	(250) 387-4032 Marijke.Edmondson@gov.bc.ca
Tom MacDonald <i>Executive Director</i>	Local Government Management Association (LGMA)	(250) 383-7032 tmacdonald@lgma.ca
Ken Vance <i>Senior Policy Analyst</i>	Union of British Columbia Municipalities (UBCM)	(604) 270-8226 kvance@civicnet.bc.ca
Rick Beauchamp <i>Director of Administrative Services</i>	District of West Vancouver	(604) 925-7003 rbeauchamp@westvancouver.ca
Dennis Back <i>Director of Corporate Services</i>	District of North Vancouver	(604) 990-2205 dennis_back@dnv.org
Barbara Hamilton <i>Supervisor, Bylaw Enforcement</i>	City of North Vancouver	(604) 904-7378 bhamilton@cnv.org

**PROVINCE OF BRITISH COLUMBIA**  
**ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL**

Order in Council No. 161, Approved and Ordered April 7, 2025

*Wendy Coochia*  
 Lieutenant Governor

**Executive Council Chambers, Victoria**

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, effective April 9, 2025, the Bylaw Notice Enforcement Regulation, B.C. Reg. 175/2004, is amended by adding the following to Schedule 1 as indicated:

Column 1 Date Act Applies	Column 2 Local Government
April 9, 2025	Capital Regional District
April 9, 2025	City of Courtenay
April 9, 2025	City of Merritt
April 9, 2025	City of Powell River
April 9, 2025	District of Fort St. James

**DEPOSITED**

April 7, 2025

B.C. REG. 45/2025

*[Signature]*  
 Attorney General and Deputy Premier

*[Signature]*  
 Presiding Member of the Executive Council

*(This part is for administrative purposes only and is not part of the Order.)*

Authority under which Order is made:

Act and section: Local Government Bylaw Notice Enforcement Act, S.B.C. 2003, c. 60, s. 29

Other: OIC 392/2004

R10885911

## CAPITAL REGIONAL DISTRICT

## BYLAW NO. XXXX

\*\*\*\*\*

**A BYLAW RESPECTING THE ENFORCEMENT OF BYLAW NOTICES**

\*\*\*\*\*

**WHEREAS** pursuant to the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c 60 and regulations thereto, a local government may, by bylaw;

- A. Designate bylaw contraventions that may be dealt with by Bylaw Notice;
- B. Establish the amount of penalty for a contravention referred to in paragraph A;
- C. Establish the period for paying or disputing a Bylaw Notice; and
- D. Establish a Bylaw Notice dispute adjudication system to resolve disputes in relation to Bylaw Notices.

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

**1. DEFINITIONS AND INTERPRETATION**

In this Bylaw,

- a) “**Act**” means the *Local Government Bylaw Notice Enforcement Act*;
- b) “**CRD**” means the Capital Regional District;
- c) “**Registry**” means the Bylaw Notice Dispute Adjudication Registry;
- d) a reference to a person designated as a screening officer or bylaw enforcement officer by virtue of their appointed position includes a person appointed to a similar position with substantially the same duties and functions.

**2. TERMS**

The terms in this Bylaw have the same meaning as the terms defined in the *Act*.

**3. BYLAW CONTRAVENTIONS**

The bylaws and bylaw contraventions designated in Schedule “A” attached hereto and forming part of this bylaw, may be dealt with by Bylaw Notice.

**4. PENALTY**

The penalty for a contravention referred to in Section 3 is as follows:



- a) subject to paragraphs 4 (b) and (c), is the Penalty amount set out in the “Fine Amount” column of the *Appendices* of Schedule “A”;
- b) if received by the CRD within 14 days after the person received or is presumed to have received the Bylaw Notice, is the Early Payment Penalty set out in the “Early Payment” column of the *Appendices* of Schedule “A”;
- c) if received by the CRD more than 28 days after the person received or is presumed to have received the Bylaw Notice, is subject to the late payment surcharge set out in the “Late Payment” column of the *Appendices* of Schedule “A”, in addition to the Penalty amount under paragraph 4 (a).

## **5. PERIOD FOR PAYING OR DISPUTING NOTICE**

- a) A person who receives a Bylaw Notice must, within 14 days of the date on which the person received or is presumed to have received the Bylaw Notice:
  - i. pay the penalty; or
  - ii. request dispute adjudication;

by filling in the appropriate portion of the Bylaw Notice indicating either a payment or a dispute and delivering it by the methods detailed on the Bylaw Notice.

- b) A person may pay the indicated penalty after 14 days of receiving or being presumed to have received the Bylaw Notice, subject to the applicable late payment surcharge for late payment in accordance with Section 4 (c) of this Bylaw, but no person may dispute the Bylaw Notice after fourteen (14) days of receiving or being presumed to have received the Bylaw Notice.
- c) Where a Bylaw Notice was delivered other than in person, and the person to whom a notice under section 24(1) of the *Act* is sent advises the CRD in accordance with the 21 day time limit in section 25 of the *Act* that they did not receive a copy of the Bylaw Notice, the time limits for responding to a Bylaw Notice under Sections 4, 5, and 6 of this Bylaw do not begin to run until the Bylaw Notice is re-issued and delivered to them in accordance with the *Act*.

## **6. BYLAW NOTICE DISPUTE ADJUDICATION REGISTRY**

- a) The Registry is established as a bylaw notice dispute adjudication system in accordance with the *Act* to resolve disputes in relation to bylaw notices.
- b) The civic address of the Registry is unit 212-2780 Veterans Memorial Parkway, Langford, BC V9B 3S6.
- c) Every person who is unsuccessful in a dispute adjudication in relation to a bylaw notice or a compliance agreement under the dispute adjudication system established under this Bylaw, must pay the CRD an additional administration fee of twenty-five (25) dollars for the purpose of the CRD recovering the costs of the adjudication system.

## **7. SCREENING OFFICERS**

- a) The position of Screening Officer is established.

- b) The persons holding the following positions are designated classes of persons that are appointed as Screening Officers:
  - i. Senior Manager, Protective Services
  - ii. Manager, Bylaw Enforcement and Animal Care
  - iii. Senior Bylaw Enforcement Officer
  - iv. Senior Administrative Officer (Bylaw)

## **8. POWERS, DUTIES AND FUNCTIONS OF SCREENING OFFICERS**

- a) The powers, duties and functions of Screening Officers are as set out in the *Act*, and include the following:
  - i. Where requested by the person against whom a contravention is alleged, communicate information respecting the nature of the contravention, the provision of the bylaw contravened, the facts on which the contravention allegation is based, the penalty for a contravention, the opportunity to enter into a compliance agreement, the opportunity to proceed to the bylaw notice adjudication system and the fee or fees payable in relation to the bylaw notice dispute adjudication process.
  - ii. To communicate with any or all the following for the purposes of performing their functions under the *Act*:
    - 1) the person against whom a contravention is alleged or their representative;
    - 2) the bylaw enforcement officer issuing the bylaw notice;
    - 3) the complainant or their representative;
    - 4) CRD staff and records regarding the disputant's history of bylaw compliance.
  - iii. To prepare and enter into compliance agreements under the *Act* with persons who dispute bylaw notices, including the establishment of terms and conditions for compliance that the Screening Officer considers necessary or advisable, including time periods for payment of penalties and compliance with this Bylaw.
  - iv. To provide for payment of a reduced penalty if a compliance agreement is entered into, as provided in each of the Schedules to this Bylaw; and
  - v. To cancel bylaw notices in accordance with the *Act* or CRD policies and guidelines.
- b) The maximum duration of a compliance agreement is one year.
- c) The bylaw contraventions in relation to which a Screening Officer may enter into a compliance agreement are listed in the "Compliance Agreement Available" column in Schedule "A".
- d) Where a compliance agreement is entered into, the penalty payable for the offence shall be reduced to one half of the "Fine Amount" for the offence as listed in each of the Schedules to this Bylaw.

## **9. BYLAW ENFORCEMENT OFFICERS**

Designated bylaw enforcement officers for the purposes of this Bylaw and the *Act* are those persons listed under "Designated Bylaw Enforcement Officer" in Schedule "A".

## 10. FORM OF BYLAW NOTICE

The CRD may, from time to time, provide for the form or forms of the bylaw notice, provided the bylaw notice complies with Section 4 of the Act.

## 11. SCHEDULES

- a) Schedule “A”, Designated Bylaws and Bylaw Enforcement Officers; and Designated Bylaw Contraventions and Penalties are attached and form part of the bylaw.

## 12. SEVERABILITY

If any provision of this Bylaw is held to be invalid by a court of competent jurisdiction, the provision may be severed from the Bylaw and such invalidity shall not affect the validity of the remaining portions of this Bylaw. This Bylaw shall take effect upon the date of its adoption.

## 13. CITATION

This Bylaw may be cited for all purposes as “Bylaw Enforcement Notice Bylaw No. 1, 2025”.

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

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CHAIR

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CORPORATE OFFICER

**Schedule "A" attached to and forming part of Bylaw Notice Enforcement Bylaw No. 1, 2025  
Designated Bylaws and Bylaw Enforcement Officers**

**SCHEDULE 1 TO BYLAW NO. XXXX**

<b>SCHEDULE</b>	<b>DESIGNATED BYLAW</b>	<b>DESIGNATED BYLAW ENFORCEMENT OFFICER</b>
2.	<b>Malahat Land Use Bylaw, 1981</b>	Bylaw Enforcement Officer
3.	<b>Juan de Fuca Land Use Bylaw, 1992</b>	Bylaw Enforcement Officer
4.	<b>Unsightly Premises By-law No. 1, 1991</b>	Bylaw Enforcement Officer
5.	<b>Building Regulation Bylaw No. 5, 2010</b>	Bylaw Enforcement Officer Senior Building Inspector
6.	<b>Amusement Machine and Games Room Regulation By-law, 1983</b>	Bylaw Enforcement Officer RCMP Officer
7.	<b>Juan de Fuca Soil Removal or Deposit Bylaw No. 1, 2015</b>	Bylaw Enforcement Officer
8.	<b>Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013</b>	Bylaw Enforcement Officer Cross-Connection Control Officer Fire Chief Peace Officer Police Officer
9.	<b>Animal Regulation and Impounding By-law No. 1, 1986</b>	Animal Control Officer Assistant Animal Control Officer Bylaw Enforcement Officer
10.	<b>Noise Suppression Bylaw (Southern Gulf Islands) No. 1, 2006</b>	Bylaw Enforcement Officer RCMP Officer
11.	<b>Noise Suppression Bylaw (Juan de Fuca) No. 1, 2007</b>	Bylaw Enforcement Officer RCMP Officer
12.	<b>Noise Suppression Bylaw (Salt Spring Island) No. 1, 2006</b>	Bylaw Enforcement Officer RCMP Officer
13.	<b>Capital Regional District Idling Control Bylaw No. 1, 2008</b>	Bylaw Enforcement Officer Environmental Health Officer
14.	<b>Water Regulations Bylaw No. 1, 1990</b>	Bylaw Enforcement Officer Fire Chief Peace Officer Police Officer
15.	<b>Langford Sign Bylaw 1987</b>	Bylaw Enforcement Officer
16.	<b>Capital Regional District Clean Air Bylaw No. 1, 2014</b>	Bylaw Enforcement Officer Environmental Health Officer Public Health Educator Tobacco Enforcement Officer

## SCHEDULE 1 TO BYLAW NO. XXXX

### SCHEDULE DESIGNATED BYLAW

### DESIGNATED BYLAW ENFORCEMENT OFFICER

- |   |   |
|---|---|
| 17. Food Handler Bylaw No. 1, 1991  | Director, Health Protection and Environmental Programs<br>Environmental Health Educator<br>Environmental Health Officer                       |
| 18. Capital Regional District Parks Regulation Bylaw No. 1, 2018  | Animal Control Officer<br>Bylaw Enforcement Officer<br>Municipal Police Officer<br>Park Officer<br>RCMP Officer<br>Watershed Security Officer |
| 19. Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013                                      | Bylaw Enforcement Officer   |
| 20. Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023                      | Bylaw Enforcement Officer<br>Peace Officer<br>Police Officer  |
| 21. Capital Regional District Sewer Use Bylaw No. 5, 2001   | Bylaw Enforcement Officer<br>Sewage Control Manager<br>Sewage Control Officer   |
| 22. Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000   | Bylaw Enforcement Officer<br>Ports Manager<br>RCMP Officer<br>Wharfinger  |
| 23. Community Parks Regulations (Juan de Fuca and Salt Spring Island Electoral Areas) Bylaw No. 1, 2012 | Animal Control Officer<br>Bylaw Enforcement Officer<br>Park Officer<br>RCMP Officer   |
| 24. Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012                | Bylaw Enforcement Officer   |
| 25. Capital Regional District Septage Disposal Bylaw No. 2, 2000  | Bylaw Enforcement Officer<br>Sewage Control Manager<br>Sewage Control Officer   |
| 26. Capital Regional District Water Conservation Bylaw No. 1, 2016                                      | Bylaw Enforcement Officer   |
| 27. Capital Regional District Water Supply Area Regulations Bylaw No. 1, 2000                           | Animal Control Officer<br>Bylaw Enforcement Officer<br>Conservation Officer<br>Park Officer<br>Peace Officer<br>Watershed Security Officer    |

## SCHEDULE 1 TO BYLAW NO. XXXX

<b>SCHEDULE</b>	<b>DESIGNATED BYLAW</b>	<b>DESIGNATED BYLAW ENFORCEMENT OFFICER</b>
28.	<b>Civic Addressing Bylaw (Salt Spring Island Electoral Area) No. 1, 2016</b>	Bylaw Enforcement Officer
29.	<b>Civic Addressing Bylaw (Juan de Fuca Electoral Area) No. 1, 2016</b>	Bylaw Enforcement Officer
30.	<b>Intentionally deleted – reserved for future use</b>	
31.	<b>Capital Regional District Composting Facilities Regulation Bylaw No. 1, 2004</b>	Bylaw Enforcement Officer
32.	<b>Salt Spring Island Transfer Station Regulation Bylaw No. 1, 2001</b>	Bylaw Enforcement Officer
33.	<b>Fire Regulation Bylaw No. 2, 2022</b>	Bylaw Enforcement Officer Fire Chief Peace Officer RCMP Officer
34.	<b>Onsite Sewage System Maintenance Bylaw, 2007</b>	Bylaw Enforcement Officer
35.	<b>Capital Regional District Tanning Facility Regulation Bylaw No. 1, 2010</b>	Bylaw Enforcement Officer Environmental Health Officer
36.	<b>Capital Regional District Cross Connection Control Bylaw No. 1, 2008</b>	Bylaw Enforcement Officer Cross Connection Control Inspector Cross Connection Control Officer
37.	<b>Civic Addressing Bylaw (Southern Gulf Islands Electoral Area) No. 1, 2016</b>	Bylaw Enforcement Officer
38.	<b>Community Parks Regulations (Pender Islands) Bylaw No. 1, 1987</b>	Animal Control Officer Bylaw Enforcement Officer Fire Chief Municipal Police Officer Park Officer Peace Officer RCMP Officer
39.	<b>Saanich Peninsula Stormwater Source Control Bylaw No. 1, 2017</b>	Bylaw Enforcement Officer Stormwater Control Manager Stormwater Control Officer
40.	<b>Electric Vehicle Charging and Fees Bylaw No. 1, 2024</b>	Bylaw Enforcement Officer Park Officer

**Schedule “A” attached to and forming part of Bylaw Notice Enforcement Bylaw No. 1, 2025  
Designated Bylaw Contraventions and Penalties**

**SCHEDULE 2 TO BYLAW NO. XXXX**

**MALAHAT LAND USE BYLAW, 1981**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Contrary land, building or structure use	1.3.01	\$200.00	\$150.00	\$250.00	No
Altering non-conforming building	1.3.02	\$200.00	\$150.00	\$250.00	No
Principal/accessory building within setbacks	2.1.02(1)	\$200.00	\$150.00	\$250.00	No
Swimming pool in front yard or contrary to setbacks	2.1.02(2)	\$200.00	\$150.00	\$250.00	No
Building within flood control setback	2.1.05(1)(a)(i)-(v)	\$200.00	\$150.00	\$250.00	No
Building within flood control setback	2.1.05(1)(b)(i)-(v)	\$200.00	\$150.00	\$250.00	No
Accessory building without principal building	2.1.06(1)(a)	\$200.00	\$150.00	\$250.00	No
Accessory building as dwelling	2.1.06(1)(c)	\$200.00	\$150.00	\$250.00	No
Accessory building contrary to front yard setback	2.1.06(1)(d)	\$200.00	\$150.00	\$250.00	No
Accessory building contrary setback to principal building	2.1.06(1)(e)	\$200.00	\$150.00	\$250.00	No
Satellite dish contrary to height	2.1.06(1)(f)	\$200.00	\$150.00	\$250.00	No
Accessory building exceed height	2.1.06(2)(a)	\$200.00	\$150.00	\$250.00	No
Accessory building exceeds floor area	2.1.06(2)(b)	\$200.00	\$150.00	\$250.00	No
Accessory building contrary side and rear setback	2.1.06(2)(c)	\$200.00	\$150.00	\$250.00	No
Accessory building contrary to corner lot side setback	2.1.06(2)(d)(i)	\$200.00	\$150.00	\$250.00	No
Accessory building contrary to corner lot rear setback	2.1.06(2)(d)(ii)	\$200.00	\$150.00	\$250.00	No
Accessory building flanking street setback	2.1.06(3)(a)	\$200.00	\$150.00	\$250.00	No

**Schedule "A" attached to and forming part of Bylaw Notice Enforcement Bylaw No. 1, 2025  
Designated Bylaw Contraventions and Penalties**

**SCHEDULE 2 TO BYLAW NO. XXXX**

**MALAHAT LAND USE BYLAW, 1981**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Accessory building setback rear lot line	2.1.06(3)(b)	\$200.00	\$150.00	\$250.00	No
Home based business alters appearance	2.1.07(1)	\$200.00	\$150.00	\$250.00	No
Home based business – Excess non-resident employee	2.1.07(2)	\$200.00	\$150.00	\$250.00	No
Home based business – Excess Area	2.1.07(3)	\$200.00	\$150.00	\$250.00	No
Home based business – non-conforming sign	2.1.07(4)	\$200.00	\$150.00	\$250.00	No
Home based business – Not contained	2.1.07(5)	\$200.00	\$150.00	\$250.00	No
Home based business creates nuisance	2.1.07(6)	\$200.00	\$150.00	\$250.00	No
Dog kennel accessory building setback	2.1.07(8)	\$200.00	\$150.00	\$250.00	No
Contrary to permitted uses	2.1.09(1)	\$200.00	\$150.00	\$250.00	No
Excess unenclosed unlicensed vehicle/RV	2.1.09(2)(a)	\$200.00	\$150.00	\$250.00	No
Unenclosed vehicle parts	2.1.09(2)(b)	\$200.00	\$150.00	\$250.00	No
Illegally sited vehicles	2.1.09(2)(c)	\$200.00	\$150.00	\$250.00	No
Unlicensed vehicle/parts on vacant lot	2.1.09(2)(d)	\$200.00	\$150.00	\$250.00	No
Obstruct visibility at intersections	2.1.12	\$200.00	\$150.00	\$250.00	No
Temporary building exceed duration	2.1.13	\$200.00	\$150.00	\$250.00	No
Secondary suite not permitted	2.1.16(1)	\$200.00	\$150.00	\$250.00	No
Secondary suite not permitted	2.1.16(2)	\$200.00	\$150.00	\$250.00	No



**Schedule "A" attached to and forming part of Bylaw Notice Enforcement Bylaw No. 1, 2025  
Designated Bylaw Contraventions and Penalties**

**SCHEDULE 2 TO BYLAW NO. XXXX**

**MALAHAT LAND USE BYLAW, 1981**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Secondary suite exceeds habitable area	2.1.16(3)	\$200.00	\$150.00	\$250.00	No
Secondary suite exceeds floor area	2.1.16(4)	\$200.00	\$150.00	\$250.00	No
Excess secondary suites	2.1.16(5)	\$200.00	\$150.00	\$250.00	No
Not owner occupied	2.1.16(6)	\$200.00	\$150.00	\$250.00	No
Boarders/lodgers not permitted	2.1.16(7)	\$200.00	\$150.00	\$250.00	No
No building permit secondary suite	2.1.16(8)	\$200.00	\$150.00	\$250.00	No
Secondary suite insufficient parking	2.1.16(9)	\$200.00	\$150.00	\$250.00	No
Secondary suite not permitted	2.1.16(11)	\$200.00	\$150.00	\$250.00	No
Detached suite not permitted	2.1.17(1)	\$200.00	\$150.00	\$250.00	No
Excess detached or secondary suite	2.1.17(2)	\$200.00	\$150.00	\$250.00	No
No building permit detached suite	2.1.17(4)	\$200.00	\$150.00	\$250.00	No
Detached suite non-conforming floor area	2.1.17(6)	\$200.00	\$150.00	\$250.00	No
Detached suite exceed maximum height	2.1.17(7)	\$200.00	\$150.00	\$250.00	No
Detached suite does not meet setbacks	2.1.17(8)	\$200.00	\$150.00	\$250.00	No
Detached suite insufficient parking	2.1.17(9)	\$200.00	\$150.00	\$250.00	No
Not owner occupied	2.1.17(12)	\$200.00	\$150.00	\$250.00	No
Boarders/lodgers not permitted	2.1.17(13)	\$200.00	\$150.00	\$250.00	No
Bed and breakfast not permitted	2.1.17(14)	\$200.00	\$150.00	\$250.00	No
Secondary suite not permitted	2.1.17(15)	\$200.00	\$150.00	\$250.00	No
Bed and breakfast alters appearance	2.1.18(1)	\$200.00	\$150.00	\$250.00	No

**Schedule "A" attached to and forming part of Bylaw Notice Enforcement Bylaw No. 1, 2025  
Designated Bylaw Contraventions and Penalties**

**SCHEDULE 2 TO BYLAW NO. XXXX**

**MALAHAT LAND USE BYLAW, 1981**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Bed and breakfast exceeds regulations	2.1.18(2)	\$200.00	\$150.00	\$250.00	No
Bed and breakfast insufficient parking	2.1.18(3)	\$200.00	\$150.00	\$250.00	No
Bed and breakfast units (3)/person (10) exceeded	2.1.18(6)	\$200.00	\$150.00	\$250.00	No
Bed and breakfast units (4)/person (12) exceeded	2.1.18(7)	\$200.00	\$150.00	\$250.00	No
Bed and breakfast only allows breakfast meals	2.1.18(8)	\$200.00	\$150.00	\$250.00	No
Bed and breakfast exceeds vehicular traffic allowance	2.1.18(9)	\$200.00	\$150.00	\$250.00	No
Bed and breakfast unenclosed storage	2.1.18(10)	\$200.00	\$150.00	\$250.00	No
Bed and breakfast accessory setbacks not met	2.1.18(11)	\$200.00	\$150.00	\$250.00	No
Bed and breakfast floor area exceeded	2.1.18(12)	\$200.00	\$150.00	\$250.00	No
Bed and breakfast unpermitted cooking facilities	2.1.18(13)	\$200.00	\$150.00	\$250.00	No
Bed and breakfast not permitted	2.1.18(14)	\$200.00	\$150.00	\$250.00	No

### SCHEDULE 3 TO BYLAW NO. XXXX

#### **JUAN DE FUCA LAND USE BYLAW, 1992**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Unlawful accessory building	Part 1, 4.01(1)(a)	\$200.00	\$150.00	\$250.00	No
Accessory building as dwelling	Part 1, 4.01(1)(c)	\$250.00	\$187.50	\$312.50	No
Accessory building occupied no permits	Part 1, 4.01(2)(b)(i)	\$200.00	\$150.00	\$250.00	No
Home based business alters appearance	Part 1, 4.06(1)(a)	\$200.00	\$150.00	\$250.00	No
Home based business creates nuisance	Part 1, 4.06(1)(d)	\$200.00	\$150.00	\$250.00	No
Home based business – insufficient parking	Part 1, 4.06(1)(f)	\$200.00	\$150.00	\$250.00	No
Home based business – unlawful traffic/parking	Part 1, 4.06(1)(h)	\$200.00	\$150.00	\$250.00	No
Home based business – not contained	Part 1, 4.06(2)(a)(ii)	\$200.00	\$150.00	\$250.00	No
Home based business – excessive area	Part 1, 4.06(2)(c)	\$200.00	\$150.00	\$250.00	No
Home based business – excess non-resident employee	Part 1, 4.06(2)(e)	\$200.00	\$150.00	\$250.00	No
Home based business – unlawful storage	Part 1, 4.06(2)(f)	\$200.00	\$150.00	\$250.00	No
Bed and breakfast – exceed 3 B&B units or 10 persons	Part 1, 4.06(3)(b)(i)	\$200.00	\$150.00	\$250.00	No
Bed and breakfast – exceed 4 B&B units or 12 persons	Part 1, 4.06(3)(b)(ii)	\$200.00	\$150.00	\$250.00	No
Bed and breakfast – excess meals served	Part 1, 4.06(3)(c)	\$200.00	\$150.00	\$250.00	No
Bed and breakfast – unlawful traffic	Part 1, 4.06(3)(d)	\$200.00	\$150.00	\$250.00	No
Bed and breakfast – unlawful storage	Part 1, 4.06(3)(e)	\$200.00	\$150.00	\$250.00	No
Bed and breakfast – exceed setback requirements	Part 1, 4.06(3)(f)	\$200.00	\$150.00	\$250.00	No

### SCHEDULE 3 TO BYLAW NO. XXXX

#### JUAN DE FUCA LAND USE BYLAW, 1992

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Bed and breakfast – exceed lawful floor area	Part 1, 4.06(3)(g)	\$200.00	\$150.00	\$250.00	No
Unlawful home industry	Part 1, 4.06(4)(a)	\$200.00	\$150.00	\$250.00	No
Home industry – excess non-resident employee	Part 1, 4.06(4)(b)	\$200.00	\$150.00	\$250.00	No
Home industry in setback/not screened	Part 1, 4.06(4)(c)	\$200.00	\$150.00	\$250.00	No
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)	\$200.00	\$150.00	\$250.00	No
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)(i)(a)	\$200.00	\$150.00	\$250.00	No
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)(i)(b)	\$200.00	\$150.00	\$250.00	No
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)(ii)	\$200.00	\$150.00	\$250.00	No
Home industry – portable sawmill in setback	Part 1, 4.06(4)(d)(iii)	\$200.00	\$150.00	\$250.00	No
Home industry – material storage in setback	Part 1, 4.06(4)(d)(iv)	\$200.00	\$150.00	\$250.00	No
Home industry – unscreened material storage	Part 1, 4.06(4)(d)(iv)	\$200.00	\$150.00	\$250.00	No
Home industry – exceeds authorized area	Part 1, 4.06(4)(e)	\$200.00	\$150.00	\$250.00	No
Home industry – unscreened materials storage	Part 1, 4.06(4)(f)	\$200.00	\$150.00	\$250.00	No
Home industry – parking prohibited commercial vehicle	Part 1, 4.06(4)(g)	\$200.00	\$150.00	\$250.00	No
Garbage container in setback	Part 1, 4.07(3)	\$200.00	\$150.00	\$250.00	No
Contrary to permitted uses	Part 1, 4.09(1)	\$200.00	\$150.00	\$250.00	No
Excess unenclosed unlicensed vehicle/RV	Part 1, 4.09(2)(a)	\$200.00	\$150.00	\$250.00	No

### SCHEDULE 3 TO BYLAW NO. XXXX

#### **JUAN DE FUCA LAND USE BYLAW, 1992**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Unenclosed vehicle parts	Part 1, 4.09(2)(b)	\$200.00	\$150.00	\$250.00	No
Illegally sited vehicles	Part 1, 4.09(2)(c)	\$200.00	\$150.00	\$250.00	No
Unlicensed vehicle/parts on vacant lot	Part 1, 4.09(2)(d)	\$200.00	\$150.00	\$250.00	No
Unenclosed unsightly material	Part 1, 4.09(2)(e)	\$200.00	\$150.00	\$250.00	No
Recycle depot – unenclosed storage	Part 1, 4.11	\$200.00	\$150.00	\$250.00	No
Obstructed visibility	Part 1, 4.16	\$200.00	\$150.00	\$250.00	No
Exceed allowed fence height	Part 1, 4.17(2)(a)	\$200.00	\$150.00	\$250.00	No
Exceed allowed fence height	Part 1, 4.17(2)(b)	\$200.00	\$150.00	\$250.00	No
Exceed allowed fence height	Part 1, 4.17(2)(c)	\$200.00	\$150.00	\$250.00	No
Exceed allowed fence height	Part 1, 4.17(3)(a)	\$200.00	\$150.00	\$250.00	No
Exceed allowed fence height	Part 1, 4.17(3)(b)	\$200.00	\$150.00	\$250.00	No
Prohibited animals	Part 1, 4.18(1)	\$200.00	\$150.00	\$250.00	No
Excess rabbits	Part 1, 4.18(2)	\$200.00	\$150.00	\$250.00	No
Secondary suite not permitted	Part 1, 4.19(1)(a)	\$200.00	\$150.00	\$250.00	No
Excess secondary or detached suite	Part 1, 4.19(1)(e)	\$200.00	\$150.00	\$250.00	No
Not owner occupied	Part 1, 4.19(1)(f)	\$200.00	\$150.00	\$250.00	No
Boarders/lodgers not permitted	Part 1, 4.19(1)(g)	\$200.00	\$150.00	\$250.00	No
No building permit secondary suite	Part 1, 4.19(2)	\$200.00	\$150.00	\$250.00	No
Secondary suite insufficient parking	Part 1, 4.19(3)	\$200.00	\$150.00	\$250.00	No
Secondary suite not permitted	Part 1, 4.19(4)	\$200.00	\$150.00	\$250.00	No

### SCHEDULE 3 TO BYLAW NO. XXXX

#### JUAN DE FUCA LAND USE BYLAW, 1992

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Unpermitted detached suite	Part 1, 4.20(a)	\$200.00	\$150.00	\$250.00	No
Excess detached or secondary suite	Part 1, 4.20(b)	\$200.00	\$150.00	\$250.00	No
No building permit detached suite	Part 1, 4.20(d)	\$200.00	\$150.00	\$250.00	No
Detached suite no parking	Part 1, 4.20(i)	\$200.00	\$150.00	\$250.00	No
Not owner occupied	Part 1, 4.20(l)	\$200.00	\$150.00	\$250.00	No
Boarders/lodgers not permitted	Part 1, 4.20(m)	\$200.00	\$150.00	\$250.00	No
Illegal bed and breakfast	Part 1, 4.20(n)	\$200.00	\$150.00	\$250.00	No
Detached suite not permitted	Part 1, 4.20(o)	\$200.00	\$150.00	\$250.00	No
Zone A excess RVs	Part 2, 2.01(i)	\$200.00	\$150.00	\$250.00	No
Zone A-1 excess RVs	Part 2, 2A.02(i)	\$200.00	\$150.00	\$250.00	No
Zone AG excess RVs	Part 2, 4.01(g)	\$200.00	\$150.00	\$250.00	No
Zone AG-1 excess RVs	Part 2, 4C.02(f)	\$200.00	\$150.00	\$250.00	No
Zone RR-WI excess RVs	Part 2, 4D.02(d)	\$200.00	\$150.00	\$250.00	No
Zone RR-2 excess RVs	Part 2, 6.01(i)	\$200.00	\$150.00	\$250.00	No
Zone RR-2A excess RVs	Part 2, 6A.01(e)	\$200.00	\$150.00	\$250.00	No
Zone WT-1 excess RVs	Part 2, 6B.01(e)	\$200.00	\$150.00	\$250.00	No
Zone WT-2 excess RVs	Part 2, 6C.01(e)	\$200.00	\$150.00	\$250.00	No
Zone WT-3 excess RVs	Part 2, 6D.01(e)	\$200.00	\$150.00	\$250.00	No
Zone RR-6 excess RVs	Part 2, 10.01(i)	\$200.00	\$150.00	\$250.00	No
Parking not provided	Part 3, 1.0	\$200.00	\$150.00	\$250.00	No
Visitor parking requirement	Part 3, 9.0	\$200.00	\$150.00	\$250.00	No
Handicapped parking requirement	Part 3, 10.0(1)- (5)	\$200.00	\$150.00	\$250.00	No
Non-permitted sign	Part 4, 1.01(1)	\$200.00	\$150.00	\$250.00	No

### SCHEDULE 3 TO BYLAW NO. XXXX

#### JUAN DE FUCA LAND USE BYLAW, 1992

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Prohibited sign	Part 4, 1.02(a)-(e)	\$200.00	\$150.00	\$250.00	No
No sign permit	Part 4, 1.05(1)	\$200.00	\$150.00	\$250.00	No
Poorly maintained sign	Part 4, 1.09	\$200.00	\$150.00	\$250.00	No
Sign affecting visibility	Part 4, 1.10	\$200.00	\$150.00	\$250.00	No

## SCHEDULE 4 TO BYLAW NO. XXXX

### UNSIGHTLY PREMISES BYLAW NO. 1, 1991

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Accumulated debris	2(1)	\$250.00	\$187.50	\$312.50	Yes
Littering	2(2)	\$250.00	\$187.50	\$312.50	Yes
Unsightly property	2(3)	\$250.00	\$187.50	\$312.50	Yes
Graffiti	2(4)	\$250.00	\$187.50	\$312.50	Yes
Property not cleaned	3	\$250.00	\$187.50	\$312.50	Yes



**SCHEDULE 5 TO BYLAW NO. XXXX****BUILDING REGULATION BYLAW NO. 5, 2010**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to obtain building permit	3.1.1	\$250.00	\$187.50	\$312.50	No
Fail to obtain demolition/deconstruction permit	3.1.2	\$250.00	\$187.50	\$312.50	No
Occupy without occupancy certificate	3.1.3	\$250.00	\$187.50	\$312.50	No
Tamper with posted notice/permit/certificate	3.1.4	\$250.00	\$187.50	\$312.50	No
Build contrary to approved plans	3.1.5	\$250.00	\$187.50	\$312.50	No
Obstruct entry of authorized building official	3.1.6	\$250.00	\$187.50	\$312.50	No
Continue work on structure after order	3.1.7	\$400.00	\$300.00	\$500.00	No
Construct contrary to building regulations	3.1.8	\$250.00	\$187.50	\$312.50	No

## SCHEDULE 6 TO BYLAW NO. XXXX

### AMUSEMENT MACHINE AND GAMES ROOM REGULATION BYLAW, 1983

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Underage employee	3(a)	\$100.00	\$75.00	\$125.00	No
Violate hours of operation	4(b)	\$100.00	\$75.00	\$125.00	No
Excess amusement machines	5	\$100.00	\$75.00	\$125.00	No
Minor on premises	6(a)	\$100.00	\$75.00	\$125.00	No
Permit minor on premises	6(b)	\$100.00	\$75.00	\$125.00	No
Child under 15 on premises during prohibited hours	6(d)	\$100.00	\$75.00	\$125.00	No

## SCHEDULE 7 TO BYLAW NO. XXXX

### JUAN DE FUCA SOIL REMOVAL OR DEPOSIT BYLAW NO. 1, 2015, BYLAW NO. 3941

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Removal of soil without permit	7(a)	\$400.00	\$300.00	\$500.00	No
Deposit soil without permit	7(b)	\$400.00	\$300.00	\$500.00	No
Failure to provide site profile/waiver	8.3	\$200.00	\$150.00	\$250.00	No
Remove or deposit soil on Sunday or holiday	12.2(a)	\$200.00	\$150.00	\$250.00	No
Remove/deposit soil outside permitted hours	12.2(b)	\$200.00	\$150.00	\$250.00	No
Remove/deposit soil in contravention of permit	12.3	\$400.00	\$300.00	\$500.00	No
Failure to post permit/sign	12.5	\$200.00	\$150.00	\$250.00	No
Failure to maintain road	12.6	\$200.00	\$150.00	\$250.00	No

**SCHEDULE 8 TO BYLAW NO. XXXX****WATER DISTRIBUTION LOCAL SERVICE CONDITIONS, FEES AND CHARGES BYLAW NO. 1, 2013**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Service connection without application/approval	6.4	\$200.00	\$150.00	\$250.00	No
Connect to waterworks without authorization	6.5	\$200.00	\$150.00	\$250.00	No
Install booster pump without approval	8.5	\$200.00	\$150.00	\$250.00	No
Unauthorized use of fire connection	14.2	\$500.00	\$375.00	\$500.00	No
Install shut off valve or outlet to service connection	29.2	\$200.00	\$150.00	\$250.00	No
Interfere with water meters	31.1	\$500.00	\$375.00	\$500.00	No
Failure to maintain access to water meter	32.1	\$200.00	\$150.00	\$250.00	No
Failure to act as directed	34.2	\$200.00	\$150.00	\$250.00	No
Use hydrant or standpipe without authorization	37.1	\$500.00	\$375.00	\$500.00	No
Connect to or use water with authorization	69.4	\$200.00	\$150.00	\$250.00	No
Connect multiple units without authorization	70.1	\$200.00	\$150.00	\$250.00	No
Operate, maintain, repair without authorization	79.2	\$200.00	\$150.00	\$250.00	No
Connect or alter without authorization	80.1	\$500.00	\$375.00	\$500.00	No
Operation of valve or curb stop without authorization	80.2	\$200.00	\$150.00	\$250.00	No
Connect apparatus, fitting or fixture causing damage or disturbance	90.1	\$200.00	\$150.00	\$250.00	No
Damage waterworks or service connection	102.1	\$500.00	\$375.00	\$500.00	No
Obstruction of an authorized agent	104.2	\$400.00	\$300.00	\$500.00	No

## SCHEDULE 9 TO BYLAW NO. XXXX

### ANIMAL REGULATION AND IMPOUNDING BYLAW NO. 1, 1986

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
No kennel licence	2(1)(a)	\$200.00	\$150.00	\$250.00	No
Harbouring dogs in excess of kennel licence	2(1)(b)	\$200.00	\$150.00	\$250.00	No
Operating kennel contrary to zoning	2(2)(a)	\$200.00	\$150.00	\$250.00	No
Failure of kennel to provide adequate fencing	2(2)(c)	\$200.00	\$150.00	\$250.00	No
No licence	3	\$200.00	\$150.00	\$250.00	No
No licence on dog	7	\$200.00	\$150.00	\$250.00	No
Unauthorized removal of licence tag	10	\$200.00	\$150.00	\$250.00	No
Failure to display dangerous dog sign	14(c)	\$200.00	\$150.00	\$250.00	No
Animal at large	24(1)	\$200.00	\$150.00	\$250.00	No
Uncontrolled dangerous dog	24(2)	\$500.00	\$375.00	\$500.00	No
Obstructing Animal Control Officer	24(3)	\$500.00	\$375.00	\$500.00	No
Bitch in heat unenclosed	25	\$200.00	\$150.00	\$250.00	No
Noisy dog	26(1)	\$200.00	\$150.00	\$250.00	No
Noisy animal	26(2)	\$200.00	\$150.00	\$250.00	No
Animal on beach	29	\$200.00	\$150.00	\$250.00	No
Fail to provide water or food	27(1)(a)	\$200.00	\$150.00	\$250.00	No
Fail to provide sanitary receptable	27(1)(b)	\$200.00	\$150.00	\$250.00	No
Fail to provide sufficient exercise	27(1)(c)	\$200.00	\$150.00	\$250.00	No
Fail to provide veterinarian care	27(1)(d)	\$200.00	\$150.00	\$250.00	No
Fail to provide adequate shelter	27(2)	\$200.00	\$150.00	\$250.00	No
Animal tied to fixed object by neck	27(3)	\$200.00	\$150.00	\$250.00	No
Animal tied to fixed object for extended period	27(4)	\$200.00	\$150.00	\$250.00	No

**SCHEDULE 9 TO BYLAW NO. XXXX**

**ANIMAL REGULATION AND IMPOUNDING BYLAW NO. 1, 1986**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Animal kept in confined space without ventilation	27(5)	\$200.00	\$150.00	\$250.00	No
Fail to adequately confine animal in vehicle	27(6)	\$200.00	\$150.00	\$250.00	No

**SCHEDULE 10 TO BYLAW NO. XXXX**

**NOISE SUPPRESSION BYLAW (SOUTHERN GULF ISLANDS) NO. 1, 2006**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Noise which disturbs	2	\$200.00	\$150.00	\$250.00	No
Loading/unloading noise	3(1)	\$200.00	\$150.00	\$250.00	No
Construction noise	3(2)	\$200.00	\$150.00	\$250.00	No
Amplified music – outdoors	3(3)	\$200.00	\$150.00	\$250.00	No
Amplified music – indoors	3(4)	\$200.00	\$150.00	\$250.00	No
Vehicle noise	3(5)	\$200.00	\$150.00	\$250.00	No
Firearms noise	3(6)	\$200.00	\$150.00	\$250.00	No

## SCHEDULE 11 TO BYLAW NO. XXXX

### NOISE SUPPRESSION BYLAW (JUAN DE FUCA) NO. 1, 2007

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Noise which disturbs	2	\$200.00	\$150.00	\$250.00	No
Loading/unloading noise	3.1	\$200.00	\$150.00	\$250.00	No
Construction noise	3.2	\$200.00	\$150.00	\$250.00	No
Construction noise on Sundays or holidays	3.3	\$200.00	\$150.00	\$250.00	No
Leaf blower noise	3.4	\$200.00	\$150.00	\$250.00	No
Amplified music – outdoors	3.5	\$200.00	\$150.00	\$250.00	No
Amplified music – indoors	3.6	\$200.00	\$150.00	\$250.00	No
Noisy vehicle	3.7	\$200.00	\$150.00	\$250.00	No
Noise from firearms	3.8	\$200.00	\$150.00	\$250.00	No
Noise from electrical equipment	3.9	\$200.00	\$150.00	\$250.00	No



## SCHEDULE 12 TO BYLAW NO. XXXX

### NOISE SUPPRESSION BYLAW (SALT SPRING ISLAND) NO. 1, 2006

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Noise which disturbs	2	\$200.00	\$150.00	\$250.00	No
Loading/unloading noise	3(1)	\$200.00	\$150.00	\$250.00	No
Construction noise	3(2)	\$200.00	\$150.00	\$250.00	No
Amplified music – outdoors	3(3)	\$200.00	\$150.00	\$250.00	No
Amplified music – indoors	3(4)	\$200.00	\$150.00	\$250.00	No
Vehicle noise	3(5)	\$200.00	\$150.00	\$250.00	No
Firearms noise	3(6)	\$200.00	\$150.00	\$250.00	No

**SCHEDULE 13 TO BYLAW NO. XXXX**

**CAPITAL REGIONAL DISTRICT IDLING CONTROL BYLAW NO. 1, 2008**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Idle in excess of three minutes	2	\$200.00	\$150.00	\$250.00	No

## SCHEDULE 14 TO BYLAW NO. XXXX

### WATER REGULATIONS BYLAW NO. 1, 1990

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Unauthorized connection to waterworks	4	\$200.00	\$150.00	\$250.00	No
Unauthorized use of water supplied by waterworks	5(a)	\$200.00	\$150.00	\$250.00	No
Failure to follow board direction pertaining to water use	5(b)	\$200.00	\$150.00	\$250.00	No
Tamper, operate, or remove Water connections or fixtures	6(a)	\$500.00	\$375.00	\$500.00	No
Damage or alter water connections or fixtures	6(b)	\$500.00	\$375.00	\$500.00	No
Waste of water	8	\$200.00	\$150.00	\$250.00	No
Failure to pay fees associated with removal of obstruction	9(b)	\$500.00	\$375.00	\$500.00	No
Unauthorized connection of multiple units to a single service connection	16	\$200.00	\$150.00	\$250.00	No
Unauthorized installation of Service Connection	19	\$200.00	\$150.00	\$250.00	No
Failure to pay turn-on or turn-off fee	22(b)	\$250.00	\$187.50	\$312.50	No
Unauthorized turn-on or turn-off of water supply	22(c)	\$500.00	\$375.00	\$500.00	No
Connection of an independent water supply to CRD service connection	25	\$500.00	\$375.00	\$500.00	No
Failure to comply with section 27	27	\$500.00	\$375.00	\$500.00	No
Obstruction of access to personnel in the performance of their duties	9	\$250.00	\$187.50	\$312.50	No

## SCHEDULE 15 TO BYLAW NO. XXXX

### LANGFORD SIGN BYLAW, 1987

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Non-conforming sign	3(2)(a)	\$100.00	\$75.00	\$125.00	No
Abandoned sign	3(3)(a)	\$100.00	\$75.00	\$125.00	No
Billboard sign	3(3)(b)	\$100.00	\$75.00	\$125.00	No
Moving sign	3(3)(c)	\$100.00	\$75.00	\$125.00	No
Roof sign	3(3)(d)	\$100.00	\$75.00	\$125.00	No
No permit	3(6)(a)	\$100.00	\$75.00	\$125.00	No
Obstructs view	3(12)	\$100.00	\$75.00	\$125.00	No

## SCHEDULE 16 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT CLEAN AIR BYLAW NO. 1, 2014

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Smoking in a park	2(1)(a)	\$200.00	\$150.00	\$250.00	No
Smoking in a designated public space	2(1)(b)	\$200.00	\$150.00	\$250.00	No
Smoking in a school yard	2(1)(c)	\$200.00	\$150.00	\$250.00	No
Smoking in a building	2(1)(d)	\$200.00	\$150.00	\$250.00	No
Smoking in a business place (food or beverage)	2(1)(e)	\$200.00	\$150.00	\$250.00	No
Smoking in a vehicle	2(1)(f)	\$200.00	\$150.00	\$250.00	No
Smoking in 7m buffer zone of doorway, window or intake	2(1)(g)	\$200.00	\$150.00	\$250.00	No
Smoking in 7m buffer zone of a bus stop	2(1)(h)	\$200.00	\$150.00	\$250.00	No
Permitting smoking in a building	2(2)(a)	\$500.00	\$375.00	\$500.00	No
Permitting smoking in a business place (food or beverage)	2(2)(b)	\$500.00	\$375.00	\$500.00	No
Permitting smoking in a vehicle	2(2)(c)	\$500.00	\$375.00	\$500.00	No
Failing to display sign in the prescribed form	3(1), 3(2), 4(1)	\$300.00	\$225.00	\$375.00	No
Removing or defacing a sign	4(3)	\$500.00	\$375.00	\$500.00	No

**SCHEDULE 17 TO BYLAW NO. XXXX**

**FOOD HANDLERS BYLAW NO. 1, 1991**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Uncertified supervisor	2	\$200.00	\$150.00	\$250.00	No
Certificate not posted	3	\$100.00	\$75.00	\$125.00	No

## SCHEDULE 18 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Obstruction of Park or Peace Officer	4(1)	\$500.00	\$375.00	\$500.00	No
Failure to obey sign or posted notice	4(3)	\$100.00	\$75.00	\$125.00	No
Possession or consumption of liquor	4(4)	\$200.00	\$150.00	\$250.00	No
Urinate or defecate in public	4(5)	\$200.00	\$150.00	\$250.00	No
Breach of curfew	4(6)	\$200.00	\$150.00	\$250.00	No
Undue noise	4(8)	\$200.00	\$150.00	\$250.00	No
Disruptive use of machinery or cycle – peace	4(9)(a)	\$200.00	\$150.00	\$250.00	No
Disruptive use of machinery or cycle – wildlife	4(9)(b)	\$200.00	\$150.00	\$250.00	No
Disruptive use of machinery or cycle	4(9)(c)	\$200.00	\$150.00	\$250.00	No
Disturb the peace	4(11)	\$200.00	\$150.00	\$250.00	No
Enter park within eviction period	4(12)	\$300.00	\$225.00	\$375.00	No
Unauthorized use of aircraft	4(13)	\$200.00	\$150.00	\$250.00	No
Cause disturbance between 10 pm and 7 am	6(1)(b)	\$200.00	\$150.00	\$250.00	No
No camping	6(4)	\$200.00	\$150.00	\$250.00	No
Fail to register	6(5)	\$200.00	\$150.00	\$250.00	No
Damage or remove any natural park feature	7(1)(a)	\$300.00	\$225.00	\$375.00	No
Build or alter any trail	7(1)(b)	\$300.00	\$225.00	\$375.00	No
Destroy or damage park infrastructure	7(1)(c)	\$200.00	\$150.00	\$250.00	No
Build, place, or install structure or facility	7(1)(d)	\$300.00	\$225.00	\$375.00	No
Deposit plant or animal material	7(1)(e)	\$200.00	\$150.00	\$250.00	No
Hunt or molest wildlife	7(1)(f)	\$200.00	\$150.00	\$250.00	No
Feed wildlife or leave attractant	7(1)(g)	\$200.00	\$150.00	\$250.00	No

## SCHEDULE 18 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Contaminate park or waterway	7(1)(h)	\$300.00	\$225.00	\$375.00	No
Littering	7(3)	\$200.00	\$150.00	\$250.00	No
Illegal dumping	7(4)	\$300.00	\$225.00	\$375.00	No
Illegal fire	7(5)	\$300.00	\$225.00	\$375.00	No
Unattended fire	7(6)	\$200.00	\$150.00	\$250.00	No
Smoke in park	7(8)	\$200.00	\$150.00	\$250.00	No
Cut or remove tree	7(9)	\$500.00	\$375.00	\$500.00	No
No cycling	7(10)	\$200.00	\$150.00	\$250.00	No
Travel off designated trail	7(11)	\$200.00	\$150.00	\$250.00	No
In the drinking water protection zone	7(12)	\$200.00	\$150.00	\$250.00	No
Dog not under control	8(1)(a)	\$200.00	\$150.00	\$250.00	No
Dog off leash	8(1)(b)	\$200.00	\$150.00	\$250.00	No
Dog on beach or picnic area	8(1)(c)	\$200.00	\$150.00	\$250.00	No
Dog faeces not removed	8(1)(d)	\$200.00	\$150.00	\$250.00	No
Dog disturbing people or wildlife	8(1)(f)	\$300.00	\$225.00	\$375.00	No
Domestic animal not under control	8(5)	\$200.00	\$150.00	\$250.00	No
Horse in prohibited area	8(7)	\$200.00	\$150.00	\$250.00	No
Possess or discharge firearm or explosive	9(1)	\$200.00	\$150.00	\$250.00	No
Vehicle off road	10(1)	\$300.00	\$225.00	\$375.00	No
Illegal parking	10(3)	\$50.00	\$37.50	\$62.50	No
Off-road vehicle use in park	10(9)	\$300.00	\$225.00	\$375.00	No
Commercial activity without permit	11(1)(b)	\$400.00	\$300.00	\$500.00	No
Special use event without permit	12(1)(a)	\$200.00	\$150.00	\$250.00	No
Failure to produce permit	12(1)(b)	\$200.00	\$150.00	\$250.00	No



**SCHEDULE 18 TO BYLAW NO. XXXX**

**CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Breach of park use permit	12(9)	\$300.00	\$225.00	\$375.00	No

## SCHEDULE 19 TO BYLAW NO. XXXX

### HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Disobey site regulations	2.1	\$100.00	\$75.00	\$125.00	No
Fail to follow site regulations	2.2	\$500.00	\$375.00	\$500.00	No
Non-district waste	2.3	\$500.00	\$375.00	\$500.00	No
Deposit prohibited waste	2.5	\$500.00	\$375.00	\$500.00	No
Deposit hazardous waste	2.8	\$500.00	\$375.00	\$500.00	No
Deposit controlled waste	2.12	\$500.00	\$375.00	\$500.00	No
Deposit recyclable material	2.14	\$500.00	\$375.00	\$500.00	No
Improper deposit mandatory recyclable	2.15	\$200.00	\$150.00	\$250.00	No
Improper deposit voluntary recyclable	2.16	\$200.00	\$150.00	\$250.00	No
Improper deposit weeds	2.18	\$50.00	\$37.50	\$62.50	No
Deposit EPR material	2.19	\$500.00	\$375.00	\$500.00	No
Improper deposit EPR material	2.20	\$200.00	\$150.00	\$250.00	No
Deposit HHW by commercial hauler	2.21	\$200.00	\$150.00	\$250.00	No
Deposit HHW	2.22	\$100.00	\$75.00	\$125.00	No
Improper deposit of HHW	2.23	\$100.00	\$75.00	\$125.00	No
Deposit contaminated demo waste	2.25	\$300.00	\$225.00	\$375.00	No
Improper deposit sorted demo waste	2.26	\$200.00	\$150.00	\$250.00	No
Improper deposit kitchen scraps	2.27	\$200.00	\$150.00	\$250.00	No
Fail to source separate solid waste	2.28	\$500.00	\$375.00	\$500.00	No
Fail to pay fee	3.1	\$300.00	\$225.00	\$375.00	No
Deposit while charge unpaid	3.2(b)	\$100.00	\$75.00	\$125.00	No
Uncovered/unsecured load	Sch. B, Reg. 2.1	\$100.00	\$75.00	\$125.00	No
Load not ready for disposal	Sch. B, Reg. 2.3	\$100.00	\$75.00	\$125.00	No
Drive off designated roads	Sch. B, Reg. 3.1	\$100.00	\$75.00	\$125.00	No
Fail to obey signs	Sch. B, Reg. 3.2	\$100.00	\$75.00	\$125.00	No

**SCHEDULE 19 TO BYLAW NO. XXXX****HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to follow directions	Sch. B, Reg. 3.3	\$100.00	\$75.00	\$125.00	No
Scavenging	Sch. B, Reg. 3.5	\$100.00	\$75.00	\$125.00	No
Loitering on site	Sch. B, Reg. 3.6	\$100.00	\$75.00	\$125.00	No
Vehicle washing	Sch. B, Reg. 3.7	\$100.00	\$75.00	\$125.00	No
Disorderly conduct	Sch. B, Reg. 3.8	\$100.00	\$75.00	\$125.00	No
Overweight vehicle	Sch. B, Reg. 3.9	\$100.00	\$75.00	\$125.00	No
Children on site	Sch. B, Reg. 4.2	\$100.00	\$75.00	\$125.00	No
Pets at site	Sch. B, Reg. 4.3	\$100.00	\$75.00	\$125.00	No
Smoking at disposal site	Sch. B, Reg. 4.4	\$100.00	\$75.00	\$125.00	No
Use electronic device while driving	Sch. B, Reg. 4.7	\$100.00	\$75.00	\$125.00	No
No protective equipment	Sch. B, Reg. 4.8	\$100.00	\$75.00	\$125.00	No
Unauthorized videotaping or photography on site	Sch. B, Reg. 3.12	\$100.00	\$75.00	\$125.00	No

## SCHEDULE 20 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT ELECTORAL AREAS WATER CONSERVATION BYLAW NO. 1, 2023

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Hinder/prevent inspection	3	\$500.00	\$375.00	\$500.00	No
Wasting water	7(3)	\$200.00	\$150.00	\$250.00	No
Wasting water during stage 2	7(3)	\$300.00	\$225.00	\$375.00	No
Wasting water during stage 3	7(3)	\$400.00	\$300.00	\$500.00	No
Use water contrary to bylaw	7(4)	\$200.00	\$150.00	\$250.00	No
Stage 1 – water lawn contrary to days/times	Sch. A1.(1)(a)	\$200.00	\$150.00	\$250.00	\$200.00
Stage 1 – water contrary to restrictions	Sch. A1.(1)(b)	\$200.00	\$150.00	\$250.00	No
Stage 1 – operate public spray park contrary to restrictions	Sch. A1.(1)(c)	\$200.00	\$150.00	\$250.00	No
Stage 1 – public authority watering contrary to days/times	Sch. A1.(2)(b)	\$200.00	\$150.00	\$250.00	No
Stage 1 – watering golf courses contrary to restrictions	Sch. A1.(2)(c)	\$200.00	\$150.00	\$250.00	No
Stage 2 – water lawn contrary to days/times	Sch. A2.(1)(a)	\$250.00	\$187.50	\$312.50	No
Stage 2 – wash sidewalks, driveways, parking lots, or exterior surfaces	Sch. A2.(1)(b)(i)	\$250.00	\$187.50	\$312.50	No
Stage 2 – use motion-activated sprinkler device	Sch. A2.(1)(b)(ii)	\$250.00	\$187.50	\$312.50	No
Stage 2 – water cemetery lawn	Sch. A2.(1)(b)(iii)	\$250.00	\$187.50	\$312.50	No
Stage 2 – operate public spray park contrary to restrictions	Sch. A2.(1)(c)	\$250.00	\$187.50	\$312.50	No
Stage 2 – fill ornamental fountain	Sch. A2.(1)(d)(i)	\$250.00	\$187.50	\$312.50	No
Stage 2 – operate ornamental fountain	Sch. A2.(1)(d)(ii)	\$250.00	\$187.50	\$312.50	No
Stage 2 – water contrary to restrictions	Sch. A2.(1)(e)	\$250.00	\$187.50	\$312.50	No
Stage 2 – public authority watering contrary to days/times	Sch. A2.(2)(b)	\$250.00	\$187.50	\$312.50	No

## SCHEDULE 20 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT ELECTORAL AREAS WATER CONSERVATION BYLAW NO. 1, 2023

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Stage 2 – watering golf courses contrary to restrictions	Sch. A2.(2)(c)	\$250.00	\$187.50	\$312.50	No
Stage 3 – water lawn, turf, or boulevard	Sch. A3.(1)(a)(i)	\$400.00	\$300.00	\$500.00	No
Stage 3 – fill pool, hot tub, or garden pond	Sch. A3.(1)(a)(ii)	\$400.00	\$300.00	\$500.00	No
Stage 3 – operate a public spray park	Sch. A3.(1)(a)(iii)	\$400.00	\$300.00	\$500.00	No
Stage 3 – operate or fill ornamental fountain	Sch. A3.(1)(a)(iv)	\$400.00	\$300.00	\$500.00	No
Stage 3 – wash vehicle or boat with water	Sch. A3.(1)(a)(v)	\$400.00	\$300.00	\$500.00	No
Stage 3 – wash sidewalks, driveways, parking lots, or exterior surfaces	Sch. A3.(1)(a)(vi)	\$400.00	\$300.00	\$500.00	No
Stage 3 – use motion-activated sprinkler device	Sch. A3.(1)(a)(vii)	\$400.00	\$300.00	\$500.00	No
Stage 3 – leave water service turned on	Sch. A3.(1)(a)(viii)	\$400.00	\$300.00	\$500.00	No
Stage 3 – water contrary to restrictions	Sch. A3.(1)(b)	\$400.00	\$300.00	\$500.00	No
Stage 3 – watering golf courses contrary to days/times	Sch. A3.(2)(a)	\$400.00	\$300.00	\$500.00	No
Stage 3 – washing vehicle or boat contrary to restrictions	Sch. A3.(2)(b)	\$400.00	\$300.00	\$500.00	No

## SCHEDULE 21 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Discharge restricted waste	2.1(b)	\$500.00	\$375.00	\$500.00	No
High volume discharge	2.1(c)	\$200.00	\$150.00	\$250.00	No
Discharge without a permit and contrary to code of practice	2.1(d)	\$200.00	\$150.00	\$250.00	No
Unauthorized discharge of excess uncontaminated water	2.1(e)	\$200.00	\$150.00	\$250.00	No
Unauthorized discharge of septage	2.3	\$500.00	\$375.00	\$500.00	No
Unauthorized discharge of trucked liquid waste	2.4	\$500.00	\$375.00	\$500.00	No
Discharge to dilute non-domestic waste	2.5	\$500.00	\$375.00	\$500.00	No
Fail to provide spill containment	2.8(a)	\$150.00	\$112.50	\$187.50	No
Fail to post name and phone number as required	2.8(b)	\$100.00	\$75.00	\$125.00	No
Unauthorized discharge of kitchen equipment cleaning waste	2.12	\$500.00	\$375.00	\$500.00	No
Fail to adjust Ph	2.13(a)	\$500.00	\$375.00	\$500.00	No
Fail to maintain complete records	2.13(b)	\$100.00	\$75.00	\$125.00	No
Fail to apply for permit	3.3	\$250.00	\$187.50	\$312.50	No
Fail to comply with authorization terms or conditions	3.7	\$500.00	\$375.00	\$500.00	No
Bypass waste control works	5.2	\$500.00	\$375.00	\$500.00	No
Fail to maintain complete records, monitoring	6.1(a)	\$200.00	\$150.00	\$250.00	No
Fail to maintain complete records, administration	6.1(b)	\$200.00	\$150.00	\$250.00	No
Fail to report unlawful discharge to a manager or officer	7.1(a)	\$250.00	\$187.50	\$312.50	No
Fail to report unlawful discharge to owner	7.1(b)	\$250.00	\$187.50	\$312.50	No

## SCHEDULE 21 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to provide information to manager on premises	7.2(a)	\$250.00	\$187.50	\$312.50	No
Fail to provide information to on location	7.2(b)	\$250.00	\$187.50	\$312.50	No
Fail to provide information to on contact person	7.2(c)	\$250.00	\$187.50	\$312.50	No
Fail to provide information to on time, date and duration	7.2(d)	\$250.00	\$187.50	\$312.50	No
Fail to provide information to on type	7.2(e)	\$250.00	\$187.50	\$312.50	No
Fail to provide information to on volume	7.2(f)	\$250.00	\$187.50	\$312.50	No
Fail to provide information to on corrective action	7.2(g)	\$250.00	\$187.50	\$312.50	No
Fail to confine unlawful discharge	7.3(a)	\$500.00	\$375.00	\$500.00	No
Fail to dispose of substance properly	7.3(b)	\$500.00	\$375.00	\$500.00	No
Fail to give 90 days notice of new activity	7.4(a)	\$250.00	\$187.50	\$312.50	No
Fail to give 90 days notice of activity change	7.4(b)	\$250.00	\$187.50	\$312.50	No
Inaccessible monitoring point	9.6	\$250.00	\$187.50	\$312.50	No
Hinder/prevent inspection	13.1	\$500.00	\$375.00	\$312.50	No
Discharge of restricted waste	Sch. I, 2.1(a)	\$200.00	\$150.00	\$500.00	No
Discharge of prohibited waste	Sch. I, 2.1(b)	\$200.00	\$150.00	\$250.00	No
Discharge of excess uncontaminated water	Sch. I, 2.1(c)	\$200.00	\$150.00	\$250.00	No
Discharge of stormwater to sewer	Sch. I, 2.1(d)	\$200.00	\$150.00	\$500.00	No
Fail to install grease interceptor	Sch. I, 2.2	\$500.00	\$375.00	\$250.00	No
Fail to maintain grease interceptor	Sch. I, 2.3	\$200.00	\$150.00	\$250.00	No
Installation of unapproved treatment works	Sch. I, 2.4	\$250.00	\$187.50	\$187.50	No

## SCHEDULE 21 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Alternate treatment works non-compliant with permit or authorization	Sch. I, 2.5	\$200.00	\$150.00	\$500.00	No
Fail to clean out grease interceptor	Sch. I, 2.6	\$200.00	\$150.00	\$500.00	No
Accumulation of excess grease or solids	Sch. I, 2.7	\$200.00	\$150.00	\$500.00	No
Disposal of oil and grease to sewer	Sch. I, 2.8	\$200.00	\$150.00	\$500.00	No
Use of agents facilitating bypass of grease	Sch. I, 2.9	\$200.00	\$150.00	\$500.00	No
Fail to connect fixture to grease interceptor, sink	Sch. I, 2.10(a)	\$200.00	\$150.00	\$500.00	No
Fail to connect fixture to grease interceptor, exhaust hood	Sch. I, 2.10(b)	\$200.00	\$150.00	\$500.00	No
Fail to connect fixture to grease interceptor, drain	Sch. I, 2.10(c)	\$200.00	\$150.00	\$500.00	No
Fail to connect fixture to grease interceptor, compactor	Sch. I, 2.10(d)	\$200.00	\$150.00	\$500.00	No
Fail to connect fixture to grease interceptor, dishwasher	Sch. I, 2.10(e)	\$200.00	\$150.00	\$500.00	No
Fail to connect fixture to grease interceptor, grease bearing fixture	Sch. I, 2.10(f)	\$200.00	\$150.00	\$500.00	No
Fail to install works preventing discharge of rainwater to sewer	Sch. I, 2.11	\$200.00	\$150.00	\$500.00	No
Connection of a toilet or urinal	Sch. I, 2.12(a)	\$100.00	\$75.00	\$187.50	No
Connection of a hand sink	Sch. I, 2.12(b)	\$100.00	\$75.00	\$125.00	No
Connection of a mop sink	Sch. I, 2.12(c)	\$100.00	\$75.00	\$125.00	No
Connection of fixture discharging solids	Sch. I, 2.12(d)	\$100.00	\$75.00	\$125.00	No
Connection of drain receiving uncontaminated water	Sch. I, 2.12(e)	\$100.00	\$75.00	\$125.00	No
Unapproved grease interceptor rating greater than 100gpm	Sch. I, 2.13	\$150.00	\$112.50	\$125.00	No



## SCHEDULE 21 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Unapproved grease interceptor rating less than 100gpm	Sch. I, 2.14	\$150.00	\$112.50	\$187.50	No
Unapproved grease interceptor design and installation	Sch. I, 2.15	\$200.00	\$150.00	\$250.00	No
Fail to install flow control device	Sch. I, 2.20	\$200.00	\$150.00	\$250.00	No
Fail to properly size or install flow control device	Sch. I, 2.21(a)	\$200.00	\$150.00	\$250.00	No
Flow control cannot be verified	Sch. I, 2.21(b)	\$200.00	\$150.00	\$250.00	No
Fail to install correct flow control device	Sch. I, 2.21(c)	\$200.00	\$150.00	\$250.00	No
Inaccessible grease interceptor	Sch. I, 2.22	\$200.00	\$150.00	\$250.00	No
Grease interceptor installed in confined space	Sch. I, 2.23	\$200.00	\$150.00	\$250.00	No
Fail to correctly install monitoring point, as required	Sch. I, 2.24(a)	\$200.00	\$150.00	\$250.00	No
Improper monitoring point	Sch. I, 2.24(b)	\$200.00	\$150.00	\$250.00	No
Inaccessible monitoring point	Sch. I, 2.24(c)	\$200.00	\$150.00	\$250.00	No
Fail to remove cover of grease interceptor	Sch. I, 2.26	\$200.00	\$150.00	\$250.00	No
Improper connection of food grinder	Sch. I, 2.27	\$200.00	\$150.00	\$250.00	No
Fail to install solids interceptor	Sch. I, 2.28	\$200.00	\$150.00	\$250.00	No
Fail to maintain solids separator	Sch. I, 2.29	\$200.00	\$150.00	\$250.00	No
Fail to keep operation manual	Sch. I, 3.1	\$200.00	\$150.00	\$250.00	No
Fail to keep records available for inspection	Sch. I, 3.2	\$200.00	\$150.00	\$250.00	No
Fail to maintain complete records, date	Sch. I, 3.2(a)	\$200.00	\$150.00	\$250.00	No
Fail to maintain complete records, maintenance	Sch. I, 3.2(b)	\$200.00	\$150.00	\$250.00	No
Fail to maintain complete records, material removed	Sch. I, 3.2(c)	\$200.00	\$150.00	\$250.00	No

## SCHEDULE 21 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to maintain complete records, location of disposal	Sch. I, 3.2(d)	\$200.00	\$150.00	\$250.00	No
Fail to retain records, maintenance and disposal	Sch. I, 3.3	\$200.00	\$150.00	\$250.00	No
Fail to retain records, installed grease interceptor	Sch. I, 3.4	\$200.00	\$150.00	\$250.00	No
Fail to maintain records, electronic records	Sch. I, 3.5	\$200.00	\$150.00	\$250.00	No
Fail to maintain records, self-clean	Sch. I, 3.6	\$200.00	\$150.00	\$250.00	No
Discharge prohibited waste	Sch. J, 2.1(a)	\$200.00	\$150.00	\$250.00	No
Discharge restricted waste	Sch. J, 2.1(b)	\$200.00	\$150.00	\$250.00	No
Discharge excessive tetrachloroethylene	Sch. J, 2.1(c)	\$200.00	\$150.00	\$250.00	No
Discharge residue	Sch. J, 2.1(d)	\$200.00	\$150.00	\$250.00	No
Discharge of excess uncontaminated water	Sch. J, 2.1(e)	\$200.00	\$150.00	\$250.00	No
Unauthorized discharge of stormwater	Sch. J, 2.2	\$200.00	\$150.00	\$250.00	No
Fail to manage wastewater off-site	Sch. J, 2.3	\$250.00	\$187.50	\$312.50	No
Fail to install second separator	Sch. J, 2.4(a)	\$500.00	\$375.00	\$500.00	No
Fail to install filter	Sch. J, 2.4(b)	\$500.00	\$375.00	\$500.00	No
Fail to install alarm	Sch. J, 2.4(c)	\$500.00	\$375.00	\$500.00	No
Fail to install second filter	Sch. J, 2.4(d)	\$500.00	\$375.00	\$500.00	No
Fail to install works in correct order	Sch. J, 2.5	\$200.00	\$150.00	\$250.00	No
Treatment works not accessible	Sch. J, 2.6	\$200.00	\$150.00	\$250.00	No
Treatment works location, confined space	Sch. J, 2.7	\$200.00	\$150.00	\$250.00	No
Fail to maintain machines	Sch. J, 2.8	\$200.00	\$150.00	\$250.00	No
Fail to replace filter before expiry date	Sch. J, 2.9(a)	\$200.00	\$150.00	\$250.00	No
Fail to replace filter after alarm	Sch. J, 2.9(b)	\$200.00	\$150.00	\$250.00	No

## SCHEDULE 21 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to replace filter after elevated concentration	Sch. J, 2.9(c)	\$200.00	\$150.00	\$250.00	No
Fail to correctly install monitoring point	Sch. J, 2.10(a)	\$200.00	\$150.00	\$250.00	No
Inaccessible monitoring point	Sch. J, 2.10(b)	\$200.00	\$150.00	\$250.00	No
Fail to protect sewer against spills	Sch. J, 3.1	\$200.00	\$150.00	\$250.00	No
Fail to install spill containment system	Sch. J, 3.2	\$200.00	\$150.00	\$250.00	No
Undersized containment	Sch. J, 3.3	\$200.00	\$150.00	\$250.00	No
Open drains in containment	Sch. J, 3.4	\$200.00	\$150.00	\$250.00	No
Fail to block drains in contamination area	Sch. J, 3.5	\$200.00	\$150.00	\$250.00	No
Discharge untested stormwater from containment	Sch. J, 3.6	\$200.00	\$150.00	\$250.00	No
Fail to prepare spill response plan	Sch. J, 4.1	\$200.00	\$150.00	\$250.00	No
Fail to prepare spill response plan within 30 days	Sch. J, 4.2	\$200.00	\$150.00	\$250.00	No
Fail to post spill response plan	Sch. J, 4.3	\$100.00	\$75.00	\$125.00	No
Fail to stock spill response materials	Sch. J, 4.4	\$100.00	\$75.00	\$125.00	No
Fail to include plugs	Sch. J, 4.5	\$100.00	\$75.00	\$125.00	No
Fail to follow spill response plan	Sch. J, 4.6	\$200.00	\$150.00	\$250.00	No
Fail to maintain complete records, date	Sch. J, 5.1(a)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, inspection	Sch. J, 5.1(b)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, carbon replaced	Sch. J, 5.1(c)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, material removed	Sch. J, 5.1(d)	\$100.00	\$75.00	\$125.00	No
Fail to maintain disposal records	Sch. J, 5.2	\$100.00	\$75.00	\$125.00	No

## SCHEDULE 21 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to retain records	Sch. J, 5.3	\$100.00	\$75.00	\$125.00	No
Fail to retain operation manual	Sch. J, 5.4	\$100.00	\$75.00	\$125.00	No
Discharge excess contaminants, silver	Sch. K, 2.1(a)	\$200.00	\$150.00	\$250.00	No
Discharge of prohibited waste	Sch. K, 2.1(b)	\$200.00	\$150.00	\$250.00	No
Fail to manage waste off-site	Sch. K, 2.2(a)	\$200.00	\$150.00	\$250.00	No
Fail to treat wastes	Sch. K, 2.2(b)	\$500.00	\$375.00	\$500.00	No
Fail to install and maintain equipment	Sch. K, 2.3	\$100.00	\$75.00	\$125.00	No
Fail to use metering pump	Sch. K, 2.4	\$100.00	\$75.00	\$125.00	No
Fail to calibrate metering pump	Sch. K, 2.5	\$100.00	\$75.00	\$125.00	No
Fail to properly locate recovery system as required	Sch. K, 2.6	\$100.00	\$75.00	\$125.00	No
Fail to install spill containment or cap drains	Sch. K, 2.7	\$150.00	\$112.50	\$187.50	No
Fail to test effluent	Sch. K, 2.8	\$100.00	\$75.00	\$125.00	No
Fail to install flow meter	Sch. K, 2.9(a)	\$100.00	\$75.00	\$125.00	No
Fail to test discharge	Sch. K, 2.9(b)	\$100.00	\$75.00	\$125.00	No
Fail to replace silver recovery cartridge as recommended	Sch. K, 2.10(a)	\$100.00	\$75.00	\$125.00	No
Fail to replace silver recovery cartridge at 80% capacity	Sch. K, 2.10(b)	\$100.00	\$75.00	\$125.00	No
Fail to replace silver recovery cartridge over 1000 mg/L	Sch. K, 2.10(c)	\$100.00	\$75.00	\$125.00	No
Fail to replace silver recovery cartridge for excess silver	Sch. K, 2.10(d)	\$100.00	\$75.00	\$125.00	No
Fail to replace both silver recovery cartridges	Sch. K, 2.11	\$100.00	\$75.00	\$125.00	No
Treatment works not accessible	Sch. K, 2.14	\$100.00	\$75.00	\$125.00	No
Treatment works location, confined space	Sch. K, 2.15	\$100.00	\$75.00	\$125.00	No

## SCHEDULE 21 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Improper outlet location	Sch. K, 2.16(a)	\$100.00	\$75.00	\$125.00	No
Monitoring point not accessible	Sch. K, 2.16(b)	\$100.00	\$75.00	\$125.00	No
Fail to keep maintenance manual	Sch. K, 3.1	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, serial number	Sch. K, 3.2(a)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, date	Sch. K, 3.2(b)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, expiry date	Sch. K, 3.2(c)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, capacity	Sch. K, 3.2(d)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, calibrator	Sch. K, 3.2(e)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, tests	Sch. K, 3.2(f)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, repair/replacement	Sch. K, 3.2(g)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records on electrolytic unit	Sch. K, 3.3(a)	\$100.00	\$75.00	\$125.00	No
Fail to record date of silver removal	Sch. K, 3.3(b)	\$100.00	\$75.00	\$125.00	No
Fail to record maintenance/repair information	Sch. K, 3.3(c)	\$100.00	\$75.00	\$125.00	No
Fail to maintain disposal records, company name	Sch. K, 3.4(a)	\$100.00	\$75.00	\$125.00	No
Fail to maintain disposal records, material type	Sch. K, 3.4(b)	\$100.00	\$75.00	\$125.00	No
Fail to maintain disposal records, material quantity	Sch. K, 3.4(c)	\$100.00	\$75.00	\$125.00	No
Fail to maintain disposal records, transfer date	Sch. K, 3.4(d)	\$100.00	\$75.00	\$125.00	No
Fail to retain records	Sch. K, 3.5	\$100.00	\$75.00	\$125.00	No

## SCHEDULE 21 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Discharge prohibited waste	Sch. L, 2.1(a)	\$200.00	\$150.00	\$250.00	No
Discharge restricted waste	Sch. L, 2.1(b)	\$200.00	\$150.00	\$250.00	No
Discharge of wastewater, elevated mercury concentration	Sch. L, 2.1(c)	\$200.00	\$150.00	\$250.00	No
Fail to manage wastewater off-site	Sch. L, 2.3(a)	\$250.00	\$187.50	\$312.50	No
Fail to treat wastewater prior to sewer discharge	Sch. L, 2.3(b)	\$250.00	\$187.50	\$312.50	No
Amalgam separator not certified	Sch. L, 2.4	\$200.00	\$150.00	\$250.00	No
Fail to correctly install and maintain amalgam separator	Sch. L, 2.5	\$200.00	\$150.00	\$250.00	No
Fail to install proper flow control	Sch. L, 2.6(a)	\$200.00	\$150.00	\$250.00	No
Fail to install flow control, water supply line	Sch. L, 2.6(b)	\$200.00	\$150.00	\$250.00	No
Fail to install flow control, specified flow rate	Sch. L, 2.7	\$200.00	\$150.00	\$250.00	No
Improper storage of collecting containers	Sch. L, 2.8	\$200.00	\$150.00	\$250.00	No
Fail to install spill containment	Sch. L, 2.9	\$200.00	\$150.00	\$250.00	No
Fail to replace collecting container, expiry date	Sch. L, 2.10(a)	\$200.00	\$150.00	\$250.00	No
Fail to replace collecting container, warning level	Sch. L, 2.10(b)	\$200.00	\$150.00	\$250.00	No
Fail to replace collecting container, elevated mercury	Sch. L, 2.10(c)	\$200.00	\$150.00	\$250.00	No
Improper disposal to sewer	Sch. L, 2.11	\$200.00	\$150.00	\$250.00	No
Inaccessible amalgam separator	Sch. L, 2.12	\$200.00	\$150.00	\$250.00	No
Amalgam separator installed in confined space	Sch. L, 2.13	\$200.00	\$150.00	\$250.00	No
Fail to correctly install monitoring point	Sch. L, 2.14(a)	\$100.00	\$75.00	\$125.00	No
Fail to include total flow	Sch. L, 2.14(b)	\$100.00	\$75.00	\$125.00	No

## SCHEDULE 21 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Inaccessible monitoring point	Sch. L, 2.14(c)	\$150.00	\$112.50	\$187.50	No
Fail to keep maintenance manual	Sch. L, 3.1	\$100.00	\$75.00	\$125.00	No
Fail to post ISO standard test report	Sch. L, 3.2	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, date of install	Sch. L, 3.3(a)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, serial number	Sch. L, 3.3(b)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, maximum flow rate	Sch. L, 3.3(c)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, date of inspection	Sch. L, 3.3(d)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, description of problems	Sch. L, 3.3(e)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, service provider	Sch. L, 3.3(f)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, dates of waste pick-up	Sch. L, 3.3(g)	\$100.00	\$75.00	\$125.00	No
Fail to retain records, five years	Sch. L, 3.4	\$100.00	\$75.00	\$125.00	No
Discharge prohibited waste	Sch. M, 2.1(a)	\$200.00	\$150.00	\$250.00	No
Discharge restricted waste	Sch. M, 2.1(b)	\$200.00	\$150.00	\$250.00	No
Discharge excess oil and grease	Sch. M, 2.1(c)	\$200.00	\$150.00	\$250.00	No
Discharge excess uncontaminated water	Sch. M, 2.1(d)	\$200.00	\$150.00	\$250.00	No
Discharge fuel-water	Sch. M, 2.1(e)	\$200.00	\$150.00	\$250.00	No
Discharge from parts washer	Sch. M, 2.1(f)	\$200.00	\$150.00	\$250.00	No
Discharge from oily rag washing	Sch. M, 2.1(g)	\$200.00	\$150.00	\$250.00	No
Discharge from engine washing	Sch. M, 2.1(h)	\$200.00	\$150.00	\$250.00	No
Unauthorized discharge of stormwater	Sch. M, 2.2	\$100.00	\$75.00	\$125.00	No

## SCHEDULE 21 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Unauthorized discharge of groundwater	Sch. M, 2.3	\$150.00	\$112.50	\$187.50	No
Fail to install treatment works	Sch. M, 2.4	\$500.00	\$375.00	\$500.00	No
Fail to install properly sized separator	Sch. M, 2.6	\$150.00	\$112.50	\$187.50	No
Fail to treat discharge	Sch. M, 2.7	\$150.00	\$112.50	\$187.50	No
Unauthorized discharge to treatment works	Sch. M, 2.8	\$100.00	\$75.00	\$125.00	No
Use of chemical agents	Sch. M, 2.9	\$150.00	\$112.50	\$187.50	No
Fail to correctly install monitoring point	Sch. M, 2.10(a)	\$100.00	\$75.00	\$125.00	No
Improper monitoring point	Sch. M, 2.10(b)	\$100.00	\$75.00	\$125.00	No
Inaccessible treatment works	Sch. M, 2.11	\$100.00	\$75.00	\$125.00	No
Accumulation of excessive oil and grease	Sch. M, 2.12	\$100.00	\$75.00	\$125.00	No
Accumulation of excessive solids	Sch. M, 2.13	\$100.00	\$75.00	\$125.00	No
Fail to inspect separator	Sch. M, 2.14	\$100.00	\$75.00	\$125.00	No
Fail to clean separator	Sch. M, 2.15	\$150.00	\$112.50	\$187.50	No
Fail to conduct annual cleaning	Sch. M, 2.16	\$150.00	\$112.50	\$187.50	No
Fail to provide spill containment, used batteries	Sch. M, 3.1(a)	\$150.00	\$112.50	\$187.50	No
Fail to provide spill containment, used solvents	Sch. M, 3.1(b)	\$150.00	\$112.50	\$187.50	No
Fail to provide spill containment, fuel tanks	Sch. M, 3.1(c)	\$150.00	\$112.50	\$187.50	No
Fail to provide spill containment, prohibited waste	Sch. M, 3.1(d)	\$150.00	\$112.50	\$187.50	No
Fail to supervise discharge	Sch. M, 3.2	\$150.00	\$112.50	\$187.50	No
Fail to prepare spill response plan	Sch. M, 4.1	\$100.00	\$75.00	\$125.00	No
Fail to prepare spill response plan within 30 days	Sch. M, 4.2	\$100.00	\$75.00	\$125.00	No



## SCHEDULE 21 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to post spill response plan	Sch. M, 4.3	\$100.00	\$75.00	\$125.00	No
Fail to follow spill response plan	Sch. M, 4.4	\$200.00	\$150.00	\$250.00	No
Fail to inspect following spill	Sch. M, 4.5	\$150.00	\$112.50	\$187.50	No
Fail to remove spilled materials	Sch. M, 4.6	\$150.00	\$112.50	\$187.50	No
Fail to stock spill response materials	Sch. M, 4.7	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, date of inspection	Sch. M, 5.1(a)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, maintenance	Sch. M, 5.1(b)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, material depth	Sch. M, 5.1(c)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, quantity removed	Sch. M, 5.1(d)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, service provider	Sch. M, 5.1(e)	\$100.00	\$75.00	\$125.00	No
Fail to maintain design information	Sch. M, 5.2	\$100.00	\$75.00	\$125.00	No
Fail to maintain record of waste disposal, name	Sch. M, 5.4(a)	\$100.00	\$75.00	\$125.00	No
Fail to maintain record of waste disposal, type of waste	Sch. M, 5.4(b)	\$100.00	\$75.00	\$125.00	No
Fail to maintain record of waste disposal, amount	Sch. M, 5.4(c)	\$100.00	\$75.00	\$125.00	No
Fail to maintain record of waste disposal, date of transfer	Sch. M, 5.4(d)	\$100.00	\$75.00	\$125.00	No
Fail to retain records	Sch. M, 5.5	\$100.00	\$75.00	\$125.00	No
Discharge prohibited waste	Sch. N, 2.1(a)	\$200.00	\$150.00	\$250.00	No
Discharge restricted waste	Sch. N, 2.1(b)	\$200.00	\$150.00	\$250.00	No
Discharge of excess uncontaminated water	Sch. N, 2.1(c)	\$200.00	\$150.00	\$250.00	No
Discharge from engine washing	Sch. N, 2.1(d)	\$200.00	\$150.00	\$250.00	No

## SCHEDULE 21 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Discharge of trucked liquid waste	Sch. N, 2.1(e)	\$200.00	\$150.00	\$250.00	No
Discharge of carpet cleaning waste	Sch. N, 2.1(f)	\$200.00	\$150.00	\$250.00	No
Discharge of recreational vehicle waste	Sch. N, 2.1(g)	\$200.00	\$150.00	\$250.00	No
Discharge from oily rag washing	Sch. N, 2.1(h)	\$200.00	\$150.00	\$250.00	No
Unauthorized discharge of stormwater	Sch. N, 2.2	\$100.00	\$75.00	\$125.00	No
Unauthorized discharge of groundwater	Sch. N, 2.3	\$150.00	\$112.50	\$187.50	No
Discharge untreated waste into sewer	Sch. N, 2.4	\$500.00	\$375.00	\$500.00	No
Fail to install treatment works	Sch. N, 2.6	\$500.00	\$375.00	\$500.00	No
Fail to install properly designed and sized interceptor	Sch. N, 2.7(a)	\$150.00	\$112.50	\$187.50	No
Fail to install properly designed three chamber interceptor	Sch. N, 2.7(b)	\$150.00	\$112.50	\$187.50	No
Fail to treat discharge	Sch. N, 2.8	\$150.00	\$112.50	\$187.50	No
Unauthorized discharge to treatment works	Sch. N, 2.9	\$100.00	\$75.00	\$125.00	No
Use of chemical agents	Sch. N, 2.10	\$150.00	\$112.50	\$187.50	No
Fail to correctly install monitoring point	Sch. N, 2.11(a)	\$100.00	\$75.00	\$125.00	No
Improper monitoring point	Sch. N, 2.11(b)	\$100.00	\$75.00	\$125.00	No
Inaccessible treatment works	Sch. N, 2.12	\$100.00	\$75.00	\$125.00	No
Accumulation of excessive oil and grease in treatment works	Sch. N, 2.13	\$100.00	\$75.00	\$125.00	No
Accumulation of excessive solids in treatment works	Sch. N, 2.14	\$100.00	\$75.00	\$125.00	No
Fail to inspect treatment works	Sch. N, 2.15	\$100.00	\$75.00	\$125.00	No
Fail to clean treatment works	Sch. N, 2.16	\$150.00	\$112.50	\$187.50	No
Fail to conduct required cleaning of treatment works	Sch. N, 2.17	\$150.00	\$112.50	\$187.50	No

## SCHEDULE 21 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to display signs	Sch. N, 2.18	\$100.00	\$75.00	\$125.00	No
Engine washing	Sch. N, 2.19	\$150.00	\$112.50	\$187.50	No
Fail to prepare spill response plan	Sch. N, 3.1	\$100.00	\$75.00	\$125.00	No
Fail to prepare spill response plan within 30 days	Sch. N, 3.2	\$100.00	\$75.00	\$125.00	No
Fail to post spill response plan	Sch. N, 3.3	\$100.00	\$75.00	\$125.00	No
Fail to follow spill response plan	Sch. N, 3.4	\$200.00	\$150.00	\$250.00	No
Fail to inspect treatment works following spill	Sch. N, 3.5	\$150.00	\$112.50	\$187.50	No
Fail to remove spilled materials	Sch. N, 3.6	\$150.00	\$112.50	\$187.50	No
Fail to stock materials	Sch. N, 3.7	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, date of inspections	Sch. N, 4.1(a)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, maintenance	Sch. N, 4.1(b)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, material depth	Sch. N, 4.1(c)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, quantity removed	Sch. N, 4.1(d)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, service provider	Sch. N, 4.1(e)	\$100.00	\$75.00	\$125.00	No
Fail to maintain design information	Sch. N, 4.2	\$100.00	\$75.00	\$125.00	No
Fail to maintain record of waste disposal, name	Sch. N, 4.4(a)	\$100.00	\$75.00	\$125.00	No
Fail to maintain record of waste disposal, type of waste	Sch. N, 4.4(b)	\$100.00	\$75.00	\$125.00	No
Fail to maintain record of waste disposal, amount	Sch. N, 4.4(c)	\$100.00	\$75.00	\$125.00	No
Fail to maintain record of waste disposal, date of transfer	Sch. N, 4.4(d)	\$100.00	\$75.00	\$125.00	No

## SCHEDULE 21 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to retain records	Sch. N, 4.5	\$100.00	\$75.00	\$125.00	No
Discharge prohibited waste	Sch. O, 2.1(a)	\$200.00	\$150.00	\$250.00	No
Discharge hazardous waste	Sch. O, 2.1(b)	\$200.00	\$150.00	\$250.00	No
Discharge restricted waste	Sch. O, 2.1(c)	\$200.00	\$150.00	\$250.00	No
Discharge stormwater	Sch. O, 2.1(d)	\$200.00	\$150.00	\$250.00	No
Discharge of excess uncontaminated water	Sch. O, 2.1(e)	\$200.00	\$150.00	\$250.00	No
Discharge excess total suspended solids	Sch. O, 2.1(f)	\$200.00	\$150.00	\$250.00	No
Fail to treat waste	Sch. O, 2.2(b)	\$500.00	\$375.00	\$500.00	No
Fail to visually inspect	Sch. O, 2.3(a)	\$150.00	\$112.50	\$187.50	No
Fail to maintain screen	Sch. O, 2.3(b)	\$150.00	\$112.50	\$187.50	No
Discharge unscreened waste	Sch. O, 2.4	\$150.00	\$112.50	\$187.50	No
Fail to install spill containment	Sch. O, 2.5	\$150.00	\$112.50	\$187.50	No
Fail to inspect equipment for leaks, hoses	Sch. O, 2.7(a)	\$100.00	\$75.00	\$125.00	No
Fail to inspect filter gaskets	Sch. O, 2.7(b)	\$100.00	\$75.00	\$125.00	No
Fail to inspect pumps	Sch. O, 2.7(c)	\$100.00	\$75.00	\$125.00	No
Fail to inspect holding tanks	Sch. O, 2.7(d)	\$100.00	\$75.00	\$125.00	No
Fail to prevent discharge to sewer	Sch. O, 2.8(a)	\$100.00	\$75.00	\$125.00	No
Fail to repair leak within 72 hours	Sch. O, 2.8(b)	\$100.00	\$75.00	\$125.00	No
Fail to keep records, inspection	Sch. O, 3.1(a)	\$100.00	\$75.00	\$125.00	No
Fail to keep records, leaks	Sch. O, 3.1(b)	\$100.00	\$75.00	\$125.00	No
Fail to keep records, screen replacement	Sch. O, 3.1(c)	\$100.00	\$75.00	\$125.00	No
Fail to keep records, maintenance	Sch. O, 3.1(d)	\$100.00	\$75.00	\$125.00	No
Fail to retain records	Sch. O, 3.2	\$100.00	\$75.00	\$125.00	No

## SCHEDULE 21 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Discharge prohibited waste, excess contaminants, water	Sch. P, 2.1	\$200.00	\$150.00	\$250.00	No
Fail to neutralize pH waste	Sch. P, 2.2	\$150.00	\$112.50	\$187.50	No
Fail to remove solids	Sch. P, 2.3	\$500.00	\$375.00	\$500.00	No
Fail to filter waste	Sch. P, 2.4(b)	\$500.00	\$375.00	\$500.00	No
Fail to correctly install sampling tee	Sch. P, 2.7(a)	\$100.00	\$75.00	\$125.00	No
Improper sampling tee	Sch. P, 2.7(b)	\$100.00	\$75.00	\$125.00	No
Inaccessible sampling tee	Sch. P, 2.9	\$150.00	\$112.50	\$187.50	No
Fail to keep records, mash tun	Sch. P, 3.1(a)	\$100.00	\$75.00	\$125.00	No
Fail to keep records, kettle wash	Sch. P, 3.1(b)	\$100.00	\$75.00	\$125.00	No
Fail to keep records, back flush	Sch. P, 3.1(c)	\$100.00	\$75.00	\$125.00	No
Fail to keep records, yeast residue	Sch. P, 3.1(d)	\$100.00	\$75.00	\$125.00	No
Fail to keep records, location of sampling tee	Sch. P, 3.1(e)	\$100.00	\$75.00	\$125.00	No
Fail to keep records, pH adjustment	Sch. P, 3.1(f)	\$100.00	\$75.00	\$125.00	No
Fail to keep records, date of testing	Sch. P, 3.1(g)	\$100.00	\$75.00	\$125.00	No
Fail to retain records	Sch. P, 3.2	\$100.00	\$75.00	\$125.00	No
Discharge prohibited waste	Sch. Q, 2.1(a)	\$200.00	\$150.00	\$250.00	No
Discharge hazardous waste	Sch. Q, 2.1(b)	\$200.00	\$150.00	\$250.00	No
Discharge restricted waste	Sch. Q, 2.1(c)	\$200.00	\$150.00	\$250.00	No
Discharge solvent rinse	Sch. Q, 2.1(d)	\$200.00	\$150.00	\$250.00	No
Discharge inks	Sch. Q, 2.1(e)	\$200.00	\$150.00	\$250.00	No
Discharge etching solution	Sch. Q, 2.1(f)	\$200.00	\$150.00	\$250.00	No
Discharge cleaning solvents	Sch. Q, 2.1(g)	\$200.00	\$150.00	\$250.00	No
Discharge of excess uncontaminated water	Sch. Q, 2.1(h)	\$200.00	\$150.00	\$250.00	No
Unauthorized discharge of stormwater	Sch. Q, 2.2	\$100.00	\$75.00	\$125.00	No

## SCHEDULE 21 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to install trade waste interceptor	Sch. Q, 2.3	\$500.00	\$375.00	\$625.00	No
Fail to install works	Sch. Q, 2.4	\$500.00	\$375.00	\$625.00	No
Fail to install and calibrate metering pump	Sch. Q, 2.6	\$150.00	\$112.50	\$187.50	No
Fail to replace treatment works as recommended	Sch. Q, 2.8(a)	\$150.00	\$112.50	\$187.50	No
Fail to replace treatment works at 80% capacity	Sch. Q, 2.8(b)	\$150.00	\$112.50	\$187.50	No
Fail to replace treatment works total oil and grease at breakthrough	Sch. Q, 2.8(c)	\$150.00	\$112.50	\$187.50	No
Fail to replace treatment works at breakthrough of oil and grease	Sch. Q, 2.8(d)	\$150.00	\$112.50	\$187.50	No
Fail to properly size trade waste interceptor	Sch. Q, 2.11	\$150.00	\$112.50	\$187.50	No
Bypass of treatment equipment	Sch. Q, 2.12	\$150.00	\$112.50	\$187.50	No
Fail to divert domestic waste	Sch. Q, 2.13	\$150.00	\$112.50	\$187.50	No
Use of chemical agents	Sch. Q, 2.15	\$150.00	\$112.50	\$187.50	No
Fail to correctly install monitoring point	Sch. Q, 2.16(a)	\$100.00	\$75.00	\$125.00	No
Inaccessible monitoring point	Sch. Q, 2.16(b)	\$150.00	\$112.50	\$187.50	No
Inaccessible treatment works	Sch. Q, 2.17	\$150.00	\$112.50	\$187.50	No
Accumulation of floating material	Sch. Q, 2.18	\$150.00	\$112.50	\$187.50	No
Accumulation of excessive solids	Sch. Q, 2.19	\$150.00	\$112.50	\$187.50	No
Fail to inspect trade waste interceptor	Sch. Q, 2.20	\$100.00	\$75.00	\$125.00	No
Fail to maintain trade waste interceptor	Sch. Q, 2.21	\$150.00	\$112.50	\$187.50	No
Fail to clean trade waste interceptor	Sch. Q, 2.22	\$150.00	\$112.50	\$187.50	No
Fail to provide spill containment for solvents	Sch. Q, 3.1(a)	\$150.00	\$112.50	\$187.50	No

## SCHEDULE 21 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to provide spill containment for waste solvents	Sch. Q, 3.1(b)	\$150.00	\$112.50	\$187.50	No
Fail to prepare spill response plan	Sch. Q, 4.1	\$100.00	\$75.00	\$125.00	No
Fail to prepare spill response plan within 60 days	Sch. Q, 4.2	\$100.00	\$75.00	\$125.00	No
Fail to follow spill response plan	Sch. Q, 4.3	\$200.00	\$150.00	\$250.00	No
Fail to inspect following spill	Sch. Q, 4.4	\$150.00	\$112.50	\$187.50	No
Fail to remove spilled materials	Sch. Q, 4.5	\$150.00	\$112.50	\$187.50	No
Fail to stock materials	Sch. Q, 4.6	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, inspections	Sch. Q, 5.1(a)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, maintenance	Sch. Q, 5.1(b)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, material removed	Sch. Q, 5.1(c)	\$100.00	\$75.00	\$125.00	No
Fail to maintain complete records, service provider	Sch. Q, 5.1(d)	\$100.00	\$75.00	\$125.00	No
Fail to keep equipment records, installation date	Sch. Q, 5.2(a)	\$100.00	\$75.00	\$125.00	No
Fail to keep equipment records, serial numbers	Sch. Q, 5.2(b)	\$100.00	\$75.00	\$125.00	No
Fail to keep equipment records, expiry date	Sch. Q, 5.2(c)	\$100.00	\$75.00	\$125.00	No
Fail to keep equipment records, capacity	Sch. Q, 5.2(d)	\$100.00	\$75.00	\$125.00	No
Fail to keep equipment records, calibration dates	Sch. Q, 5.2(e)	\$100.00	\$75.00	\$125.00	No
Fail to keep equipment records, problems	Sch. Q, 5.2(f)	\$100.00	\$75.00	\$125.00	No
Fail to maintain design information	Sch. Q, 5.3	\$100.00	\$75.00	\$125.00	No
Fail to maintain spill response plan	Sch. Q, 5.4	\$100.00	\$75.00	\$125.00	No

## SCHEDULE 21 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to maintain record of waste disposal, name	Sch. Q, 5.5(a)	\$100.00	\$75.00	\$125.00	No
Fail to maintain record of waste disposal, type of waste	Sch. Q, 5.5(b)	\$100.00	\$75.00	\$125.00	No
Fail to maintain record of waste disposal, amount	Sch. Q, 5.5(c)	\$100.00	\$75.00	\$125.00	No
Fail to maintain record of waste disposal, date of transfer	Sch. Q, 5.5(d)	\$100.00	\$75.00	\$125.00	No
Fail to retain records	Sch. Q, 5.6	\$100.00	\$75.00	\$125.00	No
Discharge prohibited waste	Sch. S, 2.1(a)	\$200.00	\$150.00	\$250.00	No
Discharge restricted waste	Sch. S, 2.1(b)	\$200.00	\$150.00	\$250.00	No
Discharge waste containing mercury	Sch. S, 2.1(c)	\$200.00	\$150.00	\$250.00	No
Discharge waste containing PCBs	Sch. S, 2.1(d)	\$200.00	\$150.00	\$250.00	No
Discharge waste containing dioxin TEQ	Sch. S, 2.1(e)	\$200.00	\$150.00	\$250.00	No
Discharge waste containing halogenated solvents	Sch. S, 2.1(f)	\$200.00	\$150.00	\$250.00	No
Discharge waste containing chlorinated phenols	Sch. S, 2.1(g)	\$200.00	\$150.00	\$250.00	No
Discharge waste containing pesticides	Sch. S, 2.1(h)	\$200.00	\$150.00	\$250.00	No
Discharge excess seawater	Sch. S, 2.1(i)	\$200.00	\$150.00	\$250.00	No
Discharge of excess uncontaminated water	Sch. S, 2.1(j)	\$200.00	\$150.00	\$250.00	No
Unauthorized discharge of stormwater	Sch. S, 2.2	\$100.00	\$75.00	\$125.00	No
Fail to correctly install monitoring point	Sch. S, 2.4	\$100.00	\$75.00	\$125.00	No
Fail to install monitoring point following improvement, lab	Sch. S, 2.5(a)	\$100.00	\$75.00	\$125.00	No
Fail to install monitoring point following improvement, plumbing	Sch. S, 2.5(b)	\$100.00	\$75.00	\$125.00	No



## SCHEDULE 21 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to install monitoring point after exceeding criteria	Sch. S, 2.5(c)	\$100.00	\$75.00	\$125.00	No
Fail to use proper methods	Sch. S, 2.6	\$150.00	\$112.50	\$187.50	No
Fail to install spill containment	Sch. S, 3.1	\$150.00	\$112.50	\$187.50	No
Discharge unauthorized waste	Sch. S, 3.2	\$150.00	\$112.50	\$187.50	No
Fail to prepare spill response plan	Sch. S, 4.1	\$100.00	\$75.00	\$125.00	No
Fail to prepare spill response plan within 30 days	Sch. S, 4.2	\$100.00	\$75.00	\$125.00	No
Fail to post spill response plan	Sch. S, 4.3	\$50.00	\$37.50	\$62.50	No
Fail to maintain spill response equipment	Sch. S, 4.4	\$100.00	\$75.00	\$125.00	No
Fail to carry out spill response plan	Sch. S, 4.5	\$200.00	\$150.00	\$250.00	No
Fail to remove spilled materials	Sch. S, 4.6	\$150.00	\$112.50	\$187.50	No
Fail to keep records, name	Sch. S, 5.1(a)	\$100.00	\$75.00	\$125.00	No
Fail to keep records, type of waste	Sch. S, 5.1(b)	\$100.00	\$75.00	\$125.00	No
Fail to keep records, amount	Sch. S, 5.1(c)	\$100.00	\$75.00	\$125.00	No
Fail to keep records, date of transfer	Sch. S, 5.1(d)	\$100.00	\$75.00	\$125.00	No
Fail to list procedures	Sch. S, 5.2	\$100.00	\$75.00	\$125.00	No
Fail to maintain inventory	Sch. S, 5.3	\$100.00	\$75.00	\$125.00	No
Fail to maintain written procedures	Sch. S, 5.4	\$100.00	\$75.00	\$125.00	No
Fail to maintain test records	Sch. S, 5.5	\$100.00	\$75.00	\$125.00	No
Fail to retain records	Sch. S, 5.6	\$100.00	\$75.00	\$125.00	No

## SCHEDULE 22 TO BYLAW NO. XXXX

### **CAPITAL REGIONAL DISTRICT SOUTHERN GULF ISLANDS SMALL CRAFT HARBOURS REGULATION BYLAW NO. 1, 2000**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to obey order to leave dock	3	\$150.00	\$112.50	\$187.50	No
Hinder authorized personnel	4	\$200.00	\$150.00	\$250.00	No
Interfere with lawful use of dock	7	\$100.00	\$75.00	\$125.00	No
Disorderly behaviour	8	\$100.00	\$75.00	\$125.00	No
Noise which disturbs	9	\$100.00	\$75.00	\$125.00	No
Possession of open liquor	10	\$100.00	\$75.00	\$125.00	No
Unlawful sign	11	\$100.00	\$75.00	\$125.00	No
Cause damage to dock	12	\$100.00	\$75.00	\$125.00	No
Damage CRD sign	13	\$100.00	\$75.00	\$125.00	No
Littering	14	\$100.00	\$75.00	\$125.00	No
Unlawful storage	15	\$100.00	\$75.00	\$125.00	No
Unattended vessel in loading zone	16	\$100.00	\$75.00	\$125.00	No
Vessel in loading zone more than 15 minutes	17	\$100.00	\$75.00	\$125.00	No
Unlawful mooring in airport zone	18	\$100.00	\$75.00	\$125.00	No
Failure to vacate airport zone	19	\$100.00	\$75.00	\$125.00	No
Unlawful driving on dock	20(1)	\$100.00	\$75.00	\$125.00	No
Unattended vehicle on dock	21	\$100.00	\$75.00	\$125.00	No
Unattended vehicle on dock	22	\$100.00	\$75.00	\$125.00	No
Unauthorized business on dock	24	\$100.00	\$75.00	\$125.00	No
Unauthorized structure on dock	25(4)	\$100.00	\$75.00	\$125.00	No
Fail to pay moorage fees	25(6)	\$100.00	\$75.00	\$125.00	No
Fail to obtain licence	26	\$150.00	\$112.50	\$187.50	No
Lingering while unloading dangerous goods	27	\$200.00	\$150.00	\$250.00	No
Fail to obey order to alter position	30	\$100.00	\$75.00	\$125.00	No

**SCHEDULE 22 TO BYLAW NO. XXXX**

**CAPITAL REGIONAL DISTRICT SOUTHERN GULF ISLANDS SMALL CRAFT HARBOURS REGULATION**  
**BYLAW NO. 1, 2000**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to obey order not to moor	31	\$100.00	\$75.00	\$125.00	No
Abandon vessel at dock	33	\$100.00	\$75.00	\$125.00	No
Obstruct movement of other vessels	36	\$100.00	\$75.00	\$125.00	No
Crossing dock with moorage lines	37	\$100.00	\$75.00	\$125.00	No
Use dock for major repairs	38(1)	\$100.00	\$75.00	\$125.00	No
Impede use of dock	38(2)	\$100.00	\$75.00	\$125.00	No
Disobey order of Ports Manager/Wharfinger	49(2)(a)	\$200.00	\$150.00	\$250.00	No
Disobey posted sign	49(2)(b)	\$100.00	\$75.00	\$125.00	No

## SCHEDULE 23 TO BYLAW NO. XXXX

### **COMMUNITY PARKS REGULATIONS (JUAN DE FUCA AND SALT SPRING ISLAND ELECTORAL AREAS)** **BYLAW NO. 1, 2012**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Obstruction of Park or Peace Officer	4(1)	\$500.00	\$400.00	\$500.00	No
Failure to obey sign or posted notice	4(3), 12(1)	\$200.00	\$150.00	\$250.00	No
Possession or Consumption of alcohol	4(4)	\$200.00	\$150.00	\$250.00	No
Urinate or defecate in public	4(5)	\$200.00	\$150.00	\$250.00	No
In park when closed	4(6)	\$200.00	\$150.00	\$250.00	No
Undue noise	4(8)(9)	\$200.00	\$150.00	\$250.00	No
Disorderly or dangerous conduct	4(11)	\$200.00	\$150.00	\$250.00	No
Illegal camping	6(1)	\$200.00	\$150.00	\$250.00	No
Destroying or damaging park features or property	7(1)	\$300.00	\$225.00	\$375.00	No
Littering	7(3)	\$200.00	\$150.00	\$250.00	No
Illegal dumping	7(4)	\$300.00	\$225.00	\$375.00	No
Illegal fire	7(5)	\$200.00	\$150.00	\$250.00	No
Unattended fire or camp stove	7(6)	\$200.00	\$150.00	\$250.00	No
Illegal deposit of burning substance	7(7)	\$200.00	\$150.00	\$250.00	No
Illegal smoking	7(8)	\$200.00	\$150.00	\$250.00	No
Cut or remove tree	7(9)	\$500.00	\$375.00	\$500.00	No
Illegal cycling	7(10)	\$200.00	\$150.00	\$250.00	No
Domestic animal not under control	8(1)(a)	\$200.00	\$150.00	\$250.00	No
Dog faeces not removed	8(4)	\$200.00	\$150.00	\$250.00	No
Possess or discharge firearm	9(1)	\$200.00	\$150.00	\$250.00	No
Possess or discharge fireworks	9(2)	\$200.00	\$150.00	\$250.00	No
Possess or discharge slingshot	9(3)	\$200.00	\$150.00	\$250.00	No
Possess or discharge bow or crossbow	9(4)	\$200.00	\$150.00	\$250.00	No

**SCHEDULE 23 TO BYLAW NO. XXXX**

**COMMUNITY PARKS REGULATIONS (JUAN DE FUCA AND SALT SPRING ISLAND ELECTORAL AREAS)**  
**BYLAW NO. 1, 2012**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Vehicle off road	10(1)	\$200.00	\$150.00	\$250.00	No
Illegal parking	10(3)	\$50.00	\$37.50	\$62.50	No
Commercial activity without permit	11(1)	\$400.00	\$300.00	\$500.00	No
Interference in lawful use of property	12(2)	\$200.00	\$150.00	\$250.00	No
Special use event without a permit	14(1)	\$200.00	\$150.00	\$250.00	No
Failure to comply with terms of a permit	14(9)	\$200.00	\$150.00	\$250.00	No

## SCHEDULE 24 TO BYLAW NO. XXXX

### SALT SPRING ISLAND LIQUID WASTE, SEWER, AND WATER FEES AND CHARGES BYLAW NO. 1, 2012

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Discharge at locations other than liquid waste facility	Sch. C, Sec 5(a)	\$200.00	\$150.00	\$250.00	No
Fail to obtain access permit	Sch. C, Sec 6(a)	\$150.00	\$112.50	\$187.50	No
Fail to use designated intake	Sch. C, Sec 6(c)	\$200.00	\$150.00	\$250.00	No
Fail to deposit manifest or incorrect manifest	Sch. C, Sec 6(d)	\$150.00	\$112.50	\$187.50	No
Fail to contain load	Sch. C, Sec 6(e)	\$200.00	\$150.00	\$250.00	No
Deposit during alarm	Sch. C, Sec 6(f)				
Fail to have compatible connection devices	Sch. C, Sec 6(g)	\$100.00	\$75.00	\$125.00	No
Fail to discontinue discharge or spill	Sch. C, Sec 6(i)	\$200.00	\$150.00	\$250.00	No
Fail to contain loads or spillage in transit	Sch. C, Sec 6(j)	\$100.00	\$75.00	\$125.00	No
Unauthorized parking	Sch. C, Sec 6(k)	\$50.00	\$37.50	\$62.50	No
Misuse water supply	Sch. C, Sec 6(l)	\$100.00	\$75.00	\$125.00	No
Fail to designate discharge on manifest	Sch. C, Sec 6(m)	\$100.00	\$75.00	\$125.00	No
Fail to comply with all posted speed limits	Sch. C, Sec 6(n)	\$100.00	\$75.00	\$125.00	No
Accessing facility after hours	Sch. C, Sec 6(o)	\$100.00	\$75.00	\$125.00	No
Fail to record information/use flow meter	Sch. C, Sec 6(p)	\$100.00	\$75.00	\$125.00	No

**SCHEDULE 25 TO BYLAW NO. XXXX****CAPITAL REGIONAL DISTRICT SEPTAGE DISPOSAL BYLAW NO. 2, 2000**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Discharge at other than disposal facility	2.1	\$200.00	\$150.00	\$250.00	No
Fail to provide information	2.7(b)	\$100.00	\$75.00	\$125.00	No
Fail to contain load	2.7(c)	\$150.00	\$112.50	\$187.50	No
Fail to discontinue discharge	2.8	\$200.00	\$150.00	\$250.00	No
Fail to provide information	2.9	\$100.00	\$75.00	\$125.00	No
Fail to clean equipment	2.10	\$100.00	\$75.00	\$125.00	No
Discharge without permit	3.1	\$100.00	\$75.00	\$125.00	No
Unlisted vehicle	3.2	\$100.00	\$75.00	\$125.00	No
Fail to display company name as required	3.4	\$100.00	\$75.00	\$125.00	No
Fail to allow entry	4.1	\$200.00	\$150.00	\$250.00	No
Fail to allow sampling	5.1	\$200.00	\$150.00	\$250.00	No
Using unauthorized sampling and analysis methods	5.3	\$100.00	\$75.00	\$125.00	No
Fail to use independent agency/authorized laboratory	5.4	\$100.00	\$75.00	\$125.00	No
Hinder/prevent inspection	8.1	\$200.00	\$150.00	\$250.00	No

## SCHEDULE 26 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT WATER CONSERVATION BYLAW NO. 1, 2016

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Hinder/prevent inspection	3	\$500.00	\$375.00	\$500.00	No
Wasting water during Stage 1	7(3)	\$200.00	\$150.00	\$250.00	No
Wasting water during Stage 2	7(3)	\$300.00	\$225.00	\$375.00	No
Wasting water during Stage 3	7(3)	\$400.00	\$300.00	\$500.00	No
Water contrary to restriction	7(4)	\$200.00	\$150.00	\$250.00	No
Use water for once-through cooling	7(5)	\$400.00	\$300.00	\$500.00	No
Stage 1 – water lawn contrary to even-numbered address dates/times	Sch. A1(1)(a)(i)	\$200.00	\$150.00	\$250.00	No
Stage 1 – water lawn contrary to odd-numbered address dates/times	Sch. A1(1)(a)(ii)	\$200.00	\$150.00	\$250.00	No
Stage 1 – water play field contrary to dates/times	Sch. A1(1)(a)(iv)	\$100.00	\$75.00	\$125.00	No
Stage 1 – operate public spray park contrary to restrictions	Sch. A1(1)(c)	\$100.00	\$75.00	\$125.00	No
Stage 1 – public authority watering contrary to dates/times	Sch. A1(2)(b)	\$100.00	\$75.00	\$125.00	No
Stage 1 – watering golf courses contrary to dates/times	Sch. A1(2)(c)	\$200.00	\$150.00	\$250.00	No
Stage 2 – water lawn contrary to even-numbered address dates/times	Sch. A2(1)(a)(i)	\$250.00	\$187.50	\$312.50	No
Stage 2 – water lawn contrary to odd-numbered address dates/times	Sch. A2(1)(a)(ii)	\$250.00	\$187.50	\$312.50	No
Stage 2 – wash sidewalks/driveways /exterior surfaces	Sch. A2(1)(b)(i)	\$250.00	\$187.50	\$312.50	No
Stage 2 – use motion-activated sprinkler device	Sch. A2(1)(b)(ii)	\$250.00	\$187.50	\$312.50	No
Stage 2 – water cemetery lawn	Sch. A2(1)(b)(iii)	\$250.00	\$187.50	\$312.50	No
Stage 2 – operate public spray park contrary to restrictions	Sch. A2(1)(c)	\$250.00	\$187.50	\$312.50	No
Stage 2 – fill ornamental fountain	Sch. A2(1)(d)(i)	\$250.00	\$187.50	\$312.50	No



## SCHEDULE 26 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT WATER CONSERVATION BYLAW NO. 1, 2016

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Stage 2 – operate ornamental fountain	Sch. A2(1)(d)(ii)	\$250.00	\$187.50	\$312.50	No
Stage 2 – water playing field contrary to dates/times	Sch. A2(1)(d)(iii)	\$250.00	\$187.50	\$312.50	No
Public authority watering contrary to dates/times	Sch. A2(2)(b)	\$200.00	\$150.00	\$250.00	No
Stage 2 – watering golf courses contrary to dates/times	Sch. A2(2)(c)	\$250.00	\$187.50	\$312.50	No
Stage 3 – water lawn or boulevard	Sch. A3(1)(a)(i)	\$400.00	\$300.00	\$500.00	No
Stage 3 – fill pool, hot tub, or garden pond	Sch. A3(1)(a)(ii)	\$400.00	\$300.00	\$500.00	No
Stage 3 – operate a public spray park	Sch. A3(1)(a)(iii)	\$400.00	\$300.00	\$500.00	No
Stage 3 – fill/operate ornamental fountain	Sch. A3(1)(a)(iv)	\$400.00	\$300.00	\$500.00	No
Stage 3 – wash vehicle/boat	Sch. A3(1)(a)(v)	\$400.00	\$300.00	\$500.00	No
Stage 3 – wash sidewalks/driveways /exterior surfaces	Sch. A3(1)(a)(vi)	\$400.00	\$300.00	\$500.00	No
Stage 3 – use motion-activated sprinkler device	Sch. A3(1)(a)(vii)	\$400.00	\$300.00	\$500.00	No
Stage 3 – Public authority watering contrary to dates/times	Sch. A3(1)(b)	\$400.00	\$300.00	\$500.00	No
Stage 3 – watering golf courses contrary to dates/times	Sch. A3(2)(a)	\$400.00	\$300.00	\$500.00	No
Stage 3 – washing vehicle or boat contrary to restrictions	Sch. A3(2)(b)	\$400.00	\$300.00	\$500.00	No
Stage 4 – outdoor use of water while prohibited	Sch. A4(1)(a)	\$500.00	-	\$500.00	No
Stage 4 – indoor use of water contrary to restrictions	Sch. A4(1)(b)	\$500.00	-	\$500.00	No

## SCHEDULE 27 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Unauthorized entry on water supply area lands	9	\$300.00	\$225.00	\$375.00	No
Obstruct persons or traffic	10	\$100.00	\$75.00	\$125.00	No
Disorderly behavior	11	\$100.00	\$75.00	\$125.00	No
Unlawful use of liquor	12	\$100.00	\$75.00	\$125.00	No
Fail to obey sign	14	\$100.00	\$75.00	\$125.00	No
Damage to property/natural feature in water supply area	15	\$300.00	\$225.00	\$375.00	No
Foul water supply area lands/water bodies	16	\$200.00	\$150.00	\$250.00	No
Remove posted notices	17	\$100.00	\$75.00	\$125.00	No
Interfere with wildlife	18	\$200.00	\$150.00	\$250.00	No
Deposit garbage	19	\$200.00	\$150.00	\$250.00	No
Introduce alien or weed species	20	\$200.00	\$150.00	\$250.00	No
Introduce organic material without authorization	21	\$200.00	\$150.00	\$250.00	No
Damage tree	24	\$200.00	\$150.00	\$250.00	No
Cut down tree	24	\$500.00	\$375.00	\$500.00	No
Unauthorized cycling	25	\$100.00	\$75.00	\$125.00	No
Unauthorized camping	26	\$200.00	\$150.00	\$250.00	No
Prohibited storage	27	\$100.00	\$75.00	\$125.00	No
Prohibited animal	28	\$200.00	\$150.00	\$250.00	No
Unauthorized hunting, carry or discharge of firearm, crossbow or bow	29	\$200.00	\$150.00	\$250.00	No
Unauthorized operation of aircraft	30	\$200.00	\$150.00	\$250.00	No
Unauthorized operation of vessel or watercraft	31	\$200.00	\$150.00	\$250.00	No
Unauthorized fishing	32	\$200.00	\$150.00	\$250.00	No

**SCHEDULE 27 TO BYLAW NO. XXXX**

**CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Driving off road	33(1)	\$200.00	\$150.00	\$250.00	No
Driving contrary to posted signs or traffic control devices	35(2)	\$200.00	\$150.00	\$250.00	No
Unlawful sign	36	\$100.00	\$75.00	\$125.00	No
Prohibited public address system	37	\$100.00	\$75.00	\$125.00	No
Prohibited temporary structure	38	\$100.00	\$75.00	\$125.00	No
Prohibited permanent structure	39	\$200.00	\$150.00	\$250.00	No
Entry into closed area	43	\$200.00	\$150.00	\$250.00	No
Prohibited activity	44	\$200.00	\$150.00	\$250.00	No

**SCHEDULE 28 TO BYLAW NO. XXXX**

**CIVIC ADDRESSING BYLAW (SALT SPRING ISLAND ELECTORAL AREA) NO. 1, 2016**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to obtain or display civic address for a new building	4.2	\$100.00	\$75.00	\$125.00	No
Fail to display civic address in a proper manner	6.1, 6.2(a), (b), (c), (d), 6.3, 6.4, 7.1	\$50.00	\$37.50	\$62.50	No
Alter or change civic address without permission	7.2	\$50.00	\$37.50	\$62.50	No

**SCHEDULE 29 TO BYLAW NO. XXXX**

**CIVIC ADDRESSING BYLAW (JUAN DE FUCA ELECTORAL AREA) NO. 1, 2016**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to obtain or display civic address for a new building	4.2	\$100.00	\$75.00	\$125.00	No
Fail to display civic address in a proper manner	6.1, 6.2(a), (b), (c), (d), 6.3, 6.4, 7.1	\$50.00	\$37.50	\$62.50	No
Alter or change civic address without permission	7.2	\$50.00	\$37.50	\$62.50	No

**SCHEDULE 30 TO BYLAW NO. XXXX**

Intentionally deleted.

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## SCHEDULE 31 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT COMPOSTING FACILITIES REGULATION BYLAW NO. 1, 2004

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to obtain recycler licence	3.1	\$500.00	\$375.00	\$500.00	No
Operating without recycler licence	3.2	\$500.00	\$375.00	\$500.00	No
Store materials improperly	5.1	\$500.00	\$375.00	\$500.00	No
Fail to operate according to regulations	5.2	\$500.00	\$375.00	\$500.00	No
Fail to operate to control nuisances	6.1	\$500.00	\$375.00	\$500.00	No
Creating or discharging leachate	6.2	\$500.00	\$375.00	\$500.00	No
Fail to operate in accordance with licence	6.5	\$200.00	\$150.00	\$250.00	No
Hinder inspection	11.1	\$250.00	\$187.50	\$312.50	No
Exceed storage limits	Sch. B1	\$200.00	\$150.00	\$250.00	No
Fail to pay licence application fee	Sch. C1.1(a)	\$200.00	\$150.00	\$250.00	No
Fail to pay licence renewal fee	Sch. C1.2(a)	\$200.00	\$150.00	\$250.00	No
Fail to pay licence amendment fee	Sch. C1.3(a)	\$200.00	\$150.00	\$250.00	No
Fail to pay licence administration fee	Sch. C1.4(a)	\$200.00	\$150.00	\$250.00	No
Fail to pay provisional licence fee	Sch. C1.5(a)	\$200.00	\$150.00	\$250.00	No
Handle restricted organic matter improperly	Sch. D1.1	\$200.00	\$150.00	\$250.00	No
Cure restricted organic matter improperly	Sch. D1.2	\$200.00	\$150.00	\$250.00	No
Fail to use impermeable surface	Sch. D1.3	\$500.00	\$375.00	\$500.00	No
Receive unauthorized material	Sch. D1.4	\$500.00	\$375.00	\$500.00	No
Exceed combined storage limits	Sch. D2.2	\$200.00	\$150.00	\$250.00	No
Fail to report beginning of operation	Sch. D3.1	\$200.00	\$150.00	\$250.00	No

## SCHEDULE 32 TO BYLAW NO. XXXX

### SALT SPRING ISLAND TRANSFER STATION REGULATION BYLAW NO. 1, 2001

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to obtain operator licence	2(a)	\$500.00	\$375.00	\$500.00	No
Hinder inspection	10(a)	\$250.00	\$187.50	\$312.50	No
Fail to pay licence fee	Sch. C1.1(a)	\$200.00	\$150.00	\$250.00	No
Fail to pay licence renewal fee	Sch. C1.2(a)	\$200.00	\$150.00	\$250.00	No
Fail to pay licence amendment fee	Sch. C1.3(a)	\$200.00	\$150.00	\$250.00	No
Fail to pay licence administration fee	Sch. C1.4(a)	\$200.00	\$150.00	\$250.00	No
Fail to use impermeable surface	Sch. D(a)(i)	\$500.00	\$375.00	\$500.00	No
Store waste improperly/class 1 station	Sch. D(a)(ii)	\$200.00	\$150.00	\$250.00	No
Store fibre improperly/class 1 station	Sch. D(a)(iii)	\$200.00	\$150.00	\$250.00	No
Store waste improperly/class 2 station	Sch. D(b)(i)	\$200.00	\$150.00	\$250.00	No
Store fibre improperly/class 2 station	Sch. D(b)(ii)	\$200.00	\$150.00	\$250.00	No
Fail to prohibit public access	Sch. D(b)(iii)	\$200.00	\$150.00	\$250.00	No
Fail to maintain facility	Sch. D(c)	\$200.00	\$150.00	\$250.00	No
Receive unauthorized materials	Sch. D(d)	\$500.00	\$375.00	\$500.00	No
Detectable odour beyond site boundary	Sch. D(e)	\$500.00	\$375.00	\$500.00	No
Fail to submit odour management plan	Sch. D(f)	\$200.00	\$150.00	\$250.00	No
Discharge leachate	Sch. D(g)	\$500.00	\$375.00	\$500.00	No
Deposit garbage	Sch. D(h)	\$200.00	\$150.00	\$250.00	No
Exceed storage limit	Sch. D(i)	\$200.00	\$150.00	\$250.00	No



## SCHEDULE 33 TO BYLAW NO. XXXX

### **FIRE REGULATION BYLAW NO. 2, 2022**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Hinder officer	4.1(a)	\$300.00	\$225.00	\$375.00	No
Cross fire line	4.1(b)	\$200.00	\$150.00	\$250.00	No
Drive over hose or equipment	4.1(c)	\$500.00	\$375.00	\$500.00	No
Obstruct hydrant	4.1(d)	\$200.00	\$150.00	\$250.00	No
Damage fire department property	4.1(e)	\$300.00	\$225.00	\$375.00	No
Fail to remove fire hazard	4.2	\$150.00	\$112.50	\$187.50	No
Fail to properly secure unoccupied building	4.3	\$150.00	\$112.50	\$187.50	No
Open fire while prohibited	4.5(a)	\$200.00	\$150.00	\$250.00	No
Open fire without permit	4.5(b)	\$200.00	\$150.00	\$250.00	No
Breach permit conditions	4.5(c)	\$200.00	\$150.00	\$250.00	No
Cat 3 fire without permit	4.6(c)	\$300.00	\$225.00	\$375.00	No
Fail to maintain fuel break	4.7(e)	\$200.00	\$150.00	\$250.00	No
Fail to monitor fire	4.7(f)	\$200.00	\$150.00	\$250.00	No
Inadequate equipment	4.7(g)	\$200.00	\$150.00	\$250.00	No
Failure to extinguish an open fire	4.7(h)	\$300.00	\$225.00	\$375.00	No
Failure to notify fire department	4.7(i)	\$300.00	\$225.00	\$375.00	No
Burn prohibited material	4.8	\$500.00	\$375.00	\$500.00	No
Non-compliance order	4.9	\$300.00	\$225.00	\$375.00	No
Improper campfire – size	5.1	\$200.00	\$150.00	\$250.00	No
Improper campfire – structure	5.2(a)	\$200.00	\$150.00	\$250.00	No
Improper campfire – combustible material	5.2(b)	\$200.00	\$150.00	\$250.00	No
Improper campfire – domestic waste	5.2(c)	\$200.00	\$150.00	\$250.00	No
Improper Cat 2 fire – location	5.2.2(a)	\$200.00	\$150.00	\$250.00	No
Improper Cat 2 fire – green debris	5.2.2(b)	\$200.00	\$150.00	\$250.00	No

## SCHEDULE 33 TO BYLAW NO. XXXX

### **FIRE REGULATION BYLAW NO. 2, 2022**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Improper Cat 2 fire – duration	5.2.2(c)	\$200.00	\$150.00	\$250.00	No
Improper Cat 2 fire – materials	5.2.2(d)	\$200.00	\$150.00	\$250.00	No
Improper Cat 3 fire – location	5.2.4(a)	\$250.00	\$187.50	\$312.50	No
Improper Cat 3 fire – green debris	5.2.4(b)	\$250.00	\$187.50	\$312.50	No
Improper Cat 3 fire – duration	5.2.4(c)	\$250.00	\$187.50	\$312.50	No
Improper Cat 3 fire – materials	5.2.4(d)	\$250.00	\$187.50	\$312.50	No
Appliance without permit	5.3	\$200.00	\$150.00	\$250.00	No
Appliance contrary to permit	5.4	\$200.00	\$150.00	\$250.00	No
Incinerator without a permit	5.5	\$200.00	\$150.00	\$250.00	No
Incinerator contrary to permit	5.6	\$200.00	\$150.00	\$250.00	No
Incinerator – unmaintained	5.7(a)	\$200.00	\$150.00	\$250.00	No
Incinerator – supervision	5.7(b)	\$200.00	\$150.00	\$250.00	No
Incinerator – location	5.7(c)	\$200.00	\$150.00	\$250.00	No
Commercial incinerator – location	5.7(d)	\$200.00	\$150.00	\$250.00	No
Industrial activity contrary to notice	5.8	\$300.00	\$225.00	\$375.00	No
Mill waste – failure to notify	5.9(a)	\$200.00	\$150.00	\$250.00	No
Mill waste – depth	5.9(b)	\$200.00	\$150.00	\$250.00	No
Mill waste – cover	5.9(c)	\$200.00	\$150.00	\$250.00	No

## SCHEDULE 34 TO BYLAW NO. XXXX

### ONSITE SEWAGE SYSTEM MAINTENANCE BYLAW, 2007

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to pump out type 1 system before December 31, 2010	3.1(a)	\$200.00	\$150.00	\$250.00	No
Fail to pump out type 1	3.1(b)	\$200.00	\$150.00	\$250.00	No
Fail to maintain type 2 or type 3 system	3.2	\$200.00	\$150.00	\$250.00	No
Fail to retain and provide records	3.3	\$150.00	\$112.50	\$187.50	No

## SCHEDULE 35 TO BYLAW NO. XXXX

### CAPITAL REGIONAL DISTRICT TANNING FACILITY REGULATION BYLAW NO. 1, 2010

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to comply with bylaw regulations	2.(2)(a)	\$500.00	\$375.00	\$500.00	No
Non-compliant tanning equipment	2.(2)(b)	\$500.00	\$375.00	\$500.00	No
Fail to allow entry for inspection	3.(1)	\$500.00	\$375.00	\$500.00	No
Fail to provide adequate washing water	4.(1)	\$500.00	\$375.00	\$500.00	No
Fail to maintain clean premises	4.(2)	\$500.00	\$375.00	\$500.00	No
Fail to display warning signs	5.(1)(a)	\$500.00	\$375.00	\$500.00	No
Fail to display proper sign	5.(1)(b)	\$500.00	\$375.00	\$500.00	No
Fail to provide protective eye wear	5.(2)(a)	\$500.00	\$375.00	\$500.00	No
Allowing customer to not wear protective eye wear	5.(2)(b)	\$500.00	\$375.00	\$500.00	No
Improperly designed tanning equipment	5.(3)(a)	\$500.00	\$375.00	\$500.00	No
Allowing self-service tanning equipment	5.(3)(b)	\$500.00	\$375.00	\$500.00	No
Fail to maintain tanning equipment	5.(3)(c)	\$500.00	\$375.00	\$500.00	No
Fail to sanitize eye wear	5.(4)(a)	\$500.00	\$375.00	\$500.00	No
Fail to sanitize tanning equipment	5.(4)(b)	\$500.00	\$375.00	\$500.00	No
Allowing customer to sanitize equipment	5.(4)(c)	\$500.00	\$375.00	\$500.00	No
Fail to provide information to customers	5.(5)(a)	\$500.00	\$375.00	\$500.00	No
Allow minor to use tanning equipment	6.(1)	\$500.00	\$375.00	\$500.00	No
Fail to check age identification	6.(2)	\$500.00	\$375.00	\$500.00	No

**SCHEDULE 36 TO BYLAW NO. XXXX**

**CAPITAL REGIONAL DISTRICT CROSS CONNECTION CONTROL BYLAW NO. 1, 2008**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to report discovered cross connection	6.1	\$250.00	\$187.50	\$312.50	No
Fail to report backflow preventer test results	7.2	\$250.00	\$187.50	\$312.50	No
Fail to notify customer of test failure	7.3	\$250.00	\$187.50	\$312.50	No
Fail to notify of repair or replacement	7.4	\$500.00	\$375.00	\$500.00	No
Fail to display proof of testing	7.5	\$200.00	\$150.00	\$250.00	No
Fail to maintain file of test results	7.6	\$200.00	\$150.00	\$250.00	No
Fail to provide premises isolation for new moderate hazard	12.3	\$500.00	\$375.00	\$500.00	No
Fail to provide premises isolation for new minor hazard	12.4	\$500.00	\$375.00	\$500.00	No
Fail to provide premises isolation for existing moderate hazard	13.2(a) or (b)	\$500.00	\$375.00	\$500.00	No
Fail to provide premises isolation for existing minor hazard	13.3(a) or (b)	\$500.00	\$375.00	\$500.00	No
Inadequate or expired credentials	26.1(a), (b) or (c)	\$250.00	\$187.50	\$312.50	No
Fail to register as certified tester	26.2	\$200.00	\$150.00	\$250.00	No
Fail to maintain testing equipment	26.3	\$250.00	\$187.50	\$312.50	No
Fail to calibrate testing equipment	26.4 or 26.5	\$250.00	\$187.50	\$312.50	No
Fail to register as survey specialist	27.1	\$250.00	\$187.50	\$312.50	No

**SCHEDULE 37 TO BYLAW NO. XXXX**

**CIVIC ADDRESSING BYLAW (SOUTHERN GULF ISLANDS ELECTORAL AREA) NO. 1, 2016**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to obtain or display civic address for a new building	4.2	\$100.00	\$75.00	\$125.00	No
Fail to display civic address in a proper manner	6.1, 6.2(a), (b), (c), (d), 6.3, 6.4, 7.1	\$50.00	\$37.50	\$62.50	No
Alter or change civic address without permission	7.2	\$50.00	\$37.50	\$62.50	No

## SCHEDULE 38 TO BYLAW NO. XXXX

### COMMUNITY PARKS REGULATIONS (PENDER ISLANDS) BYLAW NO. 1, 2016

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Damage or remove tree or plant	2(1)(a)	\$500.00	\$375.00	\$500.00	No
Destroying or damaging park property	2(1)(b)	\$300.00	\$225.00	\$375.00	No
Foul or pollute water	2(1)(c)	\$300.00	\$225.00	\$375.00	No
Failure to obey sign or posted notice	2(2)	\$200.00	\$150.00	\$250.00	No
Illegal dumping	2(2)	\$300.00	\$225.00	\$375.00	No
Commercial activity without permit	2(3)	\$400.00	\$300.00	\$500.00	No
Illegal fire	2(5)	\$500.00	\$375.00	\$500.00	No
Unlawful BBQ/stove	2(6)	\$500.00	\$375.00	\$500.00	No
Deposit burning substance	2(7)	\$500.00	\$375.00	\$500.00	No
Playing game contrary to rules or in unsafe manner	2(8)	\$50.00	\$37.50	\$62.50	No
Domestic animal not under control	2(9)	\$200.00	\$150.00	\$250.00	No
Disorderly or offensive conduct	2(10)	\$200.00	\$150.00	\$250.00	No
No camping	2(11)	\$200.00	\$150.00	\$250.00	No
Unlawful parking	2(12)	\$50.00	\$37.50	\$62.50	No
Advertising without approval	2(14)	\$200.00	\$150.00	\$250.00	No
Vehicle off road	2(15)	\$200.00	\$150.00	\$250.00	No
Speeding animal or vehicle	2(16)(a)	\$200.00	\$150.00	\$250.00	No
Vehicle nuisance	2(16)(b)	\$200.00	\$150.00	\$250.00	No
Failure to obey traffic direction	2(16)(c)	\$200.00	\$150.00	\$250.00	No
Horse or vehicle use contrary to sign or notice	2(16)(d)	\$200.00	\$150.00	\$250.00	No
Advertising without approval	2(16)(e)	\$200.00	\$150.00	\$250.00	No
Vehicle without reflectors (11 pm to 6 am)	2(16)(f)	\$50.00	\$37.50	\$62.50	No
In park when closed	2(17)	\$200.00	\$150.00	\$250.00	No

**SCHEDULE 38 TO BYLAW NO. XXXX****COMMUNITY PARKS REGULATIONS (PENDER ISLANDS) BYLAW NO. 1, 2016**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Event without permit or failure to comply with terms of permit	2(18)	\$200.00	\$150.00	\$250.00	No
Consumption of alcohol	2(19)	\$200.00	\$150.00	\$250.00	No
Irresponsible minor	2(20)	\$200.00	\$150.00	\$250.00	No
Use of court or field improperly	3(1)	\$200.00	\$150.00	\$250.00	No
Damage to park grounds	3(2)	\$200.00	\$150.00	\$250.00	No
Tournament or series without permission	3(3)	\$200.00	\$150.00	\$250.00	No
Failure to obey officer directions	3(7)	\$200.00	\$150.00	\$250.00	No
Obstruction	9	\$500.00	\$375.00	\$500.00	No



## SCHEDULE 39 TO BYLAW NO. XXXX

### SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to prepare spill response plan within 180 days	4.1	\$500.00	\$375.00	\$500.00	No
Fail to prepare spill response plan within 90 days	4.2	\$500.00	\$375.00	\$500.00	No
Fail to specify response for containment and cleanup	4.3(a)	\$250.00	\$187.50	\$312.50	No
Fail to define roles and responsibilities of operations personnel	4.3(b)	\$250.00	\$187.50	\$312.50	No
Fail to include contact names and telephone numbers	4.3(c)	\$250.00	\$187.50	\$312.50	No
Fail to provide checklist of spill response equipment and supplies	4.3(d)	\$250.00	\$187.50	\$312.50	No
Fail to stock and maintain spill response equipment and supplies	4.4	\$250.00	\$187.50	\$312.50	No
Spill response plan not readily accessible for inspection	4.5	\$250.00	\$187.50	\$312.50	No
Fail to implement provisions of spill response plan	4.6	\$250.00	\$187.50	\$312.50	No
Fail to inspect treatment works for spilled material within four hours	4.8	\$250.00	\$187.50	\$312.50	No
Fail to clean out treatment works within 24 hours after spill	4.9	\$500.00	\$375.00	\$500.00	No
Fail to record date of spill	5.1(a)	\$150.00	\$112.50	\$187.50	No
Fail to record type of material spilled	5.1(b)	\$150.00	\$112.50	\$187.50	No
Fail to record quantity of material spilled	5.1(c)	\$150.00	\$112.50	\$187.50	No
Fail to record spill response action	5.1(d)	\$150.00	\$112.50	\$187.50	No
Fail to maintain complete records, date of inspection or maintenance	5.2(a)	\$250.00	\$187.50	\$312.50	No
Fail to maintain complete records, maintenance conducted	5.2(b)	\$250.00	\$187.50	\$312.50	No

**SCHEDULE 39 TO BYLAW NO. XXXX**

**SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to maintain complete records, material removed	5.2(c)	\$250.00	\$187.50	\$312.50	No
Fail to maintain complete records, name and address of disposal company	5.2(d)	\$250.00	\$187.50	\$312.50	No
Fail to maintain complete records, names of personnel	5.2(e)	\$250.00	\$187.50	\$312.50	No
Fail to retain records for inspection by manager or officer	5.3	\$250.00	\$187.50	\$312.50	No
Hinder/prevent inspection	9.1	\$500.00	\$375.00	\$500.00	No
Fail to take immediate steps to cease discharge of prohibited waste	Sch. C, 2.2	\$250.00	\$187.50	\$312.50	No
Accumulation of excessive oil and grease	Sch. C, 2.3(a)	\$250.00	\$187.50	\$312.50	No
Accumulation of excessive solids	Sch. C, 2.3(b)	\$250.00	\$187.50	\$312.50	No
Fail to measure accumulated solids and oils works	Sch. C, 2.3(c)	\$250.00	\$187.50	\$312.50	No
Fails to maintain storm rehabilitation unit	Sch. C, 2.3(d)	\$250.00	\$187.50	\$312.50	No
Discharge of accumulated materials to municipal drainage system	Sch. C, 2.4	\$250.00	\$187.50	\$312.50	No
Facilitate passage of oil and grease, solids, or materials through treatment works	Sch. C, 2.5	\$250.00	\$187.50	\$312.50	No
Fail to correctly install sampling point	Sch. C, 2.6(a)	\$250.00	\$187.50	\$312.50	No
Inaccessible sampling point	Sch. C, 2.6(b)	\$250.00	\$187.50	\$312.50	No
Fail to maintain design information of treatment works	Sch. C, 2.7	\$250.00	\$187.50	\$312.50	No
Fail to indicate sampling point, point of connection	Sch. C, 2.8	\$250.00	\$187.50	\$312.50	No
Fail to prepare spill response plan within 180 days	Sch. C, 3.1	\$250.00	\$187.50	\$312.50	No

**SCHEDULE 39 TO BYLAW NO. XXXX**

**SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to prepare spill response plan within 90 days	Sch. C, 3.2	\$250.00	\$187.50	\$312.50	No
Fail to specify response for containment and cleanup	Sch. C, 3.3(a)	\$250.00	\$187.50	\$312.50	No
Fail to define roles and responsibilities of operations personnel	Sch. C, 3.3(b)	\$250.00	\$187.50	\$312.50	No
Fail to include contact names and telephone numbers	Sch. C, 3.3(c)	\$250.00	\$187.50	\$312.50	No
Fail to provide checklist of spill response equipment and supplies	Sch. C, 3.3(d)	\$250.00	\$187.50	\$312.50	No
Fail to stock and maintain spill response equipment and supplies	Sch. C, 3.4	\$250.00	\$187.50	\$312.50	No
Spill response plan not accessible for inspection	Sch. C, 3.5	\$250.00	\$187.50	\$312.50	No
Fail to implement provisions of spill response plan	Sch. C, 3.6	\$250.00	\$187.50	\$312.50	No
Fail to prevent or discontinue spill to municipal drainage system	Sch. C, 3.7	\$250.00	\$187.50	\$312.50	No
Fail to inspect treatment works for spilled material within four hours	Sch. C, 3.8	\$250.00	\$187.50	\$312.50	No
Fail to clean out treatment works after spill within 24 hours	Sch. C, 3.9	\$250.00	\$187.50	\$312.50	No
Fail to record date of spill	Sch. C, 4.1(a)	\$150.00	\$112.50	\$187.50	No
Fail to record type of material spilled	Sch. C, 4.1(b)	\$150.00	\$112.50	\$187.50	No
Fail to record quantity of material spilled	Sch. C, 4.1(c)	\$150.00	\$112.50	\$187.50	No
Fail to record spill response action	Sch. C, 4.1(d)	\$150.00	\$112.50	\$187.50	No
Fail to maintain complete records, date of inspection or maintenance	Sch. C, 4.2(a)	\$150.00	\$112.50	\$187.50	No
Fail to maintain complete records, maintenance conducted	Sch. C, 4.2(b)	\$150.00	\$112.50	\$187.50	No

## SCHEDULE 39 TO BYLAW NO. XXXX

### SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to maintain complete records, material removed	Sch. C, 4.2(c)	\$150.00	\$112.50	\$187.50	No
Fail to maintain complete records, name and address of disposal company	Sch. C, 4.2(d)	\$150.00	\$112.50	\$187.50	No
Fail to maintain complete records, names of personnel	Sch. C, 4.2(e)	\$150.00	\$112.50	\$187.50	No
Fail to retain records for inspection by manager or officer	Sch. C, 4.3	\$250.00	\$187.50	\$312.50	No
Discharge of water from spill containment	Sch. D, 2.2(a)	\$250.00	\$187.50	\$312.50	No
Discharge of untreated wash and rinse water	Sch. D, 2.2(b)	\$250.00	\$187.50	\$312.50	No
Discharge of fluids and fuels from vehicles, machinery, or equipment	Sch. D, 2.2(c)	\$250.00	\$187.50	\$312.50	No
Discharge of water from fuel storage tank	Sch. D, 2.2(d)	\$250.00	\$187.50	\$312.50	No
Discharge of rinse water, solvent wash	Sch. D, 2.2(e)	\$250.00	\$187.50	\$312.50	No
Fail to take immediate steps to cease discharge of prohibited waste	Sch. D, 2.3	\$250.00	\$187.50	\$312.50	No
Accumulation of excessive oil and grease	Sch. D, 2.4(a)	\$250.00	\$187.50	\$312.50	No
Accumulation of excessive solids	Sch. D, 2.4(b)	\$250.00	\$187.50	\$312.50	No
Fail to measure accumulated solids and oils works	Sch. D, 2.4(c)	\$250.00	\$187.50	\$312.50	No
Fail to maintain stormwater rehabilitation unit at prescribed intervals	Sch. D, 2.4(d)	\$250.00	\$187.50	\$312.50	No
Discharge of accumulated materials to municipal drainage system	Sch. D, 2.5	\$250.00	\$187.50	\$312.50	No
Facilitate passage of oil and grease, solids, or materials through treatment works	Sch. D, 2.6	\$250.00	\$187.50	\$312.50	No

**SCHEDULE 39 TO BYLAW NO. XXXX**

**SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to correctly install sampling point	Sch. D, 2.7(a)	\$250.00	\$187.50	\$312.50	No
Inaccessible sampling point	Sch. D, 2.7(b)	\$250.00	\$187.50	\$312.50	No
Fail to maintain design information of treatment works	Sch. D, 2.8	\$250.00	\$187.50	\$312.50	No
Fail to indicate sampling point, point of connection	Sch. D, 2.9	\$250.00	\$187.50	\$312.50	No
Fail to install spill containment, hazardous materials	Sch. D, 3.1	\$250.00	\$187.50	\$312.50	No
Fail to prepare spill response plan within 180 days	Sch. D, 4.1	\$250.00	\$187.50	\$312.50	No
Fail to prepare spill response plan within 90 days	Sch. D, 4.2	\$250.00	\$187.50	\$312.50	No
Fail to specify response for containment and cleanup	Sch. D, 4.3(a)	\$250.00	\$187.50	\$312.50	No
Fail to define roles and responsibilities of operations personnel	Sch. D, 4.3(b)	\$250.00	\$187.50	\$312.50	No
Fail to include contact names and telephone numbers	Sch. D, 4.3(b)	\$250.00	\$187.50	\$312.50	No
Fail to provide checklist of spill response equipment and supplies	Sch. D, 4.3(c)	\$250.00	\$187.50	\$312.50	No
Fail to stock and maintain spill response equipment and supplies	Sch. D, 4.3(d)	\$250.00	\$187.50	\$312.50	No
Spill response plan not accessible for inspection	Sch. D, 4.4	\$250.00	\$187.50	\$312.50	No
Fail to implement provisions of spill response plan	Sch. D, 4.5	\$250.00	\$187.50	\$312.50	No
Fail to prevent or discontinue spill to municipal drainage system	Sch. D, 4.6	\$250.00	\$187.50	\$312.50	No
Fail to inspect treatment works for spilled material within four hours	Sch. D, 4.7	\$250.00	\$187.50	\$312.50	No
Fail to clean out treatment works after spill within 24 hours	Sch. D, 4.8	\$250.00	\$187.50	\$312.50	No

**SCHEDULE 39 TO BYLAW NO. XXXX****SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to record date of spill	Sch. D, 4.9	\$250.00	\$187.50	\$312.50	No
Fail to record type of material spilled	Sch. D, 5.1(a)	\$150.00	\$112.50	\$187.50	No
Fail to record quantity of material spilled	Sch. D, 5.1(b)	\$150.00	\$112.50	\$187.50	No
Fail to record spill response action	Sch. D, 5.1(c)	\$150.00	\$112.50	\$187.50	No
Fail to maintain complete records, date of inspection or maintenance	Sch. D, 5.1(d)	\$150.00	\$112.50	\$187.50	No
Fail to maintain complete records, maintenance conducted	Sch. D, 5.2(a)	\$150.00	\$112.50	\$187.50	No
Fail to maintain complete records, material removed	Sch. D, 5.2(b)	\$150.00	\$112.50	\$187.50	No
Fail to maintain complete records, name and address of disposal company	Sch. D, 5.2(c)	\$150.00	\$112.50	\$187.50	No
Fail to maintain complete records, names of personnel	Sch. D, 5.2(d)	\$150.00	\$112.50	\$187.50	No
Fail to retain records for inspection by manager or officer	Sch. D, 5.3	\$250.00	\$187.50	\$312.50	No

**SCHEDULE 40 TO BYLAW NO. XXXX**

**ELECTRIC VEHICLE CHARGING AND FEES BYLAW NO. 1, 2024**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Non-electric vehicle	2(a)	\$100.00	\$75.00	\$125.00	No
Not actively charging	2(a)	\$100.00	\$75.00	\$125.00	No
Disobey sign	2(b)	\$100.00	\$75.00	\$125.00	No
Fail to pay charging fee	2(c)	\$100.00	\$75.00	\$125.00	No



## CAPITAL REGIONAL DISTRICT CORPORATE POLICY

Policy Type	CRD Board		
Section	Bylaw and Animal Care Services		
Title	Screening Officer Bylaw Notice Policy		
Adopted Date		Policy Number	
Last Amended			
Policy Owner	Housing, Planning and Protective Services		

### 1. POLICY:

The Screening Officer is authorized to cancel a Bylaw Notice where satisfied one or more reasons exist and a compliance agreement is not authorized.

### 2. PURPOSE:

The Regional District has established a position of Screening Officer who must review all disputed Bylaw Notices before dispute adjudication in respect of the Bylaw Notice may be scheduled.

The Screening Officer has the power to cancel a Bylaw Notice on a ground of cancellation authorized by the Regional District pursuant to s.10(2)(a) of the *Local Government Bylaw Notice Enforcement Act*.

The Capital Regional District finds it expedient to provide for grounds of cancellation of a Bylaw Notice in certain circumstances. The Regional District authorizes the Screening Officer to cancel Bylaw Notices pursuant to the conditions set out in this policy.

### 3. SCOPE:

This policy applies to all Bylaw Notices issued by the Capital Regional District. It guides individuals appointed as Screening Officers in the exercise of their discretion under Bylaw No. 4683, "Bylaw Enforcement Notice Bylaw No. 1, 2025".

### 4. DEFINITIONS:

**"Act"** means the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c 60.

**"Bylaw Enforcement Officer"** means a person in a class prescribed under Section 273(c) of the *Community Charter* who is designated by the Capital Regional District Board as a bylaw enforcement officer.

**"Bylaw Notice"** means a notice under section 4 [*bylaw notice*] of the *Local Government Bylaw Notice Enforcement Act*.

**"Disputant"** means the party disputing the notice.

**"Regulation"** means the *Bylaw Notice Enforcement Regulation*, BC Reg 175/2004.

**"Screening Officer"** means a person in a class designated by bylaw under Section 2(3)(b) [*application of act*] of the *Local Government Bylaw Notice Enforcement Act* and appointed as a screening officer by the Regional District Board of Directors.



## **5. PROCEDURE:**

1. The Screening Officer is authorized to cancel a Bylaw Notice where they are satisfied that one or more of the following reasons exist and a compliance agreement is not appropriate or available:
  - a) A jurisdictional issue arises that cannot be addressed by the adjudicator.
  - b) The bylaw notice does not comply with section 5 of the *Act*, in that it was issued more than six months after the contravention is alleged to have occurred.
  - c) The contravention did not occur as alleged.
  - d) The identity of the person or company cannot be established.
  - e) Identity cannot be proven, for example, where satisfied the bylaw notice was issued to the wrong person.
  - f) There is a poor likelihood of success at adjudication for the Capital Regional District, including, for example:
    - i. the evidence is inadequate to show a contravention;
    - ii. incorrect information was relied upon by the bylaw enforcement officer;
    - iii. the bylaw notice was not completed properly; or
    - iv. the bylaw provision is ambiguous or otherwise poorly worded.
  - g) The contravention was necessary for the preservation of health and safety, for example, where satisfied the contravention was the result of a medical emergency.
  - h) Multiple bylaw notices were issued arising out of the same incident, in which case the Screening Officer may cancel all but the most appropriate bylaw notice.
  - i) It is not in the public interest to proceed to adjudication for one of the following reasons:
    - i. the disputant was permitted or entitled to take action, but the issuing bylaw officer was unaware of this permit or entitlement;
    - ii. the Bylaw has changed since the bylaw notice was issued; and now authorizes the contravention.
    - iii. the disputant has a compelling case for undue hardship (i.e. undergoing a personal tragedy at the time of the contravention).
    - iv. the contravention was the result of a medical emergency.
    - v. the disputant is a tourist or visitor to the CRD, provided that they have not previously been issued a bylaw notice.
    - vi. the matter involves public health or safety requiring a penalty or other remedy beyond the jurisdiction of the *Act* or the *Bylaw*; or
    - vii. the matter is of sufficient importance that the CRD wishes to pursue avenues of bylaw enforcement other than under the *Act* or the *Bylaw*.
2. A Screening Officer will confirm a bylaw notice where, in the opinion of the Screening Officer, none of the grounds for cancellation in section 5.1 of this policy are applicable.
3. Where permitted under the *Bylaw*, a Screening Officer may enter into a compliance agreement if the Screening Officer determines that:
  - a) the circumstances favour a compliance agreement as the best means of ensuring future compliant behaviour through terms and conditions that the Screening Officer considers necessary or advisable;

- b) the bylaw notice contravener will likely fulfill the terms and conditions under the compliance agreement based on the contravener's willingness:
    - i. to accept liability for the contravention as alleged in the bylaw notice; and
    - ii. to comply with the terms and conditions of the compliance agreement;
  - c) the contravener has not previously committed the same contravention within the last 12 months; and;
  - d) the contravener has not, within the past 36 months, breached or otherwise failed to perform the terms and conditions of a compliance agreement with the CRD.
4. Subject to the agreement of the contravener and the Screening Officer, on behalf of the CRD, a compliance agreement may be amended, provided that:
- i. the amendment is in writing;
  - ii. the amendment cannot amend the reduced payment amount;
  - iii. the contravener is not, at the time, in breach of a term of the compliance agreement;
  - iv. the compliance agreement has not been rescinded; and
  - v. the compliance agreement has not expired.
5. Where a contravener breaches or otherwise fails to perform a term or condition of a compliance agreement, the Screening Officer will either:
- i. provide the contravener with an opportunity to immediately correct the breach or failure to perform and put the compliance agreement back in good standing; or
  - ii. immediately rescind the compliance agreement and provide the contravener with notice of the rescission, including:
    - a. the information that the contravener may, within 14 days of receiving notification of the rescission, require the Screening Officer to submit for dispute adjudication the issue of whether the contravener observed or performed the terms and conditions of the compliance agreement; and
    - b. the consequences of failing to respond to the rescission notice.
6. In considering between the options set out in subsections 5 (a) and (b) above, the Screening Officer will consider:
- i. the seriousness of the breach;
  - ii. the seriousness of the consequences of the breach;
  - iii. the contravener's explanation for the breach;
  - iv. whether the contravener exercised due diligence to avoid the breach;
  - v. whether the breach is capable of being immediately corrected;
  - vi. whether the contravener has previously been in breach of the compliance agreement; and
  - vii. whether the reduced penalty has been paid.
7. If an application to set aside a bylaw notice debt is made pursuant to section 5 of the Regulation by a person named in a bylaw notice who owes a debt to the CRD:
- i. in respect of a failure to dispute a compliance agreement rescission within the prescribed time or a failure to appear at a scheduled hearing; or
  - ii. in respect of a failure to dispute a bylaw notice under section 25(2) of the Act [original bylaw notice not received] within the time permitted,

the Screening Officer will review the application and, if satisfied on a balance of probabilities that the failure to dispute or appear, as the case may be, was not the person's fault, the screening officer must cancel the debt; and

- iii. in respect of subsection 7(i) above, refer the dispute to adjudication; or
  - iv. in respect of subsection 7(ii) above, restart the CRD's 28-day response period under Bylaw 4683.
8. In reviewing an application under section 5 of the Regulation, the Screening Officer will consider all available information and will question the applicant thoroughly with respect to the evidence put forward in support of the application, as well as question any third parties who may have relevant evidence to consider.
9. An application to set aside a debt owing in respect to a failure to dispute a compliance agreement rescission cannot be considered by the Screening Officer who entered into the compliance agreement.
10. If a debt is cancelled under section 7 of this policy, in relation to which a Certificate of Amounts Owing has been filed in the Provincial Court, the Screening Officer will withdraw the Certificate from the Court.

Adoption Date	Description:
BOARD MEETING DATE	

#### 6. REVIEWS:

Review Date	Description:
Three years after adoption	

#### 7. RELATED POLICY, PROCEDURE OR GUIDELINE:

Bylaw No. 4683, "Bylaw Notice Enforcement Bylaw No. 1, 2025"

Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990"

**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, JULY 09, 2025**

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**SUBJECT**     **Appointment of Officers – Bylaw Enforcement**

**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. The Bylaw Services division hire auxiliary staff to ensure consistent bylaw enforcement as well as seasonal Regional Park patrols that occur May to September.

**ALTERNATIVES**

*Alternative 1*

The Electoral Areas Committee recommends to the Capital Regional District Board: That for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act*, and in accordance with Capital Regional District Bylaw No. 2681, Madisyn Johnson be appointed as a Bylaw Enforcement Officer.

*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. This officer will be assisting in Regional Park patrols, as well as auxiliary coverage for regular staff leave.

**CONCLUSION**

The bylaw enforcement appointments reflect staff changes in, or additions to, 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 Capital Regional District Bylaw No. 2681, Madisyn Johnson be appointed as a Bylaw Enforcement Officer.

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

**REPORT TO SURFSIDE PARK ESTATES WATER SERVICE COMMITTEE  
MEETING OF THURSDAY, JUNE 26, 2025**

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**SUBJECT**     **Surfside Park Estates Water Service 2025-2029 Capital Plan Amendment**

**ISSUE SUMMARY**

Additional funds are required to complete Capital Project #25-02 – Replacement of Ultraviolet (UV) Equipment at the Surfside Water Treatment Plant (WTP).

**BACKGROUND**

The Existing UV equipment at the Surfside WTP is at the end of its service life and requires repair components that are no longer supported by the vendor. Given the critical nature of this equipment, the 2025 capital plan was developed to include \$7,500 for replacement of the existing Hallett 30 UV System. Earlier this year, the existing reactor failed, resulting in the need to expedite the project. Model upgrades and cost escalation that has occurred over the last year has resulted in the replacement Hallett 750PN unit exceeding the price originally budgeted. Furthermore, the recent changes to the new model require additional Supervisory Control and Data Acquisition (SCADA) integration and components to fully realize the remote monitoring and control capabilities of this model. Staff are requesting a budget increase for Capital Project #25-02 of \$7,500 to \$15,000 to cover the additional costs. This increase would be funded within the existing capital plan in 2025 by deferring a portion of Capital Project #24-02 – Source Water Surveillance into 2026. A revised 2025-2029 Capital Plan is included as Appendix A for reference.

**ALTERNATIVES**

*Alternative 1*

That the Surfside Park Estates Water Service Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board:

That the Surfside Park Estates Water 2025 - 2029 Capital Plan be amended to:

1. Increase the 2025 project budget for the Replacement of Ultraviolet (UV) Equipment at the Surfside Water Treatment Plant (WTP) (25-02) by \$7,500 from \$7,500 to \$15,000, funded from Capital Reserve Fund.
2. Defer \$7,500 of project budget for the Source Water Surveillance project (24-02), funded from Capital Reserve Fund, from 2025 to 2026.

*Alternative 2*

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

**IMPLICATIONS**

*Financial Implications*

Additional funding of \$7,500 is required to complete the integration of the new UV equipment. This funding can be reallocated from Capital Project #24-02 – Source Water Surveillance in 2025 by deferring \$7,500 of this project budget to 2026.

This would align with the anticipated implementation of a similar project for another local water service on Mayne Island, potentially benefiting from economies of scale.

Table 1 below summarizes the proposed changes and the net impact on the Capital Reserve Fund in 2025 and 2026. The Capital Reserve Fund has an estimated balance of \$49,039 at the end of 2026 which appears sufficient to cover the additional \$7,500 funding required.

**Table 1:**

<b>Replacement of Ultraviolet (UV) Equipment Project (25-02)</b>	
Total Approved Project Budget	\$7,500
Total Costs to Complete	\$15,000
Additional Funding Required	\$7,500
<b>Additional Funding Source:</b>	
Capital Reserve Fund (CRF)	\$7,500
<b>Source Water Surveillance Project (24-02)</b>	
Deferral of \$7,500 budget from 2025 to 2026 (CRF Funded)	(\$7,500)
2025 Net Impact on CRF Balance	\$0
2026 Impact on CRF Balance	(\$7,500)

### *Service Delivery Implications*

UV disinfection is a critical stage in the water treatment process for the Surfside Park Estates water service. Not proceeding with the improvements could result in significant water quality risks.

### **CONCLUSION**

A Capital Plan amendment is required to finish the integration of the UV Equipment at the Surfside Park Estates Water Treatment Plant. Funding for the additional fees is proposed to be provided by deferring other items within the Capital Plan.

### **RECOMMENDATION**

That the Surfside Park Estates Water Service Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board:

That the Surfside Park Estates Water 2025 - 2029 Capital Plan be amended to:

1. Increase the 2025 project budget for the Replacement of Ultraviolet (UV) Equipment at the Surfside Water Treatment Plant (WTP) (25-02) by \$7,500 from \$7,500 to \$15,000, funded from Capital Reserve Fund.
2. Defer \$7,500 of project budget for the Source Water Surveillance project (24-02), funded from Capital Reserve Fund, from 2025 to 2026.

Submitted by:	Joseph Marr, P. Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Alicia Fraser, P. Eng., General Manager, Infrastructure and Water Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

### **ATTACHMENT**

Appendix A: Revised 2025 Capital Plan

[illegible]



**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE  
MEETING OF TUESDAY, JUNE 24, 2025**

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**SUBJECT**      **Request for Modifications to Covenant CA9549685 by Port Renfrew Management Ltd.**

**ISSUE SUMMARY**

To update the covenant restriction on the number of Single Family Equivalents on Port Renfrew Management Ltd. (PRM) lands.

**BACKGROUND**

In 2019, a group of Developers entered into an Agreement with the Capital Regional District (CRD) to construct new water storage tanks to increase storage and water system capacity within the Port Renfrew Water Service Area. The Developers included PRM, Port Renfrew Business Park Ltd., and Pacific Gateway Marina and Sport Fishing Inc. Specific lands owned by these Developers were included into the Port Renfrew Water Service Area, contingent on the construction of the new water storage tanks. The Agreement between CRD and the Developers included the allocation of a total of 72 Single Family Equivalents (SFEs) which were allocated as follows:

- Port Renfrew Management Ltd. – 32 SFEs
- Port Renfrew Business Park Ltd. – 8 SFEs
- Pacific Gateway Marina and Sport Fishing Inc. – 32 SFEs

The Agreement is attached as Appendix A.

The water storage tanks construction was completed in 2020 and upon completion, provided additional theoretical capacity of 151 SFEs to the Port Renfrew Water Service Area. With 72 SFEs allocated to the contributing Developers, the remaining uncommitted 79 SFEs would be available to the community on a first-come, first-serve basis. As carried by the Port Renfrew Utility Services Committee (PRUSC) at the June 29, 2021, PRUSC meeting, the additional 79 SFE water connections should contribute \$10,000 per SFE to the PRUSC reserve fund. It should be noted that there is currently no formal way to receive these funds as there is no Development Cost Charge Bylaw within the Port Renfrew Water System. To date, developers have typically undertaken upgrades to the water system in lieu of \$10,000 per SFE.

In 2021, a covenant (CA9549685) was established between PRM and the CRD that assigned the limit of 40 SFEs to a specific land area within the Port Renfrew Water Service Area. This allocation included the 32 SFEs for PRM and 8 SFEs for Port Renfrew Business Park Ltd. This Covenant was requested by the PRUSC at the time to ensure PRM lands, newly included in the Water Service Area, did not exceed the capacity of the water system and to allow the remaining SFE's be available to the existing community. Any additional requested SFEs would require further review and approval by PRUSC to remove or alter the covenant. The covenant and boundary area are attached in Appendix B and C.

Since the construction of the water storage tanks, 15 SFEs have been added to the Port Renfrew Water Service Area, excluding the covenant CA9549685 area. This means that of the 79 non-allocated SFEs created by the additional water storage tanks, 15 SFEs have been used and a theoretical capacity for 64 SFEs remain within the Port Renfrew Water Service Area.

Based on the drawing applications reviewed by CRD Infrastructure and Water Services, 18 lots have been accepted for connection to the water system within the covenant CA9549685 area (specifically Beachview Rise Phase 1 and Phase 2). If all planned lots are connected at 1 SFE per lot, then there will be 22 SFEs remaining out of the 40 allocated SFEs in the covenant CA9549685 area.

In 2025, PRM requested to amend the existing water covenant CA9549685 and to remove the restriction of 40 SFEs. The formal request letter dated April 11, 2025, from PRM to PRUSC is attached in Appendix D. PRM's letter:

- includes proposed language to amend section 3 and 4 of covenant CA9549685 including the removal the 40 SFE restriction;
- recognizes that the changes do not entitle PRM or its affiliates to automatically access the full available capacity of the water system; and
- notes applications within the Water Service area must still be assessed based on available water system capacity and be in accordance with regulatory and planning requirements.

## **ALTERNATIVES**

### *Alternative 1*

The Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board:

That Port Renfrew Management Ltd.'s request for amendments to the existing covenant CA9549685, as noted in the letter addressed to the Port Renfrew Utility Services Committee and dated April 11, 2025, be approved.

### *Alternative 2*

The Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board:

That Port Renfrew Management Ltd.'s request for amendments to the existing covenant CA9549685, as noted in the letter addressed to the Port Renfrew Utility Services Committee and dated April 11, 2025, be denied.

### *Alternative 3*

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

## **IMPLICATIONS**

### *Financial Implications*

If the covenant restricting PRM lands to 40 SFEs is removed, any additional SFEs sought above the allocated 40 should incur a fee of \$10,000 per SFE and will also contribute additional user

fees and parcel taxes that can be used to fund and offset operating and long-term capital costs. Requests for additional SFEs will require a system capacity assessment, and larger developments needing many SFEs will necessitate servicing plans to be submitted to the CRD to evaluate infrastructure needs and improve funding planning.

#### *Service Delivery Implications*

Given that the Port Renfrew water system has a theoretical remaining capacity of 64 SFEs and that only 15 SFEs were added to the system over the last five years, excluding PRM lands under covenant CA9549685, there remains capacity for growth within the Water Service Area.

If the covenant restricting PRM lands to 40 SFEs is removed and PRM seeks additional SFEs within their lands, additional growth could occur on PRM lands. However, this may limit development opportunities for existing properties within the water system that are not part of PRM lands. If the covenant restricting PRM lands to 40 SFEs is not amended, growth will be restricted on PRM lands.

Removing the 40 SFE restriction on PRM lands will not guarantee allocation of the remaining system capacity to PRM, but it may limit development opportunities for other existing properties within the water system if PRM lands grow much faster than other areas. Any additional SFEs requested by PRM beyond the originally allocated 40 SFEs would undergo the same processes as any other development referral affecting the water system and would require a submittal of a detailed servicing plan to assess water system capacity.

Additionally, CRD staff are currently undertaking a Water and Sewer Master Plan to assess the existing water and sewer system capacity and identify the necessary upgrades to accommodate growth based on the Port Renfrew Official Community Plan. This project is expected to be completed by the end of 2025 and will provide insights into the current and future water system capacity, allowing for more confident allocation of additional SFEs to the water system in the near future.

#### **CONCLUSION**

The construction of a new water storage tank in 2020 increased the theoretical capacity of the Port Renfrew Water Service Area, allowing for the allocation of 72 SFEs to contributing developers and 79 SFEs to the community. The covenant CA9549685 established in 2021 limited Port Renfrew Management Ltd. (PRM) lands to 40 SFEs and PRM has recently requested to amend this covenant to remove this restriction. If the amendment is approved, CRD will still require detailed servicing plans of future development to ensure adequate water system capacity.

#### **RECOMMENDATION**

The Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board:

That Port Renfrew Management Ltd.'s request for amendments to the existing covenant CA9549685, as noted in the letter addressed to the Port Renfrew Utility Services Committee and dated April 11, 2025, be approved.

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

**ATTACHMENT(S)**

- Appendix A: Water Works Extension Agreement between CRD and Developers for Water Storage Tank Construction in Port Renfrew.
- Appendix B: Covenant CA9549685
- Appendix C: Port Renfrew Water Service Area Boundary and Covenant CA9549685 Area
- Appendix D: Request letter to Amend Covenant CA9549685 to PRUSC from Port Renfrew Management Ltd.

**WATERWORKS EXTENSION AGREEMENT**

File No. PRENW-15-002  
Account No. BX.103.4001

THIS AGREEMENT made in triplicate

BETWEEN:

**CAPITAL REGIONAL DISTRICT**

479 Island Highway  
Victoria, BC V9B 1H7

(hereinafter called the "District")

AND:

**OWNERS**

Port Renfrew Business Park Ltd.  
C/O Port Renfrew Management  
PO Box 9 STN MAIN,  
Cochrane, AB T4A 1A4

(hereinafter collectively called the "Owner")

Port Renfrew Management Ltd.  
C/O Port Renfrew Management  
PO Box 9 STN MAIN,  
Cochrane, AB T4A 1A4

(hereinafter collectively called the "Owner")

Pacific Gateway Marina  
and Sport Fishing Inc.  
740 Handy Road  
Mill Bay, BC V0R 2P1

(hereinafter collectively called the "Owner")

0983327 B.C. Ltd.  
(Port Renfrew Management Ltd.)  
C/O Port Renfrew Management  
PO Box 9 STN MAIN  
Cochrane, AB T4A 1A4

(hereinafter collectively called the "Owner")

0983328 B.C. Ltd.  
(Port Renfrew Management Ltd.)  
C/O Port Renfrew Management  
PO Box 9 STN MAIN  
Cochrane, AB T4A 1A4

(hereinafter collectively called the "Owner")

**WHEREAS**

A. The Owner is the registered owner of, or the party empowered in writing by the registered owner to develop, the lands and premises situated in the Province of British Columbia more particularly known and described as:

Port Renfrew Business Park Ltd. – Parkinson Road – PID 009-565-787

Pacific Gateway Marina and Sport Fishing Inc. – 17110 Parkinson Road – PID 028-991-125, PID 009-592-342 & 6598 Baird Road PID 009-575-006

Port Renfrew Management Ltd. – Beachview Rise – 17013 Wickanninsh Road – PID 000468291

(hereinafter called the "said Lands") and such Owner proposes to develop the said Lands;

B. By Bylaw No. 1747, "Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989," as amended, the District established a local service (the "Service") for the supply, treatment, conveyance, storage and distribution of water within the service area described therein (the "Service Area");

As part of the development of the Lands, the Owner has agreed to gift to the District, for the benefit of the Service, the design, procurement, installation and commissioning of a 100,000 gallon bolted steel reservoir as detailed in the Port Renfrew Utility Services Committee's (the "Committee") August 4, 2015 report titled *Developers Proposal for Water System Improvements: Modified Proposal #1*, attached as Schedule "B" to this Agreement (the "Report"), and approved by resolution of the Committee. A revised cost estimate for engineering, construction and administration based on detailed design drawings of approximately \$576,000 for the Bolted Steel Tank was submitted November 11, 2018. As per the Port Renfrew Utility Services Committee's resolution of June 8, 2017 an amenity contribution of \$8,000 per Single Family Equivalent for upgrades equates to 72 Single Family Equivalents

C. The District has agreed that the Owner may expand the Service's water supply system capacity in accordance with the terms set out in this Agreement and the Owner has agreed to comply with the terms of this Agreement.

D. The Owner and the District have agreed that the water supply system improvements supplied and constructed under this Agreement shall become the property of the District upon Completion Date (as defined herein).

NOW THEREFORE BE IT KNOWN THAT in consideration of the premises and

the payment of ONE DOLLAR (\$1.00) by the District to the Owner and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties hereto agree as follows:

### **Agreement**

1. Subject to the terms and conditions of this Agreement, the District agrees that the Owner may expand the District's water supply system capacity for the purpose of servicing the said Lands in accordance with the Report and section 2 of this Agreement, provided the Owner shall design, procure and install all works related to the improvements of such water supply system described in Schedule "A" to this Agreement (hereinafter called the "Works") in accordance with specifications approved by the District.
2. Upon completion of the Works in accordance with the provisions of this Agreement, the District agrees to provide a Water Service Connection (as that term is defined in CRD Bylaw No. 3847) to the Lands and provide the Lands with a water flow to service 72 (seventy two) Single Family Equivalents (as that term is defined in CRD Bylaw No. 3847). The Owner will install a water meter(s) between the water main and the curb stop on the Lands to monitor the water consumption on the Lands to ensure that it remains under the maximum flow limit. Single Family Equivalents allocations are proposed as follows:
  - Port Renfrew Business Park Ltd. – 8 Single Family Equivalents
  - Pacific Gateway Marina – 32 Single Family Equivalents
  - Port Renfrew Management Ltd. – 32 Single Family Equivalents

Refer to Figure entitled "Port Renfrew Storage Tank – Agreement Lands" attached in Schedule "B" for reference. Allocations are an estimate and may be adjusted up or down subject to a review of supporting cost submission referenced in Clause 9. These allocations will not be released until confirmation is received by the District that the pump improvements referenced in the August 4, 2015 staff report (attached) have been completed to the District's satisfaction.

3. It is a condition precedent to the provision of water by the District under clause 2 that the Service Area be expanded to include the Lands, and it is acknowledged and agreed that the District is under no obligation to the Owner to provide water unless this condition precedent is met. If the condition precedent is not satisfied by the date for the completion of the Works set out in clause 11, then the District may terminate this Agreement. For clarity, nothing in this Agreement shall be construed so as to fetter the legislative discretion of the CRD Board or, without limiting the generality of the foregoing, to oblige the CRD Board to amend Bylaw 1747 to include the Lands (or any portion thereof) in the Service

## Area

4. The Owner shall employ a professional engineer registered to carry on practice within the Province of British Columbia (the "Engineer") to design the Works and to carry out the survey, design, field inspection and preparation and certification of specifications, drawings, as constructed drawings and supplemental documents for the District's approval, and the Owner shall employ a contractor satisfactory to the District (hereinafter called the "contractor") who is a paid-up member of WorkSafe BC to construct the Works.
5. The Owner shall provide the contractor with a copy of this agreement together with a copy of the specifications and drawings for the Works completed by the Engineer and approved by the District in accordance with this Agreement. The Owner shall ensure that the contractor shall do likewise for all subcontractors engaged in the installation of the Works.
6. Design drawings signed and sealed by the Engineer shall be submitted by the Owner to the District for approval a minimum of one month prior to the Owner's intended date of commencement of installation of any of the Works, and the Owner shall not commence installation of any of the Works until the design drawings as well as specifications of Works set forth in documents prepared at the expense of the Owner have been approved by the District and by the District Engineer.
7. The Owner shall not commence installation of any of the Works until requirements of all approving authorities, including the applicable provincial ministries and municipal and regional governments have been satisfied and any required permits have been obtained.
8. The Owner at its own cost and expense shall construct, install, execute and perform in a good, substantial and workmanlike manner and with materials sufficient and proper, the Works. The Owner shall supply the District certification that the Works are fully completed and shall provide the District his statutory declaration declaring that all suppliers, contractors and subcontractors have been paid and that no builder's liens have been filed against the District in relation to the Works.
9. The Owner shall submit to the District hard copies of all invoices for the supply and services rendered that form Schedule B (f). Should the substantiated costs from those invoices be higher or lower than \$576,000, then the Single Family Equivalent Count will be adjusted accordingly on a pro-rata basis. Acceptance and consideration for variation of costs shall be at the sole discretion of the District, which shall not be unreasonably withheld.



10. Nothing contained in this agreement including the review of any plans or specifications of the constructed Works by any employee of the District shall relieve the Owner and its servants and agents from full liability for any faulty design, workmanship or materials, or any resulting damages.

#### **Requirement to Complete Works**

11. The Owner covenants and agrees to complete the Works on or before one year from date of agreement (hereinafter called the "Completion Date"), and subject to clauses 57, 58 and 59 below, such date shall be the final Completion Date.
12. The District may in its discretion upon good cause (including but without limiting the generality of the foregoing, strikes and lock-outs) being shown extend the time for completion of the Works.
13. Where the Owner fails to complete the Works by the Completion Date or if the Owner becomes bankrupt or insolvent with its creditors, or commits any act of insolvency or if this agreement or the Works are, in the judgement of the District Engineer, not being constructed, installed, executed or performed in a sound and workmanlike manner or to his satisfaction or in all respects in strict conformity with the specifications of the Works approved by the District, the District may upon giving notice in writing by registered mail to the Owner at its address complete the Works on behalf of the Owner.
14. Where the District completes the Works, the Owner shall pay the actual construction and installation costs required to complete the Works, including an administration or overhead charge where the work is done by the District's own crews, which shall be decided solely by the District Engineer.

#### **Bonding**

15. Prior to commencement of installation of any of the Works, the Owner shall provide to and lodge with the District security (hereinafter called the "Security") for the due and proper performance of this Agreement in the amount required by the District, as set out in Schedule A and in the form required by the District of one or more of the following:

- (a) cash;
- (b) certified cheque;
- (c) irrevocable Letter of Credit;
- (d) bond;

- (e) irrevocable Letter of Credit or bond carried by the Owner's contractor where the District is named to draw from such security in any of the events set out in clause 16 below.
16. The District shall have the right to draw from the Security until the completion date:
- (a) to complete the Works in the event that the Works as approved by the District have not been properly and fully completed by the Completion Date; and/or
  - (b) to repair any damage to the existing infrastructure resulting from installation of the Works or actions of the Owner or contractor or their servants or agents or subcontractors, or to repair any other similar damage resulting from installation of the Works or actions of the Owner or contractor or their servants or agents or subcontractors that the District deems damage requiring emergency repair; and/or
  - (c) to repair any damage resulting from the installation of the Works, where the Owner has failed to repair the damage after receiving notification to do so from the District.
17. The District shall have the right to charge the Owner, and the Owner shall pay, in advance for any and all work that the District determines is required to upgrade the District's systems in order to prevent the Owner's development of the said Lands from adversely impacting on or resulting in a lower level of service to other customers of the District, and for any and all work that the District determines is required to allow the Owner's contractor to install the Works including enlargement and/or addition of pipelines, pumps, pumping plants, reservoirs and control systems.
18. The Owner shall engage the Engineer for supervision consisting of general and sufficient resident inspections to ensure that the Works are constructed and installed in accordance with the design drawings and specifications referred to in clause 5 above, as accepted by the District, and the standards and specifications of the District;
19. On the completion date, the Security (less any drawings pursuant to clause 14 above) shall forthwith be returned to the Owner and the Owner shall provide to the District a bond (hereinafter called the "Warranty Bond"), for 10% (ten percent) of value as determined by the District in its sole discretion, for a period of one year from the completion date (hereinafter called the "warranty period");
20. The Warranty Bond shall be held by the District during the warranty period and if at the completion of the warranty period there are no outstanding claims or deficiencies, the Warranty Bond shall be returned to the Owner.

**Warranty Period**

21. The issuance of a Construction Completion Certificate by the Owner's Engineer establishes the commencement of the warranty period.
22. At the Owner's own cost and expense, he shall promptly upon receipt of notice in writing from the District, make all repairs arising out of defective materials, workmanship, and equipment during the warranty period.
23. The District may make such repairs if, ten business days after giving notice in writing by registered mail to the Owner at its address, the Owner has failed to make or undertake with due diligence the said repairs.
24. In the case of an emergency, where delay would cause serious loss or damage, or would affect supply to customers, repairs may be made without notice being sent to the Owner. The Owner will be informed as soon as practical of the work done.
25. All expenses incurred by the District in making any repairs shall be charged to the Owner and if the Owner fails to reimburse the District for any costs incurred during the warranty period, the District shall have the right to deduct such costs from the Warranty Bond.

**Insurance**

26. During this agreement, the Owner shall insure and keep insured at the Owner's expense, Comprehensive General Liability insurance coverage covering the minimum amount of \$3,000,000.00.
27. The District shall be named as an additional insured under the Comprehensive General Liability Insurance.
28. A Cross Liability clause shall be made part of the Comprehensive General Liability Insurance.
29. Prior to the commencement of any construction or installation of the Works, the Owner shall file with the District a copy of any insurance policy and other required certificates. Until filed, the Owner shall have no right to expand or improve the District's water supply system or its capacity under this agreement.

30. Any such insurance shall be maintained until final completion of the Works, including the making good of faulty work or materials, except that coverage of completed operations liability shall in any event be maintained during the warranty period as hereinafter defined.
31. The Owner may file with the District, prior to the start of construction, copies of the Insurance policies of the Owner's contractor and the District may accept these in place of the Owner's insurance policies.

**Construct Works**

32. The Owner shall construct and install the Works in accordance with the design drawings and specifications referred to in clause 5 above, as accepted by the District, and the standards and specifications of the District.
33. No deviation shall be made from the approved design drawings and specifications except with the written permission of the District Engineer.
34. Where the Owner fails to repair any damage resulting from the installation of the Works, the District, after notification to the Owner, may do any required repairs and charge the cost to the Owner and for this purpose may draw down on the Security.

**Protection of the Public**

35. The Owner shall effectively warn and protect the public from any damage as a result of Work being done, to the standards required by the Workers' Compensation Board, the B.C. Building Code and any other applicable code, regulation or law.

**General - Existing Utilities and Services**

36. The Owner shall investigate the presence of, locate and protect existing pipes or ducts forming part of any sewer, water, drainage or other utility system, including any other underground or above ground structures which his forces may encounter during the course of construction.
37. The Owner acknowledges that any plans or descriptions, verbal or otherwise, of existing pipes or structures that may be given to the Owner by the District are intended only as an aid to their location.

38. The Owner acknowledges that measurement and locations of the existing underground pipes and structures shown on drawings of the District are compiled from the most reliable information available, but are not guaranteed to be accurate or complete, and must be verified by the Owner prior to proceeding with construction.
39. The Owner shall exercise care when carrying out any Works adjacent to any existing privately or publicly owned utilities and services so as not to damage any such utilities and services.
40. The Owner shall notify the user of any utility or service sufficiently in advance of any potential or planned disruptions or interruptions that shall occur to these services as a result of the Works.
41. Where it is necessary to cut, move or alter any utility or service, the Owner shall make arrangements with the proper authorities for the carrying out of such work.
42. The Owner shall at his own expense ensure the uninterrupted flow of any existing water mains, sewers, drains or conduits which may be met within the course of construction and shall let none of these flow into the trench or pipes being constructed under this agreement without the permission of the District Engineer.
43. Temporary support, adequate protection and maintenance of all buildings, utility structures, including power and telephone poles, drains, cables, pipes, conduits and other obstructions encountered in the progress of the Work shall be furnished by the Owner under the direction of the Owner's Engineer and to the satisfaction of the District Engineer or other private or public owner.
44. Where the grade and location of the Works to be installed are obstructed by any existing underground or above-ground utilities, the Owner shall inform the Owner's Engineer who shall in turn advise the District and the appropriate utility owner.

**Quality of Materials**

45. All materials required for the Works shall be supplied by the Owner and shall conform to District specifications.
46. Where the Owner is required to furnish materials or manufactured articles or do work for which no detailed specifications are set forth, the materials or manufactured articles shall be of the best grade in quality and workmanship obtainable in the market from suppliers

of established good reputation or, if not ordinarily carried in stock, shall conform to the usual standards for first-class materials or articles of the kind required, with due consideration to the use to which they are to be put. All materials must be approved by the District Engineer prior to use.

47. Where, in the opinion of the District Engineer, any materials do not conform to District specifications, or are unsuitable for the purposes for which they are intended, they shall be rejected.
48. Rejected materials shall not be used for the purposes of the Works and if incorrectly used they shall be removed from the site forthwith and shall be replaced by the Owner, at his own expense, with materials approved by the District Engineer.

### **Inspections and Testing**

49. If the Owner covers or permits to be covered any Works which have been designated for special tests, inspections or approvals by the District Engineer before such special tests, inspections or approvals are made, given or completed, the Owner shall, if so directed, uncover the Works, have the inspections or tests satisfactorily completed and make good the Works at his own expense.
50. The District Engineer may order any part of the Works to be specifically examined or tested at the expense of the Owner should he believe that any Works are not in accordance with the requirements of the drawings approved by the District or the District's standards and specifications.
51. If, upon examination, Works are found to be non-conforming, the Owner shall correct the Works and pay the cost of examination and correction.

### **Indemnification and Relationship**

52. The Owner shall be responsible for and shall release, indemnify and save harmless the District against any claims and demands, loss, costs, liens, damages, actions, suits or other proceedings based upon, occasioned by, or attributable to the execution or performance of this agreement or failure to perform this agreement.
53. The parties hereto acknowledge and agree that the Owner's provision of the Works under this Agreement is voluntary and that nothing in this Agreement shall be construed so as to make the District liable, for any reason, to pay the Owner or the Owner's contractor or

Engineer for any of the Works. The parties hereto agree that nothing in this Agreement will be construed as creating a partnership, employment or agency relationship between them.

**Quality and Quantity of the Works**

54. The District Engineer shall determine the engineering quality and engineering quantity of the Works to be constructed, installed and supplied by the Owner and his decision on all engineering questions in dispute shall be final.

**Damage to the Works**

55. The Works shall be under the Owner's responsible care and charge until the completion date.
56. (a) The Owner shall bear all loss and damage which may occur on or to the Works during the fulfillment of this agreement;
- (b) If any such loss or damage occurs, the Owner shall immediately make good any such loss or damage, and in the event of the Owner refusing or neglecting so to do, the District may make good such loss or damage, and the expense of so doing shall be paid by the Owner.

**As Constructed Drawings**

57. Prior to the Completion Date, the Owner shall cause the Engineer to deliver to the District Engineer as constructed drawings bearing the seal of the Owner's Engineer.
58. The drawings shall include the following statement, signed by the Owner's Engineer:

"I certify that I supervised and inspected the installation of the following Works more particularly defined on this drawing and to the best of my knowledge these Works were installed to the specifications and standards of the District's Water Department.

**Completion of Works**

59. The District will not accept the Works as complete until:
- (a) the Works have been certified by the Owner's Engineer in accordance with the

- preceding section;
- (b) the Owner's Engineer has deposited with the District a complete set of certified "as constructed" drawings on mylar transparencies satisfactory to the District;
  - (c) the District Engineer has inspected the Works and issued a Construction Completion Certificate to the Owner;
  - (d) the Owner has deposited the Warranty Bond required by the District;
  - (e) the Owner has entered into a warranty agreement in the form required by the District;
  - (f) the builder's lien period has expired and the Owner has provided to the District a Statutory Declaration setting out the date of substantial completion and setting out that all contractors and subcontractors and all accounts for work and materials in respect of the Works have been paid in full.

**Acceptance of the Works**

- 60. At the end of the warranty period, the Owner shall request, in writing, an inspection from the District Engineer and the District Engineer shall perform an inspection within 7 days of receipt of the request.
- 61. The District Engineer shall notify the Owner in writing of any required remedial work and the Owner shall complete this work within a reasonable time, failing which the District may complete the Work on behalf of the Owner.
- 62. On satisfactory completion of the remedial work the District Engineer shall notify the Owner accordingly and shall return the Warranty Bond, less any costs that have been incurred by the District due to emergencies or the failure of the Owner to complete any remedial work as required and at this stage the Works are deemed to have been fully accepted by the District, and the District will assume responsibility for the Works.
- 63. The Owner covenants and agrees that any Works constructed and installed pursuant to this agreement shall, at the completion date, become and be deemed to be the property of the District whether constructed in a street, District land or in any land over which the District has an easement or right of way except those works and services owned by any public utility company.



**Approval of Contractor**

64. The Owner may employ only such contractors as the District may approve, which approval may not be unreasonably withheld, but the Owner shall be fully responsible for all the acts and omissions of the contractors.

**Assignment of Agreement**

65. This agreement shall not be assignable by any party without the consent of the other, such consent not to be unreasonably withheld.

**District Engineer Designates**

66. A power or discretion exercisable by the District Engineer may be exercised by the Deputy District Engineer or their designate.

**Official Notification**

67. Any notice, approval or request given under this agreement may be given if served personally upon an officer of the party for whom it is intended or mailed by prepaid registered mail addressed to the parties as follows:  
to the District:

District Engineer  
Capital Regional District Water Services  
479 Island Highway  
Victoria, BC V9B 1H7

to the Owner:

Port Renfrew Management Ltd.  
96 Gleneagles View  
Cochrane AB T4C 1P2

or at such other address as a party may advise by notice in writing.

68. (1) The date of receipt of any notice, approval or request shall be deemed to be the date of delivery of the notice, approval or request if served personally, or on the third business day following the date of mailing.

- (2) Where there is a mail strike, slow down or other labour dispute which might affect mail delivery of any notice, approval or request, then the notice, approval or request shall only be effective if actually delivered to an officer of the party for whom it is intended or to the specified address of such party.

**Enforceability of Agreement**

69. If any portion of this agreement is held or declared by a Court of competent jurisdiction to be void or unenforceable, that portion shall be severed from the balance of this agreement and the balance of this agreement shall survive and be enforceable.
70. This agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have executed this agreement.

The Common Seal of  
was hereunto affixed on the 14 day of  
MAY, 20 19  
in the presence of:

Port Renfrew Business Park Ltd # BC1166057


C/O Port Renfrew Management Ltd.  
PO Box Stn Main Cochrane, AB T4A 1A4

  
sign  
  
print

The Common Seal of  
was hereunto affixed on the 14 day of  
MAY, 20 19  
in the presence of:

Port Renfrew Management Ltd # A0085412


PO Box Stn Main Cochrane, AB T4A 1A4

  
sign  
\_\_\_\_\_  
print

The Common Seal of  
was hereunto affixed on the \_\_\_\_ day of  
\_\_\_\_, 20 \_\_\_\_  
in the presence of:

Pacific Gateway Marina and Sports Fishing Inc.  
#

740 Handy Road Mill Bay, BC V0R 291

  
sign  
\_\_\_\_\_  
print

The Common Seal of  
was hereunto affixed on the 14 day of  
MAY, 20 14  
in the presence of:

0983327 B.C. LTD. # BC0983328

PO Box Stn Main Cochrane, AB T4A 1A4

sign  
print

The Common Seal of  
was hereunto affixed on the 14 day of  
MAY, 20 14  
in the presence of:

0983328 B.C. LTD. # BC 0983328

PO Box Stn Main Cochrane, AB T4A 1A4

CRD Authorized Signatory

sign  
print

CAPITAL REGIONAL DISTRICT

Per:

Ted Robbins

General Manager, Integrated Water Services

IN WITNESS WHEREOF the parties hereto have executed this agreement.

The Common Seal of  
was hereunto affixed on the 4 day of  
APRIL, 2019  
in the presence of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

sign  
KARL ABLACK / Andrew Purdey  
print

The Common Seal of  
was hereunto affixed on the 4 day of  
APRIL, 2019  
in the presence of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

sign  
KARL ABLACK  
print

The Common Seal of  
was hereunto affixed on the 4 day of  
APRIL, 2019  
in the presence of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

sign  
Andrew Purdey  
print

The Common Seal of  
was hereunto affixed on the 4 day of  
APRIL, 2019  
in the presence of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

sign  
\_\_\_\_\_  
KARL ABLACK  
print

The Common Seal of  
was hereunto affixed on the 4 day of  
April, 2019  
in the presence of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CRD Authorized Signatory

sign  
\_\_\_\_\_  
KARL ABLACK  
print

CAPITAL REGIONAL DISTRICT

Per: \_\_\_\_\_  
Ted Robbins  
General Manager, Integrated Water Services

**SCHEDULE "A"****The Works**

**PHASE 2** – refer to PRUSC report of August 4, 2015 entitled Proposal for Water System Improvements

Turn-key delivery to the Capital Regional District water supply works to increase water system storage volume by erecting a bolted steel potable tank adjacent to the existing storage tank and within the existing statutory right-of-way, including the supply and installation of all related electrical, mechanical, civil, structural and instrumentation and control works for a functioning storage tank.

The works shall include, but not be limited to:

- Demolition of the existing and abandoned tank foundation (if required)
- Installation of yard piping and valving (fill, discharge, drain, etc.)
- Installation of tank foundation and erection of a bolted steel tank with an approximate volume of 454 cubic metres (100,000 lgal)
- Level control
- Materials and performance testing
- Commissioning
- Engineering
- Construction contract administration and inspection
- Obtaining of all applicable regulatory approvals
- Provision of record information including drawings, operation and maintenance manual, etc.
- Security in the amount of \$242,178 defined as fifty percent (50%) of the construction value (\$484,356) of the works for fulfillment of the Owner to perform the works and services outlined in this Agreement.

One-year warranty and an associated letter of credit valued at ten percent of the construction value of the works for the warranty period

**SCHEDULE "B"**

## Contents

- a) PRUSC staff report "Proposal for Water System Improvements" dated August 4, 2015
- b) PRUSC draft Minutes of Meeting of August 4, 2015
- c) PRUSC staff report "Request for Water Service Area Inclusion – Port Renfrew Management Ltd., Parkinson road Development" dated September 21, 2015
- d) PRUSC draft Minutes of Meeting of September 21, 2015.
- e) PRUSC Minutes of Meeting of June 8, 2017.
- f) MSR Solutions Inc. Cost Estimate of November 11, 2018.
- g) Port Renfrew Storage Tank – Agreement Lands – December 2018





Making a difference...together

**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE  
MEETING OF TUESDAY, AUGUST 4, 2015**

**SUBJECT     PROPOSAL FOR WATER SYSTEM IMPROVEMENTS**

**ISSUE**

At the meeting of June 22, 2015, the Port Renfrew Utility Service Committee (PRUSC) directed the Capital Regional District (CRD) staff to work with the developers to prepare a proposal to address water storage and capacity issues related to the Port Renfrew water system for the PRUSC consideration.

**BACKGROUND**

At the previous meeting of June 22, 2015, the PRUSC directed the CRD staff to work with the developers through their engineering consultant MSR Solutions (MSR) with the objective of identifying a solution to address the PRUSC concern regarding increased water storage and capacity required to support potential development.

As a result, the CRD staff and MSR met on June 29, 2015, and identified options to provide water storage and other system improvements with the expectation that MSR would prepare a proposal that meets the needs of the developers, PRUSC and is realistic of the technical considerations, costs, timelines, approvals etc. in order to achieve both the short and long-term water servicing and system improvement goals.

MSR submitted a proposal to CRD on July 10, 2015. In summary, the proposal identified water system improvements in phases, with cost estimates for the proposed works and with funding primarily being provided by the developers except for a future pipe project with expected cost sharing with the CRD/PRUSC. Further, in the proposal both the single family equivalent (SFE) amounts were revised and increased, including the timing in which they were proposed to be from the June 22 staff reports and included other development partners.

**MSR's Proposal**

The following information summarizes the proposed improvements, estimated costs, developer contributions and expected SFE's (refer to the attached copy of MSR's July 10, 2015 letter) (For consistency, the proposed work descriptions and partner names are as shown by MSR):

1. Well pump and booster pump at a cost of \$180,000 for 20 SFE's (presumably November 2015)
  - Port Renfrew RV Resort - \$140,000 for 15 SFE's
  - Port Renfrew Management - \$40,000 for 5 SFE's
2. 100,000 gallon bolted steel reservoir at a cost of \$320,000 for 40 SFE's (May 2016)
  - Port Renfrew RV Resort - \$160,000 for 20 SFE's
  - Port Renfrew Management - \$120,000 for 15 SFE's
  - 6649 Godman Road - \$40,000 for 5 SFE's

**Port Renfrew Utility Services Committee – August 4, 2015**  
**Developers Proposal for Water System Improvements**

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3. Booster station and main upgrades at a cost of \$430,000 for 35 SFE's (May 2017)
  - Port Renfrew Management - \$350,000 for 30 SFE's
  - Pacific Gateway Marina - \$80,000 for 5 SFE's
4. Supply line replacement from WTP at a cost of \$800,000 for 192 SFE's (May 2020)
  - Port Renfrew RV Resort - \$60,000 for 10 SFE's
  - Port Renfrew Management - \$180,000 for 36 SFE's
  - Pacific Gateway Marina - \$160,000 for 25 SFE's
  - CRD/PRUSC - \$400,000 for 121 SFE's

MSR estimates the total costs of the proposal at \$1,730,000 for a total increase of 287 SFE's. MSR's latest proposal does not include sewer servicing, which would have to be pursued separately. The developer contribution amounts have been negotiated by MSR and have not been verified by CRD. It should be noted that Pacific Gateway Marina and the developer of the 6649 Godman Road property have been included as partners in the proposal.

A \$30,000 amount is also included in the total cost of the proposal and is identified as CRD Engineering and Administration costs for the removal of covenants and Memorandum of Understanding (MOU) from the Port Renfrew Management land titles and administrative effort to revise the existing bylaws to include future development in the water service area. The CRD expects that its effort related to administration and implementation of the improvements including technical and administrative oversight, operator involvement for construction logistics and commissioning is included.

The CRD staff conducted a preliminary review of the MSR proposal and feel that there are a number of challenges associated with the timing, approvals (in service area versus out of service area), and information necessary to thoroughly assess it, including the need to develop a new MOU. Further, there is new information such as the SFE amount for the Port Renfrew RV Park that was previously identified as totaling 15 SFE's and now totals 45 SFE's. Furthermore, the overall MSR proposed SFE's of 287 is not achievable based on the short-term upgrades as conceptualized with the limiting factor being the capacity of the hydrogen sulfide scrubber (approximately 185 SFE's). Major improvements such as those noted in the old MOU would need to be completed to achieve a greater increase of SFE's. However, of the MSR proposal (items #1 and #2) the need to increase pump capacity and provide a storage tank are consistent with PRUSC's direction. The latter items #3 and #4 are not of sufficient detail to determine all of the implications. MSR's proposal also requested "immediate" connections to the water system before any of the improvements are undertaken but this is not recommended so as to not impact the level-of-service for the existing customers. Further, the MSR information did not address the other issues (statement of conditions) as noted in the staff reports of June 22, 2015.

#### **CRD's Modified Proposals**

In light of the above assessment, the CRD identified two modified proposals to the MSR proposal so as to better coincide with the development proposals considering phasing, eligibility for water service, increase to system capacity and storage.

Further, the CRD and owner of the Port Renfrew Management lands are in the process of having the covenants removed. Once the MOU/covenants and all other approvals are achieved the PRUSC should reconsider inclusion of the first 5 SFE's of the Port Renfrew Management development.

**Port Renfrew Utility Services Committee – August 4, 2015**  
**Developers Proposal for Water System Improvements**

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Modified Proposal #1 (Recommended)

As a result it is proposed that the 6649 Godman Road development proceed first versus Port Renfrew Management as it is within the water service area, is of the equivalent amount (\$40,000), and does not require a series of approvals in order to proceed. The Port Renfrew Management development (5 SFE) is not in the water service area and requires several approvals and actions before proceeding with the development, therefore this should be included in item 2 (phase 2).

Therefore the CRD's modified proposal #1 is as follows and would see the following work phases and partners:

Phase 1 - Well pump and booster pump for a cost of \$180,000 for 20 SFE's (summer/fall 2015)

- Port Renfrew RV Resort - \$140,000 for 15 SFE's
- **Revised:** 6649 Godman Road \$40,000 for 5 SFE's

Phase 2 - 100,000 gallon bolted steel reservoir for a cost of \$320,000 for 40 SFE's (May 2016)

- Port Renfrew RV Resort - \$160,000 for 20 SFE's
- **Revised:** Port Renfrew Management - \$160,000 for 20 SFE's

Regarding the future Phases (3 and 4 as identified by MSR), further details and approvals are needed before any further consideration is given to these proposed improvements.

In summary, this modified proposal would result in increased well and booster pump capacity (phase 1), and increased permanent storage (phase 2) of 100,000 USg all totaling \$500,000.

Any proposed work would only proceed under a formal agreement between the CRD and the partners. Proposed work should conform to all relevant bylaws, specifications, bonding, insurance and engineering standards.

No connections to the existing water system, until the improvements described above are completed.

Modified Proposal #2

Another proposal, whereby storage could be implemented in the initial work is to consider the MSR proposal of April 24, 2015 related to the installation of additional storage as an immediate work item. All options for additional storage using a steel tank including a reduced amount of storage (smaller second tank) upfront were seen as cost prohibitive by the developers.

However, MSR's April proposal stated "*Installation of additional tankage at the existing reservoir site consisting of two-55,000 litre (15,000 US Gallon) poly tanks (NSF 61), including associated piping, interconnections at an estimate cost of \$120,000 including engineering and taxes. This work would be completed no later than June 2016.*" This improvement would see an increase of 30,000 US gallons of storage at the existing tank site.

It should be noted that additional storage alone would have limited benefit if the water supply to the tanks is not increased (i.e. well pump and treatment plant booster pump capacity) as the tanks would eventually empty if the demand for water is greater than the availability of the system to supply the water.

**Port Renfrew Utility Services Committee – August 4, 2015**  
**Developers Proposal for Water System Improvements**

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Phase 1 - Well pump (only) and poly storage tankage at an estimated cost of \$180,000 for 20 SFE's (summer/fall 2015)

- Port Renfrew RV Resort - \$140,000 for 15 SFE's
- 6649 Godman Road developer \$40,000 for 5 SFE's

Phase 2 – The balance of the pump improvements at an estimated cost of \$120,000 and gift contribution of \$200,000 for 40 SFE's (May 2016)

- Port Renfrew RV Resort - \$160,000 for 20 SFE's
- Port Renfrew Management - \$160,000 for 20 SFE's

Regarding the future Phases (3 and 4 as identified by MSR), further details and approvals are needed before any further consideration is given to these proposed improvements.

In summary, this modified proposal #2 would result in increased well pump capacity and increased storage (30,000 USg poly tankage) (phase 1), increased treatment plant booster pump capacity (phase 2) and a contribution of \$200,000 for a future permanent storage tank all totaling \$500,000.

Any proposed work would only proceed under a formal agreement between the CRD and the partners. Proposed work should conform to all relevant bylaws, specifications, bonding, insurance and engineering standards.

No connections to the existing water system, until the improvements described above are completed.

## **ALTERNATIVES**

### **Alternative 1**

That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

1)

- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water Service Application for 6504 Parkinson Road."*

and;

- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"*

- 2)
- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and
    - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development.

and;
  - b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
    - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water and Sewer Inclusion Request – Parkinson Road*" and
    - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
    - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

### **Alternative 2**

That the Port Renfrew Utility Services Committee approve in principle:

The CRD's modified proposal #2 whereby:

- 1)
- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and poly tanks) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water Service Application for 6504 Parkinson Road.*"
- and;
- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and poly tanks) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Proposed subdivision – 6649 Godman Road, Port Renfrew*"
- 2)
- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (booster pump and cash contribution for future storage) for 20 SFE's and
    - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development.

and;
  - b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (booster pump and cash contribution for future storage) for 20 SFE's and
    - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water and Sewer*"

**Port Renfrew Utility Services Committee – August 4, 2015  
Developers Proposal for Water System Improvements**

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- Inclusion Request – Parkinson Road” and*
- ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
  - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

**Alternative 3**

That the Port Renfrew Utility Services Committee request that CRD staff provide additional information.

**IMPLICATIONS**

**Alternative 1** – In Port Renfrew Utility Services Committee approving the CRD's modified proposal #1 in principle, the offered component improvements will increase the capacity and future storage and allow development to proceed at no upfront cost to the PRUSC. The CRD's modified proposal better coincides with the development proposals considering phasing and eligibility for water service.

**Alternative 2** – In Port Renfrew Utility Services Committee approving the CRD's modified proposal #2 in principle, that offers additional storage by way of poly tanks and component improvements with contribution towards a future permanent storage tank will increase the storage and future capacity and allow development to proceed at no upfront cost to the PRUSC.

However, this alternative may not provide all the storage requirements for the future phases until a permanent tank is commissioned. Poly tanks may also have less durability and a reduced life span as opposed to a bolted steel tank. In addition, additional storage alone would have limited benefit if the water supply to the tanks is not increased from **both** the well pump and treatment plant booster pump as the tanks would eventually empty if the demand for water is greater than the availability of the system to supply the water.

**Alternative 3** – If the Port Renfrew Utility Services Committee requests the CRD staff provide additional information, CRD staff will provide information at a future meeting.

**CONCLUSION**

On direction from the PRUSC, the CRD staff and MSR have worked to identify proposed options to increase the storage and capacity of the Port Renfrew water system to facilitate future development. MSR presented the CRD with a proposal identifying upgrades and phasing of the development, however the CRD identified proposals to better coincide with phasing and eligibility for water service. Based on the modified proposals the developers would undertake component improvements to increase capacity and be able to connect an agreed upon amount of SFE's to the Port Renfrew Water system provided they still meet the statement of conditions as previously outlined by the CRD. Connections should only be made once improvements are completed to increase capacity.

### RECOMMENDATION

That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

1)

- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water Service Application for 6504 Parkinson Road."*

and;

- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"*

2)

- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and
  - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development.

and;

- b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
  - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water and Sewer Inclusion Request – Parkinson Road"* and
  - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
  - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

Joseph Marr, P.Eng.  
 Project Engineer, Infrastructure Engineering  
 and Operations

Scott Mason, B.Sc., P.Eng.  
 Manager, Water Engineering and Planning

**Port Renfrew Utility Services Committee – August 4, 2015  
Developers Proposal for Water System Improvements**

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Peter Sparanese, P.Eng.  
Senior Manager, Infrastructure Engineering  
and Operations  
Concurrence

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Ted Robbins, B.Sc., C.Tech.  
General Manager, Integrated Water Services  
Concurrence

JM:ls  
Attachments: MSR letter of July 10, 2015



**MSR SOLUTIONS INC.**

July 10, 2015

File: 14-190

Capital Regional District  
Integrated Water Services  
479 Island Highway  
Victoria, BC, V9B 1H7

By email: [sparanese@crd.bc.ca](mailto:sparanese@crd.bc.ca)**Attention: Peter Sparanese, P.Eng., Senior Manager****Reference: Port Renfrew Utility Services Committee – Request for Water Services****INTRODUCTION**

Further to our various meetings with the Capital Regional District, Integrated Water Services, and the Juan de Fuca Local Area Director, Mr. Mike Hicks, and our presentation to the Port Renfrew Utility Services Committee on June 23, 2015, we understand a clear and precise proposal is to be submitted for consideration, which addresses concerns raised by the PRUSC.

The desire is to have works staged, such that development may proceed without significant upfront loaded costs, and without impact to future capacity of the system. In other words, development does not proceed unless monies are contributed to the works, and the works are completed, except where noted.

The following works and cost sharing are proposed

Works Proposed	Estimated Cost	Completion Date	Partners	Contribution	SFE Provided
Well Pump and Booster Pump	\$ 180,000	November 2016	Port Renfrew RV Resort	\$ 140,000	15
			Port Renfrew Management	\$ 40,000	5
100,000 Gallon Bolted Steel Reservoir	\$ 320,000	May 2016	Port Renfrew RV Resort	\$ 160,000	20
			Port Renfrew Management	\$ 120,000	15
			6649 Godman Road	\$ 40,000	5
Booster Station and Main Upgrades	\$ 430,000	May 2017	Port Renfrew RV Resort		0
			Port Renfrew Management	\$ 350,000	30
			Pacific Gateway Marina	\$ 80,000	5
Supply Line Replacement from WTP	\$ 800,000	May 2020	Port Renfrew RV Resort	\$ 60,000	10
			Port Renfrew Management	\$ 180,000	36
			Pacific Gateway Marina	\$ 160,000	25
			CRD/PRUSC Cost Share	\$ 400,000	121
	\$ 1,730,000			\$ 1,730,000	287

The well and booster pump improvements would be undertaken by Port Renfrew RV Resort and Port Renfrew Management Ltd., and contributed to the PRUSC in allowing the properties to connect immediately to the water system, while covenants and the previous MoU are removed from titles, and the Water Service Areas are adjusted.

**CRD Integrated Water Services and Port Renfrew Utility Services Committee**

MSR Solutions File: 14-190

July 2015

The 100,000 gallon bolted steel tank would be installed on the site of the old wood stave tank and be commissioned by May 2016 to allow for approvals and a spring construction period. The combined works will exceed the design capacity and fire flow capacity, as required by the CRD, and desired by the PRUSC. In exchange for this contribution, the RV Resort, PR Management and the property at 6649 Godman Road will be provided with additional capacity to be developed over the ensuing years.

When development proceeds beyond the 20 lower lots at PR Management property, a booster pump will be required, and similarly for the upper portion of PR RV Resort. If these properties do not develop, the benefits of the booster pump are not required. The benefit of the booster station will also support the Snuggery Cove Service Area which currently suffers from low pressure under high water demands.

The upgrade to the supply line from the existing treatment works and the reservoirs is a critical issue for the PRUSC, as it is near end of life. Without the support of development, PRUSC will have to obtain grant monies, or pass the costs onto existing residents. The developers have proposed contribution in successive years subject to development growth, which would offset contributions by PRUSC.

The above works can be undertaken on the basis of simple agreements of service connections by contribution to system improvements undertaken by the parties. It is only the future upgrade of the supply line which has an identifiable Development Cost Charge basis or around \$6,000 per new connection, based on CRD/grant contributions.

Overall contributions are noted in the above table, and subject to acceptance by PRUSC and the CRD, the developers will agree to proceed with the works in return for the noted single family equivalent connections, in the timelines noted. Failure of the developments to comply, will not impact PRUSC and residents by any means, other than unimproved infrastructure as it currently operates.

If you have any questions, or require additional information, please contact the undersigned.

Sincerely,

**MSR SOLUTIONS INC.**



Mike Seymour, ASCT, Eng. L.  
Manager, Water & Wastewater Systems

Enclosure: Cost Estimates and Contribution

cc Port Renfrew RV Resort, Mr. Jack Julseth, and Mr. David Flaig  
Port Renfrew Management Ltd., Mr. Karl Ablack, and Mr. Jason Brown  
Pacific Gateway Marina, Mr. Paul McFadden and Mr. Duane Shaw

**CRD Integrated Water Services and Port Renfrew Utility Services Committee**  
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6649 Godman Road, Mr. James Lum  
Juan de Fuca Local Area Director, Mr. Mike Hicks  
Port Renfrew Utility Services Committee, Mr. Rob Wilson

**Port Renfrew Water System Proposed Works and Cost Share**

Description	Item	Unit	Rate	SubTotal	Totals
<b>Main Reservoir</b>					\$ 234,000
Reservoir Pad Preparation	1 LS		\$ 10,000	\$ 10,000	
STT Bolted Steel Reservoir (100,000 g)	1 LS		\$ 189,000	\$ 189,000	
Interconnecting Piping	1 LS		\$ 35,000	\$ 35,000	
<b>Well Pump</b>					\$ 19,000
Pump RE and RE	1 LS		\$ 16,000	\$ 16,000	
Electrical Field Wiring	1 LS		\$ 3,000	\$ 3,000	
<b>Booster Pump at WTP</b>					\$ 52,125
Equipment Supply	1 LS		\$ 18,625	\$ 18,625	
Valves and Piping	1 LS		\$ 8,500	\$ 8,500	
Electrical and Mechanical Install	1 LS		\$ 25,000	\$ 25,000	
<b>CRD Engineering and Admin Costs</b>					\$ 30,000
Removal of Covenants and MoU	1 LS		\$ 10,000	\$ 10,000	
Administration	1 LS		\$ 20,000	\$ 20,000	
<b>Engineering and Construction Services</b>					\$ 62,500
Project Planning and Discussions	1 LS		\$ 10,000	\$ 10,000	
Electrical Design	1 LS		\$ 5,000	\$ 5,000	
Design of Improvements	1 LS		\$ 15,000	\$ 15,000	
Approvals from VIHA and CRD	1 LS		\$ 5,000	\$ 5,000	
Tendering of Works	1 LS		\$ 2,500	\$ 2,500	
Services During Construction	1 LS		\$ 20,000	\$ 20,000	
Commissioning and Record Dwg	1 LS		\$ 5,000	\$ 5,000	
<b>Subtotal</b>					\$ 397,625
Contingency (15%)					\$ 59,644
PST on Equipment					\$ 16,249
GST (5%)					\$ 22,863
<b>Total Estimated Costs</b>					<b>\$ 500,000</b>

**Additional Options to Provide Further Improvements and Benefits to Snuggery Cove and PRML**

<b>Booster Station</b>				\$	122,000
Building for Booster 12'x12'	144 sq.ft.	\$	150	\$	22,000
Booster Station	1 LS	\$	75,000	\$	75,000
Electrical and Mechanical Install	1 LS	\$	25,000	\$	25,000
<b>Supply Piping to Parkinson Road</b>				\$	171,000
200 mm PVC Watermain	220 lm	\$	300	\$	66,000
75 mm Poly Supply Line in PRML lands	500 lm	\$	100	\$	50,000
Valves	4 Ea	\$	1,300	\$	5,200
AC Pipe Interconnect	1 LS	\$	20,000	\$	20,000
Rock Excavation	50 m3	\$	200	\$	10,000
Asphalt Reinstatement	220 m2	\$	90	\$	19,800
<b>Engineering and Construction Services</b>				\$	62,000
Project Planning and Discussions	1 LS	\$	2,000	\$	2,000
Structural Design	1 LS	\$	5,000	\$	5,000
Electrical Design	1 LS	\$	10,000	\$	10,000
Design of Improvements	1 LS	\$	15,000	\$	15,000
Approvals from VIHA and CRD	1 LS	\$	5,000	\$	5,000
Tendering of Works	1 LS	\$	5,000	\$	5,000
Services During Construction	1 LS	\$	15,000	\$	15,000
Commissioning and Record Dwg	1 LS	\$	5,000	\$	5,000
<b>Subtotal</b>				\$	355,000
<b>Contingency (15%)</b>				\$	53,250
<b>PST on Equipment</b>				\$	5,250
<b>GST (5%)</b>				\$	20,413
<b>Total Estimated Costs</b>				\$	430,000

**Additional Options to Provide Further Improvements and Benefits (PGM+Extra Capacity only)**

<b>Water Supply Line Upgrade</b>					\$	447,000
75 mm from Well site to Deering Road	1600 lm	\$	150	\$	240,000	
Rock Excavation Allowance	150 m3	\$	200	\$	30,000	
Flagging Crew	21 days	\$	2,000	\$	42,000	
Paving Reinstatement	1500 m2	\$	90	\$	135,000	
<b>Engineering and Construction Services</b>					\$	117,000
Project Planning and Discussions	1 LS	\$	2,000	\$	2,000	
Design of Improvements	1 LS	\$	40,000	\$	40,000	
Approvals from VIHA and CRD	1 LS	\$	5,000	\$	5,000	
Tendering of Works	1 LS	\$	5,000	\$	5,000	
Services During Construction	1 LS	\$	60,000	\$	60,000	
Commissioning and Record Dwg	1 LS	\$	5,000	\$	5,000	
<b>Subtotal</b>					\$	564,000
Contingency (35%)					\$	197,400
GST (5%)					\$	38,070
<b>Total Estimated Costs</b>					\$	800,000



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**Minutes of a Meeting of the Port Renfrew Utility Services Committee  
Held August 4, 2015 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

**PRESENT:** **Committee Members:** R. Wilson (Chair), CRD Regional Director, M. Hicks, W. Smith, A. Tremblay, J. Wells, M. Tremblay  
**Staff:** T. Robbins, General Manager, Integrated Water Services, P. Sparanese, Senior Manager, Infrastructure Engineering and Operations; S. Mason, Manager, Water Engineering and Planning, L. Siemens (recorder)  
9 Members of the public

The meeting was called to order at 6:10 pm

**1. Approval of Agenda**

**MOVED** by Director Hicks, **SECONDED** by A. Tremblay,  
That the agenda be approved as distributed.

**CARRIED**

**2. Adoption of Minutes of June 22, 2015**

**MOVED** by Director Hicks, **SECONDED** by A. Tremblay,  
That the minutes of the Port Renfrew Utility Services Committee meeting of June 22, 2015 be adopted as distributed.

**CARRIED**

**3. Proposal for Water System Improvements**

P. Sparanese presented a written report and referred to recommendations outlined in staff reports in Items 4 and 5 and recommendation B in Item 6 of the agenda.

**MOVED** by Director Hicks, **SECONDED** by J. Wells,  
That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

- 1)
- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water Service Application for 6504 Parkinson Road.*" as follows:
  1. Developer to provide a conceptual plan for ultimate 55 unit RV development.
  2. RV development will be a non-year round operation and the sites will be

served for RV use only and will not contain servicing for ancillary buildings.

3. The water service complying with all relevant bylaws and applicable codes for servicing (CRD land use approvals, Building Code, MOTI, etc.).
4. The applicant providing an amenity contribution to water system capacity improvements on a component by component basis.
5. Providing certification that the onsite water system is suitable for connection.

With the additional condition:

6. That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

and;

- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"* as follows:

Respond to the MoTI referral indicating that the subdivision applicant is required to meet the conditions of CRD bylaw 1792 and 3924 which includes making a written application to the CRD for a waterworks extension (requires CRD board approval), installing a 150mm water main extension from Parkinson Road along Godman Road to the furthest boundary of the last parcel of land serviced by the water main extension including a fire hydrant and all other appurtenances, installing a water service connection within the road to service each new property, makes an application and pays to the CRD the connection fees for each service connection in accordance with CRD Bylaw 3924, and subject to the developer providing an amenity contribution to water system capacity improvements on a component by component basis.

With the additional condition:

That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

2)

- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and
  - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development. Then a Statement of Condition (SOC) would be developed by the CRD outlining any conditions, including that the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.



and;

- b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
  - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water and Sewer Inclusion Request – Parkinson Road*" and
  - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
  - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

and;

Approve in principle a water main extension to service the first phase (20 lots) of the 42 lot proposed subdivision from Deering Road, subject to the following conditions:

1. Developer to provide a conceptual plan of the proposed future development related to the water system.
2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associated costs.
5. That the MoTI approves the subdivision.
6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs.
7. That the applicant provides suitable water storage tanks to the CRD engineering standards.

With the additional condition:

8. That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

#### **CARRIED**

#### **4. Proposed Subdivision – 6649 Godman Road**

Presented as part of Item 3

**5. Water Service Application for 6504 Parkinson Road**

Presented as part of Item 3

**6. Water and Sewer Inclusion Request – Parkinson Road**

Presented as part of Item 3

**7. New Business**

The Annual General Meeting was scheduled for Monday, September 21 at 6 pm. The Budget Meeting date was scheduled for Monday, September 21 at 7 pm.

Director Hicks advised that Peter Sparanese will be leaving the CRD and the committee thanked him for his committee support past years.

P. Sparanese provided an explanation of CRD freedom of information and privacy practices in particular responding to a request for lists of Single Family Equivalents. Staff advised that a report will be brought to the committee for clarification. Staff also advised that if the committee has a particular concern, the request should be referred to staff for investigation.

**8. Adjournment**

**MOVED** by Director Hicks, **SECONDED** by A. Tremblay,  
That the meeting be adjourned at 6:50 pm.

**CARRIED**



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**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE  
MEETING OF MONDAY, SEPTEMBER 21, 2015**

**SUBJECT      REQUEST FOR WATER SERVICE AREA INCLUSION – PORT RENFREW  
MANAGEMENT LTD., PARKINSON ROAD DEVELOPMENT**

**ISSUE**

A request for inclusion in the Port Renfrew water service area No. 1 was received from Port Renfrew Management Ltd. for a proposed 20 lot single family subdivision development on Parkinson Road.

**BACKGROUND**

Subsequent to the latest Port Renfrew Utility Service Committee (committee) meeting of August 4, 2015, Port Renfrew Management Ltd. (representing the ownership of the parcel ID No. 000-468-291) submitted a letter dated September 11, 2015 (attached), requesting inclusion of the proposed 20 lot single family subdivision (PID 000-468-291) in the Port Renfrew water service area. No. 1. The proposed 20 lot subdivision is located south of Parkinson Road (refer to map appended to the letter) and an Application for Connection to Sewer/Water Utility dated April 24, 2015 was received for the same development (copy is attached).

In addition, the letter also requests one immediate water service connection to the lot identified as No. 26 (highlighted in blue) on the map attached to the letter.

The same subject parcel and water service request was addressed in the June 22, 2015, staff report entitled *Water and Sewer Inclusion Request – Parkinson Road* and again at the August 4, 2015 committee meeting, staff report entitled *Proposal for Water System Improvements*.

During the recent meetings of the Committee, several staff reports were presented to the Committee regarding the issues of the water system capacity and reliability. The Capital Regional District (CRD) and the developers worked together and the Committee adopted a phased plan to address the water system issues at its meeting of August 4, 2015.

To reiterate what was presented at the June 22 and August 4 meetings, the subject 20 lot development proposal within the parent 69 acre parcel is not within the existing water service area and therefore, it is not currently eligible for water service. However, the committee may consider a water service establishment area revision subject to the fulfillment of the conditions that were approved by the committee at its August 4, 2015 meeting. For clarity, the conditions related to this development are itemized below along with additional commentary to help explain what is required.

With respect to the one water service request, as noted in both the June 22 and August 4 staff reports, the water system is at capacity and staff have recommended that additional connections should only be made once improvements are completed to increase system capacity.

## Summary of conditions and commentary

***"1. Developer to provide a conceptual plan of the proposed future development related to the water system. "***

**Comments:** The developer is expected to provide engineering plans, details and a report outlining in detail how the proposed development will be serviced by the existing water system including, but not limited to, design criteria, proposed materials, sizes, alignments, services, valves, hydrants, standpipes, etc. It is expected that water services for the future lots of this development would be provided from a water main located along the proposed roads within the proposed development.

It should be noted that there is an existing right-of-way, water storage tank, buried water mains, access road and plans for a second tank to be constructed within the subject development site. It is expected that the developer will adjust the subdivision layout to accommodate the existing right-of-way and infrastructure. These details are required so that the CRD can assess the impacts and implications of the development and prepare a staff report for the Committee at a future meeting.

***"2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.)."***

**Comments:** The proposed water main extension along the future road within the development would have to comply with all relevant bylaws and applicable codes.

Further, all costs to extend the water system to service any new development including application fees, administration costs, etc. shall be borne by the developer.

***"3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw ), and the applicant addresses the sewer issue separately (private sewer system)."***

**Comments:** A DCC Bylaw is no longer contemplated as the current approach of gifting water system improvements has been adopted by the Committee at its meeting of August 4, 2015. The following summarizes the proposed phasing, component improvements, estimated value (as estimated by the developer's consultant), and SFE allocation per specified development as approved by the Committee:

Phase 1 – Port Renfrew RV Resort: estimated contribution of \$140,000 towards well pump and booster pump for 20 SFE's.

Phase 1 – 6649 Godman Road: estimated contribution of \$40,000 towards well pump and booster pump for 5 SFE's.

Phase 2 – Port Renfrew RV Resort: estimated contribution of \$160,000 towards a 100,000 gallon bolted steel reservoir for 20 SFE's.

Phase 2 – Port Renfrew Management: estimated contribution of \$160,000 towards a 100,000 gallon bolted steel reservoir for 20 SFE's.

The individual development capacity improvements and contributions have been negotiated by the developer's consultant and have not been verified by the CRD. The proposed improvements are each part of a turnkey improvement and must be completed by the developers at no cost to the Port Renfrew water service, prior to allowing any additional connections to the existing water system regardless of the actual costs.

However in order to expedite the process, it would be acceptable for the developers to proceed with Phase 1 and Phase 2 improvements concurrently.

***"4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associate costs."***

Comments: The land owner(s) formally requested that the covenants be removed and the CRD confirms that the two covenants (related to water service area No. 3 and sewer service area No. 2) have been discharged from the four property titles and the land owner has agreed to pay the expenses and has provided a deposit. A CRD letter dated September 17, 2015 was provided to Port Renfrew Development confirming the discharge of the covenants.

***"5. That the MoTI approves the subdivision."***

Comments: The Ministry of Transportation and Infrastructure is the statutory decision maker for subdivision approval. The developer will need to provide MOTI with documentation that satisfies MOTI's requirements to create the subdivision. The CRD by means of this report, subject to approval of the committee, may provide approval in principle of water service for the 20 lots (20 SFE's).

***"6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs."***

Comments: Any revision in the water service area boundary bylaw would have to be defined by land parcel(s). Currently, the parent parcel is 69 acres and in order to service any pending future lots, the lots would have to be subdivided in order to define a revised water service area boundary.

***"7. That the applicant provides suitable water storage tanks to the CRD engineering standards."***

Comment: See the comments under condition 3 of this staff report.

***"8. That the developer pay all applicable fees, application, process review, including parcel taxes and/or user fees as required."***

Comment: The developer will have to pay the fees as noted.

The foregoing summary the conditions, next steps and status of the issues related to providing water service to the subject subdivision development.

**ALTERNATIVES****Alternative 1**

That the Port Renfrew Utility Services Committee approve in principle the request for inclusion of 20 single family equivalents in the Port Renfrew water service area No. 1, for 20 single family building lots for the proposed subdivision of the existing parcel (PID 00-468-291) subject to the developer meeting the conditions as resolved by the Committee at its's meeting of August 4, 2015 and further elaborated within this September 21, 2015 staff report.

**Alternative 2**

That the Port Renfrew Utility Services Committee receive this report for information and request that the CRD staff provide further information at a future meeting.

**IMPLICATIONS**

**Alternative 1** – By approving in principle the inclusion of the 20-lot subdivision in the Port Renfrew water service area No. 1, this enables the developer to proceed with completing the conditions including the design and construction of the water system improvements and he can advance his MOTI subdivision application. There is no cost implication to the water service for this alternative. Once the final subdivision plan is approved by MOTI, staff will bring a proposed service area bylaw amendment report for the committee's consideration. If approved, staff will prepare a water service extension agreement to set the terms and conditions of the system capacity improvements with each developer for each development.

**Alternative 2-** By receiving this report and requesting further information the CRD staff will prepare supplementary information for the Committee's consideration at a future meeting.

**CONCLUSION**

In conclusion, a request for inclusion in the Port Renfrew water service area No. 1 was received from Port Renfrew Management Ltd. for a proposed 20 lot single family subdivision development on Parkinson Road.

The subject 20 lot development proposal within the parent 69 acre parcel is not included in the existing water service area and therefore, it is not currently eligible for water service. However, the water service area boundary can be extended to include the 20 lots (20 SFE's) when the developer meets the stated conditions and the Committee approves the bylaw to extend the service area and forwards it to the CRD Board for adoption.

**RECOMMENDATION**

That the Port Renfrew Utility Services Committee approve in principle the request for inclusion of 20 single family equivalents in the Port Renfrew water service area No. 1, for 20 single family building lots for the proposed subdivision of the existing parcel (PID 00-468-291) subject to the developer meeting the conditions as resolved by the Committee at its's meeting of August 4, 2015 and further elaborated within this September 21, 2015 staff report.

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Scott Mason, B.Sc., P.Eng.  
Manager, Water Engineering and Planning

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Malcolm Cowley, P.Eng.  
Senior Manager, Infrastructure Engineering  
Concurrence

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Ted Robbins, B.Sc., C. Tech  
General Manager, Integrated Water Services  
Concurrence

SM:ls

**Attachments:**

1. Letter and email of September 11, 2015
2. Staff reports of June 22, 2105 and August 4, 2015
3. Draft minutes of August 4, 2015



Making a difference...together

**Minutes of a Meeting of the Port Renfrew Utility Services Committee  
Held August 4, 2015 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

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**PRESENT:** **Committee Members:** R. Wilson (Chair), CRD Regional Director, M. Hicks, W. Smith, A. Tremblay, J. Wells, M. Tremblay  
**Staff:** T. Robbins, General Manager, Integrated Water Services, P. Sparanese, Senior Manager, Infrastructure Engineering and Operations; S. Mason, Manager, Water Engineering and Planning, L. Siemens (recorder)  
9 Members of the public

The meeting was called to order at 6:10 pm.

**1. Approval of Agenda**

**MOVED** by Director Hicks, **SECONDED** by A. Tremblay,  
That the agenda be approved as distributed.

**CARRIED**

**2. Adoption of Minutes of June 22, 2015**

**MOVED** by Director Hicks, **SECONDED** by A. Tremblay,  
That the minutes of the Port Renfrew Utility Services Committee meeting of June 22, 2015 be adopted as distributed.

**CARRIED**

**3. Proposal for Water System Improvements**

P. Sparanese presented a written report and referred to recommendations outlined in staff reports in Items 4 and 5 and recommendation B in Item 6 of the agenda.

**MOVED** by Director Hicks, **SECONDED** by J. Wells,  
That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

1)

a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "Water Service Application for 6504 Parkinson Road." as follows:

1. Developer to provide a conceptual plan for ultimate 55 unit RV development.
2. RV development will be a non-year round operation and the sites will be serviced for RV use only and will not contain servicing for ancillary buildings.



3. The water service complying with all relevant bylaws and applicable codes for servicing (CRD land use approvals, Building Code, MOTI, etc.).
4. The applicant providing an amenity contribution to water system capacity improvements on a component by component basis.
5. Providing certification that the onsite water system is suitable for connection.

With the additional condition:

6. That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

and:

- b) Phase 1 -- The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Proposed subdivision -- 6649 Godman Road, Port Renfrew*" as follows:

Respond to the MoTI referral indicating that the subdivision applicant is required to meet the conditions of CRD bylaw 1792 and 3924 which includes making a written application to the CRD for a waterworks extension (requires CRD board approval), installing a 150mm water main extension from Parkinson Road along Godman Road to the furthest boundary of the last parcel of land serviced by the water main extension including a fire hydrant and all other appurtenances, installing a water service connection within the road to service each new property, makes an application and pays to the CRD the connection fees for each service connection in accordance with CRD Bylaw 3924, and subject to the developer providing an amenity contribution to water system capacity improvements on a component by component basis.

With the additional condition:

That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

2)

- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and

- i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development. Then a Statement of Condition (SOC) would be developed by the CRD outlining any conditions, including that the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

and;

- b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
  - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water and Sewer Inclusion Request – Parkinson Road*" and
  - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
  - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

and:

Approve in principle a water main extension to service the first phase (20 lots) of the 42 lot proposed subdivision from Deering Road, subject to the following conditions:

1. Developer to provide a conceptual plan of the proposed future development related to the water system.
2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associated costs.
5. That the MoTI approves the subdivision.
6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs.
7. That the applicant provides suitable water storage tanks to the CRD engineering standards.

With the additional condition:

8. That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

**CARRIED**

#### **4. Proposed Subdivision – 6649 Godman Road**

Presented as part of Item 3

**Port Renfrew Utility Services Committee Minutes  
August 4, 2015**

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4

**5. Water Service Application for 6504 Parkinson Road**

Presented as part of Item 3

**6. Water and Sewer Inclusion Request – Parkinson Road**

Presented as part of Item 3

**7. New Business**

The Annual General Meeting was scheduled for Monday, September 21 at 6 pm. The Budget Meeting date was scheduled for Monday, September 21 at 7 pm.

Director Hicks advised that Peter Sparanese will be leaving the CRD and the committee thanked him for his committee support past years.

P. Sparanese provided an explanation of CRD freedom of information and privacy practices in particular responding to a request for lists of Single Family Equivalents. Staff advised that a report will be brought to the committee for clarification. Staff also advised that if the committee has a particular concern, the request should be referred to staff for investigation.

**8. Adjournment**

**MOVED** by Director Hicks, **SECONDED** by A. Tremblay,  
That the meeting be adjourned at 6:50 pm.

**CARRIED**

**From:** Karl Ablack [<mailto:dkariablack@gmail.com>]  
**Sent:** Friday, September 11, 2015 11:00 AM  
**To:** Ted Robbins  
**Subject:** Port Renfrew Management Subdivision Plan  
**Importance:** High

Hi Ted,

Further to our discussion on Tuesday evening, attached as requested is the original 42 lot subdivision originally plan put forth by Three Point Properties. Also attached is the revised 20 lot plan now being put forth by Port Renfrew Management Ltd. The 20 lots are outlined in black.

MOTI has extended our approval to Oct 15<sup>th</sup>, 2015. We, therefore, need to get this moving as quickly as possible. Support for the bylaw amendment for extension of the water service area in conjunction with the water upgrades as approved on Aug 14<sup>th</sup> will be required at the meeting on the 21<sup>st</sup> in order to maintain the timelines to complete the upgrades by May 2016. I trust the committee will move forward the required inclusion as agreed upon at the last committee meeting. Please let me know if you have questions or require further information. Thank you for your consideration and support.

Sincerely,

Karl Ablack  
Port Renfrew Management Ltd.  
Victoria Office: (250) 388-0268  
Mobile: (250) 744-9799  
email: [dkariablack@gmail.com](mailto:dkariablack@gmail.com)

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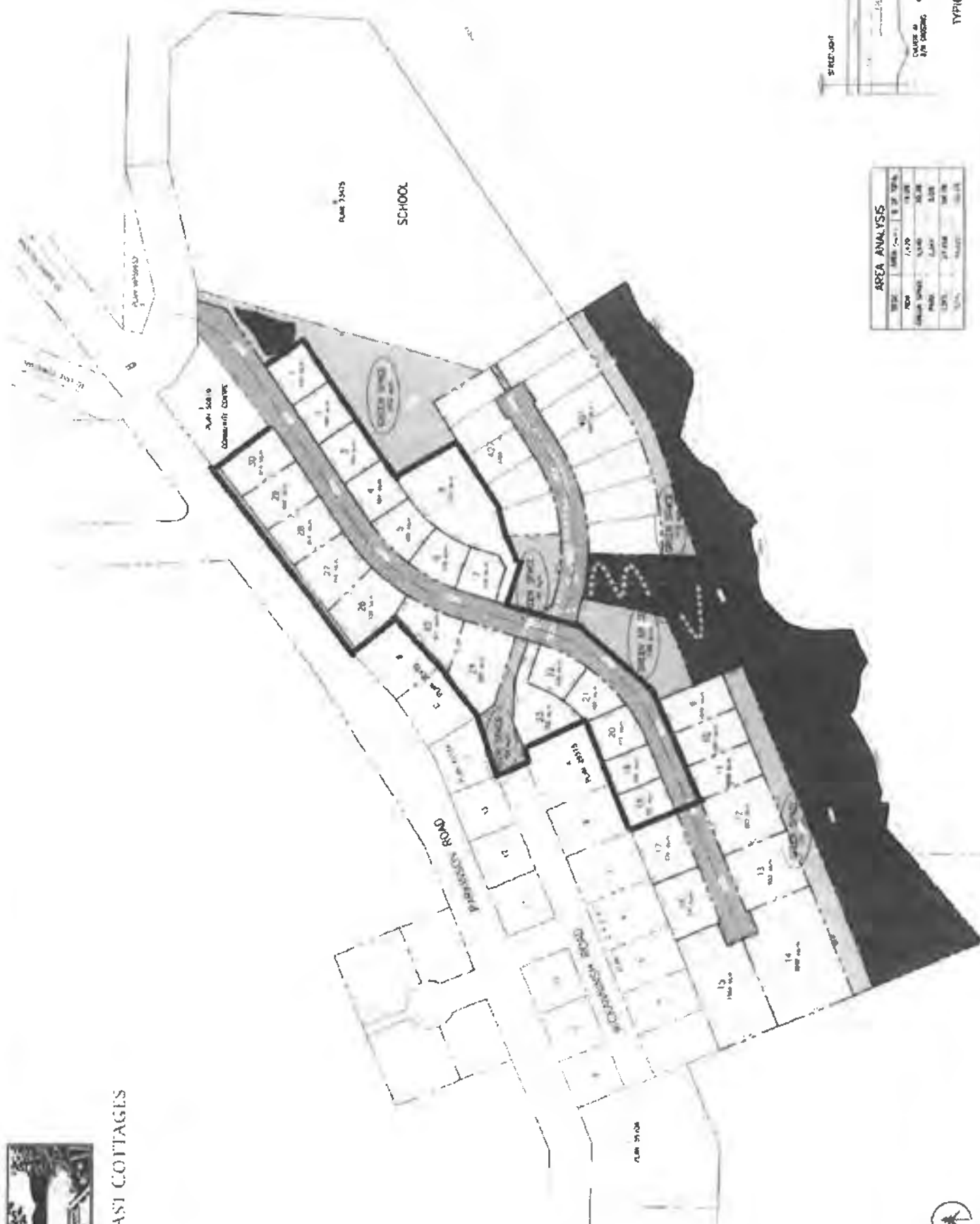
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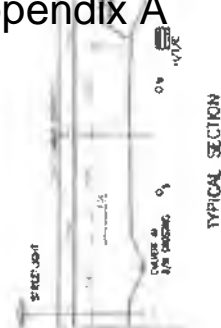


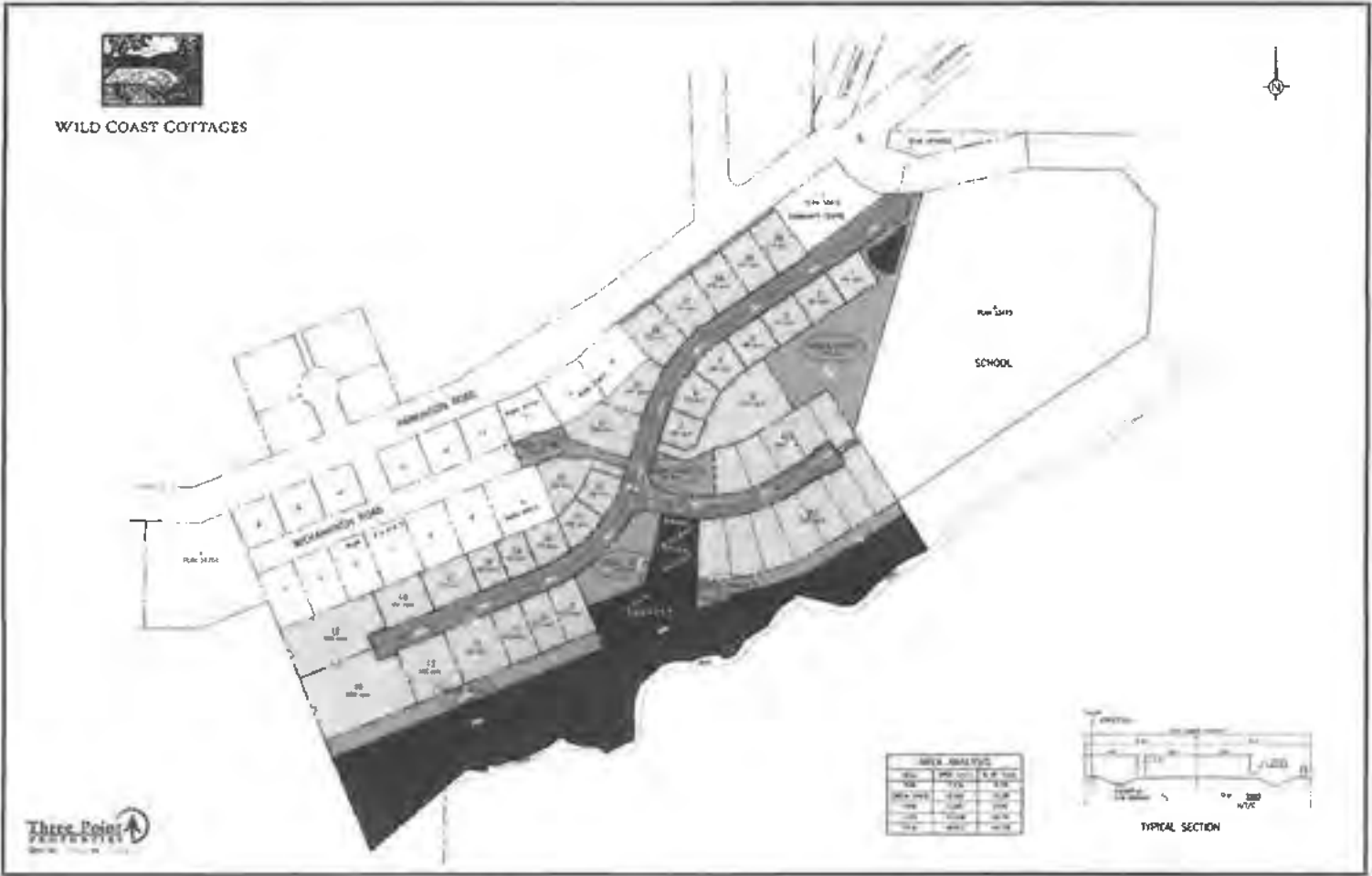
# COASTAL COTTAGES



**AREA ANALYSIS**

ITEM	AREA (sq. ft.)	% OF TOTAL
TOTAL	1,000,000	100%
LOT AREA	1,000,000	100%
ROADWAY	1,000,000	100%
PARKING	1,000,000	100%
UTILITIES	1,000,000	100%
LANDSCAPE	1,000,000	100%





**From:** Karl Ablack [<mailto:dkarlablack@gmail.com>]  
**Sent:** Friday, September 11, 2015 11:12 AM  
**To:** Ted Robbins  
**Subject:** Port Renfrew single sfe  
**Importance:** High

Hi Ted,

Further to our discussion on Tuesday, attached as requested is the letter to the committee requesting one immediate connection into the water service area. I would like to have this placed on the agenda for the 21<sup>st</sup>. Should you have questions or require further information, please contact me at your earliest convenience. Thanks very much for your prompt consideration.

Sincerely,

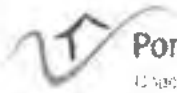
Karl Ablack  
Port Renfrew Management Ltd  
Victoria Office: (250) 388-0268  
Mobile: (250) 744-9799  
email: [dkarlablack@gmail.com](mailto:dkarlablack@gmail.com)

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**Port Renfrew Development**

Opportunity • Growth • Adventure

Port Renfrew Management Ltd.

September 11, 2015

Attn: Ted Robbins, CRD Integrated Water Service  
Rob Wilson, Chair Port Renfrew Utility Services Committee  
CC: Mike Hicks, Juan de Fuca Electoral Area Director

Dear Mr. Robbins,

Subsequent to the PRUSC meeting held August 14, 2015 in which staged improvements have been approved for upgrades to the Port Renfrew water utility in lieu of expansion of the water service area, we respectfully request one immediate connection to the lot outlined in blue on the lot plan identified below. This lot request comes on behalf of a long time Port Renfrew resident looking to build her home. This connection poses no burden on the existing system and the water line exists on the proposed lot. This lot falls within the proposed inclusion area which has been approved in principle by the committee to include 20 new single family equivalents, in accordance with proposed and approved water utility upgrades. I trust the committee will act in good faith and add this request to the agenda for the PRUSC meeting to be held on September 21, 2015 and as well, provide the requested connection approval during the meeting and subsequently allow this long time resident to begin building. Thank you for your prompt attention and consideration.

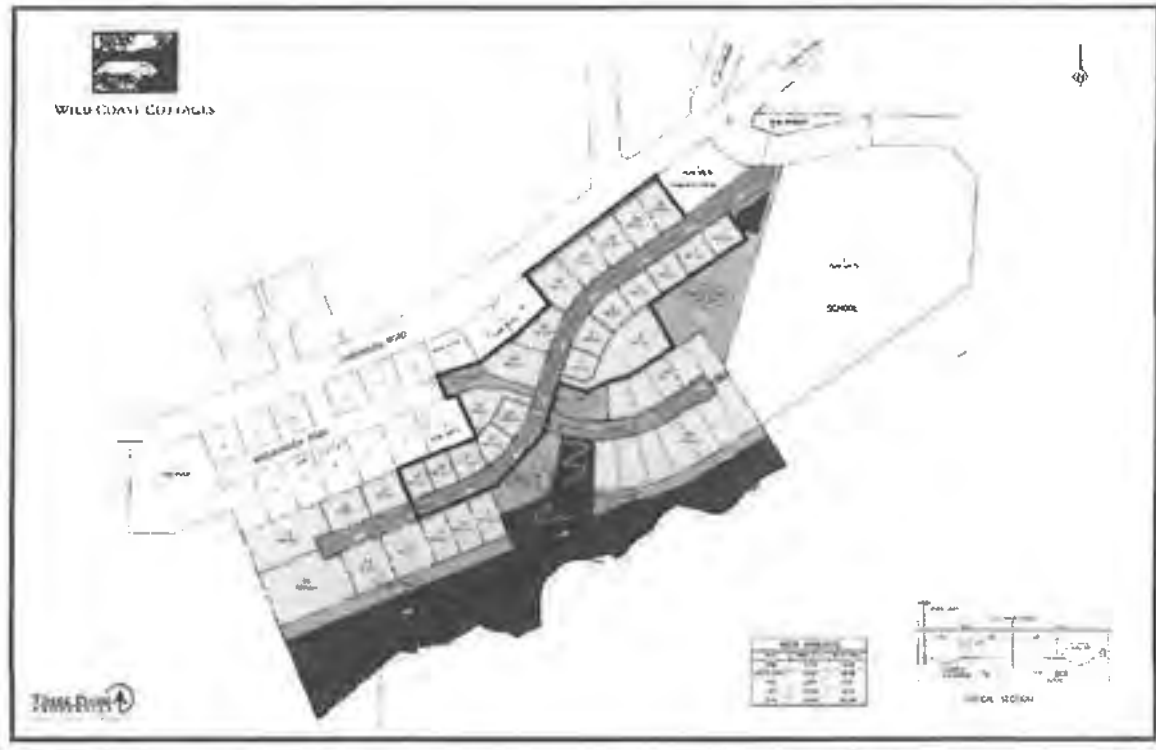
Sincerely,

**KARL ABLACK (Director)**  
Port Renfrew Management Ltd  
PO Box 9, Station Main  
Cochrane, Alberta  
T4C 1A4

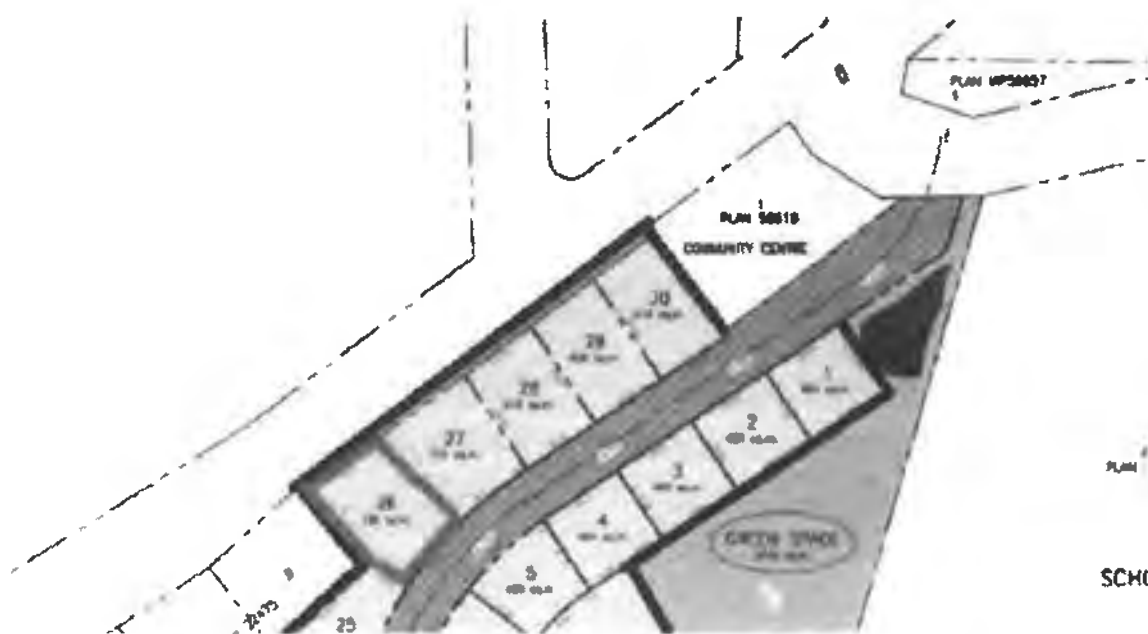
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PORT RENFREW MANAGEMENT LTD. PO BOX 9, STATION MAIN, COCHRANE, ALBERTA T4C 1A4  
VICTORIA OFFICE: 250-388-0268 CELL: 250-744-9799





Inclusion area outlined above in black



Single lot for immediate connection outlined above in blue

**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE  
MEETING OF MONDAY, JUNE 22, 2015**

**SUBJECT     WATER AND SEWER INCLUSION REQUEST - PARKINSON ROAD**

**ISSUE**

An application for water and sewer service connections and an inclusion request for a potential 42 lot phased subdivision into the Beach Camp Water Service Area was received by the Capital Regional District (CRD) and is brought forward for consideration by the Port Renfrew Utility Services Committee. In addition, it has been requested that covenants be removed from specific land titles that were created in 2009.

**BACKGROUND**

An application for a water service connection was received by the CRD for a future parcel fronting Parkinson Road to the east and adjacent to 16967 Parkinson Road (refer to Figure 1 for the location). The application was supplemented with a letter from MSR Solutions (MSR) agent to the applicant and further details were identified at meetings held between MSR and the CRD staff. In addition, WealthTerra Capital Management Inc. has requested that covenants related to a Memorandum of Understand (MoU) and development strategy be removed from the land titles (refer to MSR letter of March 11, 2015).

Generally, the applicant is making the following requests:

1. That Covenant #FB320966 be removed from the land titles for PID's 000-468-291, 009-565-787, 009-592-423 and 009-565-752 and Covenant #FB320964 be removed from PID's 000-468-291 and 009-565-787,
2. That the water service area be revised to include a proposed 42 lot subdivision for a location south of Parkinson Road (between Deering Road and Wichanninish Road on PID's 000-468-291 and 009-565-787), and that the sewer service area be revised to include one future lot fronting Parkinson Road, and
3. That approval of water and sewer service connections for the future lot (not yet subdivided), be included in the requested service area revision noted above.

Further, the MSR letter offers on the behalf of the developer financial contributions for off-site water and sewer system improvements (refer to MSR for details).

This potential subdivision is the similar as that referred to the CRD IWS in 2011 from the Ministry of Transportation and Infrastructure (MoTI) the subdivision approval authority. In the CRD's response letter to the MoTI approving officer of February 24, 2011, it was noted that the parcels were not included in the water and sewer services areas and therefore not eligible for service.

These existing parcels were the subject of the proposed development plans of the former owners Three Point Properties (TPP). In 2009, TPP and the CRD created a MoU whereby the developer would make contributions to have the water and sewer systems improved in order to provide service to the proposed development. No action was taken on the MOU and the borrowing bylaws have expired. At the request of the land owner the CRD is working on the

removal of the covenant and related MOU from each land title. The CRD staff and the land owner will pursue the removal of the covenant and related MOU from land titles. There is no involvement or resolution required from the PRUSC on this matter.

#### Review and Discussion of Developer's Request

The CRD staff have reviewed the application for service and inclusion request and the following information identifies the issues and potential way forward specifically related to the water and sewer systems of Port Renfrew Committee.

Other issues related to land use, subdivision approval, building permits, building codes, etc. have not been considered in this report, and must be considered by the appropriate regulatory authority having jurisdiction.

Water and Sewer Service Connection (one lot) – The applicant desires to create one residential lot by subdividing parcel 000-468-291. This future lot is not within either the Port Renfrew Water and Sewer Service Areas and therefore, it is not eligible for water nor sewer service.

In order to include the lot(s) within the service areas, it would have to be first subdivided and then application made to have the Port Renfrew water and sewer service establishment bylaws revised to include the lot(s). The CRD IWS is not aware of any current subdivision referral from MoTI. Further, it is understood that subdivision can't occur until the MOU and covenants are removed from the land titles.

In order to revise the service establishment bylaws the applicant will have to pay for the administration costs to prepare the draft bylaws and related reports, presentation to the PRUSC, EASC and CRD for initial bylaw reading, submission to the Inspector of Municipalities and return to the CRD for final reading and adoption.

The applicant has noted that water and sewer services (distribution and collection mains) were installed along Parkinson Road and a water service pipe extends to the property line. Although the mains and water service was installed with foresight, again, the future lot(s) is not within either of the service areas and therefore, is not eligible for water nor sewer service.

It has been recognized for years and in essence was the reason for the MOU, that the Port Renfrew water and sewer services had issues related to capacity. Until such time that water and sewer system improvements are completed then additional services should not be considered. The CRD is working on a strategy for consideration of the PRUSC to potentially address the capacity issues. This may include short-term contributions and in the long-term the implementation of a legislative means to impose charges on development to fund the infrastructure associated with growth.

#### Future Subdivision/Revision of Water and Sewer Service Areas

Although the summited application form does not include the proposed 42 lot subdivision (strata) the letter and subsequent discussions with MSR indicate that there is a desire to have the subdivision serviced with water only from the Port Renfrew water system and requested that the proposed 42 lot subdivision be included in the water service area. The developer plans to service the development with a private sewer system. As part of the subdivision of 42 lots, the developer proposes to remove the existing storage tank to allow for the creation of two lots. The developer plans to create a new storage tank at another location to be determined.

Again, there is no current subdivision referral before the CRD IWS and although there was a similar response in 2011, indicating that the parcel is not within either the water or sewer services areas and therefore, ineligible to receive sewer and water service.

**Developer/Applicant Offering:**

The MSR letter identifies a proposed phased contribution of \$150,000 in exchange for water and sewer service as summarized below for the 20 lot subdivision:

- A contribution of \$30,000 to future reservoir improvements to be held by the PRUSC and contributed back to the developer when the works are undertaken, as the proposed development would see the demolition of the existing storage tank to facilitate two lots of the subdivision.
- Installation of additional tankage at the existing reservoir site consisting of two 55,000 litre "poly tanks" and related works for \$120,000 although polyethylene is not an appropriate material for this application in accordance with CRD engineering standards.
- To support the fee simple one lot subdivision a contribution of \$10,000 plus costs associated with a sewer connection although the sewer system is at its theoretical capacity.
- In addition the developer would contribute by preparing supporting documentation including reports and sketches related to future planning of the water utility.

The applicant is suggesting "an approximate valuation of \$7,500 per SFE", however, the CRD is in the process of determining the actual proposed water development cost charges.

**ALTERNATIVES**

**Alternative 1**

That the Port Renfrew Utility Services Committee:

- A) Approve in principle a water service connection only for the future one lot fronting Parkinson Road, subject to the following conditions:
1. That the water service complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
  2. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
  3. That the covenants, bylaws and MOU are mutually discharged and the developer pays for the associated costs.
  4. That the MoTI approves the subdivision.
  5. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the developer pays the associated costs.

- B) Approve in principle a water main extension to service the first phase (20 lots) of the 42 lot proposed subdivision from Deering Road, subject to the following conditions:
1. Developer to provide a conceptual plan of the proposed future development related to the water system.
  2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
  3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
  4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associated costs.
  5. That the MoTI approves the subdivision.
  6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs.
  7. That the applicant provides suitable water storage tanks to the CRD engineering standards.

### **Alternative 2**

That the Port Renfrew Utility Services Committee direct the CRD staff to respond to the water and sewer service requests stating that neither the future one lot subdivision nor the 42 lot subdivision are within either of the established water or sewer services areas and therefore are not eligible for service.

### **IMPLICATIONS**

**Alternative 1** – By approving a water service connection in principle subject to the conditions as noted, the one lot could be serviced with water only, provided that improvements are made to increase the capacity of the system for which the applicant is offering.

In addition, by approving a water main extension in principle subject to the conditions as noted, the first phase of the subdivision could be serviced with water provided that improvements are made to increase the capacity of the system for which the applicant is offering.

**Alternative 2** – By not approving a water and sewer service connections, the water and sewer services will not be burdened with an increase in demand.

### **CONCLUSION**

The proposed future lot and 42 lot subdivision neither exist and are required to be approved through the MoTI subdivision approval process. Further, for Port Renfrew to provide services the existing service establishment bylaws would have to be revised.


Both of the water and sewer systems are at theoretical capacity and until tangible improvements are completed to both services, additional services should not be approved for connection.

At the request of the land owner, the covenants and MOU are in the process of being removed from land titles with the associated costs to be paid by the land owner.


### RECOMMENDATION

That the Port Renfrew Utility Services Committee:


- A) Approve in principle a water service connection only for the future one lot fronting Parkinson Road, subject to the following conditions:
1. That the water service complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
  2. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
  3. That the covenants, bylaws and MOU are mutually discharged and the developer pays for the associated costs.
  4. That the MoTI approves the subdivision.
  5. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the developer pays the associated costs.
- B) Approve in principle a water main extension to service the first phase (20 lots) of the 42 lot proposed subdivision from Deering Road, subject to the following conditions:
1. Developer to provide a conceptual plan of the proposed future development related to the water system.
  2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
  3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
  4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associated costs.
  5. That the MoTI approves the subdivision.
  6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs.
  7. That the applicant provides suitable water storage tanks to the CRD engineering standards.



\_\_\_\_\_  
Scott Mason, B.Sc., P.Eng.  
Manager, Water Engineering and Planning



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Peter Sparanese, P.Eng.  
Senior Manager, Infrastructure Engineering  
and Operations  
Concurrence



Ted Robbins, B.Sc., C. Tech  
General Manager, Integrated Water Services  
Concurrence

JM/SM:ls

Attachments –

- Figure 1 – Subject Property
- MSR letter of March 11, 2015
- MSR letter of April 24, 2015





**MSR SOLUTIONS INC.**

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March 11, 2015

File: 14-190

Capital Regional District  
Integrated Water Services  
479 Island Highway  
Victoria, BC, V9B 1H7

By email: [sparanese@crd.bc.ca](mailto:sparanese@crd.bc.ca)**Attention: Peter Sparanese, P.Eng., Senior Manager****Reference: Port Renfrew Sewer and Water Systems – Discharge of Covenants**

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Thank you for the opportunity to meet with you and the CRD Integrated Water Services on October 24, 2014 and again most recently on March 9, 2015 with respect to developments in the Port Renfrew area, and the potential impact to the Beach Camp sewer service area, and the Beach Camp and Snuggery Cove water service area. MSR Solutions Inc. has been retained by WealthTerra Capital Management Inc. (WealthTerra) to assist in addressing their sewer and water needs for the phased development of their proposed 42 lot subdivision which has previously received Preliminary Layout Approval (PLA) from the Ministry of Transportation and Infrastructure (MoT).

The property along Parkinson Road and Wickanninish Road is generally identified as PID: 000-458-291, The Easterly 1/2 of the North West 1/4 of Section 36, Township 13, Renfrew District, and PID: 009-565-787, The West 1/2 of the North West 1/4 of Section 36, Township 13, Renfrew District.

Proceeding with the subdivision will require approval from the CRD Integrated Water Services for connection to the Port Renfrew sewer and water systems. The CRD are unable to provide connection at this time, as they believe works and services are required to meet regulatory objectives, before additional connections can be successfully accommodated. There are also existing covenants on the property, which stipulate borrowing, works and services on the part of the Owner, and the CRD, which have not been implemented, effectively precluding an approval. We have been directed by WealthTerra to seek removal of the covenants with the CRD. Based on this, we note the following.

**Covenant (Charge #FB320964)**

A loan authorization bylaw was established for the service. But as of this date the loan authorization has expired. In order to comply with the agreement the CRD would need to adopt a new loan authorization bylaw. Subject to 2.13 of the Covenant, the Owner does not

want the CRD to pursue a replacement Loan Authorization Bylaw as of this date. A discharge of the covenant from all properties is requested.

**Covenant (Charge #FB320966)**

The CRD has not adopted a Security Issuing Bylaw nor obtained Temporary Borrowing necessary to construct as per Section 2.14 of the Covenant. Although a Loan Authorization Bylaw was adopted with no borrowings initiated and the bylaw has expired, the Owner is abandoning its intent to pursue a replacement Loan Authorization Bylaw as of this date. A discharge of the covenant from all properties is requested.

We trust this is sufficient to meet requirements of the CRD to proceed with the administrative issues related to cancelling of the covenants and the opportunity to seek alternative means to accommodate sewer and water needs for existing and future development in Port Renfrew.

If you have any questions, or require additional information, please contact the undersigned, or Mr. Karl Ablack directly.

Sincerely,

**MSR SOLUTIONS INC.**



Mike Seymour, ASCT, Eng. L.

Manager, Water & Wastewater Systems

cc      WealthTerra Capital Management Inc., Mr. Karl Ablack (CSC)  
CRD Juan de Fuca Electoral Area Planning Services, Ms. June Klassen

## MSR SOLUTIONS INC.

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April 24, 2015

File: 14-190

Capital Regional District  
Integrated Water Services  
479 Island Highway  
Victoria, BC, V9B 1H7

By email: [sparanese@crd.bc.ca](mailto:sparanese@crd.bc.ca)

**Attention:** Peter Sparanese, P.Eng., Senior Manager

**Reference:** Port Renfrew Management Ltd. – Request for Water Services

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### INTRODUCTION

Further to our various meetings with the Capital Regional District, Integrated Water Services, and the Juan de Fuca Local Area Director, Mr. Mike Hicks, we are requesting on behalf of Port Renfrew Management Ltd., to apply to the Port Renfrew Utility Services Committee to be included within the Beach Camp Water Service Area. The property is part of a potential 42 lot subdivision along Parkinson Road and Wickanninish Road identified as PID: 000-468-291, and PID: 009-565-787. It is currently outside of the Beach Camp Water Service Area.

We are also requesting an opportunity to allow one fee simple lot into both the water and sewer service to permit the early construction of a home form the long-time Port Renfrew resident, Deanna Blake.



201-4475 Viewmont Avenue, Victoria, BC V8Z 5K8  
Main 250.479.5164  
Fax 1.888.277.2816

[www.msrsolutions.ca](http://www.msrsolutions.ca)

**MSR Solutions Inc.**

### **CRD COSTS AND DESIGN FLOW CHARACTERIZATION**

The CRD establishes water consumption based on a single family home typical usage or Single Family Equivalent (SFE). The CRD references their Bylaw No. 3847 (*A Bylaw to Provide for Fees and Charges Payable for Utilities and Street Lighting within the Southern Gulf Islands and Juan de Fuca Electoral Areas*). The Bylaw establishes service connection fees as costs of engineering design, approvals and inspections; construction costs to complete the works; and administration costs of an additional 15%. The minimum connection charge is noted at \$400, and an annual user charge of \$203.38, per single family home.

### **WORKS REQUIRED FOR CONNECTION TO WATER SYSTEM**

#### **ONSITE WORKS APPROVED**

No onsite works have yet been approved or constructed on the property, as it is still subject to the conditions of the Preliminary Layout Approval (PLA) File 01-001-25599 issued by the Ministry of Transportation and Infrastructure (MoT) in 2008, and any updated requirements. These works require inclusion of the property into the Port Renfrew water system and approval by Island Health of the water system extension. Sewer works would be by an onsite system.

Port Renfrew Management Ltd. is considering the following development stages for the property, subject to compliance with the Preliminary Layout Approval (PLA) from the Ministry of Transportation (MoT)

- Submission of a building permit to allow construction of one home on the property to meet the needs of existing Port Renfrew resident, Ms Deanne Blake, and would consider the existing water connection provided to the property, as well as one sewer connection.
- A phased subdivision of 20 lots with access off Deering Road. These parcels are all within the hydraulic gradient for fire protection from the existing water reservoir site as noted in the original subdivision below and delineated by the red outline.
- The internal servicing would negate replacement of the Asbestos Cement (AC) water system along the frontage of Parkinson Road. This is cause for concern due to the pipe condition, as well as both traffic interruptions and water interruptions required to support this work during the busy summer tourism season.
- Works would include improvements at the intersection of Parkinson Road and Deering Road, at West Coast Road. This will benefit traffic flow and sight lines in the area on behalf of existing residents and visiting guests.

**CRD Integrated Water Services and Port Renfrew Developments**

MSR Solutions File: 14-190

April 2015



- A separate discussion will be held with the CRD for lands beyond this subdivision of the parcel, including potential for a separate reservoir and water supply system, which could be turned over to the CRD at a future date if desired.

**CRD OFFSITE WORKS**

In discussions with CRD Integrated Water Services, they have noted the ability to provide water to the site subject to various upgrading requirements. The water system is currently considered to be operating at capacity due to restrictions at the groundwater well (\$20,000 to upgrade) and the booster pump (\$40,000 to upgrade), which with improvements, would provide additional water supply for upwards of 287 SFE. With additional water, other improvements would be required at the water treatment plant for associated controls (\$20,000) to better regulate flows at the reservoir. The proposed works if completed, would increase the water supply from the current 4.5 L/s (70 USgpm) to the capacity of the H2S scrubber at 7.3 L/s (115 USgpm). This is more than sufficient for development within the hydraulic service limits of the existing reservoir.

The CRD has recommended an additional storage capacity requirement of 85,000 Litres (22,500 US gallons). They have suggested costs at about \$385,000, which would include for a new reservoir. However, there is no allowance for a new reservoir location or additional piping in this cost, or impacts to pressure changes on the AC pipe infrastructure.

### **PROPOSAL FOR CONSIDERATION BY UTILITY COMMISSION**

The Port Renfrew Utility Commission has extended the Beach Camp Water Service Area around the Port Renfrew Developments property, and has sited the reservoir on the property. It is a reasonable extension to consider the portion of the property which could be serviced by the existing reservoir into the water service area.

The Beach Camp sewers extend past the subject property, which as a result, contributes to calculations of flows based on inflow and infiltration, and would have negligible impact with one service connection for an existing resident to allow for a new home.

With the additional 20 lots added to the Beach Camp Water Service Area, Port Renfrew Management Ltd. is proposing a phased contribution of \$150,000 towards water system improvements as follows:

- A contribution of \$30,000 to future reservoir improvements to be held by the Utility Commission for contribution back when the works are undertaken.
- Installation of additional tankage at the existing reservoir site consisting of two – 55,000 Litre (15,000 US gallon) poly tanks (NSF 61 rated), including associated piping interconnects at an estimated cost of \$120,000 including engineering and taxes. This work would be completed no later than June 2016.
- To support the fee simple lot for Ms. Deanne Blake, Port Renfrew Developments would provide a \$10,000 sewer connection contribution, plus costs associated with a subsequent sewer connection to the property. The contribution would support further studies on longer term sewer improvements for the Beach Camp system.

In addition to the above, Port Renfrew Management Ltd. will prepare supporting documentation including reports and sketches in accordance with CRD Integrated Water Services requirements for a new reservoir site and supply/distribution system. This will include potential interconnects at a pressure reducing station to allow removal of the existing reservoir and completion of the subdivision of that area.

Port Renfrew Management Ltd. will be responsible for all costs associated with the supply of potable water to the internal subdivision including servicing of the properties fronting Parkinson Road from the internal strata road to negate replacement of that section of AC pipe across the Parkinson Road property frontage.

In return, the PRUC will agree to provide Port Renfrew Management Ltd. with one fee simple lot on Parkinson Road including sewer and water connections subject to an interim Service Area adjustment. PRUC will expand the Beach Camp Service Area to allow the strata subdivision off Deering Road, with completion of the reservoir addition. This equates to an approximate valuation of \$7,500 for a SFE connection to the PRUC, in addition to servicing costs associated with extending of service to the site.

**SUMMARY**

The proposed reservoir expansion on the Port Renfrew Management Ltd. site will provide a long term resolution of capacity requirements for the Snuggery Cove and Beach Camp Water Service Areas and amended boundaries including the proposed 20 lot development.

The agreement of using the existing water connection and allowing one additional sewer connection will support a long time Port Renfrew resident in meeting their desire for a new home, which has been on hold for more than a year, while solutions have been sought by all parties.

The ability to complete the subdivision with connection to the Beach Camp Water Service Area will allow for required improvements at the main town intersection, benefiting all residents and visitors.

There is an opportunity for the both parties to accept the above noted solutions which will provide long term benefits to the Port Renfrew water system at no additional expense to the existing water users. The developments, will provide an immediate boost to the community and lifestyle, which will help in the longer term of creating a vibrant and sustainable Port Renfrew.

We believe the above is a workable solution, and request the CRD to support the Port Renfrew Utility Commission and Local Area Director in allowing the contributions to be provided by Port Renfrew Developments Ltd., as noted above, and the improvements to be installed.

We would be pleased to meet with you at your convenience to discuss and finalize an interim agreement with the various parties, such that the temporary water service can be provided now, and the remaining works pursued through the regulatory approval channels.

If you have any questions, or require additional information, please contact the undersigned.

Sincerely,

**MSR SOLUTIONS INC.**



Mike Seymour, ASCT, Eng. L.  
Manager, Water & Wastewater Systems

cc Port Renfrew Management Ltd., Mr. Karl Ablack (CSC)  
Juan de Fuca Local Area Director, Mr. Mike Hicks



## Capital Regional District

## Application for Connection to Sewer/Water Utility

PLEASE PRESS HARD YOU ARE MAKING FOUR (4) COPIES

Pursuant to the regulations applicable to the Utility Indicated below

I, Miko Szyniarz (P&R Solutions Inc.), being the owner or acting with the owner's consent hereby make application for a utility connection to the property indicated below

I agree to be subject to all Bylaws, Rules and Regulations and to pay such rates as are thereby specified

Name of Owner Port Renfrew Management Ltd  
 Street 96 Genssels View  
 City Cochrane  
 Prov. AB Postal Code T4C 1P2  
 Phone No. 250-388-0269

Name of Contractor Tim Dorman  
 Street Baird Road  
 City, Village Port Renfrew  
 Prov. BC Postal Code \_\_\_\_\_  
 Phone No. \_\_\_\_\_

Utility/Utilities to which a connection is requested.

## SEWER UTILITIES

- ☐ Magic Lake Estates  
☐ Ganges  
☐ Mallview Estates  
☐ Port Renfrew  
☐ Other (specify) \_\_\_\_\_

## WATER UTILITIES

- ☐ Magic Lake Estates  
☐ Fernwood  
☐ Highland  
☒ Port Renfrew  
☐ Lyall Harbour/Boat Cove  
☐ Other (specify) \_\_\_\_\_

Description of Property to which a connection is requested.

Street Address (if applicable) Parkinson Road and Deering RoadLegal Description - Lot Number NW 1/4 Section 36 Plan No. \_\_\_\_\_Tax Assessment Folia Number 000-468-291 and 009-565-787INTENDED USE OF PROPERTY Single FamilyDate April 24 2015

Signature of applicant \_\_\_\_\_

## FOR OFFICE USE ONLY

Date application received \_\_\_\_\_ Drawings received: Yes \_\_\_\_\_ No \_\_\_\_\_

Application reviewed by \_\_\_\_\_ Date payment received \_\_\_\_\_

Date work order issued \_\_\_\_\_ Date installation complete \_\_\_\_\_

Your application for a utility connection has been approved as detailed below. This connection will be installed upon receipt of the connection fee and necessary approvals. The fee for this connection is: \$ \_\_\_\_\_

Details of Connection: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_





Making a difference...together

## REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE MEETING OF TUESDAY, AUGUST 4, 2015

### **SUBJECT**     PROPOSAL FOR WATER SYSTEM IMPROVEMENTS

### **ISSUE**

At the meeting of June 22, 2015, the Port Renfrew Utility Service Committee (PRUSC) directed the Capital Regional District (CRD) staff to work with the developers to prepare a proposal to address water storage and capacity issues related to the Port Renfrew water system for the PRUSC consideration.

### **BACKGROUND**

At the previous meeting of June 22, 2015, the PRUSC directed the CRD staff to work with the developers through their engineering consultant MSR Solutions (MSR) with the objective of identifying a solution to address the PRUSC concern regarding increased water storage and capacity required to support potential development.

As a result, the CRD staff and MSR met on June 29, 2015, and identified options to provide water storage and other system improvements with the expectation that MSR would prepare a proposal that meets the needs of the developers, PRUSC and is realistic of the technical considerations, costs, timelines, approvals etc. in order to achieve both the short and long-term water servicing and system improvement goals.

MSR submitted a proposal to CRD on July 10, 2015. In summary, the proposal identified water system improvements in phases, with cost estimates for the proposed works and with funding primarily being provided by the developers except for a future pipe project with expected cost sharing with the CRD/PRUSC. Further, in the proposal both the single family equivalent (SFE) amounts were revised and increased, including the timing in which they were proposed to be from the June 22 staff reports and included other development partners.

### **MSR's Proposal**

The following information summarizes the proposed improvements, estimated costs, developer contributions and expected SFE's (refer to the attached copy of MSR's July 10, 2015 letter) (For consistency, the proposed work descriptions and partner names are as shown by MSR):

1. Well pump and booster pump at a cost of \$180,000 for 20 SFE's (presumably November 2015)
  - Port Renfrew RV Resort - \$140,000 for 15 SFE's
  - Port Renfrew Management - \$40,000 for 5 SFE's
2. 100,000 gallon bolted steel reservoir at a cost of \$320,000 for 40 SFE's (May 2016)
  - Port Renfrew RV Resort - \$160,000 for 20 SFE's
  - Port Renfrew Management - \$120,000 for 15 SFE's
  - 6649 Godman Road - \$40,000 for 5 SFE's

**Port Renfrew Utility Services Committee – August 4, 2015**  
**Developers Proposal for Water System Improvements**

2

3. Booster station and main upgrades at a cost of \$430,000 for 35 SFE's (May 2017)
  - Port Renfrew Management - \$350,000 for 30 SFE's
  - Pacific Gateway Marina - \$80,000 for 5 SFE's
4. Supply line replacement from WTP at a cost of \$800,000 for 192 SFE's (May 2020)
  - Port Renfrew RV Resort - \$60,000 for 10 SFE's
  - Port Renfrew Management - \$180,000 for 36 SFE's
  - Pacific Gateway Marina - \$160,000 for 25 SFE's
  - CRD/PRUSC - \$400,000 for 121 SFE's

MSR estimates the total costs of the proposal at \$1,730,000 for a total increase of 287 SFE's. MSR's latest proposal does not include sewer servicing, which would have to be pursued separately. The developer contribution amounts have been negotiated by MSR and have not been verified by CRD. It should be noted that Pacific Gateway Marina and the developer of the 6649 Godman Road property have been included as partners in the proposal.

A \$30,000 amount is also included in the total cost of the proposal and is identified as CRD Engineering and Administration costs for the removal of covenants and Memorandum of Understanding (MOU) from the Port Renfrew Management land titles and administrative effort to revise the existing bylaws to include future development in the water service area. The CRD expects that its effort related to administration and implementation of the improvements including technical and administrative oversight, operator involvement for construction logistics and commissioning is included.

The CRD staff conducted a preliminary review of the MSR proposal and feel that there are a number of challenges associated with the timing, approvals (in service area versus out of service area), and information necessary to thoroughly assess it, including the need to develop a new MOU. Further, there is new information such as the SFE amount for the Port Renfrew RV Park that was previously identified as totaling 15 SFE's and now totals 45 SFE's. Furthermore, the overall MSR proposed SFE's of 287 is not achievable based on the short-term upgrades as conceptualized with the limiting factor being the capacity of the hydrogen sulfide scrubber (approximately 185 SFE's). Major improvements such as those noted in the old MOU would need to be completed to achieve a greater increase of SFE's. However, of the MSR proposal (items #1 and #2) the need to increase pump capacity and provide a storage tank are consistent with PRUSC's direction. The latter items #3 and #4 are not of sufficient detail to determine all of the implications. MSR's proposal also requested "immediate" connections to the water system before any of the improvements are undertaken but this is not recommended so as to not impact the level-of-service for the existing customers. Further, the MSR information did not address the other issues (statement of conditions) as noted in the staff reports of June 22, 2015.

#### **CRD's Modified Proposals**

In light of the above assessment, the CRD identified two modified proposals to the MSR proposal so as to better coincide with the development proposals considering phasing, eligibility for water service, increase to system capacity and storage.

Further, the CRD and owner of the Port Renfrew Management lands are in the process of having the covenants removed. Once the MOU/covenants and all other approvals are achieved the PRUSC should reconsider inclusion of the first 5 SFE's of the Port Renfrew Management development.

### Modified Proposal #1 (Recommended)

As a result it is proposed that the 6649 Godman Road development proceed first versus Port Renfrew Management as it is within the water service area, is of the equivalent amount (\$40,000), and does not require a series of approvals in order to proceed. The Port Renfrew Management development (5 SFE) is not in the water service area and requires several approvals and actions before proceeding with the development, therefore this should be included in item 2 (phase 2).

Therefore the CRD's modified proposal #1 is as follows and would see the following work phases and partners:

Phase 1 - Well pump and booster pump for a cost of \$180,000 for 20 SFE's (summer/fall 2015)

- Port Renfrew RV Resort - \$140,000 for 15 SFE's
- **Revised:** 6649 Godman Road \$40,000 for 5 SFE's

Phase 2 - 100,000 gallon bolted steel reservoir for a cost of \$320,000 for 40 SFE's (May 2016)

- Port Renfrew RV Resort - \$160,000 for 20 SFE's
- **Revised:** Port Renfrew Management - \$160,000 for 20 SFE's

Regarding the future Phases (3 and 4 as identified by MSR), further details and approvals are needed before any further consideration is given to these proposed improvements.

In summary, this modified proposal would result in increased well and booster pump capacity (phase 1), and increased permanent storage (phase 2) of 100,000 USg all totaling \$500,000.

Any proposed work would only proceed under a formal agreement between the CRD and the partners. Proposed work should conform to all relevant bylaws, specifications, bonding, insurance and engineering standards.

No connections to the existing water system, until the improvements described above are completed.

### Modified Proposal #2

Another proposal, whereby storage could be implemented in the initial work is to consider the MSR proposal of April 24, 2015 related to the installation of additional storage as an immediate work item. All options for additional storage using a steel tank including a reduced amount of storage (smaller second tank) upfront were seen as cost prohibitive by the developers.

However, MSR's April proposal stated "*Installation of additional tankage at the existing reservoir site consisting of two-55,000 litre (15,000 US Gallon) poly tanks (NSF 61), including associated piping, interconnections at an estimate cost of \$120,000 including engineering and taxes. This work would be completed no later than June 2016.*" This improvement would see an increase of 30,000 US gallons of storage at the existing tank site.

It should be noted that additional storage alone would have limited benefit if the water supply to the tanks is not increased (i.e. well pump and treatment plant booster pump capacity) as the tanks would eventually empty if the demand for water is greater than the availability of the system to supply the water.

**Port Renfrew Utility Services Committee – August 4, 2015**  
**Developers Proposal for Water System Improvements**

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Phase 1 - Well pump (only) and poly storage tankage at an estimated cost of \$180,000 for 20 SFE's (summer/fall 2015)

- Port Renfrew RV Resort - \$140,000 for 15 SFE's
- 6649 Godman Road developer \$40,000 for 5 SFE's

Phase 2 – The balance of the pump improvements at an estimated cost of \$120,000 and gift contribution of \$200,000 for 40 SFE's (May 2016)

- Port Renfrew RV Resort - \$160,000 for 20 SFE's
- Port Renfrew Management - \$160,000 for 20 SFE's

Regarding the future Phases (3 and 4 as identified by MSR), further details and approvals are needed before any further consideration is given to these proposed improvements.

In summary, this modified proposal #2 would result in increased well pump capacity and increased storage (30,000 USg poly tankage) (phase 1), increased treatment plant booster pump capacity (phase 2) and a contribution of \$200,000 for a future permanent storage tank all totaling \$500,000.

Any proposed work would only proceed under a formal agreement between the CRD and the partners. Proposed work should conform to all relevant bylaws, specifications, bonding, insurance and engineering standards.

No connections to the existing water system, until the improvements described above are completed.

### **ALTERNATIVES**

#### **Alternative 1**

That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

1)

- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water Service Application for 6504 Parkinson Road."*

and;

- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"*

- 2)
- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and
    - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development.

and;
  - b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
    - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water and Sewer Inclusion Request – Parkinson Road"* and
    - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
    - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

## Alternative 2

That the Port Renfrew Utility Services Committee approve in principle:

The CRD's modified proposal #2 whereby:

- 1)
- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and poly tanks) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water Service Application for 6504 Parkinson Road."*

and;
  - b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and poly tanks) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"*
- 2)
- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (booster pump and cash contribution for future storage) for 20 SFE's and
    - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development.

and;
  - b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (booster pump and cash contribution for future storage) for 20 SFE's and
    - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water and Sewer*

- Inclusion Request – Parkinson Road” and*
- ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
  - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

### **Alternative 3**

That the Port Renfrew Utility Services Committee request that CRD staff provide additional information.

### **IMPLICATIONS**

**Alternative 1** – In Port Renfrew Utility Services Committee approving the CRD's modified proposal #1 in principle, the offered component improvements will increase the capacity and future storage and allow development to proceed at no upfront cost to the PRUSC. The CRD's modified proposal better coincides with the development proposals considering phasing and eligibility for water service.

**Alternative 2** – In Port Renfrew Utility Services Committee approving the CRD's modified proposal #2 in principle, that offers additional storage by way of poly tanks and component improvements with contribution towards a future permanent storage tank will increase the storage and future capacity and allow development to proceed at no upfront cost to the PRUSC.

However, this alternative may not provide all the storage requirements for the future phases until a permanent tank is commissioned. Poly tanks may also have less durability and a reduced life span as opposed to a bolted steel tank. In addition, additional storage alone would have limited benefit if the water supply to the tanks is not increased from *both* the well pump and treatment plant booster pump as the tanks would eventually empty if the demand for water is greater than the availability of the system to supply the water.

**Alternative 3** – If the Port Renfrew Utility Services Committee requests the CRD staff provide additional information, CRD staff will provide information at a future meeting.

### **CONCLUSION**

On direction from the PRUSC, the CRD staff and MSR have worked to identify proposed options to increase the storage and capacity of the Port Renfrew water system to facilitate future development. MSR presented the CRD with a proposal identifying upgrades and phasing of the development, however the CRD identified proposals to better coincide with phasing and eligibility for water service. Based on the modified proposals the developers would undertake component improvements to increase capacity and be able to connect an agreed upon amount of SFE's to the Port Renfrew Water system provided they still meet the statement of conditions as previously outlined by the CRD. Connections should only be made once improvements are completed to increase capacity.

**RECOMMENDATION**

That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

1)

- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water Service Application for 6504 Parkinson Road."*

and;


- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"*


2)

- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and
  - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development.

and;

- b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
  - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water and Sewer Inclusion Request – Parkinson Road"* and
  - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
  - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

  
Joseph Marr, P.Eng.  
Project Engineer, Infrastructure Engineering  
and Operations

  
Scott Mason, B.Sc., P.Eng.  
Manager, Water Engineering and Planning

**Port Renfrew Utility Services Committee – August 4, 2015**  
**Developers Proposal for Water System Improvements**

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8



Peter Sparanese, P.Eng  
Senior Manager, Infrastructure Engineering  
and Operations  
Concurrence



Ted Robbins, B.Sc., C.Tech.  
General Manager, Integrated Water Services  
Concurrence

JM:ls

Attachments: MSR letter of July 10, 2015



**MSR SOLUTIONS INC.**

July 10, 2015

File: 14-190

Capital Regional District  
Integrated Water Services  
479 Island Highway  
Victoria, BC, V9B 1H7

By email: [sparanese@crd.bc.ca](mailto:sparanese@crd.bc.ca)**Attention: Peter Sparanese, P.Eng., Senior Manager****Reference: Port Renfrew Utility Services Committee – Request for Water Services****INTRODUCTION**

Further to our various meetings with the Capital Regional District, Integrated Water Services, and the Juan de Fuca Local Area Director, Mr. Mike Hicks, and our presentation to the Port Renfrew Utility Services Committee on June 23, 2015, we understand a clear and precise proposal is to be submitted for consideration, which addresses concerns raised by the PRUSC.

The desire is to have works staged, such that development may proceed without significant upfront loaded costs, and without impact to future capacity of the system. In other words, development does not proceed unless monies are contributed to the works, and the works are completed, except where noted.

The following works and cost sharing are proposed

Works Proposed	Estimated Cost	Completion Date	Partners	Contribution	SFE Provided
Well Pump and Booster Pump	\$ 180,000	November 2016	Port Renfrew RV Resort	\$ 140,000	15
			Port Renfrew Management	\$ 40,000	5
100,000 Gallon Bolted Steel Reservoir	\$ 320,000	May 2016	Port Renfrew RV Resort	\$ 160,000	20
			Port Renfrew Management	\$ 120,000	15
			6649 Godman Road	\$ 40,000	5
Booster Station and Main Upgrades	\$ 430,000	May 2017	Port Renfrew RV Resort		0
			Port Renfrew Management	\$ 350,000	30
			Pacific Gateway Marina	\$ 80,000	5
Supply Line Replacement from WTP	\$ 800,000	May 2020	Port Renfrew RV Resort	\$ 60,000	10
			Port Renfrew Management	\$ 180,000	36
			Pacific Gateway Marina	\$ 160,000	25
			CRD/PRUSC Cost Share	\$ 400,000	121
	\$ 1,730,000			\$ 1,730,000	287

The well and booster pump improvements would be undertaken by Port Renfrew RV Resort and Port Renfrew Management Ltd., and contributed to the PRUSC in allowing the properties to connect immediately to the water system, while covenants and the previous MoU are removed from titles, and the Water Service Areas are adjusted.

**CRD Integrated Water Services and Port Renfrew Utility Services Committee**

MSR Solutions File: 14-190

July 2015

The 100,000 gallon bolted steel tank would be installed on the site of the old wood stave tank and be commissioned by May 2016 to allow for approvals and a spring construction period. The combined works will exceed the design capacity and fire flow capacity, as required by the CRD, and desired by the PRUSC. In exchange for this contribution, the RV Resort, PR Management and the property at 6649 Godman Road will be provided with additional capacity to be developed over the ensuing years.

When development proceeds beyond the 20 lower lots at PR Management property, a booster pump will be required, and similarly for the upper portion of PR RV Resort. If these properties do not develop, the benefits of the booster pump are not required. The benefit of the booster station will also support the Snuggery Cove Service Area which currently suffers from low pressure under high water demands.

The upgrade to the supply line from the existing treatment works and the reservoirs is a critical issue for the PRUSC, as it is near end of life. Without the support of development, PRUSC will have to obtain grant monies, or pass the costs onto existing residents. The developers have proposed contribution in successive years subject to development growth, which would offset contributions by PRUSC.

The above works can be undertaken on the basis of simple agreements of service connections by contribution to system improvements undertaken by the parties. It is only the future upgrade of the supply line which has an identifiable Development Cost Charge basis or around \$6,000 per new connection, based on CRD/grant contributions.

Overall contributions are noted in the above table, and subject to acceptance by PRUSC and the CRD, the developers will agree to proceed with the works in return for the noted single family equivalent connections, in the timelines noted. Failure of the developments to comply, will not impact PRUSC and residents by any means, other than unimproved infrastructure as it currently operates.

If you have any questions, or require additional information, please contact the undersigned.

Sincerely,  
**MSR SOLUTIONS INC.**



Mike Seymour, ASCT, Eng. L.  
Manager, Water & Wastewater Systems

Enclosure: Cost Estimates and Contribution

cc Port Renfrew RV Resort, Mr. Jack Julseth, and Mr. David Flaig  
Port Renfrew Management Ltd., Mr. Karl Ablick, and Mr. Jason Brown  
Pacific Gateway Marina, Mr. Paul McFadden and Mr. Duane Shaw

**6649 Godman Road, Mr. James Lum**

**Juan de Fuca Local Area Director, Mr. Mike Hicks**

**Port Renfrew Utility Services Committee, Mr. Rob Wilson**

**Port Renfrew Water System Proposed Works and Cost Share**

<b>Description</b>	<b>Item</b>	<b>Unit</b>	<b>Rate</b>	<b>SubTotal</b>	<b>Totals</b>
<b>Main Reservoir</b>					\$ 234,000
Reservoir Pad Preparation	1 LS		\$ 10,000	\$ 10,000	
STT Bolted Steel Reservoir (100,000 g)	1 LS		\$ 189,000	\$ 189,000	
Interconnecting Piping	1 LS		\$ 35,000	\$ 35,000	
<b>Well Pump</b>					\$ 19,000
Pump RE and RE	1 LS		\$ 16,000	\$ 16,000	
Electrical Field Wiring	1 LS		\$ 3,000	\$ 3,000	
<b>Booster Pump at WTP</b>					\$ 52,125
Equipment Supply	1 LS		\$ 18,625	\$ 18,625	
Valves and Piping	1 LS		\$ 8,500	\$ 8,500	
Electrical and Mechanical Install	1 LS		\$ 25,000	\$ 25,000	
<b>CRD Engineering and Admin Costs</b>					\$ 30,000
Removal of Covenants and MoU	1 LS		\$ 10,000	\$ 10,000	
Administration	1 LS		\$ 20,000	\$ 20,000	
<b>Engineering and Construction Services</b>					\$ 62,500
Project Planning and Discussions	1 LS		\$ 10,000	\$ 10,000	
Electrical Design	1 LS		\$ 5,000	\$ 5,000	
Design of Improvements	1 LS		\$ 15,000	\$ 15,000	
Approvals from VIHA and CRD	1 LS		\$ 5,000	\$ 5,000	
Tendering of Works	1 LS		\$ 2,500	\$ 2,500	
Services During Construction	1 LS		\$ 20,000	\$ 20,000	
Commissioning and Record Dwg	1 LS		\$ 5,000	\$ 5,000	
<b>Subtotal</b>					\$ 397,625
<b>Contingency (15%)</b>					\$ 59,644
<b>PST on Equipment</b>					\$ 16,249
<b>GST (5%)</b>					\$ 22,863
<b>Total Estimated Costs</b>					\$ 500,000

**Additional Options to Provide Further Improvements and Benefits to Snuggery Cove and PRML**

<b>Booster Station</b>				\$	122,000
Building for Booster 12'x12'	144 sq.ft.	\$	150	\$	22,000
Booster Station	1 LS	\$	75,000	\$	75,000
Electrical and Mechanical Install	1 LS	\$	25,000	\$	25,000
<b>Supply Piping to Parkinson Road</b>				\$	171,000
200 mm PVC Watermain	220 lm	\$	300	\$	66,000
75 mm Poly Supply Line in PRML lands	500 lm	\$	100	\$	50,000
Valves	4 Ea	\$	1,300	\$	5,200
AC Pipe Interconnect	1 LS	\$	20,000	\$	20,000
Rock Excavation	50 m3	\$	200	\$	10,000
Asphalt Reinstatement	220 m2	\$	90	\$	19,800
<b>Engineering and Construction Services</b>				\$	62,000
Project Planning and Discussions	1 LS	\$	2,000	\$	2,000
Structural Design	1 LS	\$	5,000	\$	5,000
Electrical Design	1 LS	\$	10,000	\$	10,000
Design of Improvements	1 LS	\$	15,000	\$	15,000
Approvals from VIHA and CRD	1 LS	\$	5,000	\$	5,000
Tendering of Works	1 LS	\$	5,000	\$	5,000
Services During Construction	1 LS	\$	15,000	\$	15,000
Commissioning and Record Dwg	1 LS	\$	5,000	\$	5,000
<b>Subtotal</b>				\$	355,000
<b>Contingency (15%)</b>				\$	53,250
<b>PST on Equipment</b>				\$	5,250
<b>GST (5%)</b>				\$	20,413
<b>Total Estimated Costs</b>				\$	430,000

**Additional Options to Provide Further Improvements and Benefits (PGM+Extra Capacity only)**

<b>Water Supply Line Upgrade</b>				\$	447,000
75 mm from Well site to Deering Road	1600 lm	\$	150	\$	240,000
Rock Excavation Allowance	150 m3	\$	200	\$	30,000
Flagging Crew	21 days	\$	2,000	\$	42,000
Paving Reinstatement	1500 m2	\$	90	\$	135,000
<b>Engineering and Construction Services</b>				\$	117,000
Project Planning and Discussions	1 LS	\$	2,000	\$	2,000
Design of Improvements	1 LS	\$	40,000	\$	40,000
Approvals from VIHA and CRD	1 LS	\$	5,000	\$	5,000
Tendering of Works	1 LS	\$	5,000	\$	5,000
Services During Construction	1 LS	\$	60,000	\$	60,000
Commissioning and Record Dwg	1 LS	\$	5,000	\$	5,000
<b>Subtotal</b>				\$	564,000
<b>Contingency (35%)</b>				\$	197,400
<b>GST (5%)</b>				\$	38,070
<b>Total Estimated Costs</b>				\$	800,000



Making a difference...together

**Minutes of a Meeting of the Port Renfrew Utility Services Committee  
Held September 21, 2015 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

**PRESENT:** **Committee Members:** R. Wilson (Chair), CRD Regional Director, M. Hicks, A. Tremblay, W. Smith  
**Staff:** Malcolm Cowley, Senior Manager, Infrastructure Engineering and Operations; S. Mason, Manager, Water Engineering and Planning, T. Watkins, Manager, ERM Policy and Planning, P. Dayton, Senior Financial Analyst, C. Preece, Manager, Core Area Operations, L. Siemens (recorder)  
 Two members of the Public  
**ABSENT:** J. Wells

The meeting was called to order at 7:30 pm.

**1. Approval of Agenda**

**MOVED** by Director Hicks, **SECONDED** by A. Tremblay,  
 That the agenda be approved as distributed.

**CARRIED**

**2. Request for Water Service Area Inclusion – Port Renfrew Management Ltd.,  
 Parkinson Road Development**

S. Mason presented a written report. Discussion took place with staff, committee and Port Renfrew Management Ltd.

**MOVED** by Director Hicks, **SECONDED** by W. Smith,  
 That the Port Renfrew Utility Services Committee approve in principle the request for inclusion of 20 single family equivalents in the Port Renfrew water service area No. 1, for 20 single family building lots for the proposed subdivision of the existing parcel (PID 00-468-291) subject to the developer meeting the conditions as resolved by the Committee at its's meeting of August 4, 2015 and further elaborated within this September 21, 2015 staff report.

**CARRIED**

**3. 2016 Operating and Capital Budget**

M. Cowley presented a written report and the 2016 Operating and Capital Budgets for the following service areas:

- 1.232 Port Renfrew Street Lighting
- 2.650 Port Renfrew Sewer
- 2.655 Port Renfrew Snuggery Cove Water
- 3.850 Port Renfrew Sewer
- 1.532 Port Renfrew Refuse Disposal

**Port Renfrew Utility Services Committee Budget Minutes  
September 21, 2015**

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The following changes were made to the sewer budget:

Delete from the Port Renfrew Sewer capital expenditure plan:

- 2016 – Wastewater Treatment Plant Grant Application \$5,000
- 2017 – WWTP Upgrade Detailed Design \$130,000
- 2018 – WWTP Upgrades \$800,000

Delete from the Port Renfrew Sewer Core 2016 budget the amounts of \$2,300 and \$1,920 for MFA Debt and adjust the User Fee and Parcel Tax accordingly.

**MOVED** by A. Tremblay, **SECONDED** by M. Tremblay,  
That the Port Renfrew Utility Services Committee recommend to the CRD Board that:

1. The 2016 operating and capital budget for the Port Renfrew Street Lighting Local Service be approved as presented; and
2. The 2015 actual revenue and expense for the Port Renfrew Street Lighting Local Service be balanced on the 2016 contingency.

**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by M. Tremblay,  
That the Port Renfrew Utility Services Committee recommend to the CRD Board that:

1. The 2016 operating and capital budget for the Port Renfrew Refuse Disposal Local Service be approved as presented; and
2. The 2015 actual revenue and expense for the Port Renfrew Refuse Disposal Local Service be balanced on the 2016 Transfer to Capital Reserve fund.

**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by M. Tremblay,  
That the Port Renfrew Utility Services Committee recommend to the CRD Board that:

1. The 2016 operating and capital budget for the Port Renfrew Water Local Service be approved as presented; and
2. The 2015 actual revenue and expense for the Port Renfrew Water Local Service be balanced on the 2016 Transfer to Reserve fund.

**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by W. Smith,  
That the Port Renfrew Utility Services Committee recommend to the CRD Board that:

1. The 2016 operating and capital budget for the Snuggery Cove Water Local Service be approved as presented;
2. The property tax be increased to \$130.35 per average residential folio for the Snuggery Cove Water Local Service; and



**Port Renfrew Utility Services Committee Budget Minutes  
September 21, 2015**

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3. The 2015 actual revenue and expense for the Snuggery Cove Water Local Service be balanced on the 2016 requisition.

**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by M. Tremblay,  
That the Port Renfrew Utility Services Committee recommend to the CRD Board that:

1. The 2016 operating and capital budget for the Port Renfrew Sewer Local Service be approved as amended;
2. The annual user charge for the Port Renfrew Sewer Local Service be increased to \$425.19 and parcel tax be decreased to \$481.94; and
3. The 2015 actual revenue and expense for the Port Renfrew Sewer Local Service be balanced on the 2016 Contingency.

**CARRIED**

**4. New Business**

A discussion took place on the possibility of installing a fence around the sewage treatment plant and the removal of dead trees.

5. **MOVED** by M. Tremblay, **SECONDED** by A. Tremblay,  
That the meeting be adjourned at 8:55 pm.

**CARRIED**

(e)



Making a difference...together

**Minutes of a Meeting of the Port Renfrew Utility Services Committee  
Held June 8, 2017 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

**PRESENT:** **Committee Members:** CRD Regional Director, M. Hicks, (Chair), A. Tremblay, K. Pearson, J. Wells, C. Welham, K. Ablack  
**Staff:** M. McCrank, Senior Manager, Infrastructure Operations, I. Jesney, Senior Manager, Infrastructure Engineering, David Parker, Manager, Systems Maintenance, M. Cowley, Manager, Wastewater Engineering and Planning, L. Siemens (recorder)  
**Three members of the Public**

The meeting was called to order at 6 p.m

**1. Approval of Agenda**

The agenda was amended to add the following items under New Business:

- Development Cost Charge
- Water Service Area
- Meeting Schedule

**MOVED** by K. Ablack, **SECONDED** by A. Tremblay,  
That the agenda be approved as amended.

**CARRIED**

**2. Adoption of Minutes of November 7, 2016**

**MOVED** by K. Ablack, **SECONDED** by C. Welham,  
That the minutes of November 7, 2016 be adopted as previously circulated

**CARRIED**

**3. Pacheedaht First Nation Fuel Service Station Agreement**

Director Hicks advised that Kristine Pearson is in Conflict of Interest and should not participate in a decision or any discussion leading up to the decision.

M. McCrank presented a written report.

**MOVED** by K. Ablack, **SECONDED** by C. Welham,

1. That the Port Renfrew Utility Services Committee accept the agreement in principle as written, and direct the Capital Regional District to present the agreement to the Pacheedaht First Nation. If the agreement is acceptable to the Pacheedaht First Nation, the Port Renfrew Utility Services Committee direct CRD to execute the agreement; and

2. That the draft agreement be amended to reflect that the amenity charge will be waived for this service connection at no net loss to the Port Renfrew Utility Services as an equal value upgrade to the service will be covered through the Community Works Fund.

#### **4. Verbal Report**

M. Cowley presented a verbal report and provided a hand-out to the committee members. The verbal report provided information on the following topics:

##### Port Renfrew Water Service

- Water System Improvements – Phase 1 – Increase Capacity of Water Supply
- Powder Main Road Water Main
- Water System Improvements – Phase 2 – Increase Capacity of Water Storage
- Supply Main Replacement – Disinfection Facility to Parkinson Road

##### Port Renfrew Wastewater Service

- Outfall Inspection

**MOVED** by A. Tremblay, **SECONDED** by K. Pearson,  
 That the construction of a fence around the Port Renfrew wastewater treatment plant be added to the capital plan and brought to the budget meeting for approval.

**CARRIED**

A concern was raised regarding old sewer pipes that may be safety concerns. M. Cowley will work with A. Tremblay to identify potential concerns.

#### **5. Correspondence**

##### Application for Connection -17086 Parkinson Road

An official rezoning application to CRD Planning is required before further action can be taken by CRD Integrated Water Services.

##### Inquiry for Construction of Potential School

CRD has requested further information and the item will be brought to a future meeting when received.

#### **6. New Business**

##### Development Cost Charge

Staff advised that a DCC is not feasible for small services.

**MOVED** by A. Tremblay, **SECONDED** by K. Ablack,  
 That a rate of \$8,000 / SFE be established as an amenity contribution for future system upgrades.

**CARRIED**

**Port Renfrew Utility Services Committee Minutes  
June 8, 2017**

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Water Service Area

A discussion took place regarding a request to expand the water service area under a new bylaw to encompass the entire OCP lands. Director Hicks advised that the existing process of applying to be part of the water service area on a case by case basis is required.

Meeting Schedule

A suggestion was made that the committee meet on a quarterly basis. It was agreed that meetings will remain "at the call of the chair".

**7. Adjournment**

**MOVED** by K. Ablack, **SECONDED** by J. Welis,  
That the meeting be adjourned at 7:55 p.m.

**CARRIED**

**MSR SOLUTIONS INC.**

**To:** Mr. Ian Jesney, P.Eng., Senior Manager at the CRD, Infrastructure Engineering, and  
Mr. Joseph Marr, P.Eng., Manager at the CRD, Water Distribution Engineering and Planning  
Infrastructure Engineering  
**From:** MSR Solutions Inc. (MSRS)  
**Subject:** Cost Estimate Summary for Port Renfrew Reservoir Twinning  
**Date:** November 11, 2018

MSRS is pleased to provide the following summary for the reservoir twinning at Port Renfrew based on supply and installation of piping and concrete foundation by Don Mann Excavating (DME) and supply and installation of the reservoir and the pertinent elements by Titan Environmental for the reservoir twinning works at Port Renfrew. The quotes by DME and Titan Environmental are presented in Appendix A and B, respectively.

**Scope of Work by Don Mann**

- a) Clearing, grubbing, and excavation to bearing soil around existing pad
- b) Supply, placement, and compaction of base gravel
- c) Supply and installation of stainless steel inlet, outlet, and overflow pipes, including breaking out existing concrete
- d) Reinforcing steel, formwork, and concrete supply/placement/finishing for new reservoir base pad
- e) Water pipe/valve reconfiguration surrounding new and existing reservoirs (up to air valve)
- f) Reservoir and valve box drainage
- g) Clean-up (topsoil and grass seed)
- h) Chlorination and testing of pipework installed by DME
- i) Crew standby during reservoir filling (30hr period)

**Scope of Work by Titan Environmental**

- a) Supply of Tank and Accessories
- b) Installation of Tank & Accessories
- c) Freight (Tank Materials)
- d) Supply of Drawings & Calculations Sealed by a BC registered P.Eng.



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Construction Cost Estimate Summary Port Renfrew  
Reservoir Twinning  
Project #: 18-367

MSR SOLUTIONS INC.

### Cost Estimate

MSR Initial Design Fee	\$ 62,200.00	-no bonding
Titan (previous payments)	\$ 27,096.00	
Well House Improvement + Flow Control Alarm	\$ 20,000.00	
Price for services by Don Mann Excavating	\$ 233,000.00	
Tank supply and installation by Titan Environmental	\$ 118,000.00	
US Tariff on steel and contingencies (10%)	\$ 37,000.00	
Engineering services during construction	\$ 28,000.00	
CRD Admin	\$ 5,000.00	
CRD Connection	\$ 8,000.00	
Subs total	\$ 538,296.00	
PST (Titan Environmental (7%))	\$ 8,260.00	
GST (5%)	\$ 26,914.80	-no bonding
<b>Total</b>	<b>\$ 573,470.80</b>	
<b>SFE Equivalent (\$8,000 / SFE)</b>	<b>71.7 SFE</b>	

**Bonding at 100 percent = \$484,356**

**Required bonding at 50 percent = \$242,178**

Should you have any questions or need any further information, please contact the undersigned.

**Prepared by:**

**Reviewed by:**

*A. Kanani*

Arash Kanani, Ph.D., P.Eng.  
Project Engineer

Mike Seymour, ASCT, Eng.L.  
Principal



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DESIGN|SOLUTION

Version: 3

Construction Cost Estimate Summary Port Renfrew  
Reservoir Twinning  
Project #: 18-367

MSR SOLUTIONS INC.

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## Appendix A: Quote by Don Mann Excavating

**Don Mann Excavating Ltd.**  
Port Renfrew Water Reservoir Bid



July 26, 2018

**Attn: Mike Seymour**  
MSR Solutions Inc.  
250-479-5164  
mike@msrsolutions.ca

**Port Renfrew Water Reservoir Quote**

Dear Mike,

We are pleased to provide a bid for the above-mentioned project. Our bid is based on the items listed in the scope of work and the reference documents provided, in conjunction with all other services, exclusions, terms and conditions as outlined in this document.

**1) Scope of Work**

- a) Clearing, grubbing, and excavation to bearing soil around existing pad.
- b) Supply, placement, and compaction of base gravel.
- c) Supply and installation of stainless steel inlet, outlet, and overflow pipes, including breaking out existing concrete.
- d) Reinforcing steel, formwork, and concrete supply/placement/finishing for new reservoir base pad.
- e) Water pipe/valve reconfiguration surrounding new and existing reservoirs (up to air valve).
- f) Reservoir and valve box drainage.
- g) Clean-up (topsoil and grass seed).
- h) Chlorination and testing of pipework installed by DME
- i) Crew standby during reservoir filling (30hr period).

**2) Reference Documents:**

- a) MSR Project 18-367, Drawing C01, Version No. 4, dated July 2018
- b) MSR Project 18-367, Drawing C02, Version No. 4, dated July 2018
- c) MSR Project 18-367, Drawing C03, Version No. 3, dated July 2018
- d) Skyline Engineering Project No. 10166.05, Drawings No. SK01r1 to SK03r1, dated Sept 29, 2016
- e) Ryzuk Geotechnical report/memo, File No. 8-6434-11, dated June 21, 2017

**3) Services Provided by Don Mann Excavating Ltd.**

- a) Mobilization.
- b) Labour, equipment, and materials to complete the Scope of Work.
- c) Project management/quality control
- d) Survey layout.
- e) Environmental/Sediment Control Plan
- f) Concrete testing.



**Don Mann Excavating Ltd.**  
Port Renfrew Water Reservoir Bid



- g) Compaction testing.
- h) Geotechnical subgrade inspection.
- i) Toilet facilities
- j) Crew living out expenses

**4) Services Provided by Others**

- a) All permits, approvals, and their respective fees.
- b) All environmental approvals, monitoring, and mitigation, if required
- c) Lay down area for equipment and materials.

**5) Working Schedule**

- a) Pricing is based on one production crew working eight-hour days, five days per week.
- b) Pricing is based on Don Mann Excavating crew having complete and exclusive access to site (no other trades or deliveries in the location of active civil works).

**6) Exclusions**

- a) Any work beyond the proposed air release valve. See attached sketch.
- b) Due to the remote location, landscape clean-up includes supply and placement of topsoil and grass seed only; it does not include efforts to ensure germination (i.e. watering schedule).
- c) This bid assumes all excavated soils can be kept onsite within 200m; any offsite soil disposal will be at extra cost.
- d) This bid assumes access is available for concrete trucks, etc., based on the presence of the existing infrastructure. Any required clearing/access road building is not included in this bid.

**7) Offer Conditions**

- a) By accepting this letter, the owner/Contract administrator acknowledges that the pricing includes only the services and materials outlined in this letter.
- b) Please note that this bid includes materials (custom stainless steel pipe spools; rebar) that may be subject to forthcoming tariff increases. The below price includes material pricing available at the time of this bid; DME reserves the right to claim extra costs to cover material price increases that occur after this bid submission.

**8) Clarifications**

- c) Don Mann Excavating will not act as Prime Contractor for any trades not subcontracted to DME (i.e. Titan). Any Worksafe BC Notice of Project submitted by DME will only cover our scope of work and our subcontractors.
- d) This price includes concrete from the nearest ready-mix supplier, Butler Brothers in Sooke, who uses GUL cement. We do not note anything in the structural specs prohibiting GUL cement, but there are currently issues with MoTI not accepting the mix design change at this point. If the CRD requires GU cement, there will be added cost for travel time from a supplier further from the project

**Don Mann Excavating Ltd.**  
Port Renfrew Water Reservoir Bid



**9) Terms**

- a) Payment in full will be due within 30 calendar days for work completed during the previous calendar month.
- b) Interest charges of 2% per month above the Canada's prime lending rate will be applied to overdue accounts.

**10) Price**

**\$233,015.00**

(GST not included)

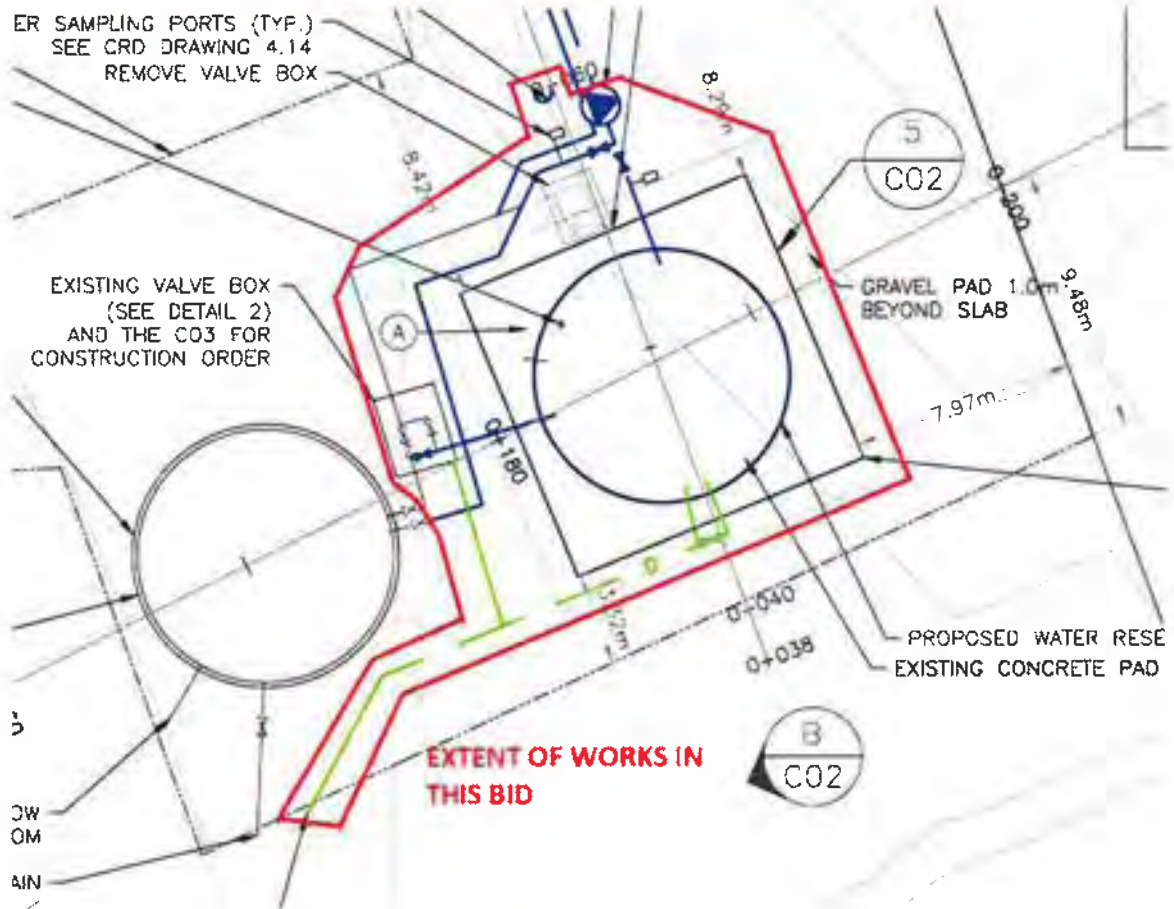
Thank you for the opportunity to provide a bid for this project. Should any of the information provided in this letter require any clarification, please contact the undersigned at your earliest convenience.

Respectfully,

A handwritten signature in black ink, appearing to read "Art Goodwin", is positioned above the printed name.

Art Goodwin  
**DON MANN EXCAVATING LTD.**

**Don Mann Excavating Ltd.**  
Port Renfrew Water Reservoir Bid





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Version: 3

Construction Cost Estimate Summary Port Renfrew  
Reservoir Twinning  
Project #: 18-367

MSR SOLUTIONS INC.

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## Appendix B: Quote by Titan Environmental



April 12, 2018

Karl Ablack  
Port Renfrew Management Inc.  
p. 250.38830268  
e. [dkarlablack@gmail.com](mailto:dkarlablack@gmail.com)

**Re: Port Renfrew, British Columbia Potable Water Storage Reservoir, Supply and Install**

Dear Mr. Ablack,

Titan Environmental Containment is pleased to provide you with a quotation for storage tank supply and installation requirements related to the above noted project. In bolted tank fabrication, Titan supplies and installs the top product lines worldwide. Some of our advantages include:

- Selection of the highest grade of finished milled steel available on the market.
- Factory applied, electrostatically and thermally cured epoxy coatings.
- Standardized, Manufacturer certified installation utilizing a synchronized mechanical jacking process recognized as the top field construction process based on field safety and installed quality.
- A full Tank Division support team with a wealth of storage tank experience.

The following includes additional information and pricing for your review.



TRUST. QUALITY. VALUE

## BOLTED STEEL TANK SUMMARY

Tank Quantity:	1
Construction Method:	Rolled Tapered Panel (RTP) Bolted Design
Materials of Construction:	Carbon steel
Nominal Inside Diameter:	29.65 feet
Nominal Eave Height:	28.08 feet
<i>Note: Nominal eave height is measured from bottom of base angle to top of eave angle</i>	
Bottom Style:	Flat steel floor
Tank Supported By:	Concrete foundation designed, supplied, and installed by others meeting the requirements of AWWA D103-09
Roof Style:	Steel cone, self-supported with internal rafters
Nominal Capacity:	145,632 US gallons

### DESIGN CRITERIA

Design Specifications:	AWWA D103-09 & NBC 2010
Seismic Design:	Per AWWA D103-09 & NBC 2010: SS=1.003, S1=0.489, Site Class=D, Use Group=3, I=1.50
Wind Design:	Per AWWA D103-09 & NBC 2010: 100mph
Deck Live / Snow Load:	30 pounds per square foot
Product Stored:	Potable Water
Specific Gravity:	1.0
Product pH Range:	4 to 9
Design Pressure / Vacuum:	Atmospheric
Operating Pressure / Vacuum:	Atmospheric
Design Temperature:	Ambient
Operating Temperature:	Ambient
Tank Empty Weight:	33,158 pounds

### SEALANTS/GASKETS/HARDWARE/COATINGS

Roof Sealant:	White EPDM
Sealants:	High performance moisture-cured
Hardware:	Plastic encapsulated J51000 coated grade 8 bolts with J51000 coated flat washers & hex nuts. Plastic pushcaps to cover nuts on interior floor.
Interior Coating:	5-7 mils Electrostatic applied thermal cured epoxy powder coating (Thermal Bond 579)
Exterior Base:	4-6 mils Electrostatic applied thermal cured epoxy powder coating (Thermal Bond 579)
Exterior Top Coat:	3-4 mils Electrostatic applied thermal cured epoxy powder coating (Thermal Bond 579) color: Forest Green, Enviro Green, Cobalt Blue, Carribean Blue, Tan)





TRUST. QUALITY. VALUE

**TANK ACCESSORIES**

Heating System:	NIC
Mixing System:	NIC
Fill/Float Valve:	NIC
Fall Arrest/Restraint System:	NIC

**INSULATION & CLADDING**

Wall Insulation:	NIC
Dome/Roof Insulation:	NIC
Cladding System:	NIC

**TANK - COMPONENTS**

1	Titan Environmental logo (installed on top ring)
1	Liquid tank nameplate
-	Anchor Bolts (Drilled & Epoxied)
	th lockable hinged cover
3	Tank floor pipe support brackets for Tideflex mixing manifold pipe
1	Full travel Level Indicator (See Pricing Summary Item #1e for Options)
1	External caged ladder with
1	Partial deck perimeter guardrail,
	between tank bottom & concrete foundation
1	Lot of 4 mil polyethylene sheeting between foundation & fiberboard / tank bottom
-	Set of Engineered shop drawings & design calculations
	, complete with 316SS retaining rings for valves
	chedule 10S flanged manifold pipe
1	316L Stainless steel schedule 10S blind flange
-	316L Stainless steel schedule 10S flanged saddled inlet ports
1	316L Stainless steel schedule 10S reducer
	including 316 stainless steel bolts, nuts, washers and NSF-61 gaskets
-	Complete system submittal drawings and detailed installation drawings for approval and construction

**PROJECT CONDITIONS****LOCATION**

Quotation is based on the project being located in Port Renfrew, British Columbia.

Shipping is included in quote.



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**SCHEDULE**

- Tank Approval drawings: 2-3 Weeks after order placement
- Tideflex Submittal Drawings: 2-3 Weeks after order placement
- Tank Delivery: 12-14 Weeks after acceptance of approval drawings
- Tideflex System Delivery: 8-10 Weeks after acceptance of submittal drawings
- Erection of Tank: 2 Weeks upon crew arrival to site
- 

**CLARIFICATIONS**

- Tideflex mixing system to be a horizontal manifold with
- Supply, pumping, connections, removal/disposal of water by others.
- Supply and installation of underground piping penetrating the tank floor by others.
- Adequate laydown area adjacent to the work area for proper staging of materials.
- All equipment that is to be attached to the tank to be installed by the customer. This includes alarms, gauges, controls, and any necessary electrical wiring.
- The customer is responsible for ensuring proper ventilation/pressurization of the tank.
- No allowance has been made within this quotation for permits, licenses, fees, bonds, usage tax etc.
- responsible for their negligence only.
- Quotation is based on spring/summer/fall working conditions, if a winter installation is required please advise and a revised estimate will be prepared for your review.
- This quotation is valid for 30 days.

**TERMS OF PAYMENT:**

- 30% of material due upon order placement, **COMPLETED MINUS MISSING GST AMOUNT- SEE BELOW**
- 30% of material due upon customer notification
- 40% of material due upon shipment (or upon manufacture of tank(s), if shipment is delayed by customer)
- Installation is billed progressively every 14 days based on percentage of comp
- 
- All terms of payment are subject to approval by our credit department.
- Titan Environmental Containment reserves the right to delay tank erection if invoices are not paid in accordance to stated terms
- All funds are in Canadian Dollars.
- PST & GST or HST extra
- Any payments or benefits under this agreement that are not received as they become due under the terms of this purchase order, interest at three per cent (3%) above the current prime rate per annum as of the date of payment became due on such unpaid amounts shall also become due and payable until payment.





TRUST. QUALITY. VALUE

**TANK PAYMENT SUMMARY (Since January 12<sup>th</sup>, 2017)**

Supply of Tank and Accessories (From February 1, 2016 Quote)	\$90,320
Invoice #1 for Supply of Sealed Tank Drawings and Calculations (PAID, GST was Included & Paid in Invoice #T6002_01)	(\$14,200)
Invoice #2 for Remainder to Complete First 30% Milestone for Tank Order (PAID, Short Payment of \$644.80 for GST, See Invoice #T6002_02)	(\$12,896)
Add Increase in Steel Costs, Changes in Forex and addition of \$644.80 for Missing GST on Invoice T6002_02 Since January 16, 2017 Quotation	\$14,636
Remaining 70% for Fulfillment of Tank Order (less GST, GST will be added to all future invoices)	<b>\$77,860</b>

**PRICING SUMMARY**

1A. Supply of Tank and Accessories:	<b>\$77,860</b>
1B. Installation of Tank & Accessories:	\$39,980
1C. Freight (Tank Materials) (1 Load):	Inc.
1D. Supply of Drawings & Calculations Sealed by a BC registered P.Eng.	Inc.
1E. Supply and Installation of Interior Overflow and Outlet Tank Piping with Tideflex Mixing System Manifold for Inlet Piping:	\$96,465
<b>Total for Titan Scope of Work (w full travel level indicator):</b>	<b>\$214,305</b>

**PRICING VALIDITY AND STEEL COSTS:**

Due to current volatility in the carbon steel market, material escalation (if any) will be based on AMM (American Metals index). Any increase in steel costs between date of proposal and material procurement above this benchmark will be to I increases \$.03/per pound, this would increase the cost of a 30,000 lb. tank as follows: 30,000 lbs. x 3¢ = \$900). Note: Steel is typically procured anywhere from 2 weeks after returned approval drawings to approx. 6 weeks prior to shipment).

We appreciate the opportunity to provide a quote for your project. Please know that Titan is committed to providing the highest quality products and it is our goal to provide excellent customer service at every stage of project review.

If you would like to move forward with this proposal or if we can assist you with any other requirements, please let me know. I can be reached at 204-878-3955 or [stephane@titanenviro.ca](mailto:stephane@titanenviro.ca) and would be happy to discuss things further with you.

Thank you and I look forward to hearing from you at your earliest convenience.

Sincerely,

Stephane Trudeau  
Specialty Projects Manager





TRUST. QUALITY. VALUE

---

**TO PLACE AN ORDER:**

**SIMPLY FILL OUT THE INFORMATION BELOW, SIGN & RETURN**

The undersigned is authorized to purchase products on behalf of the company they represent.

\_\_\_\_\_  
PRINTED NAME:

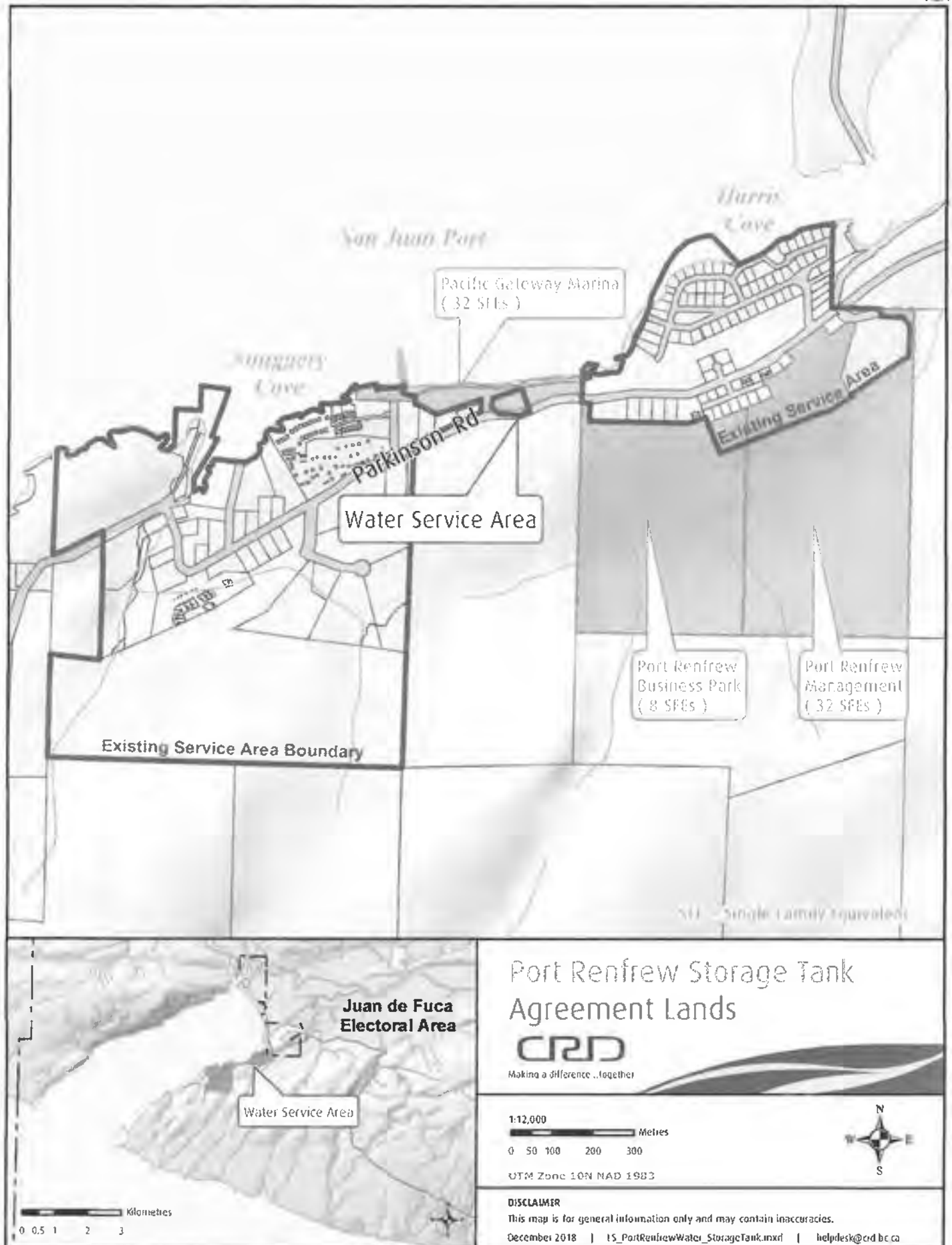
\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE:

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
PURCHASE ORDER #:

\_\_\_\_\_  
REQUESTED DELIVERY DATE:



## DECLARATION(S) ATTACHED



Land Title Act

Charge

General Instrument - Part 1

VICTORIA LAND TITLE OFFICE

DEC 01 2021 13:01:29.001

CA9549685

## 1. Application

**Stewart McDannold Stuart**  
**837 Burdett Avenue**  
**2nd Floor**  
**Victoria BC V8W 1B3**  
**12503807744**

File No.: 111 1908 HB-ce

## 2. Description of Land

PID/Plan Number	Legal Description
<b>009-592-423</b>	<b>PARCEL A (DD 143426I) OF SECTION 97, RENFREW DISTRICT, EXCEPT THAT PART IN PLANS 15462, VIP77871 AND EPP24972</b>
<b>009-565-787</b>	<b>THE WEST 1/2 OF THE NORTH WEST 1/4 OF SECTION 36 TOWNSHIP 13 RENFREW DISTRICT EXCEPT THOSE PARTS IN PLANS 5109, 24267 AND 24755</b>
<b>000-468-291</b>	<b>THE EASTERLY 1/2 OF THE NORTH WEST 1/4 OF SECTION 36 TOWNSHIP 13 RENFREW DISTRICT EXCEPT THAT PART SHOWN COLOURED RED ON PLAN 346-R AND EXCEPT THOSE PARTS IN PLANS 22475, 24267, 24755, 29515, 41154, 50819 AND VIP59967</b>
<b>009-565-752</b>	<b>THE NORTH EAST 1/4 OF SECTION 36 TOWNSHIP 13 RENFREW DISTRICT</b>

## 3. Nature of Interest

Type	Number	Additional Information
<b>COVENANT</b>		

## 4. Terms

Part 2 of this instrument consists of:

**(b) Express Charge Terms Annexed as Part 2**

## 5. Transferor(s)

**PORT RENFREW MANAGEMENT LTD., NO.A0085412, AS TO 009-592-423****0983327 B.C. LTD., NO.BC0983327, AS TO 009-565-787****0983328 B.C. LTD., NO.BC0983328, AS TO 000-468-291****0983329 B.C. LTD., NO.BC0983329, AS TO 009-565-752**

## 6. Transferee(s)

**CAPITAL REGIONAL DISTRICT**  
**625 FISGARD STREET**  
**VICTORIA BC V8W 1R7**

## 7. Additional or Modified Terms



Land Title Act

**Charge**

General Instrument – Part 1

## 8. Execution(s)

This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Witnessing Officer Signature

Execution Date

Transferor Signature(s)

---

**See Affidavit of Execution**

YYYY-MM-DD

**2021-10-24****Port Renfrew Management Ltd.**

As to 009-592-423

By their Authorized Signatory

---

**Jason Brown****Officer Certification**

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature

Execution Date

Transferor Signature(s)

---

**See Affidavit of Execution**

YYYY-MM-DD

**2021-10-24****0983327 B.C. LTD.**

As to 009-565-787

By their Authorized Signatory

---

**Jason Brown****Officer Certification**

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.



Land Title Act

**Charge**

General Instrument – Part 1

Witnessing Officer Signature

Execution Date

Transferor Signature(s)

\_\_\_\_\_  
**See Affidavit of Execution**

YYYY-MM-DD

**2021-10-24****0983328 B.C. LTD.**

As to 000-468-291

By their Authorized Signatory

\_\_\_\_\_  
**Jason Brown**

**Officer Certification**

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature

Execution Date

Transferor Signature(s)

\_\_\_\_\_  
**See Affidavit of Execution**

YYYY-MM-DD

**2021-10-24****0983329 B.C. LTD.**

As to 009-565-752

By their Authorized Signatory

\_\_\_\_\_  
**Jason Brown**

**Officer Certification**

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature

Execution Date

Transferor Signature(s)

\_\_\_\_\_  
**Jessica D.B. Arnet**  
**Commissioner for Taking Affidavits**  
**for British Columbia**  
 625 Fisgard Street  
 Victoria BC V8W 1R7

YYYY-MM-DD

**2021-11-26****Capital Regional District**

By their Authorized Signatory

\_\_\_\_\_  
**Ted Robbins**

Expiry: February 28, 2023

**Officer Certification**

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.



Land Title Act

**Charge**

General Instrument – Part 1

**Electronic Signature**

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

**Heidi Eileen  
Boudreau 5LNHAR****Digitally signed by  
Heidi Eileen Boudreau  
5LNHAR****Date: 2021-11-30  
20:00:35 -08:00**

**TERMS OF INSTRUMENT - PART 2**

---

**WHEREAS:**

- A. The Transferor is the registered owner in fee simple of those lands and premises more particularly described as:
- PID: 009-592-423  
PARCEL A (DD 143426I) OF SECTION 97, RENFREW DISTRICT, EXCEPT THAT  
PART IN PLANS 15462, VIP77871 AND EPP24972
- PID: 009-565-787  
THE WEST ½ OF THE NORTH WEST ¼ OF SECTION 36, TOWNSHIP 13, RENFREW  
DISTRICT EXCEPT THOSE PARTS IN PLANS 519, 24267 AND 24755
- PID: 000-468-291  
THE EASTERLY ½ OF THE NORTH WEST ¼ OF SECTION 36, TOWNSHIP 13,  
RENFREW DISTRICT EXCEPT THAT PART SHOWN COLOURED RED ON PLAN  
346-R AND EXCEPT THOSE PARTS IN PLANS 22475, 24267, 24755, 29515, 41154,  
50819 AND VIP59967
- PID: 009-565-752  
THE NORTH EAST ¼ OF SECTION 36, TOWNSHIP 13, RENFREW DISTRICT
- (the “**Lands**”).
- B. The Transferee is the Capital Regional District.
- C. The Transferor wishes that the Transferee extend the Water Service to include the Lands with the intention of developing the Lands to supply Single Family Equivalents located on the Lands with water.
- D. The Transferor acknowledges that it is in the public interest that the development and use of the Lands be limited and wishes to grant this covenant to the Transferee.
- E. Section 219 of the *Land Title Act* provides that a covenant, whether of negative or positive nature, in respect of the use of land or the use of a building on or to be erected on land may be granted in favour of a regional district and may be registered as a charge against the title to that land.

**NOW THEREFORE** in consideration of the premises and covenants contained herein and for the other valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties hereto covenant and agree as follows:

1. In this Agreement, the following words have the following meanings:  
  
“**Parent Parcel**” means the entirety of the lands as described in Recital A whether or not such Lands are subsequently subdivided or consolidated.



**“Single Family Equivalent”** means any building, improvement or structure on the Lands that are supplied with water by the Water Service.

**“Single Family Equivalent Unit”** means a residential dwelling unit or combination of dwelling units or other uses where the water usage for such unit does not exceed 1450 liters per day as specified in the latest Sewage System Standard Practice Manual prepared by the BC Onsite Sewage Association, to be verified by the installation of a water meter at the property line for each parcel serviced by the Water Service.

**“Water Service”** means the local area service for the supply, treatment, conveyance, storage and distribution of water to a portion of the Juan de Fuca Electoral Area by Capital Regional District Integrated Water Services as established by the *“Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989”*, as amended, from time to time.

2. The Transferor covenants and agrees with the Transferee that it shall not use or permit the use of the Lands or any building on the Lands for any purpose, or construct any building on the Lands, except in strict accordance with this Agreement.
3. If the Lands are included in the Water Service, the Transferor shall not, nor shall it allow any person to construct, install, place, use, or occupy any building, structure or improvement on the Lands if such construction, installation, use or occupation results in there being more than 40 Single Family Equivalent Units connected to the Water Service on the Parent Parcel, including any subdivided part of the Lands unless the Transferor has obtained the approval of the Transferee, which approval may be withheld in the Transferee's sole discretion, acting reasonably, should there be insufficient water system capacity availability in the Water Service.
4. The Transferee shall not be obliged to issue a building permit or an occupancy permit with respect to any building or structure on the Lands that will result in greater than 40 Single Family Equivalent Units connected to the Water Service on the Parent Parcel, unless the Transferee is, in its sole discretion, acting reasonably, satisfied that there is sufficient water system capacity availability in the Water Service.
5. The Transferor shall, at its sole expense, do all that is necessary to ensure that this Agreement is registered against the Lands at the Victoria Land Title Office.
6. The Transferor shall reimburse the Transferee for any expense that may be incurred by the Transferee as a result of a breach of a covenant under this Agreement.
7. The Transferee may, at any time, without the consent of the Transferor or anyone, release or cause to be released, this Agreement as a charge against title to the Lands or any portion thereof and, upon such release, this Agreement shall be discharged and of no further force and effect.
8. The Transferor and the Transferee agree that the enforcement of this Agreement shall be entirely within the discretion of the Transferee and that the execution and registration of this Agreement against the title to the Lands shall not be interpreted as creating any duty on the part of the Transferee to the Transferor or to any other person to enforce any provision or the breach of any provision of this Agreement.
9. The Transferor shall indemnify and save harmless the Transferee from any and all

claims, causes of action, suits, demands, fines, penalties, costs or expenses or legal fees whatsoever which anyone has or may have against the Transferee or which the Transferee incurs as a result of any loss or damage or injury, including economic loss, arising out of or connected with:

- a. the breach of any covenant in this Agreement;
  - b. the use of the Lands contemplated under this Agreement;
  - c. restrictions or requirements under this Agreement.
10. The Transferor hereby releases and forever discharges the Transferee of and from any claims, causes of action, suits, demands, fines, penalties, costs or expenses or legal fees whatsoever which the Transferor can or may have against the Transferee for any loss or damage or injury, including economic loss, that the Transferor may sustain or suffer arising out of or connected with:
  - a. the breach of any covenant in this Agreement;
  - b. the use of the Lands contemplated under this Agreement;
  - c. restrictions or requirements under this Agreement.
11. At the Transferor's expense, the Transferor must do everything necessary to secure priority of registration and interest for this Agreement and the Section 219 Covenant it creates over all registered and pending charges and encumbrances of a financial nature against the Lands.
12. Nothing contained or implied in this Agreement shall prejudice or affect the rights and powers of the Transferee in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Lands as if the Agreement had not been executed and delivered by the Transferor.
13. Nothing in this Agreement shall relieve the Transferor from any obligation or requirement arising under any applicable statute, bylaw or regulation in respect of the development of the Lands.
14. Time is of the essence of this Agreement.
15. The Transferor covenants and agrees for itself, its heirs, executors, successors and assigns, that it will at all times perform and observe the requirements and restrictions set out in this Agreement and they shall be binding upon the Transferor as personal covenants only during the period of its respective ownership of any interest in the Lands.
16. It is mutually understood, acknowledged and agreed by the parties hereto that the Transferee has made no representations, covenants, warranties, guarantees, promises or agreements (oral or otherwise) with the Transferor other than those contained in this Agreement.
17. The Transferor shall pay the legal fees of the Transferee in connection with the preparation and registration of this Agreement. This is a personal covenant between the parties.

18. The waiver by a party of any breach of this Agreement or failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar, and no waiver shall be effective unless it is in writing signed by both parties.
19. Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
20. No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.
21. This Agreement shall run with the Lands and shall be perpetual, and shall continue to bind all of the Lands when subdivided, and shall be registered in the Victoria Land Title Office pursuant to section 219 of the *Land Title Act* as covenants in favour of the Transferee as a first charge against the Lands.
22. The Transferor agrees to execute all other documents and provide all other assurances necessary to give effect to the covenants contained in this Agreement.
23. If any part of this Agreement is found to be illegal or unenforceable, that part will be considered separate and severable and the remaining parts will not be affected thereby and will be enforceable to the fullest extent permitted by law.
24. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.
25. This Agreement may be executed in counterpart with the same effect as if all parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement. This Agreement may be delivered by electronic means.

**IN WITNESS WHEREOF** the parties hereto hereby acknowledge that this Agreement has been duly executed and delivered by the parties executing Form C (pages 1-4) attached hereto.



I, Heidi Boudreau, a solicitor with Stewart McDannold Stuart, declare as follows:

Please find attached a copy of a true copy of the affidavit of John van Cuylenborg which was executed in accordance with s. 49 of the Land Title Act.

#### Electronic Signature

Your electronic signature is a representation that

- (a) You are a subscriber under section 168.6 of the *Land Title Act*, RSBC 1996 c.250, and that you are authorized to electronically sign this document by an e-filing direction made under section 168.22(2) of the act, or
- (b) You are a designate authorized to certify this application under section 168.4 of the *Land Title Act*, RSBC 1996, c.250, that you certify this application under section 168.43(3) of the act, and that the supporting document or a true copy of the supporting document, if a true copy is allowed under an e-filing direction, is in your possession, or
- (c) If the purpose of this declaration is to bring to the attention of the registrar an error, omission or misdescription in a previously submitted document under section 168.55 of the act, you certify that, based on your personal knowledge or reasonable belief, this declaration sets out the material facts accurately.

**Heidi Eileen  
Boudreau 5LNHAR**

**Digitally signed by  
Heidi Eileen Boudreau  
5LNHAR  
Date: 2021-11-30  
20:00:58 -08:00**

Note: A Declaration cannot be used to submit a request to the Registrar for the withdrawal of a document.

**AFFIDAVIT OF EXECUTION**

I, JOHN VAN CUYLENBORG, Barrister & Solicitor, of 7<sup>th</sup> Floor, 1175 Douglas Street, Victoria, BC, V8W 2E1, in the Province of British Columbia, MAKE OATH AND SAY:

1. I am 16 years of age or older and am acquainted with the person named Jason Brown, who executed the Form C Covenant (the "instrument") for Port Renfrew Management Ltd., 0983327 B.C. Ltd., 0983328 B.C. Ltd. and 0983329 B.C. Ltd. (the "Transferors") who is authorized to do so by the Transferors.
2. I am acquainted with the signature of Jason Brown, through the use of video conferencing technology and believe that the signature subscribed to the instrument is the signature of the authorized signatory of the Transferors.
3. The Transferors existed at the time the instrument was executed and are legally entitled to hold and Dispose of land in British Columbia.
4. The signature of Jason Brown was not certified by an officer under Part 5 of the *Land Title Act*, R.S.B.C. 1996, c. 250 because due to the COVID-19 Pandemic, Jason Brown was not able to appear in person before an officer.
5. Jason Brown, the authorized signatory of the Transferors, was not physically present before me because it is medically unsafe to meet in person due to Covid-19 but was linked with me using video technology. I followed the process described in Practice Bulletin 01-20 Process for Remote Witnessing of Affidavits for use in Land Title Applications and complied with the Law Society of British Columbia best practices for using video-conferencing when providing legal advice or services.

And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

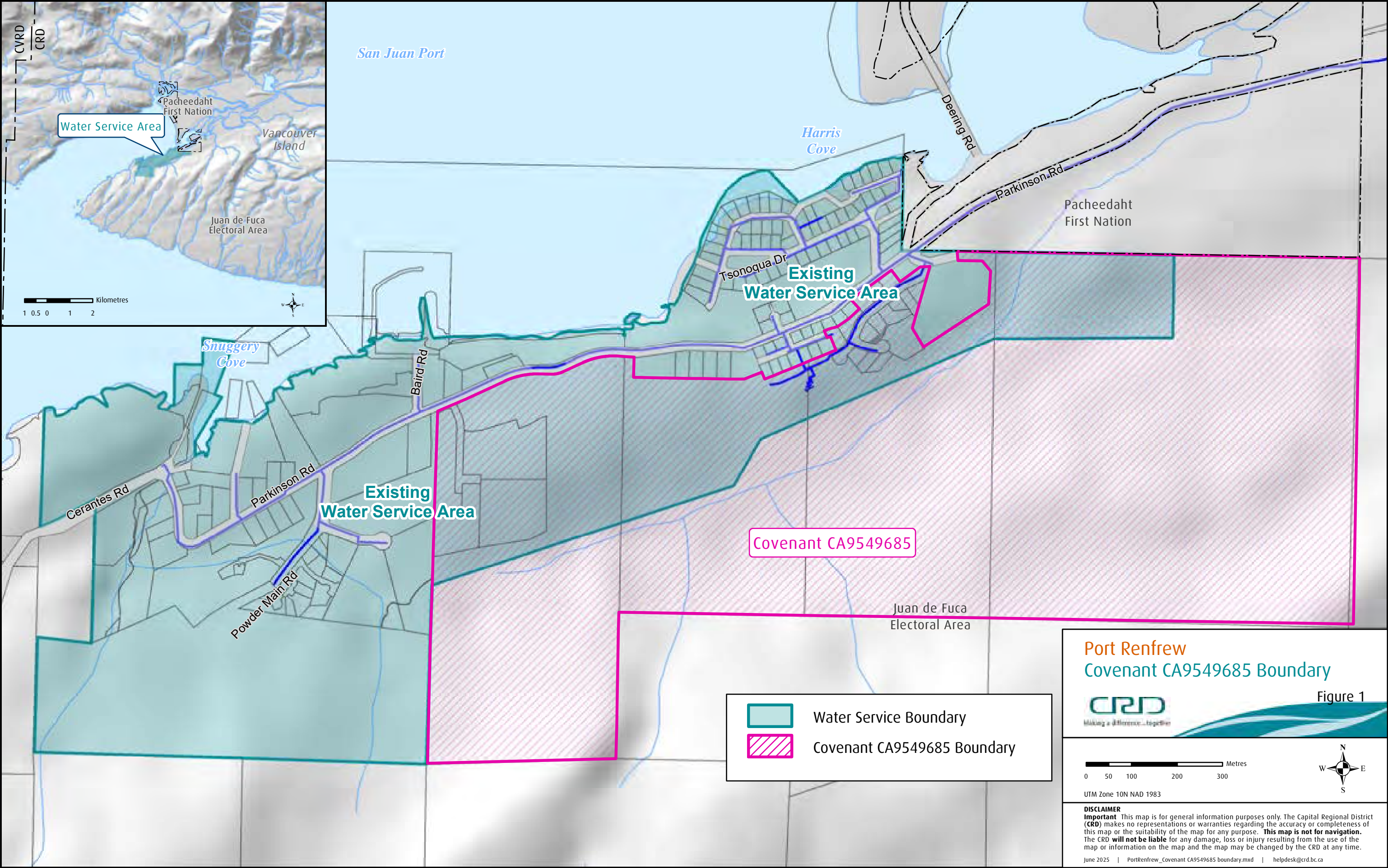
DECLARED BEFORE ME at Victoria,  
Province of British Columbia on the 29<sup>th</sup> day of  
October, 2021

A Commissioner for taking  
Affidavits for British Columbia

RALSTON S. ALEXANDER, QC  
Solicitor  
7<sup>th</sup> Floor, 1175 Douglas Street  
Victoria BC Canada V8W 2E1  
Phone: 250-385-1411

John van Cuylenborg







April 11, 2025

Port Renfrew Utility Services Committee

Port Renfrew, BC V0S 1K0

**Re: Request for Amendment to Water Covenant – Port Renfrew Management Ltd.**

Dear Committee Members,

Port Renfrew Management Ltd. (PRM), along with affiliated landholding entities 0983327 B.C. LTD, 0983328 B.C. LTD, and 0983329 B.C. LTD respectfully requests the Utility Services Committee's review and support for an amendment to the existing water covenant registered on our lands.

In 2020, PRM and Pacific Gateway Marina (PGM) jointly funded and constructed a new water reservoir for the community of Port Renfrew, significantly increasing the town's water storage capacity. This project was carried out under a Waterworks Extension Agreement, with the understanding that PRM would receive 40 Single Family Equivalents (SFEs) as a credit toward future development in recognition of the infrastructure investment.

At the time, the intent of the covenant was to allocate 40 SFEs to PRM at no additional cost, not to impose a cap on future development or limit the availability of additional SFEs as the water system continues to expand. However, upon registration, the legal language of the covenant created an unintended constraint by restricting development on over 400 acres of PRM-owned lands — all of which fall within the Regional Growth Strategy and are zoned for residential use under the Official Community Plan.

To align the covenant with the original intent of the agreement and ensure fair, future-oriented planning, PRM proposes the following amendments:



## **1. Amendment to Section 3:**

*“If the Lands are included in the Water Service, the Transferor shall not, nor shall it allow any person to construct, install, place, use, or occupy any building, structure or improvement on the Lands that results in a Single Family Equivalent Unit, including any subdivided part of the Lands, unless the Transferor has obtained the approval of the Transferee for such Single Family Equivalent Unit, which approval may be withheld in the Transferee’s sole discretion, acting reasonably, should there be insufficient water system capacity available in the Water Service.”*

## **2. Amendment to Section 4:**

*“The Transferee shall not be obliged to issue a building permit or an occupancy permit with respect to any building or structure on the Lands that is connected to, or proposed to be connected to, the Water Service on the Parent Parcel, unless the Transferee is, in its sole discretion, acting reasonably, satisfied there is sufficient water system capacity available in the Water Service.”*

These changes reflect both the intent of the original reservoir agreement and a reasonable, flexible approach to future development. They preserve the CRD’s ability to manage water capacity responsibly while enabling landowners to build in accordance with zoning and regional planning goals when capacity exists.

It is important to note that these amendments do not entitle Port Renfrew Management or its affiliates to automatic access to the full available capacity of the water system. Rather, they ensure that the lands included within the Water Service Area may apply for water service on a case-by-case basis through the standard subdivision and development approval process administered by the Ministry of Transportation and Infrastructure (MoTI). These applications will continue to be assessed based on the available system capacity at the time of application and in accordance with all regulatory and planning requirements.





Port Renfrew Management will, of course, retain access to the 40 SFEs originally granted under the Waterworks Extension Agreement. These SFEs are monitored jointly by PRM and the CRD, and no additional covenant is required for their use. Any future development proposals beyond the original 40 SFEs will follow the established process used in the past — including the potential for a new Waterworks Extension Agreement between PRM and the CRD. These agreements typically include negotiations regarding amenity contributions or infrastructure upgrades where applicable, with input from the Utility Services Committee. This structure ensures that future development aligns with both system capacity and the broader interests of the Port Renfrew community.

The CRD has indicated support for these revisions and has asked that we submit this letter and the proposed covenant language to the Utility Services Committee for review and approval.

We appreciate your consideration of this request and welcome the opportunity to discuss further if needed.

Sincerely,

**Karl Ablack**

Managing Director

Port Renfrew Management Ltd.

## **Meeting Minutes**

### **Lyll Harbour Boot Cove Water Local Service Committee**

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**Wednesday, February 26, 2025**

**2:00 PM**

**Goldstream Conference Room  
479 Island Hwy  
Victoria BC V9B 1H7**

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**PRESENT:**

J. Crerar, T. McLeod (EP), J. Money, A. Olsen

Staff: J. Marr, Senior Manager, Infrastructure Engineering; J. Kelly, Manager, Capital Projects; C. Moch, Manager, Water Quality; D. Robson, Manager, Saanich Peninsula Gulf Island Operations; N. Tokgoz, Manager, Water Distribution Engineering and Planning; D. Dionne, Manager, Business Support Services, Infrastructure and Water Services; M. MacDonald, Legislative Services Coordinator (Recorder)

EP – Electronic Participation

Regrets: P. Brent (EA Director)

The meeting was called to order at 2:03 pm.

#### **1. Territorial Acknowledgement**

J. Marr provided a Territorial Acknowledgement.

#### **2. Election of Chair**

J. Marr called for nominations for the position of Chair of the Lyall Harbour/Boot Cove Water Local Service Committee for 2025.

J. Crerar nominated A. Olsen. A. Olsen accepted the nomination.

J. Marr called for nominations a second and third time.

Hearing no further nominations, J. Marr declared Allen Olsen the Chair of the Lyall Harbour/Boot Cove Water Local Service Committee for 2025 by acclamation.

### 3. Election of Vice Chair

Chair Olsen called for nominations for the position of Vice Chair of the Lyall Harbour/Boot Cove Water Local Service Committee for 2025.

J. Crerar nominated J. Money. J. Money accepted the nomination.

Chair Olsen called for nominations a second and third time.

Hearing no further nominations, Chair Olsen declared John Money the Vice Chair of the Lyall Harbour/Boot Cove Water Local Service Committee for 2025 by acclamation.

### 4. Approval of Agenda

**MOVED** by J. Crerar, **SECONDED** by T. McLeod,  
That the agenda for the Lyall Harbour/Boot Cove Water Local Service Committee meeting of February 26, 2025 be approved.  
**CARRIED**

### 5. Adoption of Minutes

- 5.1. [25-0192](#) Minutes of the Lyall Harbour/Boot Cove Water Local Service Committee of November 14, 2024

**MOVED** by J. Money, **SECONDED** by J. Crerar,  
That the minutes of the Lyall Harbour/Boot Cove Water Local Service Committee meeting of November 14, 2024 be adopted as circulated.  
**CARRIED**

### 6. Chair's Remarks

The Chair thanked staff for their diligence in maintaining the water quality over the winter.

### 7. Presentations/Delegations

There were no presentations or delegations.

### 8. Committee Business

8.1. [25-0204](#) Senior Manager's Verbal Update

J. Marr and D. Robson presented Item 8.1. for information, and provided the following updates:

- CRD Evolves and related staff support changes for the committee
- new stage four water restriction bylaw implementation
- water conservation signage will be installed later this year

Discussion ensued regarding:

- implications of the new water restrictions
- water conservation bylaw approval process
- proposed locations for water conservation signage

8.2. [25-0175](#) Capital Projects and Operational Update - February 2025

J. Kelly and D. Robson presented Item 8.2. for information.

Discussion ensued regarding:

- options to secure funding for necessary dam repairs and system upgrades
- breakdown and prioritization of the required projects
- community consultation options
- the improved quality of raw water
- communication failures with the pump station alert system

9. Notice(s) of Motion

There were no notice(s) of motion.

10. New Business

There was no new business.

11. Adjournment

**MOVED by T. McLeod, SECONDED by J. Crerar,  
That the Lyall Harbour/Boot Cove Water Local Service Committee meeting of  
February 26, 2025 be adjourned at 2:58 pm.  
CARRIED**

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CHAIR

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RECORDER

## Meeting Minutes

### Magic Lake Estates Water and Sewer Committee

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Tuesday, February 11, 2025

9:30 AM

Goldstream Conference Room  
479 Island Hwy  
Victoria BC

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**PRESENT:**

P. Brent (EA Director) (EP), M. Fossil, B. Mongeon

Staff: J. Marr, Senior Manager, Infrastructure Engineering; J. Dales, Senior Manager, Wastewater Infrastructure Operations; M. Cowley, Manager, Wastewater Engineering and Planning; J. Kelly, Manager, Capital Projects; D. Robson, Manager, Saanich Peninsula Gulf Island Operations; D. Dionne, Manager, Business Support Services; M. Lagoa, Manager, Legislative Services; M. MacDonald, Legislative Services Coordinator (Recorder)

EP – Electronic Participation

Regrets: J. Deschenes

The meeting was called to order at 9:31 am.

#### 1. Territorial Acknowledgement

J. Dales provided a Territorial Acknowledgement.

#### 2. Election of Chair

J. Dales called for nominations for the position of Chair of the Magic Lake Estates Water and Sewer Committee for 2025.

P. Brent nominated M. Fossil. M. Fossil declined the nomination.

P. Brent nominated B. Mongeon. B. Mongeon accepted the nomination.

J. Dales called for nominations a second and third time.

Hearing no further nominations, J. Dales declared Brenna Mongeon the Chair of the Magic Lake Estates Water and Sewer Committee by acclamation.

### 3. Election of Vice Chair

Chair Mongeon called for nominations for the position of Vice Chair of the Magic Lake Estates Water and Sewer Committee for 2025.

P. Brent nominated M. Fossil. M. Fossil declined the nomination.

**MOVED by M. Fossil, SECONDED by B. Mongeon,  
That the Election of Vice Chair be deferred until the next meeting.  
CARRIED**

### 4. Approval of Agenda

**MOVED by M. Fossil, SECONDED by P. Brent,  
That the agenda of the Magic Lake Estates Water and Sewer Committee meeting  
of February 11, 2025 be approved.  
CARRIED**

### 5. Adoption of Minutes

- 5.1. [25-0097](#) Minutes of the October 29, 2024 Magic Lake Estates Water and Sewer Committee

**MOVED by M. Fossil, SECONDED by B. Mongeon,  
That the minutes of the Magic Lake Estates Water and Sewer Committee meeting  
of October 29, 2024 be adopted as circulated.  
CARRIED**

### 6. Chair's Remarks

The Chair thanked committee members and staff for their dedication.

### 7. Presentations/Delegations

There were no presentations or delegations.

### 8. Commission Business

- 8.1. [25-0111](#) Senior Manager's Verbal Update

J. Dales presented Item 8.1. for information and provided the following updates:

- CRD evolves and related staff support changes for the committee
- new stage four water restriction bylaw implementation
- new water conservation signage, which will be installed later this year
- ongoing recruitment for vacant operator position for Pender Island
- budget implications of interim operator coverage

**8.2.**     [25-0101](#)     Capital Projects and Operational Update - February 2025

J. Marr, M. Cowley, J. Kelly and D. Robson presented item 8.2. for information.

Discussion ensued regarding:

- performance of wastewater treatment plant filtration system
- potential requirement for the installation of a seventh filtration membrane
- inflow and infiltration challenges for the wastewater system
- reducing stormwater runoff from private properties
- educating the public on the effects of inflow and infiltration
- the Chart Drive discharge station, which is not connected to the remote monitoring system

**9. Notice(s) of Motion**

There were no notice(s) of motion.

**10. New Business**

**10.1. Renewable Energy Viability**

Chair Mongeon spoke to the potential for harvesting renewable energy at pump stations.

Discussion ensued regarding:

- current locations of renewable energy initiatives
- the Chair's desire to view energy use data and conditions on site

**11. Adjournment**

**MOVED by M. Fossi, SECONDED by P. Brent,  
That the Magic Lake Estates Water and Sewer Committee meeting of February  
11, 2025 be adjourned at 10:27 am.  
CARRIED**

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CHAIR

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RECORDER



## **Minutes for a meeting of the Mayne Island Parks and Recreation Commission**

**Location: Mayne Island Library, 411 Naylor Road, Mayne Island, BC**

**Date/Time: May 8, 2025 3:00 pm**

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**Present:** Debra Bell (Chair)                      Jacquie Burrows, (Treasurer)    Veronica Euper  
              Adrian Wright                              Kestutis Banelis  
              Lauren Edwards (Recorder)

**Absent:** Michael Kilpatrick, (Vice Chair)  
              Glyn Legge  
              Paul Brent, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:00 pm

### **1. Territorial Acknowledgement**

We are honoured to be meeting on the traditional lands of the Coast Salish First Nations. We respect and value the longstanding relationship they have with the land and seawaters that continues to this day.

### **2. Approval of Agenda**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Burrows  
that the agenda be approved as presented.  
**CARRIED**

### **3. Adoption of Minutes of April 10, 2025**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper,  
that the minutes of April 10, 2025 be approved as presented.  
**CARRIED**

### **4. Chair's Remarks**

Commissioners Kilpatrick and Bell and volunteer Lauren Edwards were acknowledged for their help with the Easter festivities at Dinner Bay Park. Commissioner Banelis was thanked for the hard work done on the Adachi pavilion and Commissioner Wright was thanked for his work maintaining the septic systems.



## 5. Reports

### 5.1. Treasurer's Reports

#### 5.1.1. Treasurer's Report for the period April 1 – April 30, 2025

The report was received with the agenda.

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Banelis that the Treasurer's report for the period April 1, 2025 to April 31, 2025 be approved as presented.

**CARRIED**

#### 5.1.2. Finance/Local Matters Update – no report

### 5.2. Administration

#### 5.2.1. Follow up Action Report (not covered elsewhere)

- a) Calendar items:
  - May: Review and update the asset list.
  - June: Advertise for recreational grant applications and present the Dave Bentham Award.
  - July and August: Canada Day celebration, capital budget preparation and volunteer appreciation barbecue.
- b) CRD website review: To be discussed at the next meeting.
- c) Track surface: The work on the track surface will begin in September.
- d) Rear blade grader for tractor: The use, storage and timing for obtaining the grader was discussed. Further information and discussion will occur.
- e) New exterior lighting on the library: Installation completed.
- f) Develop a list of improvement projects at Dinner Bay: It was discussed and agreed to remove this item from the follow-up list.
- g) Comment regarding Park Zoning for Felix Jack Park: It was reported that the Mayne Island Cooperative has completed a survey of the park and published an article in the MayneLiner of their proposed changes.

#### 5.2.2. Health and Safety Concerns

It was reported that work was completed on the baseball field to repair damage caused by a vehicle.

#### 5.2.3. Events

A report was received with the agenda.

- a) May Day Event: Discussed the preparation of Miners Bay Park for the event.
- b) ParticipACTION: Discussion occurred regarding Parks involvement in this event. More information is required.
- c) Community Roundtable April 15, 2025: No report

- d) Volunteer BBQ: Commissioners agreed to hold the event on Wednesday, August 6<sup>th</sup> subject to availability of the Adachi Pavilion.

5.2.4. Master Plan update

- It was reported that the committee discussed First Nations engagement and that commissioners will have an opportunity to review CRD outreach in advance.
- Discussed having a table at the Farmer's Market at the Ag Hall grounds.
- Commissioner Kilpatrick resigned from the committee.

5.2.5. Supplement to the Commissioner's Handbook

It was **MOVED by Commissioner Bell** and **SECONDED** by Commissioner Euper that Mayne Island Parks and Recreation Commission approve the updated Supplement to the Commissioner's Handbook (2025) as distributed.

**CARRIED**

5.2.6. Recreational Funding

- July 31<sup>st</sup> is the deadline for receiving applications.
- An ad will be put in the June MayneLiner.
- Commissioner Burrows will review the form for any changes and the online form will be updated as necessary.

5.3. Committees

5.3.1. Fitness Circuit and Putting Green

It was reported that:

- The contractor would like to do a site visit.
- A second estimate was received for the base of the putting green as well as drainage for the baseball field area.
- The artificial turf has a 20 - 25 year life span.

5.3.2. Sanitation

- It was reported that CRD had been consulted and GFL Environmental provided an estimate for the removal of garbage bags in the pit toilet at Village Bay Park. It was discussed and agreed that the work can be deferred and the issue will be monitored periodically.
- Commissioner Wright reported that he attended the MIWSS water workshop.

5.4. Parks

5.4.1. Miners Bay

- The grass will be mowed before the May Day celebration.
- The split rail fence had to be reassembled again.

- The boulder placement project will be discussed next month.

**5.4.2. Dinner Bay**

- The Adachi Pavilion roof cleaning: This task took several hours and should be scheduled for cleaning every year. The skylights will be scheduled for cleaning.
- Disc walker: Replacement wheels were found that may be suitable if they can be welded.
- Disc Golf: The tournament had a good turnout.
- Hydro expense: The bill was expensive due to the heat inadvertently being turned on. The temperature control will be taped over to avoid this in future.
- The Adachi Pavilion kitchen: Cleaning will be done in the spring and fall.

**5.4.3. Cotton Park**

- An estimate for a new sign below the park name sign is expected.
- A tree is hung up on three arbutus trees near the Orca trail. It will be further investigated.

**5.4.4. Henderson Park**

The kiosk sign is in progress.

**5.4.5. Japanese Memorial Garden**

A report was received with the agenda.

Discussed ways to make the donation box more secure from theft.

**5.4.6. Trail Committee – no report.**

**6. Correspondence/Meetings**

6.1. Emails with Mayne Island Lions Club regarding Easter festivities.

6.2. Email and information update from Mayne Island Skateboard Society.

- It was reported there have been letters of support for this program.

6.3. Telephone call from representative of Miners Bay Farmers Market Society.

- The Miners Bay Farmers Market Society has been formed and would like to use Miners Bay Park as the site for their activities.

6.4. Emails to/from contractor regarding Dinner Bay putting green.

6.5. Emails to/from Mayne Island Collective regarding Emma and Felix Jack Park.

**Mayne Island Parks and Recreation Commission**

**Minutes for: May 8, 2025**

- 6.6. Emails to/from Mayne Island Conservancy Society regarding new sign at Henderson Park.
- 6.7. Emails to/from environmental waste disposal companies regarding Village Bay.
- 6.8. Email from individual regarding playground equipment at Dinner Bay Park.
- 6.9. Letter of support for Mayne Island Skateboard Society from Mayne Island Agricultural Society.
- 6.10. Letter of support for Mayne Island Skateboard Society from island resident.

**7. New Business**

**8. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90**

**9. Rise and Report**

**10. Meeting Adjournment**

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Banelis that the Mayne Island Parks and Recreation Commission meeting be adjourned.  
**CARRIED.**

The meeting adjourned at 4:50 pm

Original signed by

June 12, 2025

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**Debra Bell, Chair**

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**DATE**

Original signed by

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**Lauren Edwards, Recorder**



**NORTH GALIANO FIRE PROTECTION AND  
EMERGENCY RESPONSE SERVICE COMMISSION  
COMMISSIONERS MEETING**

**NGVFD Hall #1  
Sunday 16th March, 2025 13:00  
MINUTES**

**(Ray Chouinard, Rob Snape, Idora Scott, Kieren Kelleher, Ken Kucille + Guest:  
Chief Karen Harris)**

1. Approval of Agenda (**Chouinard, Snape**)
2. Approval of Minutes November Meeting (**Chouinard, Snape**)
- ~~3. Approval of Minutes AGM~~
4. Chair's Report (**Kelleher**)
  - i. FireSmart meeting – **Chief Sugden, Chief Harris, AC Clark, DC Wilson, Ted Bentley**
    - a. plan for community engagement
    - b. Ted has received a grant for 19<sup>th</sup> May NGCA event
    - c. Clearly identified structure for FS
      - i. Documents for be produced
      - ii. Meetings to be held N&S Island
      - iii. Engage Garden Club for tours
5. Financial Report & Chief's Report (**Chouinard, Kucille**)
6. Business Arising out of the Minutes or Report
7. Other Business
8. Next Meeting: **13:00 20 13 April 2025**
9. Adjournment: (**Chouinard, Snape**) 13:20



# **NORTH GALIANO FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE COMMISSION COMMISSIONERS MEETING**

**NGVFD Hall #1**

**Sunday 13th April, 2025 13:00**

**MINUTES**

In Attendance: *Kieren Kelleher, Ray Chouinard, Rob Snape, Idora Scott, Sarah Knoebber, Ken Kucille*

Guest: *Chief Karen Harris*

1. Approval of Agenda (*Chouinard, Snape*)
2. Approval of Minutes (*Scott, Snape*)
3. Chair's Report: **Kelleher**
  - a. 12 Jan: FireSmart is roaring along
    1. Inspections started again
    2. Information package to be prepared
    3. Up to 30 people for this round
    4. Website to enrol
  - b. CRD relations - contacted Chris Vrable
    1. What will the commissioners' roles be going forward?
    2. Liaise to find out what the functions are, and discuss during the next meeting
    3. Have been discussing the roles with Chief Sugden as well
    4. Lateral development on-island with other organizations
4. Financial Report & Chief's Report
5. Business Arising out of the Minutes or Report
6. Other Business
  - a. Commission Group Chat
7. Next Meeting: Sunday, 18th May, 2025 at NGVFD Cook Hall, 13:00
8. Adjournment: 1:54 pm (*Snape, Knoebber*)



## NORTH GALIANO FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE COMMISSION COMMISSIONERS MEETING

NGVFD Hall #1  
Sunday 18th May, 2025 13:00  
MINUTES

### Attendance

In Person: *Chair Kieran Kelleher, Rob Snape, Sarah Knoebber, Idora Scott, Ray Chouinard*

Via Zoom: *none*

Guests: *Derek LaCroix, Chief Karen Harris, AC Michael Clark*

Regrets: *Director Paul Brent, Ken Kucille*

1. Approval of Agenda (*Snape, 2nd Knoebber*)
2. Approval of Minutes (*Knoebber, 2nd Snape*)
3. Chair's Report: *Chair Kieran Kelleher*
  - a. Follow up the from last month's report; FireSmart has no need for commission involvement.
  - b. Meeting with Joint North and South Commission/Society will need to be scheduled to assist in finalizing the budget, with the understanding that the Commission will have no authority to effect change, but can outline opinions and insights to **Director Paul Brent**.
  - c. **Chair Kelleher** will create awareness in the community to inspire feedback in regards to the merger ie; community views of what the new department will look like, funding and professional levels, as well as expectations and concerns. The commission's role will be to articulate these findings to the joint commission and the CRD.
4. Financial Report & Chief's Report
  - a. Some spending had been suspended due to tariffs and can now resume due to counter tariffs being not applicable to Fire Departments. More equipment will be purchased, and those items will be reflected at the next meeting.
  - b. **Chouinard** asks if purchasing from Europe maybe an option. *Chief Harris* responded; Supply lines from Europe have not been established as they offer different standards and often different style of equipment, that may be more costly due to lack of availability.
  - c. Weekly Leadership meetings are on hold until *Chief Harris* finished her EMR course in town, and *Chief Sugden* returns from vacation.
  - d. Meeting to be scheduled in June to discuss the upcoming budget, with the NG Commission and SG Society.
  - e. Recruitment Drive: the first steps will be taken during this summer. A lot of training is taking place. Recruitment Drive BBQ (by donation) to be advertised accordingly, 1 in South Galiano, 1 in North Galiano.
  - f. Jamboree (JUL/01) NGVFD used to do impromptu CPR demos in the past to engage the crowd, and boost recruitment. While there longer is a parade, NGVFD can take an engine and R1 to the site. Other FD members will tend the BBQ in their t-shirts, and others can staff a table for engagement and recruitment.

- g. Training: NGVFD and SGVFD have both trained for Wildfire, and some members obtained recertification. SAR (Search and Rescue) training; May 24th, 2025 at SG.
- h. First Due: Region Wide Meeting was held and an estimate of 800 hours was determined for getting started and established on the program. More departments are moving toward first due. NG has been pushing really hard for implementation, with no momentum and is hoping to piggyback off of other department's work.
- i. Regional JOHSC: committed is being reformed as a Joint NG and SG committee, and will schedule a joint meeting soon. Paid training and participation.
- j. AC Clark: maintenance update - John Parfitt has been hired as contractor. \$20,000.00 has been unused due to pre-existing expansion plans. The engineer is ready to go, once approved by the commission the CRD will issue a permit. Looking for July/August date. Water; potable water should be fixed this coming week. A Proper fireproof outdoor fuel storage option could be purchased for \$5,000.00, to make this request of the Society. Alternatively, a seacan might be an option instead of an additional storage structure. Wages for the renovation crew need to be organized, *AC Clark and Chief Harris* will discuss.

5. Business Arising out of the Minutes or Report

- a. Events: Recruit Drive BBQ possible date: 23rd August at Cook Hall. Social BBQ possible date: 4th of August in Therah, organized by the society.
- b. **Idora Scott**; question about inspectors and fire investigators: as resorts are growing are there plans in place to implement safety? *Chief Harris* responded; We are a regional district and are covered by the Fire Services Act. The CRD is developing a system for inspection. As for capacity; the liquor board and *Chief Harris* do report, based on the fire code. There are no regulations that prevent people from smoking outdoors, and while large groups bring concern about fire risk, and mitigation possibilities there are no laws in place to enable the Fire Chief to police this. Bylaw enforcement is also very limited, and reactive and complaint-driven rather than proactive. The Fire Department's involvement, and capacity is limited.
- c. Forest Safety: driving motor vehicles and throwing cigarettes is a growing concern. There are "no fireworks and no campfires" signs posted, but is it the responsibility of the Fire Departments to create signs for awareness? The commission could engage the trails society and conservancy with this request, and make a recommendation.

**MOTION:** That Chief Karen Harris write a letter of recommendation to the Trails Society and Conservancy about fire risk, and have additional information added to trail head signs, and along trails. (*Chouinard, 2nd knoebber, motion approved unanimously*)



6. Other Business

- a. FireSmart: see above comment in **Chair Kelleher's** report. The Galiano Conservancy is now engaged in firesmart through forest management and fuel reduction. This touches on forest lots, as FireSmart deals with properties with homes. FF Bentley has organized a community FireSmart day JUN/07.
- b. CRD Relations - see above **Chair Kellher's** report
- c. Commission Group Chat: engaged and functional group text between commissioners.
- d. Request from the Commission: *Chief Harris* needs a few cheques signed

7. Next Meeting: **June 15th, 2025 at 10:00** (instead of 13:00) at NGVFD Cook Hall.

8. Adjournment: 14:15

**PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)**  
**Minutes of Regular Meeting**  
**12 May 2025 3:30 pm**  
**Zoom/Pender Community Hall**

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**Commissioners:** George Leroux (Chair/Treasurer), Andrea Mills(EP), Cecilia Suh, Paul Kubik, Paul Brent, Sandra Tretick, Lisa Baille, Carolyn Cartwright Owers, Tim Frick.  
**Staff:** Rob Fawcett (EP-Project Coordinator), Ben (Maintenance Contractor) Erin-O'Brien(PICA Restoration contract) Guest: Justine Starke(CRD).

1. **CALL TO ORDER:** The Chair called the meeting to order at 3:30 PM.

2. **APPROVAL OF AGENDA**

**MOTION** to approve the 12 May. 2025 PIPRC agenda.  
M-Commissioner Brent, S-Commissioner Kubik. **CARRIED.**

3. **ADOPTION OF MINUTES**

**MOTION** to approve the 14 Apr. 2025 PIPRC minutes as corrected.  
M-Commissioner Brent, S-Commissioner Baille. **CARRIED.**

4. **CHAIR REPORT and BUSINESS ARISING: Correspondance**

5. **DELEGATION** Bob Coulson from Magic Lake Property Owners Association joined the meeting. He raised what is known as Mouet Park, which was donated to MLPOA with a covenant that limits transfer options. MFPOA is asking that PIPRC consider assuming management of the space as community gardens or park space. There is no water to the lot, and rocky soil. Recent tree management costs were \$3500-4000. Bob also noted that MLPOA recently surveyed their residents about recreation, and agreed to share the data with members. Bob will also bring the picnic shelter for Thieves Bay to his membership for feedback.

6. **OPERATIONS REPORTS**

6.1 **Trail Inventory and Map:** Commissioner Tretick shared the Galiano map with Commissioner Brent to see the model for the new Pender map. Sandra will meet with Paul and Lori to refine what is included in the map, and then will meet with the designer regarding next steps. PIPRC will consider including other trails and parks managed by other bodies, with approval. Commissioners Frick and Cartwright will assist. Project will pause until October 2024.

6.2 **PIPRC Asset Mapping:** Almost all sites have been visited and documented by Commissioners Suh, Baille and Cartwright. Commissioner Baile Cartwright and Tretick will meet with Lori to review next steps prior to the next meeting.

6.3 **Maintenance:** Ben circulated a report prior to the meeting, and highlighted:  
-Shingle Bay trail updates to divide the lawn from the restoration area and improve trail conditions.  
-A diagram for proposed trail improvement at Danny Martin plan was received. Ben will prepare a budget for the June meeting including labour and boardwalk materials.

**PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)**  
**Minutes of Regular Meeting**  
**12 May 2025 3:30 pm**  
**Zoom/Pender Community Hall**

**6.4 Restoration:** Erin O'Brien's report, on behalf of PICA, was circulated prior to the meeting. Erin highlighted the need for community education from PIPRC regarding discarding garden plants in parks. Broom Bash at George Hill is upcoming, and progress photos for a Pender Post article will be sent to Sandra.

**6.5 Capital Projects:** Rob's report was circulated prior to the meeting.

**-Schooner Way Trail** general contracting bid award is in process.

Communications on the construction phase activities and timeline will be managed with support from CRD. Islands Trust Conservancy and Project Coordinator are discussing Phase II as that section will require a License of Occupation.

**-Thieves Bay Pavillion** design options were circulated to the Commission. Additional \$40000 is needed for the project. The pavilion will be for general use, and exclusive use will be managed by Special Event permits. Justine noted that Get Involved - CRD's engagement site- is usually used for larger plans with longer timelines and that community engagement has been conducted for the site during rezoning. Community information sharing of proposed structure plans and timelines will be managed by Rob, along with in-person outreach July 1 market.

**MOTION** to submit a grant to the ICE-T Placemaking Fund for \$40 000 for the Thieves Bay structure. M- Commissioner Tretick, S-Commissioner Frick. **CARRIED.**

## **7. REPORTS**

**7.1 CRD Director:** Director Brent provided a description of the Alternate Approval process.

**7.2 Chair's Report:** Chair thanked Director Brent for his support of the increase for 2025 Commission funds.

**7.3 Treasurer Report:** Circulated before the meeting. On budget for the quarter, with an increase to \$77 000 for 2025 Recreation Grants.

**7.4 Communications:** Garden waste/invasives in parks, Schooner Way update, dog park Advisory Group and Thieves Bay Pavillion will be the next Post topics.

## **8. NEW BUSINESS AND CORRESPONDENCE**

**8.1 Dogs:** Commissioner Frick has agreed to act as Commission lead on dog parks, and circulated a summary document prior to the meeting. Commissioner Frick and Rob viewed the existing site option and suggested that acquiring land is likely the best way forward.

**PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)**  
**Minutes of Regular Meeting**  
**12 May 2025 3:30 pm**  
**Zoom/Pender Community Hall**

An Advisory group of 6 residents will be formed to provide support and guidance on the dog park. Commissioner Tretick will handle outreach via Social media and Pender Post.

**8.2 Special Event Application - Oaks Bluff:** An application from SIMRES to continue their annual whale monitoring from Oaks Bluff was approved and the applicants have been notified.

**8.3 Recreation Committee 2025:** Commissioners Tretick, Suh and Cartwright will form the 2025 Recreation Committee with admin support from Lori.

**8.4 In Camera - Regional Parks**

**MOTION** to close the meeting in accordance with the *Community Charter, Par 4, Div. 3, Section 90(1)*. M-Commissioner Brent, S-Commissioner Mills.  
Commission moved to the closed session at 4:49 p.m. Commission rose from the closed session at 5:05 p.m.

**10. NEXT MEETING:** June 09, 2025 at 3:30 p.m.

**11. MOTION TO ADJOURN** The meeting adjourned at 5:08 PM.

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Approved at the June 9, 2025 meeting:

*George Leroux*

George Leroux  
Chair-PIPRC

## Meeting Minutes

### Port Renfrew Utility Services Committee

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Tuesday, February 18, 2025

2:00 PM

Goldstream Conference Room  
479 Island Hwy  
Victoria BC V9B 1H7

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#### PRESENT:

C. Carlsen (EP), W. Forsberg, A. Wickheim (EA Director), C. Wilkinson

Staff: J. Dales, Senior Manager, Wastewater Infrastructure Operations; R. Smith, Senior Manager, Environmental Resource Management (EP); A. Hilva, Manager, Wastewater Conveyance Operations; N. Tokgoz, Manager, Water Distribution Engineering and Planning; D. Dionne, Manager, Infrastructure and Water Services (IWS) Business Support Services; M. Lagoa, Manager, Legislative Services and Deputy Corporate Officer; M. MacDonald, Legislative Services Coordinator (Recorder)

EP – Electronic Participation

The meeting was called to order at 2:01 pm.

#### 1. Territorial Acknowledgement

J. Dales provided a Territorial Acknowledgement.

#### 2. Election of Chair

J. Dales called for nominations for the position of Chair of the Port Renfrew Utility Services Commission for 2025.

A. Wickheim nominated W. Forsberg. W. Forsberg accepted the nomination.

J. Dales called for nominations a second and third time.

Hearing no further nominations, J. Dales declared Will Forsberg the Chair of the Port Renfrew Utility Services Commission for 2025 by acclamation.

#### 3. Election of Vice Chair

Chair Forsberg called for nominations for the position of Vice Chair of the Port Renfrew Utility Services Commission for 2025.

Chair Forsberg nominated C. Wilkinson. C. Wilkinson accepted the nomination.

Chair Forsberg called for nominations a second and third time.

Hearing no further nominations, Chair Forsberg declared Carl Wilkinson the Vice Chair of the Port Renfrew Utility Services Commission for 2025 by acclamation.

#### 4. Approval of Agenda

**MOVED** by A. Wickheim, **SECONDED** by C. Wilkinson,  
That the agenda for the Port Renfrew Utility Services Commission meeting of  
February 18, 2025 be approved as amended with the addition of the following  
items:

- 10.1. Transfer Station
- 10.2. Taxes and Operating Budget
- 10.3. Street Lighting

**CARRIED**

#### 5. Adoption of Minutes

- 5.1.     [25-0129](#)     Minutes of the Port Renfrew Utility Services Committee of November 1,  
2024

**MOVED** by A. Wickheim, **SECONDED** by C. Carlsen,  
That the minutes of the Port Renfrew Utility Services Committee meeting of  
November 1, 2024 be adopted as circulated.

**CARRIED**

#### 6. Chair's Remarks

There were no Chairs remarks.

#### 7. Presentations/Delegations

There were no presentations or delegations.

#### 8. Committee Business

- 8.1.     [25-0171](#)     Senior Manager's Verbal Update

J. Dales presented Item 8.1. for information and provided the following updates:

- CRD Evolves progress and related committee staff support changes
- new stage four water restriction bylaw implementation
- water conservation signage, which will be installed later this year

- 8.2.     [25-0124](#)     Capital Projects and Operational Update - February 2025

N. Tokgoz, A. Hilva and R. Smith presented Item 8.2. for information.

Discussion ensued regarding:

- drainage issue in the ditch on east side of sewage treatment plant
- water overflow from the ditch floods the highway during rain
- progress on the Official Community Plan (OCP), Water Master Plan and Sewer Master Plan
- alignment of the vision for all planning related documents
- future growth anticipated along with required water and sewer improvements
- refuse disposal facility improvements

## 9. Notice(s) of Motion

There were no notice(s) of motion.

## 10. New Business

### 10.1. Transfer Station

Chair Forsberg noted that this item had been discussed under Item 7.2. Capital Projects and Operational Update.

### 10.2. Taxes and Operating Budget

The Vice Chair noted that water billing in the Port Renfrew service area is a fixed service charge. This differs from the consumption based charges in other areas. Billing the flat rate means that the value provided for the cost may vary greatly between those who use a little water and those with significant water usage. Staff will provide the Chair and Vice Chair with budget related information.

### 10.3. Street Lighting

The Chair noted that the street lights have been converted to LED lights and inquired about potential cost savings. J. Dales will provide members with related financial information.

## 11. Adjournment

**MOVED by A. Wickheim, SECONDED by C. Wilkinson,  
That the Port Renfrew Utility Services Commission meeting of February 18, 2025  
be adjourned at 3:38 pm.  
CARRIED**

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CHAIR

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RECORDER

## Meeting Minutes

### Sticks Allison Water Local Service Committee

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Wednesday, February 26, 2025

9:30 AM

Goldstream Conference Room  
479 Island Hwy  
Victoria BC V9B 1H7

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**PRESENT:**

P. Brent (EA Director), J. Fenby, D. Pepin (9:37 am) (EP), H. Schofield (9:38 am) (EP), V. Seidel (EP)

Staff: D. Robson, Manager, Saanich Peninsula Gulf Island Operations; D. Dionne, Manager, Business Support Services; M. MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

The meeting was called to order at 9:37 am.

#### 1. Territorial Acknowledgement

D. Robson provided a Territorial Acknowledgement.

#### 2. Election of Chair

D. Robson called for nominations for the position of Chair of the Sticks Allison Water Local Service Committee for 2025.

J. Fenby nominated H. Schofield. H. Schofield accepted the nomination.

D. Robson called for nominations a second and third time.

Hearing no further nominations, D. Robson declared Holly Schofield Chair of the Sticks Allison Water Local Service Committee for 2025 by acclamation.

#### 3. Election of Vice Chair

Chair Schofield called for nominations for the position of Vice Chair of the Sticks Allison Water Local Service Committee for 2025.

Chair Schofield nominated J. Fenby. J. Fenby accepted the nomination.

Chair Schofield called for nominations a second and third time.

Hearing no further nominations, Chair Schofield declared Jan Fenby the Vice Chair of the Sticks Allison Water Local Service Committee for 2025 by acclamation.



#### 4. Approval of Agenda

MOVED by P. Brent, SECONDED by J. Fenby,  
That the agenda of the Sticks Allison Water Local Service Committee meeting of  
February 26, 2025 be approved as amended with the addition of the following  
items:  
- 10.1. New Member Orientation  
- 10.2. 2025 Meeting Schedule  
CARRIED

#### 5. Adoption of Minutes

- 5.1      [25-0193](#)      Minutes of the Sticks Allison Water Local Service Committee of November  
5, 2024

MOVED by P. Brent, SECONDED by J. Fenby,  
That the minutes of the Sticks Allison Water Local Service Committee meeting of  
November 5, 2024 be adopted as amended:  
- Item 4. be amended by inserting the words "a Zoom meeting on August"  
following the words "August 10 and" and before "13 of this year"  
- Item 7.1 be amended by adding the word "most" before "homeowners within  
the Sticks Allison Water Service can easily secure a mortgage to finance projects  
if needed."  
- Item 9.1 be amended by inserting the phrase "As requested by some  
stakeholders," to the beginning of the first sentence  
- Item 9.2 be amended by inserting the words "As requested by a Committee  
member," to the beginning of the first sentence  
CARRIED

#### 6. Chair's Remarks

The Chair expressed gratitude for new committee members and staff.  
Residents are encouraged to conserve water given the dry conditions in  
December and the ongoing climate crisis. It was also noted that nearby  
development may impact the amount of water available in the well.

#### 7. Presentations/Delegations

- 7.1.      [25-0218](#)      Delegation - Kirstine Knight; Resident of Sticks Allison Water System: Re:  
Agenda Item: 5.1. Minutes of the Sticks Allison Water Local Service  
Committee of November 5, 2024  
  
K. Knight spoke to item 5.1.
- 7.2.      [25-0217](#)      Delegation - Dr. Brian Russell; Resident of Sticks Allison Water System:  
Re: Agenda Item: 5.1. Minutes of the Sticks Allison Water Local Service  
Committee of November 5, 2024  
  
B. Russell spoke to item 5.1.

#### 8. Committee Business

**8.1**      [25-0203](#)      Senior Manager's Verbal Update

D. Robson presented Item 8.1. for information and provided the following updates:

- CRD Evolves and related staff support changes for the committee
- implementation of a new stage four water restriction
- installation of water conservation signage

**8.2**      [25-0178](#)      Capital Projects and Operational Update - February 2025

D. Robson presented Item 8.2. for information.

Discussion ensued regarding:

- the recent high Heterotrophic Plate Count (HPC)
- new requests to connect to the water system

**9. Notice(s) of Motion**

**9.1.**      [25-0506](#)      Motion with Notice: Excess Water Consumption Fee (P.Brent)

A notice with the following intent was read by Director Brent into record to be discussed at the next meeting:

WHEREAS the Sticks Allison Water Local Service Committee passed a Motion on November 5, 2024, which reduced the metered water excess consumption level from 110 cubic meters per quarter to 90 cubic meters per quarter due to concerns regarding annual reductions in well water levels;

AND WHEREAS leak detection work may reduce the amount of water required for the system;

AND WHEREAS the committee would like to seek input on the reduced excess consumption level from stakeholders via delegation or written submission at a Sticks Alison Water Local Service Committee meeting:

THEREFORE BE IT RESOLVED that the Sticks Alison Water Local Service Committee direct staff to provide a report assessing the effectiveness of the 20 cubic meter per quarter water reduction alongside the leak detection findings after a one-year trial at the reduced consumption level.

**10. New Business**

**10.1.**      New Member Orientation

Committee members expressed their desire for an orientation session for new members. Staff will explore opportunities to provide information to new members.

**10.2.** 2025 Meeting Schedule

Members inquired about the dates of the June and November committee meetings. Staff are currently working on scheduling the meetings, details will be sent as soon as possible.

**11. Adjournment**

**MOVED by J. Fenby, SECONDED by D. Pepin,  
That the Sticks Allison Water Local Service Committee meeting of February 26,  
2025 be adjourned at 10:32 am.  
CARRIED**

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Chair

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Recorder

## Meeting Minutes

### Surfside Park Estates Water Service Committee

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Thursday, March 6, 2025

9:30 AM

Goldstream Conference Room  
479 Island Hwy  
Victoria BC V9B 1H7

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**PRESENT:**

R. Fenton (on behalf of P. Brent, EA Director) (EP), L. Vallee, K. Wall

Staff: C. Moch, Manager, Water Quality; D. Robson, Manager, Saanich Peninsula Gulf Island Operations; N. Tokgoz, Manager, Water Distribution Engineering and Planning; M. Risvold, Administrative Secretary 3; M. MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

Regrets: P. Brent (EA Director), W. Mulvin

The meeting was called to order at 9:37 am.

#### 1. Territorial Acknowledgement

D. Robson provided a Territorial Acknowledgement.

#### 2. Election of Chair

D. Robson called for nominations for the position of Chair of the Surfside Park Estates Water Service Committee for 2025.

K. Wall nominated L. Vallee. L. Vallee accepted the nomination.

D. Robson called for nominations a second and third time.

Hearing no further nominations, D. Robson declared Louis Vallee the Chair of the Surfside Park Estates Water Service Committee for 2025 by acclamation.

#### 3. Election of Vice Chair

Chair Vallee called for nominations for the position of Vice Chair of the Surfside Park Estates Water Service Committee for 2025.

Chair Vallee nominated K. Wall. K. Wall accepted the nomination.

Chair Vallee called for nominations a second and third time.

Hearing no further nominations, Chair Vallee declared Ken Wall the Vice Chair of the Surfside Park Estates Water Service Committee for 2025 by acclamation.

#### 4. Approval of Agenda

MOVED by K. Wall, SECONDED by R. Fenton

That the agenda of the Surfside Park Estates Water Service Committee meeting of March 6, 2025 be approved as amended with the addition of the following items:

- 10.1. Clarification of Capital Project Funding Mechanism
- 10.2. Project Priorities
- 10.3 Flagging Water Meters
- 10.4 Filter Replacements
- 10.5 Leaks

CARRIED

#### 5. Adoption of Minutes

- 5.1. [25-0227](#) Minutes of the Surfside Park Estates Water Service Committee of October 31, 2024

MOVED by K. Wall, SECONDED by L. Vallee,

That the minutes of Surfside Park Estates Water Service Committee meeting of October 31, 2024 be adopted as circulated.

CARRIED

#### 6. Chair's Remarks

The Chair thanked Alternate Director Fenton for attending the meeting.

#### 7. Presentations/Delegations

There were no presentations or delegations.

#### 8. Commission Business

- 8.1. [25-0229](#) Senior Manager's Verbal Update

D. Robson presented Item 8.1. for information and provided the following updates:

- CRD Evolves and related staff support changes for the committee
- implementation of a new stage four water restriction
- installation of water conservation signage

Discussion ensued regarding:

- determination of water conservation level and related communication

- 8.2. [25-0216](#) Capital Projects and Operational Update - March 2025

D. Robson and N. Tokgoz presented Item 8.2. for information.

Discussion ensued regarding:

- funding mechanism for required water system improvements
- community awareness and engagement
- ongoing water leaks and leak detection efforts

MOVED by L. Vallee, SECONDED by K. Wall,  
"That the Surfside Park Estates Water Service Committee request staff present a report at the next meeting that outlines the following:  
- the proposed path forward to carry out water system improvements in future years;  
- the amount of borrowing required through a loan authorization bylaw; and  
- options for obtaining elector approval for the loan (petition or alternative approval process)."  
CARRIED

## 9. Notice(s) of Motion

There were no notice(s) of motion.

## 10. New Business

### 10.1. Clarification of Capital Project Funding Mechanism

Chair Vallee noted that this topic was discussed under Item 8.2.

### 10.2. Project Priorities

Chair Vallee noted that this topic was discussed under Item 8.2.

### 10.3. Flagging Water Meters

Chair Vallee noted that recent snowfall and cold weather led to leaks. Locating water meters in the snow was a challenge as the markings on the pavement were covered. A request was made for a small flag for each meter.

D. Robson stated that staff have field descriptors and GPS to help locate the meters. A flag for each meter would be expensive and difficult to maintain. Staff typically only flag the meters which are difficult to locate.

### 10.4. Filter Replacements

Chair Vallee requested information on the water system filter replacements.

D. Robson provided a description of filter types and replacement schedules.

### 10.5. Leaks

Chair Vallee noted that recent leaks have impacted the water system.

D. Robson noted that staff were recently deployed for emergency repairs. There are a number of additional locations which have been identified for ongoing repairs and maintenance.

## 11. Adjournment

MOVED by L. Vallee, SECONDED by K. Wall,  
That the Surfside Park Estates Water Service Committee meeting of March 6,  
2025 be adjourned at 10:53 am.  
CARRIED

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Chair

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Recorder

## Meeting Minutes

### Wilderness Mountain Water Service Commission

---

Tuesday, February 18, 2025

9:30 AM

Goldstream Conference Room  
479 Island Hwy  
Victoria BC V9B 1H7

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**PRESENT:**

D. Pepino, P. Twamley, A. Wickheim (EA Director), J. Wilson

Staff: S. Irg, Senior Manager, Water Infrastructure Operations; S. Mason, Manager, Water Supply Engineering and Planning; C. Moch, Manager, Water Quality; D. Dionne, Manager, Business Support Services; M. Lagoa, Manager, Legislative Services and Deputy Corporate Officer; M. MacDonald, Legislative Services Coordinator (Recorder)

The meeting was called to order at 9:30 am.

#### 1. Territorial Acknowledgement

S. Irg provided a Territorial Acknowledgement.

#### 2. Election of Chair

S. Irg called for nominations for the position of Chair of the Wilderness Mountain Water Service Commission for 2025.

A. Wickheim nominated J. Wilson. J. Willson declined the nomination.

A. Wickheim nominated D. Pepino. D. Pepino accepted the nomination.

S. Irg called for nominations a second and third time.

Hearing no further nominations, S. Irg declared Doug Pepino the Chair of the Wilderness Mountain Water Service Commission for 2025 by acclamation.

#### 3. Election of Vice Chair

Chair Pepino called for nominations for the position of Vice Chair of the Wilderness Mountain Water Service Commission for 2025.

A. Wickheim nominated P. Twamley. P. Twamley accepted the nomination.

Chair Pepino called for nominations a second and third time.

Hearing no further nominations, Chair Pepino declared Paula Twamley the Vice Chair of the Wilderness Mountain Water Service Commission for 2025 by acclamation.



#### 4. Approval of Agenda

**MOVED by A. Wickheim, SECONDED by J. Wilson,**  
**That the agenda of the Wilderness Mountain Water Service Commission meeting**  
**of February 18, 2025 be approved.**  
**CARRIED**

#### 5. Adoption of Minutes

- 5.1.     [25-0128](#)     Minutes of the Wilderness Mountain Water Service Commission Meeting  
of November 1, 2024
- MOVED by A. Wickheim, SECONDED by P. Twamley,**  
**That the minutes of the Wilderness Mountain Water Service Commission of**  
**November 1, 2024 be adopted as circulated.**  
**CARRIED**

#### 6. Chair's Remarks

I would like to thank the WMWS Commission for the opportunity to act once again as Chair for 2025.

My involvement in the WMWS Commission started with a deep dive into the history of Mt. Matheson Estates, a multi-decade development from the 1970's, through to, and including, today's meeting.

We moved to Mt. Matheson Estates in 2016, and our new life began here. As time progressed, my wife Carol and I uncovered documented details that underpinned much of my response, since 2020, to actions being recommended by CRD staff. Those details, unknown by most previous Commissioners, may have been the foundation for the "unreasonable" reputation I have been told I generated at the CRD.

I want to take a moment and again reiterate that over my career in the private sector, I steadfastly focussed on looking for solutions to complex challenges containing a myriad of seemingly unconnected data points. That approach resulted in numerous firsts in the Canadian Telecom industry in which I worked.

Sometimes breakthroughs just take more persistence than many are willing to generate. I now think 7 years is the limit.

That said, I would like to inform everyone that I intend to make this my last year on the WMWS Commission. I want to make way for other individuals in the community that seek to direct the CRD towards the best interests of our small water system.

Thank you for the opportunity to attempt to communicate our questions and concerns since 2018.

## 7. Presentations/Delegations

There were no presentations or delegations.

## 8. Commission Business

### 8.1. [25-0165](#) Senior Manager's Verbal Update

S. Irg provided a verbal update, the following was noted:

- a boil water advisory was issued and rescinded due to manganese levels
- water quality reports are available on the CRD website

Discussion ensued regarding:

- manganese levels, filtration and water quality impacts
- consideration of relocating the water intake

### 8.2. [25-0122](#) Capital Projects and Operational Update - February 2025

S. Irg presented Item 8.2. for information.

Discussion ensued regarding:

- progress on the construction of the new dock
- local emergency response and power outage procedures

### 8.3. [25-0126](#) Dam and Water License Update

S. Irg presented Item 8.3. for information.

Discussion ensued regarding:

- liability and costs associated with the unusable lower reservoir
- potential future options for the lower reservoir
- value of the lower reservoir, including environmental benefits
- necessity for ensuring future maintenance and insurance coverage

**MOVED by J. Wilson, SECONDED by P. Twamley,  
That this report be referred back to staff for additional information.**

Discussion ensued regarding:

- potential recovery of previously paid operating costs
- liability coverage and dam safety requirements
- potential for a purchase offer for the dam
- fire department operational standards
- request for more details to provide clarity on the potential sale

The question was called:

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

## 9. Notice(s) of Motion

There were no notice(s) of motion.

## 10. New Business

### 10.1. Filtration System Options

Chair Pepino noted that additional filtration is necessary to ensure water quality.

Discussion ensued regarding:

- potential for cost effective secondary filtration on each individual home
- regulatory requirements which prevent individual filtration systems
- frequency of water quality monitoring
- prohibitive costs to fix the primary water system

S. Irg stated that it is a legislated requirement for the CRD to provide potable water to system users. It is imperative to invest in the necessary water system upgrades to address filtration issues. Installing secondary filtration on individual homes is not an option.

## 11. Adjournment

**MOVED by J. Wilson, SECONDED by P. Twamley,  
That the Wilderness Mountain Water Service Commission meeting of February  
18, 2025 be adjourned at 11:00 am.  
CARRIED**

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Chair

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Recorder