



Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, July 9, 2025

12:10 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

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

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

3.1. [25-0728](#) Minutes of the Capital Regional District Board meeting of June 11, 2025

Recommendation: That the minutes of the Capital Regional District Board meeting of June 11, 2025 be adopted as circulated

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

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

5.1.1. [25-0830](#) Presentation: Robert Lewis-Manning (CEO) and Mark Mawhinney (Chair), Greater Victoria Harbour Authority; Re: Member Agency Report

Attachments: [Presentation: GVHA Member Update](#)

5.2. Delegations

5.2.1. [25-0841](#) Delegation - Judith Cullington; Representing Juan de Fuca Performing Arts Centre Society; Re: Agenda Item 8.8. Cost-Benefit Analysis of Options for a New Performing Arts Facilities Service

5.2.2. [25-0842](#) Delegation - Gillian Jones; Representing Dance Victoria Society; Re: Agenda Item 8.8. Cost-Benefit Analysis of Options for a New Performing Arts Facilities Service

6. CONSENT AGENDA

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. [25-0783](#) 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](#)

6.3. [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 \(Revised: April 15, 2025\)](#)

6.4. [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](#)

6.5. [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](#)

6.6. [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](#)

6.7. [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](#)

6.8. [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)

6.9. [25-0692](#) Additional Opportunities for Regional Climate Action

Recommendation: [At the June 18, 2025 Environmental Services Committee meeting, this report was presented for information and the following motion arising was carried:]
The Environmental Services Committee recommends to the Capital Regional District Board:
Direct staff to develop an advocacy motion to the Province requesting enabling legislation related to enhanced climate action at the local government level.
(NWA)

Attachments: [Staff Report: Additional Opportunities For Regional Climate Action](#)
[Appendix A: Authority Over Climate Action in the Region](#)
[Appendix B: Updated Climate Modeling for the Capital Region](#)
[Appendix C: Presentation - Additional Opportunities Regional Climate Action](#)

6.10. [25-0489](#) Motion with Notice: Potential UNESCO Biosphere Reserve (Director Brownoff)

Recommendation: [At the April 16, 2025 Environmental Services Committee meeting, the following notice of motion was read into the record by Director Brownoff to be discussed at a following meeting:]
The Environmental Services Committee recommends to the Capital Regional District Board:
Direct staff to report on a potential UNESCO Biosphere Reserve application and outline related implications.
(NWA)

Attachments: [Background: UNESCO Biosphere Reserve Brief](#)

6.11. [25-0759](#) Presentation: Peter Urbanc, Chief Executive Officer, Municipal Finance Authority of BC; Re: Municipal Finance Authority Update

Attachments: [Presentation: MFA Update](#)

6.12. [25-0634](#) Capital Regional District External Grants Update

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

Attachments: [Staff Report: External Grants Update](#)
[Appendix A: External Grants Dashboard](#)
[Appendix B: Grant Alerts](#)

6.13. [25-0801](#) Presentation: Doug Kobayashi, Mayor, City of Colwood Re: Colwood's Decision to Hire Family Doctors and Create a Municipal Health Model

Attachments: [Presentation: Colwood's Decision to Hire Family Doctors](#)

- 6.14.** [25-0798](#) Research Report on Options for Regional Community Safety and Wellbeing Planning
- Recommendation:** The Hospitals and Housing Committee recommends to the Capital Regional District Board:
1. That the Capital Regional District maintains status quo and revisits the Canadian Centre for Safer Communities report recommendations in the 2027 service planning process.
(NWA)
- [At the July 2, 2025 Hospitals and Housing Committee meeting, the following motion arising was carried:]
2. Direct staff to include the consideration of the four points identified on page 2 of the current staff report in the expected report back on the region's role in advancing regional supportive housing and sheltering objectives.
(NWA)
- Attachments:** [Staff Report: Research Rpt on Options for Reg'l CSWB Planning](#)
 [Appendix A: Reg'l CSWB Planning Research Project Final Report](#)
- 6.15.** [25-0621](#) 2025 Summer Outreach and Education Overview
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: 2025 Summer Outreach and Education Overview](#)
 [Presentation: Reg. Parks & Trails 2025 Summer Outreach & Education](#)
- 6.16.** [25-0771](#) Elk Lake Oxygenation System Update
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Elk Lake Oxygenation System Update](#)
 [Presentation: Elk Lake Oxygenation System Update](#)
- 6.17.** [25-0639](#) Motion with Notice: CRD Parks Parking Policy
- Recommendation:** [At the May 20, 2025 Accessibility Advisory Committee Meeting, the Committee passed the following motion with notice asking that it be referred to the Regional Parks Committee.
At the June 11, 2025 CRD Board meeting, the Board referred the motion with notice to the next meeting of the Regional Parks Committee.
At the June 26, 2025 Regional Parks Committee meeting, the Committee amended the motion asking for a report back from staff.]
The Regional Parks Committee recommends to the Capital Regional District Board:
That staff report back on the implications of CRD Parks waiving parking fees for people with disabilities where they require an extra accessible vehicle, similar to BC Parks parking policy.
(NWA)
- Attachments:** [Background: Draft Minutes \(Excerpt\) of AAC Meeting of May 20, 2025](#)

6.18. [25-0740](#) Transportation Governance

Recommendation: [At the June 25, 2025 Transportation Committee meeting, the recommendation was carried as amended, by adding "and transferring the responsibilities of the Victoria Regional Transit Commission to the Capital Regional District" to end of part 4 as follows:]
The Transportation Committee recommends to the Capital Regional District Board:
1. That the Transportation Committee continue to oversee and make recommendations to the Board regarding matters related to regional transportation, including regional trails;
2. That the updated 2025 Terms of Reference for the Transportation Committee be approved as attached as Appendix B;
3. That staff be directed to develop a Terms of Reference for the establishment of a Regional Transportation Advisory Committee and supporting working groups and report back in the third quarter of 2025; and
4. That staff report back on the merits of establishing a Transportation Commission through the forthcoming process of updating the Regional Transportation Plan and transferring the responsibilities of the Victoria Regional Transit Commission to the Capital Regional District.
(NWA)

Attachments: [Staff Report: Transportation Governance](#)
 [Appendix A: Executive Summary - RTS Governance Model Options Project](#)
 [Appendix B: 2025 Transportation Committee TOR \(Redlined\)](#)
 [Presentation: Transportation Governance](#)

6.19. [25-0774](#) Regional Transportation Plan Update

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

Attachments: [Staff Report: Regional Transportation Plan Update](#)

6.20. [25-0711](#) Regional Trestles Renewal - Trails Widening and Lighting Project Update

Recommendation: The Transportation Committee recommends to the Capital Regional District Board:
1. That staff be directed to proceed with permitting and procuring a final design for the Swan Lake Trestle for Option 1 while preparing to pivot to Option 2 should the Swan Lake Nature Sanctuary restoration project proceed; and
2. That the Regional Trestles Renewal, Trails Widening and Lighting Project Update - June 2025 be forwarded to the Regional Parks Committee for information.
(NWA)

Attachments: [Staff Report: Trestles Renewal – Trails & Lighting](#)
 [Appendix A: Swan Lake Trestle Options Summary](#)
 [Appendix B: 2026 Construction Project Area Map](#)
 [Appendix C: Pedestrian/Cyclist Detour – Section A Phase 1](#)
 [Appendix D: Pedestrian/Cyclist Detour – Section C Phase 1](#)
 [Appendix E: Overall Project Design & Construction Timeline](#)

- 6.21. [25-0739](#) Presentation: Steve Martin, CRD Traffic Safety Commission Re: Automated Speed Enforcement

Attachments: [Presentation: Automated Speed Enforcement](#)

- 6.22. [25-0593](#) Previous Minutes of Other CRD Committees and Commissions

Recommendation: [At the June 25, 2025 Transportation Committee meeting, the committee endorsed the recommendation from the March 11, 2025 Traffic Safety Commission meeting regarding automated speed enforcement.]
The Traffic Safety Commission recommends that the Transportation Committee recommend to the Capital Regional District Board:
That the CRD Board advocate for automated speed enforcement (ASE) and request the Provincial Government develop enabling legislation that would permit regional governments (through designation) the ability to decide, fund and implement ASE using a principle-based approach; and, that the Provincial Government require designated regional governments to adopt the following five principles to guide regional implementations:
1. Public Education: That public education regarding the safety objectives of ASE be a central component and priority of ASE throughout implementation and ongoing deployment.
2. Evidence Based Deployment: That an evidence-based process guides the location of ASE cameras to ensure that deployment is implemented with a clear view to achieving road safety outcomes.
3. Transparency: Publicize location and safety rationale of ASE camera locations including location specific warning signs so there are no surprises for drivers. Report on the achievement of outcomes based on a clearly defined program baseline.
4. Dedicate Revenue: The overarching goal of ASE is to reduce unsafe speed and lower speed related injuries and fatalities. ASE revenues should be dedicated to ASE cost recovery and road safety programs. A 2024 national report survey emphasized that a critical element of ongoing public support was that ASE programs are not perceived as a general revenue cash grab.
5. Start Small and Build Support: Implement with a view to build and maintain public acceptance. Engage community stakeholders to guide implementation and promote support. Adopt a graduated implementation approach beginning with a pilot deployment in high-risk areas including school and playground zones. Consider "soft" initial implementation where drivers are issued warning tickets during a predefined period.
(NWA)

Attachments: [Minutes: CRD Traffic Safety Commission - Feb 11, 2025](#)
[Minutes: CRD Traffic Safety Commission - Mar 11, 2025](#)
[Minutes: CRD Traffic Safety Commission - May 13, 2025](#)

7. ADMINISTRATION REPORTS

7.1. [25-0775](#) CAO Quarterly Progress Report No. 2, 2025

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

Attachments: [Staff Report: CAO Quarterly Progress Report Q2, 2025](#)
[Appendix A: Photographs of Corporate Activities and Initiatives](#)
[Appendix B: Board Priorities Dashboard Progress Q2, 2025](#)
[Appendix C: Board Priorities Dashboard - Summary of Completed Actions](#)
[Appendix D: Capital Regional District Advocacy Strategy](#)
[Appendix E: Advocacy Dashboard Progress Q2, 2025](#)
[Appendix F: Operating Variance Financial Report Q1, 2025](#)
[Appendix G: Capital Variance Financial Report Q1, 2025](#)
[Appendix H: People, Safety & Culture Trends](#)

7.2. [25-0827](#) CRD Evolves 2024-2025 Organizational Plan Update

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

Attachments: [Staff Report: CRD Evolves 2024-2025 Organizational Plan Update](#)

7.3. [25-0825](#) AAP Results & Adoption for Bylaw No. 4664 - Regional Water Watershed Land Acquisition Loan Authorization Bylaw No. 1, 2025

Recommendation: 1. That the attached Certificate of Results of Alternative Approval Process for Bylaw No. 4634 (Appendix B) be received; and (NWA)
2. That Bylaw No. 4664, "Regional Water Watershed Land Acquisition Loan Authorization Bylaw No. 1, 2025" be adopted. (WA)

Attachments: [Staff Report: AAP Results & Adoption for Bylaw No. 4664](#)
[Appendix A: Bylaw No. 4664](#)
[Appendix B: Certificate of Results for Bylaw No. 4664](#)

7.4. [25-0719](#) Bylaw No. 4700: Temporary Borrowing (Regional Water Watershed Land Acquisition) Bylaw No. 1, 2025

Recommendation: 1. That Bylaw No. 4700, "Temporary Borrowing (Regional Water Watershed Land Acquisition) Bylaw No. 1, 2025", be introduced and read a first, second and third time; and (WA)
2. That Bylaw No. 4700 be adopted. (WA, 2/3rds on adoption)

Attachments: [Staff Report: Bylaw 4700 Temp Borrowing Watershed Land Acquisition](#)
[Appendix A: Bylaw No. 4700](#)

7.5. [25-0821](#) Biosolids Beneficial Use Management - June Update

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

Attachments: [Staff Report: Biosolids Beneficial Use Management June Update](#)

8. REPORTS OF COMMITTEES**Electoral Areas Committee****8.1. [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](#)

Environmental Services Committee**8.2. [25-0648](#) Hartland Landfill Tipping Fee and Regulation Bylaw No. 3881 Amendment and Adoption of Bylaw Nos. 4685 and 4675**

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

1. That Bylaw No. 4685, "Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013, Amendment Bylaw No. 7, 2025", be read a first, second, and third time; (WP - All)
2. That Bylaw No. 4685 be adopted. (WP - All, 2/3rds on adoption)
3. That Bylaw No. 4675, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 85, 2025", be read a first, second, and third time; (WP - All)
4. That Bylaw No. 4675 be adopted. (WP - All, 2/3rds on adoption)

Attachments: [Staff Report: Hartland Landfill Tipping Fee & Regulation Bylaw Amendment](#)
[Appendix A: Approved Budget ERM 2024-2028](#)
[Appendix B: Bylaw No. 4685 \(Landfill Tipping Fee Amendment\)](#)
[Appendix C: Bylaw No. 4675 \(Ticket Information Authorization Amendment\)](#)
[Appendix D: Consolidated Bylaw No. 3881 Redlined \(Landfill Tipping Fee\)](#)

Finance Committee

- 8.3. [25-0631](#) Bylaw No. 4695: 2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 2, 2025

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

1. That Bylaw No. 4695, "2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 2, 2025", be introduced and read a first, second and third time; and (WA)
2. That Bylaw No. 4695 be adopted. (WA, 2/3rds on adoption)

Attachments: [Staff Report: Bylaw No. 4695: 2025-29 Fin Plan Amend No 2](#)
[Appendix A: Bylaw No. 4695](#)
[Appendix B: Revised Staff Establish Chart 2025-29](#)

- 8.4. [25-0605](#) Bylaw No. 4680: Capital Regional District Recreation Services and Facilities Fees and Charges 2025-2026

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

1. That Bylaw No. 4680, "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 20, 2025", be introduced and read a first, second and third time; and (WP - Central Saanich, North Saanich, Sidney, Sooke, JDF and SSI)
2. That Bylaw No. 4680 be adopted (WP - Central Saanich, North Saanich, Sidney, Sooke, JDF and SSI, 2/3rds on adoption)

Attachments: [Staff Report: Bylaw No. 4680 Rec Serv Facilities Fees Charges](#)
[Appendix A: Bylaw No. 4680](#)
[Appendix B: List of Revisions](#)

- 8.5. [25-0630](#) Bylaw No. 4687: Temporary Borrowing (Sooke and Electoral Area Recreation and Facilities Service) Bylaw No. 1, 2025

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

1. That Bylaw No. 4687, "Temporary Borrowing (Sooke and Electoral Area Recreation and Facilities Service) Bylaw No. 1, 2025", be introduced and read a first, second and third time; and (WA)
2. That Bylaw No. 4687 be adopted. (WA, 2/3rds on adoption)

Attachments: [Staff Report: Bylaw No. 4687 Temp Borrowing SEAPARC](#)
[Appendix A: Bylaw No. 4687](#)

8.6. [25-0727](#) Municipal Finance Authority 2025 Fall Issue - Capital Regional District Security Issuing Bylaw Nos. 4701 and 4702

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

1. That Bylaw No. 4701, "Security Issuing Bylaw No. 6, 2025", be introduced and read a first, second and third time; and
(WA)
2. That Bylaw No. 4701 be adopted.
(WA, 2/3rds on adoption)
3. That Bylaw No. 4702, "Security Issuing Bylaw No. 7, 2025", be introduced and read a first, second and third time; and
(WA)
4. That Bylaw No. 4702 be adopted.
(WA, 2/3rds on adoption)

Attachments: [Staff Report: MFA 2025 Fall Security Issuing Bylaws](#)
[Appendix A: Bylaw No. 4701](#)
[Appendix B: Bylaw No. 4702](#)

Hospitals and Housing Committee

8.7. [25-0800](#) Bylaw No. 4691, "A Bylaw to Repeal Bylaws No. 3294 and 3296, 2025" - Regional Housing Trust Fund Commission and Advisory Committee

Recommendation: [At the July 2, 2025 Hospitals and Housing Committee, the recommendation was carried as amended with "\$300,000 of funds in the Regional Housing Trust Fund", with the remaining funds (approximately \$800,000), and that \$700,000 in requisition under the Regional Housing Trust Fund.]

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

1. That Bylaw No. 4691, "A Bylaw to Repeal Bylaws No. 3294 and 3296, 2025", be introduced and read a first, second and third time;
(NWA)
2. That Bylaw No. 4691 be adopted;
(NWA, 2/3rds on adoption)
3. That up to \$300,000 of the funds in the Regional Housing Trust Fund be allocated to the Rural Housing Program Pilot Project, with the remaining funds (approximately \$800,000) allocated to the Capital Region Housing Corporation's Verdier Project;
4. That \$700,000 in requisition under the Regional Housing Trust Fund be included in the Capital Regional District provisional 2026 Financial Plan; and
(WP - All except Colwood, Langford, and the JDF Electoral Area)
5. That Edward Robbins, Chief Administrative Officer, or their duly authorized delegate, be authorized to negotiate and execute agreements, issue funds from the Regional Housing Trust Fund to the Rural Housing Pilot Project and the Capital Region Housing Corporation's Verdier Project, and do all things incidental to finalize such agreements and implement the projects.
(WA)

Attachments: [Staff Report: Bylaw No. 4691](#)
[Appendix A: Bylaw No. 4691](#)
[Appendix B: RHTF Application - 1183 Verdier Avenue](#)
[Appendix C: Rural Housing Prog Pilot Proj Staff Rpt, March 2025](#)

Performing Arts Facilities Select Committee**8.8. [25-0768](#) Cost-Benefit Analysis of Options for a New Performing Arts Facilities Service**

Recommendation: [At the July 2, 2025 Performing Arts Facilities Select Committee, the following motion arising was carried:]
The Performing Arts Facilities Select Committee recommends to the Capital Regional District Board:
That staff draft an establishing bylaw and service plan for a new performing arts facilities service based on the primary recommendation of the Nordicity report, Option C and provide these documents to the Select Committee for review.
(NWA)

Attachments: [Staff Report: Cost-Benefit Analysis of Options](#)
[Appendix A: Nordicity Report - Analysis of Service Options](#)
[Appendix B: Cost Estimates by Service Function](#)
[Appendix C: Cost Estimates by Jurisdiction](#)
[Presentation: Nordicity Report](#)

Regional Water Supply Commission and Juan De Fuca Water Distribution Commission

8.9. [25-0647](#) Bylaw No. 4670 and Proposed Amendments to the Water Supply Agreement Between the Capital Regional District and the City of Langford (Westhills Development)

Recommendation: The Regional Water Supply Commission and Juan de Fuca Water Distribution Commission recommends to the Capital Regional District Board:

1. That Bylaw No. 4670, "Water Distribution Local Service Area Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 6, 2025", be introduced and read a first, second, and third time.
(NWA)
2. That staff be directed to prepare an amended agreement to the existing "Water Supply Agreement between Capital Regional District and the Corporation of the City of Langford" executed May 2, 2007, to include the six parcels as requested in the City of Langford's December 20, 2024 letter subject to successful adoption of Bylaw No. 4670.
(WA)
3. That, on execution of an amended water supply agreement, Bylaw No. 4670 proceed to obtain participating area approval based on the Provincial approval process set out in the Capital Region Water Supply and Sooke Hill Protection Act, and if successful, that Bylaw No. 4670 be forwarded to the Inspector of Municipalities for approval.
(NWA)

Attachments: [Staff Report: Bylaw No. 4670 & Amendments to Water Supply Agreement](#)
[Appendix A: Water Supply Agreement \(May 2, 2007\)](#)
[Appendix B: Request from City of Langford to Remove Parcels](#)
[Appendix C: Request from Property Owners to Remove Parcels](#)
[Appendix D: Bylaw No. 4670](#)
[Appendix E: Water Supply Agreement Amendment No. 2 \(2025\)](#)
[Appendix F: Staff Report to RWS Commission \(June 18, 2025\)](#)
[Appendix G: Map of Parcels](#)

Salt Spring Island Local Community Commission

8.10. [25-0635](#) Bylaw No. 4684, "Salt Spring Island Parks and Recreation Facilities Local Service Establishment Bylaw No. 1, 1996, Amendment Bylaw No. 5, 2025"

Recommendation: The Salt Spring Island Local Community Commission recommends to the Capital Regional District Board:

1. That Bylaw No. 4684, "Salt Spring Island Parks and Recreation Facilities Local Service Establishment Bylaw No. 1, 1996, Amendment Bylaw No. 5, 2025", be introduced and read a first, second, and third time;
(NWA)
2. That Bylaw No. 4684 proceed to obtain participating area approval by way of Electoral Area Director consent on behalf; and
3. That Bylaw No. 4684 be submitted to the Inspector of Municipalities for approval.
(NWA)

Attachments: [Staff Report: BL 4684 SSI Parks & Rec. Facilities Loc. Svc. Est. Bylaw Amd.](#)
[Appendix A: Bylaw No. 4684](#)
[Appendix B: Bylaw No. 2422 \(Unofficial Redlined Consolidation\)](#)

9. BYLAWS**10. NOTICE(S) OF MOTION****11. NEW BUSINESS****12. MOTION TO CLOSE THE MEETING****12.1. [25-0729](#) Motion to Close the Meeting**

- Recommendation:**
1. That the meeting be closed for Labour Relations in accordance with Section (90)(1) (c) of the Community Charter. [2 Items]
 2. That the meeting be closed for Land Acquisition/Disposition in accordance with Section 90(1)(e) of the Community Charter. [1 Item]
 3. That such disclosures could reasonably be expected to harm the interests of the Regional District. [1 Item]
 4. That the meeting be closed for a Legal Update in accordance with Section 90(1)(i) of the Community Charter. [2 Items]
 5. That the meeting be closed for Proposed Service and Contract Negotiations in accordance with Section 90(1)(k) of the Community Charter. [2 Items]
 6. That such disclosures could reasonably be expected to harm the interests of the Regional District. [1 Item]
 7. That the meeting be closed for Intergovernmental Negotiations in accordance with Section 90(2)(b) of the Community Charter. [1 Item]

13. RISE AND REPORT**14. ADJOURNMENT****Voting Key:****NWA - Non-weighted vote of all Directors****NWP - Non-weighted vote of participants (as listed)****WA - Weighted vote of all Directors****WP - Weighted vote of participants (as listed)**

Meeting Minutes

Capital Regional District Board

Wednesday, June 11, 2025

12:05 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

PRESENT

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

STAFF: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer/General Manager, Finance and Technology; A. Fraser, General Manager, Infrastructure and Water Services; L. Jones, General Manager, Parks, Recreation and Environmental Services (EP); K. Lorette, General Manager, Housing, Planning and Protective Services; K. Morley, Corporate Officer/General Manager, Corporate Services; R. Tooke, Acting General Manager, Parks, Recreation and Environmental Services; D. Elliott, Senior Manager, Regional Housing (EP); J. Douillard, Senior Transportation Planner; R. Fowles, Manager, Planning and Capital Projects; P. Kickham, Acting Senior Manager, Environmental Protection; P. Klassen, Senior Manager, Regional Planning; M. MacIntyre, Senior Manager, Regional Parks; H. Rodinger, Manager Housing and Business Development; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

The meeting was called to order at 12:06 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Kobayashi, **SECONDED** by Director Coleman,
That the agenda for the Capital Regional District Board meeting of June 11, 2025
be approved as amended with the addition of Item 8.3.b. Notice of Motion:
Advocacy on BC Ferries Proposed Berth for Vesuvius-Crofton Route.
CARRIED

3. ADOPTION OF MINUTES

3.1. [25-0555](#) Minutes of the Capital Regional District Board meeting of May 14, 2025

MOVED by Director Brent, **SECONDED** by Director Harder,
That the minutes of the Capital Regional District Board meeting of May 14, 2025
be adopted as circulated.
CARRIED

4. REPORT OF THE CHAIR

There were no Chair's remarks.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

5.1.1. [25-0664](#) Presentation: Vice Chair Little; Re: Ed MacGregor Memorial Bursary 2025

Vice Chair Little presented Item 5.1.1. and introduced the bursary recipient, Maisha Klette.

5.1.2. [25-0665](#) Presentation: Vice Chair Little; Re: Nils Jensen Memorial Bursary 2025

Vice Chair Little presented Item 5.1.2. and introduced the bursary recipient, Mars Alaga.

5.1.3. [25-0666](#) Presentation: Paul Gerrard (CRD Representative) and Elizabeth Brown (President/CEO), Victoria Airport Authority; Re: Report to Nominators

Paul Gerrard (CRD Representative) and Elizabeth Brown (President/CEO), Victoria Airport Authority presented the Report to Nominators.

Discussion ensued regarding:

- airport improvement fees
- procurement process related to the parking contractor

Director Alto left the meeting at 12:28 pm.

5.2. Delegations

5.2.1. [25-0731](#) Delegation - Victoria Klassen Jeffery; Representing Capital Bike: Re: Agenda Item: 7.4. AAP Results & Adoption for Bylaw No. 4630 - Regional Transportation Service Establishment Bylaw No. 1, 2024

V. Klassen Jeffery spoke to Item 7.4.

6. CONSENT AGENDA

Item 6.6. was removed from the consent agenda to be considered under Reports of Committees as Item 8.5.

**MOVED by Director Desjardins, SECONDED by Director Brownoff,
That consent agenda items 6.1. through 6.5. and 6.7. through 6.10. be approved.
CARRIED**

6.1. [25-0699](#) Ed MacGregor Memorial Bursary 2025

This report was received for information.

- 6.2. [25-0700](#) Nils Jensen Memorial Bursary 2025
This report was received for information.
- 6.3. [25-0589](#) CRD Arts and Culture: 2024 Impact Report
That staff distribute the CRD Arts and Culture: 2024 Impact Report virtually through the CRD website and as physical copies to all councils and electoral area directors to raise awareness about the positive impact of the Arts and Culture Support Service throughout the capital region.
CARRIED
- 6.4. [25-0496](#) Development Variance Permit for the Northerly 50 Feet of Lot 111, Malahat District - Wellswood Road/Trans Canada Highway
That Development Variance Permit VA000166 for the Northerly 50 Feet of Lot 111, Malahat District, to vary Malahat Use Bylaw, 1981, Bylaw No. 980, Section 3.2.04(2), by reducing the side yard setback requirement from 3 m to 1.5 m for the purpose of constructing a single-family dwelling, be denied.
CARRIED
- 6.5. [25-0501](#) Temporary Use Permit Renewal for Lot 4, Section 47, Otter District, Plan VIP52344 - 7861 Tugwell Road
That a three-year renewal for Temporary Use Permit TP000011, to allow the operation of a microbrewery with outdoor patio and food service in the Rural Residential 2 (RR-2) zone, on Lot 4, Section 47, Otter District, Plan VIP52344, be approved.
CARRIED
- 6.7. [25-0562](#) Regional Context Statement Alignment Review - District of Highlands
That the District of Highlands regional context statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 448 of the Local Government Act.
CARRIED
- 6.8. [25-0563](#) Regional Context Statement Alignment Review - City of Victoria
That the City of Victoria's regional context statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 448 of the Local Government Act.
CARRIED
- 6.9. [25-0564](#) Regional Context Statement Alignment Review - City of Langford
That the City of Langford's regional context statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 448 of the Local Government Act.
CARRIED

- 6.10. [25-0523](#) Greater Victoria Drinking Water Quality - 2024 Annual Report

That the Greater Victoria Drinking Water Quality 2024 Annual Report be approved.

CARRIED

7. ADMINISTRATION REPORTS

- 7.1. [25-0702](#) Biosolids Beneficial Use Management - May Update

R. Tooke presented Item 7.1. for information.

- 7.2. [25-0618](#) Operating Budget Amendment for Biosolids Disposal

A. Fraser spoke to Item 7.2.

Discussion ensued regarding:

- reliability of operations and remaining contract term with the current contractor
- clarification of the procurement process
- operational costs of processing from other proponents

**MOVED by Director Caradonna, SECONDED by Director Windsor,
That staff be directed to amend the Core Area Wastewater Operations Service
Financial Plan to increase the 2025 budget by \$1.6 million due to biosolids
management cost variances with such expenditures to be funded from
operational reserves.**

CARRIED

- 7.3. [25-0681](#) AAP Results & Adoption for Bylaw No. 4634 - Sooke and Electoral Area
Recreation and Facilities Service Loan Authorization Bylaw No. 1, 2025

K. Morley spoke to Item 7.3.

Director Murdoch left the meeting at 12:47 pm.

Director Plant left the meeting at 12:49 pm.

**MOVED by Director Tait, SECONDED by Director Windsor,
1. That the attached Certificate of Results of Alternative Approval Process for
Bylaw No. 4634 (Appendix B) be received.**

CARRIED

**MOVED by Director Tait, SECONDED by Director Windsor,
2. That Bylaw No. 4634, "Sooke and Electoral Area Recreation and Facilities
Service Loan Authorization Bylaw No. 1, 2025" be adopted.**

CARRIED

- 7.4. [25-0680](#) AAP Results & Adoption for Bylaw No. 4630 - Regional Transportation Service Establishment Bylaw No. 1, 2024

K. Morley spoke to Item 7.4.

Director Murdoch returned to the meeting at 12:57 pm.

Discussion ensued regarding the regional benefits of the service.

MOVED by Director Murdock, **SECONDED** by Director Goodmanson,
1. That the attached Certificate of Results of Alternative Approval Process for Bylaw No. 4630 (Appendix B) be received.

CARRIED

Opposed: Jones

MOVED by Director Murdock, **SECONDED** by Director Goodmanson,
2. That Bylaw No. 4630, "Regional Transportation Service Establishment Bylaw No. 1, 2024" be adopted.

CARRIED

Opposed: Holman, Jones

8. REPORTS OF COMMITTEES

Accessibility Advisory Committee

- 8.1. [25-0639](#) Motion with Notice: CRD Parks Parking Policy (M. Essery)

Directors Murdock and Thompson left the meeting at 1:09 pm.

MOVED by Director Little, **SECONDED** by Director Williams,
The Accessibility Advisory Committee recommend to the Regional Parks Committee recommends to the Capital Regional District Board:
That the CRD Parks waive parking fees for people with disabilities where they require an extra accessible vehicle, similar to BC Parks parking policy."

CARRIED

Electoral Areas Committee

- 8.2. [25-0478](#) Bylaw No. 4686, "Animal Regulation and Impounding Bylaw No. 1, 1986, Amendment Bylaw No. 12, 2025"

Directors Desjardins and Coleman left the meeting at 1:11 pm.

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

CARRIED

MOVED by Director Brent, **SECONDED** by Director Holman,
2. That Bylaw No. 4686 be adopted.

CARRIED

8.3. [25-0683](#) Bylaws No. 4696, 4697, 4698 Electoral Area Grants-in-Aid: Conversion of Letters Patent to Establishing Bylaws

Directors Desjardins and Murdock returned to the meeting at 1:13 pm.

MOVED by Director Brent, **SECONDED** by Director Holman,

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.

CARRIED

Director Coleman returned to the meeting at 1:14 pm.

MOVED by Director Brent, **SECONDED** by Director Holman,

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.

CARRIED

MOVED by Director Brent, **SECONDED** by Director Holman,

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.

CARRIED

Director Thompson returned to the meeting at 1:15 pm.

MOVED by Director Brent, **SECONDED** by Director Holman,

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

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

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,

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

Hospitals and Housing Committee

8.4. [25-0485](#) Forest Homes Project Funding Shortfall

MOVED by Director Caradonna, **SECONDED** by Director Brent,
That staff be directed to prepare and launch an application to the BC Housing
Community Housing Fund with the Capital Regional Housing Corporation (CRHC)
as the lead proponent and consider a future property management agreement
with the Galiano Affordable Living Initiative (GALI).
CARRIED

8.5. [25-0561](#) Regional Emergency Management Partnership - 2024 Annual Report

K. Lorette presented Item 8.5., formerly Item 6.6. on the consent agenda, for
information.

9. BYLAWS

There were no bylaws for consideration.

10. NOTICE(S) OF MOTION

There were no notice(s) of motion.

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

12.1. [25-0714](#)**Motion to Close the Meeting**

MOVED by Director Little, **SECONDED** by Director Coleman,

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

CARRIED

MOVED by Director Little, **SECONDED** by Director Coleman,

2. That the meeting be closed for Land Acquisition/Disposition in accordance with Section 90(1)(e) of the Community Charter.

CARRIED

MOVED by Director Little, **SECONDED** by Director Coleman,

3. That such disclosures could reasonably be expected to harm the interests of the Regional District.

CARRIED

MOVED by Director Little, **SECONDED** by Director Coleman,

4. That the meeting be closed for Proposed Service and Contract Negotiations in accordance with Section 90(1)(k) of the Community Charter.

CARRIED

MOVED by Director Little, **SECONDED** by Director Coleman,

5. That such disclosures could reasonably be expected to harm the interests of the Regional District.

CARRIED

MOVED by Director Little, **SECONDED** by Director Coleman,

6. That the meeting be closed for Intergovernmental Negotiations in accordance with Section 90(2)(b) of the Community Charter.

CARRIED

Director Alto returned to the meeting at 1:29 pm.

MOVED by Director Desjardins, **SECONDED** by Director Little,

That the meeting be recessed.

CARRIED

The meeting went into recess at 1:30 pm.

The meeting reconvened and moved to the Closed Session at 1:43 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 4:41 pm and reported on the following:

In accordance with Bylaw No. 3693, that the following be appointed to the Fernwood and Highland Water Service Commission for a term expiring December 31, 2027: William Kirk Harris

In accordance with Bylaw No. 3654, that the following be appointed to the Willis Point Fire Protection and Recreation Facilities Commission for a term expiring December 31, 2026: Vern McConnell

That the Environmental Services Committee and Regional Parks Committee be permitted to meet in closed session to discuss intergovernmental negotiations in accordance with Section (90)(2)(b) of the Community Charter.

14. ADJOURNMENT

MOVED by Director Little, SECONDED by Director Goodmanson,
That the Capital Regional District Board meeting of June 2025 be adjourned at 4:42 pm.
CARRIED

CHAIR**CERTIFIED CORRECT:**

CORPORATE OFFICER

GVHA Update

Capital Regional District

July 9, 2025



GREATER
**VICTORIA
HARBOUR**
AUTHORITY



**Acknowledging the Traditional
Territory of the Ləkʷəŋən People**



First Nation Partnerships

- Founding partners: X^wsepsəm Nation and Songhees Nation
- Revenue Contribution Fund 1%
- Goal to become Canada's first co-governed port
- Building First Nations Economic Development Strategy

GVHA Overview

- Not-for-profit established in 2002 after federal divestiture.
- Committed to balancing economic growth of the working harbour with environmental and community priorities.
- Accountable to 8 member agencies, including X^wsepsəm Nation and Songhees Nation.





GVHA Overview

- Self-funded organization.
- 110 acres of land and seabed.
- 11 properties, including:
The Breakwater District at Ogden Point, Fisherman's Wharf, Lower Causeway, Ship Point Pier, Wharf Street and Causeway Marinas.

GVHA Vision and Mission

Vision

- Canada's Most K'wamK'wəm (Vibrant) & X'wčičtəs (Harmonious) Harbour

Mission

- Ensure the long-term stewardship of Lək'wəŋən territory by creating Canada's first co-managed port.
- Galvanize support and investment in land, sea and people.
- Ensure a productive and inclusive working harbour leading in regional sustainability.

GVHA by the Numbers

Audited results for year ending **Mar 31, 2024**

- \$24.2M Revenue
- \$18.2M Expenses
- \$7.7M Net Income
- \$5.0M Capital Spend

Forecasted results for year ending **Mar 31, 2025**

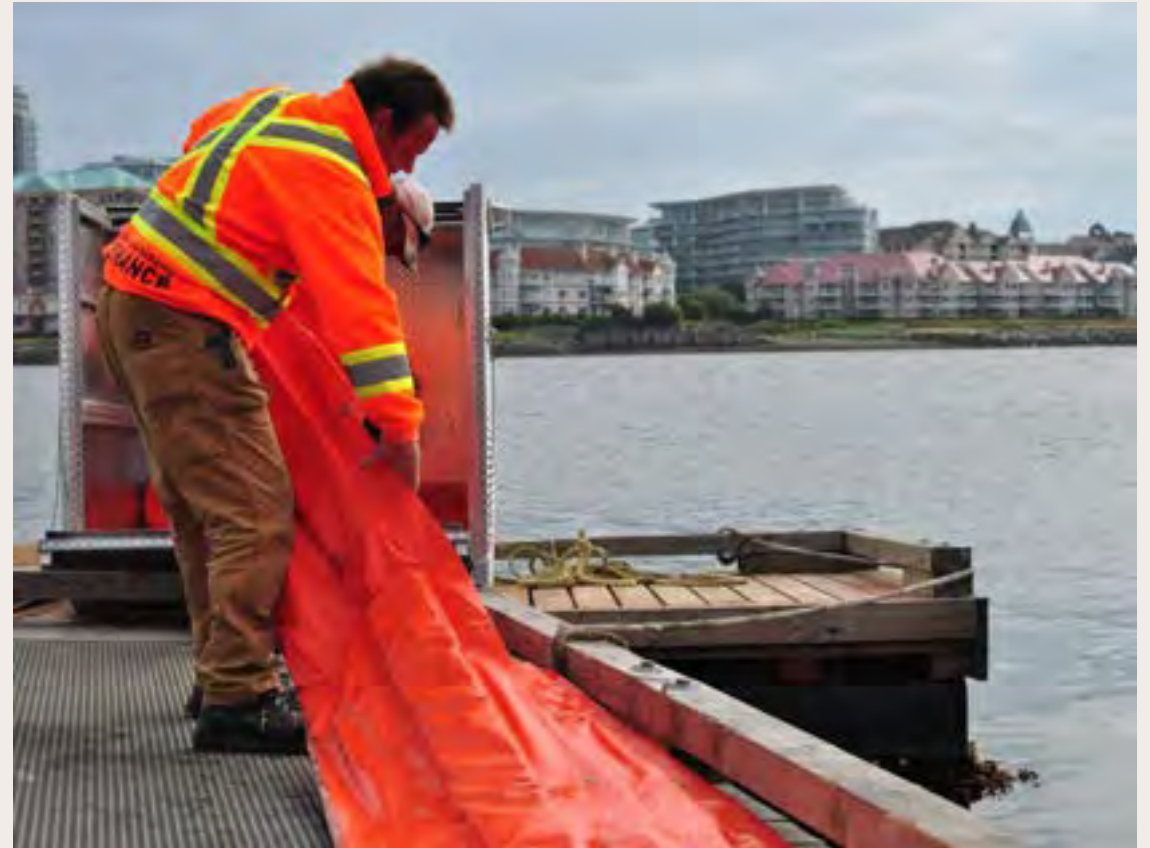
- \$31M
- \$21.8M
- \$11M
- \$2.4M

Small to mid-size port comparison

Criteria	Prince Rupert	Victoria	Nanaimo	St. John's	Windsor
Revenue	\$62.5M	\$24.2M	\$13.1M	\$9.3M	\$2M
Expenses	\$44.5M	\$18.2M	\$7.8M	\$8M	\$1.6M
Net Income	\$24.8M	\$7.7M	\$4.3M	\$2.4M	\$0.6M
Capital Spend	\$22.4M	\$5M	\$2.6M	\$1.3M	\$0.5M
Asset Base	\$312M	\$300M	\$24M	\$35M	\$5M

Key Challenges

- Highly segmented port ecosystem.
- Aging infrastructure and capabilities.
- Broad infrastructure and operations.
- Geopolitical uncertainty (tariffs, PVSA).
- Legislative and regulatory risks.
- Balancing working harbour and tourism.
- Commercial and industrial water access.



Cruise Highlights

- Cruise season runs until October 18.
- 320 ship calls; 1 million passengers in 2025.
- \$214 million in economic impact; 1,390 jobs.
- Over **70%** of cruise ship passengers in port for 5+ hours disembark to explore the city.
- Victoria ranks high in passenger satisfaction.
- Fierce competition.
- Changing itinerary dynamics.





Cruise Engagement

- GVHA is providing a warm welcome.
- Season started April 4 with welcome event for Koningsdam. Four inaugural call events.
- Support from Nations, BC's Minister of Tourism, DGV, Chamber, DVBA.
- Cruise shuttle bus stop moved to Govt St. after consultation.
- Return of Market on the Pier at terminal
- GVHA is hosting engagement sessions and providing updates to cruise community.



Public Engagement

- Yacht races
- First Nations art installations
- Artisan markets
- Events at Ship Point Pier, Fisherman's Wharf and Breakwater District from May to September
- First Nations cultural tours returning to harbour

Drivers of GVHA Effort

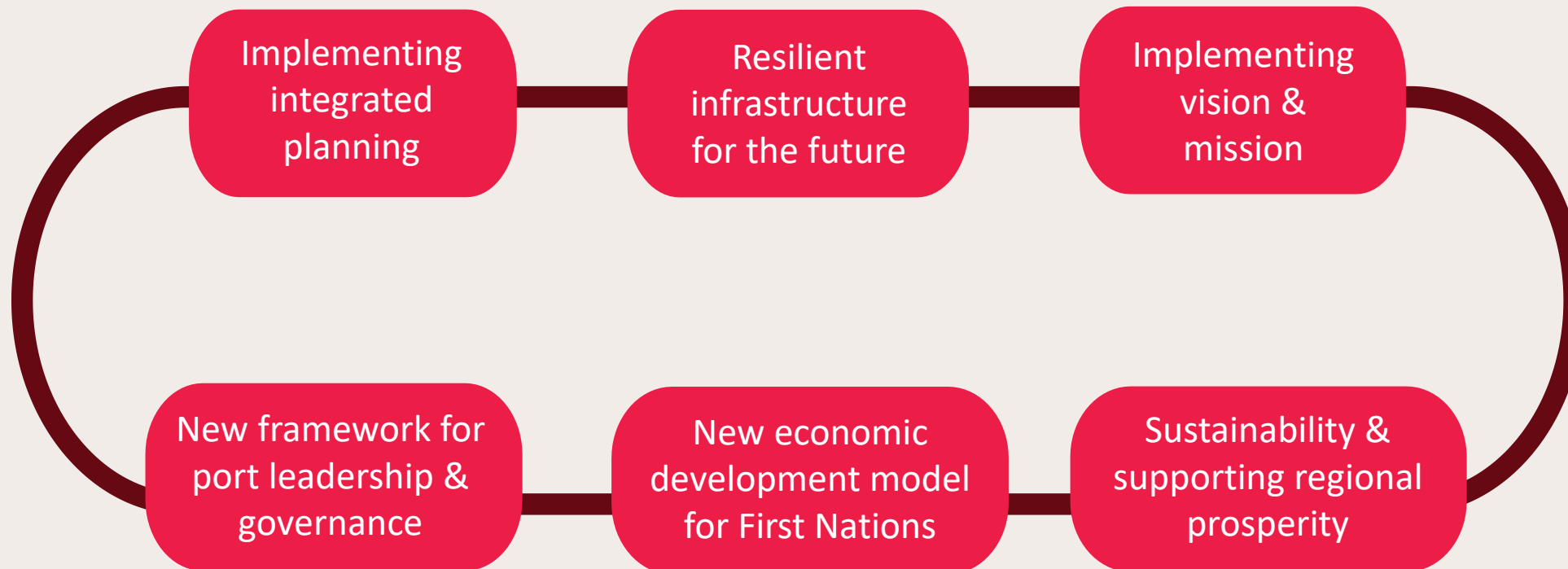
1. GVHA's unsustainable business model
2. Need to deliver an effective "working harbour"
3. Established as a community organization to support community benefits



GVHA Mission

- Ensure the long-term stewardship of Ləkʷəŋən territory by creating Canada's first co-managed port
- Galvanize support and investment in land, sea and people.
- Ensure a productive and inclusive working harbour leading in regional sustainability.

GVHA Top Priorities





Strategic Opportunities

- Four deep-water berths
- Cargo and shipping services within global supply chain
- Vessel repairs and maintenance
- Alternative fuels



New Capital Projects

- Shoreline stabilization at Helijet's Camel Point heliport
- New breasting dolphin at Pier B South to accommodate larger vessels
- Fender installation at Pier A North

Integrated Planning

Project Outcomes

- Develop detailed development plans for GVHA properties
- Galvanize opportunities for investment
- Clearly identify climate mitigation efforts
- Identify model for self-sustainability





Integrated Planning

Timeline

- RFP process complete
- Award contract in July 2025
- Interim report within 12 months
- Final reports by March 2027



Innovative Partnerships

- Increased collaboration with COAST
- Supporting Uvic-led research
 - *One Ocean* 48-foot scientific research ship moored in Causeway Marina
 - Ocean Networks Canada conducted sensor training at Wharf Street Marina
- Recent Greenline electric ferry testing
- Filming *West Coast Harbour Heroes* (Aug–Oct) airing on Discovery Channel

What's Next? What do we need?

- A regional port strategy to leverage synergies
- Business development efforts to increase industrial marine uses and support strategic growth – 20+ current opportunities
- GVHA sustainability strategy to guide our efforts
- Partner engagement to support Integrated Planning and cruise development



Thank you. Questions?

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

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, 6th floor, 625 Fisgard Street, Victoria, BC

Cliff McNeil-Smith

Paul Brent

Gary Holman

Al Wickheim

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

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

Salt Spring Island – 18 new folios added

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

Southern Gulf Islands – 7 new folios added

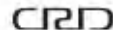
Southern Gulf Islands Electoral Area	Small Craft Harbours (763 & 764)	Lyll Harbour Boot Cove Water	North Galiano Fire	South Galiano Fire
Added to Roll	7	1	-	3
Removed from Roll	(15)	(2)	(2)	(4)
Net Change	(8)	(1)	(2)	(1)

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 26th 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

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

CHAIR

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

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

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

Confirmation of Designation of a Person or Class of Persons, effective July 9, 2025	Scope	Inspector	Investigator
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

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)

  Office of the Fire Commissioner	Fire Safety Act PROCEDURES 1.0 Revised: May 14, 2025 Created: December 18, 2024

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 authorities¹ 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 districts².

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

² 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.



Office of the
Fire Commissioner



Fire Safety Act PROCEDURES 1.0

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

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 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

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:
 - o Main phone number: 1-888-988-9488
 - o After hours emergency: 1-800-663-3456
 - o Email: 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:
 - o (a) the council of a municipality;
 - o (b) the board of a regional district;
 - o (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:
 - o (a) a private dwelling;
 - o (b) a public building;
 - o (c) the parcel of land on which a private dwelling or public building is located;
 - o (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:
 - o (a) a structure that is occupied as a private residence;

- o (b) if only part of a structure is occupied as a private residence, that part of the structure;
- o (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:
 - o (a) a building other than a building that is a private dwelling;
 - o (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;
 - o (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:
 - o enable local authorities to designate personnel to carry out fire inspections and fire investigations and enable local fire services to perform tactical evacuations.
 - o establish an administrative penalty enforcement model to address non-compliance issues in a more direct, timely and effective manner.
 - o 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:
 - o Section 8 (1) A local authority must designate, in writing, persons or a class of persons as fire inspectors to conduct fire safety inspections.
 - o (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:
 - o Section 23 (1) A local authority must designate, in writing, persons or a class of persons as fire investigators to conduct fire investigations.
 - o (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
 - o (a) to a fire department, or
 - o (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 \(gov.bc.ca\)](#)

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:
 - o a building other than a building that is a private dwelling;
 - o a structure
 - to which the public is ordinarily invited or permitted access, or
 - that is used for commercial, industrial or institutional purposes;
 - o 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:
 - o (a) a structure that is occupied as a private residence;
 - o (b) if only part of a structure is occupied as a private residence, that part of the structure;
 - o (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:
 - o That are constructed (new buildings)
 - o That are altered or renovated
 - o Where the use or occupancy changes
 - o 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:

- o 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.
- o 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:
 - o Main phone number: 1-888-988-9488
 - o After hours emergency: 1-800-663-3456
 - o 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:
 - o Orders & Evacuations Reporting Instructions
 - o Monthly Summary of Fire Inspector Orders (Fillable Form)
 - o 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:
 - o 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:
 - o Fire Inspector Order Instructions
 - o Fire Inspector Order (Fillable Form)
 - o Fire Inspector Order Confirmation of Delivery (Fillable Form)
 - o 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:
 - o Information Request Relevant to a Fire Safety Inspection Instructions
 - o 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:
 - o 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:
 - o Preventative Evacuation Order and Cancellation Instructions
 - o Preventative Evacuation Order (Fillable Form)
 - o 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:
 - o 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:
 - o Support Document for the Guidelines for Risk Analysis for Monitoring Entities in British Columbia
 - o 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:
 - o Information Request Relevant to a Fire Investigation - Instructions
 - o 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:
 - o 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.
 - o Request for Review of a Decision Instructions
 - o 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/codes/)
- 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/gov/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:
 - o up to \$25,000 in the case of an individual and \$50,000 in the case of a corporation.
 - o 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 (FIREES) 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:
 - o Mailing details:
 - Office of the Fire Commissioner
 - Attn: Tammy-Lou Nieman
 - PO Box 9214 Stn. Prov. Govt.,
 - Victoria, B.C. V8W 9J1
 - o Courier details:
 - Office of the Fire Commissioner
 - Attn: Tammy-Lou Nieman / Contact number: 236-478-2385
 - 11th 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-recovery/recovery/insurance-reporting)

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

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

	Municipal Ticket Information	Bylaw Notice Enforcement
Max Penalty	\$3,000	\$500
Manner of Service	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
Disputed Ticket	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'
Consequence, If Ignored	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**

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.

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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).

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

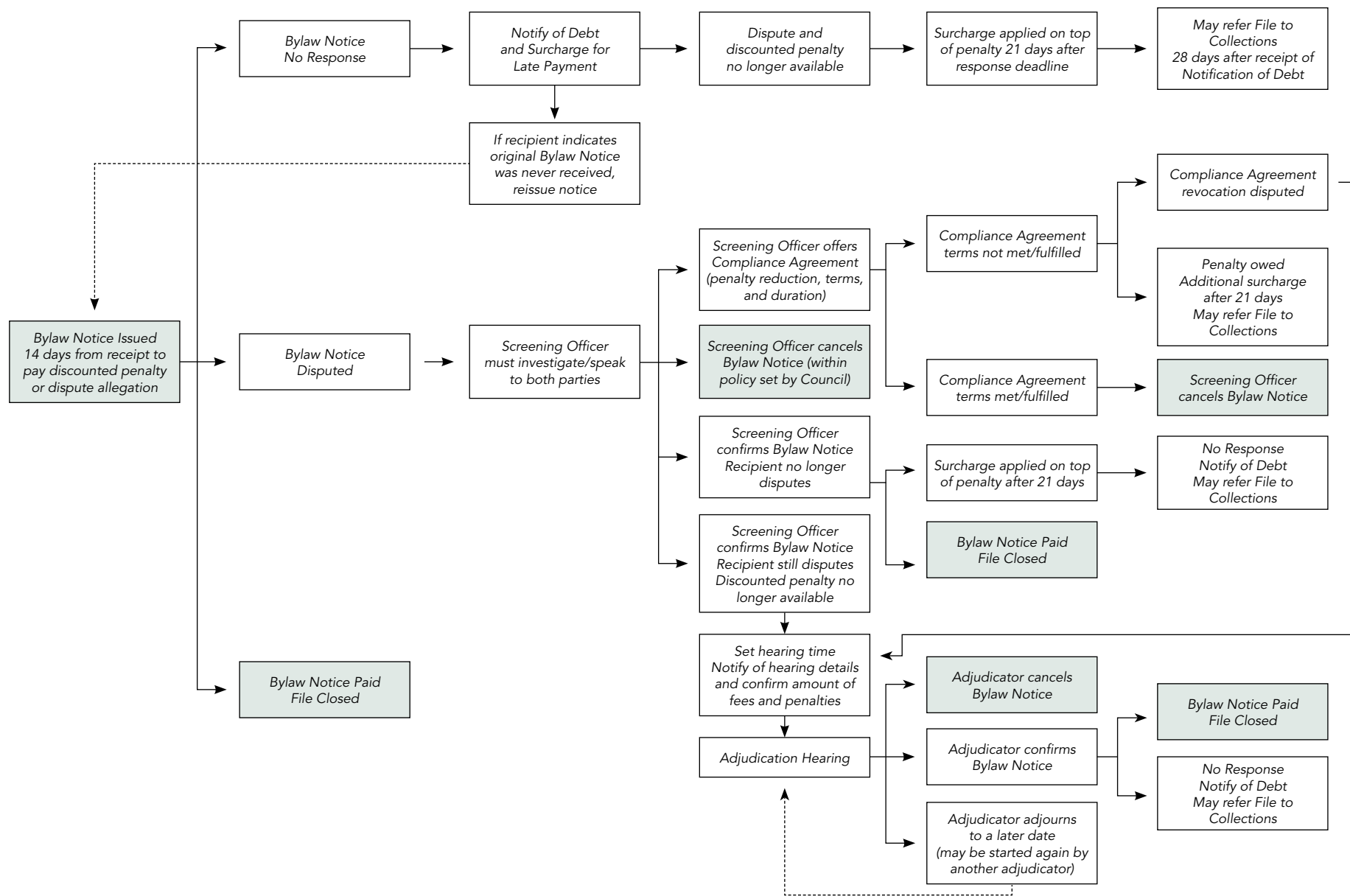
If the Bylaw Notice is confirmed, the fine amount noted on the face of the Bylaw Notice is payable to the local government. In addition, a locally established fee to recover a portion of the cost of the dispute may be imposed. This fee may not exceed \$25.

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	All traffic matters determined by Judicial Justice of the Peace in Provincial Court, unless otherwise ordered by a Provincial Court Judge. All non-traffic matters determined by a Provincial Court Judge. Exception: in Vancouver and those locations that participated in the Prince George/Kelowna municipal bylaw pilot project, all matters determined by a Judicial Justice of the Peace, unless otherwise ordered by a Provincial Court Judge.	All traffic matters determined by Judicial Justice of the Peace in Provincial Court, unless otherwise ordered by a Provincial Court Judge. All non-traffic matters determined by a Provincial Court Judge. Exception: in Vancouver and those locations that participated in the Prince George/Kelowna municipal bylaw pilot project, all matters determined by a Judicial Justice of the Peace, unless otherwise ordered by a Provincial Court Judge.
Burden of proof	On a balance of probabilities (civil scale)	Beyond a reasonable doubt (criminal scale)	Beyond a reasonable doubt (criminal scale)

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

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

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

3. IMPLEMENTING A BYLAW NOTICE ENFORCEMENT AND ADJUDICATION SYSTEM

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

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

WHAT

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

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

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

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

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

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

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

3. IMPLEMENTING A BYLAW NOTICE ENFORCEMENT AND ADJUDICATION SYSTEM

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

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

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

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

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

WHEN

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

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

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

WHO

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

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

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

3. IMPLEMENTING A BYLAW NOTICE ENFORCEMENT AND ADJUDICATION SYSTEM

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

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

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

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

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

WHERE

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

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

HOW

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

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

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

Initial Preparations

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

Implementation (Policies and Procedures)

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

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

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 2004
AS AMENDED AS FOLLOWS: **NV000001**

DATE: _____

LOCATION: _____ TIME: _____

DECAL YEAR/NO: _____ LIC. NO: _____ COLOR: _____

MAKE: _____ TYPE: _____ MODEL: _____

NAME: _____ DOB: _____

ADDRESS: _____

GROUP 1801 OFFENCES **DISCOUNTED PENALTY WITHIN 14 DAYS \$20.00**

☐ CLEAR PAINTED PARKING MARKS ☐ CRYSTALLINE ICE ☐ EXPIRED METERS 12M

☐ PARKED CONTRAVENTION HOURS 5M ☐ NO VALID PARKING TICKET 10M

☐ OTHER OFFENCES IN THIS GROUP

GROUP 1802 OFFENCES **DISCOUNTED PENALTY WITHIN 14 DAYS \$20.00**

REGISTERED:

☐ FACIAL TRAFFIC FLOOR ☐ ASBESTOS YELLOW ☐ STOP SIGN OR STOP SIGN LIGHT

☐ MORE THAN ONE FROM CONTRAVENTION ☐ CONTRAVENTION 14 ☐ CONTRAVENTION 14 & 1

☐ WITHIN 5M OF ONE WAYWAY 4M ☐ ON RED LIGHT ☐ CONTRAVENTION 14 & 1

☐ WITHIN 5M OF ONE WAYWAY 4M ☐ ON RED LIGHT ☐ CONTRAVENTION 14 & 1

☐ WITHIN 5M OF ONE WAYWAY 4M ☐ ON RED LIGHT ☐ CONTRAVENTION 14 & 1

☐ WITHIN 5M OF ONE WAYWAY 4M ☐ ON RED LIGHT ☐ CONTRAVENTION 14 & 1

☐ OTHER OFFENCES IN THIS GROUP

GROUP 1803 OFFENCES **DISCOUNTED PENALTY WITHIN 14 DAYS \$20.00**

☐ FAILURE TO STOP AT STOP SIGN ☐ FAILURE TO STOP AT STOP SIGN

☐ FAILURE TO STOP AT STOP SIGN ☐ FAILURE TO STOP AT STOP SIGN

☐ FAILURE TO STOP AT STOP SIGN ☐ FAILURE TO STOP AT STOP SIGN

☐ OTHER OFFENCES IN THIS GROUP

GROUP 1804 OFFENCES **DISCOUNTED PENALTY WITHIN 14 DAYS \$20.00**

☐ VEHICLE WEIGHT (20M) CONTRAVENTION 14 ☐ VEHICLE WEIGHT (20M) CONTRAVENTION 14

☐ VEHICLE WEIGHT (20M) CONTRAVENTION 14 ☐ VEHICLE WEIGHT (20M) CONTRAVENTION 14

☐ OTHER OFFENCES IN THIS GROUP

GROUP 1805 OFFENCES **DISCOUNTED PENALTY WITHIN 14 DAYS \$20.00**

☐ FAILURE TO STOP AT STOP SIGN ☐ FAILURE TO STOP AT STOP SIGN

☐ FAILURE TO STOP AT STOP SIGN ☐ FAILURE TO STOP AT STOP SIGN

☐ FAILURE TO STOP AT STOP SIGN ☐ FAILURE TO STOP AT STOP SIGN

☐ 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 - 141 E. 14TH ST., NORTH VANCOUVER V7L 2N4, OR
BY PHONE 604-990-4225, OR ONLINE www.cityofnv.org/parkingticket WITHIN 14 DAYS OF
ISSUANCE DATE. THE ATTACHMENT CONSTITUTES AN INTEGRAL PART OF THE
TICKET AND SHOWS PENALTY, LATE PENALTY AND DISPUTE RESTRICTIONS.

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 30 DAYS
GROUP 1801 OFFENCES	\$20.00	\$30.00	\$45.00
GROUP 1802 OFFENCES	\$20.00	\$30.00	\$45.00
GROUP 1803 OFFENCES	\$20.00	\$40.00	\$50.00
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 - 141 E. 14TH ST., NORTH VANCOUVER V7L 2N4
BY PHONE - 604-990-4225
ONLINE - www.cityofnv.org/parkingticket

MAILING INSTRUCTIONS

BY-LAW 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 DISHONOURD CHEQUES.

DISHONOURD 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

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 - 604.990.4225
ONLINE - www.cnv.org/parkingticket

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

March 9, 2004

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

Dear Ms. Doe:

Re: Parking Violation Ticket FP88997788

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

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

Yours truly,

City of North Vancouver Parking Enforcement

/ck

Enclosure

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

4. OVERVIEW OF SCREENING OFFICER ROLE

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

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

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

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

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

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

Statistics from the North Shore Evaluation Report demonstrate the effectiveness and efficiencies that result, in large part, from the screening process. Following the 14-day period to pay or dispute the Bylaw Notice, only 1.8% of 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. 14th 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:

Ticket Number:	Violation:
Date of Issue:	Time of Issue:
Location:	Officer:
Section:	Fine Amount:

SCREENING OFFICER EVIDENCE:

Screening Officer Signature

PAYMENT INFORMATION:

Total fine due and payable immediately if ticket upheld:

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

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

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	
141 14 TH ST. WEST NORTH VANCOUVER, BC V7M 1H8		Phone F: 604 904 7379 Fax F: 604 903 7448	
TO: TESTER, COREY, A 3 ANY STREET ANYTOWN, BC P0S 000		OFFENCE NO: FP111111111 OFFENCE DATE: 22 May 2002 OFFICER: 111 ENFORCEMENT AGENCY: City Of North Vancouver BC LICENCE: T88T00	
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 1 m of Driveway contrary to City of North Vancouver Bylaw #6234 Section 501.25			
Set Fine	\$50	Adjudication Fee	\$28
		Total: \$78.00	
Take notice that on the 06 day of JULY, 2002 at 09:00 AM your adjudication will be held at:			
ADJUDICATION ROOM 141 14 TH ST. West North Vancouver, BC V7M 1H8			
This will confirm that you have requested dispute adjudication in respect to the Bylaw Notice #FP11111111. 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 the 27 day of JUNE, 2002			
For General inquiries about the Violation Notice, please contact 604 904 7379. City of North Vancouver Bylaw Office 141 14 TH ST. EAST, North Vancouver, BC V7L 2H4			
Office Use Only			
I certify that a copy of this Notice was:			
☐ Sent by mail to registered owner	☐	☐ Given to adjudicator or Agent	☐
☐ Given personally to registered owner	☐	☐ 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 14th Street, North Vancouver, BC
By Mail 147 East 14th Street, North Vancouver, BC V7L 2N4
By Phone 604.990.4225
Internet <http://www.cnv.org/parkingticket>

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

Yours truly,

City of North Vancouver

/ck

6. OVERVIEW – BUDGET AND COST INFORMATION

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

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

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

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

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

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

6.1. Pilot Costing Model – Adjudicator Services: North Shore

ADJUDICATOR COSTS	DAILY COSTS	PER DISPUTE ¹
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 ²
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

¹ Based on an average of 20 minutes scheduled per dispute.

² 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
Annual Estimated Administration Costs	\$19,369	

Source: Evaluation Report – North Shore Bylaw Notice Adjudication Registry

7. INFORMATION TECHNOLOGY OVERVIEW

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

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

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

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

Specifically:

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

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

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

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

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

After a review, three options were identified:

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

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

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

Changes to the ticket process

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

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

Court venue replaced by adjudication hearing

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

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

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

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

Miscellaneous Changes

Other necessary but minor changes were also needed, including:

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

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

This transition period avoids the process of converting older tickets into the new system, minimizing additional changes to the new software. Conversely, it does require ticket administration in two different systems during the transition period. These "pros" and "cons" need to 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. 14th 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 Background – 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)(ii) 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 # 161377

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 ended 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

- the District of North Vancouver has passed a Bylaw designating certain Bylaw contraventions that may be dealt with by Bylaw Notice; and
- the District of North Vancouver has established a position of Screening Officer who must review all disputed Bylaw Notices before dispute adjudication in respect of the Bylaw Notice may be scheduled; and
- 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

CHAIR

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

SCHEDULE	DESIGNATED BYLAW	DESIGNATED BYLAW ENFORCEMENT OFFICER
2.	Malahat Land Use Bylaw, 1981	Bylaw Enforcement Officer
3.	Juan de Fuca Land Use Bylaw, 1992	Bylaw Enforcement Officer
4.	Unsightly Premises By-law No. 1, 1991	Bylaw Enforcement Officer
5.	Building Regulation Bylaw No. 5, 2010	Bylaw Enforcement Officer Senior Building Inspector
6.	Amusement Machine and Games Room Regulation By-law, 1983	Bylaw Enforcement Officer RCMP Officer
7.	Juan de Fuca Soil Removal or Deposit Bylaw No. 1, 2015	Bylaw Enforcement Officer
8.	Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013	Bylaw Enforcement Officer Cross-Connection Control Officer Fire Chief Peace Officer Police Officer
9.	Animal Regulation and Impounding By-law No. 1, 1986	Animal Control Officer Assistant Animal Control Officer Bylaw Enforcement Officer
10.	Noise Suppression Bylaw (Southern Gulf Islands) No. 1, 2006	Bylaw Enforcement Officer RCMP Officer
11.	Noise Suppression Bylaw (Juan de Fuca) No. 1, 2007	Bylaw Enforcement Officer RCMP Officer
12.	Noise Suppression Bylaw (Salt Spring Island) No. 1, 2006	Bylaw Enforcement Officer RCMP Officer
13.	Capital Regional District Idling Control Bylaw No. 1, 2008	Bylaw Enforcement Officer Environmental Health Officer
14.	Water Regulations Bylaw No. 1, 1990	Bylaw Enforcement Officer Fire Chief Peace Officer Police Officer
15.	Langford Sign Bylaw 1987	Bylaw Enforcement Officer
16.	Capital Regional District Clean Air Bylaw No. 1, 2014	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 Environmental Health Educator Environmental Health Officer
18. Capital Regional District Parks Regulation Bylaw No. 1, 2018	Animal Control Officer Bylaw Enforcement Officer Municipal Police Officer Park Officer RCMP Officer 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 Peace Officer Police Officer
21. Capital Regional District Sewer Use Bylaw No. 5, 2001	Bylaw Enforcement Officer Sewage Control Manager Sewage Control Officer
22. Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000	Bylaw Enforcement Officer Ports Manager RCMP Officer Wharfinger
23. Community Parks Regulations (Juan de Fuca and Salt Spring Island Electoral Areas) Bylaw No. 1, 2012	Animal Control Officer Bylaw Enforcement Officer Park Officer 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 Sewage Control Manager 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 Bylaw Enforcement Officer Conservation Officer Park Officer Peace Officer Watershed Security Officer

SCHEDULE 1 TO BYLAW NO. XXXX

SCHEDULE	DESIGNATED BYLAW	DESIGNATED BYLAW ENFORCEMENT OFFICER
28.	Civic Addressing Bylaw (Salt Spring Island Electoral Area) No. 1, 2016	Bylaw Enforcement Officer
29.	Civic Addressing Bylaw (Juan de Fuca Electoral Area) No. 1, 2016	Bylaw Enforcement Officer
30.	Intentionally deleted – reserved for future use	
31.	Capital Regional District Composting Facilities Regulation Bylaw No. 1, 2004	Bylaw Enforcement Officer
32.	Salt Spring Island Transfer Station Regulation Bylaw No. 1, 2001	Bylaw Enforcement Officer
33.	Fire Regulation Bylaw No. 2, 2022	Bylaw Enforcement Officer Fire Chief Peace Officer RCMP Officer
34.	Onsite Sewage System Maintenance Bylaw, 2007	Bylaw Enforcement Officer
35.	Capital Regional District Tanning Facility Regulation Bylaw No. 1, 2010	Bylaw Enforcement Officer Environmental Health Officer
36.	Capital Regional District Cross Connection Control Bylaw No. 1, 2008	Bylaw Enforcement Officer Cross Connection Control Inspector Cross Connection Control Officer
37.	Civic Addressing Bylaw (Southern Gulf Islands Electoral Area) No. 1, 2016	Bylaw Enforcement Officer
38.	Community Parks Regulations (Pender Islands) Bylaw No. 1, 1987	Animal Control Officer Bylaw Enforcement Officer Fire Chief Municipal Police Officer Park Officer Peace Officer RCMP Officer
39.	Saanich Peninsula Stormwater Source Control Bylaw No. 1, 2017	Bylaw Enforcement Officer Stormwater Control Manager Stormwater Control Officer
40.	Electric Vehicle Charging and Fees Bylaw No. 1, 2024	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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

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 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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

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 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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

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 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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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**

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 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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

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 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

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 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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

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 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

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 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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

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 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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

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 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

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 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

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 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

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 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

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	\$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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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**

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

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 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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

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 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

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 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

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 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

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 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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

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 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

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 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

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 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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
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

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 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

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 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

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 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

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 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

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 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

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 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

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-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 Owed 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**

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**

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:

Replacement of Ultraviolet (UV) Equipment Project (25-02)	
Total Approved Project Budget	\$7,500
Total Costs to Complete	\$15,000
Additional Funding Required	\$7,500
Additional Funding Source:	
Capital Reserve Fund (CRF)	\$7,500
Source Water Surveillance Project (24-02)	
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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 2.667

Service Name: Surfside Park Estates (Mayne)

[illegible]

**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE
MEETING OF TUESDAY, JUNE 24, 2025**

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

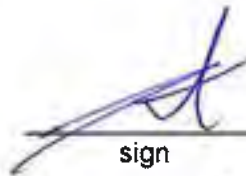
69. If any portion of this agreement is held or declared by a Court of competent jurisdiction to be void or unenforceable, that portion shall be severed from the balance of this agreement and the balance of this agreement shall survive and be enforceable.
70. This agreement shall enure to the benefit 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, 2014
 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, 2014
 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

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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
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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*

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

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**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.

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 of 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
MSR Solutions File: 14-190

July 2015

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
Main Reservoir					\$ 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	
Well Pump					\$ 19,000
Pump RE and RE	1 LS		\$ 16,000	\$ 16,000	
Electrical Field Wiring	1 LS		\$ 3,000	\$ 3,000	
Booster Pump at WTP					\$ 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	
CRD Engineering and Admin Costs					\$ 30,000
Removal of Covenants and MoU	1 LS		\$ 10,000	\$ 10,000	
Administration	1 LS		\$ 20,000	\$ 20,000	
Engineering and Construction Services					\$ 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	
Subtotal					\$ 397,625
Contingency (15%)					\$ 59,644
PST on Equipment					\$ 16,249
GST (5%)					\$ 22,863
Total Estimated Costs					\$ 500,000

Additional Options to Provide Further Improvements and Benefits to Snuggery Cove and PRML

Booster Station				\$	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
Supply Piping to Parkinson Road				\$	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
Engineering and Construction Services				\$	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
Subtotal				\$	355,000
Contingency (15%)				\$	53,250
PST on Equipment				\$	5,250
GST (5%)				\$	20,413
Total Estimated Costs				\$	430,000

Additional Options to Provide Further Improvements and Benefits (PGM+Extra Capacity only)

Water Supply Line Upgrade				\$	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
Engineering and Construction Services				\$	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
Subtotal				\$	564,000
Contingency (35%)				\$	197,400
GST (5%)				\$	38,070
Total Estimated Costs				\$	800,000



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**

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



Making a difference...together

**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.

Scott Mason, B.Sc., P.Eng.
Manager, Water Engineering and Planning

Malcolm Cowley, P.Eng.
Senior Manager, Infrastructure Engineering
Concurrence

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

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**

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 15th, 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 14th will be required at the meeting on the 21st 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

No virus found in this message.

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COASTAL COTTAGES



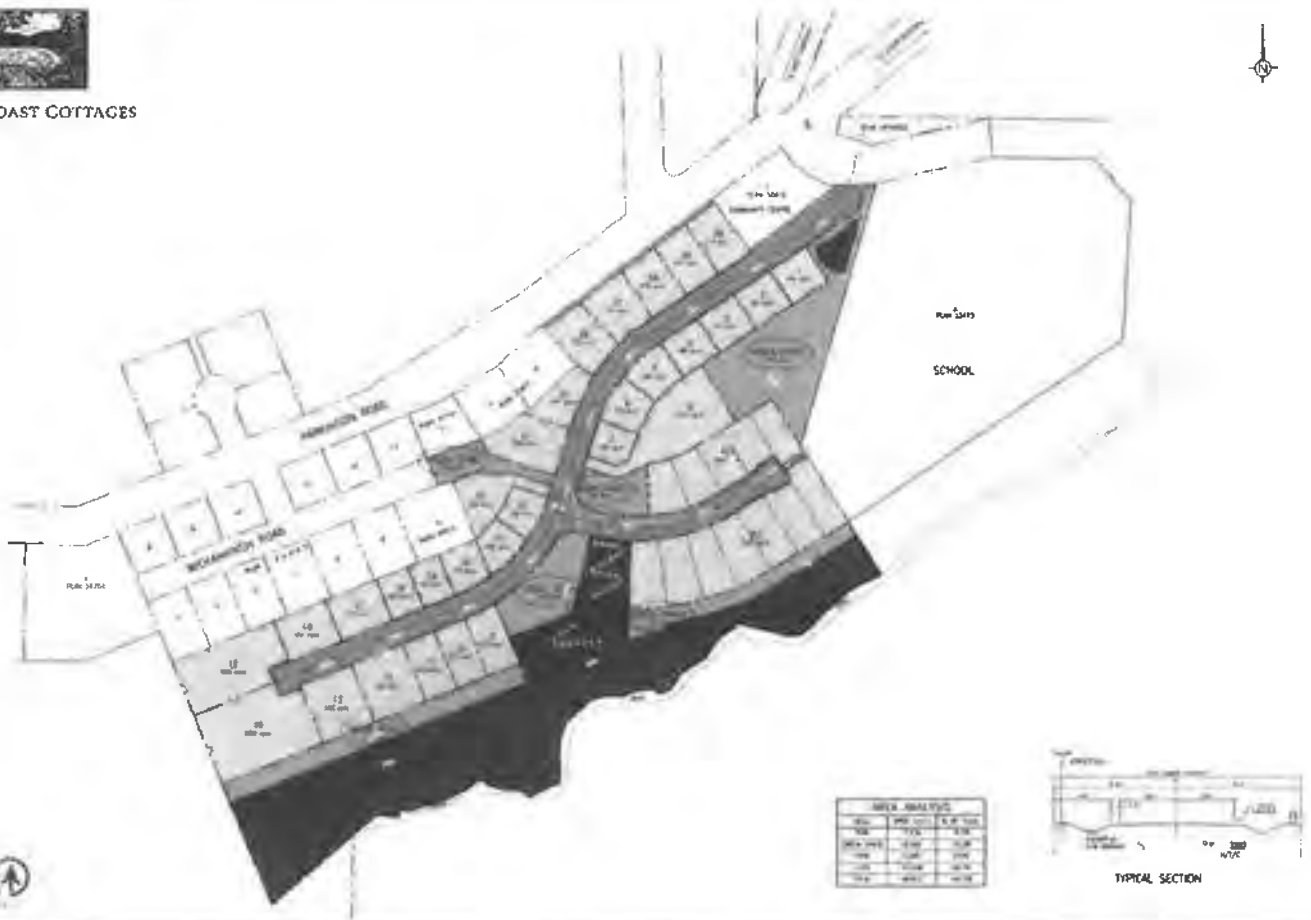
AREA ANALYSIS

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%





WILD COAST COTTAGES



SWIR REALITY		
SWIR	SWIR REALITY	SWIR REALITY
SWIR	SWIR	SWIR
SWIR	SWIR	SWIR
SWIR	SWIR	SWIR
SWIR	SWIR	SWIR

TYPICAL SECTION

From: Karl Ablack [<mailto:dkarlblack@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 21st. Should you have questions or require further information, please contact me at your earliest convenience. Thanks very much for your prompt consideration.

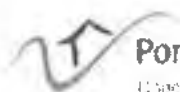
Sincerely,

Karl Ablack
Port Renfrew Management Ltd
Victoria Office: (250) 388-0268
Mobile: (250) 744-9799
email: dkarlblack@gmail.com

No virus found in this message.

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Version: 2015.0.6086 / Virus Database: 4409/10614 - Release Date: 09/10/15



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

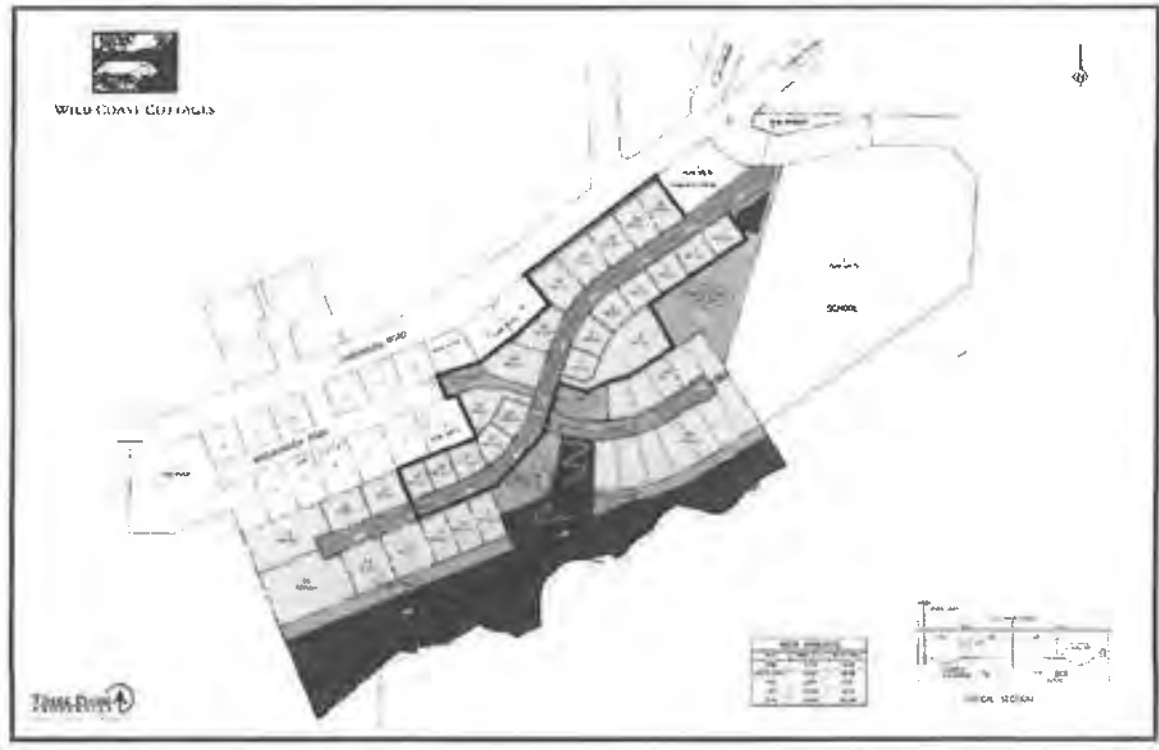
Dear Mr. Robbins,

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

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.

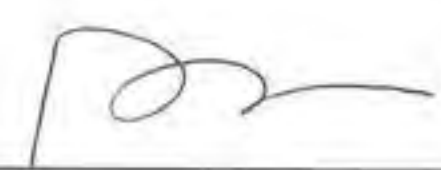
RECOMMENDATION

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



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.

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

Attention: Peter Sparanese, P.Eng., Senior Manager

Reference: Port Renfrew Sewer and Water Systems – Discharge of Covenants

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.

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

Attention: Peter Sparanese, P.Eng., Senior Manager

Reference: Port Renfrew Management Ltd. – 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, 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

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
 M A Street 96 Genssles View
 I D City Cochrane
 L R Prov. AB Postal Code T4C 1P2
 I N S Phone No. 250-388-0269
 S

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 Dearing Road
 Legal Description - Lot Number NW 1/4 Section 36 Plan No. _____
 Tax Assessment Folia Number 000-468-291 and 009-565-787
 INTENDED USE OF PROPERTY Single Family

Date 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

4

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

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**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

Description	Item	Unit	Rate	SubTotal	Totals
Main Reservoir					\$ 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	
Well Pump					\$ 19,000
Pump RE and RE	1 LS		\$ 16,000	\$ 16,000	
Electrical Field Wiring	1 LS		\$ 3,000	\$ 3,000	
Booster Pump at WTP					\$ 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	
CRD Engineering and Admin Costs					\$ 30,000
Removal of Covenants and MoU	1 LS		\$ 10,000	\$ 10,000	
Administration	1 LS		\$ 20,000	\$ 20,000	
Engineering and Construction Services					\$ 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	
Subtotal					\$ 397,625
Contingency (15%)					\$ 59,644
PST on Equipment					\$ 16,249
GST (5%)					\$ 22,863
Total Estimated Costs					\$ 500,000

Additional Options to Provide Further Improvements and Benefits to Snuggery Cove and PRML

Booster Station				\$	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
Supply Piping to Parkinson Road				\$	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
Engineering and Construction Services				\$	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
Subtotal				\$	355,000
Contingency (15%)				\$	53,250
PST on Equipment				\$	5,250
GST (5%)				\$	20,413
Total Estimated Costs				\$	430,000

Additional Options to Provide Further Improvements and Benefits (PGM+Extra Capacity only)**Water Supply Line Upgrade**

				\$	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

Engineering and Construction Services

				\$	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

Subtotal				\$	564,000
Contingency (35%)				\$	197,400
GST (5%)				\$	38,070
Total Estimated Costs				\$	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. Wells,
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.



ENGINEERING|PLANNING
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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
Total	\$ 573,470.80	
SFE Equivalent (\$8,000 / SFE)	71.7 SFE	

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



ENGINEERING|PLANNING
DESIGN|SOLUTION

Version: 3

Construction Cost Estimate Summary Port Renfrew
Reservoir Twinning
Project #: 18-367

MSR SOLUTIONS INC.

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)

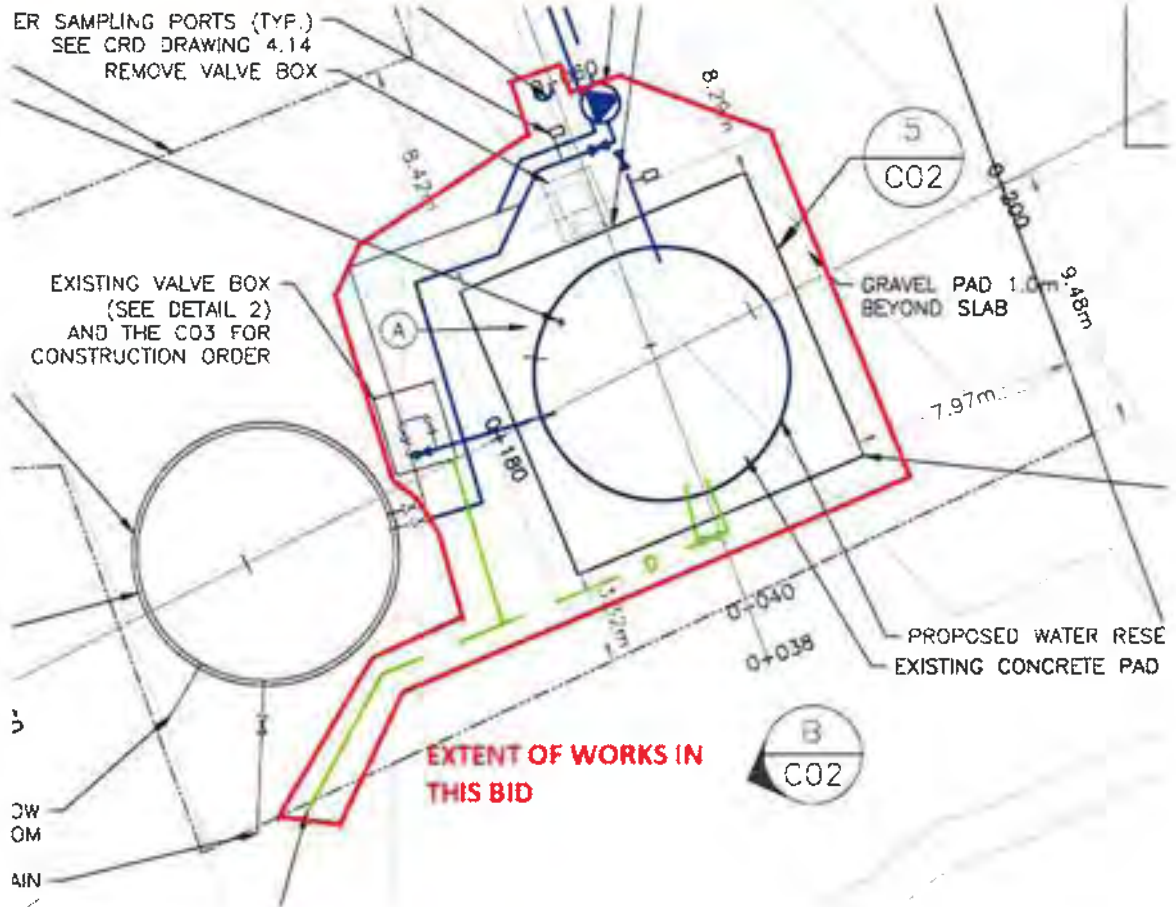
Thank you for the opportunity to provide a bid for this project. Should any of the information provided in this letter require any clarification, please contact the undersigned at your earliest convenience.

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





ENGINEERING|PLANNING
DESIGN|SOLUTION

Version: 3

Construction Cost Estimate Summary Port Renfrew
Reservoir Twinning
Project #: 18-367

MSR SOLUTIONS INC.

Appendix B: Quote by Titan Environmental



April 12, 2018

Karl Ablack
Port Renfrew Management Inc.
p. 250.38830268
e. 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.

**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 12th, 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)	\$77,860

PRICING SUMMARY

1A. Supply of Tank and Accessories:	\$77,860
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
Total for Titan Scope of Work (w full travel level indicator):	\$214,305

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 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:

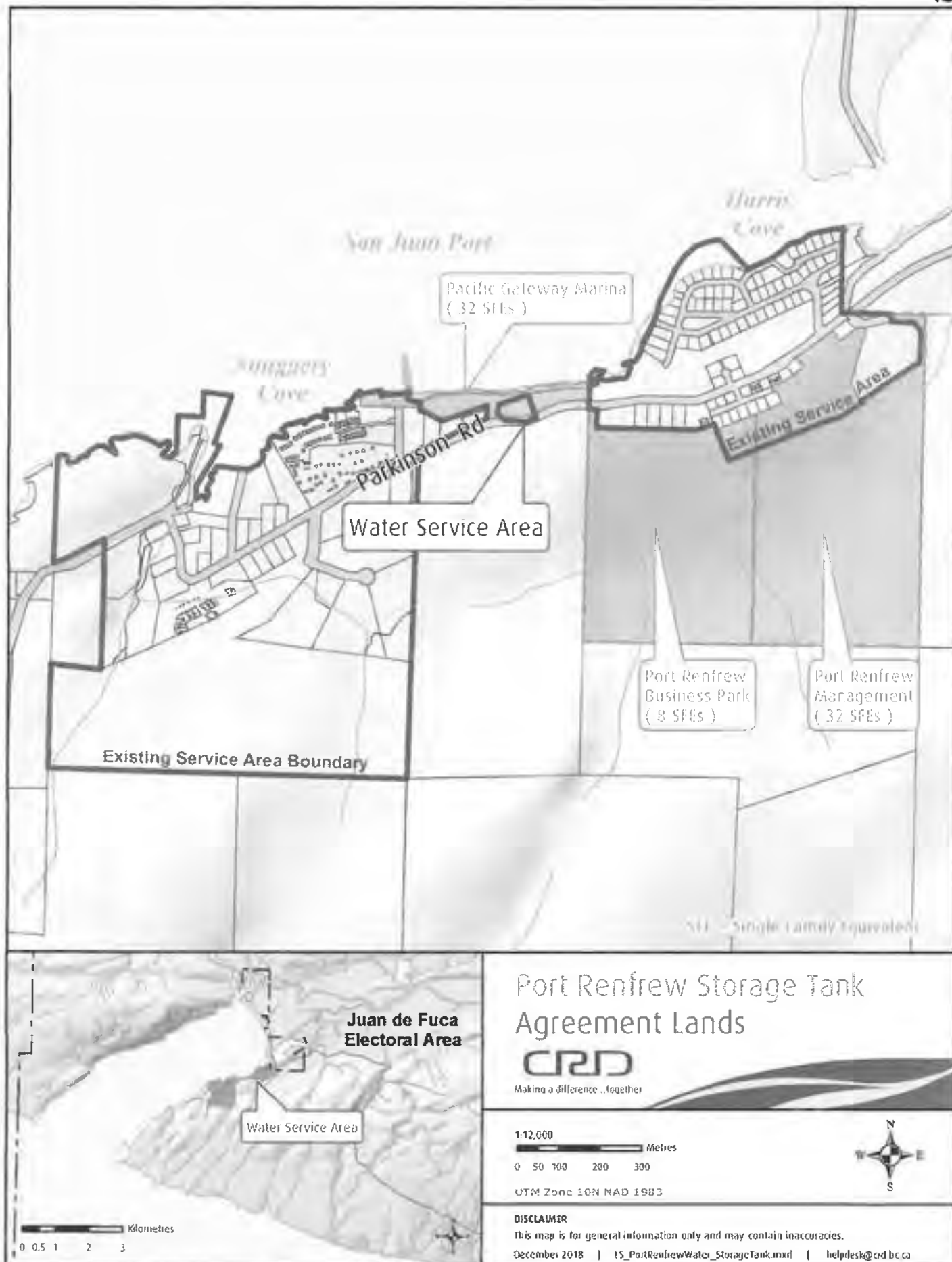
SIGNATURE

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
009-592-423	PARCEL A (DD 143426I) OF SECTION 97, RENFREW DISTRICT, EXCEPT THAT PART IN PLANS 15462, VIP77871 AND EPP24972
009-565-787	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
000-468-291	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
009-565-752	THE NORTH EAST 1/4 OF SECTION 36 TOWNSHIP 13 RENFREW DISTRICT

3. Nature of Interest

Type	Number	Additional Information
COVENANT		

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 $\frac{1}{2}$ OF THE NORTH WEST $\frac{1}{4}$ OF SECTION 36, TOWNSHIP 13, RENFREW
DISTRICT EXCEPT THOSE PARTS IN PLANS 519, 24267 AND 24755
- PID: 000-468-291
THE EASTERLY $\frac{1}{2}$ OF THE NORTH WEST $\frac{1}{4}$ 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
- PID: 009-565-752
THE NORTH EAST $\frac{1}{4}$ 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 7th 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.

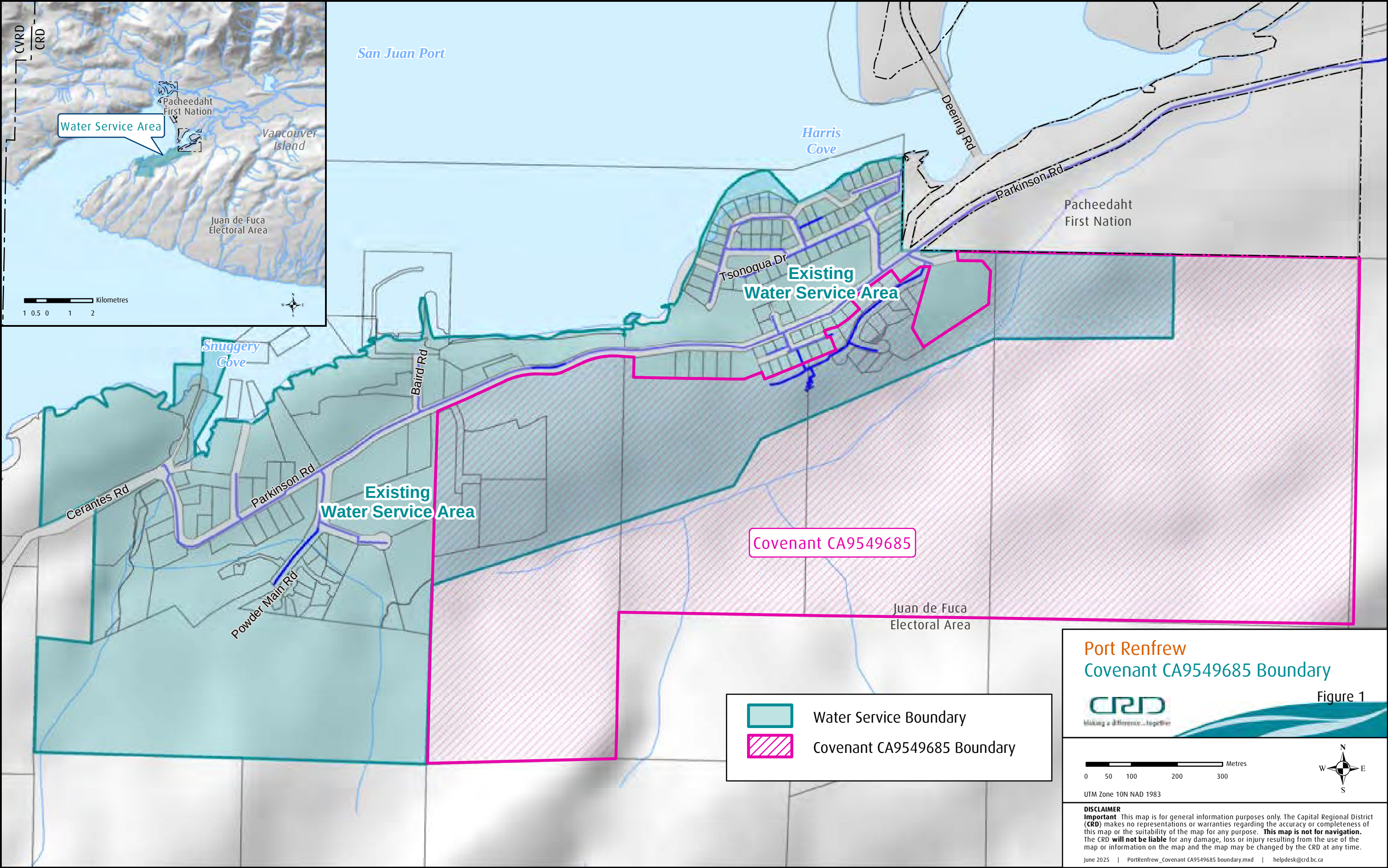
And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED BEFORE ME at Victoria,
Province of British Columbia on the 29th day of
October, 2021

A Commissioner for taking
Affidavits for British Columbia

RALSTON S. ALEXANDER, QC
Solicitor
7th 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:

Box 9, Station Main Cochrane, Alberta T4A 1A4 Office: 250-388-0268 250-744-9799
info@portrenfrewmanagement.ca



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.

**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, JUNE 18, 2025**

SUBJECT **Additional Opportunities for Regional Climate Action**

ISSUE SUMMARY

To provide an update on new options for regional climate action in support of the renewed Climate Action Strategy.

BACKGROUND

In 2021, the Capital Regional District (CRD) Board approved the CRD's Climate Action Strategy and a five-year action plan. This strategy includes 54 actions, detailing specific initiatives across CRD services between 2021 and 2025.

In addition to the actions identified in the Climate Action Strategy, the Board directed staff at the following meetings to conduct additional policy and program analysis to support more ambitious climate action:

- **October 11, 2023:** Staff received Board direction to explore innovative and ambitious options to meet the 2038 regional greenhouse gas (GHG) reduction target (61% below 2007 levels).
- **February 14, 2024:** The Board provided direction to undertake additional policy analysis, regulatory reviews and GHG modeling.
- **May 8, 2024:** Board directed staff to provide options for advancing a climate adaptation strategy and identifying further opportunities to meet regional GHG targets.

This report consolidates staff's response to the Board directions listed above and highlights opportunities to further support regional climate action in alignment with the new Climate Action Strategy currently being developed.

ANALYSIS

Staff conducted analysis to understand opportunities to advance GHG mitigation and climate change adaptation beyond the CRD's existing climate action initiatives. This analysis involved undertaking background research, engagement with key stakeholders, and a combination of legal, technical and policy analysis to develop recommendations for future consideration.

Three distinct areas of research were conducted in response to Board motions to strengthen the CRD's role in regional climate action:

- Implement new policies to accelerate regional GHG reductions, with a focus on buildings¹.
- Augment or enhance current climate adaptation efforts.
- Enhance community mobilization for climate action.

¹ Note that new major policies and actions needed to reduce GHG emissions for the transportation sector will be considered and modeled as part of the updated Regional Transportation Plan.

Greenhouse Gas Reductions

Each level of government has a portfolio of authorities that can be used to mitigate GHG emissions. Appendix A provides a reference for understanding how these authorities affect climate action in our region with key contributions noted as follows:

- **The federal government** provides funding and legislation support for climate action. The federal carbon tax policy has been an effective tool to mitigate emissions in support of Canada's climate commitments. With recent changes removing consumers from the carbon tax, industry emission regulation will be the most impactful emissions policy at the federal level based on current commitments
- **The provincial government** legislates energy utility emissions including establishing a 15% renewable natural gas supply target for Fortis BC and a 100% renewable energy supply target for BC Hydro. The Province also sets the BC Building Code which impacts the emissions related to energy use in local government jurisdictions. For mobility, provincial legislation regulates renewable fuel content for transportation fuels and electric vehicle (EV) sales targets that are expected to have a large impact on regional emissions.
- **Local governments** in BC possess direct authorities over many aspects of community development and have made major progress adopting optional low carbon building regulations, implementing design and infrastructure changes to support active transportation, and ensuring the capture and beneficial use of landfill gas to displace fossil fuels. Local governments also have concurrent (i.e. shared) jurisdiction for regulating the protection of the natural environment with the Province, but this is often overlooked given the uncertainty on the Ministerial approval(s) needed to advance this opportunity.

Staff reviewed a subset of policies previously shared with the Board that have specific applicability to the region as shown in Table 1. These were evaluated and the impactful policies were assessed to quantify opportunities for regional GHG emission reductions.

Table 1: Summary Assessment of New Building Sector GHG Policies

Policy Option	Description	Existing Authority for LG's	Direct Regional Impact on GHG's	Level of Stakeholder Effort	Cost to LG's to Implement
Zero Carbon Step Code (4 remaining communities)	Enact Emissions Level 4 (EL4), the most restrictive level of the code for new builds in all local government jurisdictions	Yes	Low	Moderate	Low
Highest Efficiency Equipment Standard	Regulate all heating equipment to be 100% efficient or greater by 2030 or earlier	No	<u>High</u>	High	Low

Policy Option	Description	Existing Authority for LG's	Direct Regional Impact on GHG's	Level of Stakeholder Effort	Cost to LG's to Implement
Building Performance Standard	Regulate all large buildings to achieve or exceed progressively more stringent carbon pollution limits	No	<u>Moderate</u>	Moderate	Moderate
Oil tank removal	Regulate the removal of heating oil storage tanks	Partial (concurrent)	Low	High	Low
Carbon financing	Provide loans to commercial properties for building upgrades with repayment through municipal taxes	No	Supporting	Voluntary	High
Incentives for MURB's & Commercial Buildings	Top-up provincial or utility incentives to commercial buildings for building upgrades	No	Supporting	Voluntary	Moderate to High
Enhanced Home Energy Navigator	Create an offer that integrates contractor quotes with a subsidized EnerGuide Energy Assessment	Yes	Supporting	Voluntary	Low

LG = local governments, MURB = multi-unit residential building

The policies listed in the table above were modeled to demonstrate their GHG reduction potential over time as presented in Appendix B. The model indicates that the current policies in place or under development across the region will not meet the CRD's 2038 regional 61% reduction target. However, the implementation of the Highest Efficiency Equipment Standard as proposed by the Province and a Building Performance Standard similar to that introduced in the City of Vancouver, could allow the region to meet its current target within two years of the 2038 established target date.

Climate Adaptation

To identify ways to further advance climate adaptation efforts across CRD services, staff conducted research and engaged with CRD staff subject matter experts and local government partners to better understand the current landscape and opportunities.

As the owner and operator of critical regional infrastructure and as the authority responsible for emergency management in the Electoral Areas, the CRD has an opportunity to enhance climate adaptation activities and resiliency across its services by:

- integrating new disaster management regulations into emergency response plans and undertaking risk assessments that explicitly consider climate hazards.
- enhancing asset management activities to prepare for climate risks.
- collaborating across departments to bolster knowledge sharing.
- engaging with First Nations on climate adaptation, emergency planning, and disaster risk reduction measures.

The CRD also plays an important coordination role. Opportunities moving forward include:

- supporting local climate adaptation efforts by developing design guidelines, bylaws, and other regulations that support the climate adaptation capacity of member municipalities and electoral areas.
- leading and facilitating the development of data, mapping, monitoring and analysis for the region.
- undertaking public outreach and capacity building efforts with partners.

Community Mobilization

Community mobilization refers to initiatives that aim to engage and motivate the public to take part in community level action and social change. To better understand opportunities for community mobilization, staff undertook background research on best practices and interviewed 18 climate-focused community organizations, local government staff and elected officials, and CRD staff subject matter experts. Outcomes of this engagement highlighted the need for:

- streamlined, accessible education resources
- consistent messaging across the region
- regional funding opportunities
- increased opportunities for networking and collaboration
- greater support for underrepresented groups

Results of this work emphasized that successful, equitable and accessible climate action hinges on people seeing themselves in climate initiatives undertaken by the CRD. Addressing climate change requires widespread awareness, preparation and public support for transformative action. By partnering with residents and community groups, the CRD creates communication channels that enable better alignment of actions with local needs, promotes community participation, and builds trust so that members of the public may become advocates for change.

Climate Action Strategy Integration

The Climate Action Service continues to advance GHG reduction initiatives within existing authorities including corporate building retrofits, adoption of the zero-carbon building code, and launching of a building benchmarking program for large buildings. By continuing to advance these initiatives and exercising existing authorities, the Climate Action Service can demonstrate leadership and capability in policy areas that depend on collaboration with the Province and local governments to move forward.

Realizing GHG reductions from impactful new policies will require legislative change and explicit authorities from the Province. The renewed Climate Action Strategy will define how the CRD can continue to play a supporting role to local government while strategically considering their shared

authority with the Province for the protection of the natural environment and opportunities to encourage the Province to provide the necessary authorities and resources to ensure local governments can continue to be responsive to community needs.

The Climate Action Service also continues to advance impactful adaptation initiatives in data development, capacity building, and community outreach in collaboration with other CRD services, local governments and regional partners. Recent research conducted on this topic will inform the development of the renewed Climate Action Strategy, with the goal of further clarifying the CRD's role in climate adaptation.

Finally, the Climate Action Service has staff capacity and sufficient authority in place to address near-term community mobilization needs. More resources are likely needed to address longer-term capacity supports. The Climate Action Service will continue to consider how coordination with other services can address these longer-term needs through the development of the renewed Climate Action Strategy.

CONCLUSION

Following direction from the Capital Regional District Board over the past several years, Climate Action staff conducted analysis to assess additional opportunities for greenhouse gas reduction, climate adaptation and community mobilization. The analysis has identified key areas for action to support the region in meeting its climate targets and highlighted the need for further work to understand potential gaps in adaptation planning and opportunities to strengthen community support. These findings will guide the development of new impactful CRD initiatives and inform the renewal of the Climate Action Strategy, while supporting the continuation of existing commitments.

RECOMMENDATION

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

Submitted by:	Rory Tooke, PhD, Senior Manager, Environmental Innovation
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Office

ATTACHMENTS

Appendix A: Authority Over Climate Action in the Region (June 2025)
Appendix B: Updated Climate Modeling for the Capital Region (June 2025)
Appendix C: Presentation - Additional Opportunities for Regional Climate Action

Federal Government	Mobility	Buildings	Waste	Industry & Energy
Regulation	Limited role	Limited role	Limited role	Direct Authority
Financial Incentives & Disincentives	Direct Authority	Direct Authority	Direct Authority	Direct Authority
Infrastructure	Limited role	Limited role		

Provincial Government	Mobility	Buildings	Waste	Industry & Energy
Regulation	Direct Authority	Direct Authority	Direct Authority	Direct Authority
Financial Incentives & Disincentives	Direct Authority	Direct Authority	Direct Authority	Direct Authority
Infrastructure	Direct Authority	Limited role	Limited role	Limited role

Energy Utilities	Mobility	Buildings	Waste	Industry & Energy
Regulation				
Financial Incentives & Disincentives	Direct Authority	Direct Authority	Direct Authority	Direct Authority
Infrastructure	Limited role	Limited role		Direct Authority

Municipal Government	Mobility	Buildings	Waste	Industry & Energy
Regulation	Concurrent Authority	Concurrent Authority	Concurrent Authority	
Financial Incentives & Disincentives	Limited role	Limited role	Limited role	
Infrastructure	Direct Authority	Direct Authority	Direct Authority	Limited role

Regional Government	Mobility	Buildings	Waste	Industry & Energy
Regulation	Limited role	Limited role	Limited role	
Financial Incentives & Disincentives	Limited role	Limited role	Limited role	
Infrastructure	Limited role	Limited role	Direct Authority	

 Concurrent Authority

 Limited role

 Direct Authority

UPDATED CLIMATE MODELING REPORT FOR THE CAPITAL REGION

June 2025

The Capital Regional District (CRD) procured Introba Canada to produce updated greenhouse gas (GHG) emissions modeling to understand the impact of different policy options being considered. Regional GHG emission projections were explored for the following scenarios, for 2022 through to 2050:

- **Projected:** GHG emissions based on existing and planned regulations from all levels of government.
- **Variation:** GHG emissions based on existing and planned regulations from all levels of government and policy moves being considered by the CRD. Multiple variations have been explored.

All GHG emissions modeling has been conducted using Introba Canada's proprietary Community Energy and Emissions Planning (CEEP) model. A model baseline is established using detailed GHG emissions and activity data for the starting year of projections, and a series of assumptions are then applied to project GHG emissions.

The policy options modeled by Introba Canada included:

1. early adoption of the Province's proposed Highest Efficiency Equipment Standard (HEES)
2. implementation of a regional Building Performance Standard (BPS)
3. adoption of Emissions Level 4 (EL-4) of the Zero Carbon Step Code (ZCSC) in the District of Sooke, City of Langford, Town of Sidney and District of North Saanich
4. the provision of top-ups to incentives offered through BC Hydro's Multi-Unit Residential Building Retrofit Program (<https://www.bchydro.com/powersmart/business/programs/multi-unit-residential-buildings.html>)
5. the provision of top-ups to multi-unit residential building Electric Vehicle (EV) Charging Incentives offered through the BC EV Charger Rebate Program (<https://goelectricbc.gov.bc.ca/rebates-and-programs/for-individuals/save-on-home-and-workplace-charging#multi>)

Policies 4 and 5 (incentives) did not result in a change that was observable on the scale of all community buildings. Policy 3 (ZCSC) resulted in an observable change when modeled against a scenario where the Province does not require the implementation of the ZCSC.

Staff also modeled a proposed regulation that would require the removal of heating oil storage tanks in 2035. While this policy is intended to mitigate the effects of oil spills in various regional watersheds, it would have the co-benefit of necessitating a home heating fuel switch. The expected emission reductions were integrated into the Introba model.

Figure 1 below shows the summary analysis of the building modeling options contemplated in this report in the context of all regional emissions. All scenarios (projected and variations) below include the successful implementation of provincial policies (Zero Carbon Step Code EL 4 adoption in 2030, Clean Electricity Delivery Standard, Alterations Code, Person and Commercial EV adoption, the increasing stringency of the Low Carbon Fuels Standard regulation) as well as local policies (benchmarking of large buildings and increase density and transportation mode shifts away from single occupancy vehicles).

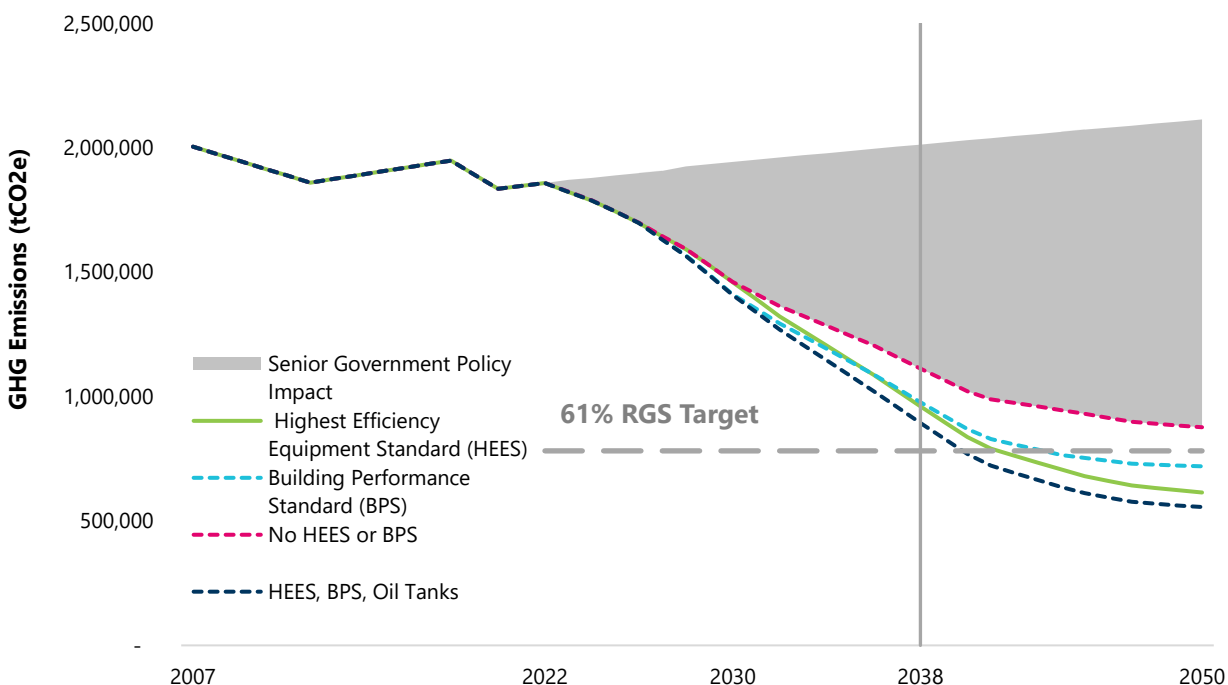


Figure 1 - Projections of the CRD's regional GHG emissions under four different summary scenarios

The HEES is the single most effective building policy, but all policies taken together get the region closest to achieving its 2038 goal. The main reason that a BPS achieves a modest increase over the HEES is because the BPS only applies to larger buildings (for example 10,000 ft² or more). A BPS on its own, therefore, could act as a partial backstop in the event that the HEES is not enacted or delayed by the Province but most ground-oriented homes would be exempt. The oil tank removal regulation would influence emissions (1,000's of tonnes per year approaching 2038), but it is an order of magnitude smaller than the other policies and does not strongly impact the emission reduction trend. The modeling suggests that adopting these regulations, *none of which local governments currently have the authority to adopt directly*, would allow the region to meet the CRD's 2038 emission reduction goal in the early 2040's.

Additional Opportunities for Regional Climate Action

Environmental Services Committee
June 18, 2025

Outline

- 2021 climate action strategy and board motions
- Additional opportunities for climate action:
 - Building emissions reductions
 - Climate Adaptation
 - Community Mobilization
- Integration into the renewed Climate Action Strategy



2021 Climate Action Strategy Goals

CLIMATE ACTION STRATEGY GOALS

Climate-focused decisions making

Sustainable land use, planning and preparedness

Low carbon mobility

Low-carbon & resilient buildings & infrastructure

Resilient and abundant nature, ecosystems
and food systems

Minimize waste

Board Motions

Date	Board Direction
October 11, 2023	Staff to present innovative options to reduce GHGs
February 14, 2024	Funding allocation to develop a community mobilization program and conduct additional policy analysis
May 8, 2024	Report back on options for advancing a corporate and regional adaptation strategy
October 9, 2024	Develop public communication materials based on the latest greenhouse gas inventory data and utilize Climate Budgeting approaches in the CRD's next climate action strategy planning cycle

Analysis Overview

- Stakeholder interviews
- Consultations with CRD subject matter experts
- Legal analysis of municipal and CRD authorities
- Emissions modeling

Engaged partners and stakeholders

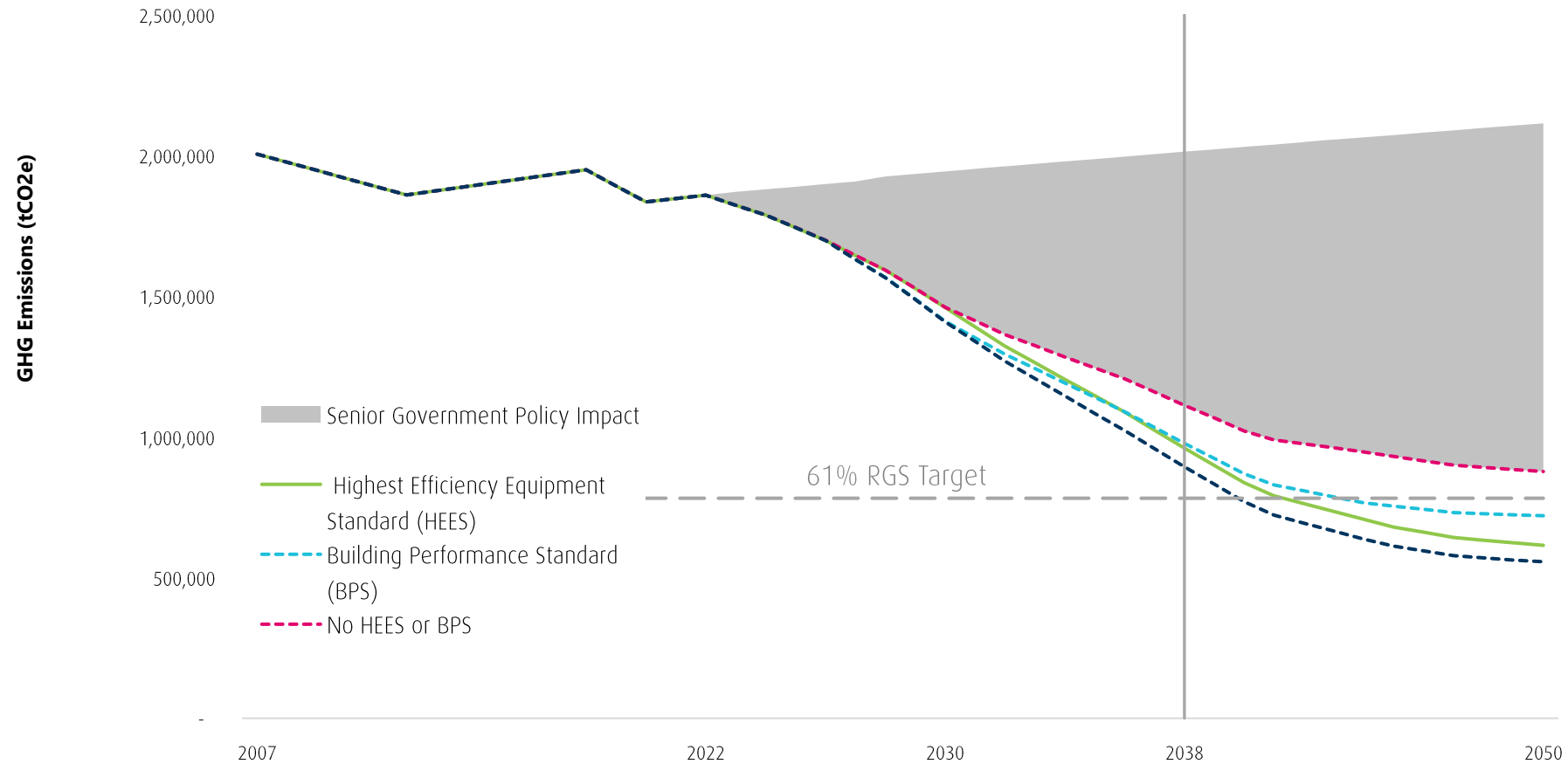
- Intermunicipal Working Group
- Intermunicipal Task Force
- 20 community groups
- Subject matter experts from 9 divisions in the CRD
- Municipal counterparts outside the region



Policies

	Existing Authority for LG's	Direct Impact on GHG's	Effort for LG's to Implement	Cost to LG's to Implement
Zero Carbon Step Code (4 remaining communities)	■ Yes	● Low	■ Low	■ Low
Highest Efficiency Equipment Standard (HEES)	● No	■ High	◆ Moderate	■ Low
Building Performance Standard (BPS)	● No	◆ Moderate	◆ Moderate	◆ Moderate
Oil tank removal	◆ Partial	● Low	● High	■ Low
Carbon financing	◆ Partial	● Supporting	● High	● High
Incentives for MURBs & Commercial Buildings	● No	● Supporting	■ Low	◆ Moderate to ● High
Enhanced Home Energy Navigator	■ Yes	● Supporting	◆ Moderate	■ Low

Building Emissions Reductions



Climate Adaptation

- Clarify roles, support decision making and ensure compliance with new regulations for:
 - Critical Infrastructure
 - Community Programing
- Continue what has worked:
 - Coordination with local governments
 - Creation of data products, bylaws, design guidelines
- Attention to new regulations



Community Mobilization

Based on interviews with community groups and local government partners, key areas for improvement emerged:



Increased Funding &
Capacity Building



More Streamlined, Accessible
Resources & Data



More Regional
Collaboration & Networking



Need for More Diverse
Audience Engagement



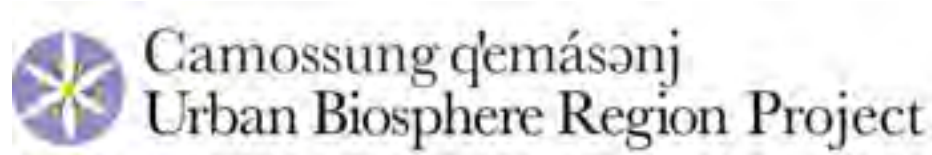
Call For the CRD to be a
More Unified Regional Voice

Next Steps - Integration

MITIGATION	ADAPTATION
• Advance policies within existing authority (Step Code, Benchmarking) and leverage their success • Prioritize new policies with largest impact • Develop strategy to advance new provincial authorities and resources to benefit the region	• Develop critical data and capacity for member municipalities and regional partners • Support services facing greatest climate risks • Coordinate and support compliance with new regulatory regime(s)
COMMUNITY MOBILIZATION • Use existing resources to empower community organizations • Ensure high impact initiatives are supported with strategic communications	

Next Steps - Timeline





RESOLUTION CARRIED AT THE BIOSPHERE RESERVE FORUM

The Greater Victoria NatureHood and the UNESCO Victoria World Heritage Group, in collaboration with those organizations who steward the diverse natural and cultural environment of Greater Victoria, meeting at Government House under the patronage of Her Honour Janet Austin OBC, the Lieutenant Governor of British Columbia, on Thursday, August 29, 2024, do resolve:

The Greater Victoria NatureHood forward a request from this Forum to the Capital Regional District (CRD) that – in consultation with appropriate local Indigenous, political, academic and civil organizations – the CRD compile a set of supporting documents, as required, and forward same to the Canadian Commission for UNESCO for the International Coordinating Council, to nominate the Victoria Region as an Urban Biosphere Region. (Carried unanimously)

Proposed by Martin Segger representing the UVWHP and Bob Peart on behalf of the GVNH

This resolution is hereby presented to the Board of the CRD in consideration of the following:

1. **Greater Victoria** should apply to join the Canadian and World UNESCO Biosphere Reserve communities as a member of the World Network of Island and Coastal Biospheres or the emerging new category of Urban Biospheres. Biosphere Regions are characterized by areas where the natural, socio-economic and cultural environments are managed as sustainable learning places. In Canada we use the term ‘region’ rather than ‘reserve.’
2. **The World Network of Island and Coastal Biosphere Reserves** foster sustainable development in islands and coastal areas and promote climate change adaptation and mitigation strategies. In Canada, Fundy and Georgian Bays and Mnídoo Gamii are members of this network. **Urban Biospheres** include Brighton, England.
3. **CRD Bylaw #4575** seeks a coordinated regional approach to environmental stewardship and protecting ecological assets. Core to this approach is community engagement, and in particular, strengthening relations with First Nations on a government-to-government level while also mobilizing Indigenous leadership and traditional knowledge.

A UNESCO Biosphere is ‘a designation only’ recognition; however, it provides an international moral force for habitat conservation and an organizational framework to coordinate the social and economic initiatives of the several hundred local institutional, civil and corporate actors in the CRD. Once established, it is able to obtain technical support from the national and international Biosphere Reserve network. (Access to Federal grant funding to Biospheres: this year: \$11.7 million).

Biosphere designation would support the CRD as a region in its sustainable development, including supporting the region in identifying and implementing climate change adaptation and mitigation strategies

**URBAN BIOSPHERE PROPOSAL FROM THE VICTORIA BIOSPHERE PROJECT GROUP
TO THE CAPITAL REGION DISTRICT BOARD**
(DRAFT April 4, 2025, for the April 16th CRD Environmental Services Committee Meeting)

that will, by necessity, be unique to our island region. The designation also opens doors to cooperation and Reconciliation with Indigenous peoples.

There are currently **759** Biosphere Reserves globally, with a total of **19** in Canada and **3** in British Columbia: Clayoquot Sound, Howe Sound and Mt. Arrowsmith.

Biosphere reserves are organized into 3 interrelated zones (core, buffer, transition – and these may be distributed) from lowest to highest human influence on nature. Four key objectives are related to sustainable development: conserving biodiversity, honouring Reconciliation, addressing climate change and supporting science and education.



Timeline: As the Canadian Association of Biosphere Reserves will be hosted by the Mt. Arrowsmith-Nanaimo Malahat Biosphere Region group in **August 2026**, it has been suggested that this be the target date for the compilation of our nomination papers. A target date for Declaration would be **2029**.

First Steps: the organization process starts with creating a Community Roundtable, which would work with the CRD and local government to assemble the UNESCO nomination documents. To date, we have 12 individuals who have volunteered to work as a provisional “Community Roundtable”.

In 2025, the CRD established a regional Biodiversity and Environmental Stewardship Service to coordinate a regional approach to biodiversity, protection of ecological assets, and environmental stewardship. The Service can lead the process for assembling the proper UNESCO documents. Once established this Service can support a Greater Victoria UNESCO Urban Biosphere program by facilitating research, developing environmental stewardship strategies, and developing collaborative partnerships with local governments, [First Nations](#), landowners, government agencies, and community groups.

We propose that the sacred waters of **Camossung**, the Gorge Waterway, the protected grounds of Government House and Uplands Park, the Victoria Harbour Migratory Bird Sanctuary, and the Sea to Sea Green Blue Belt form core zones of Victoria’s Biosphere Region. The Lək̓ʷəŋən (X̱wəpsəm/Esquimalt) community has given the organizing committee permission to use the name “Camossung” for Victoria’s Urban Biosphere.

BACKGROUND

- Key elements that make a Biosphere work include: strong local government support, clear sources of funding, mapping existing stakeholders, cross-sector partnerships, setting clear, realistic goals, and

**URBAN BIOSPHERE PROPOSAL FROM THE VICTORIA BIOSPHERE PROJECT GROUP
TO THE CAPITAL REGION DISTRICT BOARD
(DRAFT April 4, 2025, for the April 16th CRD Environmental Services Committee Meeting)**

communities working together. Estimates run as high as 400 habitat conservation groups working in Greater Victoria.

- Greater Victoria is home to the highest concentration of rare species in Canada, three federal Migratory Bird Sanctuaries, and nine Key Biodiversity Areas, all significant contributors to global biodiversity. In particular the Garry Oak/Canas (Kwetlal) traditional food system.
- Most of the CRD lies within BC's Coastal Douglas-fir (CDF) [biogeoclimatic zone](#): the smallest, most populated, and most at-risk zone in the Province. This zone contains Garry Oak and Arbutus ecosystems, unique to Canada. Lying within the rain shadow of the Olympic Mountains, the CRD experiences a cool Mediterranean climate with mild, wet winters and warm, dry summers. Mediterranean climates cover less than 3% of global land area.
- The CRD is also home to over [300 major watersheds](#). These watersheds provide food, habitat, and shelter for wildlife species that define the character of Vancouver Island: salmon, eagles, and orcas. Sustainably managed natural and urban watersheds are necessary to supply our drinking water, filter pollution from impermeable surfaces, and provide stormwater management and temperature regulation.
- The CRD's Cultural Environment: Indigenous peoples have stewarded the lands and waters of Greater Victoria for thousands of years and continue this work today. The CRD has committed to Reconciliation. The model of Biosphere regions opens close collaboration with Indigenous peoples through cooperation, recognizing leadership for understanding local nature and reconciling biodiversity conservation with its sustainable use. An Biosphere Region can support this commitment by restoring and enhancing the health of CRD lands and waters. The United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) serves as the framework for these actions.
- Socio-Economic Environment: An Urban Biosphere Region can foster economic development that is socio-culturally and environmentally sustainable, which enhances the quality of life and collective pride in Greater Victoria. Our "natural environment" is constantly voted as the best thing about living in the region by the Victoria Foundation's annual [Vital Signs](#) survey.
- Biodiversity also drives the CRD economy through tourism, outdoor recreation, and educational institutions, which bring millions of dollars and over 60,000 jobs to the local economy. Local universities and colleges offer world-leading research in climate, earth and ocean sciences. They also lead in Indigenous studies, biology, and environmental research programs. "Natural attractions" on land and water are also a primary focus for visitors to Victoria and Vancouver Island, according to major travel [industry publications](#), [Destination Greater Victoria](#), and the Greater Victoria Chamber of Commerce.

We recommend for consideration that the Conservation Services Committee adopt the following motion:

"In consultation with appropriate local Indigenous, political, academic and civil organizations the CRD compile a set of supporting documents, as required, and forward same to the Canadian Commission for UNESCO for the International Coordinating Council, to nominate the Victoria Region as an Urban Biosphere Region".



**Municipal Finance
Authority of BC**

MFA Update

Peter Urbanc, CEO

July 2, 2025

**Presentation to the
CRD Finance Committee**

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This document may contain forward-looking statements about general economic factors which are not guarantees of future performance. Forward-looking statements involve inherent risk and uncertainties, so it is possible that predictions, forecasts, projections and other forward-looking statements will not be achieved. We caution you not to place undue reliance on these statements as a number of important factors could cause actual events or results to differ materially from those expressed or implied in any forward-looking statement. All opinions in forward-looking statements are subject to change without notice and are provided in good faith but without legal responsibility.



- What is the Municipal Finance Authority of British Columbia (MFA)?
- What does the MFA do?
- What has the MFA accomplished for local governments in BC?



What is the MFA?

What is the MFA of BC and why were we created?



Established: 1970

Purpose: Provide financing, investment, and other treasury related services & support to local governments in BC

Created by: Provincial legislation (Municipal Finance Authority Act)

Headquarters: Saanich, British Columbia

MFA serves:

- Regional districts
- Municipalities
- School districts (indirectly via regional districts)
- Other public sector entities (e.g., health authorities, CREST)

Why?: Pooling the combined financial strength of the local government system leads to better products, lower costs and more reliable access to borrowing and investment options

55 Years of Excellence



1970s

MFA Act Passed in the BC Legislature



MFA issues its 1st Canadian Dollar denominated Euro-bond
MFA offers long-term lending to B.C. local governments

1980s

MFA grew from 1 to 3 full-time staff

Moody's Investors Service assigned AAA rating to MFABC



MFA adds short-term lending and pooled investment funds
(Short Term Bond Fund and Money Market Fund)

1990s

MFA no longer relies on Tax Levy for operations as income
from pooled investment funds and short term lending
increases

Dividend distributed to Members began to exceed Tax Levy
collected

MFA adds a new Pooled Fund (Intermediate Fund), now
known as the Government Focused Ultra-Short Bond Fund

MFA adds a pooled leasing program - Equipment Financing



MFA Education Fund started

MFA has 6 full-time staff

Pooled Investment Funds reach \$1 billion

Great Vancouver Sewerage and Drainage and Water
Districts, E-Comm, Regional Hospital Districts, and
GVTA/Translink become eligible to borrow

2000s

MFA launches the Commercial Paper Program to fund short term
lending



CREST becomes eligible to borrow
MFA has 9 full-time staff

2010s

MFA offers Pooled High-Interest Saving Accounts program

MFA adds the Pooled Mortgage Fund

Outstanding long-term loans of \$4.7billion and outstanding Short-
term and Equipment Financing Loans of \$222 million by year-end
2019



Pooled Funds* reach \$3.2 billion

MFA grows to 13 full-time staff

2020 to
2024

MFA adds Fossil Fuel Free Bond Fund, Diversified Multi-Asset Class
Fund, and Fossil Fuel Free Diversified Multi-Asset Class Fund

Outstanding long-term loans of \$5.4billion and Short-term and
Equipment Financing Loans of \$508 million by year-end 2024



Pooled Funds* reach \$6.4 billion

MFA staff complement reaches 19

2025
(YTD)

MFA adds Pooled High-Interest Notice Accounts program

MFA has maintained its AAA credit ratings

*Include both Pooled Investment Funds and Pooled High-Interest Savings and Notice Accounts program





**Peter Urbanc,
Chief Executive Officer**



**Matt O'Rae,
Chief Financial Officer**



**Betsy Yeung,
Chief Services Officer**



**Allison Ashcroft,
Director of Sustainability**



**Renata Hale,
Director of Technology & Strategy**



What does the MFA do?



Our Services: Programs, Products, & Education

We aim to offer municipalities the most **cost-effective, transparent, and relevant products** while continuously evolving and improving our operations with a focus on reducing risks, enhancing our stability, and better serving our clients.

Financing

- Long-term
- Short-term
 - Temporary borrowing
 - Short-term Capital
 - Revenue Anticipation
- Equipment Financing

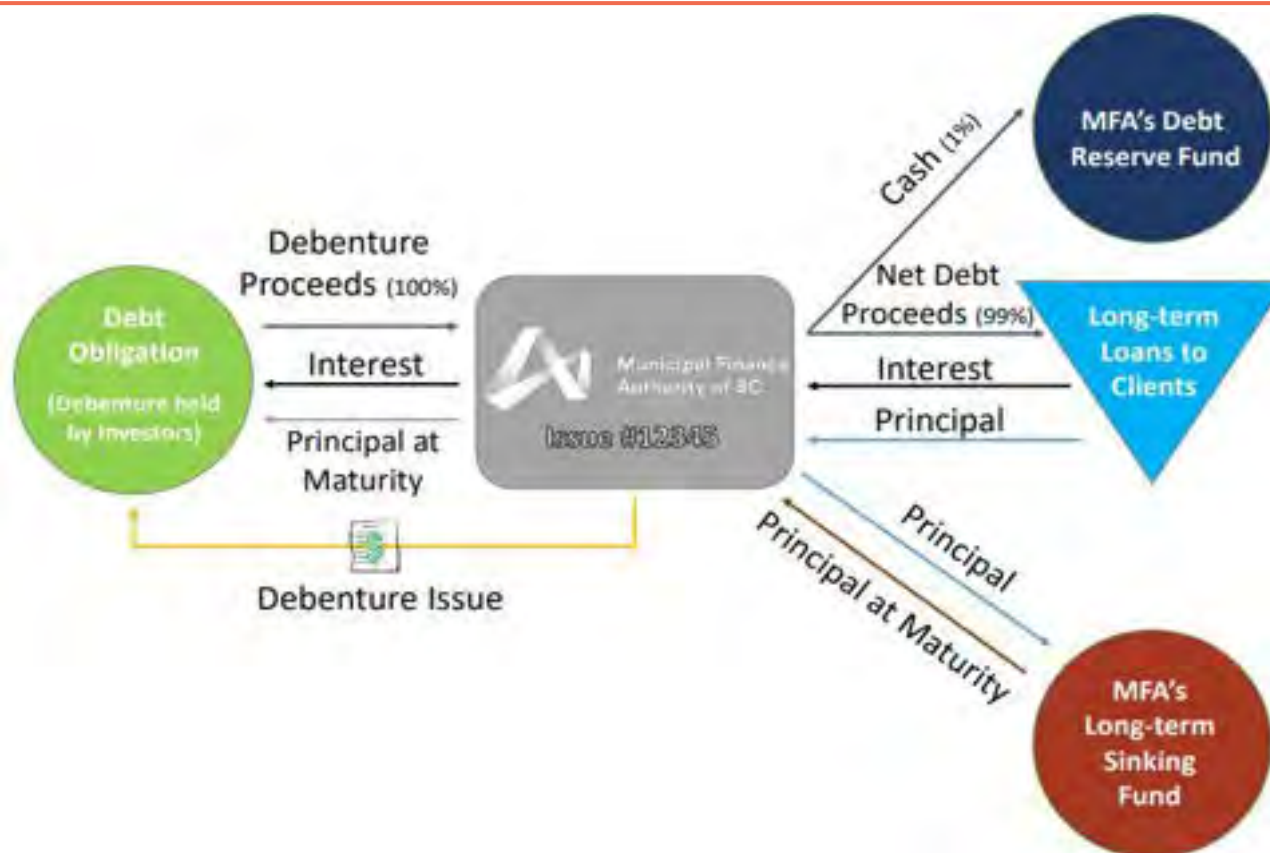
Investing

- Fixed Income
- High Interest Savings Accounts
- Investment Policy assistance
- Portfolio guidance
- New asset classes, including equities and alternative assets

Education

- Financial Education & Training
- Sponsorship & Support of the BC Local Government Community

Long-Term Financing and On-Lending Explained



Taxation Authority

Taxable land and improvements to restore Debt Reserve Fund (DRF)

- Senior-level government approval not required
- Property values assessed at \$2.5 trillion
- Never been used for the DRF, tested every year via operational levy

Joint Liability

Borrowers' long-term debt with MFA is a Regional District liability

- Borrowers guarantee each other's debt in event of default
- Joint and several guarantees never been applied



Short-Term (under 1 year to under 2.5 years)

Pooled High-Interest Savings Accounts

FFF

Money Market Fund

Government Focused Ultra-Short Bond Fund

ESG FFF

Medium-Term (2.5 years to under 10 years)

Short-term Bond Fund

ESG

Fossil Fuel Free Short-term Bond Fund

ESG FFF

Pooled Mortgage Fund

ESG FFF

Long-Term (10 years+)

Diversified Multi-Asset Class Fund

ESG

Fossil Fuel Free Diversified Multi-Asset Class Fund

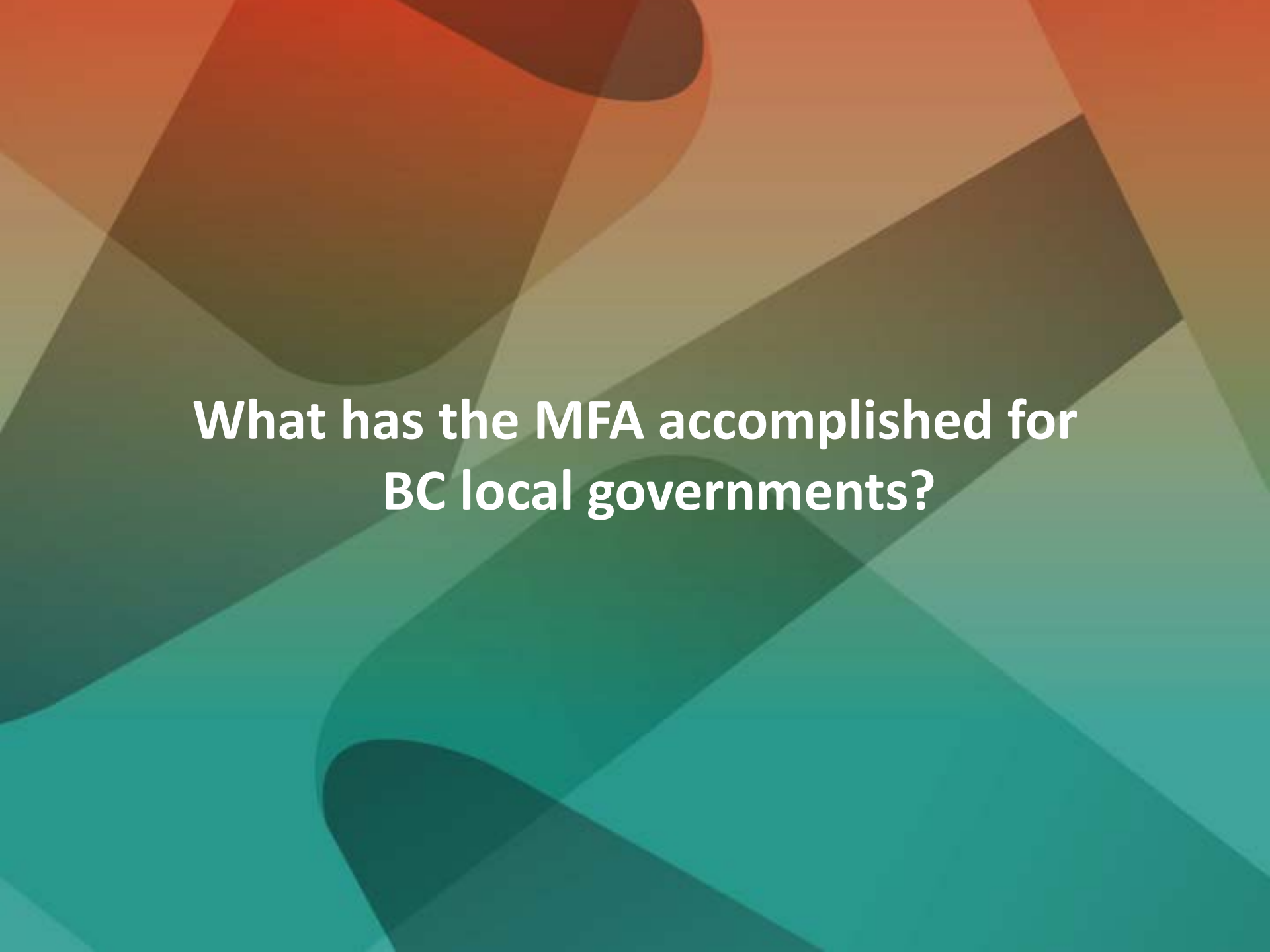
ESG FFF



refers to **Fossil Fuel Free** defined here as (1) Funds which exclude investments issued by companies directly involved in extracting, processing, or transporting coal, oil or natural gas; and (2) Savings Accounts offered by financial institutions.



refers to Funds managed by signatories to the UN Principles of Responsible Investment. "Carbon Light" refers to strategies that minimize a portfolio's carbon impact, including up to ~40% FFF.



**What has the MFA accomplished for
BC local governments?**



- Pooled approach has allowed BC's LGs to access borrowing efficiently through large bond issues by a AAA-rated MFA sold to global investors:
 - We benefit from the lowest borrowing rate compared to other LGs
 - We also have negotiated the lowest placement fees for our bonds
 - We can amortize high fixed issuance costs (legal, rating agency fees, investor relations, etc) over large borrowing program of \$1.5 billion
 - We have supported hundreds of infrastructure projects across B.C.
- Recently, MFA has maintained its AAA credit ratings - even as many government issuers have come under fiscal and ratings pressure
 - Lowest borrowing cost from amongst all Canadian local governments has been maintained
 - We have lower borrowing cost than some smaller provinces (PEI, NF&L)
- Anticipated long-term borrowing for 2025: \$1.8 billion
- We have been preparing our operational footprint diligently to accommodate expectations of increased borrowing needs in the next decade



MFA provides stable and reliable access to funding to help build communities – offering tremendous cost and time savings for local governments.

	MFABC	AAA Municipality
Annual Borrowing Amount	\$1,500,000,000	\$25,000,000
Interest rate (bond coupon)	4.00%	4.10%
Annual Interest Cost per \$25mm	\$1,000,000	\$1,025,000
Annualized Fees*	\$12,750	\$100,000
Annual Cost per \$25mm Borrowed	\$1,012,750	\$1,125,000

* Underwriting, legal, rating agency and other fees

Centralizing borrowing via MFABC achieves \$112,000 in ANNUAL savings to borrow \$25 million, about 10% in savings!

MFA Pooled Funds – Reduce risks while enhancing returns



as of April 30, 2025

\$4,511,222,412

■ TOTAL PIF

\$6,286,823,813

■ TOTAL PIF & PHISA

190

MFA PIF Clients

Approx
80% of
LGs use
MFA PIFs

Approx 55%
of LGs use
MFA
PHISA/
PHINA

\$1,806
million

MONEY
MARKET

\$419
million

GOV'T FOCUSED
ULTRA-SHORT
BOND FUND

\$890
million

BOND
FUND

\$243
million

FOSSIL FUEL FREE
BOND FUND

\$320
million

MORTGAGE
FUND

\$707
million

DIVERSIFIED
MULTI-ASSET
CLASS FUND

\$125
million

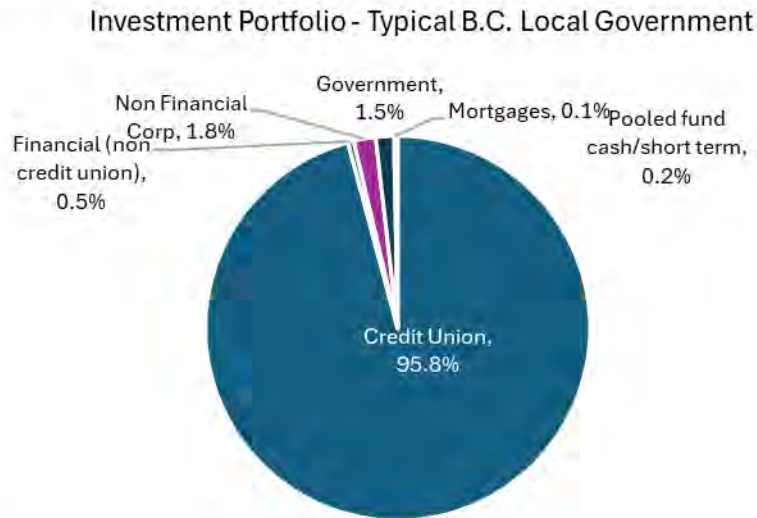
FOSSIL FUEL FREE
DIVERSIFIED
MULTI-ASSET
CLASS FUND

\$1,776
million

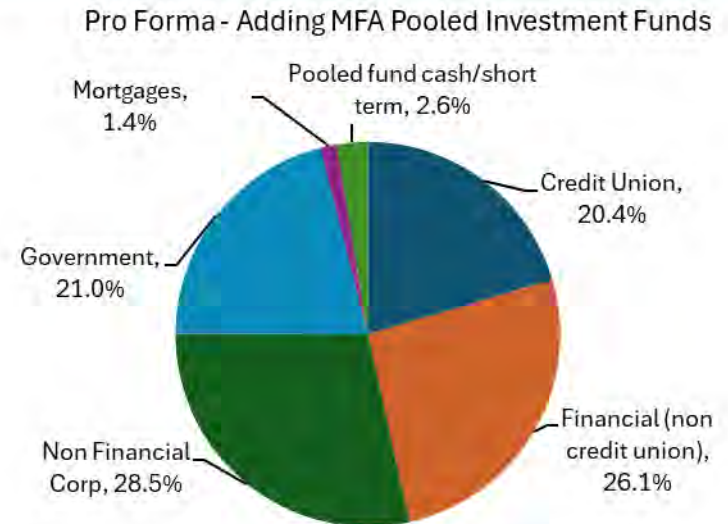
PHISA/PHINA
(Scotia, CIBC, NBC)



Investment portfolio: Undiversified B.C. Local Government



Pro Forma Investment portfolio: Using MFA Pooled Investment Funds



Strong Investment Performance as of April 30, 2025



Total Net of Fees Return	1 Year	3 year	Since Inception
MFA Money Market Fund	4.14%	4.25%	3.62%
MFA Government Focused Ultra-Short Bond Fund	5.38%	4.08%	3.28%
MFA Short-term Bond Fund	7.60%	4.25%	5.31%
MFA FFF Short-term Bond Fund	7.47%	4.11%	2.01%
MFA Mortgage Fund	8.71%	4.91%	2.93%
MFA DMAC Fund	12.14%	8.34%	5.76%
MFA FFF DMAC Fund	13.92%	NA	15.29%

Inception dates: Money Market Fund – May 1, 1989; Government Focused Ultra-Short Bond Fund – May 18, 2020 (previously Intermediate Fund - March 30, 1994); Bond Fund – May 1, 1989, Fossil Fuel Free Bond Fund –May 5, 2020; Mortgage Fund – January 29, 2020; DMAC Fund – January 19, 2022; FFF DMAC Fund – September 22, 2023.

Adding a growth portfolio into a LG's investment can have many benefits



MFA's Diversified Multi Asset Class introduced in 2022 and 2023 funds can significantly enhance a LG's portfolio returns – as long as reserves will not be needed for 10 years or longer.

Asset Class/Strategy	Asset Class/Strategy Characteristics	DMAC Strategy Implement	FFDMAC Strategy Implement
Short & Universe Bonds	- Key source of stability and modest income - Tactical management of multi-sector-credit and illiquidity	PH&N Short Core Plus Bond Fund	N/A
		N/A	RBC Vision Fossil Fuel Free Short Term Bond Fund
Multi-asset Global Credit	- Diversified global exposure to investment grade and sub-investment grade credit - Not benchmark driven, providing more flexible approach to credit markets	BlueBay Total Return Credit Fund	N/A
Canadian & Global Equities	- Actively managed fundamental equities - Significant component of portfolio return - Large global component reduces exposure to concentrated Canadian markets	PH&N Canadian Equity Fund	N/A
		RBC Vision Fossil Fuel Free Global Equity LP	RBC Vision Fossil Fuel Free Global Equity LP
Low Volatility Equities	- Reduce risk embedded in traditional equity allocations - Typically resilient in drawdowns but trail in strong up-markets	RBC Vision QUBE Fossil Fuel Free Low Volatility Canadian Equity Fund	RBC Vision QUBE Fossil Fuel Free Low Volatility Canadian Equity Fund
		RBC Vision QUBE Low Volatility Global Equity Fund	N/A
Emerging Market Equities	- Exposure to faster growing emerging markets - Increases portfolio expected return	RBC Vision Fossil Fuel Free Emerging Market Equity Fund	RBC Vision Fossil Fuel Free Emerging Market Equity Fund
Alternatives	Strong risk-adjusted returns that are less correlated with equities and low volatility	PH&N High Yield Mortgages	PH&N High Yield Mortgages
		RBC Canadian Core Real Estate Fund	RBC Canadian Core Real Estate Fund
		RBC Global Infrastructure Fund LP	N/A

Education promotes long-term sustainability of our sector



- We provide funding and training on various topics relating to finance and risk management.
- In 2024, we approved a doubling of our annual commitment to our closest LG educational partners via our Sustaining Education Alliance program
- We provide reviews and guidance on investment policies and portfolios.





- The MFA is a critical component of the BC local government sector – think of us as an extension of your Treasury team
- Why MFA Matters
 - The pooled approach improves access to the absolute lowest cost of borrowing and ultra low professional investment management fees
 - Saves LGs significant time, effort and staffing needs
 - Enables reliable and affordable infrastructure financing
 - Promotes financial sustainability for communities
 - Helps ensure consistent standards and creditworthiness across the local government sector
- MFA continues to evolve in response to fast-changing financial market conditions and increasing LG infrastructure and financial needs in BC

“MFABC’s cooperative financing model has showcased BC’s ingenuity and collaborative spirit, empowering our diverse municipalities, districts, and civil institutions to make the most of their distinct resources and meet the unique needs of people across regions. “

*The Honourable John Horgan,
Former Premier of British
Columbia*

**FINANCE COMMITTEE
MEETING OF WEDNESDAY, JULY 02, 2025**

SUBJECT **Capital Regional District External Grants Update**

ISSUE SUMMARY

To provide the Capital Regional District (CRD) Board a bimonthly update on external grants activity for the period between April 22, 2025 and June 10, 2025.

BACKGROUND

This report summarizes activities and outcomes since the CRD External Grants Update was last presented in March 2025. The External Grants Dashboard (Appendix A) details applications submitted, updated, awarded and declined as of June 10, 2025. Appendix B provides a summary of grant alerts for 2025 referencing CRD grant applications approved, pending and declined.

IMPLICATIONS

Financial Implications

Grants/Contributions Awarded

1. \$100,000 through the Ministry of Transportation and Infrastructure's Transit Minor Betterments Program to build bus shelters on Salt Spring Island.
2. \$79,200 through the Insurance Corporation of British Columbia's Community Grants Program to construct two crosswalks on Pender Island as part of the Schooner Way Trail project. The project has a total cost of \$2,200,000.
3. \$42,300 through Insurance Corporation of British Columbia's Community Grants Program to construct two crosswalks as part of the Merchant Mews Pathway Project. This project has a total cost of \$177,000.
4. \$40,000 through the Union of British Columbia Municipalities Emergency Support Services Equipment and Training stream of the Community Emergency Preparedness Fund. This project will support modernization and training of the CRD Emergency Support Service team.
5. \$35,000 through Insurance Corporation of British Columbia's Community Grants program to assess traffic and formulate options in Ganges on Salt Spring Island to improve pedestrian safety using crosswalks. The project has a total cost of \$71,500.

There are three grants under news embargo.

Applications Submitted

No known CRD applications were submitted during this reporting period.

Service Delivery Implications

New Grant Opportunities

Nine grant calls (including programs with multiple streams) were issued during the reporting period and are summarized in Table 1. Appendix B details relevant active grants (as of June 10, 2025) and lists recently closed grants for 2025. Appendix B also references CRD grant applications approved, pending and declined/withdrawn.

Table 1: Grant Calls Issued

Grant	Deadline	Information
2025 BC Trails Day Community Micro-grants – Outdoor Recreation Council of BC	30-Apr-25	Funding to help outdoor groups organize BC Trails Day events in their community.
Hosting BC Program – Ministry of Tourism, Arts, Culture and Sport	31-May-25	Funding to help communities, organizations, and volunteers enhance their event hosting capacity, generate economic and tourism impact, and support sport excellence and athlete development pathways.
Community Development Grants – Canadian Tire Jumpstart Charities	6-Jun-25	Funding to help organizations who provide programming for kids between the ages of 4-18 in financial need or youth with disabilities between the ages of 4-25. This funding is delivered through two streams: 1. Programming Support 2. Operational Support
Infrastructure Planning Grant Program – Province of BC	11-Jun-25	Funding to help local governments develop or improve long-term comprehensive plans including, and not limited to: • Asset management plans • Integrated stormwater management plans • Water master plans • Liquid waste management plans
Community Housing Fund – BC Housing	31-Jul-25	Funding to build affordable rental homes for people with moderate and low incomes by 2031-32.
Strategic Priorities Fund – UBCM	12-Sep-25	Funding to support infrastructure and capacity-building projects that are either large in scale, regional in impact, or innovative, and that align with the program's objectives of supporting productivity and economic growth, a clean environment, and strong cities and communities.

Grant	Deadline	Information
		This funding is delivered through two streams: 1. Capital Infrastructure Stream 2. Capacity Building Stream
Operation ReLeaf – Tree Canada	15-Oct-25	Funding to support tree planting projects.

CONCLUSION

The CRD recognizes grants as a supplementary funding source to address the needs of services provided to the region. The External Grants Update outlines how the CRD continues to integrate and consider grant opportunities relative to service needs. Local partners are informed of these opportunities through the Grants Dashboard and Grants Alerts. The CRD will continue to provide a bimonthly summary of activities and outcomes in the External Grants Update.

RECOMMENDATION

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

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

ATTACHMENTS

Appendix A: 2025 External Grants Dashboard
Appendix B: 2025 Grant Alerts

APPENDIX A

2025 EXTERNAL GRANTS DASHBOARD

(updated 10-Jun-25)

 Approved	 Pending	 Declined
12	17	1
\$1,047,830	\$56,178,044	\$315,000

2025 Approved Grants

Department	Grant Program	Project	Amount (\$)	Year Submitted
Corporate Services	B.C. Active Transportation Infrastructure Grants Program – Province of BC	Schooner Way - School Trail	500,000	2024
	Community ReGreening Program – BC Hydro	Dinner Bay Park Fitness Circuit Beautification	4,000	2025
	TD FEF Grant – TD Friends of the Environment Foundation	Henderson Park Sign and Interpretive Nature Trail Project	4,000	2025

APPENDIX A

Department	Grant Program	Project	Amount (\$)	Year Submitted
Corporate Services (Con't)	Community Grants – Insurance Corporation of British Columbia *New	Schooner Way Crosswalk Construction	79,200	2025
Executive Services	Transit Minor Betterments Program – Ministry of Transportation and Infrastructure *New	SSI Bus Shelters Project	60,000	2025
	Community Grants – Insurance Corporation of British Columbia *New	Merchant Mews Crosswalk Construction	42,300	2025
	Community Grants – Insurance Corporation of British Columbia *New	Ganges Crosswalk Study	35,000	2025
Parks, Recreation & Environmental Services	Local Leadership for Climate Adaptation – Green Municipal Fund	Capital Region Climate Adaptation Capacity Building Initiative	144,430	2024

APPENDIX A

Department	Grant Program	Project	Amount (\$)	Year Submitted
Parks, Recreation & Environmental Services (Con't)	Integrated Energy Audit – BC Hydro	Mill Hill Headquarters - Integrated Energy Audit	15,400	2025
	Energy and Carbon Emissions Reporting Program – BC Hydro	Implementing Energy and Carbon Emissions Reporting in the Capital Region	75,000	2025
	Integrated Energy Audit – BC Hydro	Salt Spring Multi Space - Integrated Energy Audit	8,500	2025
Housing, Planning & Protective Services	Community Emergency Preparedness Fund – Emergency Support Services Equipment and Training – Union of BC Municipalities *New	2025 ESS Equipment and Training	40,000	2025
Total			1,047,830	

APPENDIX A

2025 Pending Grants

Department	Grant Program	Project	Amount (\$)	Year Submitted
Corporate Services	Outdoor Recreation Fund of BC – Outdoor Recreation Council of BC	Henderson Park Information Kiosk	5,000	2025
Executive Services	Canada Summer Jobs Program – Employment and Social Development Canada	2024 SSIPARC Canada Summer Jobs	15,876	2024
	Community Grants – Salt Spring Island Foundation	Integrated Housing Strategy Action Plan	10,000	2025
	Community Grants – Salt Spring Island Foundation	SIMS Gym Inflatable Play Equipment	9,625	2025
Integrated Water and Infrastructure Services	Canada Housing Infrastructure Fund – Housing, Infrastructure and Communities Canada	Main No. 4 Upgrade & Bear Hill Trunk Watermain	23,903,488	2025
Parks, Recreation & Environmental Services	Forest Investment Program – BC Ministry of Forestry	Sooke Hills Wildfire Recovery Project	40,000	2024
	2024 Police Equipment and Training – BC Civil Forfeiture Office	2024 Park Ranger Equipment	4,462	2024

APPENDIX A

Department	Grant Program	Project	Amount (\$)	Year Submitted
Parks, Recreation & Environmental Services (Con't)	Active Transportation Fund – Housing, Infrastructure and Communities Canada	Regional Trestles Renewal and Trails Widening and Lighting Project	29,939,595	2025
Housing, Planning & Protective Services	Sustainable Affordable Housing Study Grant – Green Municipal Fund – Federation of Canadian Municipalities	Campus View Redevelopment Project	175,000	2023
	Sustainable Affordable Housing Study Grant – Green Municipal Fund	Village on the Green Affordable Housing Redevelopment Study	175,000	2023
	Enabling Accessibility Fund – Employment and Social Development Canada	Hearing Loop Installation - SEAPARC	12,195	2024
	Disaster Resilience & Innovation Funding Program – BC Ministry of Emergency Management and Climate Readiness	Community Adaptivity Assessment	400,000	2024
	Disaster Resilience & Innovation Funding Program – BC Ministry of Emergency Management and Climate Readiness	Multi Hazard Resilience Plan	400,000	2024
	Disaster Resilience & Innovation Funding Program – BC Ministry of Emergency Management and Climate Readiness	Risk Assessment	400,000	2024
	Community Emergency Preparedness Fund-Volunteer and Composite Fire Departments Equipment and Training – Union of BC Municipalities	CEPF 2024 Composite Fire Department Equipment and Training	278,303	2024

APPENDIX A

Department	Grant Program	Project	Amount (\$)	Year Submitted
Housing, Planning & Protective Services (Con't)	Build and Mobilize Foundational Wildland Fire Knowledge Program – Natural Resources Canada	Wildfire Table and Braided Knowledge Mobilization Initiative	369,500	2024
	Public Notification and Evacuation Route Planning Grant – Union of BC Municipalities	Evacuation Planning & Mapping for Electoral Areas	40,000	2025
Total			56,178,044	



2025 Declined Grants

Department	Grant Program	Project	Amount (\$)	Year Submitted
Executive Services	B.C. Active Transportation Infrastructure Grants Program – Province of BC	Rainbow Road Pedestrian and Bike Path	315,000	2024
Total			315,000	

APPENDIX B

2025 GRANT ALERTS

Open Grants as of 10-Jun-25 (Including CRD Applications Approved, Pending and Declined)

Approved 			Pending 			Declined 		
DEADLINE			PROGRAM			DESCRIPTION		
30-Jun-25			Connecting Communities BC – Province of BC [LINK]			Funding to provide broadband infrastructure to reach underserved households in areas that currently lack internet service of at least 50 Megabits per second (Mbps) Download Speed /10 Mbps Upload Speed.		
15-Jul-25			TD Friends of the Environment Foundation Grant – TD Bank Group [LINK]			Funds to support schoolyard greening, park revitalization, community gardens, park programming and citizen science initiatives. • <i>Corporate Services</i> , Henderson Park Sign and Interpretive Nature Trail Project		
31-Jul-25			Community Housing Fund – BC Housing [LINK] *New			Funding to build affordable rental homes for people with moderate and low incomes by 2031-32.		
5-Sep-25			Community to Community Program – UBCM [LINK]			Funding to support the advancement of First Nation/local government reconciliation and relationship building.		

APPENDIX B

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
18-Sep-25	2 Billion Trees Program – CleanBC [LINK]	Funding for tree planting projects.
30-Sep-25	FireSmart Community Resilience Investment Program – UBCM [LINK]	Funding to reduce the risk of wildfires and mitigate their impacts on BC communities.
9-Sep-25	Active Transportation Planning – UBCM [LINK]	Funding to support local governments to incorporate or enhance active transportation components of formal planning documents, including research, engagement, and policy development.
12-Sep-25	Strategic Priorities Fund – UBCM [LINK] *New	Funding to support infrastructure and capacity-building projects that are either large in scale, regional in impact, or innovative, and that align with the program's objectives of supporting productivity and economic growth, a clean environment, and strong cities and communities. This funding is delivered through two streams: 1. Capital Infrastructure Stream 2. Capacity Building Stream
18-Sep-25	Growing Canada's Community Canopies: Tree Planting – Green Municipal Fund [LINK]	Funding for tree planting in communities so that they can grow, manage, and protect tree canopies. Includes activities such as street tree planting, urban planting, park tree planting, riparian planting and forest restoration and reforestation.

APPENDIX B

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
15-Oct-25	Operation ReLeaf – Tree Canada [LINK] *New	Funding to support tree planting projects.
31-Mar-26	Regional Homebuilding Innovation Initiative in British Columbia – Government of Canada [LINK]	Funding to support local innovative housing solutions across B.C.
31-Mar-27	Codes Acceleration Fund – Natural Resources Canada [LINK]	To accelerate the adoption of the highest feasible energy performance such as net-zero emissions codes, promote compliance and build capacity in two streams: 1. Regional and municipal governments that have the authority to adopt energy by-laws and codes 2. Regional and municipal governments that do not have authority to adopt building energy by-laws and codes
Continuous	Agriculture Water Infrastructure Program (AWP) - Stream 3: Assessments, Engineering Studies or Plans – Investment Agriculture Foundation of BC [LINK]	Funding to increase adoption of efficient irrigation infrastructure and improve agricultural water supply and management in British Columbia.
Continuous	AgriMarketing Program – Agriculture and Agri-Food Canada [LINK]	Funding to increase and diversify exports to global markets and seize market opportunities via industry-led promotional activities to differentiate Canadian products and producers.

APPENDIX B

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
Continuous	Affordable Housing Fund – Canada Mortgage and Housing Corporation [LINK]	Funding to provide capital to partnered organizations for new affordable housing and the repair and renewal of existing affordable and community housing.
Continuous	Affordable Housing Innovation Fund – Canada Mortgage and Housing Corporation [LINK]	Funding for innovative housing providers driving innovation across the housing continuum. For this program, 3 types of innovation are considered: 1. Transformational: Creates a new model that eliminates or totally transforms existing approaches 2. Breakthrough: Meaningful change resulting in a demonstrably new approach that results in a substantial competitive edge 3. Incremental: “New and improved” reflecting small, yet meaningful improvements in an existing approach
Continuous	Infrastructure Planning Grant Program – Province of BC [LINK] *New	Funding to help local governments develop or improve long-term comprehensive plans including, and not limited to: • Asset management plans • Integrated stormwater management plans • Water master plans • Liquid waste management plans
Continuous	Canada Retraining and Opportunities Initiative – Employment and Social Development Canada [LINK]	Funding for community-based projects that help workers develop the skills they need to transition to new jobs.

APPENDIX B

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
Continuous	Capital project: GHG impact retrofit – Green Municipal Fund [LINK]	Funding for retrofitting a local recreational or cultural facility to reduce GHG emissions
Continuous (limited funds)	The Living Cities Canada Fund (2024) – Green Communities Canada [LINK]	For small-scale green infrastructure projects.
Continuous (limited funds)	Go Electric – CleanBC [LINK]	Funding to support fleet transition to electric vehicles.
Continuous (limited fund)	Rural Transit Solutions Fund Planning and Design Stream – Infrastructure Canada [LINK]	Planning and design project funding to support the development and expansion of locally driven transit solutions.
Continuous	Local Community Accessibility Grant Program – Social Planning and Research Council of BC (SPARC BC) [LINK]	Funding to identify and remove barriers to improve accessibility and inclusion.

APPENDIX B

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
Continuous	CleanBC Custom Program – BC Hydro [LINK]	Energy study funding and capital incentives for fuel switching and electrification measures.
Continuous	Integrated Energy Audit – BC Hydro [LINK]	An integrated energy audit to Improve efficiency and managing energy costs. • Parks, Recreation & Environmental Services, Mill Hill Headquarters - Integrated Energy Audit
Continuous	Legacy Fund – Building Communities through Arts and Heritage – Canadian Heritage [LINK]	Funds to celebrate community, increase opportunities for local artists, artisans, heritage performers or specialists and First Nations, Inuit and Metis cultural carriers to be involved in their community with citizen involvement and local partners.
Continuous (limited funds)	Community Buildings Retrofit Initiative – Green Municipal Fund [LINK]	Retrofit existing community buildings to lower green house gas (GHG) emissions and extend their life cycle.
Continuous	Clean Energy for Rural and Remote Communities Program – Natural Resources Canada [LINK]	Provides funding for renewable energy and capacity building projects in rural and remote communities. Accepting application for only two streams: 1. Biomass heating, district heating, combined heat and power systems 2. Research, development, and demonstration projects

APPENDIX B

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
Continuous	Multiculturalism and Anti-Racism Program – Events Component – Canadian Heritage [LINK]	Funding for community-based events that promote intercultural or interfaith understanding or celebrate a community's history and culture.
Continuous	Connecting British Columbia Program – Phase Two: Connectivity Infrastructure Strategy [LINK]	To support the development of regional connectivity infrastructure strategies that ensure that infrastructure strategies achieve objectives for the region.
Continuous	Compensation for Employers of Reservists Program – Employment and Social Development Canada [LINK]	Employers are compensated for operational losses when reservists take time away from work to serve on military operations.
Continuous	Community Economic Development and Diversification in British Columbia – Pacific Economic Development Canada [LINK]	Funds to respond to economic development opportunities or adjust to changing and challenging economic circumstances.
Continuous	Rental Protection Fund – Ministry of Housing [LINK]	Provides funding for affordable housing projects.

APPENDIX B

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
Continuous	National Institute of Disability Management and Research (NIDMAR) Disability Management Program Assessment – NIDMAR – BC Workforce Development Agreement [LINK]	Provides BC workplaces with two levels of opportunity: 1. Free assessment of current Disability Management and Return to Work workplace structures 2. Potential subsidy of up to \$7,500 to address issues identified in the assessment.
Continuous	Supporting Rural Destinations – Discover West Tourism [LINK]	Funding for tourism events in rural communities.
Continuous	Capital project: Retrofit of existing municipal buildings – Federation of Canadian Municipalities [LINK]	Retrofit a municipal building or portfolio of municipal buildings for higher energy performance and significant GHG emissions reduction.
Continuous	Homelessness Community Action Grants Program – SPARC [LINK]	One-time funding for local planning and collaborative initiatives to respond to the needs of those who are homeless or at risk of becoming homeless.
Continuous	Canada Cultural Spaces Fund – Canadian Heritage [LINK]	Funding for improvement of physical conditions for heritage, culture and creative innovation including renovation and construction projects.

APPENDIX B

Approved 			Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION		
Continuous	Retrofit or New Construction of Sustainable Affordable Housing – Green Municipal Fund [LINK]	Funding to evaluate solutions for integrating deep energy efficiency measures and onsite renewable energy generation in existing affordable housing retrofit and new build projects.		
Continuous	GHG Impact Retrofit – Federation of Canadian Municipalities [LINK]	Funding to retrofit a local recreational or cultural facility to reduce GHG emissions.		
Continuous	Commemorate Canada – Canadian Heritage [LINK]	Funding for initiatives that commemorate and celebrate historical figures, places, events and accomplishments of national significance.		
Continuous	GHG Reduction Pathway Feasibility – Green Municipal Fund – Federation of Canadian Municipalities [LINK]	Funding to assess feasibility for projects that reduce energy and GHGs for recreational and cultural facilities.		
Continuous	McConnell Foundation Fund [LINK]	Funding to support projects through three streams: 1. Climate 2. Reconciliation 3. Communities		

APPENDIX B

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
Continuous	Medium and Heavy Duty Zero Emission Vehicles Program – Transport Canada [LINK]	Funding to encourage adoption of medium and heavy-duty zero emissions vehicles.
Continuous	Planning Stream: Early Support Grant for Sustainable Affordable Housing Projects– Green Municipal Fund – Federation of Canadian Municipalities [LINK]	Funds for deliverables required in applications for additional funding of energy efficient affordable housing <i>Housing, Planning and Protective Services, Campus View Redevelopment Project</i> <i>Housing, Planning and Protective Services, Village on the Green Affordable Housing Redevelopment Study</i>
Continuous	Capital project: Municipal Fleet Electrification – Green Municipal Fund – Federation of Canadian Municipalities [LINK]	Funding for feasibility studies for projects that reduce or avoid fossil fuel use in any vehicle that delivers municipal services
Continuous	Regional Innovation Ecosystems in BC– Pacific Economic Development Canada [LINK]	Funding to create, grow and nurture inclusive ecosystems that support business needs
Continuous	Smart Renewables and Electrification Pathways Program – Natural Resources Canada [LINK]	Four funding streams: - Established Renewables - Emerging Technologies - Grid Modernization (the only eligible Applicants are Utilities and System Operators) - Strategic Dialogue Linked Projects

APPENDIX B

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
Continuous	Zero Emission Transit Fund – Infrastructure Canada [LINK]	Funding through two components to support public transit and school bus operators to electrify their fleets: 1. Planning projects 2. Capital projects
Continuous	ECO Employment Programs – Environmental Careers Organization of Canada [LINK]	Funding for training and employment to support job seekers looking to enter or advance their careers in the clean economy.
Continuous	Nature Smart Climate Solutions Fund – Environment and Climate Change Canada [LINK]	Funding for projects that reduce the loss, restore, or improve the management of ecosystems.
Continuous	Transit Minor Betterments Program – Ministry of Transportation and Infrastructure [LINK]	Funding for transit supporting projects. • SSI Bus Shelters Project *New

APPENDIX B

Closed Grants

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
9-Jan-25	Documentary Heritage Communities Program – Library and Archives Canada	Funding to support records and publications that reflect Canada's history.
10-Jan-25	Codes Acceleration Fund – Natural Resources Canada	Support for energy code projects relating to reducing GHG emissions.
30-Jan-25	Water Meter Pilot Program – Province of BC	Support for water meter purchasing and installation for smaller water services.
31-Jan-25	Emergency Support Services Equipment and Training – UBCM	Funding to support eligible applicants to build local capacity to provide emergency support services through volunteer recruitment, retention and training. <i>Housing, Planning and Protective Services, 2025 ESS Equipment and Training</i> ^{*New}

APPENDIX B

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
31-Jan-25	Community Regreening Program – BC Hydro	Funding to support the planting of trees and other vegetation that help enhance ecological networks across the province. The program also helps to ensure the right trees are planted near our power lines. Corporate Services, Dinner Bay Park Fitness Circuit Beautification
31-Jan-25	Municipal Climate Resiliency Grant – Intact Financial	Funding for practical solutions to protect people from effects of climate change and build more resilient communities.
31-Jan-25	Community Grants Program – Insurance Corporation of BC	Funding to support road safety and injury recovery initiatives. - Merchant Mews Crosswalk Construction <i>*New</i> - Ganges Crosswalk Study <i>*New</i> - Schooner Way Crosswalk Construction <i>*New</i>
13-Feb-25	Organics Funding Program – CleanBC	Funding for projects that help reduce GHG emissions, by diverting organic waste from landfills.
20-Feb-25	Outdoor Recreation Fund of British Columbia – Outdoor Recreation Council of BC	Support for community-based initiatives that create outdoor and nature-based experiences. Corporate Services, Henderson Park Information Kiosk

APPENDIX B

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
21-Feb-25	Accelerating Community energy systems - Green Municipal Fund	Funding for a study that identifies opportunity areas for low-carbon community energy systems (including renewable and district energy systems) within communities and develops mechanisms to support implementation.
26-Feb-25	Active Transportation Fund – Capital Project Stream – Housing, Infrastructure, and Communities Canada	Funding for active transportation capital projects. <i>Parks, Recreation & Environmental Services</i>, Regional Trestles Renewal and Trails Widening and Lighting Project
28-Feb-25	Emergency Operations Centres Equipment and Training (2025) – UBCM	Funding to support the purchase of equipment and supplies required to maintain or improve Emergency Operations Centres (EOC) and to enhance EOC capacity through training and exercises.
13-Mar-25	Community Grants – Salt Spring Island Foundation	Funding to support local community initiatives. <i>Executive Services</i>, Integrated Housing Strategy Action Plan <i>Executive Services</i>, SIMS Gym Inflatable Play Equipment
31-Mar-25	Canada Housing Infrastructure Fund (CHIF) – Housing, Infrastructure, and Communities Canada	Funding for planning or capital projects that would build or upgrade drinking water, wastewater, stormwater, or solid-waste infrastructure to enable more housing. <i>Infrastructure & Water Services</i>, Main No. 4 Upgrade & Bear Hill Trunk Watermain

APPENDIX B

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
8-Apr-25	Energy Innovation Program – Natural Resources Canada	Funding to help Canada meet its climate change targets, while supporting the transition to a low-carbon economy. It funds research, development and demonstration projects, and other related scientific activities. The call had two focus areas: 1. Clean Fuels Production; and 2. Clean Fuels Transport and Storage.
10-Apr-25	EcoAction Stream 2: Freshwater Sustainability and Innovation across Canada – Canada Water Agency	Funding to improve freshwater quality or ecosystem health, enable circular economy opportunities (e.g., nutrient recycling and/or recovery), or strengthen freshwater data available to decision-makers.
11-Apr-25	Next Generation 911 – UBCM	Funding to support local preparedness for the implementation of N9011, and to provide funding to eligible recipients to support the transition and operational readiness of existing 911 services to NG911.
25-Apr-25	Public Notification and Evacuation Route Planning – UBCM	Funding for planning and implementation costs for emergency management. • <i>Housing, Planning and Protective Services</i> , Evacuation Planning & Mapping for Electoral Areas
30-Apr-25	2025 BC Trails Day Community Micro-grants – Outdoor Recreation Council of BC <i>*New</i>	Funding to help outdoor groups organize BC Trails Day events in their community.

APPENDIX B

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
23-May-25	Asset Management Planning – UBCM	Funding to assist local governments in delivering sustainable services by extending and deepening asset management practices within their organizations.
30-May-25	FireSmart Pilot Program – UBCM	Support to increase community resiliency and to help build a cooperative pathway for wildfire response via training and purchasing Personal Protective Equipment.
31-May-25	Hosting BC Program – Ministry of Tourism, Arts, Culture and Sport <i>*New</i>	Funding to help communities, organizations, and volunteers enhance their event hosting capacity, generate economic and tourism impact, and support sport excellence and athlete development pathways.
6-Jun-25	Jumpstart – Community Development Grants – Canadian Tire Jumpstart Charities <i>*New</i>	Funding to help organizations who provide programming for kids between the ages of 4-18 in financial need or youth with disabilities between the ages of 4-25. This funding is provided through two streams: 1. Programming Support 2. Operational Support

COLWOOD MEDICAL CLINIC



ZERO

Health Care In Crisis



- **69% said not having a family doctor was their most important issue (2023 Household Prosperity Survey)**
- **Community well-being one of six strategic priorities**
- **Business plan goal: Connect 10,000 Colwoodians to family doctors**

New Municipal Model: Blazing the Trail



- **City:** administration, recruitment, information technology, communication, finance, payroll
- **Doctors:** provide exceptional healthcare not worry about business
- **Doctors are employees:** salary, defined pension, paid benefits, paid vacation, paid maternity & paternity leave
- **Recruitment and retention**
- **Quality of life for doctors (work life balance)**
- **Partnership with developers and businesses**

Municipalities: An Untapped, Yet Ideal Vehicle for Delivering Primary Care



- Cities deliver most services that affect social determinants of health – zoning, transport, parks/rec, housing, etc.
- Cities know their unique needs
- Cities can marry primary care to overall community strategies to address these critical issues

This can create a deliberate social environment for community health

Municipal Clinic



- **Lease agreement**
- **Employment contracts**
- **Information Technology**
- **Medical equipment**
- **Electronic Medical Record system**
- **Medical Clinic Foundation: Equipment and recruitment**

- **High expression of interest**
- **Clinic opened January 27, 2025**
- **One doctor hired & practicing**
- **Two additional out-of-province doctors have accepted employment offers**
- **Rapid patient growth (530+)**
- **Sustainable workload is achievable**

Challenges



- **BC Attachment Too Slow**
- **Shadow-billing: time/money sink**
- **Delay between on-boarding and full physician utilization results in increased cash burn**
- **Licensing and Onboarding Maze for International Recruits**

Collaborative Solutions



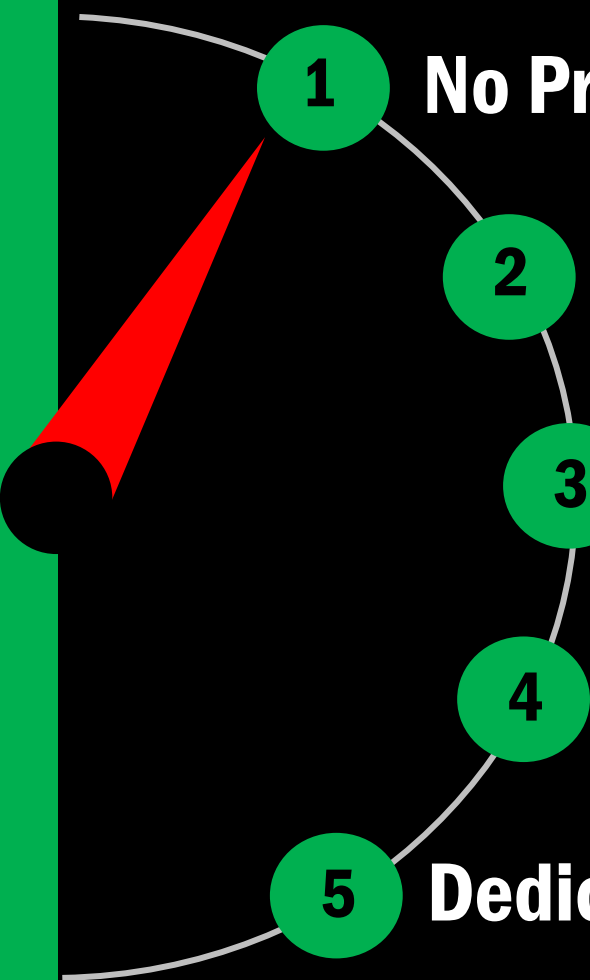
Colwood Attachment List

- **City advertising campaign**
- **Create process for back-up "unattached resident list"**

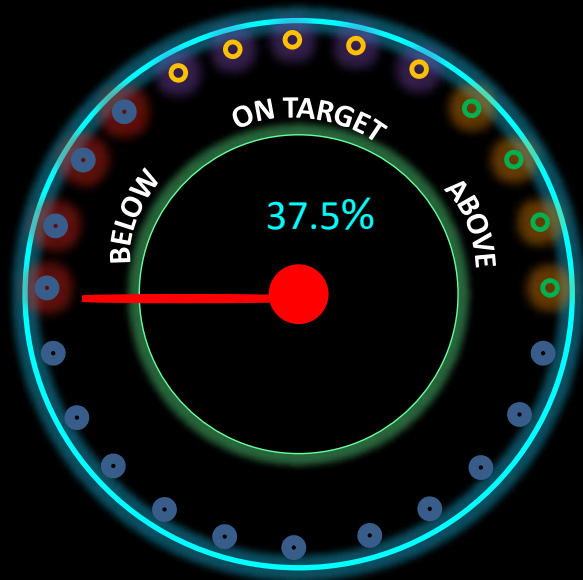
Municipal Medical Contract

- **No access to new-to-practice (NTP) contracts (desirable for out-of-region hires)**
- **Guarantee of attachment per FTE & provides control over deployment across province**
- **City takes on risk of cost over-runs beyond amount paid by Province**
- **Could be designed to include NPs or MDs.**

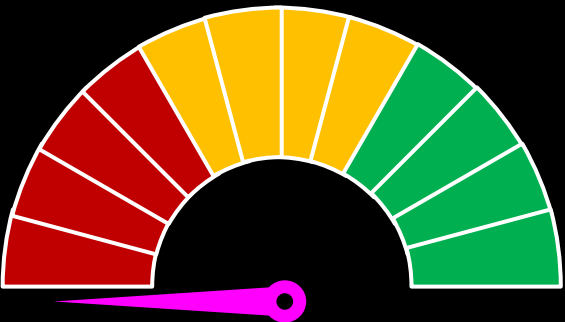
Key Lessons Learned

- 
- 1 No Precedent – Time Delays and Added Costs**
 - 2 Sustainable Workload is Achievable**
 - 3 Efficient Scheduling is Key**
 - 4 Community Demand is Strong**
 - 5 Dedicated Project Manager and City Team**

Key Metrics



Recruitment



Citizens/Doctor

KEY CLINIC METRICS		
New Patients		In Development
Earn vs Burn		In Development
Average Patients/Day		In Development
Empty Spots/Week		In Development
Average Revenue/Doc		In Development

Made in BC, Proved in Colwood



Collaboration in Innovation

- Refine and improve this delivery model
- Collaborate to solve our 3 major challenges
- Expand model throughout BC to interested/motivated communities

Together, let's solve the primary care attachment crisis for good!

QUESTIONS

Mayor Doug Kobayashi
City of Colwood
colwoodclinic@colwood.ca

www.ColwoodClinic.ca



REPORT TO HOSPITALS AND HOUSING COMMITTEE MEETING OF WEDNESDAY, JULY 02, 2025

SUBJECT **Research Report on Options for Regional Community Safety and Wellbeing Planning**

ISSUE SUMMARY

Regional Community Safety and Well-Being (CSWB) planning, and report on the roles the Capital Regional District (CRD) could play in this work.

BACKGROUND

On April 12, 2023, the CRD Board received a presentation titled *Towards a Community Safety and Wellbeing Plan and Council for the Capital Region*. The presenters recommended taking a social determinants of justice approach to CSWB planning in the region.

At the June 7, 2023, Hospitals and Housing Committee, the Committee approved the following motion:

“That staff be directed to include \$50,000 in funding in the 2024 Provisional budget to support work towards establishing a Regional Community Safety and Wellbeing Plan and Council.”

In 2024, the CRD contracted the Canadian Centre for Safer Communities (CCFSC) to conduct a literature review, environmental scan and local survey and interviews to report on best practices and local needs related to CSWB planning.

In their final report (Appendix A), CCFSC identified three recommendations. That the CRD:

1. Adopt a flexible, reflective regional CSWB planning model
2. Define its role as a regional facilitator and allocate resources to provide support
3. Establish a permanent, action-oriented service line that centres diverse community voices

ALTERNATIVES

Alternative 1

The Hospitals and Housing Committee recommends to the Capital Regional District Board: That the Capital Regional District maintains status quo and revisits the Canadian Centre for Safer Communities report recommendations in the 2027 service planning process.

Alternative 2

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

IMPLICATIONS

Intergovernmental Implications

The CCFSC's report identified challenges associated with community safety and wellbeing planning being conducted at a regional level. These challenges include difficulty in reconciling regional and local priorities, structures and timelines, concern around equitable distribution of resources, risk of plans prioritizing urban needs, and difficulty maintaining buy-in.

In 2023, the City of Victoria began consultations in the development of their own CSWB Plan. Their plan was made public at their June 19, 2025 council meeting. Their plan emphasizes the need to prioritize upstream and primary prevention by investing in resources to build resilience. They have identified 99 recommendations within eight sectors. Those eight sectors are: housing, healthcare, service delivery, downtown, residents, commerce, policing and justice, and the city's community safety and wellbeing services.

The City of Victoria's plan identifies recommendations for themselves, the Victoria Police, the CRD, other local governments, the provincial government and the federal government. The recommendations explicitly identified for the CRD include:

1. Work with other partners to create a regional approach to housing
2. Create and implement a regional homelessness strategy
3. Regularly contribute funds through the budget process for the Greater Victoria Rent Bank
4. Address homelessness and service provision for vulnerable individuals in their own communities

In addition to the recommendations that explicitly mention the CRD as a lead, many of the recommendations that fall under the "service delivery" sector align with the work of the CRD's Community Health Network. In particular, the Community Health Network already convenes social service providers and could work with the City to expand these opportunities for connection.

The plan recommends the adoption of its recommendations in stages and directs staff to report back to Council in 2026 on the budget implications, required policy changes and key performance indicators associated with implementing the recommendations.

Financial Implications

In 2025, the CRD has entered a climate of fiscal restraint including a pause on the creation of new full-time equivalents (FTE) for 2026 unless directed by the CRD Board. Community safety and wellbeing planning within the CRD would require additional resources for implementation and this may be revisited through the 2027 service planning process.

Implementation of the CCFSC's recommendations would require the allocation of new financial resources. Options presented by CCFSC include hiring an external consultant to develop a regional CSWB plan or hiring internal staff to develop and implement a regional CSWB plan. Hiring an external consultant to develop a regional CSWB plan is estimated to cost \$150,000 which would not include future implementation costs. Hiring an internal coordinator to develop and implement the plan would cost an estimated \$175,000 per year in salary and associated costs as well as an estimated \$50,000 per year to support engagement meetings, consultant fees and honoraria.

Alignment with Board & Corporate Priorities

In response to the motion adopted by the CRD Board at its September 11, 2024 meeting, CRD staff plan to undertake a regional engagement in 2025 to assess the CRD's potential role in advancing regional supportive housing and sheltering objectives with the intention of bringing this report to the Hospitals and Housing Committee in December 2025.

Given the identified challenges with regional CSWB planning, limited regional buy-in, the current economic climate and on-going work focused on supportive housing and sheltering, CRD capacity to play a coordinating role in CSWB at this time is limited without additional resources.

CONCLUSION

The CCFSC's research and partner engagement identified the potential for the CRD to play a coordinating role in regional CSWB planning. The report also identified challenges with a regional approach. Given the current economic climate of constraint regional CSWB planning should be revisited through the 2027 service planning process. CSWB planning will be revisited following the completion of the research focused on the CRD's role in regional supportive housing and sheltering.

RECOMMENDATION

The Hospitals and Housing Committee recommends to the Capital Regional District Board: That the Capital Regional District maintains status quo and revisits the Canadian Centre for Safer Communities report recommendations in the 2027 service planning process.

Submitted by:	Michael Barnes, MPP, Senior Manager, Health and Capital Planning Strategies
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Regional CSWB Planning Research Project Final Report

Canadian Centre for
Safer Communities



Centre canadien pour des
communautés plus sûres

Capital Regional District British Columbia

Regional Community Safety & Well-Being (CSWB) Planning Research Project

Final Report

May 2025

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Executive Summary

In 2024, the Capital Regional District (CRD) engaged the Canadian Centre for Safer Communities (CCFSC) to **research the possibilities** for a Regional Community Safety and Well-Being (CSWB) plan. Guided by a Regional Advisory Committee, CCFSC reviewed existing regional CSWB plans and other available literature, conducted a survey with local partners, and interviewed local and cross-Canadian leaders in community safety and wellbeing. This executive summary provides an overview of the research findings, key considerations, and recommendations for an approach to regional CSWB planning.

Research Design

The following research questions were established to guide the direction of this project:

- 1) What are the best practices and underlying justifications generally associated with Community Safety and Well-being Planning in Canada and internationally?
- 2) What Community Safety and Well-being plans and councils (if any) currently exist within the CRD? What other related initiatives, strategies and programs exist?
- 3) What Regional Community Safety and Well-being plans and councils exist across Canada?
- 4) What are the benefits and challenges of approaching CSWB planning from a regional perspective? What models for the governance and implementation of regional plans exist?

Results

Best Practices and Insights of Regional CSWB Plans

The following section outlines key principles and components that contribute to the development and implementation of regional CSWB plans.

Key Principles in Effective CSWB Planning

- **Flexibility in Approach:** Effective CSWB planning requires adaptability to local demographics, geography, legislative frameworks, funding availability, and community support.
- **A Holistic Approach:** CSWB frameworks should encompass environmental, social, economic, political, cultural, and spiritual domains, as well as an enforcement and justice lens.
- **Centering Relationships and Multi-Sectoral Collaboration:** A multi-sectoral approach is essential, as no single sector can address the complex contributors to community safety and well-being alone.

Key Components in Development and Implementation

- **Steering Committee:** Effective regional CSWB plans are guided by steering committees that are inclusive, multi-sectoral, and representative of local municipalities.
- **Secondary Committees:** These coordinating bodies are typically housed within regional governments but are sometimes embedded within municipal governments or police services.

- **Data Collection and Community Engagement:** Conducting a thorough community assessment is vital for identifying local safety and well-being issues, available resources, and service gaps.
- **Governance and Implementation:** Effective governance and implementation can include the establishment of dedicated coordination structures, such as city-level boards or public departments.
- **Evaluation and Monitoring:** Integrating evaluation planning early in the process and aligning it with data collection and community engagement strategies is crucial for tracking progress and ensuring accountability.

Funding Considerations

Long-term, sustainable funding is widely recognized as essential for both the development and implementation of effective regional CSWB plans (Mass Casualty Commission, 2020; Waller, 2021). In practice, most plans are developed and implemented using in-kind contributions and existing resources, often requiring staff to take on CSWB responsibilities in addition to their regular roles. While some regions have successfully secured dedicated budgets, limited resources remain a consistent challenge.

Overall Benefits and Challenges of a Regional CSWB Plan Approach

Regional CSWB planning offers several key benefits, including stronger cross-sector collaboration, alignment of goals across municipalities, a more efficient use of resources, and improved data sharing. However, regional planning presents notable challenges. Coordinating across diverse municipalities can be complex, and limited funding or capacity often constrains participation and implementation. Political tensions, resistance to change, and difficulties engaging underrepresented communities can also hinder progress.

Local Context and Preferences in the CRD

This section of results draws on findings from an environmental scan, 34 survey responses, and 10 interviews with partners across the CRD.

While no formal CSWB plans currently exist in the CRD, the City of Victoria is developing one for Council consideration in 2025. The environmental scan identified 22 publicly available documents across the region that align with CSWB priorities, including health strategies (3), housing needs assessments or PIT counts (9), law enforcement plans (1), community profiles or municipal strategies (5), and other relevant reports (4), such as the CRD Board Priorities and Vital Signs report. As the CRD moves forward, these existing strategies could be reviewed and “nested” under a broader regional CSWB framework to promote alignment and continuity.

CSWB Plan Preference in the CRD

- Regional approach: two thirds of survey respondents favoured a regional or hybrid approach to CSWB planning in the CRD, citing the need to address cross-jurisdictional issues, prevent siloed responses, promote resource sharing, and provide more equitable access to services across municipalities.

- **Municipal approach:** A smaller number of respondents preferred a municipal or electoral area-based model, citing concerns that regional planning might overlook unique local needs or face resistance from less-engaged municipalities.

Anticipated Benefits of a Regional CSWB Plan in the CRD

Over 90% of survey respondents agreed or strongly agreed that a regional CSWB plan would be beneficial as it would support consistent policies across municipalities, allow for resource sharing, improve coordination, strengthen advocacy, increase capacity for smaller communities and be more cost effective. The remaining 10% of respondents raised concerns about the need to maintain local responsiveness and the effectiveness of regional governance.

Anticipated Challenges of a Regional CSWB Plan in the CRD

Respondents raised concerns about regional CSWB planning in terms of conflicting priorities across municipalities, local political will, difficulty coordination across jurisdictions, ability to engage the community, lack of funding and a disproportionate focus on urban needs.

The Role of the CRD

Survey participants largely agreed that the CRD should take on a coordinating role in a regional CSWB plan, rather than act as a top-down lead. The most highly ranked functions included data collection and knowledge sharing, followed by coordination, strategic planning, and resource allocation—highlighting the CRD’s potential to align efforts and enable evidence-informed, collaborative action. Lower-ranked but still relevant roles included training, capacity building, and public engagement. Overall, participants emphasized that the CRD is well-positioned to convene partners and sustain regional efforts, but that leadership should remain community-driven and inclusive.

Recommendations for the CRD

Recommendation 1: Adopt a Flexible, Reflective Regional CSWB Planning Model	To address the inherently cross-jurisdictional challenges facing the region, it is recommended that the CRD adopt a regional approach to CSWB planning. To ensure a responsive approach, a robust evaluation must be established from the very early planning stage.
Recommendation 2: Define the CRD’s Role as a Regional Facilitator and Allocate Resources to Provide Backbone Support	To guide the development of a regional CSWB plan, the CRD should first define its role as a facilitator, convener, and backbone support—coordinating collaboration across the region without exercising centralized control. Key Actions: • Create a dedicated CSWB Planning Coordinator role • Establish a secretariat to support regional planning • Engage external support

Recommendation 3: Establish a Permanent, Action-Oriented Service Line that Centre's Diverse Community Voices	To ensure the long-term success, accountability, and community ownership of the CSWB strategy, the CRD should establish a permanent, action-oriented service line. This structure must prioritize the voices of equity-deserving groups and be rooted in collaborative, responsive governance. Key Actions: • Engage First Nations communities early and respectfully • Conduct a robust community assessment • Build a long-term engagement framework beyond plan development • Establish an inclusive, multi-sectoral steering committee • Create a local alignment advisory committee • Adopt an action-oriented implementation model • Establishing a permanent regional office or coordination hub

Introduction

In July 2024, the Capital Regional District (CRD) engaged the Canadian Centre for Safer Communities (CCFSC) to undertake a research project to inform their understanding of the possibilities for a Regional Community Safety & Well-Being (CSWB) Plan. For this work, CCFSC proposed a strategically staged approach that included a scoping literature review to compile best practices, as well as a process to collect both quantitative and qualitative data from key players within the CRD, as well as across Canada, regarding how Regional CSWB plans or other similar processes are being developed and implemented. This work was guided by a Regional Advisory Committee, comprised of sector leaders, who provided feedback on data collection tools, assisted with data collection promotion efforts, provided connections to local participants for interviews, and reviewed the findings and recommendations put forward by CCFSC.

This report provides a detailed overview of this project's methodology, findings, limitations, and ultimately, options for consideration and recommendations for best practices in establishing a regional CSWB plan within the CRD.

The Canadian Centre for Safer Communities

CCFSC has significant experience conducting research and writing reports and is well versed in the best practices of community safety and well-being. For the past 20 years, CCFSC has coordinated and supported Canadian municipalities in crime prevention and community safety practice through facilitation of collaboration and partnership development; evidence-informed policy and practice recommendations; technical support in creating and implementing community safety and well-being plans; comprehensive trainings and awareness of crime prevention; and community safety-related research, news, funding opportunities, and conferences.

CCFSC represents over 150 communities and approximately 50% of the Canadian population. The vision of CCFSC is communities where people are safe and feel safe. To achieve this vision, CCFSC supports Canadian communities to foster community safety and well-being through national leadership, collaboration, capacity building, and knowledge exchange. The work of CCFSC is guided by a broad concept of community safety and well-being that includes thorough local assessments and planning processes, a variety of preventative measures, multi-sectoral dialogues, and public engagement. Our work is rooted in the understanding of social determinants of justice and focuses on wellness as a key component of how community safety is established. Therefore, these efforts go beyond criminal legal responses and reduce reliance on enforcement. We understand that communities are best positioned to work with local and regional agencies and partners to identify specific service needs and address the root causes of violence, victimization, and sense of safety.

CCFSC's approach examines the importance of prevention and social development as means of increasing community wellness with an eye towards long-term and sustainable change, rather than

merely reactive responses. Our work follows, contributes to, and adheres to the best practices of community safety and well-being.

Research Design

The following research questions were established to guide the direction of this project:

- 1) What are the best practices and underlying justifications generally associated with Community Safety and Well-being Planning in Canada and internationally?
- 2) What Community Safety and Well-being plans and councils (if any) currently exist within the CRD? What other related initiatives, strategies and programs exist?
- 3) What Regional Community Safety and Well-being plans and councils exist across Canada?
- 4) What are the benefits and challenges of approaching CSWB planning from a regional perspective? What models for the governance and implementation of regional plans exist?

These research questions were designed to collect a broad range of information and experiences pertaining to the development of regional CSWB plans, including an understanding of best practices more broadly, as well as localized knowledge emerging directly from the various municipalities, electoral areas, and First Nation communities within the CRD.

Methodology

This project gathered existing academic and grey literature, relevant documents from within the CRD, as well as primary quantitative and qualitative data through the use of surveys and interviews. The data collection process for each of these phases is detailed below.

Literature Review

CCFSC conducted a scoping literature review to gather relevant literature, including both academic and grey sources, to inform this report. Specifically, the literature review sought information related to best practices for community safety and well-being planning in Canada and internationally, as well as any available information on community safety councils. Grey literature—defined as materials produced outside of traditional academic publishing, such as government reports, policy briefs, organizational documents, and strategy papers—was included given the limited availability of peer-reviewed sources on community safety and well-being planning.

Both Google Scholar and University library websites were utilized in this search.

The below search terms were used to collect relevant literature for each research question:

1. "community safety and well-being" AND "regional" ($n=20$)
2. "community safety and well-being" AND "best practice" ($n=23$)
3. "community safety and well-being planning" ($n=30$)

The search was limited to articles authored between 2016 – present.

In total, the search terms produced 73 results. However, there was a significant amount of duplication in these results. After removing duplicates, articles were screened for the following inclusion criteria:

- Available in English or French
- Relevance to research questions based on initial screening of abstract
- Free/accessible

Screening was an iterative process to continue to remove non-pertinent sources according to the inclusion/exclusion criteria. After screening, 34 articles remained for inclusion within this scoping literature review.

Environmental Scan

This process involved gathering relevant existing materials from within the CRD, as well as across Canada more broadly. A list of these items is provided in Appendices IV and V. The following types of documents were gathered and analyzed for themes, areas of overlap, and to identify existing gaps:

- Examples of Community Safety & Well-Being Councils ($n=8$)
- Existing Community Safety & Well-Being plans from within the CRD (or similar plans, such as gun and gang violence prevention strategies, homelessness strategies, community plans, etc.) ($n=22$)
 - Note: the survey (detailed below) surfaced an additional 3 plans not included in the original scan. The total number of existing strategies/plans after the survey is 25.
- Examples of Regional Community Safety & Well-Being plans from across Canada ($n=19$), which is provided in Appendix V.
 - Note: The regions included vary widely in terms of population size, geography, and governance structure. Some represent large, urbanized areas with multiple municipalities and highly diverse populations, while others are moderately sized or predominantly rural regions that span townships, counties, and in some cases, First Nations communities.

Data collection

Lastly, primary qualitative and quantitative data was collected through a process of surveys and interviews.

- 1) Surveys: The “Identifying Regional Possibilities for Community Safety & Well-Being in the Capital Region District” Survey was hosted by the CRD for 4 weeks between November – December 2024. During this time, 34 submissions were received. This was a targeted survey, narrowly distributed and focused on soliciting feedback from organizations/professional networks across the CRD. The survey was distributed by members of the project team and the advisory committee. Participants represented a wide range of sectors, including public health, housing, policing, post-secondary, mental health, Indigenous-serving organizations, 2SLGBTQ+ communities, disability organizations and the business community, among others. The survey queried topics such as perceived benefits of regional community safety and well-being

planning, potential challenges of a regional planning process, as well as options for governance of a regional plan. The survey is attached as Appendix I.

2) Interviews:

- a. CRD Interviews: Ten interviews were conducted with organizational contacts within the Capital Region District. Participants were identified through the project's advisory committee, the Canadian Centre for Safer Communities' (CCFSC) existing networks, and survey respondents who expressed interest in a follow-up conversation. Interview participants represented a wide range of sectors, and explored similar themes to the survey, including perceived benefits and challenges of a regional planning process, gaps that a CSWB strategy could address, and preferences regarding plan development, implementation, and governance.
- b. Regional Interviews: In addition, five interviews were completed with representatives from regions across Canada that have developed and implemented regional CSWB plans. These interviews focused more specifically on the rationale behind adopting a regional approach, how the planning process was structured, and the challenges and successes encountered throughout development and implementation. Participants also reflected on the impact of their plans to date. To preserve confidentiality, the specific regions represented in the interviews are not disclosed.

Interview guides for both groups are included in Appendices II and III, respectively.

Results

The results of this research are divided into two subsections. First, *Best Practices and Insights of Regional CSWB Plans*, offers foundational knowledge to understand common experiences, best practices and lessons learned from regional CSWB planning. The second subsection, *Local Context and Preferences in the CRD*, explores the specific needs, priorities, and preferences expressed by CRD partners regarding the potential development of a regional CSWB plan.

Best Practices and Insights into Regional Community Safety and Well-Being Plans

The following section outlines key principles and components that contribute to the development and implementation of regional CSWB plans. It draws on a targeted literature review, practitioner experience, interviews with regions that have implemented CSWB plans, and a scan of 19 regional plans from across Canada.

This portion of results addresses three of the guiding research questions:

1. What are the best practices and underlying justifications generally associated with Community Safety and Well-being Planning in Canada and internationally?
3. What Regional Community Safety and Well-being plans and councils exist across Canada?

4. What are the benefits and challenges of approaching CSWB planning from a regional perspective? What models for the governance and implementation of regional plans exist?

Key Principles of Effective CSWB Planning

The following outlines foundational principles that contribute to effective, inclusive, and sustainable CSWB planning in a regional context.

Flexibility in Approach

The literature consistently reinforces that there is no “one-size-fits-all” approach to community safety and well-being planning, and that blanket approaches will rarely respond to a community’s needs and interests (Michalski *et al.*, 2023). A successful approach must be tailored to local demographics, geography, legislative frameworks, funding availability, and the level of local support. Flexibility is often required throughout the planning process, with adjustments made as new needs and contexts emerge (Canadian Municipal Network on Crime Prevention, 2020).

These findings were reinforced by interview participants from regions that have already developed and implemented CSWB plans. Many interviewees cautioned against rigid or “cookie-cutter” approaches, instead emphasizing the importance of designing processes that are grounded in local values, relationships, and community conditions. A flexible, responsive approach was seen as critical to supporting both buy-in and long-term success—particularly in regional contexts where municipalities vary in capacity, resources, and priorities.

A Holistic Approach

Drawing from both practitioner experience and the literature, the framework of community safety and well-being incorporates environmental, social, economic, political, cultural, and spiritual domains that contribute to a community’s needs and priorities (Michalski *et al.*, 2023). Often, when people think about community safety, they think of enforcement and justice concerns, which are an important component of CSWB planning. However, community safety is about much more than just enforcement; it is about working towards long-term, collaborative efforts to address the root causes of crime and harm.

The [community safety and well-being planning framework](#), as developed by the Government of Ontario (2021), emphasizes that planning process and local plans should incorporate the domains of social development, prevention, risk intervention, and incident response to ensure that local plans are efficient and effective. This investment in prevention, in addition to response, has been demonstrated as cost effective, and the return on investment of prevention initiatives is well-documented in research. Moreover, prevention-based interventions often garner public support (Canadian Municipal Network on Crime Prevention, 2016). Appendix VI provides a variety of tools available on general practices for community safety and well-being.

Centering Relationships and Multi-Sectoral Collaboration

Literature, practitioner knowledge, and interviews all emphasize that community collaboration should be foundational across all phases of CSWB planning.

A multi-sectoral approach is essential, as no single sector can address the complex contributors to safety and well-being alone (World Health Organization, 2020). Benefits of collaboration include broader issue understanding, diverse problem-solving skills, and the ability to close service gaps (Nilson, 2018). Evidence also shows that cities with strong cross-sector coordination have lower rates of youth violence (Smith, 2018).

Several factors strengthen collaboration: a history of working together, clear incentives, knowledge sharing, trust, proximity, and strong communication among members (Boughzala & Briggs, 2012; Broom & Avanzino, 2010; Knobens & Oerlemans, 2006; Nilson, 2018; Weaver, 2017). Literature and resources on community engagement and multi-sectoral collaboration are available for further consideration by the CRD, with examples provided in Appendix VI.

Key Bodies in CWB Planning and Implementation

The following outlines the key components that contribute to the development and implementation of effective regional CSWB plans. Drawing from a review of 19 regional plans across Canada, interviews with regions that have implemented plans, and relevant literature, it highlights the structural, procedural, and relational elements that have supported success in various contexts.

Steering Committee

Steering Committees serve as the primary leadership and decision-making body guiding the development of CSWB plans. In the sample of 19 regional CSWB plans reviewed, the strong majority (16) established a new steering committee or leadership body specifically to guide the development of their plan. One region used an existing body, as they already had a regional leadership structure in place that was deemed capable of meeting the needs of the process. In two cases, it was unclear from the available documentation whether a new or existing committee had been used.

The following considerations emerged as important in shaping the composition and structure of steering committees across regions with existing CSWB plans. For practical examples from existing regional plans that reflect these considerations, see Appendix V2.

- **Multi-Sectoral Representation:** In regions that have implemented a regional CSWB plan, key sectors such as policing, education, health, business and community or social services are consistently represented. Steering committee members typically serve as sector representatives, rather than as delegates of specific organizations. This approach is intended to ensure that decision-making is informed by the broader needs, trends, and challenges within each sector, rather than the interests of individual agencies.
- **Geographic and Municipal Representation:** Most steering committees overseeing regional CSWB plans include representation from local municipalities, cities, and townships. This representation typically takes the form of either senior municipal staff—such as Chief Administrative Officers (CAOs) or City Managers—or elected officials, including city mayors and municipal or regional councillors.

- **Representation of Focused Populations:** According to CCFSC’s Practitioner Guide on Community Safety and Well-Being (2020, p. 20), focused populations are “people with increased likelihood to be victimized,” including Indigenous Peoples, 2SLGBTQ+ communities, older adults, persons with disabilities, youth, women and girls, racialized populations, and faith communities. Representation of these groups on CSWB steering committees varied. Some regions prioritized senior leadership from large institutions, while others focused on including organizations serving focused populations.
- **Representation of Indigenous-Serving Organizations and First Nations Communities:** Based on the review of publicly available regional CSWB plans and accompanying interview data, representation from Indigenous-serving organizations on steering committees was identified in fewer than half of the plans. Where included, this often took the form of participation from Indigenous-serving organizations such as Indigenous Friendship Centers or Indigenous Health Access Centers. Direct representation from First Nation communities was rare.
- **Considerations about Police:** The sample of regional CSWB plans reviewed indicates that police services are represented on all steering committees, with several regions designating police leadership as co-chairs. While police involvement is a consistent feature across regional models, the extent of their leadership and influence varies considerably. These findings suggest that although police participation is standard practice, regional approaches differ in how law enforcement is positioned—ranging from an equal partner within a multi-sectoral framework to a more central leadership role.

Secondary Committees

Findings from the regional plan review and interviews indicate that more than half of existing regional CSWB plans include additional committees to support plan development. These committees vary in purpose, with some serving as advisory bodies, data committees, or logistical support teams. Many regions also have a secretariat or coordinating body responsible for day-to-day operations, such as engagement coordination, drafting the plan, and managing collaborative planning tables. While these teams are typically housed within regional governments, some are embedded within municipal governments or police services.

Secondary Committees Example: Peel Region

System Leadership Table (steering committee), is supported by 7 additional committees:

- Extended Leadership Table: community representatives, content experts and elected officials
- Governance and Operations Table: oversees coordination and development
- Data, Monitoring and Evaluation Table: lead in development of indicator framework, and supports with evaluation
- 3 Action Tables [Family Violence, Mental Health and Addictions, Systemic Discrimination]: tasked with setting priorities and identifying key strategies and actions within each focus area
- Secretariat: housed by Region of Peel, provides backbone support for plan development

For additional examples of secondary committees, see Appendix V2.

Data Collection and Community Engagement

Creating a community profile through assessment is vital to identifying safety and well-being issues, available resources, and service gaps. Collecting data grounds plans in evidence (Scottish Police Authority, 2021) and ensures local knowledge and expertise shape decision-making (Michalski et al., 2023). Participatory approaches are especially important in regional planning, where residents often feel excluded from decision-making processes dominated by those with more power and resources (Michalski et al., 2023). Bottom-up participation is critical (Mass Casualty Commission, 2020), with a unique need to prioritize community input in regional settings (Veckalne & Tambovceva, 2022), given the perception that this is ignored in regional decision-making processes.

Interviews and regional plan reviews confirmed that data collection and community engagement are foundational to developing regional CSWB plans. Regions used a mix of existing data—such as police reports, public health trends, census data, service usage, and action plans—and primary data collected through community engagement.

Using both quantitative and qualitative data provides a fuller understanding of risks and protective factors. CCFSC, for example, combines survey data with targeted community engagement to capture underrepresented voices, and uses asset mapping to coordinate local resources. CCFSC's guides on conducting community assessments are available in Appendix VI.

All reviewed CSWB plans emphasized community engagement with governments, service providers, and residents. Methods included surveys, focus groups, sharing circles, interviews, and roundtables. Some regions prioritized institutional voices, while others centered equity-deserving groups, such as 2SLGBTQ+ communities, seniors, people with disabilities, and those with lived experience. Despite targeted efforts, challenges remained in reaching rural and underrepresented populations due to transportation, accessibility, and resource barriers.

Interviewees stressed that meaningful engagement—particularly with Indigenous and equity-deserving groups—requires building trust, using culturally responsive approaches, and establishing ongoing relationships. Effective engagement should prioritize outreach to historically excluded groups, offer multiple engagement formats, use trauma-informed facilitation, work through trusted community organizations, and communicate clearly about how participant input will shape decisions.

Community Engagement Example: Kent County

Employed a multi-tiered engagement strategy to inform plan development, which included:

- Community Survey: Open to all residents of Kent County to gather broad input
- General Consultations: Hosted in each municipality within the county, organized in partnership with local leaders and community organizations
- Targeted Consultations: 13 identified groups, both geographic communities, and identity-based populations, including Indigenous communities, newcomers, immigrants, and youth

For additional examples of data collection and community engagement, see Appendix V2.

Governance and Implementation

Strong governance and implementation models are widely identified in the literature as essential components of effective CSWB planning. While the ability to establish permanent coordination structures varies from community to community, the development of a dedicated body—whether a city-level board or a public department—is recognized as a best practice (Waller, 2021; Eurosocal, 2015). These bodies are ideally supported by a core budget, political leadership, and skilled staff to foster collaboration, mobilize resources, and promote public engagement (Canadian Municipal Network on Crime Prevention, 2017). Cities with such offices have reported up to 50% reductions in certain crime types within a few years (Canadian Municipal Network on Crime Prevention, 2017).

A regional example is the Halifax Regional Municipality, which created a Centre of Responsibility (CoR) to guide its Public Safety Strategy. The CoR provides training, program development, evaluation, and public engagement support (Halifax Regional Municipality, 2023). Should the CRD pursue a similar model, it can draw from this approach.

Another governance model often supported by CCFSC is [constellation governance](#), which brings together multiple groups around a shared goal (Centre for Social Innovation, 2005). A stewardship team maintains strategic alignment, while action teams—small, flexible, and time-limited—lead specific initiatives (Surman & Surman, 2008).

Interviews and regional plan reviews showed that many regions have adopted similar multi-tiered governance models. Most maintain a central steering committee, often evolving from the original plan development group, to provide oversight and coordinate across action tables or working groups. Implementation work is typically advanced through these smaller groups, which foster cross-sector collaboration and locally grounded responses.

The number and structure of action tables varies: some regions maintain many long-standing tables (up to 15), while others form a few short-term groups focused on priority themes. Existing networks are often leveraged, with flexibility emphasized to tailor strategies to local needs and contexts.

To support coordination, many regions have established Secretariat teams within regional governments. These teams handle logistics, alignment, and progress monitoring. In some cases, dedicated coordinator roles or permanent offices have also been created, reinforcing the backbone supports identified as best practices.

Implementation Example: Dufferin County
• CSWB Integration Table: Transitioned from the original Advisory (Steering) Committee into an implementation-focused role. Responsibilities include: ○ Ensuring coordination and balance across focus areas ○ Supporting a collaborative response ○ Promoting alignment and shared practices across the broader CSWB framework • Lead Tables: 5 Lead Tables designated for each priority area to guide implementation. ○ Built on existing partnerships and structures by using existing planning tables already active in the county

For additional examples of governance and implementation, see Appendix V2.

Evaluation and Monitoring

While the adage “What gets measured, gets done” holds true, outcome and impact measurement in the CSWB field remains limited, as it is still an emerging discipline. Early CSWB efforts often focus on building consistency rather than measuring long-term progress. As a result, many evaluations have been formative, with limited outcome measurement. Regional planning offers an opportunity to align measurement efforts across municipalities toward shared CSWB priorities.

Monitoring and evaluation should be integrated with the data collection process, as key performance indicators (City of Kenora, 2025) can guide what baseline data is collected. While the effects of CSWB strategies may take time to emerge, the early impact of collaborative efforts can often be assessed and monitored throughout implementation. Publicly available tools for monitoring and evaluation are provided in Appendix VI.

Findings from interviews and regional plan reviews reinforce these observations. Regions adopted a range of evaluation methods, including dashboard tracking, initiative-specific performance metrics, and action table progress reporting. Larger or more urbanized regions were more likely to use real-time tracking, while others focused on shorter-term outcomes like improved access to housing or mental health supports.

Several regions adopted developmental or learning-based evaluation models, which allow flexibility as community needs evolve. Interviewees emphasized embedding evaluation early in the process, aligning it with initial data collection and engagement strategies. Identifying clear indicators at the outset was seen as crucial for tracking impact and ensuring long-term accountability.

Despite these efforts, evaluation remains a significant challenge. In over half of the CSWB plans reviewed, evaluation frameworks were vague or absent. Regions cited limited time, resources, and capacity as major barriers, and several highlighted the difficulty of measuring collaborative processes and relationship-building—core aspects of CSWB work not easily captured by traditional metrics.

Evaluation Example: Halifax Regional Municipality

Two-part evaluation approach:

1. Milestones established for each strategic action through the annual business planning cycle
2. Research and evaluation efforts focus on four impact areas:
 - Community safety and well-being
 - Harm reduction and prevention
 - Ecosystem development
 - Reduced pressures on the justice system

Evaluation draws on existing data sources, including:

- Police, fire, and emergency services data
- 311 call data

- Resident surveys
- Provincial datasets

Additional data includes service-specific indicators and input from service users via interviews and focus groups

For additional examples of evaluation, see Appendix V2.

Funding Considerations

Long-term, sustainable funding for CSWB processes and implementation is considered a best practice (Mass Casualty Commission, 2020; Waller, 2021). Many CSWB initiatives rely on staff managing efforts alongside other duties, though some communities have funded dedicated positions to support coordination. Municipalities that have seen success often created CSWB-specific funds and/or partnered with community organizations, police, and businesses to share investment. Securing funding can be difficult, making early discussions of available resources—including in-kind contributions—critical.

Plan Development: Across regions reviewed, most CSWB plan development relied on in-kind contributions from regional governments and, in some cases, police services. In the absence of dedicated funding streams, planning work was typically absorbed into existing roles within departments like planning, public health, or social development.

Some regions funded plan development through their regional tax base, allowing for dedicated budgets and, in some cases, full-time coordinator roles. At least one region partnered with a post-secondary institution to support data collection through a student placement. At least seven regions engaged external CSWB experts to assist with plan development, either leading specific components like engagement strategies or co-leading the entire process.

Despite these strategies, resource limitations were a frequent challenge, with staff—especially in social services and equity-focused sectors—often stretched thin.

Plan Implementation: Interviews revealed that funding challenges persist into the implementation phase. Most regions relied heavily on in-kind contributions, with few securing new, dedicated funding streams. Initiatives were often integrated into existing departmental work, requiring reallocation of existing resources. Interviewees emphasized that this constrained the scale, scope, and sustainability of CSWB efforts, with staff again facing increased strain.

Some regions, however, secured targeted funding. For example, Niagara Region (2021, p. 2) extended a temporary CSWB Coordinator role into the implementation phase. [York Region secured \\$7.3 million over four years through the federal Building Safer Communities Fund](#) to support place-based, community-led initiatives addressing youth violence and broader social determinants.

A few regions established permanent Crime Prevention Offices, such as the former [Waterloo Region Crime Prevention Council](#) (1995–2022) and [Halifax Regional Municipality’s Public Safety Strategy](#). Based on CCFSC research, the annual crime prevention office in most cities ranges between \$1 to \$2 per citizen, or \$2 per average household, which is an important consideration for the CRD in considering future implementation costs (Canadian Municipal Network on Crime Prevention, 2017). Further resources on Crime Prevention Offices can be found in [Municipal Crime Prevention Offices: Importance, Role, Function, and Models](#) (2017).

Overall Benefits and Challenges of a Regional CSWB Plan Approach

This section explores the key advantages and limitations of regional CSWB planning, drawing on both literature and the experiences of regions with existing plans.

Benefits of Regional CSWB Planning

In the literature, regional planning processes are noted as beneficial to encouraging community collaboration and aligning local plans and policies towards shared regional goals, as well as improving efficiency and enhancing capacity in local government service provision (Tavares, 2018).

These benefits were echoed by interviewees from regions with existing CSWB plans. The most significant advantage identified was the strengthening of cross-sectoral collaboration, with participants emphasizing the value of breaking down silos and fostering partnerships across regions. Regional planning was also seen as an effective way to address shared challenges and align goals, strategies, and initiatives across municipalities. Community involvement emerged as another key strength, with the regional process offering a unique opportunity for broad public input, which helps create a comprehensive and representative approach.

In addition, regional planning facilitated strong data collection efforts by integrating existing datasets from multiple jurisdictions with newly gathered community input. This allowed for a fulsome and interconnected understanding of local priorities. Finally, strong and diverse leadership was highlighted as a critical success factor, with interviewees noting that regional plans benefited from leadership tables that could leverage influence across sectors and municipalities, reinforcing commitment, coordination, and accountability at a larger scale.

Challenges of Regional CSWB Planning

Based on the limited literature available, some key challenges of regional CSWB plans have been identified. For example, there is some evidence to suggest that regional approaches to planning, rather than more localized approaches, are not as well received by the public who may express concern about cross-community cooperation (Steiner & Kaiser, 2016). In practice, however, it is difficult to generalize the impact of regional amalgamations and projects on public perceptions. Some communities create new attachments to a regional approach, while others struggle to achieve the same kind of attachment to a new regional identity (Jakobsen & Kjaer, 2016). In addition, cost savings are not supported as a key outcome as one might assume, as the research notes that while some expenditures are reduced, others are increased (Tavares, 2018).

Other challenges have been identified by interviews with regions with existing CSWB plans. Mentioned by most participants, complexity of regional coordination was a significant challenge, as managing collaboration across multiple municipalities, police services, and health networks, among others, can require substantial effort. Structural and political barriers also presented hurdles to both consensus-building and implementation. Some regions had conflicts between municipal and regional governments, tensions in police leadership, and public impatience with long-term systemic change. Additionally, shifting from a government-driven model of community safety to a collaborative, community-led approach requires a cultural shift, which was not always seamless. Funding constraints were also named as a challenge as most lacked dedicated funding and relied on in-kind contributions from various sectors. This constraint often placed additional strain on teams that were already operating with limited resources.

Ensuring broad and equitable representation proved difficult across all regions interviewed, particularly in rural and geographically dispersed areas where engagement efforts required additional time and resources. Additionally, interviewees noted challenges in engaging diverse communities, as some groups faced barriers to participation, and efforts to include marginalized voices did not always fully capture the breadth of regional diversity. This was particularly true for the involvement and inclusion of Indigenous communities.

Regional Versus Municipal CSWB Planning

The decision to pursue a municipal or regional CSWB planning approach depends on the unique context, conditions, and governance structures of each municipality or region in Canada. As noted earlier, there is no one-size-fits-all model for CSWB planning. Each approach brings distinct opportunities and challenges, and must be tailored to reflect the specific needs, resources, and priorities within a given area.

Rationale for Adopting a Regional Approach

In interviews with the five regions that have existing regional CSWB plans, participants were asked to explain why a regional approach was selected - four primary themes emerged from their responses:

- **Legislative Requirement:** A key driver for some was the legislative requirement in Ontario, which designated upper-tier municipalities (e.g., regions or counties) as the lead entities for CSWB planning when there is more than one lower-tier municipality.
- **Cross-Sectoral Collaboration for Complex Issues:** Participants emphasized the need for a collaborative, cross-sectoral approach to effectively address complex and systemic issues that transcend municipal boundaries.
- **Alignment of Regional Services:** In some regions, key services - such as policing, health care and education - are planned and delivered at the regional level, making a regional framework more appropriate and efficient.
- **Coordinated Continuum of Supports:** Some respondents highlighted a commitment to proactive crime prevention and upstream intervention, noting that a regional approach enables

a broader and more cohesive system of support and care across municipalities with shared challenges.

Benefits and Challenges of Regional vs. Municipal Approach

This research project was designed specifically to explore considerations related to regional community safety and well-being planning, rather than to compare regional and municipal approaches. As such, the research questions and overall scope were centered on understanding regional planning models, identifying best practices, and generating recommendations to inform the Capital Regional District's approach to regional CSWB planning. In alignment with this focus, the data collection process prioritized literature on regional planning from across Canada and engaged individuals with direct experience in regional planning processes, meaning they did not necessarily offer insights related to municipal planning. Therefore, the research findings do not include a comparative analysis between regional and municipal planning. However, the Canadian Centre for Safer Communities has extensive experience supporting municipalities with CSWB planning and is deeply familiar with the relevant research and evidence in that area. Drawing on this organizational expertise, the following section presents a comparison of the benefits and challenges of regional versus municipal planning. While this comparative lens was not a part of the original research objectives, it is included here as an additional tool to help support CRD's decision-making process.

Benefits of Municipal vs. Regional Community Safety and Well-Being Planning		
Aspect	Municipal Planning	Regional Planning
Scope	Focused on a single municipality's needs, priorities, and context.	Encompasses multiple municipalities or jurisdictions for coordinated planning.
Local Relevance	Deep understanding of local issues, demographics, and service needs.	Can identify shared issues across municipalities and address them collectively.
Community Engagement	Easier to engage local residents, organizations, and service providers.	Can engage broader regional service providers and institutions.
Flexibility	More agile in adapting to local changes and tailoring interventions.	Enables regional alignment of services, reducing duplication and enhancing collaboration.
Governance and Accountability	Clear structure tied to municipal leadership and local decision-makers.	Potential for joint governance models and shared accountability across jurisdictions.
Resource Sharing	May be able to focus on available local resources efficiently.	Can pool and share resources across municipalities to address gaps and reduce inefficiencies.
Consistency in Policy	Tailored policies that reflect unique local contexts.	Promotes consistent policies and approaches across the region.

Advocacy and Policy Influence	Stronger voice on hyper-local issues with municipal or provincial reps.	Regional collaboration can amplify advocacy efforts and policy influence with higher levels of government.
Cost Effectiveness	More direct allocation of resources to identified local priorities.	Economies of scale can be realized through shared services and infrastructure.
Crisis Communication and Response	Immediate and localized emergency response strategies.	More coordinated regional response to cross-jurisdictional crises or emergencies.
Equity-Centered Approaches	Actions can be designed to meet the needs of specific local equity-deserving populations.	Opportunity to address inequities at scale and support underserved areas across the region.

Challenges of Municipal vs. Regional Community Safety and Well-Being Planning		
Aspect	Municipal Planning	Regional Planning
Capacity	Smaller municipalities may lack staffing, expertise, or funding for comprehensive planning.	Coordination across jurisdictions is complex and requires dedicated resources.
Alignment of Priorities	Risk of siloed approaches and inconsistency with neighboring municipalities.	May be hard to reconcile differing local priorities, political agendas, and timelines.
Resource Distribution	Local competition for limited funding or services.	Challenges in equitably distributing resources across diverse communities.
Implementation	Local plans may lack leverage over systems managed at regional or provincial levels.	Risk of regional plans lacking specificity or clear actions within individual municipalities.
Political Will	May fluctuate with local leadership, affecting continuity.	Requires sustained buy-in from multiple political entities and elected officials.
Conflicting Priorities	Needs may differ even within a single municipality, creating internal tensions.	Various municipalities (including rural, urban, and Indigenous communities) may have different needs that are hard to balance regionally. Risk that regional plans prioritize urban needs.
Funding	Municipalities may struggle to secure sustainable or adequate funding.	Coordinating shared funding sources and equitable contributions can be politically and logistically difficult.

Research Limitations

The above results section is subject to several limitations that should be considered when interpreting the findings. A significant proportion of the regional CSWB plans examined—15 of the 19—were developed in Ontario, where provincial legislation outlines specific requirements for CSWB planning at the regional level. As a result, many of the themes, processes, and implementation models discussed in this report reflect Ontario’s policy and funding context and may not be directly transferable to other provinces or territories with different jurisdictional structures, mandates, and priorities.

More broadly, each region across Canada operates within its own unique context—shaped by factors such as geography, population size, political structure, community priorities, and available resources—making it difficult to draw universal conclusions across all regional models. While common themes and best practices have emerged, the findings should be understood as reflective of the sampled plans and interviews rather than prescriptive across all settings.

Furthermore, the sample of 19 regional plans relied on publicly accessible information. This means that some relevant documents, updates, or materials may not have been captured—particularly if they were distributed across multiple platforms or embedded in other documents (e.g.: meeting minutes). Additionally, there is no standardized format for how regional CSWB plans are shared or maintained online, especially when it comes to implementation updates and evaluation outcomes. These inconsistencies made it challenging to compare plans comprehensively and may have led to the exclusion of more current or detailed material. Furthermore, there is limited published literature specific to regional CSWB plans, which narrowed the scope of academic guidance and grey literature available to support the review.

These limitations do not undermine the value of the findings, but they highlight the importance of considering contextual differences and information gaps when drawing insights from this review.

Summary

In summary, the findings outlined above highlight the key principles, components, benefits, and challenges that shape regional CSWB planning. While there is no one-size-fits-all model, common practices—such as flexible, community-driven processes, strong multi-sectoral collaboration, and inclusive governance—can guide future efforts. These insights offer a foundation for shaping a responsive, equitable, and effective approach to regional CSWB planning in the CRD and directly inform the recommendations that follow.

Local Context and Preferences in the CRD

This subsection of results draws on a combination of environmental scan findings and insights from 34 survey responses and 10 interviews conducted with partners across the Capital Regional District (CRD). The environmental scan focused on identifying existing strategies, plans, and initiatives that align with the goals of CSWB planning, while the engagement questions were designed to explore local perspectives on regional coordination, perceived advantages, and conditions for effective collaboration.

These results respond directly to our second research question: *What Community Safety and Well-Being plans and councils (if any) currently exist within the CRD? What other related initiatives, strategies, and programs exist?* It also partially addresses the fourth research question: *What are the benefits and challenges of approaching CSWB planning from a regional perspective? What models for the governance and implementation of regional plans exist?* Specifically, this section responds to the first part of that question—but only as *anticipated* benefits and challenges—as no formal CSWB plans or councils were identified within the CRD.

What currently exists within the CRD?

This research did not identify any existing Community Safety & Well-Being plans or councils within the CRD. The City of Victoria’s CSWB Plan is currently under development and is scheduled to be delivered to Council for consideration in “early 2025” (City of Victoria, n.d.). However, a number of related strategies, and initiatives, most developed within the last 5 years, emerged in the environmental scan that could be relevant to include in the development of a Regional CSWB plan.

Of the 22 publicly available, existing strategies found:

- 3 were related to health, both physical and mental health,
- 9 were related to housing, including housing needs profiles, Point in Time counts, and needs assessments,
- 1 was related to law enforcement,
- 5 were community profiles or plans established by their respective electoral area or municipality,
- 3 were categorized as “other”.

The list of these documents is included as Appendix IV. It is unlikely that this list is exhaustive; should the CRD proceed with a CSWB plan, the Advisory committee for the project would be helpful in gathering additional strategies and documents for inclusion in a robust community profile.

As noted, almost half of the available documents are related to housing. Several municipalities and electoral districts within the CRD have conducted housing needs assessments, created housing strategies, or conducted PIT counts since 2019. The District of [Saanich](#), Town of [Sidney](#), the [Southern Gulf Islands](#), as well as the CRD more broadly have examined emerging issues of housing affordability, homelessness and trends in urban and rural housing needs.

There is some general alignment on housing specific needs throughout the CRD, with some local variations. For example, Victoria, Saanich, Sidney and the Southern Gulf Islands all have housing needs assessments or related reports from within the last 5 years that identify a greater need for more affordable housing options in their respective areas (Capital Region District, 2022; Community Social Planning Council of Greater Victoria, 2023; District of Saanich, 2020; Urban Matters Ltd., 2019). The Victoria and Saanich reports emphasize the growing needs of those experiencing visible homelessness, and the reports from Sidney and Southern Gulf Islands focus on those who are at risk of homelessness, due to spending more than 30% of their income on their housing costs, particularly in the rental market. There are also regional similarities across the CRD in housing, namely housing affordability, a lack of rental market options, and gaps in Indigenous housing options, as well as supportive housing options. Such similarities and unique local considerations should be accounted for in a regional planning process; a comparative analysis of available strategies and documents across the CRD would be crucial to understand common challenges, strengths, and gaps in services.

There is also a wealth of existing information within the CRD on health – both physical and mental, including local health area profiles through [Island Health](#), which provide a wealth of information on the social determinants of health. Of the 16 unique districts within the CRD, all have publicly available health profiles through Island Health, however, these profiles have not been updated since 2019.

There are also initiatives closely related to CSWB planning in, for example, Sooke and the Westshore, that involve system level collaboration to address issues closely related to community safety and well-being. [The Village Initiative](#), for example, is a multi-sectoral, collaborative project focused on child and youth well-being. It shares a similar purpose, governance structure, decision making approach and representative membership to what is often used in CSWB planning and could be duplicated should a planning process be undertaken.

Only one report specific to law enforcement surfaced in our environmental scan; the current [Strategic Plan for the Saanich Police Department](#) (2023-2026), which incorporated similar practices in its development as a CSWB plan (i.e. community engagement efforts via surveys, focus groups, and interviews). While this data would now be a few years old, some may serve as baseline measurements from which to build off, such as perceptions of safety and security.

“Other” relevant identified documents included the [CRD’s 2023-2026 Board Priorities](#), The Victoria Foundation’s most recent [Vital Signs](#) report, as well as an internal presentation to the CRD Board of Directors (2023) regarding community safety and well-being planning.

While not required, existing strategic plans such as the ones outlined in Appendix IV within a municipality or region can “nest” under a broader community safety and well-being plan to ensure strategic alignment and shared goals. For example, the Saanich Police Department’s current [strategic plan](#) lists a strategic priority of addressing interpersonal violence in the community. The [Alliance to End Homelessness’ Community Plan to End Homelessness in the Capital Region](#) (2019-2024) lists five key community-based outcome areas, including ensuring support services have the

capacity to deliver needed services. Similarly, the [Capital Regional District 2023-2026 Board Priorities](#) could be strategically linked to a regional CSWB plan. If, after a process of development, similar strategic priorities and associated goals emerged in a regional planning process, aligning desired outcomes/impacts, as well as monitoring and evaluation efforts would create continuity with previously developed, related plans.

CSWB Plan Preference in the CRD

Across both interviews and surveys, there is strong support for a regional approach to CSWB planning within the CRD.

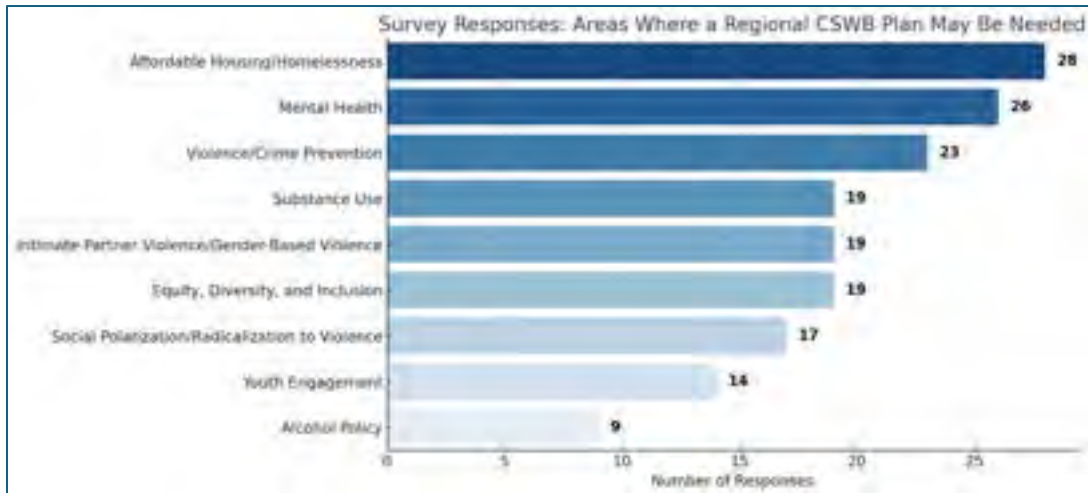
Of the 42 individuals who responded to the question on CSWB plan preference, 28 expressed a clear preference for a regional plan. Two respondents suggested a hybrid model, which still aligns with a regional approach, as it allows for localized implementation and municipal-level planning within a broader regional framework. Meanwhile, 7 were unsure, and 5 favored a municipal or electoral area-based approach.

Those who preferred a regional model highlighted several key benefits: it would prevent siloed planning across municipalities, promote collaboration and coordination, and allow for more efficient use of shared resources. Many emphasized that issues like homelessness, substance use, and crime are regional in nature and cannot be effectively addressed by municipalities acting alone. A regional approach was also seen as a way to ensure more equitable access to services and consistent safety policies across jurisdictions, particularly for residents who move frequently throughout the region. At the same time, most supporters of a regional plan acknowledged the importance of local flexibility—emphasizing that while regional coordination is necessary, implementation must remain responsive to the unique needs and governance structures of each community.

A smaller number of participants expressed a preference for a municipal or hybrid model. Some felt that municipalities are better positioned to address the unique needs of their communities and were concerned that a regional plan might overlook local realities or impose one-size-fits-all solutions. Others voiced skepticism about full regional coordination, suggesting that some local governments may be reluctant to participate or slow to engage. Those who favoured a hybrid approach envisioned a phased or layered model—where regional coordination sets broad priorities, but municipalities retain flexibility to lead implementation based on their own context, capacity, and readiness.

Identified Priorities for Regional CSWB Coordination in the CRD

Survey and interview participants were asked to identify issues that could benefit from a regional CSWB plan or initiative. Their responses point to both core service needs and deeper systemic challenges that a regional CSWB plan may be able to address.



Key Areas Identified:

1) Affordable Housing & Homelessness

This was the most frequently selected issue in the survey (28 responses) and a major theme in interviews. Participants highlighted the severe shortage of affordable housing—especially for low-income individuals, seniors, people with disabilities, and women experiencing domestic violence. Several interviewees noted a visible rise in people living in vehicles or on the street. One survey respondent emphasized that homelessness should be addressed separately from affordable housing, underscoring the complexity of housing insecurity and the need for both emergency and long-term solutions.

2) Mental Health & Substance Use

Mental health (26 responses) and substance use (19 responses) were among the top issues identified in the survey and deeply echoed in interviews. Participants pointed to a lack of accessible mental health services, crisis supports, and treatment options—particularly for people experiencing addiction. Interviewees also described how repeated exposure to trauma impacts frontline workers. A regional approach was seen as a way to strengthen early intervention, expand harm reduction, and reduce pressure on emergency services.

3) Violence & Crime Prevention

This issue was selected by 23 survey respondents and reinforced in interviews, where participants discussed rising crime in downtown areas, the need for crime prevention strategies, and more support for reintegration of individuals leaving correctional facilities. A coordinated regional strategy was seen as necessary to address both the causes and consequences of crime, especially in communities with limited local resources.

4) Youth Engagement & Safety

Though selected by 14 survey respondents, interviews added important context. Participants raised concerns about youth safety on public transit, poor lighting at bus stops, and walking

trails that feel unsafe after dark. There was also concern about youth carrying weapons for protection and a lack of inclusive spaces where youth can gather without stigma. Interviewees stressed that youth are significantly impacted by safety issues but are often excluded from decision-making and planning processes.

5) Equity, Discrimination & Inclusion

Equity, diversity, and inclusion was selected by 19 survey respondents, with interviews further emphasizing the need to address systemic racism, transphobia, colonial governance structures, and performative consultation. Participants called for culturally safe approaches grounded in relationships and trust-building, particularly with Indigenous, racialized, and 2SLGBTQ+ communities. This theme also intersects with concerns about how safety is defined and for whom.

6) Social Polarization & Radicalization to Violence

Identified by 17 survey respondents, this theme reflects growing concern around community division, extremism, and hate-motivated violence. While not as prominent in interviews, participants did speak about the importance of fostering a greater sense of belonging and community cohesion—particularly in response to rising forms of racism and exclusion.

7) Public Perceptions of Safety vs. Actual Risk

Interviewees highlighted the disconnect between perceived safety and actual threats. Visible drug use, homelessness, and mental health challenges often shape public fears, despite evidence that these populations are more likely to be at risk than to pose a risk. A regional strategy was seen as a tool for shifting narratives through education, community dialogue, and inclusive public messaging.

8) Infrastructure, Transportation & Built Environment

Although not included in the survey list, this was a significant theme in interviews and appeared in the survey's "Other" responses. Concerns included poor sidewalk infrastructure, insufficient street lighting, unsafe crosswalks, and lack of transportation options in rural and suburban areas. Some participants noted that transportation barriers prevent access to healthcare, school, employment, and emergency services. Sidewalk safety and access to businesses were also raised as accessibility concerns, especially for people using mobility aids.

9) Governance, Communication & Service Coordination

Interviewees described decision-making processes as top-down, budget-driven, and disconnected from lived experience. Many called for a shift toward participatory governance, where communities are actively involved in shaping safety priorities. Participants also noted that siloed services often work in isolation, leading to duplication or missed opportunities for early intervention. A regional plan was viewed as a way to streamline collaboration, share resources, and ensure services are more responsive and equitable.

10) Climate, Environment & Emergency Preparedness

While mentioned only once in the survey’s “Other” category, this theme was reinforced through interviews. Participants described concerns such as air quality and the lack of emergency routes in the event of natural disasters or road closures. These environmental and infrastructure-related risks were seen as part of a broader understanding of safety—especially for children, seniors, and people with health conditions.

11) Economic Insecurity & Food Access

Though not a predefined survey category, economic stress was discussed in interviews, particularly the growing reliance on food banks and food programs. Participants pointed to the high cost of living and the difficulty of affording both housing and food. This was often tied to broader conversations about poverty reduction and the need for upstream solutions that support long-term well-being.

Anticipated Benefits of a Regional CSWB Plan in the CRD

Survey and interview participants were asked whether they believed a regional approach to community safety and well-being would be beneficial, and why. The majority expressed strong support, citing opportunities to improve coordination, reduce duplication, and ensure consistent and equitable service delivery across the region. Their responses revealed a shared belief that safety and well-being challenges do not stop at municipal boundaries—and that fragmented local approaches limit the potential for systemic change.

Level of Agreement:

In response to the survey question, *“To what extent do you believe a regional community safety and well-being plan would be beneficial?”*:

- 20 respondents strongly agreed
- 9 agreed
- 2 were neutral
- 1 disagreed
- 0 strong disagreed

Those who strongly agreed emphasized that regional coordination reflects the lived reality of residents who move between municipalities daily for work, school, and recreation. Several respondents cited the inefficiencies and inequities that stem from siloed local responses, noting that “these are issues affecting every municipality” and that “better coordination and collaboration is essential.” Others shared personal experiences with violence, lack of services, or ineffective governance, describing how a regional strategy could reduce duplication, support consistency, and improve emergency and climate-related preparedness. One participant put it simply: “Knock down the silos.”

Survey participants who agreed, but not strongly, often expressed conditional support—recognizing the potential benefits of regional planning, while emphasizing the importance of maintaining localized engagement and responsiveness to specific community needs. The one

respondent who disagreed raised concerns about governance, noting that regional initiatives are often managed ineffectively.

Core Benefits Identified by Survey and Interview Participants

Survey and interview participants identified a wide range of potential benefits that a regional CSWB plan could offer. The themes below are presented in order of how frequently they were selected in the survey, from most to least commonly identified. Interview insights are included to provide additional context and depth. Together, they reflect where participants saw the greatest value in a regional approach, particularly in areas where coordination, consistency, and equity are currently lacking.

1) Consistent Policies and Approaches Across the Region

This benefit was the highest ranked in the survey and one of the most prominent themes in interviews. Participants emphasized the importance of standardized service levels, policies, and protocols across municipalities, especially in areas like policing, emergency response, and social service access. Interviewees highlighted that inconsistent local practices can lead to confusion, unequal treatment, and jurisdictional disputes—especially for residents who move regularly between communities. A regional approach was seen as a way to reduce discrimination, eliminate arbitrary access barriers, and make the system easier to navigate for both residents and service providers.

2) Resource Sharing

Participants from both the survey and interviews strongly supported the idea that regional planning would allow for effective sharing of staff, funding, infrastructure, and facilities. Interviewees described current systems as fragmented and competitive, with different municipalities duplicating efforts or struggling to sustain services independently. A regional approach was seen as a way to pool resources for greater collective impact, especially during emergencies or resource constraints.

3) Improved Coordination Between Municipalities

Improved coordination was widely described as both a need and a major opportunity. Participants noted that municipalities often work in silos, even when addressing shared challenges. Interviewees described “turf wars” and bureaucratic slowdowns that a regional plan could help resolve. They emphasized the value of shared priorities, streamlined communication, and aligned actions to prevent gaps and reduce redundancies.

4) Stronger Advocacy and Policy Influence

Survey respondents and interviewees alike believed that a unified regional voice would have more power in advocating for funding, policy changes, and support from provincial or federal partners. Several participants noted that the fragmentation of 13 municipalities and 3 electoral districts undermines the region’s ability to push forward shared goals. A coordinated strategy would increase political influence and credibility.

5) Increased Capacity for Smaller Municipalities

This benefit had strong support across both data sources. Interviewees highlighted that smaller or rural municipalities often lack the resources, infrastructure, or staff capacity to implement their own CSWB strategies. A regional plan could ensure more equitable access to services, reduce dependence on urban cores (e.g., downtown Victoria), and empower all communities to participate in shared initiatives.

6) Cost Effectiveness

Cost-effectiveness was viewed as a practical benefit of regional collaboration. Participants pointed out the financial inefficiencies of disconnected local planning efforts, consultant-driven studies with seemingly limited outcomes, and duplication across municipalities. A regional approach was seen as a way to maximize public dollars by focusing on collective priorities and shared systems.

Additional Benefits Emphasized in Interviews and Open-Ended Survey Responses

While “Other” was the lowest-ranked category in the survey, several of the themes raised through this open-ended option were considered significant—particularly because they closely aligned with insights that emerged during interviews. Although the following anticipated benefits were not included in the survey’s ranked question, they surfaced repeatedly across engagement formats and reflect key areas where a regional approach could offer meaningful impact.

- **Equity-Centered Approaches**

Participants identified equity as one of the most compelling reasons to pursue regional planning. A regional CSWB plan was seen as a vehicle to embed culturally safe, anti-oppressive practices across all municipalities, ensuring that residents experience inclusive, respectful service delivery regardless of where they live. Interviewees emphasized that systemic discrimination—such as racism, transphobia, and colonial governance structures—cannot be meaningfully addressed through fragmented, uneven local efforts.

By coordinating regionally, municipalities could work toward shared equity goals, consistent service standards, and participatory planning processes that reflect the lived experiences of Indigenous, racialized, 2SLGBTQ+, and other marginalized communities. Many felt this was essential to avoid reinforcing existing inequities.

- **Proactive, Long-Term Safety Planning**

Participants described regional planning as an opportunity to shift away from reactive, crisis-driven responses and toward preventative, long-term strategies. Issues such as climate change, public health, housing instability, and overdose prevention require foresight and coordination—something that is difficult to achieve through disconnected local efforts.

A regional plan could enable municipalities to pool knowledge and resources, forecast risks, and collaborate on upstream solutions that reduce long-term harms. Participants stressed that this type of long-term thinking is often deprioritized at the local level due to budget pressures and short terms of elected officials.

- **Data-Driven Planning and Collaborative Learning**

Participants identified the potential for a regional CSWB plan to strengthen both evidence-based decision-making and inter-municipal learning. Currently, inconsistent data collection and reporting practices across municipalities limit the ability to track trends, evaluate outcomes, or coordinate responses. A regional plan could establish shared indicators, standardized data systems, and regional dashboards that improve visibility and accountability across the Capital Region.

In addition to strengthening internal planning, participants also emphasized the value of creating intentional learning structures across municipalities. A regional framework could support communities in sharing strategies, adapting what works elsewhere, and avoiding duplication. This was seen as especially important for smaller or under-resourced municipalities that may benefit from lessons learned in other parts of the region

- **Improved Crisis Communication and Response**

A regional CSWB plan was seen as a way to formalize and strengthen communication pathways during emergencies. Participants described how current responses are often fragmented, relying on informal networks or personal relationships to coordinate services across jurisdictions. A shared regional plan could allow for faster, more coordinated crisis responses, improving outcomes for residents and reducing duplication of efforts. This was especially emphasized in the context of extreme weather events, road closures, evacuations, and community-wide safety incidents.

Benefits Regional Planning from Previous Experience

In addition to the findings directly related to CSWB plans, CRD survey participants were asked whether they had previously been involved in developing or implementing a regional strategy, initiative, or program—and, if so, what strengths they observed. Among the seven participants who reported such experience, common advantages included improved collaboration and coordination, greater efficiency in addressing shared concerns, and enhanced community engagement. Participants also emphasized the value of shared resources, noting that pooling funding, expertise, and infrastructure across jurisdictions helped to maximize impact. Finally, they pointed to the benefit of greater consistency across municipalities, with regional planning helping to align policies and services and reduce fragmentation. These reflections reinforce the perceived strengths of regional CSWB planning, highlighting how coordinated approaches can support more effective and sustainable outcomes.

Anticipated Challenges of a Regional CSWB Plan in the CRD

While participants expressed strong support for a regional approach to community safety and well-being, they also identified several potential challenges that could affect the success or effectiveness of a regional approach. These challenges were identified through both a ranked survey question and qualitative interviews, revealing a shared understanding of the complexities involved in coordinating across diverse communities, jurisdictions, and political environments.

The themes below are presented in order of priority based on survey rankings, with additional context and insight drawn from participant interviews. Together, they highlight key concerns that may impact the success of a regional CSWB approach in the CRD.

1. Conflicting Priorities or Needs

Participants saw the diversity of communities within the CRD as both a strength and a potential barrier. Interviewees noted that each municipality has unique safety concerns, populations, and political contexts, which can make it difficult to establish common priorities. Several interviewees raised concerns about a “one-size-fits-all” approach, emphasizing the need for localized flexibility within a regional framework.

Others noted tension between short-term needs and long-term goals. While some organizations focus on immediate crisis response, others prioritize systemic, long-term change. Balancing these different approaches was seen as a potential source of conflict in regional CSWB planning.

2. Limited Political Will

The political dynamics of the region were seen as a major challenge. Interviewees raised concerns that some municipal leaders may resist regional collaboration, especially if they perceive it as threatening their autonomy or local control. There was also skepticism that municipalities would be willing to adopt shared funding models or make decisions that benefit the region as a whole if those decisions did not align with their own immediate priorities.

Several participants noted that regional decision-making is often influenced by political agendas, which may not align with community priorities or result in action that meets real-world needs. Others pointed to the short-term nature of political cycles as a barrier to sustained, long-term change.

3. Difficulty Coordinating Across Municipalities

Participants emphasized the logistical and cultural difficulties of coordinating across 13 municipalities and 3 electoral districts with different governance structures, policies, and service models. Interviewees described current collaboration as limited, with many municipalities and service providers operating in silos. The sheer size and diversity of the region was also flagged as a challenge, especially for rural and suburban areas that feel disconnected from urban centers.

Some worried that smaller municipalities might be overlooked in regional processes, while others expressed concern about creating large planning tables that become too complex or bureaucratic to function effectively.

4. Lack of Engagement

Interviewees stressed that meaningful community engagement—particularly with Indigenous communities—would be essential but also challenging. Participants warned against top-down consultation models that prioritize speed over relationship-building. Others spoke about the time and trust required for genuine engagement, and the need to honour cultural protocols, governance structures, and diverse worldviews.

There was concern that engagement could become tokenistic if it’s treated as a checkbox rather than a foundational part of the process. Several participants also noted that power dynamics at planning tables often exclude community voices in favour of institutional or government partners.

5. Lack of Funding

Funding was seen as both a practical and political barrier. Interviewees questioned whether sufficient resources would be allocated to support regional implementation, especially given the

bureaucratic delays and slow rollout of services often experienced in rural or underserved communities. Some worried that regional strategies would be designed but not resourced—resulting in policy without action.

Concerns were also raised about whether funding would be distributed equitably, with smaller or higher-needs municipalities potentially being left behind if allocations are based solely on population size or political influence.

6. Disproportionate Focus on Urban Needs and Realities

Both survey and interview participants raised concerns about urban-centric planning, particularly the risk that suburban or rural communities would not be well-represented in a regional plan. Conversely, some interviewees pointed out that urban centers like Victoria bear the brunt of social issues (e.g., homelessness, overdose response), while suburban and rural municipalities benefit from regional services but may contribute less.

This tension reflects a broader concern about fairness and shared responsibility across the region—and the need to develop a funding and planning model that reflects actual community needs, not just population counts or political agendas.

Additional Considerations Raised by Participants

Several other concerns were raised by a smaller number of interviewees and in open-ended survey responses. These include:

- Stigmatization of vulnerable populations: including people experiencing homelessness or substance use, and how these narratives can influence safety planning.
- Resistance to community-based solutions: Some local governments may avoid implementing inclusive services out of fear they will “attract” vulnerable populations.
- Data-sharing concerns: Participants raised questions about how information would be collected, stored, and used—especially where government surveillance or privacy are concerned.

Challenges of Regional Planning from Previous Experience

In addition to the anticipated challenges of CSWB plans, CRD survey participants were asked whether they had previously been involved in developing or implementing a regional strategy, initiative, or program—and, if so, what challenges they encountered. Among the seven participants who reported such experience, several common obstacles emerged.

A primary concern was the significant time and capacity required for regional planning, which can place added pressure on staff and leadership. Participants also noted resistance to change and decision-making hurdles, where discomfort among decision-makers, differing values, and unfamiliarity with collaborative governance structures led to challenges in aligning priorities and making regional decisions. Additionally, conflicting priorities between jurisdictions were highlighted as a source of tension, necessitating ongoing efforts to maintain cohesion and shared commitment.

These reflections underscore the complexities inherent in regional coordination, particularly when balancing diverse local priorities and navigating the intricacies of collaborative governance.

Representation in Plan Development and Governance

Across both the survey and interviews, participants emphasized the importance of ensuring broad, inclusive, and diverse representation in both the development and governance of a regional CSWB plan in the CRD. While participants varied in how they envisioned these roles, there was strong alignment around the need for a multi-sectoral, community-informed approach that brings together institutional expertise and community involvement.

The following groups were most frequently identified as critical to include:

- **People with lived experience** — including those who have experienced/are experiencing homelessness, substance use, poverty, mental health challenges, and systemic exclusion. Many stressed the principle of “*nothing about us without us*”, calling for lived experience to be represented in decision-making roles, not just in consultation. This was emphasized as important for both the development of the plan and its implementation.
- **Equity-deserving and marginalized communities** — including Indigenous people, racialized communities, 2SLGBTQ+ people, newcomers, youth, seniors, and folks with disabilities. Participants stressed that their involvement must be meaningful and not tokenistic, and that these voices are essential in both developing and guiding implementation of the plan.
- **Community organizations and frontline workers** — particularly those working in housing, harm reduction, public health, mental health, youth support, and anti-violence. Respondents emphasized the need to include frontline staff, not just executive leadership, to ensure planning and delivery reflect community realities.
- **Municipal, regional, and provincial government representatives** — including municipal staff, elected officials, CRD board members, provincial ministries, and agencies such as public health, school districts, and transit authorities. Representation from across municipalities was seen as essential to ensure the plan reflects the full region.
- **Indigenous inclusion** — Several participants emphasized the need to involve Indigenous communities and organizations in the process, with one interviewee specifically naming local First Nations leadership as essential partners. Others referenced Indigenous voices as part of broader equity-seeking representation, underscoring the need for deeper engagement in future phases of this work.
- **Policing, with mixed views** — While many participants agreed that police should be at the table, there was consistent concern that governance should not be police-led. Their role was generally viewed as supportive and collaborative, rather than directive.
- **Sector experts and institutions** — including researchers, public health experts, and specialists in areas such as trauma-informed practice, aging in place, and built environment safety. Several participants noted the value of academic or technical expertise in ensuring the plan is evidence-based and forward-looking.
- **Local business and economic partners** — such as business owners and chambers of commerce. These groups were identified as key partners in conversations about public space and community development.
- **Community members and neighborhood-level leaders** — Several survey respondents emphasized the need for community-rooted leadership, including people active in local associations, school communities, and grassroots safety efforts.

Participants also offered guidance on how the governance structure should function:

- Many recommended that the same groups involved in plan development should remain involved during implementation, to support continuity, trust, and accountability.
- Others advocated for a smaller core team to oversee implementation, while also emphasizing the need for broader input through localized governance systems or cross-sector collaboration structures that reflect the region's diversity.
- There was strong consensus that no single sector—particularly policing—should dominate the governance structure. Instead, leadership should reflect the interconnected nature of safety, drawing on collaboration between housing, health, education, social services, and community-led organizations.
- Finally, several interviewees emphasized the need for flexible and adaptive governance models that allow for course corrections, feedback loops, and responsive decision-making as the regional plan is implemented.

The Role of the Capital Region District

Survey participants were asked what role the Capital Regional District should play in a regional CSWB plan. While responses varied, there was a clear emphasis on enabling, coordinating, and supporting—not necessarily leading—regional efforts.

The top-ranked role was data collection and knowledge sharing, highlighting the CRD's potential to support evidence-informed decision-making by centralizing information, tracking trends, and facilitating regional learning. Coordination and collaboration followed closely, with participants seeing the CRD as well-positioned to bring municipalities, service providers, and community partners together around shared goals. Strategic planning and policy development and resource allocation and funding were also highly ranked, reflecting a desire for the CRD to help align efforts, leverage regional investments, and advocate for external funding.

Lower on the list were training, capacity building, and public engagement, though several participants still saw value in the CRD supporting regional skill development and facilitating broad-based input.

Only one participant selected "Other" and added a written response, suggesting that the CRD should not lead the initiative, but rather fund and sustain it while enabling cross-sectoral, community-led action. This sentiment reflects a broader theme across the engagement process: that any regional plan should be developed and governed collaboratively, with the CRD acting as a convener and facilitator, rather than a top-down authority.

Research Limitations

While the findings in this section provide valuable insight into partner perspectives across the Capital Regional District, there are important limitations to note. Notably, there was no direct representation from five of the CRD's municipalities: Colwood, Highlands, Metchosin, Oak Bay, and View Royal. Most survey and interview participants were based in Victoria or Sidney, which may have skewed the data toward urban perspectives. While some regional organizations

consulted may operate in or serve the broader CRD, this does not replace the importance of direct engagement with local leaders, service providers, and residents in these areas.

There is also a significant gap in representation from First Nations communities within the CRD. Although Indigenous organizations participated in the engagement process, no direct interviews were conducted with First Nations leadership, and it is unclear whether survey respondents included individuals from reserves. Given that there are 11 First Nations who hold reserve land within the CRD, this lack of clarity and direct inclusion is a significant limitation.

Summary of Findings in the CRD

Taken together, the findings from this research underscore strong interest in a regional approach to community safety and well-being in the CRD - one that is collaborative, equity-driven, and grounded in the realities of people's daily lives. Participants consistently pointed to the limitations of siloed, municipality-specific responses and emphasized that many of the region's most pressing issues - such as homelessness, mental health, and public safety - transcend local boundaries and require collective action. While no formal CSWB plans currently exist within the CRD, several related strategies and initiatives are already in place across the region and could be leveraged to inform a broader regional approach. A regional approach was broadly viewed as an opportunity to coordinate efforts, align resources, and ensure more consistent and equitable access to services across the CRD. While there is clear momentum and shared vision across sectors, participants also emphasized that meaningful progress would depend on sustained commitment, inclusive governance, and a willingness to confront systemic challenges with transparency and care.

Recommendations for the CRD

Based on the research above, three main recommendations emerged for the CRD. Together, they outline a strategic roadmap for the CRD to initiate, develop, and implement a robust and inclusive regional CSWB plan. Each recommendation is supported by best practices detailed throughout this report, which offer more specific guidance on how these steps can be operationalized to support an inclusive, effective, and sustainable CSWB planning process.

These recommendations reflect the current context, priorities, and available information. However, it is important to recognize that community safety and well-being is an evolving field. Emerging issues, changing local conditions, and feedback from communities may require adjustments to this approach over time. As such, these recommendations are intended to serve as a flexible foundation—providing direction while allowing space for adaptation and continued learning throughout the planning and implementation process.

Overview of Recommendations

Recommendation 1: Adopt a Flexible, Reflective Regional CSWB Planning Model	To address the inherently cross-jurisdictional challenges facing the region, it is recommended that the CRD adopt a regional approach to CSWB planning. To ensure a responsive approach, a robust evaluation must be established from the very early planning stage.
Recommendation 2: Define the CRD's Role as a Regional Facilitator and Allocate Resources to Provide Backbone Support	To guide the development of a regional CSWB plan, the CRD should first define its role as a facilitator, convener, and backbone support—coordinating collaboration across the region without exercising centralized control. Key Actions: • Create a dedicated CSWB Planning Coordinator role • Establish a secretariat to support regional planning • Engage external support
Recommendation 3: Establish a Permanent, Action-Oriented Service Line that Centre's Diverse Community Voices	To ensure the long-term success, accountability, and community ownership of the CSWB strategy, the CRD should establish a permanent, action-oriented service line. This structure must prioritize the voices of equity-deserving groups and be rooted in collaborative, responsive governance. Key Actions: • Engage First Nations communities early and respectfully • Conduct a robust community assessment • Build a long-term engagement framework beyond plan development

- Establish an inclusive, multi-sectoral steering committee
- Create a local alignment advisory committee
- Adopt an action-oriented implementation model
- Establishing a permanent regional office or coordination hub

Recommendation 1: Adopt a Flexible, Reflective Regional CSWB Planning Model

To address the inherently cross-jurisdictional challenges facing the region, it is recommended that the CRD adopt a regional approach to CSWB planning. This recommendation reflects strong support from CRD participants, who emphasized that most community safety and well-being issues span municipal boundaries and cannot be effectively addressed in isolation.

In developing the regional CSWB plan, it will be essential to prioritize flexibility within the framework—recognizing the diversity of municipalities and communities across the CRD and allowing for localized variation based on distinct needs and capacities. Embedding flexibility from the outset will help foster greater local buy-in, strengthen implementation efforts, and enable the plan to adapt to emerging challenges over time. To ensure this plan is reflective, a robust monitoring and evaluation framework must be developed from the early planning stages with support from dedicated expertise.

Recommendation 2: Define the CRD’s Role as a Regional Facilitator and Provide Backbone Support

To guide the development of a regional CSWB plan, the CRD should first define its role as a facilitator, convener, and backbone support—coordinating collaboration across the region without exercising centralized control. This role includes bringing municipalities, service providers, and community partners together around shared goals, supporting data collection, knowledge sharing, policy alignment, and funding advocacy.

To fulfill this role effectively, it is recommended that the CRD create a dedicated CSWB Planning Coordinator position, establish a secretariat function, and engage external expertise to support the complexity of regional CSWB planning and capacity-building.

Key Actions:

Create a Dedicated CSWB Planning Coordinator Role: Establish a full-time staff position within the CRD responsible for leading the CSWB planning process. The coordinator would manage logistics, foster cross-sectoral and cross-municipal relationships, oversee engagement and data collection activities, liaise with internal departments and external partners, and maintain consistent progress toward developing the plan.

Establish a Secretariat to Support Regional CSWB Planning: Develop a secretariat function to provide logistical and technical support throughout the planning phase. The secretariat would assist with organizing and scheduling meetings, preparing materials, managing communications,

compiling and analyzing data, supporting community engagement logistics, and maintaining project documentation—all essential for ensuring smooth and coordinated regional CSWB plan.

Engage External Support: Contract external consultants with demonstrated expertise in CSWB planning, inclusive engagement, facilitation, strategic planning, and evaluation framework development. External support can strengthen internal capacity and help embed best practices.

Recommendation 3: Establish a Permanent, Action-Oriented CSWB Service Line that Centres Diverse Community Voices

To ensure the long-term success, accountability, and community ownership of the CSWB strategy, the CRD should establish a permanent, action-oriented service line. This structure must prioritize the voices of equity-deserving groups and be rooted in collaborative, responsive governance.

Key Actions:

Engage First Nations Communities Early and Respectfully: Engage directly with First Nations communities within the CRD as early as possible to determine if, how, and when they would like to be involved in the CSWB planning process. Engagement must be flexible, respectful of Nation-to-Nation relationships, and grounded in Indigenous self-determination principles.

Conduct a Robust Community Assessment: The CSWB planning process should begin with a comprehensive community assessment to ground the plan in both quantitative data and lived experience. Key components include:

- Gather and integrate existing data sources across the region.
- Conduct asset mapping to identify and document existing community strengths, networks, and initiatives that contribute to safety and well-being, ensuring the plan builds on existing infrastructure and efforts.
- Implement region-wide, equity-focused community engagement to collect primary qualitative data.
- Embed an evaluation lens into all data collection efforts by identifying key indicators and outcomes early in the process. Where possible, co-develop indicators with community members and sector partners to ensure future monitoring reflects community priorities and supports long-term accountability.

Build a Long-Term Engagement Framework Beyond Plan Development: Create sustainable structures to continue engagement throughout implementation. This could include recurring community advisory tables, feedback loops to show how engagement influenced decisions, and ongoing opportunities for community members to help guide evolving priorities. A long-term engagement framework will ensure that participation is not limited to the planning phase but becomes an embedded, continuous feature of the CRD's CSWB strategy.

Establish an Inclusive, Multi-Sectoral Steering Committee: Form a diverse Steering Committee composed of representatives from key sectors—such as public health, housing, education, Indigenous-serving organizations, policing, and social services—ensuring equity and lived

experience are central to decision-making. Strategic sector representation should reflect both geographic and demographic diversity across the CRD.

Create a Local Alignment Advisory Committee: To ensure that the regional CSWB plan remains responsive to the distinct needs of communities across the CRD, it is recommended that a Local Alignment Advisory Committee be established as a secondary body to the Steering Committee. This group would be responsible for identifying localized priorities, surfacing implementation considerations, and strengthening alignment between the regional strategy and local needs.

Adopt an Action-Oriented Implementation Model: Implement a governance structure that includes a Stewardship/Implementation Committee and flexible Action Tables organized around priority areas. Action Tables should be co-led by institutional partners and community-based organizations, centering lived experience and promoting cross-sector collaboration throughout implementation.

Consider Establishing a Permanent Regional Office or Coordination Hub: Explore the establishment of a permanent regional office to sustain coordination, monitoring, public engagement, and strategy alignment. This permanent structure would support implementation continuity and provide a backbone for the evolving CSWB plan.

Summary of Recommendations

This report presents a series of interconnected recommendations to guide the CRD in the development of a regional CSWB plan. Together, these recommendations offer a roadmap for the CRD to develop a strong, inclusive, and action-oriented regional CSWB plan. They emphasize the importance of collaborative leadership, meaningful engagement, and sustained resourcing - elements that have been consistently identified as foundational to success in both the literature and across other regional models. While each region's path will be shaped by its unique context and evolving priorities, these recommendations provide a solid starting point for the CRD to lead this work with intention, accountability, and community at the centre. Moving forward, a flexible and iterative approach will be key - ensuring that the plan not only reflects the current realities of the region, but continues to evolve in response to new learning, emerging needs, and ongoing input from those most impacted.

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Appendices

Appendix I - Survey for CRD Contacts

Identifying Regional Possibilities for Community Safety & Well-Being in the Capital Region District

The purpose of this survey is to inform a broader research project being conducted by the Canadian Centre for Safer Communities (CCFSC) examining the options for the creation of a Regional Community Safety & Well-Being (CSWB) plan for the CRD.

Community safety & well-being is “the ideal state of a sustainable community where everyone is safe, has a sense of belonging, opportunities to participate, and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression” ([Ontario Ministry of Solicitor General, 2024](#)).

This survey seeks to gather information on local experiences and needs that could help to inform a regional planning process.

In addition to this survey, CCFSC is conducting research into best practices and will be conducting interviews with local partners, as well as with representatives from other regions across the country who have already created and implemented regional plans.

This survey will take approximately 20-25 minutes to complete. This survey is anonymous, however, you are asked to provide your organization and municipality/Region, which could be identifying. However, survey data will be aggregated into a summary report, and if quotes are used, they will be presented anonymously, without association to your organization/specific location.

1. Organization you work for: (open text)
2. Municipality/Electoral Area you work in: (open text)
3. Are you aware of any strategies/plans related to community safety and well-being that exist in your community (i.e. housing needs assessments, violence prevention strategies, etc.)?
 - o Responses: Yes or No.
 - o If yes, please describe. Please provide a link if the document is publicly available (open text)
4. Do you see a need for a regional strategy, plan, program or initiative to address any of the following? (check all that apply)
 - o Affordable housing/homelessness
 - o Violence/crime prevention
 - o Youth engagement
 - o Mental health
 - o Substance use

- o Intimate partner violence/gender-based violence
 - o Social polarization/radicalization to violence
 - o Alcohol policy (outlet density, hours of operation)
 - o Equity, diversity, and inclusion
 - o Other: _____
5. Does your municipality/electoral area currently have a Community Safety & Well-Being Plan (CSWB), or does your Official Community Plan address issues of safety and well-being?
- o Responses: Yes, Under development, or No.
 - o If yes or under development:
 - o please provide any additional information available (i.e. link website concerning plan development) (open text)
 - o What do you think were the important lessons learned from the development of your municipality/electoral area's CSWB plan? (open text)
 - o Is there anything missing you wish had been addressed in your municipality/electoral area's CSWB plan? (open text)
6. Generally speaking, would you prefer a regional approach to planning for community safety and well-being, or a municipal/electoral area approach?
- o Regional
 - o Municipal/electoral area
 - o Unsure
7. To what extent do you believe a regional community safety and well-being plan would be beneficial? (*Likert scale: Strongly agree, Agree, Neutral, Disagree, Strongly disagree*)
8. Why did you select your rating above? (open text)
9. What would be the benefits of regional community safety and well-being planning for the Capital Region? (*Multiple choice, rank the following options*)
- o Improved coordination between municipalities
 - o Resource sharing
 - o Consistent policies and approaches across the region
 - o Stronger advocacy and policy influence
 - o Cost-effectiveness
 - o Increased capacity for smaller municipalities
 - o Other (please specify): _____
10. What would be the challenges of regional community safety and well-being planning? (*Multiple choice, rank the following options*)
- o Lack of funding

- o Difficulty coordinating across municipalities
- o Conflicting priorities or needs
- o Limited political will
- o Lack of engagement
- o Disproportionate focus on urban needs and realities
- o Other (please specify)

11. If you selected “other” for either of the two questions above, please elaborate. (open text)

12. Have you been involved in developing or implementing a regional strategy, initiative, or program before?

- o Responses: Yes or No.
- o If yes:
 - o What was it about? (open text)
 - o What were the strengths of that process? (open text)
 - o What were the challenges of that process? (open text)

13. If a regional community safety and well-being plan were to be developed, who do you think should be involved in the plan development process? (open text)

14. Have you participated in a regional council or governance body before?

- o Responses: Yes or No.
- o If yes:
 - o What was it? (open text)
 - o What were the strengths of that process? (open text)
 - o What were the challenges of that process? (open text)

15. If a regional council for community safety and well-being in the Capital Region were established, who do you think should be on the council? (open text)

16. What role should the CRD have in a community safety and well-being plan for the capital region? (Multiple choice, rank the following options)

- o Strategic planning and policy development
- o Coordination and collaboration
- o Resource allocation and funding
- o Data collection and knowledge sharing
- o Public engagement
- o Training and capacity building

17. Other: If other roles are missing, please specify: (open text)

Appendix II – Interview Guide for CRD Contact Interviews

Identifying Regional Possibilities for Community Safety & Well-Being in the Capital Region District

The purpose of this interview is to inform a broader research project being conducted by the Canadian Centre for Safer Communities (CCFSC) examining the options for the creation of a Regional Community Safety & Well-Being (CSWB) plan in the capital region. Please note, while the CRD may not lead this planning process, they would potentially participate.

Community safety & well-being is “the ideal state of a sustainable community where everyone is safe, has a sense of belonging, opportunities to participate, and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression” ([Ontario Ministry of Solicitor General, 2024](#)).

Given your knowledge of and experience in the Capital Region, we are seeking to gather your input on the potential development of a Regional CSWB Plan. The interview consists of seven questions and should take no more than 60 minutes. Interviews will be transcribed using Otter AI and will be thematically analyzed. Your feedback will remain anonymous. The data from the interview will be combined with other qualitative data gathered throughout this research project and provided to the CRD in a report. It may also become publicly available in a topic summary on CCFSC’s website.

Your opinion is your personal information. Please do not include any information which identifies you or others in your response. For security purposes any personal information which identifies you or others will be immediately deleted, once your response is received and processed. Any personal information is collected by the Capital Regional District (CRD) under Section 26 (c) and (e) of the Freedom of Information and Protection of Privacy Act and will be used to inform our next steps related to community safety and well-being. Should you have questions about the collection of this information, please contact:

Kirsten Mah - Healthy Communities Planner
625 Fisgard St., Victoria, BC V8W 1R7
250-360-3174 / Kmah@crd.bc.ca

Questions:

1) What existing community safety and well-being gaps do you think a regional community safety and well-being plan may be able to address?

2) What would be the benefits of a regional approach to community safety and well-being planning in the capital region?

- 3) What do you anticipate being the challenges of regional community safety and well-being planning?
- 4) If a regional community safety and well-being plan were to be developed, who do you think should be involved in the plan development process (i.e. municipal staff, CRD board representatives, police, community organizations, etc.)?
- 5) If a regional community safety and well-being plan were to be developed, who do you think should be involved in the plan implementation/governance (i.e. municipal staff, CRD board representatives, police, community organizations, etc.)?
- 6) Generally speaking, would you prefer a regional approach to community safety and well-being planning, or a municipal/electoral area approach, and why?
- 7) Is there anything else you'd like to share?

Appendix III – Interview Guide for Regional Contact Interviews

Identifying Regional Possibilities for Community Safety & Well-Being in the Capital Region District

The purpose of this interview is to inform a broader research project being conducted by the Canadian Centre for Safer Communities (CCFSC) examining the options for the creation of a **Regional Community Safety & Well-Being (CSWB) plan** in the Capital Region District of British Columbia.

Community safety & well-being is “the ideal state of a sustainable community where everyone is safe, has a sense of belonging, opportunities to participate, and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression” ([Ontario Ministry of Solicitor General, 2024](#)).

Given your knowledge of and experience in CSWB planning, we are seeking to gather your input on the potential development of a Regional CSWB Plan. The interview consists of seven questions and should take no more than 60 minutes. Interviews will be transcribed using Otter AI and will be thematically analyzed. Your feedback will remain anonymous. The data from the interview will be combined with other qualitative data gathered throughout this research project and provided to the CRD in a report. It may also become publicly available in a topic summary on CCFSC’s website.

Your opinion is your personal information. Please do not include any information which identifies you or others in your response. For security purposes any personal information which identifies you or others will be immediately deleted, once your response is received and processed. Any personal information is collected by the Capital Regional District (CRD) under Section 26 (c) and (e) of the Freedom of Information and Protection of Privacy Act and will be used to inform our next steps related to community safety and well-being. Should you have questions about the collection of this information, please contact:

Kirsten Mah
Healthy Communities Planner
625 Fisgard St., Victoria, BC V8W 1R7
250-360-3174 Kmah@crd.bc.ca

Questions:

1. Why did your Region develop a Regional CSWB plan? How did your Region determine there was a need for a plan? Please include details on why a regional approach was selected over a municipal approach.
2. How did your Region develop a Regional CSWB plan? Please include details about funding its development, data collection, forming steering/advisory committees, building the project team, and any other key steps.

3. What successes/strengths did you observe during the creation of your Regional CSWB plan? What worked well?
4. What challenges did you experience during the creation of your Regional CSWB plan? What didn't work well/what might you do differently?
5. How was your Regional CSWB plan implemented? What was the governance structure and how did you fund its implementation?
6. What has been the impact of the Regional CSWB plan? How have you evaluated that impact? Please include any details regarding the impact on coordination/integration of overlapping services within your Region.
7. How did you ensure that the creation and implementation of your CSWB plan met the diverse needs of urban, rural, and Indigenous communities within your region?
8. How did you ensure that the creation and implementation of your CSWB plan included equity considerations, including the perspectives of racially/culturally diverse groups, as well as income diversity, ability diversity, etc.?
9. Is there anything you would recommend to other communities undertaking this process?

Appendix IV – List of Related CRD Documents, Strategies, Plans

Municipality/Organization	Plan/Strategy/Initiative	Date
CRD Board of Directors	Board Priorities	2023-2026
Saanich Police	Saanich Police Strategic Plan	2023-2026
BC Community Health	BC Municipality Health Profiles	2019
Island Health	Local Health Area Profiles	2019
CRD	CRD and CRHC Annual Reports	2023
The Village	The Village Initiative Mental Health Action Plan	2022
The Village	The Village Initiative Community Profile	2022
The Village	The Village Initiative 5-year road map and AHS results	
Victoria Foundation	Vital Signs	2023
Alliance to end homelessness in the Capital Region	Alliance to End Homelessness Community Plan	2019-2024
CRD	Point in Time Count and Survey	2023
CRD Hospitals and Housing Committee	Presentation	2023
District of Saanich	Housing Needs Report	2020
CRD	Projections - Housing and Employment	2019-2038
Saanich	Official Community Plan	2024
Langford	Official Community Plan Refresh	2024 - ongoing
Sidney	Housing Needs Assessment	2019
View Royal	Official Community Plan	2019
Southern Gulf Islands	Housing Needs Assessment	2018
CRD	Rural Housing Pilot Project Analysis	2024
Southern Gulf Islands	Housing Strategy	2022
CRD Safety and Well-Being Plan presentation	Presentation	2023
City of Victoria	Official Community Plan	2012; Updated 2023
District of Sooke	Interim Housing Needs Report	2024
City of Victoria	The Victoria Housing Strategy	2016-2025

Appendix V – List of Reviewed Canadian Regional Plans

Region	Province	Plan	Date
Windsor Essex Region	Ontario	Windsor Essex Regional Community Safety and Well-Being Plan	2021
Durham Region	Ontario	Durham Region Community Safety & Well-Being Plan	2021
Peel Region	Ontario	Peel's Community Safety & Well-Being Plan	2020
Waterloo Region	Ontario	Community Safety & Well-Being Framework	2022
Halton Region	Ontario	Community Safety & Well-Being in Halton	2017
York Region	Ontario	Community Safety & Well-Being Plan	2022
Niagara Region	Ontario	Community Safety & Well-Being Plan	2021
Halifax Regional Municipality	Nova Scotia	Public Safety Strategy	2023
Kent Regional Service Commission	New Brunswick	Community Safety Plan	2022
Cariboo Chilcotin Region	British Columbia	Community Well-Being and Safety Plan	2015
Strathcona Regional District	British Columbia	Community Safety & Well-being Strategy	2021
Townships of Central Frontenac, North Frontenac, South Frontenac and Frontenac Islands	Ontario	Community Safety & Well-Being Plan	2021
United Counties of Leeds and Grenville and the Town of Prescott	Ontario	Community Safety & Well-Being Plan	2021
Municipality of Powassan, Callender and Township of Nipissing and Chisolm	Ontario	Community Safety & Well-Being Plan Regional Report	2021
Central Algoma	Ontario	Community Safety & Well-Being Plan	2021-2022
District of Muskoka	Ontario	Community Safety & Well-Being Plan	2021-2025
Haliburton County	Ontario	Community Safety & Well-Being Plan	2022-2026
Dufferin County	Ontario	Community Safety & Well-Being Plan	2021-2024
Lanark County and the Town of Smiths Falls	Ontario	Community Plan for Safety and Well-Being	2018

Appendix VI - Resources to Support Regional CSWB Planning

General Practices for Community Safety and Well-Being	• European Forum for Urban Security: Guidebook on Methods and Tools for a Strategic Approach to Urban Security • Ontario Ministry of the Solicitor General: Community Safety and Well-Being Planning Framework • Canadian Centre for Safer Communities: Action Brief on Examples of Proven Crime Prevention Programs.
Relationships and Multi-Sectoral Collaboration	• World Health Organization: Collaboration Multiplier • Tamarack Institute: Collaboration Spectrum • Education Development Center: variety of tools available
Data Collection and Community Engagement	• Canadian Centre for Safer Communities: Practitioner Guide for Community Consultations • Canadian Centre for Safer Communities: Community Safety & Well-Being Survey Tool
Evaluation	• Tamarack Institute: Approaches to Measuring Community Change Indicators • FSG: Guide to Evaluating Collective Impact • Canadian Centre for Safer Communities: Indicators for Crime Prevention and Community Safety & Well-Being Plans

Appendix VII - Regional CSWB Plan Development and Implementation Examples

Steering Committee	<u>Geographic and Municipal Representation</u> • York Region: The Human Services Planning Board was appointed by York Regional Council as the advisory committee for the CSWB Plan, and included three regional councilors and one city mayor. • Municipalities of Powassan and Callander and the Townships of Nipissing and Chisholm: The CSWB Working Group included at least one staff member from each municipality to ensure geographic representation. <u>Representation of Focused Populations:</u> • Region of Waterloo: The CSWB Steering Committee included two members of the Region’s Anti-Racism Advisory Working Group, and two members representing racialized communities. <u>Representation of First Nations Communities:</u> • Townships of Central Frontenac, North Frontenac, South Frontenac, and Frontenac Islands: Shabot Obaadjiwan Algonquin First Nation representation on Advisory Committee • Durham Region: leadership from Mississauga’s of Scugog Island First Nation included in Steering Committee
Secondary Committees	<u>Durham Region:</u> 1. Area Municipal Working Group: Comprised of Chief Administrative Officers (CAOs) or their delegates from area municipalities, this group ensured alignment between the regional CSWB plan and local needs and priorities. 2. Internal Working Group and Data Sub-Committee: An internal body within the Region of Durham responsible for data analysis, planning, coordination, and the development of public engagement activities. <u>Region of Waterloo:</u> 1. Advisory Group: Purpose was to identify priorities, actions and metrics. Expanded table of ‘Well-being Waterloo Region Systems Change Champions.’ Includes cross-sector leaders that can commit their organizations to action. 2. Youth Advisory Committee: Youth with diverse perspectives who identified safety and well-being concerns and recommendations.
Community Engagement and	<u>Region of Waterloo:</u> • Prioritized engagement with populations most affected by safety and well-being issues • Engagement occurred in two phases:

Primary Data Collection	- o Phase 1: Building shared understanding of community priorities - o Phase 2: Presenting and gathering feedback on the emerging plan framework • Methods included interactive meetings, small group conversations, co-planning workshops, presentations, and discussions • Engagement involved: Steering, Advisory, and Youth Advisory Committees; Regional and municipal council members; Police Services Board; Broad cross-section of community leaders and members • Groups engaged included: First Nations, Métis, and Inuit communities; African, Caribbean, and Black communities; Persons with disabilities; Immigrant and newcomer communities; Chinese, Jewish, and Muslim communities; 2SLGBTQ+ communities; Women and children
Governance and Implementation	York Region • Adopted a place-based approach, identifying four geographic focus areas based on data and community consultation • Established Community Action Tables in each focus area, composed of residents, service providers, municipal staff, police, and other local partners • Each Action Table developed its own Community Action Plan tailored to local needs and priorities • Implementation is phased, beginning with early actions and building toward long-term strategies • The Human Services Planning Board (HSPB)—original Steering Committee—continues to provide strategic oversight, coordination, and review alongside York Regional Council Halton Region: • System Leadership Group leads CSWB implementation, providing strategic direction and oversight - responsibilities include identifying priority issues, forming Action Tables, and supporting system-level collaboration - o reports regularly to Halton Regional Council and the Halton Police Services Board on Action Table work and overall CSWB progress • Backbone support for implementation is shared by Halton Region and the Halton Regional Police Service - includes logistics, partner coordination, project management, and community engagement
Evaluation	York Region: Evaluation supports monitoring of both local and regional progress over time by using a results-based approach to track impact, combining: • Quantitative community indicators (to assess overall safety and well-being) • Performance measures (to evaluate specific programs and initiatives)

	• Qualitative feedback from community consultations and surveys Focus areas include: • Mental well-being • Housing stability • Economic stability Community Action Tables identify and refine performance measures as new actions and priorities emerge
Funding and Resourcing	<u>Funded Coordination Roles:</u> • Kent County: a permanent Community Safety Plan Coordinator is housed within the county to lead implementation efforts <u>Funding for Larger Offices:</u> • Waterloo Region Crime Prevention Council (1995-2022) • Halifax Regional Municipality: created a Centre of Responsibility (CoR) as part of its Public Safety Strategy, serving as a central hub to coordinate strategy implementation, expand training and program development, support evaluation, and embed a public safety perspective across municipal efforts. <u>Implementation-Focused Funding:</u> • Halton Region: \$4.5 million was committed in 2024 through the Community Investment Fund to support non-profit agencies delivering programs aligned with CSWB priorities, strengthening local capacity and improving access to essential supports • Region of Waterloo: Launched the Upstream Fund in 2022, as a community-centered funding model to support CSWB plan implementation

**REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, JUNE 25, 2025**

SUBJECT 2025 Summer Outreach and Education Overview

ISSUE SUMMARY

To inform the Regional Parks Committee of the summer 2025 priorities for public education and outreach that will be delivered by the Capital Regional District (CRD) Regional Parks Interpretive and Compliance and Enforcement Programs (Park Ranger Program).

BACKGROUND

With over nine million visits per year as of 2024, CRD regional parks and trails continue to see growing popularity, particularly between June and September, which account for 42% of annual visits. To ensure a positive experience for all visitors while preserving park values, the Park Ranger and Interpretive Programs work together to provide proactive engagement, education and management. Rangers focus on visitor safety and compliance, while interpreters foster an appreciation for the natural and cultural heritage of the region. Through their combined efforts, they help mitigate conflicts, protect the environment and instill a lasting sense of stewardship.

The Park Ranger Program plays a vital role in managing this high visitation, ensuring both safety and environmental integrity. Led by a senior ranger and supported by full-time and auxiliary staff during peak months, rangers patrol the parks, enforce regulations, support wildfire prevention efforts and assist with public awareness campaigns. The Interpretive Program complements these efforts by engaging visitors through education and outreach. With a team led by an interpretation coordinator and including an Indigenous cultural programmer, park interpreters deliver school programs, guided walks, and community events to foster stewardship and responsible park use. Their efforts ensure that rising visitation translates into meaningful connections with the parks and a commitment to their protection.

As visitation trends continue to rise, both programs are preparing for the summer of 2025 with seasonally strengthened staffing levels. Throughout June to September, Park Rangers will log a total of 1,593 patrol hours and Interpreters will contribute 2,740 hours to public education. Their combined presence will ensure CRD parks remain welcoming, safe and well-protected for all visitors.

2025 Work Plan Summary

Overarching priorities for summer of 2025 will include:

Visitor safety in parks, including water safety – Park rangers allocate 30% of their patrol hours to busy swimming locations such as Thetis Lake, Elk/Beaver Lake and Sooke Potholes to remind park visitors about recreating safely in and on the water. Rangers will also be collaborating with partner agencies such as Transport Canada Boating Safety Officers and the Lifesaving Society of BC to share vital safety information with park visitors. In addition, park rangers will also work alongside CRD Bylaw Enforcement Officers who will be patrolling regional parks and educating

park visitors about the regional parks rules and regulations and addressing unsafe behaviour related to alcohol, drugs and other cognitive inhibitors.

Wildfire prevention – During the summer of 2025, park rangers will dedicate 27% of their hours to patrolling regional parks, trails and campgrounds to address wildfire prevention. Their patrol efforts will focus on engaging with visitors who are smoking or having unauthorized campfires and taking steps to mitigate the associated fire risks. In addition to these regular patrols, park rangers will collaborate with BC Park Rangers to monitor backcountry areas, such as Sea to Sea Regional Park and the neighbouring Sooke Mountain Provincial Park, for signs of fire activity in remote parts of the region. Moreover, in parks that are closer to urban areas, park rangers will work alongside Island Health's Tobacco and Vapour Enforcement Officers to address smoking-related fire risks and ensure compliance with regulations. These combined efforts aim to reduce fire hazards and promote safety throughout the region.

Prioritize safe regional trail use – Park rangers will allocate 16% of their patrol hours to the regional trails, with the assistance of e-bikes. These patrols are highly effective in covering large stretches of the trail system and engaging with many trail users. Park rangers will watch for trail users who are not adhering to posted signage, travelling excessively fast or who are utilizing the trail in a manner that may pose a safety risk to others. Ensuring trail users are sharing the trail, minding their speed and not disturbing others are all pillars of CRD's annual Cruise with Courtesy campaign which will begin again in July, supported by both the park rangers and park interpreters.

Public education and engagement – The summer of 2025 will see the interpreters delivering 95 programs in nine different regional parks across the region. The team will also attend community events, including National Indigenous Peoples Day at Royal Roads University, World Ocean Day at Parks Canada and at the Shaw Centre for the Salish Sea, Power to Be's Have a Go Event and Go by Bike Week with Capital Bike. Interpretive staff will also host three festival-style drop-in events which encourage visitors to connect with nature and culture through activities, games, crafts and guided walks and will partner with 23 different organizations to deliver partnered programs and enhance drop-in events.

Improve access and equity – Park interpreters established a strategic partnership with the City of Victoria to increase access to regional parks. This summer, on three occasions, the City of Victoria will provide a recreation bus and drive visitors from a central meeting point to a regional park that has poor public transit access and visitors will participate in a guided walk with an interpreter. The interpretive team will also continue a successful partnership with Power to Be to provide accessible programs for those who face physical, cognitive or financial barriers to accessing nature. For these programs, participants can borrow adaptive equipment from Power to Be and staff provide modifications or personalized support as required.

Improve cultural safety, appreciation and education in parks – This summer, the Indigenous cultural programmer will continue to offer public walks exploring Indigenous perspectives for different audiences (storytelling for preschoolers, guided walks for all ages and some open only to adults). Special requests for this program continue to be popular with many organizations booking a program as part of their staff development or Reconciliation journey. The Indigenous cultural programmer ensures there is cultural content at each drop-in event and is also working with Royal Roads University and several First Nations organizations to plan the National Indigenous Peoples Day event at Royal Roads.

CONCLUSION

Outreach, education and compliance are crucial to ensuring visitor safety, fostering cultural appreciation and preserving the ecological integrity of regional parks. During the summer of 2025, staff will remain flexible and responsive to the evolving needs of park management and visitor dynamics. The park ranger and interpretation teams play an essential role in meeting visitor expectations and cultivating an accessible, welcoming atmosphere. Both programs are founded on proven practices and continue to adapt, delivering exceptional service to communities across the region.

RECOMMENDATION

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

Submitted by:	Mike MacIntyre, Senior Manager, Regional Parks
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Presentation: CRD Regional Parks & Trails 2025 Summer Outreach and Education Overview

CRD Regional Parks and Trails 2025 Summer Outreach and Education Overview

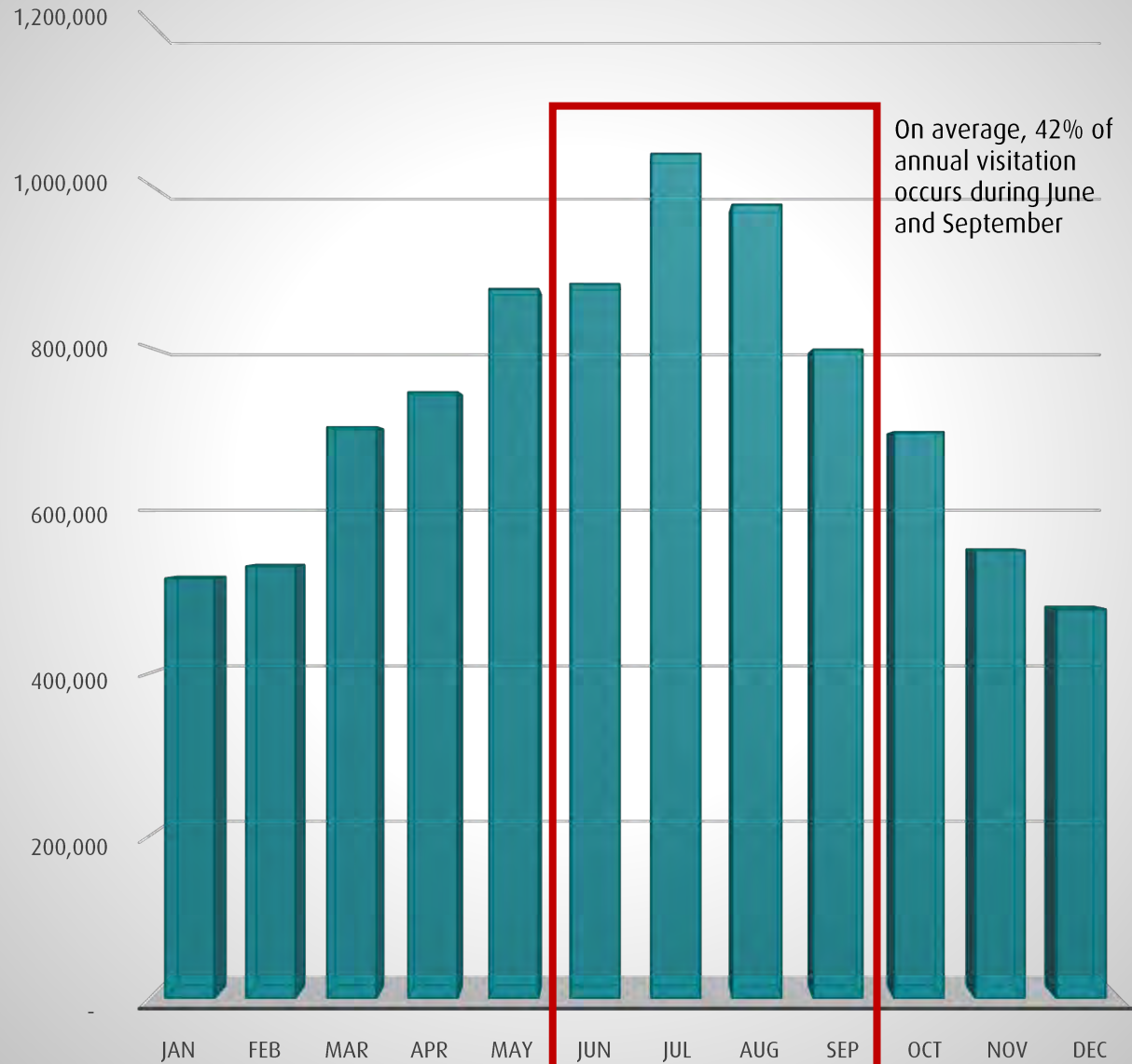
Regional Parks Committee
June 25, 2025

Agenda

1. Summer Visitation Rates
2. Park Ranger Overview
3. Park Ranger Summer Workplan
4. Themes & Priorities for Summer Ranger Patrols
5. Park Interpreter Overview
6. Park Interpreter Summer Workplan
7. Themes & Priorities for Summer Nature Programs
8. Conclusion



2020-2024 Regional Parks AVG Visitation



Summer in Regional Parks

- Increase in visitation
- Multitude of recreational opportunities
- Visitor use issues
- Optimal public outreach time



Park Rangers:



Patrol regional parks throughout the year



Promote voluntary compliance to park regulations and enforce parks bylaws



Collaborate with partner agencies

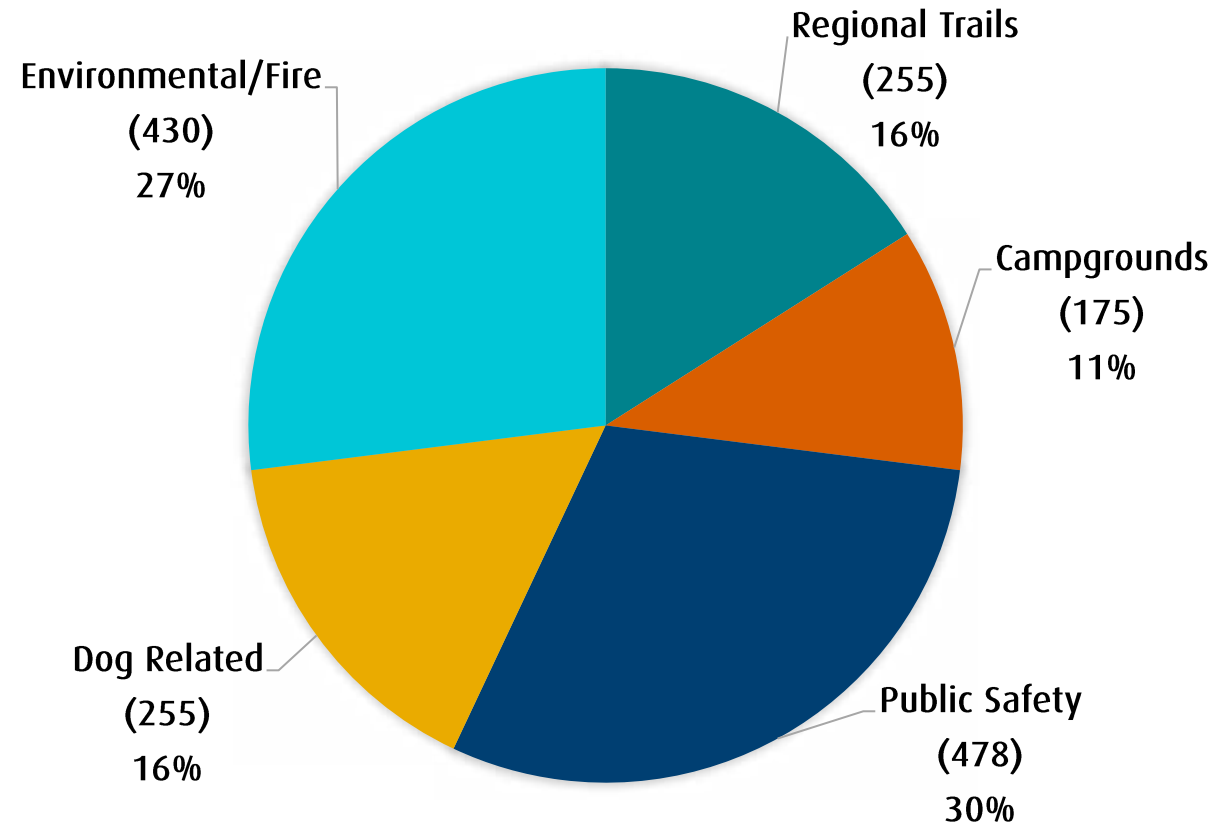


Investigate serious violations



Summer 2025 Work Plan Focus - Park Rangers:

PATROL HOUR FORECASTING JUNE TO SEPTEMBER 2025



Rangers will patrol a total of 1,593 hours between June and September.



Themes & Focus of Summer 2025

Park Ranger patrols:

- **Park visitor safety:**
 - Share information with visitors on park and water safety.
 - Collaborate with partner agencies on swimming and boating safety.
 - Mitigate unsafe behavior in parks, including drugs and alcohol.
- **Wildfire prevention:**
 - Conduct regular patrols through parks, backcountry, regional trails and campgrounds.
 - Educate the public and enforce the parks bylaw as it relates to smoking.
 - Act as incident support with provincial and municipal partners.
- **Regional trail safety:**
 - Act as a presence on trail to monitor, encourage and enforce good regional trail etiquette.
 - Support the annual Cruise with Courtesy public awareness and safety campaign.
 - Partner with local police in commitment to shared safety in and around the regional trail corridors.



Park Interpreters:



Educate and engage visitors about responsible park use, park values, stewardship and cultural values



Reach over 10,000 visitors annually and welcome 4000 visitors into two nature centres

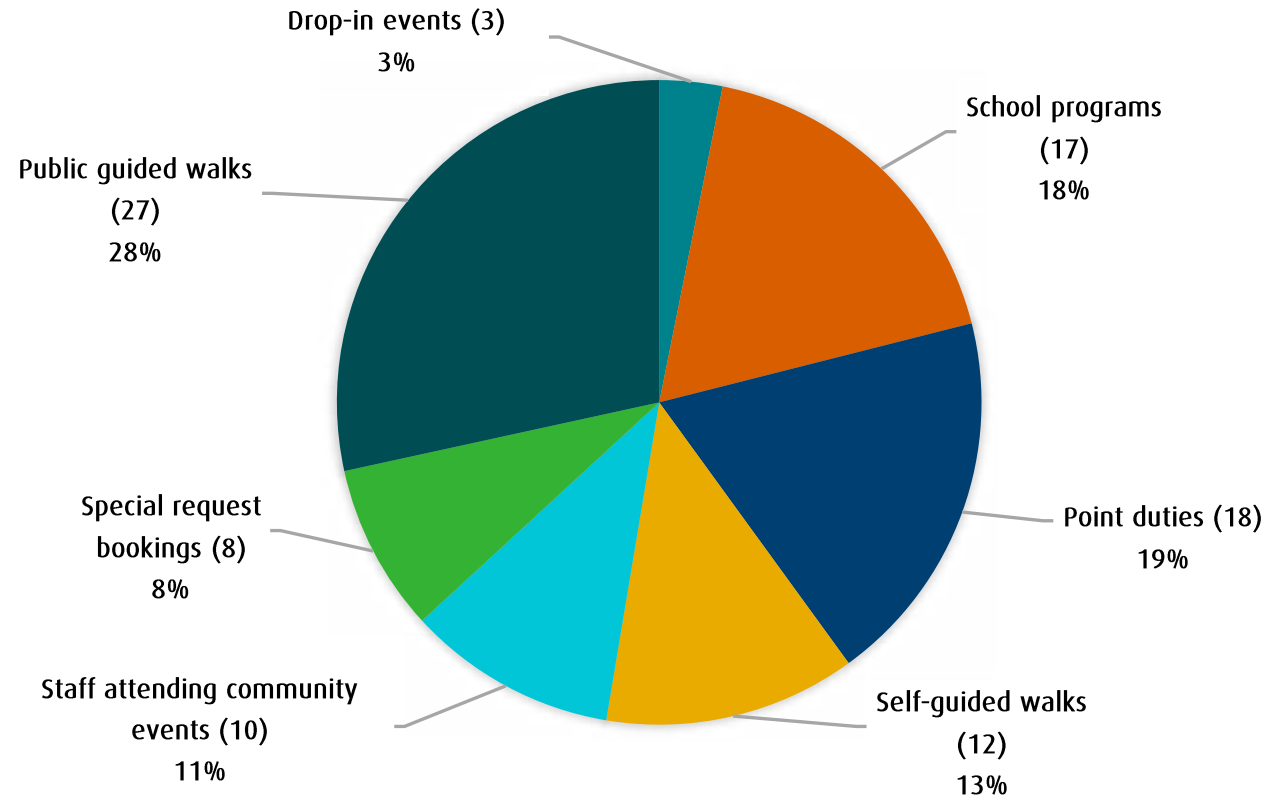


Collaborate with local partners and interest holders to offer free or low cost accessible and equitable nature programming



Summer 2025 Work Plan Focus - Interpretive Team:

TOTAL NUMBER OF PROGRAMS/PERCENTAGE OF OVERALL PROGRAMMING



Staff will work a total of 2,740 hours between June and September.



Themes & Focus of Summer 2025 Interpretive Programming:

- Respectful park use.
- Stewardship etiquette for beach visitors.
- Importance of staying on trail.
- Continued education on Indigenous perspectives.
- Increasing access and equity in parks.



Conclusion

- Outreach and education are integral to park visitor safety, cultural appreciation and ensuring lasting ecological integrity of parks.
- Staff will adapt to respond to visitor needs and park management issues, as necessary.
- Park ranger and interpretive programs continue to grow and evolve.



Questions?

Connect with us!



Capital Regional District



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**REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, JUNE 25, 2025**

SUBJECT Elk Lake Oxygenation System Update

ISSUE SUMMARY

To update the Regional Parks Committee on the operation of the oxygenation system in Elk/Beaver Lake Regional Park.

BACKGROUND

The Board-approved 2020 Elk/Beaver Lake Watershed Management Plan outlines a comprehensive initiative to improve water quality in Elk Lake. The initiative prioritizes:

- Reducing phosphorus runoff from surrounding land to limit nutrient pollution.
- Restoring streams and riparian habitats to enhance natural filtration.
- Implementing an oxygenation system to improve lake health and mitigate algae blooms.
- Engaging landowners and community stewards in best management practices.

Cyanobacteria (commonly known as blue-green algae) are naturally occurring aquatic organisms that can multiply very quickly under favourable conditions, such as warm temperatures, high nutrient concentrations and stable conditions. These blooms can occur in a variety of colours, including blue-green, green, brown, blue, white and red. Phosphorus is the key nutrient limiting algal growth in the majority of BC lakes. Increased concentrations of nutrients often lead to increased algal production and increased risk of a bloom forming. Evidence suggests that climate warming favours cyanobacteria, as warmer lake temperatures are known to accelerate blue-green algae growth. As the air warms, the atmosphere will also have a greater capacity to hold water, leading to more intense rainfalls and increased surface runoff. The increased spread of invasive species, such as carp, which are known to disturb the bottom sediments of lakes and re-suspend nutrients, also contributes to the rise in blue-green algae blooms due to changes in the food web structure.

Water quality issues in Elk/Beaver Lake have negatively impacted ecological, cultural and recreational values of the regional park since the 1980s. Elevated phosphorus levels in the lake have contributed to frequent blue-green algae blooms that threaten the health of the lake, the health of park visitors and the overall visitor experience. Details about water quality are available in the Elk/Beaver Lake Watershed Management Plan, approved by the CRD Board in 2020.

Most of the phosphorus comes from lake bottom sediments that have accumulated over decades and is released back into the water column under low oxygen conditions, a process known as internal phosphorus loading. In 2019, the Capital Regional District (CRD) Board carried a staff recommendation to remediate the lake, and in 2020, the Board committed partial funding for remediation, supplemented by a \$750,000 provincial grant from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

A hypolimnion (deep-water) direct oxygenation injection system was selected, designed and constructed in Elk Lake and in November 2023 the system was operationalized, and fully commissioned in March 2024. The objectives of the oxygenation system include:

1. Eliminate deep-water oxygen depletion (anoxia).
2. Decrease internal phosphorus loading.
3. Maintain suitable cold-water fish native habitat below 15°C.
4. Reduce frequency and duration of blue-green algae blooms.

The oxygenation system diffuses high-purity oxygen into the deepest part of the lake to help reduce oxygen depletion, which keeps most of the phosphorus bound in the lake bottom sediments. Oxygen injection is expected to improve fish habitat and reduce the amount of phosphorus available to blue-green algae in the lake. The oxygenation system only targets the deep-water sources of phosphorus and is not expected to have any impact on shallow-water sources or external inputs.

IMPLEMENTATION UPDATE

Staff engaged experts to evaluate the oxygenation system's effectiveness, assess water quality objectives and provide recommendations moving forward. The Elk Lake Oxygenation System 2024 Annual Report details the first year of oxygenation operation and evaluates data against the water quality objectives for Elk Lake. The review compared water quality data before (2019-2023) and after (2024) the system was installed. While some data has been collected in 2025, it has not yet been compiled and analyzed. When comparing 2024 results to pre-oxygenation conditions, results have indicated an improvement in lake health, including:

1. Deep-water oxygen levels improved in 2024, with a shorter anoxia period (2 months versus 5 months in previous years).
2. Total phosphorus in deep water was reduced by 80% in 2024 compared to previous years.
3. Average deep-water temperatures increased in summer 2024 (12.5°C) compared to previous levels (8°C); however, they did not exceed 15°C to maintain optimal native fish habitat.
4. Blue-green algae blooms continued to occur and were longer lasting than in previous years.

Water quality improved significantly in 2024; however, blue-green algae blooms persisted throughout the year. This was likely due in part to environmental conditions (heavy rainfall in July and August, warm temperatures and stable wind conditions), which were ideal growing conditions for blue-green algae. In addition, blue-green algae bloom conditions in 2025 across the region and province have been some of the worst on record. Specific to Elk Lake oxygenation, some of these worsening conditions were expected temporarily after system installation due to the stabilization of the various sources of phosphorus in the lake. Overall, findings highlight the need to continue addressing all nutrient sources impacting lake health through the operation of the oxygenation system and actions outlined in the Elk/Beaver Lake Watershed Management Plan.

While early 2025 conditions appear to show an increase in blue-green algae blooms, it is not uncommon for Elk Lake to experience spring blooms (e.g., 2021). Unfortunately, the persistent presence of blue-green algae blooms continues to disrupt lake activities. On May 25, 2025, the IRONMAN 70.3 Victoria event was affected, leading to the cancellation of the 1.9 km swimming portion of the race. This decision was made due to elevated algae levels in Elk Lake, raising concerns about potential health risks for competitors.

Preliminary analysis in 2025 indicates that water quality improvements observed in 2024 have persisted this year, which aligns with our expectations. A wholesome evaluation of the data to assess the continued impact of the oxygenation system will occur by the end of the year, after the

water has turned over in the fall. As of the beginning of June, the deep-water remains oxygenated (not anoxic) and total phosphorus levels are well below historical averages. However, external sources of phosphorus and weather-related influences (such as elevated precipitation in March and warm days with stable winds in April and early May) may continue to stimulate algal blooms.

Staff will continue to monitor water quality, track changes over time and inform the optimization of the oxygen system. Ongoing water quality monitoring is critical to guiding system operation, evaluating effects on Beaver Lake and assessing key actions in the watershed management plan. Performance monitoring in the coming years will determine if further remediation is needed for Beaver Lake.

The oxygenation system worked as expected in its first year, and CRD staff, with assistance from consultants, continue to optimize the system to increase efficiency and reduce future operating costs.

IMPLICATIONS

Environmental Implications

Improvements to the water quality of Elk/Beaver Lake benefit diverse ecological values in the regional park, including the provision of critical habitat for the Pacific Coast population of western painted turtle, federally threatened under the *Species at Risk Act*. The lake also provides important habitat for many native aquatic and riparian species downstream, including coho salmon and coastal cutthroat trout in the Colquitz River.

Climate Implications

The presence of blue-green algae is expected to increase across the globe in response to climate change. Increased temperatures and drought, followed by heavy rainfall events that carry nutrients from the land into nearby water bodies, support optimal conditions for blooms and will continue to affect lake health and pose threats to human and pet health. Continued actions to reduce external sources of nutrients through the implementation of the watershed management plan should be prioritized to adapt to climate change.

Financial Implications

The CRD is grateful for the Province of BC's \$750,000 contribution to facilitate the purchase of the \$1.6 million oxygenation system. Annual costs to maintain the system include the following, with expected increases due to inflation and tariffs:

Expense Category	2024 Costs	2025 Anticipated Costs
Electricity	\$60,000	\$60,000
System maintenance	\$20,000	\$40,000
Water quality monitoring	\$35,000	\$30,000
Expert consultation	\$20,000	\$15,000
Staff time	\$30,000	\$30,000
TOTAL	\$165,000	\$175,000

Intergovernmental Implications

From 2016 to 2019, the CRD led an intergovernmental working group to coordinate lake remediation efforts. CRD staff continue to collaborate with government partners to support water quality objectives, particularly in the implementation of the Elk/Beaver Lake Watershed Management Plan. Since installing the system, staff have provided support and resources to several interested parties across Canada to contribute to improved understanding of water quality issues and remediation options.

Service Delivery Implications

CRD staff oversee the water quality monitoring program, including its implementation, operational management and the maintenance of the system's services. They are also responsible for issuing public alerts when blue-green algae blooms are detected in parks, along with providing educational resources about blue-green algae through the CRD website and public signage. While this report does not directly affect service delivery, it highlights ongoing efforts to enhance system efficiency and advance the implementation of the watershed management plan.

Social Implications

Blue-green algae blooms continue to affect recreational values in and around the lake. The disruption of large, permitted events such as the IRONMAN 70.3 Victoria is an example of why the work to implement the watershed management plan is critical. The oxygenation system and implementation of the watershed management plan are anticipated to continue to improve water quality outcomes for the lake, thereby improving recreational values. Local experts and community groups, like the Beaver Elk Environmental Stewards and Victoria Golden Rods and Reels Fishing and Social Club, have played a key role in these efforts. Staff meet regularly with local stewards to share updates and knowledge.

CONCLUSION

After just over one year of operation, the oxygenation system improved deep-water oxygen levels, reduced phosphorus and maintained optimal water temperatures; however, blooms persisted throughout the year and into 2025 due to climate-related impacts and the continued stabilization of the various nutrient sources within the lake. Staff will continue to operate the oxygenation system, coordinate water quality monitoring and implement actions in the Elk/Beaver Lake Watershed Management Plan to reduce internal and external sources of nutrients that contribute to blue-green algae blooms in the lake. Staff will report to the Board annually on system performance and water quality progress.

RECOMMENDATION

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

Submitted by:	Mike MacIntyre, Senior Manager, Regional Parks
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Presentation: Elk Lake Oxygenation System Update



Elk Lake Oxygenation System Update

Regional Parks Committee
June 25, 2025

Presentation Content

1. Context
2. Goals & Objectives
3. How does it work?
4. Has it been successful?
5. Lessons Learned
6. Next Steps



Context

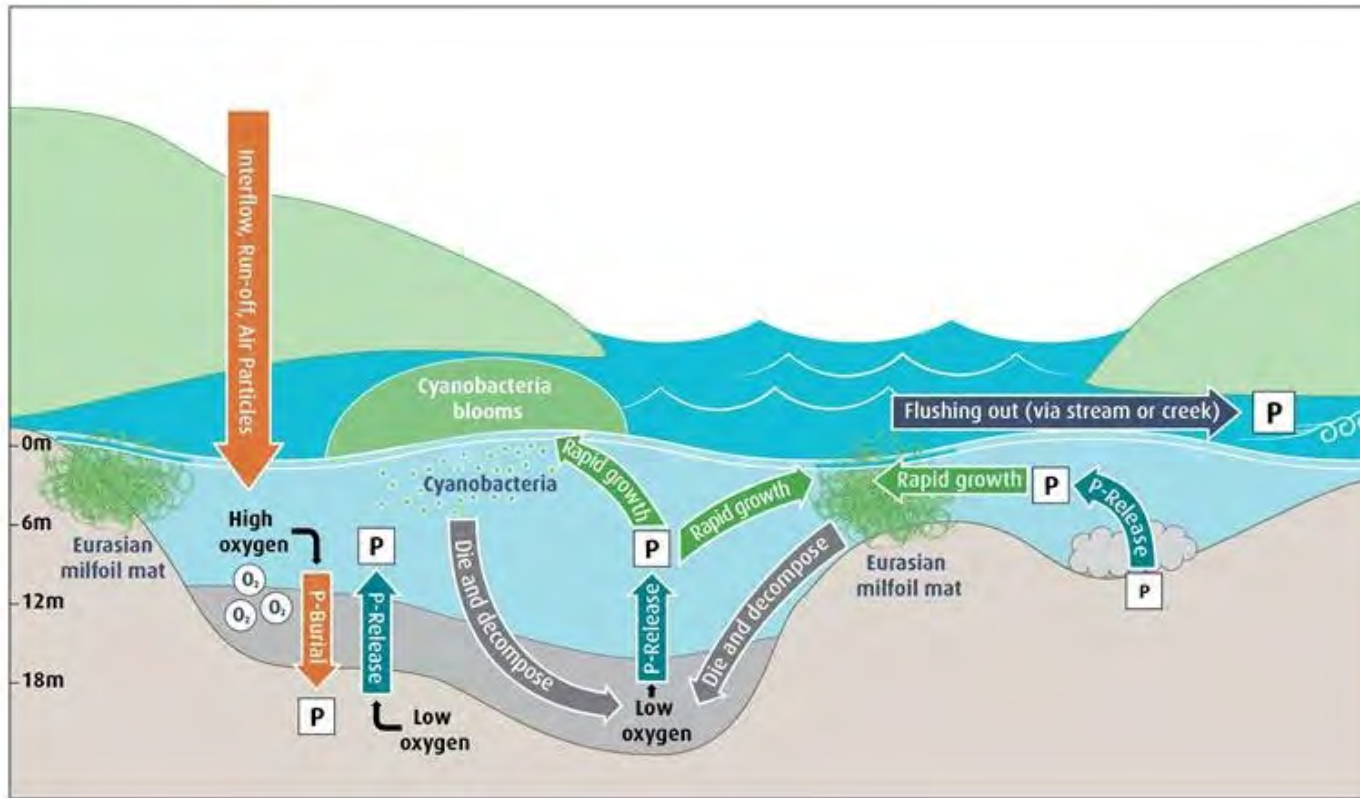


The Elk/Beaver Lake Initiative was established in 2016 to address water quality concerns:

- Blue-green algae
- Eurasian water milfoil
- Poor fish habitat

These issues are largely due to high phosphorus levels in the lake.

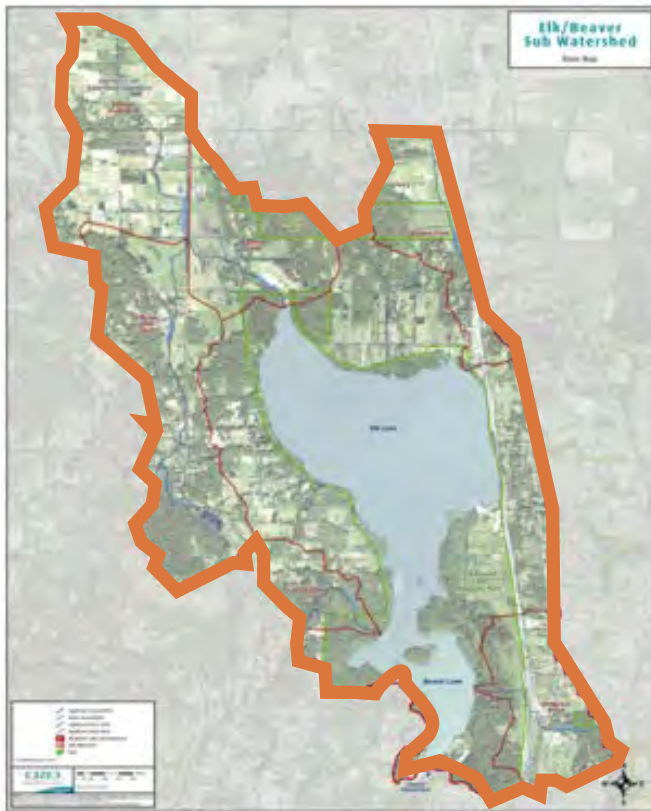
Context



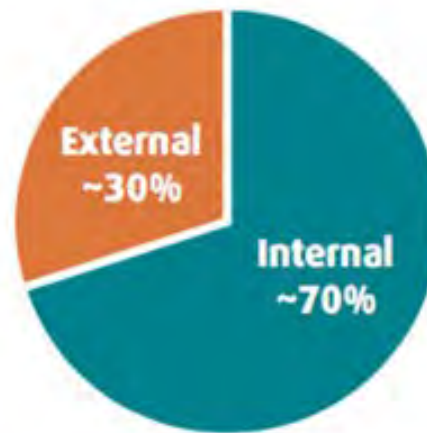
Understanding Phosphorus and Oxygen Levels

P – Phosphorus
O – Oxygen

Context



Current Nutrient Contribution



Elk/Beaver Lake Watershed Management Plan

- Reduces external nutrient loading

In-Lake Remediation Plan

- Reduces internal nutrient loading

Objectives of the Oxygenation System

1. Eliminate deep-water oxygen depletion (anoxia)
 - o Deep water dissolved oxygen should be more than 2mg/L (ideally more than 5mg/L)
2. Decrease internal phosphorus loading
 - o Deep water total phosphorus should not exceed 50ug/L
3. Maintain suitable cold-water native fish habitat
 - o Deep water temperature should not exceed 15°C
4. Reduce frequency and duration of blue-green algae blooms
 - o Reduced park advisories for blooms

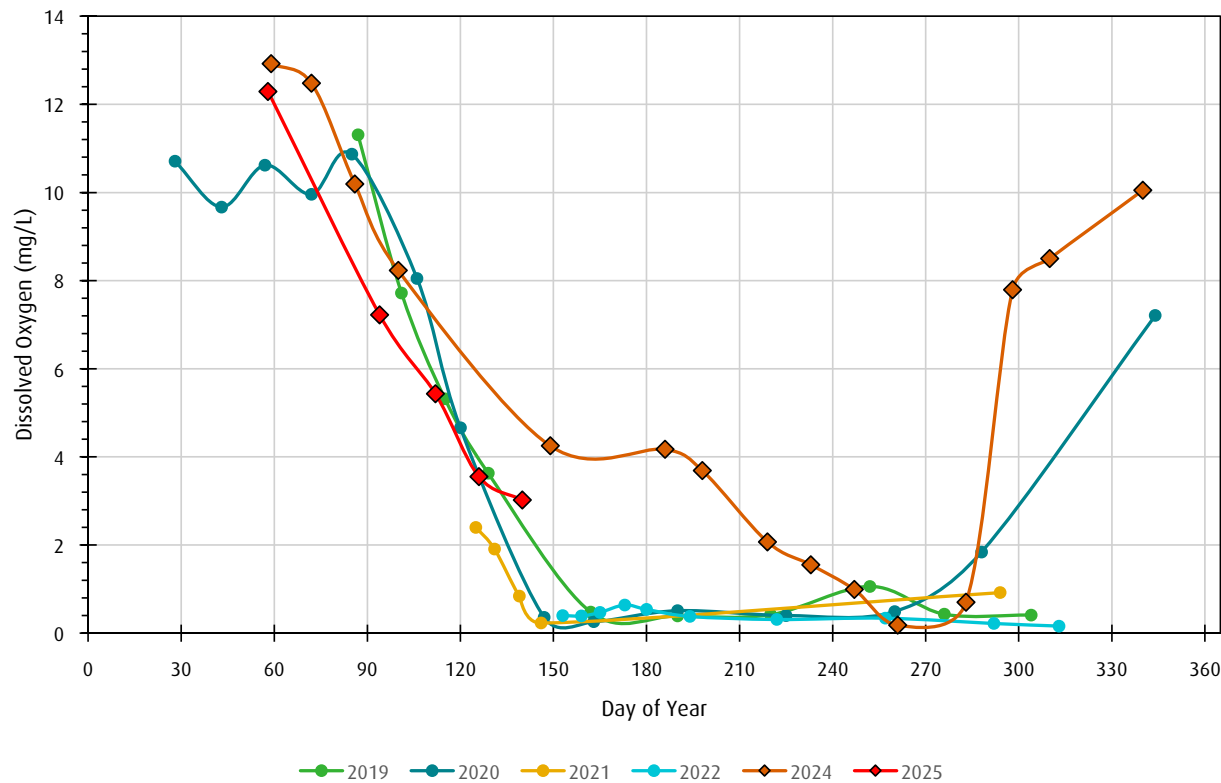


How does it work?



Has it been successful?

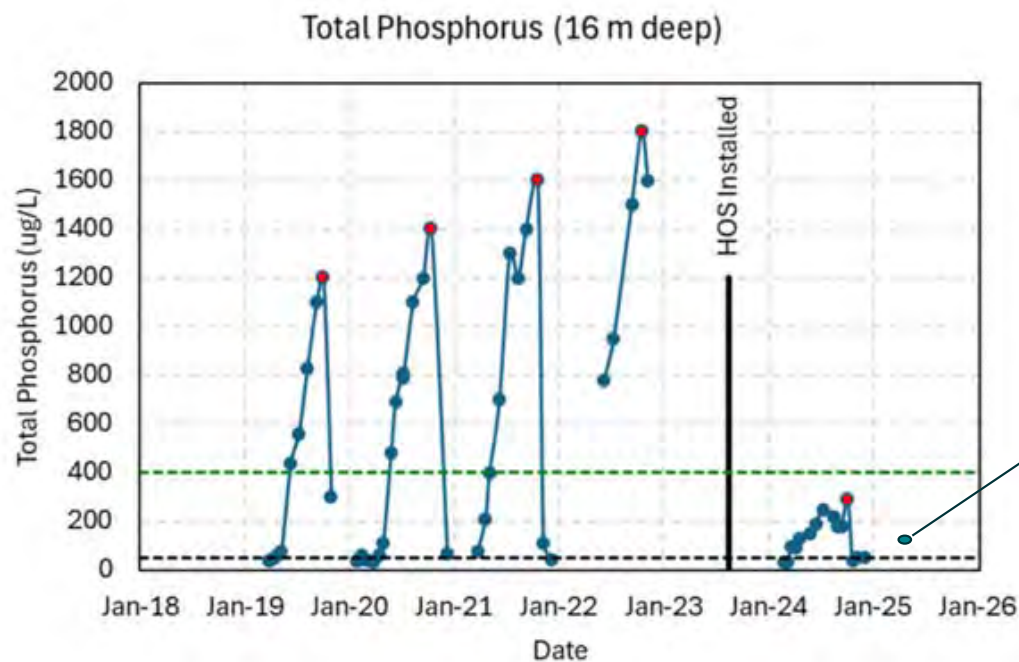
Dissolved Oxygen Comparison (16m)



 **Objective 1**
Eliminate deep-water oxygen depletion (anoxia)

 **Status: ON TRACK**
Deep water dissolved oxygen of greater than 5mg/L has not yet been achieved but is expected to be over time.

Has it been successful?

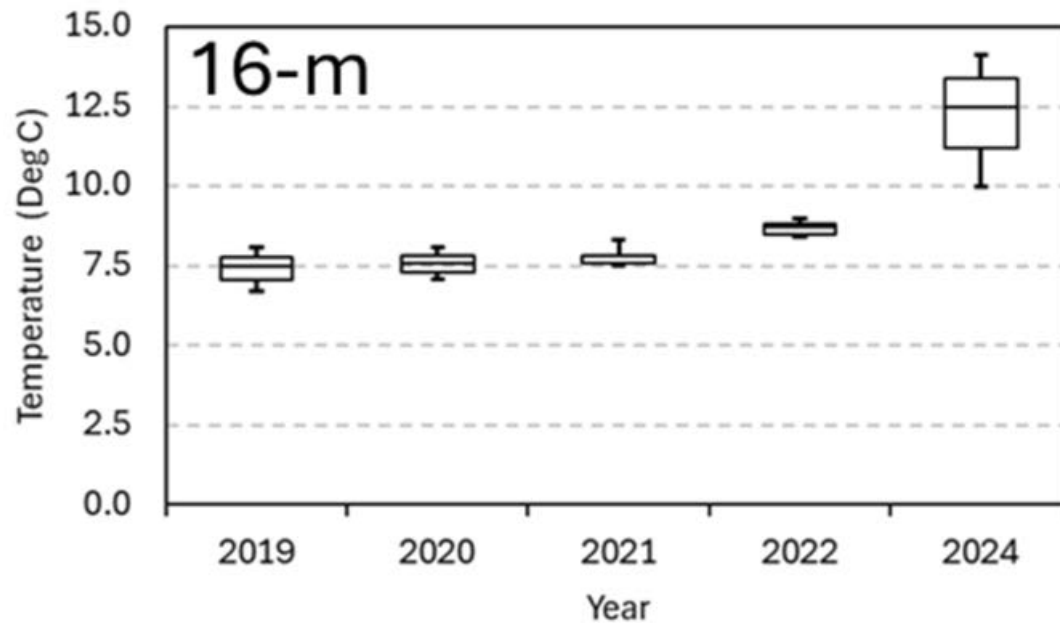


Objective 2
Decrease internal phosphorus loading

✓ Status: ACHIEVED

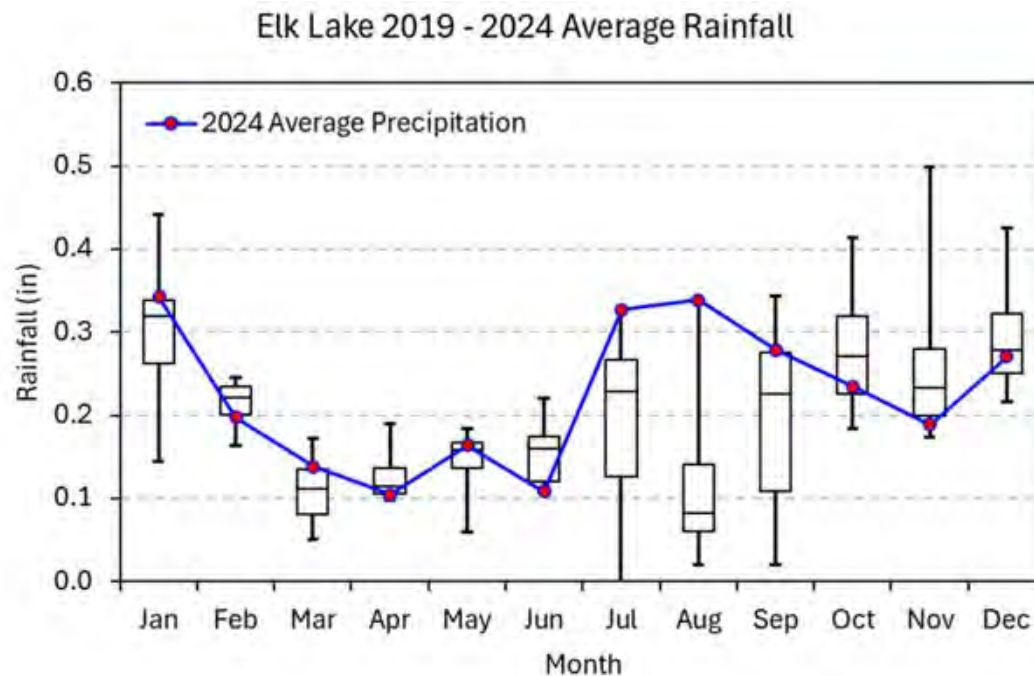
80% reduction in deep water phosphorus levels.

Has it been successful?



- Objective 3
🎯 Maintain suitable cold-water native fish habitat
- ✅ Status: ACHIEVED
Average temperature through summer 2024 was 12.5°C.

Has it been successful?



-  **Objective 4**
Reduce frequency and duration of blue-green algae blooms
-  **Status: ON TRACK**
Blue-green algae blooms continue to occur and were longer lasting than previous years

2025 Interim Update

- As of early June 2025:
 - o Deep-water DO concentrations above 2mg/L
 - o Deep-water phosphorus levels near 100µg/L
 - o Deep-water temperatures are below 8°C
- Spring bloom that caused the cancellation of the Ironman 70.3 swim appears to be receding



Lessons Learned



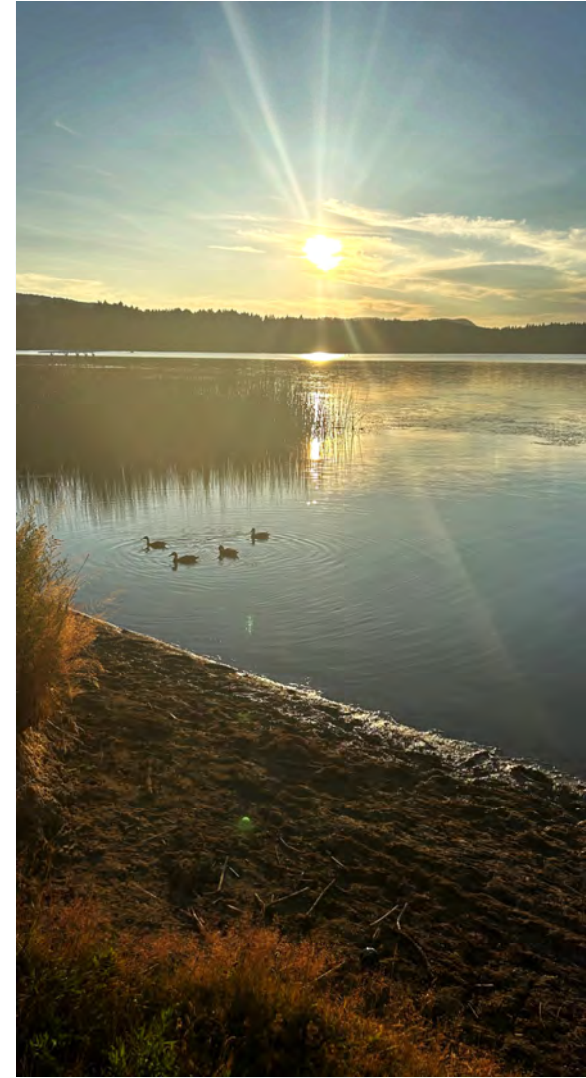
Operational Considerations

- Reduced air compressor capacity.
- Reduced flow rate.
- Positioning error of equipment.

Next Steps

Overall, 2024 was a success. In 2025, we can expect:

- Planned system upgrades.
- Continued improvements in water quality.
- Continued water quality monitoring (including Beaver Lake).
- Annual report on system performance and water quality progress.
- Collaboration with Districts of Saanich, Central Saanich and stewardship groups on the actions identified in the Elk Lake Watershed Management Plan.





Thank you!

Questions?



Capital Regional District



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7.1 Motion with Notice: CRD Parks Parking Policy (M. Essery)

M. Essery spoke to Item 7.1.

Discussion ensued on the following:

- financial implications and disincentives to requiring additional vehicle fees for accessible camping
- removal of barriers to foster and promote equity and inclusion of someone with disabilities to experience camping without limitations

MOVED by J. Parr, SECONDED by M. Essery,

The Accessibility Advisory Committee recommend to the Regional Parks Committee recommends to the Capital Regional District Board:

That the CRD Parks waive parking fees for people with disabilities where they require an extra accessible vehicle, similar to BC Parks parking policy.

CARRIED

REPORT TO TRANSPORTATION COMMITTEE MEETING OF WEDNESDAY, JUNE 25, 2025

SUBJECT Transportation Governance

ISSUE SUMMARY

To provide an overview of the governance options considered for the recently established Capital Regional District (CRD) Regional Transportation Service (RTS), including the initial governance structure and potential alternative models, and to seek direction on future analysis and reporting.

BACKGROUND

Transportation is a priority for residents and the CRD Board. A 2023-2026 strategic priority for the CRD Board is to present options for transportation governance change so residents can access convenient, green and affordable multi-modal transportation systems to enhance livability. This priority shifts focus from goal setting to implementation and advancing the goals of the Regional Transportation Plan (RTP) through a new RTS.

The CRD is in the process of implementing the RTS, which will improve connectivity across municipalities, strengthen coordination and ensure our transportation system can meet future needs. In September 2024, the CRD Board gave three readings to Bylaw No. 4630 to establish the RTS and directed staff to report back in 2025 on governance options. Bylaw No. 4630 was adopted by the CRD Board on June 11, 2025.

To support this work and better understand the current state of governance issues and explore future options, the CRD engaged KPMG to conduct a governance and service design study (see Appendix A). The study explores governance models for delivering a more integrated regional transportation system. CRD staff have also undertaken work to prepare for the RTS establishment, including interdepartmental coordination and engagement with the Traffic Safety Commission (TSC) and Transportation Working Group (TWG).

Current State

Prior to the establishment of the RTS, transportation services and planning within the CRD were fragmented across multiple departments, while external agencies such as BC Transit (BCT), the Ministry of Transportation and Transit (MoTT), and local governments pursued jurisdictional priorities.

The KPMG governance and service design study noted three primary regional transportation governance issues:

1. No centralized governance or advocacy for regional transportation.
2. Inconsistent service standards, policies and bylaws.
3. Decentralized investments, limiting incentives for cross-jurisdictional planning and inter-modal connectivity.

For the RTS to address these three key regional issues, a governance structure will need to evolve with greater authority, scope and capacity. The base case governance model is within the ability of the CRD legislation and builds upon the current Transportation Committee structure. The first alternate model is also within the CRD's legislative ability and would support the RTP outcomes, whereas the second alternate model requires engagement and approval from the Province to develop new legislation to implement.

Base Case Governance Model

The base case model largely retains the governance design of the current state. It allows for the gradual implementation of the RTS by focusing on consolidating existing CRD transportation functions and supporting key strategic planning to guide future service delivery. Key changes from the current state include:

- The establishment of a new Regional Planning and Transportation division. The division will be accountable for all transportation related activities including regional trails.
- The Transportation Committee (TC) (a standing committee of the CRD Board) as the single governance body to advise the CRD Board on regional transportation matters (see Appendix B).
- The establishment of a new Regional Transportation Advisory Committee (RTAC), comprised of professional representatives from the CRD, local governments, BCT, MoTT and other relevant agencies to serve as the main integrated strategic advisory body to the TC. Subcommittees and technical working groups would report to the RTAC.

The Regional Planning and Transportation division would support the TC and the RTAC. Any subcommittees or working groups formed to address specific topics would report through the RTAC to ensure there is a strategic integration of multi-modal topics and one set of priorities across all participating agencies being recommended to the TC. Leading to the establishment of the RTAC, the TSC and TWG would continue to report to the TC.

As part of the ongoing development and implementation of the RTS, staff have informed both the TWG and the TSC of potential governance changes that may emerge. Given that the TSC has its own bylaw and budget approval process, staff conducted additional engagement with the TSC to ensure its perspectives are considered in shaping regional transportation governance. While specific outcomes are still emerging, engagement with the TWG and the TSC reflects a commitment to integrating existing advisory bodies to inform a more coordinated regional approach.

Alternative Governance Models

Additional models were assessed in the study to provide additional governance authority and capacity, and increase the scope of the RTS. Based on an assessment of potential alternative governance models and their respective limitations and strengths, the following two models were shortlisted:

1. Commission (internal to the CRD)

Similar to the base case, the new Regional Planning and Transportation division would deliver the RTS with advisory support from RTAC. Staff and the RTAC would report to a commission, rather than a standing committee. The strength of this model is that the Board may delegate certain authorities (excluding bylaw adoption) to a commission. In addition to Board members, membership may include non-elected officials, such as senior leadership and subject matter experts from agencies and non-governmental organizations. This model would allow for greater decision-making autonomy and

potentially a wider range of professional expertise and perspective. While this model is still limited by the CRD's existing authority, KPMG's report suggests that this model can provide some efficiencies by delegating more responsibility to a commission, requiring fewer decisions to be made at the Board level.

2. Provincial Entity (external to the CRD)

A potential longer term alternative model external to the CRD includes the establishment of a Crown Corporation (e.g., BCT, BC Ferries) or a provincial Authority (e.g., TransLink), which would require legislative changes. This model would not be bound by the CRD's existing authority, offering full autonomy over funding and decision-making and full optimization of regional transportation outcomes. This model would be inclusive of both the CRD's and BCT's responsibilities of delivering regional transportation services in the capital region.

In addition to these alternative governance models, the KPMG study examined the potential for the CRD Board, potentially through a committee or commission, to assume the functions currently performed by the Victoria Regional Transit Commission (VRTC). This approach could enhance the CRD's ability to achieve regional transportation goals with less complexity and at a lower cost than establishing a new provincial entity. However, this option also requires legislative changes.

Stepwise Approach to Governance

As the RTS is being established, several foundational elements are underway or planned. These include completing the consolidation of regional trails and transportation planning functions into the new Regional Planning and Transportation division, the development of a new RTP, and the establishment of a RTAC (through the development of a Terms of Reference). The RTP is expected to be a key early deliverable of the RTS and will help guide future governance and service delivery discussions.

The base case governance model could serve as an initial step to enable continued progress while further structures are developed. The establishment of the RTAC would provide a more formalized advisory capacity for the RTS, with recommendations for any new subcommittees or working groups following its establishment.

Through the multi-year process of creating a new RTP, the potential advantages of transitioning to a commission model could be explored with local governments, BCT, MoTT and other regional interest-holders. These considerations could be brought forward for further discussion in the later stages of RTP development.

Another stepwise approach that could be considered is transferring responsibilities currently held by the VRTC to the CRD. This change could occur under either a committee or commission structure and would support stronger integration of multi-modal priorities and decision-making. Legislative change is required to implement this option.

Finally, requesting the Province to establish a new external transportation authority remains a longer-term consideration. This option could be revisited if existing governance approaches do not support the pace or scale of RTP implementation desired by the Board and partners.

Taken together, these steps represent a possible progression for governance development. Each step would depend on ongoing discussions, emerging needs, and direction from the Board as the RTS evolves.

ALTERNATIVES

Alternative 1

The Transportation Committee recommends to the Capital Regional District Board:

1. That the Transportation Committee continue to oversee and make recommendations to the Board regarding matters related to regional transportation, including regional trails;
2. That the updated 2025 Terms of Reference for the Transportation Committee be approved as attached as Appendix B;
3. That staff be directed to develop a Terms of Reference for the establishment of a Regional Transportation Advisory Committee and supporting working groups and report back in the third quarter of 2025; and
4. That staff report back on the merits of establishing a Transportation Commission through the forthcoming process of updating the Regional Transportation Plan.

Alternative 2

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

IMPLICATIONS

Alignment with Board & Corporate Priorities

The actions in this report align with the 2023-2026 CRD Board strategic priority to present options for changes in governance for transportation in the region, including the electoral areas. Additionally, they align with, Initiative 4a-1 in the CRD Corporate Plan to develop governance options, including consideration of a new transportation authority.

Alignment with Existing Plans & Strategies

Establishing new models of transportation governance was identified as a key step in the 2014 CRD RTP.

Equity, Diversity & Inclusion Implications

A delegated commission model has increased potential to have representatives from more diverse backgrounds.

Financial Implications

The base case and delegated commission governance option both have similar financial implications for steady-state and one-time implementation, whereas the provincial entity has significant increases in both steady-state and one-time implementation costs.

First Nations Implications

A delegated commission model would allow for membership to be drawn from First Nation's leadership.

Intergovernmental Implications

Ongoing collaboration with local municipalities, electoral areas and partner agencies will remain critical to the success of the RTS.

A shift to a provincial entity would require significant intergovernmental coordination, including legislative action by the Province. It would also remove some level of local control over transportation decision-making.

Service Delivery Implications

The consolidation of the CRD's transportation activities into a new division is a significant level of effort. Staff have established a transition team to help guide the process and develop a detailed implementation plan. Service implementation will be gradual, focusing initially on the consolidation of existing transportation functions, including the regional trails. The service will develop a new RTP, which will update regional transportation goals and objectives and provide a framework for long term service growth.

CONCLUSION

This report presents governance options for the newly-established Regional Transportation Service to support more integrated, effective regional transportation planning and service delivery. The base case model builds on the current structure with the addition of a Regional Transportation Advisory Committee to provide an enhanced advisory capacity. Two alternative models—a delegated commission and a provincial entity—were also explored, offering varying degrees of autonomy and scope.

Staff are seeking direction to proceed forward with a stepwise approach to governance change, commencing with the proposed base case model to best enable service implementation while continuing to undertake strategic planning. This Committee model will also enable the formalization of an enhanced advisory structure. Through a forthcoming update and development of a new Regional Transportation Plan, staff will also report back on the potential merits of further enhanced governance options, including a Transportation Commission.

RECOMMENDATION

The Transportation Committee recommends to the Capital Regional District Board:

1. That the Transportation Committee continue to oversee and make recommendations to the Board regarding matters related to regional transportation, including regional trails;
2. That the updated 2025 Terms of Reference for the Transportation Committee be approved as attached as Appendix B;
3. That staff be directed to develop a Terms of Reference for the establishment of a Regional Transportation Advisory Committee and supporting working groups and report back in the third quarter of 2025; and
4. That staff report back on the merits of establishing a Transportation Commission through the forthcoming process of updating the Regional Transportation Plan.

Submitted by:	Patrick Klassen, MCIP, RPP, Senior Manager, Regional Planning
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: Executive Summary – Regional Transportation Service Governance Model
Options Project – KPMG (February 2025)
Appendix B: 2025 Transportation Committee Terms of Reference (Redlined)
Presentation: Transportation Governance

Capital Regional District

Regional Transportation Service Governance Model Options Project

Executive Summary

KPMG LLP

February 2025

Disclaimer: This Executive Summary has been prepared by KPMG LLP ("KPMG") for Capital Regional District ("Client") pursuant to the terms of our engagement agreement with Client dated 2024-02-21 (the "Engagement Agreement"). The Executive Summary provides an overview of the findings, and the contents do not represent our conclusive findings, which are contained in our final report. KPMG neither warrants nor represents that the information contained in this Executive Summary is accurate, complete, sufficient or appropriate for use by any person or entity other than Client or for any purpose other than set out in the Engagement Agreement. This Report may not be relied upon by any person or entity other than Client, and KPMG hereby expressly disclaims any and all responsibility or liability to any person or entity other than Client in connection with their use of this Report.



Executive Summary

This project explores governance models to support the creation of a new Capital Regional District (CRD) Regional Transportation Service (RTS) or a new provincial entity, with the goal of enhancing regional transportation outcomes.

In 2014, the CRD and its member jurisdictions developed a Regional Transportation Plan (RTP) which outlines the following vision for regional transportation: *“A future where transportation is sustainable, offers choice, enables smart growth and makes livable communities possible.”* The RTP includes eight outcome statements that describe the desired features of a regional transportation system. These statements can be categorized into five themes, which together create a shared vision for transportation (Table 1).

Table 1 RTP Regional Outcome Statement¹

Theme	Regional Outcome Statement	
Integrating Land Use and Transportation	1	Movement between communities, mobility hubs and major destinations is facilitated through a Regional Multi-modal Network of transportation corridors.
	2	Mobility Hubs align with the Regional Sustainability Strategy and provide people with access to housing, employment, services, amenities and transportation choices at a local, sub-regional and regional scale.
	3	Transportation and land use planning tools are integrated at the local and regional levels.
Creating Exceptional Environments for Walking and Cycling	4	Cycling is an appealing, safe, convenient and viable transportation option for residents and visitors of all skill and confidence levels.
	5	Walking is an increasingly popular and desirable mode of transportation that is supported by safe, convenient and accessible pedestrian infrastructure.
Taking Transit to the Next Level	6	Public transit is a preferred choice, attracting new riders through comfortable, safe, accessible and convenient service.
Getting the Most out of Our Roads and Trails	7	Existing regional transportation infrastructure is optimized and enhanced by new technology where appropriate.
Influencing Travel Behaviour	8	Regional programs and initiatives provide residents and visitors with the tools, confidence and knowledge to use active transportation, public transit, care share, taxis, high occupancy vehicle and trip reduction measures.

Project Scope

The success of the RTP is dependent on the region's ability to achieve these outcomes. This requires the establishment of an integrated regional service with a robust governance model. KPMG was engaged to support the CRD in exploring governance models for regional transportation, including:

¹ Capital Regional District. (July 2014). Regional Transportation Plan. Retrieved from https://www.crd.bc.ca/docs/default-source/crd-document-library/plans-reports/planning-development/rtp-july2014.pdf?sfvrsn=531855ca_2

- a base case governance and operating model to deliver the scope of regional transportation within the bounds of existing CRD legislation, and
- alternate governance models to deliver regional transportation, including the exploration of additional scope outside of the existing CRD legislation.

Figure 1: Overview of the project



Current state of Regional Transportation at the CRD

Transportation within the CRD region refers to the multi-modal transportation system that enables residents to access places of employment, leisure, and residence. The CRD predominantly supports transportation activities through:

- Lifecycle management of regional trails: Galloping Goose Regional Trail (GGRT), Lochside Regional Trail and the E&N Rail Trail. This is delivered through the **Regional Parks Service** within the Parks & Environmental Services Department.
- Policy and planning functions, such as long-range planning, interjurisdictional coordination, engagement and education programs, and data services. These functions are delivered through the **Regional Planning Service** within the Planning & Protective Services Department.

A review of the current state was conducted to identify challenges faced by the CRD in delivering an integrated regional transportation service. These challenges have been summarized into three key themes:

1. There is **no single governance for transportation** in the region. Internal to the CRD, transportation responsibilities are distributed across multiple departments. Externally, various organizations manage key transportation assets, with the Ministry of Transportation and Transit (MoTT), BC Transit, and local municipalities each within unique jurisdictions.
2. **Levels of service, standards, bylaws and policies** for transportation are inconsistent across the region. This leads to an inconsistent user experience which is compounded by the presence of **multiple decision makers** without regional alignment.



3. **Investment decisions** in transportation are **decentralized**, with each jurisdiction managing its own funds. This leads to a focus on individual agency assets, limiting incentives for cross-jurisdictional and inter-modal connectivity.

Improving upon these challenges sets forth a clear direction for the design of a future governance model for regional transportation.

The Scope of Regional Transportation

To achieve the RTP outcomes, the region must broaden the scope of transportation activities while enhancing decision-making authority through governance. The limit of scope for an updated or new governance model is bound by the legislation of the entity. For this project, the scope of regional transportation is defined by three states:

- 1 **Current State:** The existing scope of regional transportation services delivered through the Regional Parks Service and Regional Planning Service. It is not a dedicated transportation service and unable to fully achieve the recommended outcomes of the RTP. This current state lacks the internal and external integration necessary to deliver consistent transportation activities across the region.
- 2 **RTS:** The potential scope of regional transportation that can be delivered within existing CRD legislation. This is an increase in the depth and breadth of current transportation activities to be led by the CRD, however it is not the full scope needed to achieve all RTP outcomes. This scope defines the CRD RTS (i.e., the scope that the CRD can deliver within current legislation through the establishment of a new service).
- 3 **Full Scope:** The full scope of regional transportation required to deliver on the RTP outcomes. This scope provides accountability over all transportation assets across all lifecycle phases. Achieving this state necessitates legislative change, as it cannot be delivered within existing legislation and requires the establishment of a new entity.

Figure 2 provides a summary of the differences in the scope of these three states. It highlights the depth and breadth of transportation activities that can be delivered across typical service lifecycle phases and the CRD defined transportation service categories²³.

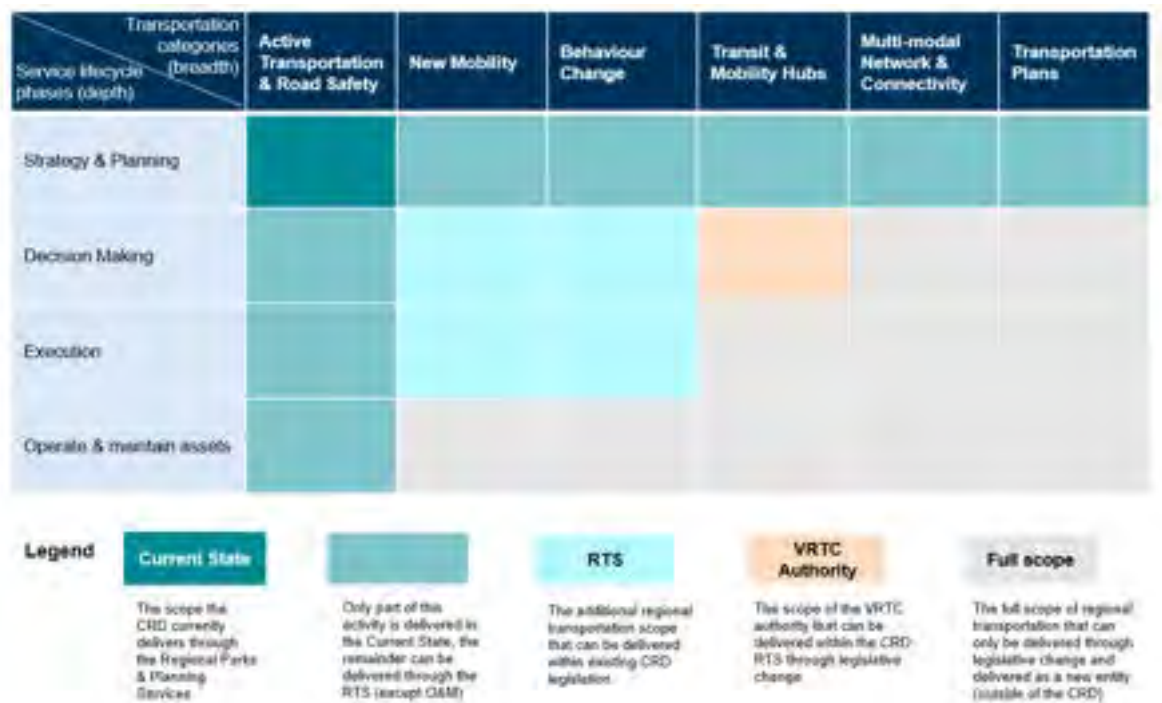
The figure also identifies an additional 'state' of transportation that looks at the incorporation of the Victoria Regional Transit Commission (VRTC) authority within the CRD legislation. This requires a change in legislation; however, it would hold the CRD accountable for transit decision making throughout the region. The execution of transit projects and the operations and maintenance would remain the responsibility of BC

² In 2023, CRD developed a set of transportation categories based on input from elected officials, and senior staff. These transportation categories are illustrative in nature and describe areas that need additional effort to address key challenges affecting transportation in the region. The categories represent the breadth to which transportation activities can be applied to achieve the RTP outcomes.

³ Two additional transportation categories: Data Management & Traffic Analysis, and Funding & Grants, are not shown in Figure 2. These are enabling categories to deliver the other six categories noted. Data Management & Traffic Analysis predominantly increases in depth through the expansion of the existing activities performed such as increased data collection and accessibility, whilst Funding & Grants is envisioned to support new activities such as funding partnerships and joint procurement.

Transit. The incorporation of the VRTC authority was considered as an expansion to the scope of the RTS throughout the project and increases the ability of the CRD to deliver on the RTP outcomes.

Figure 2 The scope of regional transportation⁴⁵



Base governance and operating model for the RTS

The RTS is a new Regional Transportation Service established within the CRD to deliver an increased scope of regional transportation within the existing CRD legislation. A base case governance and operating model was developed, in consultation with the CRD, to deliver this scope.

Base governance model

The base governance model, Figure 3, largely retains the governance design of the current state, with the Transportation Standing Committee remaining as the primary governance body for the RTS. The Transportation Standing Committee provides advice and decision-making recommendations to the Board regarding transportation-related

⁴ The figure provides a general representation to the differences in the scope of regional transportation across the transportation categories and service lifecycle phases. The exact scope of regional transportation will be defined through the establishment of a service bylaw or legislation. Current state transportation activities represented in the figure are also to be delivered in the RTS.

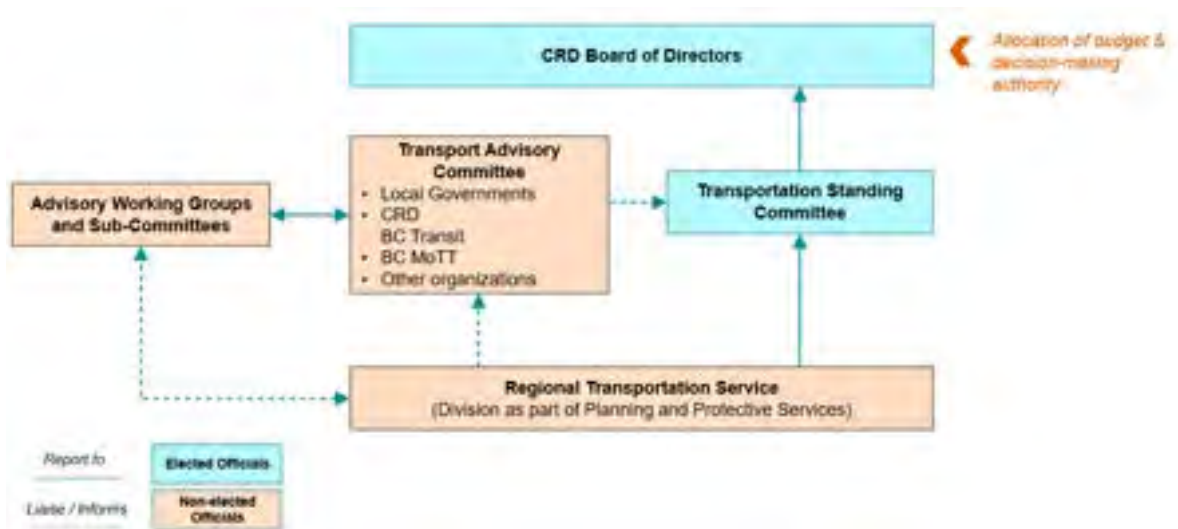
⁵ For the purposes of this study, the summarized definitions of the four service lifecycle phases are: Strategy & Planning: Definition of transportation objectives, targets and outcomes through strategies, guidelines, standards or frameworks. Decision-making: short and long-term approach to achieve the objectives with the prioritization of asset and service investments. Execution: design, implementation and construction of the prioritized investments. Operations & Maintenance: continued operation and maintenance of transportation assets and services to achieve the outcomes.

matters; however, it does not have the authority to make decisions. Key changes from the current state to the RTS governance model include:

- The establishment of a new RTS division. The division will be the accountable owner for all transportation related activities.
- The Transportation Standing Committee as the single governance body to advise the CRD Board on regional transportation decisions.
- The establishment of a new Transportation Advisory Committee (TAC) comprised of representatives from local governments, the CRD, BC Transit, MoTT, and other organizations.

These changes will support the CRD to achieve the goals of the RTP.

Figure 3: Base case governance model



Base operating model

The RTS enhances the scope of regional transportation delivered by the CRD. Implementing the RTS will require approximately a 40% increase in full-time equivalents (FTEs) compared to current resources. This 40% uplift was determined through stakeholder consultation and an analysis of the expected effort for each proposed activity across the eight transportation categories, reflecting the FTEs needed to maintain the RTS. Additional program level funding is also needed to support the expanded transportation activities.



Cost analysis of the base model

A high-level cost analysis⁶ was undertaken with CRD inputs and guidance to estimate a range of the:

- approximate steady state cost of the RTS operating under the base case operating and governance model; and
- maximum requisition⁷ of the RTS for the purposes of the CRD creating a new service establishment bylaw.

The report provides the cost analysis for the RTS and a comparison to the current state cost from both the Regional Parks Service and the Regional Planning Service. The annual steady state expenditure for the RTS at full scope is approximately **\$18.2 million**.

The maximum requisition is calculated as the highest value from the annual steady state RTS cost range (i.e., total annual operational expenditure cost range), plus additional costs allocated for *growth contingency*. *Growth contingency* is included to accommodate any capital or operating expenses related to growth of the RTS. The resulting maximum requisition was set at **\$20 million**.

Limitations to the base model

The base model detailed is limited in its ability to deliver on all the transportation outcomes. This is due to the scope of regional transportation that can be delivered through an RTS, which is constrained by CRD legislation, and the limitations of the existing governance model. Specific limitations of the model include:

- The base model requires two levels of governance approvals for regional transportation decisions – firstly by the Transportation Standing Committee, then secondly forwarded to the Board for final approval of all transportation recommendations (the decision-maker). In concept, the dual layers of governance could limit the ease, agility, and ability of the Transportation Standing Committee, as recommendations may be overruled or impacted by the CRD Board.
- The scope of the service is bound by the existing CRD legislation, and without legislative change, the base model is unable to achieve the entirety of the regional transportation goals. Specifically, the CRD cannot enforce jurisdictional alignment to the regional policies, plans and priorities or be responsible for transit decision making.

⁶ Estimations developed for this Project are illustrative in nature and relied on cost information provided and assumptions validated by the CRD. Summary values are presented in ranges to reflect the illustrative nature of estimates presented as an order-of-magnitude reference for the purposes of this Project. Variability of actual costs incurred within each year reflect fluctuations of these cost items over the past five years of cost information reviewed.

⁷ Maximum requisition represents the legal upper limit amount the CRD can levy in taxes from member jurisdictions each year.



- The Transportation Standing Committee and the CRD Board are comprised only of elected officials. As a result, there may be a bias for directors to think locally rather than regionally when making decisions.
- The model is bound by the financial constraints of the CRD. There is no stable revenue stream or dedicated financial body to guarantee funding allocation and the execution of multi-modal priorities may be limited by available funding.

Implementation considerations for the base model

The transition from the current CRD operations to the RTS follows a structured bylaw pathway and is anticipated to be operational by mid-2025. Successful implementation will require several key factors, including clearly defined roles and responsibilities, the transition of existing projects and programs, and effective change management.

The amalgamation of transportation activities across the CRD and the respective increase in the breadth and depth of the scope of regional transportation will impact the operating model of both the Regional Parks Service and the Regional Planning Service. The operating model will thus need to be further refined to capture the required process taxonomy, end-to-end processes, organizational design and resource capacity.

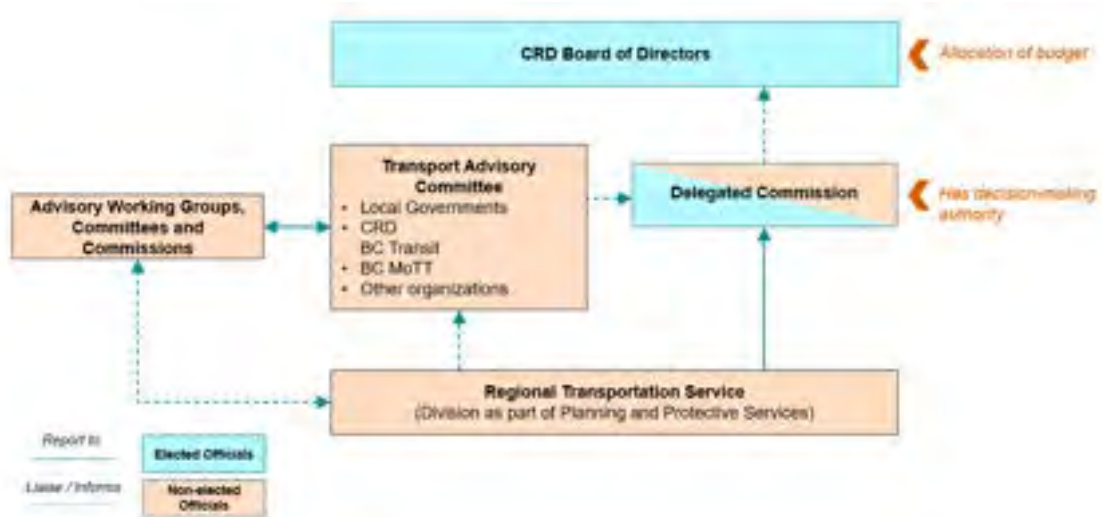
Alternate governance models for regional transportation

Whilst the RTS is expected to drive an integrated and consolidated transportation service, it is limited by existing legislation and the constraints of the governance structure (e.g., the lack of decision making of the existing Transportation Standing Committee).

Alternative governance models were therefore explored to compare their ability to further deliver on the RTP outcomes. Governance models were considered, and their respective limitations and constraints were identified. All models were assessed by their ability to deliver the full scope of regional transportation. Based on this assessment, two models were shortlisted by management:

1. Delegated commission is a governance model within the CRD organization and legislation. Like the base model, it establishes a new transportation division to deliver the RTS. However, in this case the division reports to a new delegated commission. The delegated commission can comprise both elected and non-elected officials and has the authority to make decisions on behalf of the CRD Board (Figure 4).

Figure 4: Delegated commission governance model

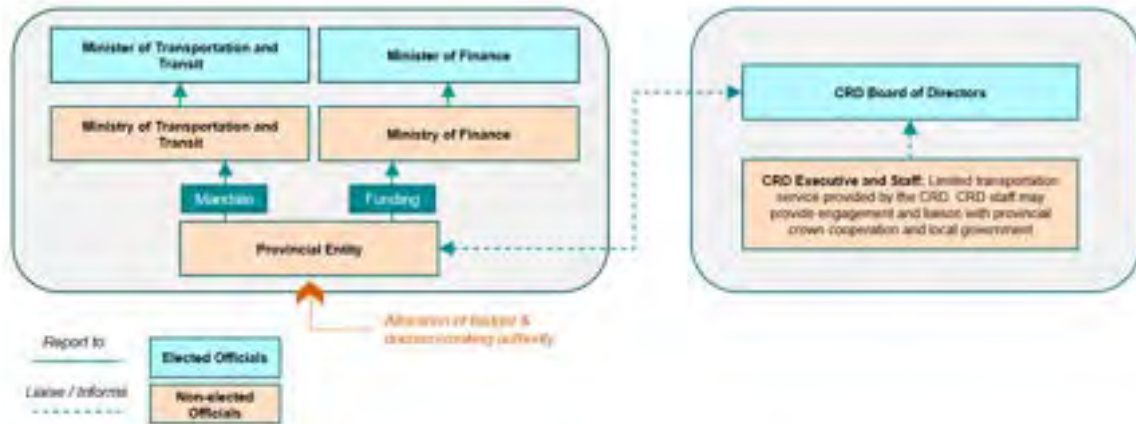


A delegated commission governance model was considered for two scenarios:

- No legislative change. The scope of the delegated commission is bound by the existing CRD legislation. The model can achieve the same RTP outcomes as the base case with enhanced efficiency.
- Incorporation of the VRTC authority, through legislative change. The scope of the delegated commission expands to include accountability over transit decision making in the region. Whilst this does not achieve the full scope of regional transportation, the incorporation of transit decision making increases the CRD's ability to achieve the RTP outcomes.

2. Provincial entity is a governance model external to the CRD, established and mandated by the province (Figure 5). The provincial entity reports dually to the Minister of Finance and the Minister of Transportation and Transit. The Minister of Finance approves the fiscal plan, and the Minister of Transportation and Transit provides strategic direction on the mandate. Establishing a provincial entity requires legislative change and has complete decision making and funding autonomy to deliver on the full scope of regional transportation and thus, the RTP outcomes.

Figure 5: Provincial entity governance model



Analysis of the two models was performed in comparison to the base governance and operating model.

Cost analysis of delegated commission and provincial entity

A cost analysis was performed to calculate the annual steady-state operating expenditure and one-time implementation costs for both alternate governance models. The cost represents an incremental increase of the base case (see Table 2).

Table 2: Incremental costs of the delegated commission and provincial entity

Cost	Delegated commission	Provincial entity ⁸
Annual steady-state operating expenditure	Small increase in governance costs due to non-elected official membership remuneration	Significant increase in: - Salaries and benefits as additional staff are required to establish a new entity. - Other operating costs as the entity will incur overhead costs - Contingencies to support greater cost-sharing and growth initiatives - Governance due to the cost of the Board of Directors and additional committees/commissions.
One-time implementation	Small increase to establish new delegated commission and Commission bylaw	Significant increase of policy, legal, financial and external advisory support to establish a new entity

Table 3 summarizes the incremental costs of the two shortlisted models as a percentage increase of the base case for the annual operating expenditure.

⁸ Whilst the provincial entity can deliver the full scope of regional transportation, the increase in scope does not impact the cost to set up and maintain the entity. It is assumed that no new costs will be incurred to deliver the full scope of regional transportation.

Table 3: Summary of the incremental cost analysis for annual steady-state operating expenditure

Governance model	Annual steady-state operating expenditure ('000)
Transportation Standing Committee (base case)	\$18,195
<i>Incremental increase from base case</i>	(%)
Delegated commission is estimated to incur an incremental cost of	0.3%
Provincial entity is estimated to incur an incremental cost of	33%

Comparison of the shortlisted models to the base case

A comparison of the delegated commission and the provincial entity to the base case is provided in Table 4 below. The comparison is presented by considerations relating to governance, scope and implementation.

Table 4: Comparison of the delegated commission and provincial entity

Criteria	Delegated commission	Provincial entity
Governance	- Transportation Standing Committee is replaced by a new Transportation delegated commission which has delegated authority to make decisions on behalf of the board. This enhances the ease, agility and ability of the model to make decisions. - Membership of the Commission can include elected and non-elected officials – allowing diversity of thought, subject matter expertise and a reduction in bias on local issues.	- External model to the CRD and has complete authority to make decisions and allocate funds within its legislation. - High degree of financial flexibility with more tools to raise debt, charge for, and recover services. - The CRD, and member and partner jurisdictions, will not have a direct role in transportation decision making which may reduce the accountability of the entity to address regional and local issues.
Scope	- Without legislative change, the delegated commission can make decisions on the scope of regional transportation within the existing CRD legislation. - Ability to incorporate the VRTC authority (transit decision making) through legislative change and increase the CRD's ability to deliver on the RTP outcomes.⁹	The provincial entity is established through new legislation and can achieve the full scope of regional transportation. Whilst this is possible, the scope must be agreed to by the Province, the CRD, and its member and partner jurisdictions, to optimize regional collaboration and transportation outcomes.

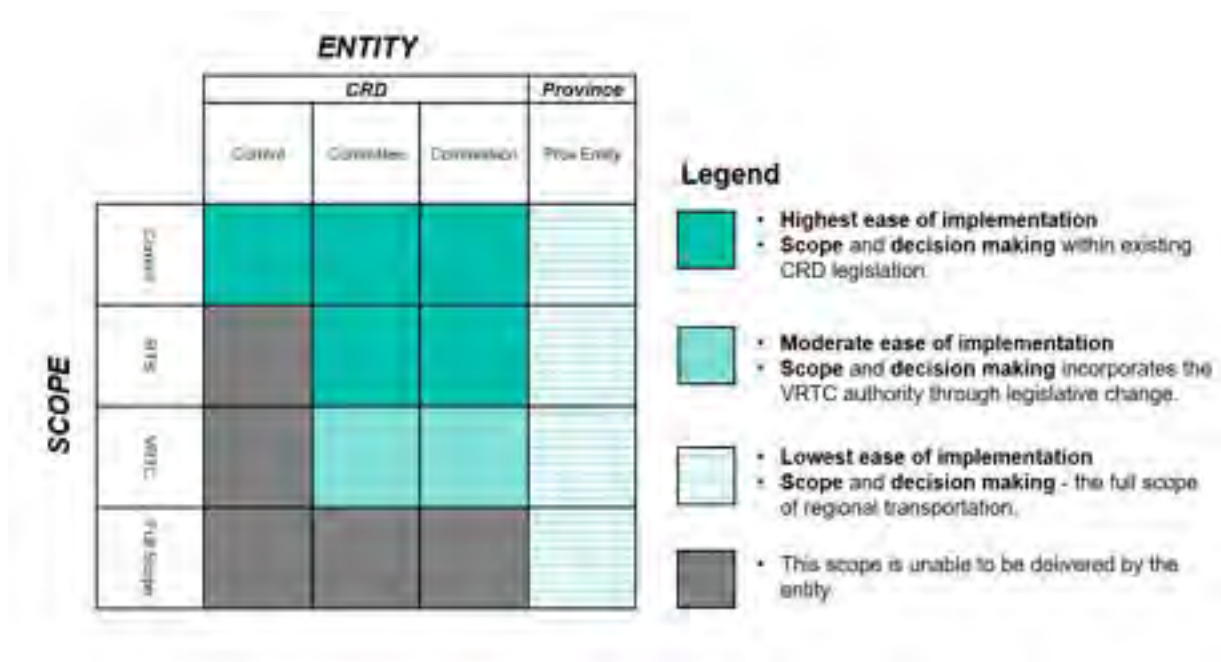
⁹ This is not exclusive to a delegated commission governance model. With legislative change, the authority of the VRTC can be incorporated within the CRD legislation and delivered through any governance model (i.e., delegated commission or Transportation Standing Committee).

Implementation	- Similar level of effort and cost to implement as the base case (low effort) as the governance model is within the CRD and no legislative change is required¹⁰ - Should the VRTC authority be incorporated, an increase in the implementation effort is required to change the existing CRD legislation. - The timeline for the drafting and approval of a commission bylaw is two months.	- The establishment of a new provincial entity is costly with a high level of effort required due to the amount of work in drafting a cabinet submission and legislation, appointing staff and the Board, obtaining approvals, transitioning activities and designing an operating framework. - The timeline to establish a provincial entity is estimated to take between 2 – 4 years

Summary

Figure 6 provides an illustrative comparison of the current state, base case (Transportation Standing Committee), delegated commission and provincial entity to deliver the scope of regional transportation.

Figure 6: Comparison of the governance models for regional transportation



The cost, risk and implementation considerations identified in this report need to be assessed when determining a suitable governance model for delivering the RTP

¹⁰ Legislative change is required for incorporating the VRTC authority



outcomes. As such there is no single recommendation, however, the following should be considered for a short- and long-term governance approach to regional transportation:

- A delegated commission has a high ease of implementation and the ability to provide increased decision making, funding autonomy and regional representation through the governance composition of elected and non-elected officials. Whilst the authority over regional transportation is limited by the existing CRD legislation, it provides a single, integrated transportation service with a greater breadth and depth in scope than the current state. A delegated commission is an appropriate governance model for realizing immediate short-term benefits and improving the region's ability to deliver on the RTP outcomes.
- Incorporating the VRTC authority as part of the CRD requires legislative change, and a higher level of effort to implement. It does increase the CRD's ability to achieve the RTP outcomes (through transit decision making), however, the authority over all transportation assets remains siloed and while there is substantially more integrated regional transportation decision making, there is no single layer of accountability. A provincial entity is thus the appropriate long-term governance model to realize all the intended RTP outcomes.

Whilst the scale of benefits varies between each model, each supports the consolidation of transportation activities governed by a single decision-making body which will drive integrated and sustainable outcomes for the Region.

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Terms of Reference

CRD

TRANSPORTATION COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Transportation Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding matters related to regional transportation **including the establishment of a transportation service for the region.**

The Committee's official name is to be:

Transportation Committee

1.0 PURPOSE

- a) The mandate of the Committee includes overseeing, providing advice and/or making recommendations to the Board regarding the following functions:
 - i. Regional transportation matters including regional transportation **policies, plans, programs, projects, and studies including but not limited to public transit, active transportation, mobility hubs, transportation demand management, and road and trail safety. priorities and regional transportation governance**
 - ii. Encouraging a strong regional voice on regional transportation **governance and matters including the regional multimodal network, goods movement, transit, active transportation, multi-use regional trails, inter-regional transportation, and grant funding for infrastructure projects of regional significance. ferries, rail, transit, multi-use regional trails, and roads**
 - iii. Regional Trails matters **(mobility and recreation)**, including land acquisition, **capital planning**, policy, management, **construction**, operations and programs for the Galloping Goose, the Lochside, and the E&N trails.
 - iv. **Providing input to the Regional Parks and Trails Strategic Plan**
- b) The Committee may also make recommendations to the Board to:
 - i. Advocate to senior levels of government to support major multi-modal transportation **plans and** projects which support the region's **transportation**, climate action and sustainability goals; **and**
 - ii. Advocate for regional transit priorities to the Victoria Regional Transit Commission.
 - iii. Work with other Vancouver Island Regional Districts to support major multi-modal inter-regional transportation which support **the mobility of people transportation** and the flow of goods on Vancouver Island.
- c) The following committees will report through the Transportation Committee:
 - i. Traffic Safety Commission
 - ii. Transportation Working Group
 - iii. Any other advisory body established by the Committee

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

- a) Committee members will be appointed CRD Board Members;
- b) At least one member of the committee should be a liaison member of the Regional Parks Committee, the Environmental Services Committee and the Planning and Protective Services Committee.
- c) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- d) First Nation members are permitted to participate in standing committee meetings at their pleasure, in accordance with the CRD Procedures Bylaw, where the Nation has an interest in matters being considered by the committee.

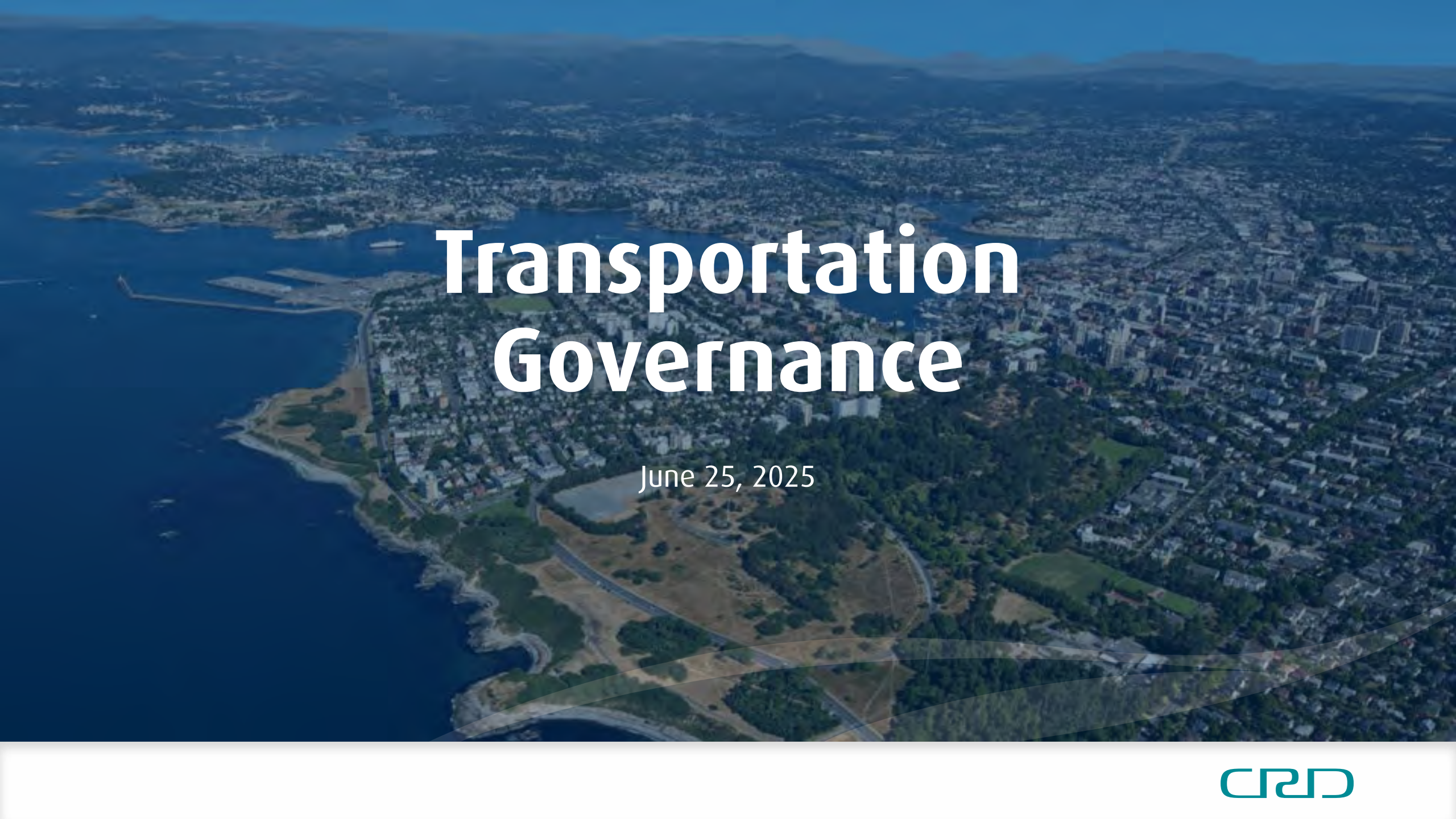
4.0 PROCEDURES

- a) The Committee shall meet on a bi-monthly basis and have special meetings as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

- a) The General Manager of Housing, Planning and Protective Services Department will act as a liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

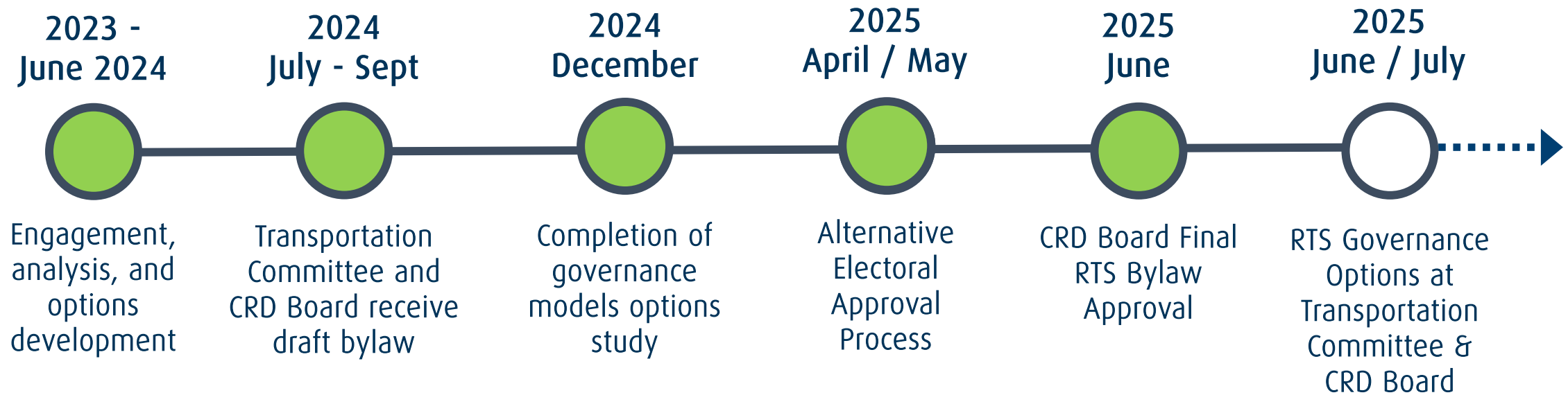
Approved by CRD Board ~~January 8~~, 2025

An aerial photograph of a coastal city, likely Seattle, with a large body of water on the left and mountains in the background. The city is densely packed with buildings and green spaces. The text 'Transportation Governance' is overlaid in large white letters.

Transportation Governance

June 25, 2025

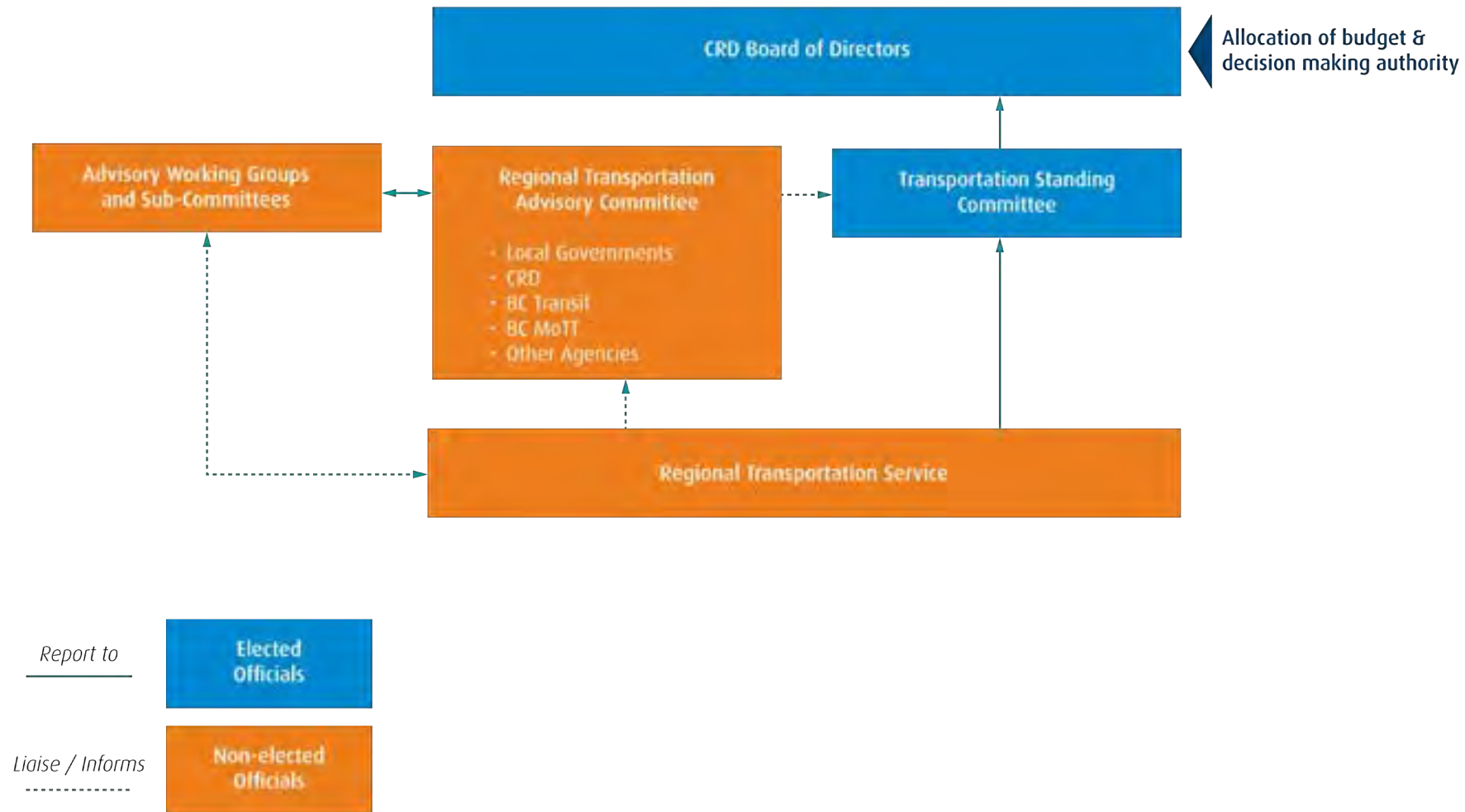
Background



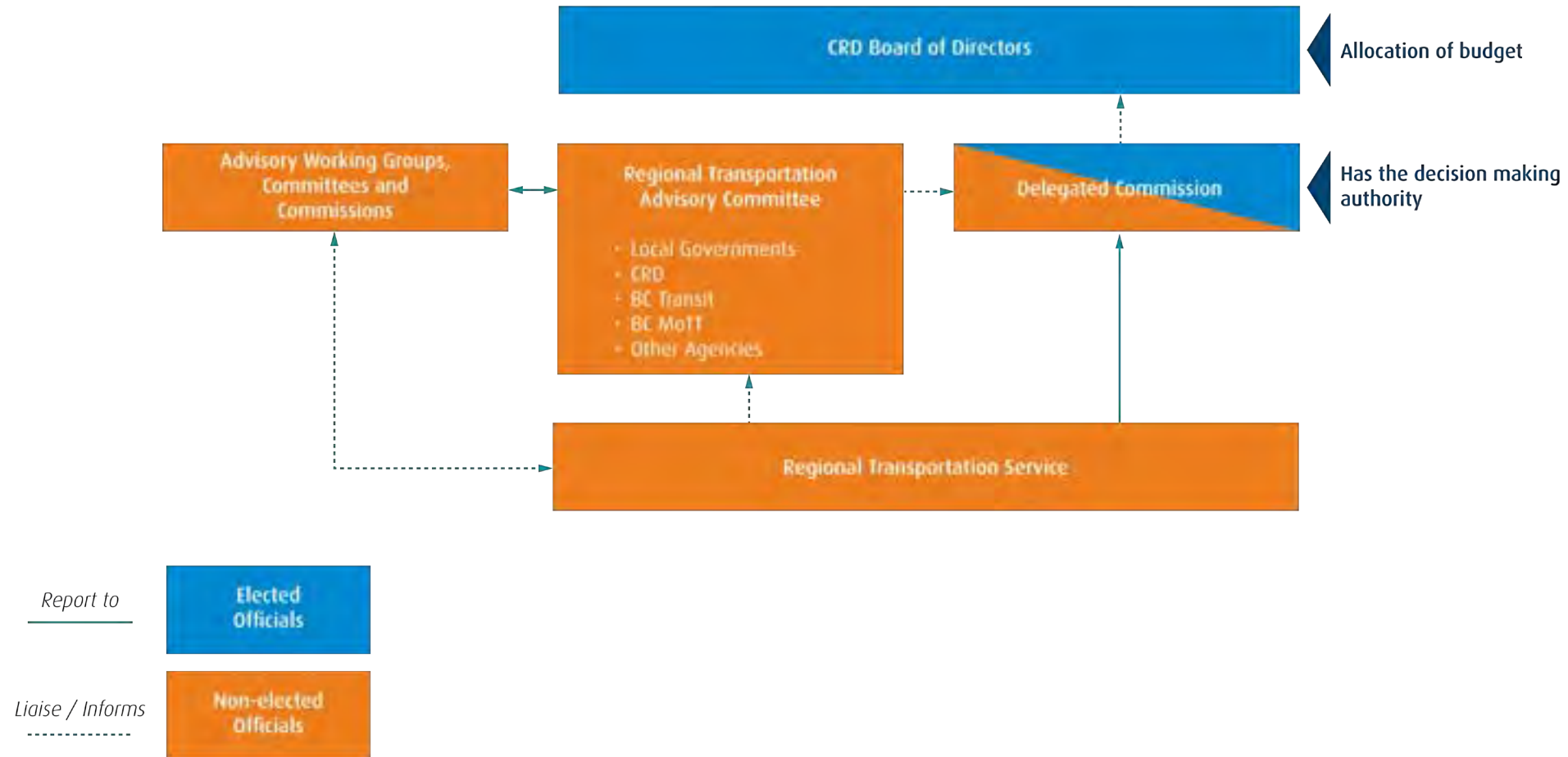
Governance Challenges

1. No centralized governance or advocacy for regional transportation
2. Inconsistent standards across jurisdictions
3. Fragmented investments

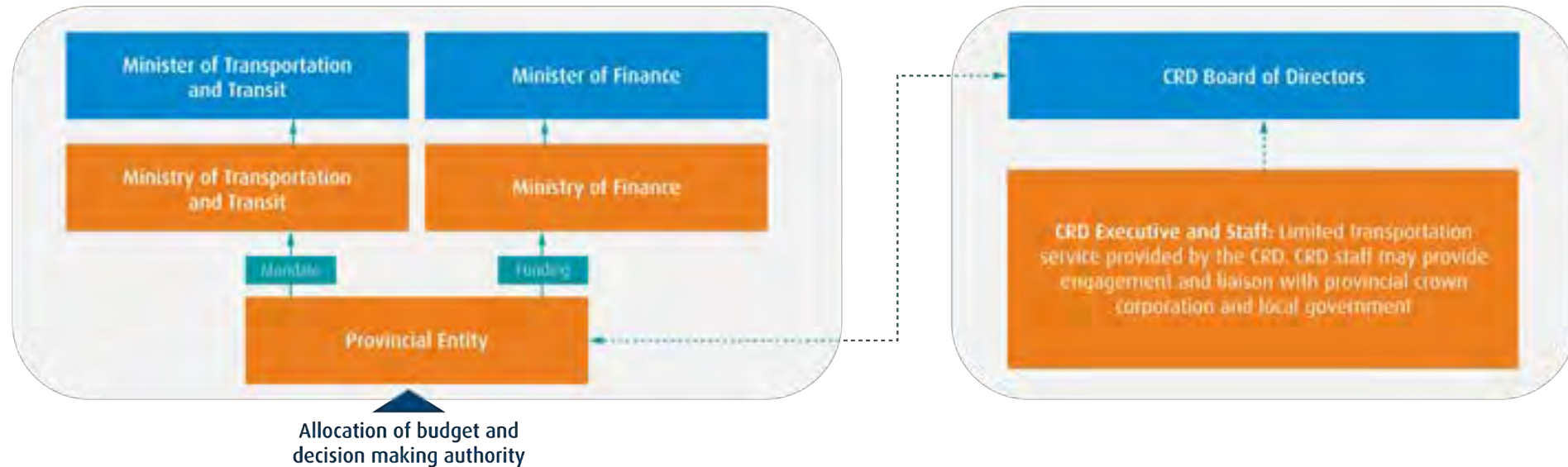
Base Case Model



Commission Model



Provincial Entity



Victoria Regional Transit Commission (VRTC)



Stepwise Approach

1. Consolidate CRD's current transportation functions into the Regional Planning & Transportation Division
2. Commence development a new RTP
3. Develop and report back on a Terms of Reference for RTAC
4. As the RTP process evolves, assess the value of transitioning governance to a commission model
5. Future consideration of Victoria Regional Transit Commission (VRTC) role within the CRD governance framework

Conclusion



**REPORT TO TRANSPORTATION COMMITTEE
MEETING OF WEDNESDAY, JUNE 25, 2025**

SUBJECT Regional Transportation Plan Update

ISSUE SUMMARY

To provide an overview on the process to update the Regional Transportation Plan (RTP), including progress to date.

BACKGROUND

Recognizing that transportation plays a key role in building a resilient, connected and inclusive region, the Capital Regional District (CRD) Board identified transportation as a strategic priority for the 2023-2026 term. As a result, the Board approved the establishment of the Regional Transportation Service (RTS) on June 11, 2025. The development of a new RTP is a key next step in achieving this goal. The CRD's existing RTP was approved in 2014 and is in need of a comprehensive update.

The Regional Transportation Plan (RTP) will be the long-term strategy to guide how people and goods move throughout the CRD over the next 25 years and beyond. It will help shape major transportation investments and policies to support growing communities, advance equity, address climate goals and adapt to emerging trends and technologies. By aligning with local and regional plans, the RTP will create a unified long-term vision for mobility.

Starting in summer 2025, the CRD will lead a collaborative planning process to update the RTP. This effort will involve all 13 municipalities, three electoral areas, First Nations, BC Transit, the Ministry of Transportation and Transit (MoTT), the Island Corridor Foundation (ICF) and BC Ferries. The new plan will establish a shared vision for an integrated, sustainable and multimodal regional transportation network. It will articulate shared goals, identify regional priorities and guide future regional transportation investment.

PLANNING PROCESS

The project will be developed through a five-step process, initiating immediately with an anticipated completion in the second quarter of 2027. Initial steps of the project initiation and scoping phase include a strategic review of the existing 2014 RTP, early engagement with stakeholders, and the development of a work plan. This phase of work will guide and define the planning process, including project governance, scope, timeline and deliverables.



Initial engagement and preliminary planning are being coordinated through meetings with the Development Planning Advisory Committee (DPAC) and the Transportation Working Group (TWG). Ongoing engagement with these groups will be essential to shaping the RTP process and ensuring alignment with local priorities and expertise. Core technical and project management work will be supported with consultant services, anticipated to initiate later this summer.

Alignment with Other Plans

CRD staff are coordinating closely with BC Transit, which is concurrently developing the Victoria Regional Transit Plan (VRTP) to consider the future of BC Transit service within the CRD. Efforts are being made to ensure mutual support and consistency between the two planning initiatives. In particular, staff are seeking to align municipal and First Nations engagement, when possible, to prevent duplication.

While the VRTP focuses on service design, improvements and capital planning in relation to transit service, the RTP will provide a longer-term regional vision that integrates broader transportation objectives across all modes. The RTP will build upon the VRTP while exploring opportunities and priorities beyond the scope of transit service planning and current funding frameworks.

The RTP will draw from and consider municipal transportation plans, informing local objectives and priorities for road network, vision zero and traffic safety, active transportation, and development. Additionally, the RTP will consider policy direction from the MoTT's South Island Transportation Strategy, which provides a high-level strategy in relation to provincial highways, transit and active transportation priorities. Through alignment and consideration of other local, regional and inter-regional plans and strategies, including CRD strategies such as the Regional Growth Strategy and the Climate Action Strategy, the RTP will serve as a foundational building block required to support applications to the Canada Public Transit Fund, and other future grant programs, in partnership with MoTT and BC Transit.

Next Steps

Staff will continue preliminary planning work to support the project initiation and scoping phase, including background research, identifying gaps, governance review, and resourcing. A project work plan and an engagement and communications strategy are being prepared to guide subsequent steps in the process, including:

- Initiation of technical and supporting studies;
- Establishment of the project governance and advisory structures;
- Requests for Proposal (RFP) for project consultants;
- Launch of a CRD project webpage and preliminary communications strategy; and
- Preparation for an initial phase of engagement anticipated for Fall 2025 to support the visioning and concept development phase.

Staff will provide project updates to the Transportation Committee and Board as the project progresses through key milestones.

CONCLUSION

The Regional Transportation Plan represents a key opportunity to create a bold, shared vision for future mobility in the region. It will identify shared regional transportation priorities, enabling the region to guide infrastructure investments with a unified voice. Early work is underway, with project scoping and preliminary engagement already initiated. Continued collaboration with partners, and alignment with other planning efforts, will be critical to the success of this process. Staff will provide regular updates to the Transportation Committee and Board as the planning process advances through key milestones.

RECOMMENDATION

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

Submitted by:	Patrick Klassen, MCIP, RPP, Senior Manager, Regional Planning
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 TRANSPORTATION COMMITTEE
MEETING OF WEDNESDAY, JUNE 25, 2025**

SUBJECT **Regional Trestles Renewal - Trails Widening and Lighting Project Update**

ISSUE SUMMARY

To provide a progress update on the Regional Trestles Renewal, Trails Widening and Lighting Project (RTWL), the Multi-Use Trails Safety Enhancement Study and a recommended option for the rehabilitation of Swan Lake Trestle.

BACKGROUND

On August 9, 2023, the Capital Regional District (CRD) Board approved accelerating the Regional Trestles Renewal, Trails Widening and Lighting Project (the Project) for inclusion in the 2024 to 2028 Financial Plan. This includes securing \$53.5 million in project funds through debt, continuing to develop partnerships, pursuing grants and investigating non-tax revenue funding options. The Project scope includes critical infrastructure renewal for the Selkirk, Swan Lake and Brett Avenue trestles, and the development of six kilometers of separated use, widened pathway with lighting on the Galloping Goose Regional Trail (GGRT) and Lochside Regional Trail (LRT). Staff committed to providing biannual progress updates.

On October 9, 2024, the Board directed staff to engage a consultant to provide recommendations on additional safety enhancements on the CRD's multi-use trails, recognizing the evolving characteristics of trail users. Staff were asked to report back on the findings of the Multi-Use Trails Safety Enhancement Study (safety study) through the biannual Project updates.

This report outlines progress on the RTWL Project and the safety study since November 2024.

RTWL Project – Trestle Renewals Update

Selkirk Trestle

Critical below-deck repairs for Phase 1 of the Selkirk Trestle were completed in April 2025. These upgrades will support a widened deck and extend the trestle's lifespan by 25 to 30 years. Staff have begun the procurement process to hire a structural engineering firm for Phase 2, which includes widening the deck, adding lighting and resurfacing. Under an agreement between the BC Transportation Financing Authority (BCTFA) and the CRD, BCTFA is responsible for funding improvements to the lifting portion of the trestle (the bascule). BCTFA is working with the Ministry of Transportation and Transit (MoTT) Engineering Services to apply to Transport Canada to leave the bascule permanently in the down position. The timing of application submission and Transport Canada's decision is currently unknown. In the meantime, staff will proceed with detailed design work based on the assumption that the bascule will remain operational, while incorporating a future-proof design that allows for a non-lifting structure if approval is granted. A memorandum of understanding will be established between the CRD and BCTFA to outline responsibilities for funding the design and construction of their respective portions of the structure. Construction for Phase 2 is anticipated to begin in 2027.

Swan Lake and Brett Avenue Trestles

In February 2025, the Transportation Committee received a presentation outlining rehabilitation options for the Swan Lake and Brett Avenue trestles. At that time, staff expected to have all the necessary details to make a recommendation for both structures by spring. However, a new alternative for the Brett Avenue Trestle has since been identified. Additional time is now needed to further develop this new option. A final recommendation for the Brett Avenue Trestle will be presented once the concept is refined and cost analysis is completed. The CRD remains committed to coordinating the construction of the Swan Lake Trestle with the proposed Swan Lake Nature Sanctuary's Blenkinsop Creek Restoration Project, contingent on project timelines aligning. The restoration project relies on receiving grant funding, which is expected to be announced by the end of June 2025. While waiting for the grant decision, staff are seeking CRD Board approval to proceed with heritage alteration permitting from the District of Saanich and procuring a designer for the Swan Lake Trestle for Option 1 while preparing to pivot to Option 2 should the restoration project proceed. A summary of the options evaluation for Swan Lake Trestle is included in Appendix A.

Staff are currently engaged in discussions with the BCTFA to amend the existing lease agreement with the CRD in order to clearly delineate roles and responsibilities for trail infrastructure located on BCTFA lands. This amendment is intended to provide long-term clarity on the management, operation, maintenance, and replacement of key structures such as the trestles. Although staff are meeting with the BCTFA on a quarterly basis to advance these discussions, the timeline for finalizing the agreement remains uncertain and may extend over several years. Additionally, any revisions to the lease will require the BCTFA to secure internal approvals, which include budgeting considerations and collaborating with interested First Nations to gain their consent. In the meantime, the RTWL Project is progressing under the current lease agreement and is funded through annual debt servicing, which can be adapted if responsibilities are amended.

RTWL Project – Trails Widening and Lighting Update

A consulting firm has been engaged and has started detailed design for the remaining sections of the Project area. The design will aim to achieve the 6.5-metre width separated-use standard along the trail; however, in certain areas where existing infrastructure, such as road overpasses, create physical constraints or other limitations exist, full compliance with the 6.5-metre width may not be feasible. In those cases, alternative design solutions and mitigation measures will be employed to maintain safety, accessibility and overall trail functionality. Some of the locations along the Project area where full width may not be feasible include Burnside Road E, Carey Road, Blanshard Street and Vernon Avenue underpasses.

Construction on the section of the GGRT between Gorge Road E to Culduthel Road (Section A Phase 1) has been delayed until spring 2026 due to BC Hydro's emergency transmission cable replacement, which affects access and detour routes. Updated construction sequencing is shown in Appendix B. Distinct cyclist and pedestrian detours will be provided, coordinated with the City of Victoria, District of Saanich, BC Hydro and MoTT. Proposed detour routes for the 2026 trail closures are being developed in accordance with the CRD Regional Trails Closure Policy and are shown in Appendices C and D. Where possible, routes will use existing municipal infrastructure. Temporary infrastructure to support all ages and abilities will be used for detours, unless municipalities opt for permanent upgrades, in which case cost-sharing agreements may be considered.

A high-level design and construction timeline for each project element is presented in Appendix E and is based on the latest information provided by third-party projects happening within the Project corridor. The CRD continues to coordinate construction schedules with the MoTT Tillicum Active

Transportation Project and the Uptown Transit Mobility Hub, as well as, with BC Hydro's Emergency Cable Replacement Project and the City of Victoria's Sewer Replacement Project along Cecelia Ravine.

CRD Multi-Use Trails Safety Enhancement Study

At its October 9, 2024 meeting, the CRD Board directed staff to engage a consultant to develop a study to build on previous efforts and provide recommendations to further enhance safety on the CRD's multi-use trails in light of the evolving characteristics of trail users, including the increasing prevalence of motorized personal mobility devices, such as e-bikes. A consulting firm was engaged in November 2024 to complete the work.

A draft of the report has been received, which includes recommendations on managing vehicle encroachment (i.e., use of bollards), improving intersections and crossings, evaluating facility types, data collection and upgrading trail surfaces. Before the report can be finalized, and findings presented to the CRD Board, it is necessary for staff to seek input from key interest holders, including the Regional Transportation Working Group and the agencies who own the lands where the multi-use trails are located. The CRD operates the multi-use trails through various legal agreements with municipalities, BCTFA and the Island Corridor Foundation. This consultation is essential, as the feedback gathered will directly impact the final outcomes of the study. It ensures that the recommendations are aligned with the needs and agreements of all parties involved. Staff have already initiated this engagement process and expect to finalize the report and bring it forward to the Transportation Committee for review by the end of the year.

ALTERNATIVES

Alternative 1

The Transportation Committee recommends to the Capital Regional District Board:

1. That staff be directed to proceed with permitting and procuring a final design for the Swan Lake Trestle for Option 1 while preparing to pivot to Option 2 should the Swan Lake Nature Sanctuary restoration project proceed; and
2. That the Regional Trestles Renewal, Trails Widening and Lighting Project Update – June 2025 be forwarded to the Regional Parks Committee for information.

Alternative 2

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

IMPLICATIONS

Financial Implications

Following the federal government's announcement of the Active Transportation Fund in late December 2024, staff dedicated substantial effort throughout January and February 2025 to complete a grant application for the Project. If successful, the Project could secure up to \$30 million in funding. Staff will continue to monitor relevant grant opportunities and apply as new funding sources become available. The Class D estimates for the recommended Swan Lake Trestle rehabilitation options fall within the original allocation for this component of the RTWL Project budget. At this stage, the overall Project remains on budget.

At the current stage of initiating detailed design work, there is no financial risk or cost difference between the two Swan Lake Trestle options. Staff are proceeding with the early design phase to

maintain the project timelines, ensuring that the overall project remains on budget. They anticipate confirming by the end of June whether the Swan Lake project will proceed. At that point, the preferred option will be selected and taken to the market for detailed design pricing, with updated cost information expected later this year as the design progresses further

First Nations Implications

CRD staff continue to work with MoTT on a coordinated First Nations consultation for the Project and are planning site walks with Nations later this year. Environmental assessment work is underway for the Project corridor and findings will be shared with Nations for input, which will be used to develop the environmental management plans for each phase of construction.

Service Delivery Implications

The successful development of the CRD's regional trail system relies on ensuring user comfort and safety. Findings from the Multi-Use Trails Safety Enhancement study will be shared with stakeholders, whose input will help shape detailed trail designs currently in progress for the Project. Additionally, these insights will contribute to a future update of the Regional Trails Management Plan.

CONCLUSION

The Regional Trestles Renewal, Trails Widening and Lighting Project has advanced with the completion of the Selkirk Trestle below-deck repairs, the commencement of detailed design for trail improvements and ongoing engagement with trail-user groups, First Nations and landowners. To reduce disruption, minimize costs and coordinate with third-party projects along the corridor, trail construction has been rescheduled to begin in spring 2026. Staff recommend proceeding with permitting and procuring a designer for the Swan Lake Trestle for rehabilitating the existing structure using a 30-span top-down approach to construction (Option 1), while preparing to pivot to a 16-span ground-up construction approach (Option 2) should the Swan Lake Nature Sanctuary restoration project proceed. Next steps include completing the Multi-Use Trails Safety Enhancement Study with input from trail-user groups, municipalities and landowners, finalizing the options analysis for Brett Avenue Trestle and completing detailed design and detour plans for trail sections scheduled for construction in 2026.

RECOMMENDATION

The Transportation Committee recommends to the Capital Regional District Board:

1. That staff be directed to proceed with permitting and procuring a final design for the Swan Lake Trestle for Option 1 while preparing to pivot to Option 2 should the Swan Lake Nature Sanctuary restoration project proceed; and
2. That the Regional Trestles Renewal, Trails Widening and Lighting Project Update – June 2025 be forwarded to the Regional Parks Committee for information.

Submitted by:	Genevieve Tokgoz, P.Eng., M.Eng., Manager, Regional Trails & Trestles Renewal
Submitted by:	Stephen May, P.Eng., Senior Manager, Facilities Management & Engineering Services
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

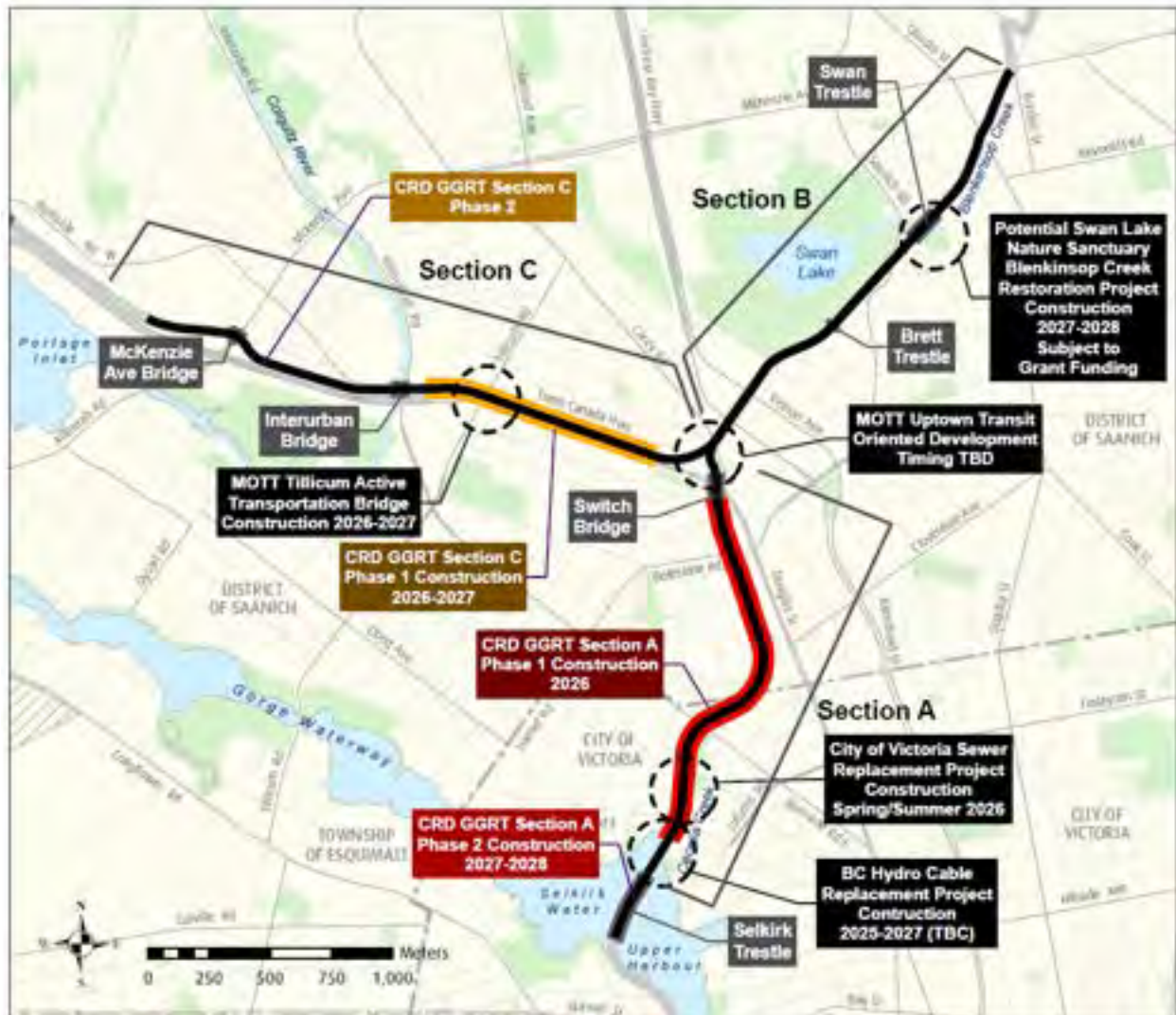
- Appendix A: Swan Lake Trestle Options Summary
- Appendix B: 2026 Construction Project Area Map by Section and Phase
- Appendix C: Proposed Pedestrian and Cyclist Detour Alignment for Closure of Section A Phase 1
- Appendix D: Proposed Pedestrian and Cyclist Detour Alignment for Closure of Section C Phase 1
- Appendix E: Overall Project Design and Construction Timeline

SWAN LAKE TRESTLE OPTIONS SUMMARY
June 2025

Swan Lake Trestle Options

Swan Lake Trestle Options		Cost	Ranking	
			No Swan Lake Sanctuary Project	With Swan Lake Sanctuary Project
Option 1	Rehabilitate existing structure, add 30-span steel trestle system using top-down construction; 75-year design life	\$7.94M	1	2
Option 2	Rehabilitate existing structure, add 16-span steel trestle system using ground-up construction; 75-year design	\$8.56M	3	1
Option 3	Remove existing structure and build new four span steel "I" girder bridge with concrete deck; 75-year design life	\$8.98M	2	3
Option 4	Rehabilitate existing structure by pairing new steel elements adjacent to rehabilitated existing timber elements; 30-year design life	\$9.34M	4	4

**2026 CONSTRUCTION PROJECT AREA MAP
BY SECTION AND PHASE
June 2025**



PROPOSED PEDESTRIAN AND CYCLIST DETOUR ALIGNMENT
FOR CLOSURE OF SECTION A PHASE 1
June 2025



PROPOSED PEDESTRIAN AND CYCLIST DETOUR ALIGNMENT
FOR CLOSURE OF SECTION C PHASE 1
June 2025



OVERALL PROJECT DESIGN AND CONSTRUCTION TIMELINE
June 2025

Project Section and Phase	Detailed Design	Construction
Section A – GGRT - Selkirk Trestle to Switchbridge		
Phase 1 – Gorge Rd to Switchbridge	UNDERWAY	2026
Phase 2 – Gorge Rd to Selkirk Trestle	UNDERWAY	2027-28
Switchbridge to McKenzie Ave		
Phasing to be determined	UNDERWAY	2027-28
Section C – GGRT - Switchbridge to Grange Rd		
Phase 1 – Tillicum Active Transportation Bridge to Uptown	UNDERWAY	2026-27
Phase 2 – Tillicum Active Transportation Bridge to Grange	UNDERWAY	2027-28
Selkirk Trestle		
Phase 1 – Below deck critical repairs	COMPLETED	COMPLETED
Phase 2 – Above deck widening/lighting	UNDERWAY	2027
Swan Lake Trestle	2026	2027-28
Brett Ave Trestle	2026	2027-28

CRD Traffic Safety Commission Report

Automated Speed Enforcement

June 25, 2025



The Problem

In 2023 the Commission undertook an evidence-based review of road safety problems



Top 3 Contributing Factors to Crashes in the CRD

1. Distracted Driving (All Distractions)
2. **Speeding**
3. Impaired Driving (Drugs & Alcohol)



Why ASE

Speed accounts for a significant portion of crashes and injuries in the CRD



Speed was the leading factor in 953 crashes (556 injuries) in the most recent 5-year period with a crash injury rate of 46%

Types of ASE



Fixed cameras at roadside or intersections*

Mobile or fixed roadside cameras



Point-to-Point Cameras that record time over distance

* Note: some intersections in the Lower Mainland are currently enabled with speed cameras

Public Support

Polls between 2018 – 2023 consistently demonstrate that the majority of British Columbians support ASE



Automated Speed Enforcement Still Favoured in
British Columbia

Traditional Enforcement Limitations

Traditional speed enforcement, while effective, has limitations...

- Other competing demands on officer time – e.g. crash response and investigation, impaired driving etc.
- Human resource limitations (ability to fill vacancies)
- Police budget limitations



Complimentary Benefit of ASE

ASE compliments traditional speed enforcement



- **Improved Safety** – proven reduction of crashes, injuries and fatalities through:
 - ❖ deterrence (perceived risk of apprehension); and,
 - ❖ reduction of severity and frequency of crashes (lower speeds reduce the kinetic energy and stopping distance of vehicles)
- **Speed Monitoring** - provides continuous speed monitoring 24/7
- **Crash Congestion** - reduces congestion caused by crashes
- **Occupational Safety** – allows for speed monitoring on roadside areas less safe for roadside enforcement

ASE Lessons Learned

ASE is used in many jurisdictions in Canada and globally. Lessons learned from these jurisdictions generally fall into the following 3 categories



1. Public Education / Awareness / Community Engagement
2. Evidence-Based Deployment of ASE Cameras
3. Use of Revenue

Regional Approach to ASE

Many jurisdictions in Canada have taken a regional approach to ASE

Benefits of a Regional Approach to ASE

- **FLEXIBILITY** – only interested regions apply for an ASE designation and ability to implement ASE under a predefined set of guidelines or principles
- **MAXIMIZES COMMUNITY SUPPORT FOR ASE** – regional governments are in a better position to work with their communities to ensure support for ASE
- **REMOVES HISTORICAL BAGGAGE** – regional implementation would be removed from the poorly implemented and unpopular 1990s photo radar program

Continued ...

Regional Approach to ASE (continued)

Benefits of a Regional Approach to ASE

- **DIFFUSES POLITICAL SENSITIVITIES** – anti-ASE lobby group(s) could jeopardize a provincial centric approach whereas a regional approach diffuses this risk
- **REGIONAL APPROACHES IN CANADA ARE A PROVEN MODEL** – regional implementations across Canada have been successfully implemented for over a decade

Principled Approach to ASE Implementation

Learnings from other jurisdictions provide guidance for successful ASE implementation. The following 5 principles derived from these learnings will facilitate successful implementation.

- 1. Public Education:** Public education regarding the safety objectives of ASE be a central component and priority in implementation and ongoing deployment
- 2. Evidence-Based Deployment:** An evidence-based process guide location of cameras to ensure that deployment is implemented with a clear view to achieving road safety outcomes
- 3. Transparency:** Publicize location and safety rationale of camera locations including warning signs so there are no surprises for drivers, and report on the achievement of outcomes

Continued ...

Principled Approach to ASE Implementation

(continued)

4. **Dedicate Revenue:** The overarching goal is to reduce unsafe speed and lower speed related injuries and fatalities. ASE revenues should be dedicated to ASE cost recovery and road safety programs. A 2025 ASE national survey report emphasized a critical element of ongoing public support was that ASE not be perceived as a revenue cash grab.
5. **Start Small & Build Support:** Implement with a view to build and maintain public acceptance. Engage community stakeholders to guide implementation. Adopt a graduated approach beginning with a pilot deployment in highest-risk areas. Consider soft implementation where drivers are issued warning tickets during a predefined period.

Commission Recommendations

The Traffic Safety Commission Recommends:

➡ That the Transportation Committee and CRD advocate for ASE and request that the Provincial Government develop enabling legislation that would permit regional governments the ability to decide, fund and implement ASE*.

➡ That the Transportation Committee and CRD adopt the following 5 Principles to guide implementation within the Capital Region:

1. Public Education
2. Evidenced Based Deployment
3. Transparency
4. Dedicated Revenue
5. Start Small & Build Support

* According to a September 2024 report by the Traffic Injury Research Foundation eight other jurisdictions in Canada have designated cities or regional government as lead agencies to operate ASE programs.

Questions

**CRD TRAFFIC SAFETY COMMISSION
MINUTES OF MEETING
Tuesday, February 11, 2025**

Members: Neil Arason, Island Health
Douglas Baer, Capital Bike
Hailey Bergstrom-Parker, Child Passenger Safety Program, BCAA Community Impact
Ron Cronk, Vancouver Island Safety Council
Dr. Frederick Grouzet, Collaborative for Youth and Society, UVic
Natalia Heilke, RoadSafetyBC
Steve Martin, Community Member (Chair)
Dean Murdock, CRD Board (Vice-Chair)
Owen Page, Ministry of Transportation and Infrastructure
Dr. Paweena Sukhawathanakul, Institute on Aging and Lifelong Health, UVic
Colleen Woodger, ICBC Road Safety and Community Involvement

Associates: Cst. David Bratzer, Oak Bay Police
Jay Douillard, CRD
Dallas Perry, BC Transit

Regrets: Dr. Murray Fyfe, Island Health
Myke Labelle, Commercial Vehicle Safety and Enforcement
Sgt. Jereme Leslie, CRD Integrated Road Safety Unit
Todd Litman, Walk On, Victoria
Sean Powell, School District 61
Keith Vass, Media

Recording Secretary: Arlene Bowker

The meeting was called to order at 1:06 pm.

1. Territorial Acknowledgement

Chair Martin provided a territorial acknowledgement.

2. Approval of Agenda

MOVED by Ron Cronk, **SECONDED** by Natalia Heilke, that the agenda be approved with the following addition:
• Add Confidentiality under Other Business **CARRIED**

3. Approval of Minutes – January 14, 2025

MOVED by Paweena Sukhawathanakul, **SECONDED** by Ron Cronk, that the minutes of the meeting held on January 14, 2025 be approved with an amendment to the following motion:

MOVED by Steve Martin, **SECONDED** by Ron Cronk, that the Traffic Safety Commission recommends to the CRD Board that the CRD Board advocate to the province for improved interregional bus service in recognition that affordable transit and its frequency play a role in traffic safety.
• Add Owen Page as abstaining from the vote

4. Chair's Remarks

No remarks.

5. Business Arising from Previous Minutes

➤ **Update on Transportation Working Group**

Jay Douillard provided an update on the meeting of the Transportation Working Group held this morning. The discussion included topics relevant to the Traffic Safety Commission. One agenda item was the Working Group's interest in road safety campaigns so there would be the potential for collaboration with the Commission. Jay informed the Group about the Commission's proposal for a public awareness initiative concerning traffic-related changes, and they were keen on that idea. This presents an opportunity to connect with the Group and potentially use their expertise as we develop our campaigns. Working Group members noted that the primary conflict in Saanich occurs at mid-block crossings, especially affecting vulnerable road users. Jay will facilitate further connection with the Working Group.

Fred Grouzet mentioned an upcoming meeting next week to begin work on the public awareness campaign and suggested inviting members of the Working Group to participate. Jay will be part of that group.

➤ **Automated Speed Enforcement Implementation Recommendations (Steve Martin)**

Chair Martin stated that he will be putting together a presentation to go to the Transportation Committee on April 23 which will include the Commission's recommendations on automated speed enforcement. He requested comments and feedback from members. Discussion ensued as follows.

- Polling by three different companies over the last 3-5 years shows that the majority of British Columbians support ASE. It was implemented badly in the 90's, but we can implement it in a way that conforms with best practice. It is proven all over the world.
- We know why ASE didn't work in the 90's and know what needs to happen to make it work. It is a clearer picture so it can't be dismissed out of hand.
- We should reach out to community groups and find some way to send the message across. We don't want to just hear from people who are against it. Having more organizations in support will strengthen our hand. Possibly we could ask for letters of support later in the process.
- We will be recommending several things to the Committee, and one is to advocate to the provincial government for enabling legislation. Assuming the Committee supports this, they would make a recommendation to the Board who would effectively rubber stamp what the Committee recommends. After that, the CRD Board Chair will write a letter to the Minister of Public Safety and Solicitor General. The success rate is not high unless there is other political pressure.
- Canvassing local governments may be beneficial. Increased support can attract the interest of Cabinet. It could possibly go through the Union of BC Municipalities with letters sent directly to the Premier and Ministry to generate more attention, which is generally what Cabinet responds to.
- Once the Board has given its direction, only the Board Chair speaks to it. We can probably advocate for this independently but with the Board's blessing. Part of the request to the Committee may be that we would like their acknowledgement and approval for the Commission to lobby for this.
- We could put an offer out to municipal councils to give a short presentation. Possibly we may want to go to councils first, so when the proposal goes to the CRD they would be familiar with it.
- We all wear two hats; the Commission and the independent organizations we are part of so each member could look informally at what we could do to get support. We can all be advocates for this within our own organizations.
- We have done solid research to back this request. It didn't go well when it was implemented in the 90's and there are reasons why. We will be recommending an entirely different set of parameters in terms of implementing this.
- Parent advisory councils could be another source of support.
- We can suggest that as a Commission we would like to approach municipal councils and make a presentation to the BC Association of Municipal Chiefs of Police who could then take it forward to the BC Association of Chiefs of Police.
- The BC Traffic Safety Committee is another potential source of support. It includes police in BC with a focus on traffic issues and they regularly push issues up the chain of command.
- For a couple of reasons, we would be recommending that the provincial government pass enabling legislation to allow local governments to do this, as opposed to recommending that the province do it. The province would find it easier to support enabling legislation as they would not bear all the risks of implementation. Another reason is that when one level of government moves forward, there is a big target for people who are against it. Also, when things get implemented, the provincial government can't resist the money. If it's done at the municipal level, it is much easier to sell it publicly and put barriers around the revenue and it also allows regional differences.
We could also suggest to the Province that regional districts and local governments must base implementation of ASE on the five guiding principles.
- We can make the point that this is complementary to traditional police speed enforcement, not a replacement, and offers safety benefits along with 24/7 speed monitoring, targeted enforcement, etc. It is an evidence-based deployment of cameras.

Chair Martin will send out a revised 1-2 page proposal prior to the next meeting, along with a presentation slide deck. At the March meeting, the Commission will prepare a motion to be presented at the April Traffic Committee meeting. The proposal will be included as an attachment to the motion, and it was suggested that the TSC logo be added.

Action: Add to March agenda to review revised proposal and put forward a motion

6. **Priority Business**

➤ **Budget Update**

We have about \$50,000 in third party payments for the year so members are encouraged to think of eligible projects that could come forward, and hopefully early in the year, rather than later. There is a surplus of \$7000 from last year that has been carried over.

➤ **BCACP Calendar**

- March – Distracted Drivers Campaign/Occupant Restraint Campaign`
- May – High Risk Driving Campaign
- July – Summer Impaired Driving Campaign (Alcohol/Drug)
- September – Distracted Drivers Campaign/Occupant Restraint Campaign
- October – Drive Relative to Conditions Campaign
- December – Winter Impaired Driving Campaign

The purpose of putting the BCACP calendar initiatives on our agenda is to act as a reminder for the Commission re the focus of our partners and to try and frame our advertising to support them. We could do the advertising ourselves or support any of our partners with additional funding to expand their campaigns.

Colleen Woodger provided an update. From March 3 to the end of the month, there will be enhanced enforcement for the distracted driving campaign with volunteers participating as well. May will focus on speeding and high-risk driving, and it is planned to hold a large regional event to highlight that. Chair Martin suggested this would be a good time to start doing some media on ASE.

7. **Other Business**

➤ **Cyclists and Bus Lanes (Doug Baer)**

Doug Baer noted that he has received information from Jereme Leslie and Owen Page indicating that cyclists are currently allowed to use bus lanes. He questioned whether an HOV lane could be considered a type of bus lane. The Act's wording is unclear, and even if it is legal for cyclists to use bus lanes, clearer language would be helpful. He suggested it might be a good idea to postpone discussion in Jereme Leslie's absence. The Act states "may not drive," which implies that cycling could be permissible since verbs are not defined.

Ron Cronk mentioned that the diamond shape signifies a designated use lane, but does not specify what can be used there, which is why additional signage is necessary to indicate its intended use. The responsibility for determining its use as a bus lane lies with the municipality.

Doug suggested that the discussion be deferred so he can do some more research. There are three categories: bus lane, HOV lane, and designated use lane which can be designated for any use. If it is the case that "drive" does not include bicycles, then it would be unnecessary to have created a regulation that explicitly says this does not apply to bicycles. That exclusion applies to HOV lanes, but not bus lanes. Doug will do more work checking on designated lanes and how that affects the argument and contact local police to get their perspective. His concern is not a province wide legislative change, but safety in the CRD. Capital Bike wants to be able to tell cyclists what they can and cannot do.

MOVED by Doug Baer, **SECONDED** by Owen Page, that consideration of this issue be postponed for three months. **CARRIED**

➤ **Add Confidentiality**

Doug Baer asked which materials are covered by our non-disclosure agreement. It was suggested that the author's approval might be needed before sharing emails, letters, etc. Chair Martin recommended that Doug follow up with the CRD for clarification.

8. **Member Updates**

➤ **RoadSafetyBC - Natalia Heilke**

No update

➤ **ICBC – Colleen Woodger**

- Targeting schools with graduated licensing information.
- Will be spending an entire day at Gulf Islands Secondary next Thursday targeting Grade 11 students on choices. First responders and PARTY Program, along with ICBC, will be there. It is planned to do this at Vic High next year.
- 39 secondary schools out of 45 island wide have been reached so far for the speaker program. That is a record in Colleen's 21 years of delivering this program.
- The distracted driving campaign will be taking place in March and a regional event is going to be held.
- Working with Ready Step Roll Think of Me Program. Had a great day with them providing support for their school kits, etc.
- Will be delivering a presentation at the BC Highway Patrol island regional meeting sharing resources and finding ways to elevate BCACP calendar.
- Doing new to BC seniors talk in Metchosin and making sure that Uber drivers, Uber Eats, etc., have the right class of license.
- The motorcycle skills event is happening on May 31 and will be supporting funds for that.

- **Youth and Children – Hailey Bergstrom-Parker**
 - Doing training for Victoria General Hospital on February 25 for special needs seats and regular child passenger seats so there will be eight new educators out of VGH.
 - Offering free sessions for groups and individuals that are 2-3 hours long instead of the full eight hours.
 - Promoting use of booster seats on their social media. They are seeing parents moving their kids out of booster seats far too early.
 - Trying to reach out to immigrant families and work with them as they are not familiar with car seats.
- **Institute on Aging and Lifelong Health – Dr. Paweena Sukhawathanakul**
No update
- **CRD – Jay Douillard**
 - Let's Get Visible campaign which was supported by the Commission has been going well. In addition to being on the trails, doing pop-ups, and targeting bus users, have also started going to seniors' homes and daycares to give out the reflectors to vulnerable people who may go out walking. It has been a very positive experience.
- **Integrated Road Safety Unit – Sgt. Jereme Leslie**
No update
- **Commercial Vehicle Safety Enforcement – Myke Labelle**
No update
- **Vancouver Island Safety Council – Ron Cronk**
 - School starts March 1. Registration has been heavy and are almost booking into June now.
 - The rider refresher course will be offered again and planning on asking for funds from the Commission.
 - Motorcycle skills day is May 31. It is a good mixer for people.
- **Capital Bike – Doug Baer**
 - Capital Bike is going to start an advocacy newsletter. They have 13,000 CRD email addresses, so when the newsletter is launched, it will have a wide distribution. If there is a safety article or content that might be relevant as part of the newsletter, it could be a way to communicate with a large audience, and possibly also be a way to gather feedback from cyclists about safety issues.
- **Walk On, Victoria – Todd Litman**
No update
- **Municipal Police Forces/RCMP**
No update
- **BC Transit – Dallas Perry**
 - Currently hiring operators
- **Ministry of Transportation and Infrastructure - Owen Page**
No update
- **Island Health – Neil Arason**
No update
- **Working Group for UVic Collaborative for Youth and Society Joint Project – Dr. Frederick Grouzet**
 - Frederick showed the latest video that has been created in conjunction with CHEK. The message is "safety starts with sharing roads and responsibility." Members made the following suggestions for changers: have the words "safety starts with sharing roads" come up before the logos of the sponsors; show the driver making a shoulder check before turning; shave a couple of seconds off the shot of the pedestrians waving; and remove the words "and responsibility" after "safety starts with sharing roads."
- **Adam Defrane, MADD Canada**
No update
- **Sean Powell, School Districts**
No update

9. Next Meeting

The next meeting will be held on March 11, 2025 at 1:00 pm. On motion, the meeting adjourned at 2:32 pm.

**CRD TRAFFIC SAFETY COMMISSION
MINUTES OF MEETING
Tuesday, March 11, 2025**

- Members:** Neil Arason, Island Health
Douglas Baer, Capital Bike
Ron Cronk, Vancouver Island Safety Council
Natalia Heilke, RoadSafetyBC
Sgt. Jereme Leslie, CRD Integrated Road Safety Unit
Todd Litman, Walk On, Victoria
Steve Martin, Community Member (Chair)
Dean Murdock, CRD Board (Vice-Chair)
Dr. Paweena Sukhawathanakul, Institute on Aging and Lifelong Health, UVic
- Associates:** Adam Defrane, MADD
Jay Douillard, CRD
- Regrets:** Hailey Bergstrom-Parker, Child Passenger Safety Program, BCAA Community Impact
Dr. Murray Fyfe, Island Health
Dr. Frederick Grouzet, Collaborative for Youth and Society, UVic
Myke Labelle, Commercial Vehicle Safety and Enforcement
Owen Page, Ministry of Transportation and Infrastructure
Sean Powell, School District 61
Keith Vass, Media
Colleen Woodger, ICBC Road Safety and Community Involvement
- Guests:** Genevieve Tokgoz, CRD
Roy Symons, ISL Engineering
Khal Joyce, ISL Engineering

Recording Secretary: Arlene Bowker

The meeting was called to order at 1:02 pm.

1. Territorial Acknowledgement

Chair Martin provided a territorial acknowledgement.

2. Approval of Agenda

MOVED by Jereme Leslie, **SECONDED** by Ron Cronk, that the agenda be approved as distributed. **CARRIED**

3. Approval of Minutes – February 11, 2025

MOVED by Paweena Sukhawathanakul, **SECONDED** by Ron Cronk, that the minutes of the meeting held on February 11, 2025 be approved. **CARRIED**

4. Chair's Remarks

Chair Martin acknowledged the passing of a Saanich Police Department member from a sudden medical emergency while on duty and passed on condolences to the Saanich Police Department and the officer's family.

5. CRD Regional Trail Safety Study – Delegation Presentation

Representatives from the CRD and ISL Engineering gave a presentation on a study underway on safety enhancement on regional trails. A brief overview follows.

The presentation covered three categories: update on the multi-use trails safety enhancement study; existing safety initiatives; discussion and feedback.

The study focuses on the regional trail network, typically paved trails where there is mixed use without separation. It does not include regional trails located within parks. The geographic scope covers the Lochside, E&N regional trail, and Galloping Goose Regional Trails.

The report will cover data collection and analysis, options for enhancements to bridges and trestles, as well as alternatives to bollards, policy and regulatory solutions, concept sketches, implementation priorities, and interested party input.

Data from south of the switch bridge was provided, which is one of the busier locations as you get closer to Victoria. During the peak in July there were about 100,000 trips per month, with consistent year-round use showing about 40,000 trips/month in December/January. There are more riders than walkers, and given the

numbers, data and guidance suggest that separation of users should be considered which is providing a rationale for the regional trail widening study. The study will examine all sites to determine if other locations would benefit from trail widening.

Data from a study of shared use pathways in metro Vancouver is believed to reflect similar trends on the island. Figures from 2019/2020 and 2023 showed a significant decrease in conventional bike use and an increase in the use of e-bikes and stand-up e-scooters over this period. Data also showed that speeds are increasing on shared pathways in metro Vancouver. With increasing speed, the level of comfort for pedestrians has been reduced and one of the primary objectives for this study is to identify measures that can make people feel more comfortable on the trails. Potential areas for enhancements include surfaces, crossings, signage, and accessibility.

Several existing safety initiatives were highlighted: Capture google street view imagery of trails; Include regional trail accessibility information on the AccessNow website and application; Complete annual accessibility maintenance audits; Cruise with Courtesy Campaign; Advocacy; and Regional Trail Compliance Action Plan. Another initiative is the trail use data collection program. Current data is limited, and they are aiming to expand data collection.

The final safety initiative mentioned was the regional trestles renewal, trails widening and lighting project. This project will have a significant impact on improving trail safety and user comfort. It is planned to widen regional trails to 6.5 m in the busiest sections and add lighting. Additionally, three aging timber trestles will be renewed. The project began in the fall of 2024 and improvements will be carried out in phases over a 4-year period.

Input from the Commission was requested and members spoke about their main concerns with regional trail safety as follows.

- Is there any consideration for enforcement and if so, what does that look like? If there is no consequence to dangerous trail riding what is going to prevent it? Policy or legislative changes may be needed to enhance enforcement.
CRD response - There is some enforcement done on the trails by park rangers under the parks use bylaw. They can't enforce speed but can enforce issues around dangerous behaviour. The CRD doesn't have the capacity to do the type of enforcement they would like to do.
- The biggest speed problem has to do with devices that are not legally on the trail. If a bike doesn't have a regulator to keep it to no higher than 32 kph, then it's not legally allowed on the trail. How do you enforce that? If you don't have a mechanism to stop illegal devices on trails, we can't solve this problem.
CRD response – Police can do enforcement at trail crossings as the Motor Vehicle Act applies.
- Concerned about conflicts on trails. As a general principle, CRD is encouraged to design their facilities and policies around protecting the most vulnerable. Bigger and faster modes need to yield to slower, more vulnerable modes. One way to phrase this is in terms of shy distance. Could we make it clear on the trail that faster cyclists need to leave at least 1 metre when passing, or if they can't, they need to slow down. Could there be signs stating this? Is there an educational component?
CRD response - One opportunity is through the Cruise with Courtesy Campaign that is done every year. Signs stating "pass slow and with care" could be installed.
- The AccessNow website would be helpful re a study being undertaken looking at accessibility of the trails and the potential impact on health if people live nearby trail networks and can easily access them. AccessNow is particularly important for older folks who are cycling and want to be able to plan safe routes.
- It's great the CRD is investing in the trail system as it is becoming busier with faster speeds, etc. It's important to get it right, spend the money and apply everything we've learned about safe systems thinking.

They are seeking input from interested parties and will be holding meetings with various groups.

Commission members can reach out to Genevieve Tokgoz at gtokgoz@crd.bc.ca with any other input or questions. Also, written input to the following questions would be appreciated.

- What are your main concerns with regional trail safety?
- What information, experiences or observations can you share to help fill the gaps in data related to injuries, accidents, incidents on the regional trails?
- How would this group like to stay informed on outcomes of safety study, trail widening and lighting design?

The entire presentation can be viewed here:

[March 2025\250311 CRDTrail_Safety_TrafficSafetyCommission_Presentation.pdf](#)

6. Business Arising from Previous Minutes

➤ Update on Transportation Working Group

Jay noted that the motion from the Commission regarding advocacy for improved regional bus service has gone forward to the Transportation Committee and the Committee has made a recommendation to the CRD Board which will go to their March 12 meeting.

➤ **Revised ASE Backgrounder and Recommendations and Draft Slide Deck (Steve Martin)**

This item was discussed at our February meeting and based on the feedback received has been revised and distributed to members. It is scheduled to be presented to the Transportation Committee in April. Chair Martin has prepared a slide presentation, which we will review today. A summary is given below.

Evidence indicates that speeding is a significant issue in the CRD, contributes to a considerable number of crashes and injuries, and is a leading factor in 953 crashes. Chair Martin will be impressing to the Committee that measures taken in road safety can have a significant effect on public safety.

There are three types of automated speed enforcement (ASE): fixed cameras, mobile roadside cameras, and point-to-point. Polls between 2018-2023 consistently show that most British Columbians support ASE. While traditional enforcement is effective, it has its limitations due to other competing demands. Implementing ASE is crucial because speed significantly contributes to crashes and injuries in the CRD.

ASE compliments traditional speed enforcement. There is a proven reduction of crashes, injuries and fatalities; it provides continuous speed monitoring; it reduces congestion caused by crashes; and allows for speed monitoring on roadside areas less safe for roadside enforcement.

ASE has been implemented globally and across Canada and we can look at the lessons learned from these jurisdictions which generally fall into three categories: public education and awareness; evidence-based deployment of ASE cameras; and use of revenue. Many jurisdictions have adopted a regional approach to ASE which offers benefits such as flexibility, increased community support for ASE; removing historical baggage; and diffusing political sensitivities. Regional approaches in Canada are a proven model.

Learnings from other jurisdictions offer guidance for successful ASE implementation. The following five principles will facilitate successful implementation: public education; evidence-based deployment; transparency; dedicated revenue; and start small to build support. Adopting these five principles will ensure success in any type of ASE implementation.

Members expressed support for moving ahead with the recommendation for implementation of ASE.

MOVED by Steve Martin, **SECONDED** by Doug Baer, that the Traffic Safety Commission recommends that the Transportation Committee recommend to the CRD Board to advocate for automated speed enforcement (ASE) and request the Provincial Government develop enabling legislation that would permit regional governments (through designation) the ability to decide, fund and implement ASE using a principle-based approach; and, that the Provincial Government require designated regional governments to adopt the following five principles to guide regional implementations:

1. Public Education: That public education regarding the safety objectives of ASE be a central component and priority of ASE throughout implementation and ongoing deployment.
2. Evidence Based Deployment: That an evidence-based process guides the location of ASE cameras to ensure that deployment is implemented with a clear view to achieving road safety outcomes.
3. Transparency: Publicize location and safety rationale of ASE camera locations including location specific warning signs so there are no surprises for drivers. Report on the achievement of outcomes based on a clearly defined program baseline.
4. Dedicate Revenue: The overarching goal of ASE is to reduce unsafe speed and lower speed related injuries and fatalities. ASE revenues should be dedicated to ASE cost recovery and road safety programs. A 2024 national report survey emphasized that a critical element of ongoing public support was that ASE programs are not perceived as a general revenue cash grab.
5. Start Small and Build Support: Implement with a view to build and maintain public acceptance. Engage community stakeholders to guide implementation and promote support. Adopt a graduated implementation approach beginning with a pilot deployment in high-risk areas including school and playground zones. Consider "soft" initial implementation where drivers are issued warning tickets during a predefined period.

CARRIED

Abstained: Natalie Heilke

7. **Priority Business**

➤ **Budget Update**

No change from last month

➤ **BCACP Calendar**

- March – Distracted Drivers Campaign/Occupant Restraint Campaign`
- May – High Risk Driving Campaign
- July – Summer Impaired Driving Campaign (Alcohol/Drug)
- September – Distracted Drivers Campaign/Occupant Restraint Campaign
- October – Drive Relative to Conditions Campaign

- December – Winter Impaired Driving Campaign

The purpose of putting the BCACP calendar initiatives on our agenda is to act as a reminder for the Commission re the focus of our partners and to try and frame our advertising to support them. We could do the advertising ourselves or support any of our partners with additional funding to expand their campaigns.

Sgt. Jereme Leslie noted that the Distracted Driving and Seatbelt Campaign is currently underway. CRD Integrated Road Safety Unit is conducting multiple campaigns with police agencies in Saanich, Victoria, the West Shore RCMP and some of the other detachments as well. The focus of the campaign is “leave your phone alone.”

They are gearing up for the High-Risk Driving Campaign in May and part of that is a huge motorcycle safety campaign. This year they will be conducting that with the West Shore RCMP.

8. Other Business

➤ Grant Request – Vancouver Island Safety Council Rider Refresher Training

Ron Cronk provided an overview of this grant request. This is the third year the Vancouver Island Safety Council has requested funding for a rider refresher training course, which is based on the 2012 Coroner's report and statistics regarding motorcycle fatalities. The course targets riders with previous riding experience who have not ridden for several years and want to resume riding. It is a three-day course, starting with a 2-hour classroom lecture; participants then practice in the parking lot on the second day and move out onto the roads on the last day. At the end of the course, participants are asked to complete a pre-and-post survey.

Vancouver Safety Council is requesting \$5500 to help with the costs of the course and instructor time. This year, they are going to establish an instructional manual.

The grant request will be reviewed according to our established criteria and the evaluation results will be discussed at the April meeting.

Action: Add to April meeting agenda

9. Member Updates

➤ RoadSafetyBC - Natalia Heilke

- The new Assistant Deputy Minister at RoadSafetyBC is Toby Louie who joined them on March 7. He was previously with the Ministry of Finance.

➤ ICBC – Colleen Woodger

No update

➤ Youth and Children – Hailey Bergstrom-Parker

No update

➤ Institute on Aging and Lifelong Health – Dr. Paweena Sukhawathanakul

No update

➤ CRD – Jay Douillard

No update

➤ Integrated Road Safety Unit – Sgt. Jereme Leslie

No update

➤ Commercial Vehicle Safety Enforcement – Myke Labelle

No update

➤ Vancouver Island Safety Council – Ron Cronk

No update

➤ Capital Bike – Doug Baer

- They now have a local committee covering the municipalities of Langford, View Royal and Colwood .
- Trying to organize a celebration ride along the length of the Gorge from Oak Bay into Saanich to let people know about the infrastructure that is about to be completed.

➤ Walk On, Victoria – Todd Litman

No update

- **Municipal Police Forces/RCMP**
No update
- **BC Transit – Dallas Perry**
No update
- **Ministry of Transportation and Infrastructure - Owen Page**
No update
- **Island Health – Neil Arason**
 - Under the Island Health vision zero and road safety grant program, nine grants have been given across the island, with three being in the CRD. They are the City of Victoria for a rapid rectangular flashing beacon near Esquimalt High School, School District 61 for signage near Craigflower Elementary, and Metchosin for a rapid rectangular flashing beacon near Hans Helgesen Elementary.
- **Working Group for UVic Collaborative for Youth and Society Joint Project – Dr. Frederick Grouzet**
No update
- **Adam Defrane, MADD Canada**
 - Adam and Sgt. Doug Cripps started their talks with Junior B hockey teams. The first one went very well, however, because of the playoffs, the rest will be delayed until September.
- **Sean Powell, School Districts**
No update

10. Next Meeting

The next meeting will be held on April 8, 2025 at 1:00 pm. On motion, the meeting adjourned at 2:29 pm.

**CRD TRAFFIC SAFETY COMMISSION
MINUTES OF MEETING
Tuesday, May 13, 2025**

Members: Neil Arason, Island Health
Corey Burger, Capital Bike
Dr. Murray Fyfe, Island Health
Dr. Frederick Grouzet, Collaborative for Youth and Society, UVic
Natalia Heilke, RoadSafetyBC
Victoria Klassen Jeffery, Capital Bike
Sgt. Jereme Leslie, CRD Integrated Road Safety Unit
Todd Litman, Walk On, Victoria
Steve Martin, Community Member (Chair)
Dean Murdock, CRD Board (Vice-Chair)
Owen Page, Ministry of Transportation and Infrastructure
Sean Powell, School District 61
Colleen Woodger, ICBC Road Safety and Community Involvement

Associates: Jay Douillard, CRD

Regrets: Hailey Bergstrom-Parker, Child Passenger Safety Program, BCAA Community Impact
Ron Cronk, Vancouver Island Safety Council
Myke Labelle, Commercial Vehicle Safety and Enforcement
Dr. Paweena Sukhawathanakul, Institute on Aging and Lifelong Health, UVic
Keith Vass, Media

Guest: Dale Bracewell, Mobility Foresight

Recording Secretary: Arlene Bowker

The meeting was called to order at 1:04 pm.

1. Territorial Acknowledgement

Chair Martin provided a territorial acknowledgement.

2. Approval of Agenda

MOVED by Colleen Woodger, **SECONDED** by Murray Fyfe, that the agenda be approved as distributed.

CARRIED

3. Approval of Minutes – March 11, 2025

MOVED by Colleen Woodger, **SECONDED** by Frederick Grouzet, that the minutes of the meeting held on March 11, 2025 be approved.

CARRIED

4. Chair's Remarks

No remarks

5. Presentation on CRD Traffic Safety Commission Governance – Dale Bracewell

A brief overview of the presentation follows.

The purpose of the presentation is to engage Commission members and set up a conversation around a survey regarding the contributions of the Commission.

The presentation today will highlight what the journey has been so far in the CRD effort to consider the establishment of a regional transportation service and look at governance options. Two of the key things worth noting that were being asked in the establishment of the regional transportation service were to consolidate and streamline existing CRD transportation functions and help create one shared voice for senior government funding.

Engagement began in the fall of 2023, with regional transportation governance options to be presented to the Transportation Committee in June 2025.

Based on feedback from local government councillors and staff, the original proposed category names were updated to be more descriptive and clearer about the scope of programs that could be included when establishing a new regional transportation service and road safety came up predominant through that. Also, the consensus was that the CRD should move forward with all eight of the categories.

CRD staff worked on defining the regional transportation service, which is now referred to as Bylaw 4360. In September 2024, this was brought through the Committee and then to the Board.

In the current governance model, the Traffic Safety Commission reports to the Transportation Standing Committee along with the Transportation Working Group. If there is an establishment of a regional transportation service, one of the first things that's being recommended is to revisit whether governance will stay the same and to think about what else might be better in terms of governance and reporting structures in the future.

Through the survey, Commission members are invited to provide feedback on the following.

- Reflection on safety importance and impact
- Collaboration and Communication
- Improving the current governance model
- Exploring a new governance model
- Road safety vision and leadership
- Support through any governance transition

A link to the survey, along with a copy of this presentation, will be sent out to members on May 14. Members will have until May 27 to complete the survey. After that, CRD staff will review the feedback and create a summary, and that summary will inform the report back on governance.

Discussion followed the presentation and touched on the following points:

- There have been a lot of good educational things and other projects that have come from the Commission over the years, but our bylaw does limit our role in terms of traffic safety.
- Don't want to lose anything that is being done well but it might look a little different.
- See this as a huge opportunity to grow and strengthen and do more than we have been able to do in the past because of the constraints. Excited to hear that we are thinking very broadly and openly about the different ways we could operate.
- Opportunity to do some influencing and bring forward great ideas.
- The idea of the expansion of staffing is at a high level at this point. Working now towards more immediate things. Details need to be presented to the Transportation Committee first.
- Updating the regional transportation plan is a key immediate priority. That will take up a big part of the staff capacity.
- Will there be some consideration of the importance of a body that does make recommendations, has the power to initiate, identify, and come up with new ideas, i.e., the thinking work that elected officials deserve to have presented to them.
- Comment that active transportation is listed in the same category as road safety on the list which seems like an anomaly, however, it was noted that it did not materialize that way in the bylaw.
- There is a lot more we could do around traffic planning which would add to health outcomes.
- Suggestion to have road safety and public health in one category and move active transportation in with transit. Noted that it was felt important to keep transit as a standalone. The bylaw itself is a lot clearer in terms of categories.

Dale suggested that members, when completing the survey and considering the governance structure, tie their responses to the outcome of improved safety, as this will better serve the committee as they receive the feedback.

6. Business Arising from Previous Minutes

➤ Update on Transportation Working Group

A special meeting was held between the Transportation Working Group and the Development Planners Advisory Committee to initiate some work on the regional transportation plan process and get some input on the strategic direction for the new regional transportation plan.

Another meeting of the Transportation Working Group is scheduled for June. One of the agenda items will be speed limits, with participants sharing their various policies across the region regarding speed limit reductions. Jay will provide an update to the Commission after that meeting.

➤ Grant Request – Vancouver Island Safety Council Rider Refresher Training

The Commission Grant Subcommittee reviewed the request from the Vancouver Island Safety Council for continued funding of \$5500 for their Rider Refresher Training Course. The Subcommittee saw considerable merit in this project and unanimously recommended funding approval.

MOVED by Frederick Grouzet, **SECONDED** by Jereme Leslie, that the request by the Vancouver Island Safety Council for funding in the amount of \$5500 to carry out a rider refresher training course be approved.

CARRIED

➤ **Cyclists and Bus Lanes**

This issue was raised by Capital Bike at the February meeting. At the time, it was acknowledged that cyclists are permitted to use bus lanes, however, several questions were raised, and it was decided to defer this matter for three months to allow for further research.

Sgt. Jereme Leslie stated that the language is clear, and cyclists are permitted to use the right-hand portion of bus lanes. Owen Page mentioned there is confusion around the overhead signage, as there are differences between signs in areas managed by Victoria and those under provincial jurisdiction. He is working towards getting the signs changed for consistency.

During additional discussion, it was mentioned that even though it is legal, cycling in bus lanes is not the preferred option and most cyclists would rather be riding on the Galloping Goose Trail. It was suggested that enhancing the quality of the Trail could help alleviate traffic congestion on Douglas Street. The CRD is currently undertaking a safety enhancement study on the regional trail network and the trail widening and lighting project will have a significant impact on improving trail safety and user comfort.

7. **Priority Business**

➤ **Cst. Sarah Beckett Memorial Scholarship**

The Cst. Sarah Beckett Memorial Scholarship is open for applications until June 27. Chair Martin asked Colleen Woodger if she could touch base with Ron Cronk and Doug Cripps to review any applications received and put forward a recommendation for a scholarship winner.

It was agreed that the scholarship should be more widely promoted, especially to post-secondary institutions. Sean Powell noted that he can help disseminate the information to career centres in secondary schools and said he would also like to be part of the sub-committee that will be reviewing the applications.

Besides advertising on social media, it was agreed that distributing a printed version would be beneficial and Jay will follow up with CRD communications about this.

➤ **Budget Update**

There has been little change to the budget with only advertising and meeting expenses spent so far. There is \$40,000 available in third party payments.

➤ **BCACP Calendar**

- March – Distracted Drivers Campaign/Occupant Restraint Campaign`
- May – High Risk Driving Campaign
- July – Summer Impaired Driving Campaign (Alcohol/Drug)
- September – Distracted Drivers Campaign/Occupant Restraint Campaign
- October – Drive Relative to Conditions Campaign
- December – Winter Impaired Driving Campaign

The purpose of putting the BCACP calendar initiatives on our agenda is to act as a reminder for the Commission re the focus of our partners and to try and frame our advertising to support them. We could do the advertising ourselves or support any of our partners with additional funding to expand their campaigns.

Sgt. Jereme Leslie noted that police agencies in the region will be participating in a large campaign to highlight the focus on high risk driving this month. A motorcycle skills day will be held at the end of the month to wrap up the campaign.

8. **Other Business**

9. **Member Updates**

➤ **RoadSafetyBC - Natalia Heilke**

No update

➤ **ICBC – Colleen Woodger**

- ICBC is a strong sponsor of the motorcycle skills day which will be held at the end of May
- The May campaign has a large volunteer-based component
- The road safety speaker tour is wrapping up. Three speakers toured the island, with 42 out of 45 schools participating, which is the largest number ever.
- Have been in the schools as part of the ready, step, roll program. Going to do something different next month with a middle school that has joined the active transportation program and there will be a distracted road user course which will be addressing all angles of using the roads with distractions.
- Attended AVICC and met many elected officials. There was lots of talk about road improvements and pedestrian safety.

- Participated in Westshore's Fire and Life Safety Expo. There were 1100 grade 4 students from Sooke School District attending. ICBC did 32 presentations in two days and focused on educating about elephant's feet, shark teeth, and zebra crossings and changing the way they talk about students crossing the road.
 - Working with the Intercultural Association of BC, making sure people have skills to navigate the community.
- **Youth and Children – Hailey Bergstrom-Parker**
No update
- **Institute on Aging and Lifelong Health – Dr. Paweena Sukhawathanakul**
No update
- **CRD – Jay Douillard**
- Report coming out on June 11 when the Board will be making a decision on the transportation service. On June 25 there will be another report coming out on governance. The regional transportation planning process is underway.
- **Integrated Road Safety Unit – Sgt. Jereme Leslie**
- Waiting to hear back from the Westshore Rebels Football Team regarding doing a talk on road safety. Possibly may be coming to the Commission with a request for funding to provide pizza and gift certificates.
 - The high-risk driving campaign is ongoing for the month of May.
 - Coordinating with the Greater Victoria Police Foundation on their regional junior police camp which is meant for some younger kids and will be talking to them about road safety and pedestrian safety.
- **Commercial Vehicle Safety Enforcement – Myke Labelle**
No update
- **Vancouver Island Safety Council – Ron Cronk**
No update
- **Capital Bike – Victoria Klassen Jeffery**
- They are gearing up for Go by Bike week with celebration rides planned for May 31 to kick off the week which goes until June 6. There will be 13 celebration stations.
 - As the weather gets better, there will be lots of bicycle education programs going on, including a program to enhance bike skills for young people.
 - Attended Westshore Earth Day and a survey showed not many students ride their bikes to school. They are looking at expanding their presence in the Westshore.
- **Walk On, Victoria – Todd Litman**
- Informally endorsing the effort to change the law to end right turn on red at intersections and understand this was presented as a motion at last night's Saanich Council meeting. Corey will send some information about this that will be forwarded to members.
- **Municipal Police Forces/RCMP**
No update
- **BC Transit – Dallas Perry**
No update
- **Ministry of Transportation and Infrastructure - Owen Page**
- Lots of maintenance activities are ramping up for the summer. Mowing and sweeping programs taking place on Highway 14, Blanshard and Douglas and Highway 17, Trans Canada Highway.
 - A number of capital projects have just started in the last few months. The Colquitz River Bridge expansion is still ongoing. That ties into a new project for bus on shoulder lanes between McKenzie Avenue and the Burnside West exit by the Old Island Highway.
 - In the last couple of weeks major capital projects for paving have started up. They will be doing two years' worth of paving in our area starting with the north end of the Malahat and Shawnigan Lake Road moving south into Veterans Memorial Parkway, doing the whole stretch between Sooke Road and Millstream. Then the paving crew goes to the Pat Bay Highway north of Beacon to Lands End and then moves over to McTavish and West Saanich Road. Hoping to secure funding to have shoulder widening on the north side of West Saanich Road which cyclists have been requesting.

➤ **Island Health – Neil Arason**

- Neil has followed up with the CRD presenter at our March meeting re the regional trail safety study. She has provided a great response to the four points he was asking about. He commented that it is an important opportunity for us to provide input.

➤ **Working Group for UVic Collaborative for Youth and Society Joint Project – Dr. Frederick Grouzet**
No update

➤ **Adam Defrane, MADD Canada**
No update

➤ **Sean Powell, School Districts**

- Schools will be out in five weeks so just a reminder that there will be approximately 54,000 children on the south island that will be changing their patterns and behaviours and people will need to be even more cautious.

10. Next Meeting

The next meeting will be held on June 10, 2025 at 1:00 pm. On motion, the meeting adjourned at 2:36 pm.