



Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, September 10, 2025

12:05 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

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

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

3.1. [25-0897](#) Minutes of the Capital Regional District Board meeting of July 9, 2025

Recommendation: That the minutes of the Capital Regional District Board meeting of July 9, 2025 be adopted as circulated.

Attachments: [Minutes - July 9, 2025](#)

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

5.1.1. [25-0924](#) Presentation: Gord Horth (General Manager) Capital Region Emergency Service Telecommunications (CREST); Re: Member Agency Report

Attachments: [Presentation: CREST Member Agency Report](#)

5.2. Delegations

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

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

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

6. CONSENT AGENDA

- 6.1. [25-0908](#) Appointment of Officers – Bylaw Enforcement
- Recommendation:** 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, Taylor Francks, Ismaeel Ali, Alexander Moch and Curtis Campbell be appointed as Bylaw Enforcement Officers.
(NWA)
- Attachments:** [Staff Report: Appointment of Officers - Bylaw Enforcement](#)
- 6.2. [25-0577](#) Liquid Waste Management Plan – Amendment No. 13 Inflow and Infiltration
- Recommendation:** The Core Area Liquid Waste Management Committee recommends to the Capital Regional District Board:
That Amendment No. 13 to the Core Area Liquid Waste Management Plan be submitted to the Province of British Columbia Ministry of Environment and Parks for approval.
(WP - Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, View Royal)
- Attachments:** [Staff Report: Liquid Waste Management Plan – Amendment No.13 I&I](#)
[Appendix A: Core Area Liquid Waste Management Plan, Amendment No. 13](#)
[Appendix B: Core Area LWMP Sec 5 I&I Overflow KWL Final Report V2](#)
[Appendix C: LWMP Engagement Summary](#)
- 6.3. [25-0792](#) Kosapsum Nation Capacity Transfer - Service Agreement Update
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Kosapsum Nation Capacity Transfer - Service Agreement Update](#)
[Appendix A: Schedule "B" of Bylaw No. 2312](#)
[Appendix B: Schedule "C" of Bylaw No. 2312](#)
- 6.4. [25-0793](#) Core Area Liquid Waste Management Committee 2025 Mid-Year Capital Projects and Operations Update
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Mid-Year Capital Projects and Operations Update](#)
[Appendix A: Core Area Wastewater Capital Program - Current Status](#)
- 6.5. [25-0836](#) Presentation: Brendan McShane, VP Operations, Western Canada, Recycle BC and SK Recycles; Re: Expanding Collection Opportunities
- Attachments:** [Presentation: Expanding Collection Opportunities](#)

- 6.6.** [25-0781](#) Motion with Notice: Blue Box Recycling Programs in Schools (Director Caradonna)
- Recommendation:** [At the July 16, 2025, Environmental Services Committee meeting, the following notice of motion was amended to remove the words "blue box" and carried as follows:]
The Environmental Services Committee recommends to the Capital Regional District Board:
1. That staff report back on how the Solid Waste Management Plan could be leveraged to extend the recycling program to schools across the region (not including the City of Victoria) as well as other institutional customers.
(NWA)
- [At the July 16, 2025, Environmental Services Committee meeting, the following motion arising on writing to the school districts was carried:]
The Environmental Services Committee recommends to the Capital Regional District Board:
2. The CRD staff write to school districts within the Capital Regional District to inform/remind them of their obligations to participate in recycling and food scraps programs as established via municipal and regional district bylaw and the solid waste management program. And to thank them for the programs that already exist in their schools.
(NWA)
- Attachments:** [Background: GVTA Letter CRD re Blue Box](#)
- 6.7.** [25-0406](#) CRD Support for Sc'ianew First Nation to Host Tribal Journeys
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: CRD Support for Sc'ianew First Nation to Host Tribal Journeys](#)
[Appendix A: A Visual Story - Tribal Journeys 2025](#)
- 6.8.** [25-0878](#) Improving Meeting Accessibility: Introduction of Hearing Assistive Technology
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Improving Meeting Accessibility: Intro of Hearing Assist Tech](#)
[Appendix A: CRD Accessibility Plan](#)

6.9. [25-0882](#) Representation on CRD Commissions and non-Board Committees

Recommendation: [At the August 6, 2025 Governance and First Nations Relations Committee meeting, the recommendation was amended by adding the words "at the beginning of each term" to beginning of part 2 as follows:]

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

1. That a statement welcoming applications from all people including those with diverse backgrounds, abilities and lived experiences be added to all postings seeking new members to CRD Commissions and non-Board Committees.

2. At the beginning of each term, that the CRD Board send a letter asking that Municipal Councils consider diversity when making its municipal appointments to CRD Commissions and non-Board Committees.

(NWA)

Attachments: [Staff Report: Representation on CRD Commissions & non-Board Committees](#)
[Appendix A: CRD Committee & Commission Reporting Structure](#)

6.10. [25-0573](#) Motion with Notice: Repaving and Intersection Advocacy (B. Webster)

Recommendation: That the Salt Spring Island Local Community Commission (LCC) recommend that Capital Regional District Board Chair to write to the B.C. Minister of Transportation and Transit requesting:

1. In order to enhance road safety, increase active transportation options and support expanded public transit along Salt Spring Island's primary north-south transportation corridor, that the Ministry place a high priority on repaving and widening paved shoulders on Fulford-Ganges Road from Cranberry Road to the planned Blackburn/Cusheon Bridge.

2. In order to improve safety, reduce congestion and enable planning for other projects in the Ganges core, undertake an options study of long-term solutions to the intersection of Fulford-Ganges Road and Lower Ganges Road on Salt Spring Island.

(NWA)

6.11. [25-0877](#) Capital Regional District External Grants Update

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

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

7. ADMINISTRATION REPORTS**7.1. [25-0889](#) Bylaw No. 4710: 2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 3, 2025**

Recommendation: 1. That Bylaw No. 4710, "2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 3, 2025", be introduced and read a first, second and third time; and
(WA)

2. That Bylaw No. 4710 be adopted.

(WA, 2/3rds on adoption)

Attachments: [Staff Report: BL 4710 2025-29 Fin Plan Amend No. 3](#)
[Appendix A: Bylaw No. 4710](#)

7.2. [25-0875](#) Strategic Priorities Fund – Grant Applications

Recommendation: The Capital Regional District Board supports the following four projects' application submissions and commits to covering any cost overruns. Staff are instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting grant funds and overseeing grant management for the proposed projects as below.

Capital Infrastructure Stream

- 1) Biosolids Advanced Thermal Plant
- 2) Main No. 1 Hydraulic Grade Line Increase
- 3) Rainbow Recreation Centre Building Envelope Renewal Project

Capacity Building Stream

- 4) SEAPARC Infrastructure Growth Plan (NWA)

Attachments: [Staff Report: Strategic Priorities-Fund Grant Applications](#)
 [Appendix A: SPF Program Guidelines](#)

7.3. [25-0923](#) Biosolids Beneficial Use Management – July and August Update

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

Attachments: [Staff Report: Biosolids Beneficial Use Management July & August Update](#)

7.4. [25-0881](#) Service Planning 2026

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

Attachments: [Staff Report: Service Planning 2026](#)
 [Appendix A: CRD Corporate Planning Framework](#)

8. REPORTS OF COMMITTEES**Salt Spring Island Local Community Commission**

- 8.1. [25-0222](#) Bylaw No. 4647 SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025
- Recommendation:** That the Salt Spring Island Local Community Commission recommend to the Capital Regional District Board:
1. That Bylaw No. 4647, "SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025", be introduced and read a first, second, and third time;
(NWA)
 2. That Bylaw No. 4647 be referred to the Inspector of Municipalities for approval;
 3. That staff be directed to proceed with Salt Spring Island Electoral Area Director consent.
(NWA)
- Attachments:** [Staff Report: BL 4647 SSI Comm. Transit & Transp. Svc. Est. Bylaw](#)
[Appendix A: SSI Transit Maximum Levy Simulation and Assumptions](#)
[Appendix B: Bylaw No. 4647](#)
[Appendix C: Bylaw No. 3438 \(Unofficial Consolidation\)](#)

9. BYLAWS

- 9.1. [25-0894](#) Adoption of Bylaw No. 4510 - Port Renfrew Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 4, 2025
- Recommendation:** That Bylaw No. 4510 - "Port Renfrew Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 4, 2025" be adopted.
(NWA)
- Attachments:** [Bylaw No. 4510](#)
- 9.2. [25-0927](#) Adoption of Bylaw No. 4670 – Water Distribution Local Service Area Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 6, 2025
- Recommendation:** That Bylaw No. 4670 - "Water Distribution Local Service Area Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 6, 2025" be adopted.
(NWA)
- Attachments:** [Bylaw No. 4670](#)
- 9.3. [25-0928](#) Adoption of Bylaw No. 4696 – Juan de Fuca Grant-In-Aid Services Conversion Bylaw No. 1, 2025
- Recommendation:** That Bylaw No. 4696 - "Juan de Fuca Grant-In-Aid Services Conversion Bylaw No. 1, 2025" be adopted.
(NWA)
- Attachments:** [Bylaw No. 4696](#)

- 9.4. [25-0929](#) Adoption of Bylaw No. 4697 – Salt Spring Island Grant-In-Aid Services Conversion Bylaw No. 1, 2025

Recommendation: That Bylaw No. 4697 - "Salt Spring Island Grant-In-Aid Services Conversion Bylaw No. 1, 2025" be adopted.
(NWA)

Attachments: [Bylaw No. 4697](#)

- 9.5. [25-0931](#) Adoption of Bylaw No. 4698 – Southern Gulf Islands Grant-In-Aid Services Conversion Bylaw No. 1, 2025

Recommendation: That Bylaw No. 4698 - "Southern Gulf Islands Grant-In-Aid Services Conversion Bylaw No. 1, 2025" be adopted.
(NWA)

Attachments: [Bylaw No. 4698](#)

10. NOTICE(S) OF MOTION

11. NEW BUSINESS

12. MOTION TO CLOSE THE MEETING

- 12.1. [25-0914](#) Motion to Close the Meeting

Recommendation:

1. That the meeting be closed for Appointments in accordance with Section 90(1)(a) of the Community Charter. [1 item]
2. That the meeting be closed for Labour Relations in accordance with Section (90)(1) (c) of the Community Charter. [4 Items]
3. That the meeting be closed for Land Acquisition/Disposition in accordance with Section 90(1)(e) of the Community Charter. [1 Item]
4. That such disclosures could reasonably be expected to harm the interests of the Regional District. [1 Item]
5. That the meeting be closed for Proposed Service and Contract Negotiations in accordance with Section 90(1)(k) of the Community Charter. [1 Item]
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, July 9, 2025

12:10 PM

**6th Floor Boardroom
625 Fisgard Street
Victoria, BC**

PRESENT

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

STAFF: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer/General Manager, Finance and Technology; A. Fraser, General Manager, Infrastructure and Water Services; S. Henderson, General Manager, Electoral Area Services; L. Jones, General Manager, Parks, Recreation and Environmental Services (EP); K. Lorette, General Manager, Housing, Planning and Protective Services; M. MacIntyre, Acting General Manager, Parks, Recreation and Environmental Services; K. Morley, Corporate Officer/General Manager, Corporate Services; M. Barnes, Senior Manager, Health and Capital Planning Strategies; D. Elliott, Senior Manager, Regional Housing, P. Klassen, Senior Manager, Regional Planning; C. Neilson, Senior Manager, People Safety and Culture; N. Cann, Manager Visitor Experience and Stewardship (EP); C. Gilpin, Manager Arts and Culture; C. Murray, Project Engineer (EP); L. Novy, Manager Solid Waste Operations (EP); G. Tokgoz, Manager Regional Trails and Trestles Renewal (EP); M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Guest: D. Bracewell, Contractor Senior Project Director

Regrets: Directors S. Brice, C. Coleman, C. Harder, G. Holman, D. Murdock, R. Windsor

The meeting was called to order at 12:04 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

**MOVED by Director Little, SECONDED by Director Goodmanson,
That the agenda for the Capital Regional District Board meeting of July 9, 2025
be approved.
CARRIED**

3. ADOPTION OF MINUTES

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

**MOVED by Director Williams, SECONDED by Director Little,
That the minutes of the Capital Regional District Board meeting of June 11, 2025
be adopted as circulated
CARRIED**

4. REPORT OF THE CHAIR

The Chair welcomed summer and acknowledged the improved weather. Congratulations were extended to Stephen Henderson, for attending his first meeting as General Manager of Electoral Area Services. The Chair noted a full agenda, including a large consent agenda and several bylaws, reflecting strong work from committees and staff. The Performing Arts Facilities Select Committee will present a recommendation, following up on work initiated in the 2018 - 2022 term and re-established as part of the board's strategic priorities. The Chair stated there will be no board meetings in August and no committee meetings during the last two weeks of July. Directors and staff were wished a safe and enjoyable summer.

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

R. Lewis-Manning and M. Mawhinney spoke to Item 5.1.1.

Discussion ensued regarding:

- First Nations involvement in operations and planning
- update of the Passenger Vessels Services Act
- long term viability of the land at Ogden Point

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

J. Cullington spoke to Item 8.8.

- 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

G. Jones spoke to Item 8.8.

6. CONSENT AGENDA

MOVED by Director Desjardins, **SECONDED** by Director Alto,
That consent agenda items 6.1. through 6.22. be approved.
CARRIED

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

This report was received for information.

6.2. [25-0783](#) Fire Safety Act - Designation of Fire Safety Inspectors and Fire Investigators

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.
CARRIED

6.3. [25-0802](#) New Fire Safety Act Service

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.
CARRIED

6.4. [25-0479](#) Bylaw Notice Enforcement Update

This report was received for information.

6.5. [25-0797](#) Appointment of Officers - Bylaw Enforcement

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.
CARRIED

6.6. [25-0718](#) Surfside Park Estates Water Service 2025-2029 Capital Plan Amendment

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.
CARRIED

- 6.7. [25-0738](#) Request for Modifications to Covenant CA9549685 by Port Renfrew Management Ltd
- 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.
- CARRIED**
- 6.8. [25-0745](#) Motion with Notice: Sister Island Relationship between Salt Spring Island and Orcas Island (Director Holman)
- 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.
- CARRIED**
- 6.9. [25-0692](#) Additional Opportunities for Regional Climate Action
- Direct staff to develop an advocacy motion to the Province requesting enabling legislation related to enhanced climate action at the local government level.
- CARRIED**
- 6.10. [25-0489](#) Motion with Notice: Potential UNESCO Biosphere Reserve (Director Brownoff)
- Direct staff to report on a potential UNESCO Biosphere Reserve application and outline related implications.
- CARRIED**
- 6.11. [25-0759](#) Presentation: Peter Urbanc, Chief Executive Officer, Municipal Finance Authority of BC; Re: Municipal Finance Authority Update
- This presentation was received for information.
- 6.12. [25-0634](#) Capital Regional District External Grants Update
- This report was received for information.
- 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
- This presentation was received for information.
- 6.14. [25-0798](#) Research Report on Options for Regional Community Safety and Wellbeing Planning
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.
 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.
- CARRIED**

- 6.15. [25-0621](#) 2025 Summer Outreach and Education Overview
This report was received for information.
- 6.16. [25-0771](#) Elk Lake Oxygenation System Update
This report was received for information.
- 6.17. [25-0639](#) Motion with Notice: CRD Parks Parking Policy
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.
CARRIED
- 6.18. [25-0740](#) Transportation Governance
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.
CARRIED
- 6.19. [25-0774](#) Regional Transportation Plan Update
This report was received for information.
- 6.20. [25-0711](#) Regional Trestles Renewal - Trails Widening and Lighting Project Update
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.
CARRIED
- 6.21. [25-0739](#) Presentation: Steve Martin, CRD Traffic Safety Commission Re: Automated Speed Enforcement
This presentation was received for information.

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

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.

CARRIED

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

T. Robbins presented Item 7.1. for information.

Discussion ensued regarding:

- long term vision for the E and N Railway corridor and collaboration with First Nations
- clarification of the authoritative body for the transportation service
- funding agreement term
- federal government representation on the corridor

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

T. Robbins presented Item 7.2. for information.

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

K. Morley spoke to Item 7.3.

MOVED by Director Little, SECONDED by Director Plant,

1. That the attached Certificate of Results of Alternative Approval Process for Bylaw No. 4664 (Appendix B) be received.

CARRIED

MOVED by Director Little, SECONDED by Director Plant,

2. That Bylaw No. 4664, "Regional Water Watershed Land Acquisition Loan Authorization Bylaw No. 1, 2025" be adopted.

CARRIED

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

N. Chan spoke to Item 7.4.

MOVED by Alternate Director Harper, SECONDED by Director Plant,

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.

CARRIED

MOVED by Alternate Director Harper, SECONDED by Director Plant,

2. That Bylaw No. 4700 be adopted.

CARRIED

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

T. Robbins presented Item 7.5. for information.

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

MOVED by Director Brent, SECONDED by Director Little,

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.

CARRIED

MOVED by Director Brent, SECONDED by Director Wickheim,

2. That participating area approval to Bylaw No. 4510 be provided by the Electoral Area Director consenting on behalf.

CARRIED

MOVED by Director Brent, SECONDED by Director Wickheim,

3. That Bylaw No. 4510 be referred to the Inspector of Municipalities for approval.

CARRIED

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

MOVED by Director Tobias, SECONDED by Director Tait,

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.

CARRIED

MOVED by Director Tobias, SECONDED by Director Tait,

2. That Bylaw No. 4685 be adopted.

CARRIED

MOVED by Director Tobias, SECONDED by Director Tait,

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.

CARRIED

MOVED by Director Tobias, SECONDED by Director Tait,

4. That Bylaw No. 4675 be adopted.

CARRIED

Finance Committee

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

MOVED by Director Jones, **SECONDED** by Director Williams,
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.
CARRIED

MOVED by Director Jones, **SECONDED** by Director Williams,
2. That Bylaw No. 4695 be adopted.
CARRIED

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

MOVED by Director Jones, **SECONDED** by Director Tait,
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.
CARRIED

MOVED by Director Jones, **SECONDED** by Director Tait,
2. That Bylaw No. 4680 be adopted.
CARRIED

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

MOVED by Director Jones, **SECONDED** by Director Tait,
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.
CARRIED

MOVED by Director Jones, **SECONDED** by Director Tait,
2. That Bylaw No. 4687 be adopted.
CARRIED

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

MOVED by Director Jones, **SECONDED** by Director Tait,

1. That Bylaw No. 4701, "Security Issuing Bylaw No. 6, 2025", be introduced and read a first, second and third time.

CARRIED

MOVED by Director Jones, **SECONDED** by Director Tait,

2. That Bylaw No. 4701 be adopted.

CARRIED

MOVED by Director Jones, **SECONDED** by Director Tait,

3. That Bylaw No. 4702, "Security Issuing Bylaw No. 7, 2025", be introduced and read a first, second and third time.

CARRIED

MOVED by Director Jones, **SECONDED** by Director Tait,

4. That Bylaw No. 4702 be adopted.

CARRIED

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

MOVED by Director Murdoch, **SECONDED** by Director Little,

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.

CARRIED

MOVED by Director Murdoch, **SECONDED** by Director Little,

2. That Bylaw No. 4691 be adopted.

CARRIED

MOVED by Director Murdoch, **SECONDED** by Director Little,

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.

CARRIED

MOVED by Director Murdoch, **SECONDED** by Director Little,

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.

CARRIED

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

C. Gilpin spoke to Item 8.8.

Discussion ensued regarding:

- regional representation on the committee
- elector consent process for this new service
- funding sources for new construction
- rental theatre funding grants program
- inclusion of electoral areas as participating jurisdictions
- clarification of consultation with existing participating jurisdictions
- investment returns in comparison to borrowing rates
- clarification of capital costs for future facilities and debt financing
- time line of service plan
- increasing the theatre inventory in the service establishment plan

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

**MOVED by Director Brent, SECONDED by Director Murdoch,
That the main motion be amended by adding the words "with the addition of the Southern Gulf Islands Electoral Area" after the words "Option C".**

Director Kobayashi left the meeting at 2:03 pm.

Discussion ensued regarding process related to amending the participating jurisdictions.

The question was called on the amendment:

That the main motion be amended by adding the words "with the addition of the Southern Gulf Islands Electoral Area" after the words "Option C".

CARRIED

Opposed: Tait

The question was called on the main motion as amended:

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 with the addition of the Southern Gulf Islands Electoral Area and provide these documents to the Select Committee for review.

CARRIED

Opposed: Little

The meeting went into recess at 2:47 pm.

The meeting reconvened at 3:00 pm.

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)

MOVED by Alternate Director Wagner, **SECONDED** by Alternate Director Harper, 1.a) 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 and second time and be amended by replacing "Schedule C" with the version dated June 2025.

CARRIED

MOVED by Alternate Director Wagner, **SECONDED** by Alternate Director Harper, 1.b) That Bylaw No. 4670, "Water Distribution Local Service Area Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 6, 2025", be read a third time.

CARRIED

MOVED by Alternate Director Wagner, **SECONDED** by Alternate Director Harper, 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.

CARRIED

MOVED by Alternate Director Wagner, **SECONDED** by Director Tait, 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.

CARRIED

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"

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

CARRIED

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

CARRIED

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. [25-0729](#)**Motion to Close the Meeting**

MOVED by Director Murdoch, **SECONDED** by Director Little,

1. That the meeting be closed for Labour Relations in accordance with Section 90(1)(c) of the Community Charter.

CARRIED

MOVED by Director Murdoch, **SECONDED** by Director Little,

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 Murdoch, **SECONDED** by Director Little,

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

CARRIED

MOVED by Director Murdoch, **SECONDED** by Director Little,

4. That the meeting be closed for a Legal Update in accordance with Section 90(1)(i) of the Community Charter.

CARRIED

MOVED by Director Murdoch, **SECONDED** by Director Little,

5. 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 Murdoch, **SECONDED** by Director Little,

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

CARRIED

MOVED by Director Murdoch, **SECONDED** by Director Little,

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

CARRIED

MOVED by Director Little, **SECONDED** by Director Murdoch,

The meeting be recessed at 3:06 pm to convene the meeting of the Capital Regional Hospital District Board in closed session.

CARRIED

The meeting reconvened and went into the Closed Session at 4:14 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 5:20 pm and reported on the following:

That the Environmental Services Committee be permitted to meet in closed session to discuss proposed service and contract negotiations in accordance with Section 90(1)(k) of the Community Charter.

14. ADJOURNMENT

MOVED by Director Little, **SECONDED** by Director Goodmanson,
That the Capital Regional District Board meeting of July 9, 2025 be adjourned at
5:21 pm.

CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER



CREST

CONNECTED FOR SAFETY

Key information about our region's
emergency communications provider

WHY CREST?

- A wide range of entities use the CREST system because they need to interoperate together.
- Having a single entity dedicated to providing secure reliable public safety grade communications is cost effective & the safest option.
- 8 highly trained electrical engineers and communication technicians, available 24/7, manage the 3,000+ radios on the system, the 7 dispatch centers equipment, and handle 10M+ transmissions annually.

FINANCIAL STABILITY / FISCALLY RESPONSIBLE

Annual levy increases to user agencies
on the CREST system

2016-2023	2.9%
2024 & 2025	4.9%

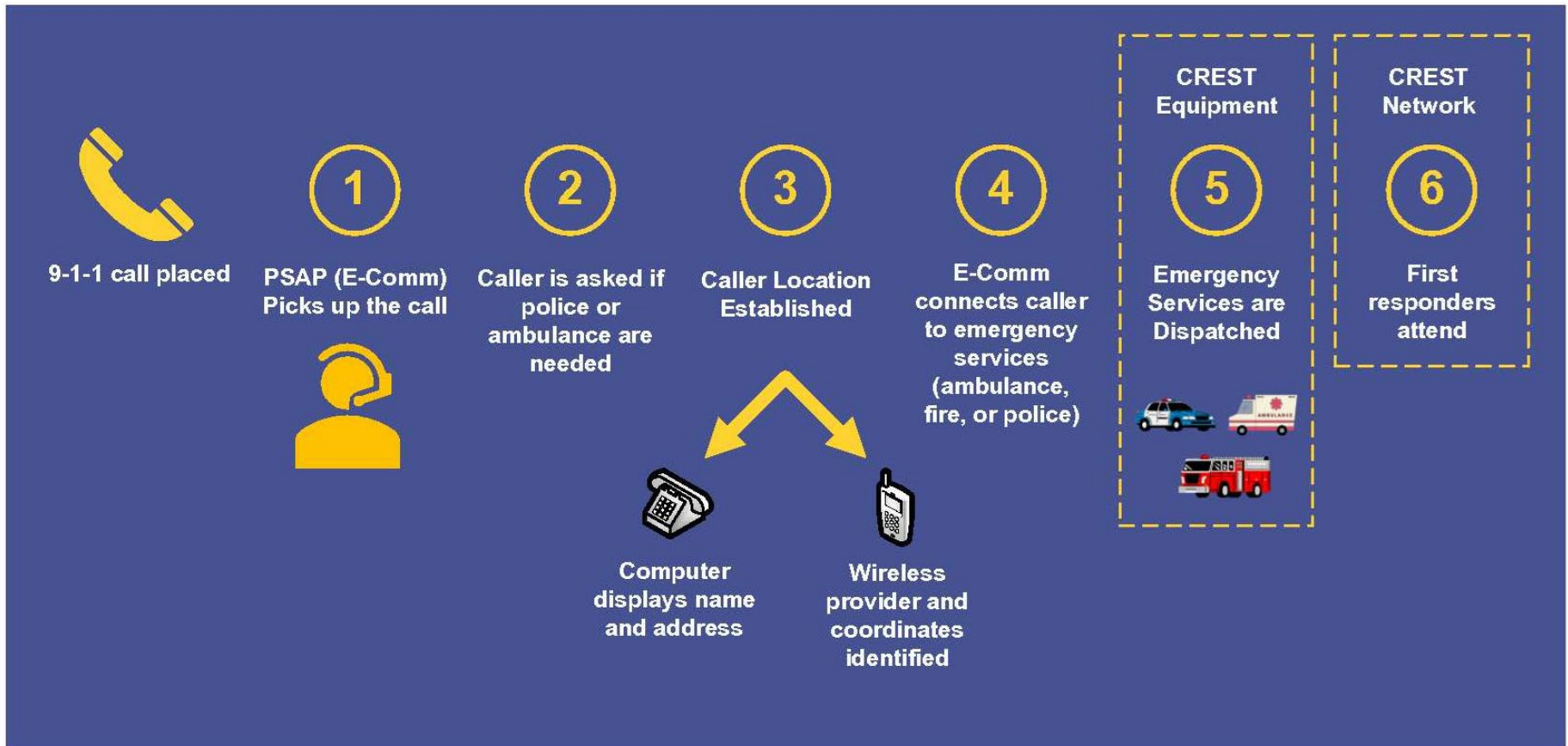
REVENUE SOURCES

About 20% of our annual revenue comes from a Service Agreement with the CRD.

In most provinces communication networks (like CREST), along with 911 infrastructure & dispatch centres are funded by a “call answer levy” on cellular devices.

Despite multiple UBCM resolutions over the years BC has not brought in a call answer levy.

911 FLOW SEQUENCE





CREST SYSTEM 2025



A tall, slender green tower stands vertically in a forest of pine trees. At the very top of the tower, a person is visible, seemingly working or observing. The scene is set on a hillside with dry grass and scattered rocks. The sky is clear and blue.

Comments - Questions?



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REPORT TO CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, SEPTEMBER 10, 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 hires auxiliary staff to ensure consistent bylaw enforcement, as well as seasonal Regional Park patrols that occur May to September.

ALTERNATIVES

Alternative 1

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, Taylor Francks, Ismaeel Ali, Alexander Moch and Curtis Campbell be appointed as Bylaw Enforcement Officers.

Alternative 2

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

IMPLICATIONS

Service Delivery Implications

These appointments ensure consistent bylaw enforcement in the CRD Bylaw and Animal Care Services Division. One auxiliary officer (Ali) will be assisting in Regional Park patrols, and three auxiliary officers (Francks, Moch, Campbell) are to backfill recent auxiliary staff changes and to cover regular staff leave.

CONCLUSION

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

RECOMMENDATION

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, Taylor Francks, Ismaeel Ali, Alexander Moch and Curtis Campbell be appointed as Bylaw Enforcement Officers.

Submitted by:	Corey Anderson, Acting Senior Manager, Protective Services
Concurrence:	Don Elliott, Acting General Manager, Housing, Planning & Protective Services
Concurrence:	Stephen Henderson, MBA, P.G., Dip.Eng., B.Sc., General Manager, Electoral Area Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**REPORT TO CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE
MEETING OF WEDNESDAY, JULY 23, 2025**

SUBJECT Liquid Waste Management Plan – Amendment No. 13 Inflow and Infiltration

ISSUE SUMMARY

The Core Area Liquid Waste Management Plan (CALWMP) requires an amendment to address updated inflow and infiltration requirements. Staff have prepared Amendment No. 13 to the CALWMP for submission to the Province of British Columbia Ministry of Environment and Parks.

BACKGROUND

Liquid waste management plans allow the Capital Regional District (CRD) and local governments to develop community-specific solutions for the management of liquid waste, stormwater and environmental protection in accordance with the BC *Environmental Management Act*. The current CALWMP was originally approved by the Province in 2003 and was last updated with Amendment No. 12 in 2018. The CRD is updating components of the plan and formed a Technical and Community Advisory Committee (TCAC) in October 2023 to assist the Core Area Liquid Waste Management Committee (CALWMC) and the CRD Board, regarding amendments to the CALWMP. As part of the TCAC process, Kerr Wood Leidal Associates Ltd. (KWL) reviewed options regarding proposed amendments to CALWMP Section 5 (Management of Infiltration and Inflow and Control of Wastewater Overflows (Appendix A)) and worked with staff and the TCAC to make recommendations in a report (Appendix B).

At the February 13, 2024 TCAC meeting, the committee reviewed and provided final comments on the proposed new Section 5 of the CALWMP and the KWL report, expressing their support for both. The agenda and minutes from that meeting were subsequently received for information by the CALWMC at their June 26, 2024 meeting.

xwsepsum Nation (Esquimalt) and Songhees Nation were contacted and offered an opportunity to participate in the TCAC, as well as review and comment on this material (as participants in the CALWMP).

Staff began public engagement in October 2024 to get feedback on the proposed amendment over four weeks, which included print ads, social media posts and the Get Involved website. The proposed amendment was also referred to core area municipal engineering staff for internal discussions at the municipal level; and sent directly to First Nations listed in the Province of British Columbia First Nation Consultation Areas database.

Consultation is now complete, and staff are ready to prepare the amendment package for submission to the provincial regulator. The results of consultation are summarized in Appendix C.

ALTERNATIVES

Alternative 1

The Core Area Liquid Waste Management Committee recommends to the Capital Regional District Board:

That Amendment No. 13 to the Core Area Liquid Waste Management Plan be submitted to the Province of British Columbia Ministry of Environment and Parks for approval.

Alternative 2

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

IMPLICATIONS

Environmental & Climate Implications

The Municipal Wastewater Regulation stipulates that sanitary sewer overflows must not occur, unless during a storm with a greater than five-year return period. The Clover Point long outfall is the only location in the core area that does not meet this requirement and (using a conservative model) is predicted to overflow for approximately 60 hours per year during the eight largest winter storm events. In the three complete winters since completion of all core area wastewater project upgrades (2022-2025), overflows at Clover Point have averaged approximately 12 hours per winter. These overflows consist of highly dilute sewage mixed with rainwater, are generally short in duration, and are predicted to represent a negligible risk to the receiving marine environment.

The goal of updating the CALWMP is to replace the current commitment to reduce Inflow and Infiltration (I&I) to less than four times the average dry weather flow by 2030. The proposed approach of reducing and eliminating Clover Point long outfall overflows during sub-five-year storm events is intended to be a practical solution that meets provincial environmental protection requirements.

Regulatory Implications

An amendment to the CALWMP to address management of I&I satisfies a provincial regulatory requirement as a condition of the provincial approval of Amendment No. 12.

The key updated CRD commitments are to:

- complete a study assessing the impacts of storm event overflows from the Clover Point long outfall
- assess storage and treatment options to reduce overflows caused by I&I at the Clover Point long outfall
- create a mass balance model/tool to assess, document and improve the effectiveness of the CRD and municipal asset management plans for eliminating overflows at the Clover Point long outfall by 2045

The key updated plan participant commitments are to:

- prepare drainage improvement strategies for those areas where building foundation drains are unable to connect to the storm drainage system
- implement a new or update an existing sewer bylaw to require the replacement of private laterals (a major contributor to I&I) that have exceeded their service life, if sanitary municipal sewer flows exceed allotted flows from Bylaw No. 4304

Financial Implications

Major improvements to the core area marine wastewater discharges were completed in 2020,

with \$775 million in projects delivered through the Core Area Wastewater Treatment Project. That work did not fully address the commitments in Section 5 of the CALWMP. A 2021 estimate of the cost to achieve the current CALWMP commitment “*to reduce I&I through conveyance system upgrades sufficiently to reduce maximum daily wet weather flows to less than four times the average dry weather flow by 2030*” was \$260 million (Class “C” estimate). During planning for the Core Area Wastewater Treatment Project, the CRD also obtained a cost estimate of \$100 million for installing a wet weather wastewater treatment plant at Clover Point. Staff anticipate that the updated cost estimates for both options would be significantly higher in 2025.

CONCLUSION

As a condition of the Ministry of Environment and Parks approval of Amendment No. 12 on June 20, 2018, the Capital Regional District is required to update inflow and infiltration commitments in the Core Area Liquid Waste Management Plan.

Staff undertook a public engagement process to solicit feedback from First Nations, municipal staff, and the public regarding proposed changes to the Core Area Liquid Waste Management Plan Section 5 - Management of Infiltration and Inflow and Control of Wastewater Overflows. Staff have prepared Amendment No. 13 with a proposed commitment to reduce and eliminate wastewater overflows, which is intended to be a practical solution that meets provincial environmental protection requirements.

RECOMMENDATION

The Core Area Liquid Waste Management Committee recommends to the Capital Regional District Board:

That Amendment No. 13 to the Core Area Liquid Waste Management Plan be submitted to the Province of British Columbia Ministry of Environment and Parks for approval.

Submitted by:	Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
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: Core Area Liquid Waste Management Plan, Amendment No. 13

Appendix B: Review of Core Area LWMP Section 5, Management of I&I and Control of Wastewater Overflows, Final Report Version 2, Kerr Wood Leidal (February 28, 2024)

Appendix C: Engagement Summary - Liquid Waste Management Plan Amendment (June 2025)

**CAPITAL REGIONAL DISTRICT
CORE AREA LIQUID WASTE MANAGEMENT PLAN**

AMENDMENT NO. 13

SECTION 5

(Replaces Section 5 in Amendment No. 12)

**MANAGEMENT OF INFILTRATION AND INFLOW AND
CONTROL OF WASTEWATER OVERFLOWS**

TYPE OF AMENDMENT: CRD INITIATED – MINOR

REGULATORY REQUIREMENT

The Municipal Wastewater Regulation (MWR), ***Part 3, Division 2 – Overflows, and Inflow and Infiltration Requirements***, sets out the conditions for overflows and inflow and infiltration.

With respect to Overflows, MWR Article 42 (1) (a) states: “A discharger must ensure that an overflow does not occur during storm or snowmelt events with a less than 5-year return period, unless the person responsible for the municipal wastewater collection system develops and implements, as part of a liquid waste management plan, measures to eliminate overflows”.

With respect to Inflow and Infiltration (I&I), MWR Article 44 (1) (a), states: “A discharger must ensure that inflow and infiltration does not occur such that the maximum daily flow exceeds 2 times the ADWF [average dry weather flow] at the treatment plant during storm or snowmelt events with a less than 5-year return period, unless the person responsible for the municipal wastewater collection system addresses, as part of a liquid waste management plan, how inflow and infiltration can be reduced”.

On March 24, 2022, the Capital Regional District (CRD) was directed to “complete the separation of combined sewers in the Humber Catchment area by December 31, 2025” and to propose a new timeline for the separation of the Rutland Catchment that is “in line with the overarching commitment to reduce inflow and infiltration to below four times average dry weather by 2030.”

GOAL

The goal of the Core Area Liquid Waste Management Plan is to meet the intent of the MWR by preparing inflow, infiltration and overflow management plans to achieve the following:

The primary objective is to reduce inflow and infiltration to eliminate overflows for storm events with less than a 5-year return period from all CRD facilities by 2030, except the Clover Point long outfall. The next key objective would be to eliminate overflows for storm events with less than a 5-year return period from all CRD facilities including the Clover Point long outfall by year 2045.

COMMITMENTS

To achieve the goals and objectives noted above, the CRD and participants discharging into the CRD wastewater system commit to the following actions:

CRD Commitments:

- 1) Monitoring municipal sewer flows into the core area trunk sewer system and assessing compliance with the peak flow allocations in CRD Bylaw No. 4304 (Table 1).
- 2) Analyzing available flow data for I&I on a periodic basis including flow data from the CRD cost sharing meters and municipal pump stations (when suitable).
- 3) Completing a study assessing the impacts of storm event overflows from the Clover Point long outfall including climate change implications, environmental impacts, social impacts, budget estimates to eliminate 5-year overflows, and impact on taxpayers.
- 4) Establishing an education program for homeowners and key stakeholders (i.e. home inspectors, realtors, plumbers) that promotes repair and maintenance of private property sewer laterals.
- 5) Assisting municipalities with catchment-specific studies designed to address high I&I and/or overflows (as budget allows).
- 6) Assessing storage and treatment options to reduce overflows caused by I&I at the Clover Point long outfall.
- 7) Reviewing and updating, if appropriate, the CRD model bylaw for private sewer lateral laterals (2015) for municipalities to consider adopting or incorporating into existing bylaws.
- 8) Creating a mass balance model/tool to assess, document, and improve the effectiveness of the municipal asset management plans and CRD I&I Management Plan for eliminating overflows at the Clover Point long outfall by 2045.
- 9) Submitting 5-year updates of the I&I Management Plan to the Province.

Participant Commitments:

- 1) Performing detailed catchment investigations and preparing compliance plans for participant area inputs to the core area sewer system that both exceeds their sewer allocations and contributes to sub 5-year overflows.
- 2) Preparing asset management plans identifying sewer asset life span, when sewer assets will be replaced, the level of funding required, and how that will help to reduce inflow and infiltration over time as infrastructure is renewed.
- 3) Preparing drainage improvement strategies for those areas where building foundation drains are unable to connect to the storm drainage system.
- 4) Applying for grants targeted specifically to address catchment areas contributing to overflows with less than a 5-year return period.
- 5) Carrying out additional flow monitoring in catchments with elevated I&I, as appropriate.
- 6) Carrying out the recommendations outlined in the I&I Management Plan that relate to their specific participant area or collection system.
- 7) If sanitary municipal sewer flows exceed allotted flows from Bylaw No. 4304, implement a private sewer lateral replacement bylaw, or update existing sewer bylaws, to require the replacement of laterals that have exceeded their service life. The bylaw updates shall be complete by 2027 or within two years of initial non-compliance.

Table 1: Allocated Sewer Flows from Bylaw No. 4304

Allocation Point	Allocated Average Dry Weather Flow (ML/day)	Allocated Peak Daily Flow (ML/day)
COLWOOD		
Total (Parson's minus Meaford)	4.70	18.8
ESQUIMALT		
Esquimalt Panhandle	0.12	0.48
Lang Cove Pump Station	1.28	5.12
Dockyard	1.01	4.04
Kinver	0.44	1.76
Pooley Place	0.06	0.24
Devonshire	1.85	7.40
Wilson	0.37	1.48
Head	1.68	6.72
Anson	0.24	0.97
Total	7.10	28.40
LANGFORD		
Total (Meaford)	14.12	56.48
OAK BAY		
Windsor	2.92	11.68
Humber (<i>combined sewers</i>)	0.60	2.40
Rutland (<i>combined sewers</i>)	0.37	1.48
Currie Net	0.97	3.88
Currie Lift Station	1.62	6.48
Harling Point Pump Station	0.20	0.79
Total	6.62	26.48
SAANICH		
Marigold Pump Station	13.19	52.76
City Boundary	5.88	23.52
Harriet	3.27	13.08
Townley	0.61	2.44
Haultain	0.57	2.27
Arbutus	7.08	28.31
Haro	0.79	3.17
Penrhyn Lift Station	0.93	3.73
Total	32.89	131.56

APPENDIX A

Allocation Point	Allocated Average Dry Weather Flow (ML/day)	Allocated Peak Daily Flow (ML/day)
VICTORIA		
Cecelia	3.14	12.57
Chapman & Gorge	0.35	1.40
Selkirk	0.28	1.11
Langford - Vic West	0.19	0.77
Hereward	1.91	7.65
Sea Terrace	0.33	1.32
Trent Net	7.33	29.32
Hollywood	0.54	2.16
Olive	23.06	92.24
Clover Net	1.50	6.01
Total	38.30	153.19
VIEW ROYAL		
Craigflower Pump Station	3.54	14.16
Shoreline Trunk	0.14	0.55
Total	3.54	14.16
ESQUIMALT NATION		
Total	0.07	0.28
SONGHEES NATION		
Songhees Nation	0.59	2.36
Maplebank	0.010	0.04
Total	0.66	2.64

AMENDMENT APPROVALS

Capital Regional District Board Approval _____, 2025

Ministry of Environment and Parks Approval _____, 202__



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Review of Core Area LWMP Section 5

Management of I&I and Control of Wastewater Overflows

Final Report Version 2

February 28, 2024

KWL Project No. 0283.481-300

Prepared for:

Capital Regional District



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1. Review of Core Area LWMP Section 5

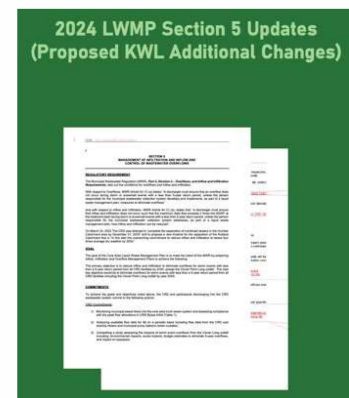
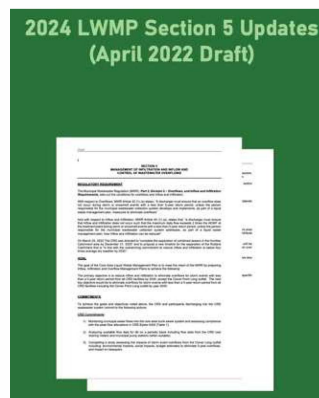
1.1 Background

The purpose of this report is to review the options for the Capital Regional District (CRD) and member municipalities regarding the CRD's proposed amendments to *Section 5: Management of Infiltration and Inflow and Control of Wastewater Overflows* of the *Core Area Liquid Waste Management Plan* (LWMP). Specifically, this report reviews the CRD's proposed amendments developed by a CRD Technical Working Group in April 2022.

Section 1 of this report reviews the current commitments, develops a strategy on how they may be improved, and recommends some changes for consideration. Sections 2 through 6 provide further detail and clarity regarding the proposed changes.

1.2 Previous and Updated Changes to LWMP Section 5 Commitments

There are three versions of Section 5 discussed in this section, namely the original commitments, the CRD's proposed changes developed in 2022, and suggested changes for consideration put forward by KWL.



2019 LWMP Section 5 Commitments

The current commitments of Section 5 of the LWMP are presented as Appendix A and were consolidated in 2019. There are four commitments focusing on the following: developing I&I management plans, continued flow monitoring, enforcement of sewer use bylaws, and a commitment to undertake specific capital programs.



Proposed 2022 Section 5 Commitments Update

The CRD formed a Technical Working Group (consisting of Core Area municipal engineers and CRD staff) in early 2022 as part of a project to update the LWMP. The group's first task was to develop an update to Section 5. The proposed update was developed in April 2022 and is included as Appendix B.

The proposed changes adopted in 2022 are included as Appendix B. The proposed changes re-commit the municipalities to I&I management and SSO reduction with the following objectives:

The primary objective is to reduce inflow and infiltration to eliminate overflows for storm events with less than a 5-year return period from all CRD facilities by 2030, except the Clover Point Long outfall. The next key objective would be to eliminate overflows for storm events with less than a 5-year return period from all CRD facilities including the Clover Point Long outfall by year 2045.

The changes also commit the CRD to eight commitments ranging from monitoring and flow analysis to assisting municipalities in I&I management programs and reporting to the province. Further, there are five commitments for participants that discharge wastewater into the CRD's conveyance system ranging from conducting I&I investigations to development of asset management plans and funding levels.

Proposed Recommendations to the 2024 Commitments Update

The CRD and the member municipalities dramatically reduced sanitary sewer overflows (SSOs) over the past 25-years such that there is only one location (Clover Point) where SSOs occur less than a 5-year return period. As a result of this achievement, the new commitments reflect a combination of managing existing I&I in younger collection systems and further reducing I&I in older systems, particularly in areas tributary to Clover Point. However, there is a deadline extension request of fifteen years to allow more time for member municipalities to lower I&I flows. The deadline originally proposed by the CRD and granted by the Province was 2030. The new requested deadline is 2045. For the Province to accept this request, it is likely that a number of conditions will be required.

KWL's recommended changes to the proposed 2024 Section 5 Commitments are discussed in Section 1.3 below.



1.3 Approach to 2024 Review

The strategy adopted in this review focusses on four points:

1. **Understanding the rationale for the proposed timeline extension:** Considerable work has been performed by the CRD and member municipalities on understanding the extent of I&I response since the mid 1990s. Significant lessons have been learned on the amount of I&I reduction required to complete the next phase including understanding the scale of partially separated service connections. The CRD should strive to develop an 'auditable' I&I reduction strategy that shows how the SSO elimination target of 2045 can be met. Dealing with the partially separated service connections and implementing a private service renewal bylaw will take additional time. This should be the basis for the request of an extension;
2. **Linking existing asset management plans and life-expectancy infrastructure planning to funding levels.** This establishes the funding that can be put into place to rehabilitate sewer systems. It is an important step to establishing the scope of I&I reduction programs. Showing how these rehabilitation programs will achieve the I&I reduction needed to meet the 2045 deadline will be an important step in demonstrating proof;
3. **Establishing a date when a private sewer lateral renewal bylaw can be implemented.** Since private property I&I levels can range from 50% to 80% of total I&I, establishing a date when services can be renewed/replaced is important; and
4. **Develop drainage plans to properly service areas with partially separated sewer laterals.** Laterals from partially separated lots cannot be separated without a proper drainage system. A sewer lateral renewal bylaw cannot be enforced without providing a homeowner with a proper connection.
5. **Evaluate the impact of a changing climate on the 5-year return period.** Rainfall patterns are changing. Storms are becoming less frequent but more intense. The current 5-year return period analysis is based on historical rainfall records. It is important for the CRD to review the current analysis and adjust for future climate trends.



1.4 Proposed Additional Commitments

Based on the strategy above, the following additional commitments are recommended to be included in the 2024 Section 5 update.

Additional/Modified CRD Commitments

1. *Complete a study assessing the impacts of storm event overflows from the Clover Long outfall including climate change implications, environmental impacts, social impacts, budget estimates to eliminate 5-year overflows, and impact on taxpayers.*
2. *Assess storage and treatment options to reduce overflows caused by I&I at the Clover Point Long outfall.*
3. *Create a mass balance model/tool to assess, document, and improve the effectiveness of the municipal asset management plans and CRD I&I Management Plan for eliminating overflows at the Clover Long Outfall by 2045.*

The first additional commitment provides an order of magnitude cost to accommodate the current flows and eliminate SSOs at Clover Point. It is important to know this number, and understand the consequence of not reducing I&I.

The second additional commitment creates a tool that when coupled with a proper asset management plan and funding levels can predict how the 2045 deadline will be achieved.

Additional Participants (municipalities) Commitments

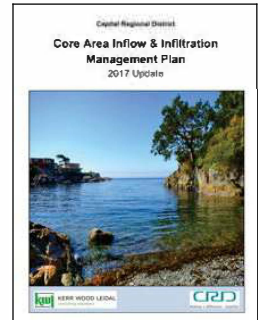
1. *Prepare drainage improvement plans for those areas where building foundation drains are unable to connect to the storm drainage system.*
2. *If sanitary municipal sewer flows exceed allotted flows from Bylaw 4304, consider implementing a private sewer lateral replacement bylaw to replace laterals that have exceeded their service life and separate combined storm and sanitary connections.*

The first additional participant commitment recognizes the increased effort to resolve and correct partially separated sewer laterals. In some cases, the solution will involve the rebuilding of the local storm sewer system.

The second additional commitment recognizes that I&I originating from private sewer laterals can range from 50 to 80% of all I&I. Therefore, if a participant is close to or exceeding their allotted flows, that participant should consider implementing a bylaw that renews service laterals.

2. I&I Management

The CRD and the member municipalities began their I&I reduction programs in the 1990 through a program of pilot studies. Those pilot programs continued through to 2020. In 2017, the CRD issued the Core Area I&I Management Plan. The plan laid out a common approach to I&I reduction and how it was to be measured, reported, and compared between municipalities. It also set in place the basis of how I&I reduction programs were to be undertaken.



2.1 Current Trends in CRD I&I Reduction

As previously mentioned, considerable effort and expense has been expended on I&I reduction and sanitary collection system expansion in the Core area since 2000. Table 2-1 shows the progress that has been achieved in the Core Area.

Table 2-1: Storm Related Overflows: 1995 to 2023 (Sub 5-year Return Period)

	Location	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
SSOs	Western Trunk (sensitive)	13	4	3	3	7	1	0	0	5	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Eastern Trunk (sensitive)	8	10	13	11	15	5	7	4	12	8	11	12	11	4	0	2	0	0	1	0	0	0	0	0	2	0	0	0	0
	West/East Trunks (other)	21	28	32	30	50	7	9	19	45	9	18	30	38	13	52	36	25	14	10	6	21	2	10	21	8	10	11	9	1
CSOs	Uplands Combined Sewer	11	20	26	22	25	8	14	7	24	14	21	21	19	6	26	17	14	19	17	20	23	7	6	19	10	19	24	13	7
	Total*	52	62	74	66	97	21	30	30	86	31	50	63	70	23	78	53	39	33	28	26	44	9	16	40	18	31	35	22	8

SSOs up to a 5-year return period only occur at the Clover Point Long Outfall now as of 2023

*All waters including Macaulay, McMicking, Clover, Finnerty

Completion of the Marigold Storm Tank and Macaulay o/f Improvements (2004)

Completion of the Trent Street Pump Station (2009)

Completion of the Arbutus Storm Tank, Macaulay P.S., Clover P.S., Trent Forcemain Extension, and McLoughlin WWTP (2022)



Significant projects include the following:

1. Completion of the Marigold Storm Tank and Macaulay Emergency Overflow improvements in 2004;
2. Completion of the Trent Street Pump Station in 2009; and
3. Completion of the Arbutus Storm Tank, Macaulay P.S., Clover P.S., Trent Forcemain Extension, and McLoughlin WWTP in 2022.

Concurrently, the member municipalities have all formalized their I&I reduction programs and have made progress either by reducing I&I response or not allowing I&I to increase further.

Table 2-2 shows the trend in I&I levels throughout the core area.

Table 2-2: I&I Reduction Trends

	2010	2012	2014	2016	2019	Trend
Colwood	10,309	8,540	7,965	8,777	8,777	↓
Esquimalt	52,412	52,599	48,727	51,471	48,786	↓
Langford	11,023	9,364	9,222	10,606	8,587	↓
Oak Bay	51,873	48,133	46,600	55,686	56,123	→
Saanich	15,514	13,613	15,427	15,223	14,369	→
Victoria	96,734	94,281	84,650	76,026	73,490	↓
View Royal	12,322	12,294	13,216	14,525	11,541	→

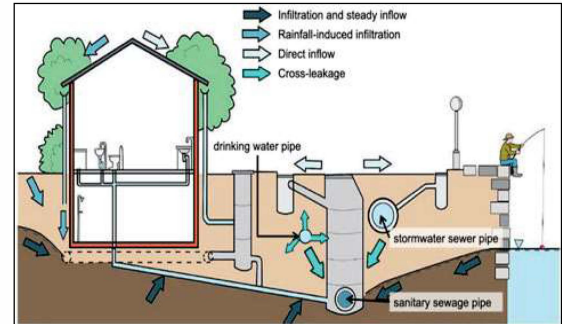
Based on 5-year, 24-hour, volume L/ha/day I&I response

As a result of both the I&I reduction programs and system improvements, sanitary sewer overflows (SSOs) have been reduced substantially such that they only occur at the long overflow at Clover Point for rainfall events less than a 5-year return period. SSOs have been reduced to less than 80 hours annually. The Clover Long Overflow is 1.2 km long and discharges into the Juan de Fuca Strait at a depth of 65 m. The overflow, along with the Macaulay long overflow, were the original outfalls used to discharge screened, raw sewage from the 1970s to the commissioning of the McLoughlin WWTP in 2022.

2.2 Identification of Partially Separated Service Laterals

One of the discoveries of multiple pilot studies has been the identification of partially separated service laterals. These laterals are still a combined storm and sanitary service. Their existence is usually due to the absence of a public storm sewer or storm sewer with sufficient depth for connection. They could also be a result of older homes constructed prior to a public storm sewer, and not separated after the storm sewer was installed.

Shallow storm sewers were constructed as a result of ditch enclosure projects. Ditches were enclosed with storm sewers to provide drainage for street surfaces. However, it was never the intention to connect the houses.



Shallow storm sewers are at an elevation higher than the elevation of the building foundation drains. As a result, the lots in these areas cannot separate their sanitary and storm sewer connections without public-side drainage improvements (See Section 2.3).

Partially separated service laterals (also known as semi-combined service laterals in some parts of North America) are also found in other parts of Canada as well. The consequence of this finding will result in significantly more expensive I&I reduction programs in those areas.

2.3 Need for Drainage System Improvements

To rectify the partially separated laterals, a proper drainage path will need to be created. Possible proper drainage service paths include the following:

- Identification of older, partially connected services that can be separated and connected to newer storm sewers (i.e., for older services that were never connected to new storm sewers);
- Extending existing storm sewers to service lots that do not have adequate drainage alternatives then separating partially separated sanitary services;
- Construction of a new storm sewer system at a lower elevation to connect both the roof and foundation drains;
- Disconnection of roof leaders to drain to pervious areas and construction of foundation drain sump-pump systems to connect to the existing shallow storm sewer system;
- Disconnection of roof leaders and replacement of storm sewer system with bio-infiltration (rain garden) systems with low elevation groundwater collection pipe systems to drain foundation drains; or,
- Rain barrel collection system for roof leaders with directed releases to pervious areas, road-side bio infiltration facilities, and deep perforated drains picking up only foundation piping and trench groundwater.

Depending on the characteristics of each area, different solutions are also possible including rainwater harvesting options. However, existing master drainage plans should be modified to incorporate these changes and implemented over time to provide a proper outlet. The timing of implementation will be a factor of existing storm sewer condition, elevation of downstream connection point, and available budget.



2.4 Impact of Re-Diverting I&I to the Storm Sewer System

Concern was raised at a fall 2023 Technical Advisory Committee (TAC) meeting regarding the impact of diverting I&I to storm sewers and what the resultant impact would be on pipe flows. From an ideological point of view, rainwater and groundwater should not be conveyed in sanitary sewer systems as it is expensive to treat, and it has more beneficial uses elsewhere such as augmenting creek systems for aquatic habitat and recharging local, seasonal groundwater aquifers. Diverting the I&I from rehabilitated sanitary sewers will increase stormwater flows but only marginally.

The amount of water re-diverted into the storm sewer system can be calculated as follows:

Table 2-3: Estimation of Re-Diverted I&I to Storm Sewer System

Component	Volume (L/ha/d)
5-year, 24-hour Rainfall (64.2 mm) ¹	624,000
Average Victoria I&I Rate (from Table 2-2)	73,490
Difference	550,510
I&I Expressed as a % of Total Rainfall	11.8%
Estimated Percentage Split between the I&I Groundwater/ Interflow Components (GWI/RII-Slow) and Faster Runoff Components (SWI/RII-Fast) ²	50/50
Resulting impact to peak flows in stormwater system	5.9%
<small>1. Based on the updated 2020 Gonzales IDF Curves and multiplied by one representative hectare. 2. Assumes that once I&I is removed from the sanitary sewer, only the stormwater inflow (SWI) and rainfall-induced infiltration-fast (RII-Fast) components contribute to stormwater peak flows.</small>	

In other words, stormwater flows can be expected to increase approximately 6% (a maximum amount assuming all runoff I&I components are diverted). These increases can be lessened through roof leader disconnection strategies and green infrastructure implementation such as bio-infiltration facilities and rain gardens.

3. Asset Management Programs

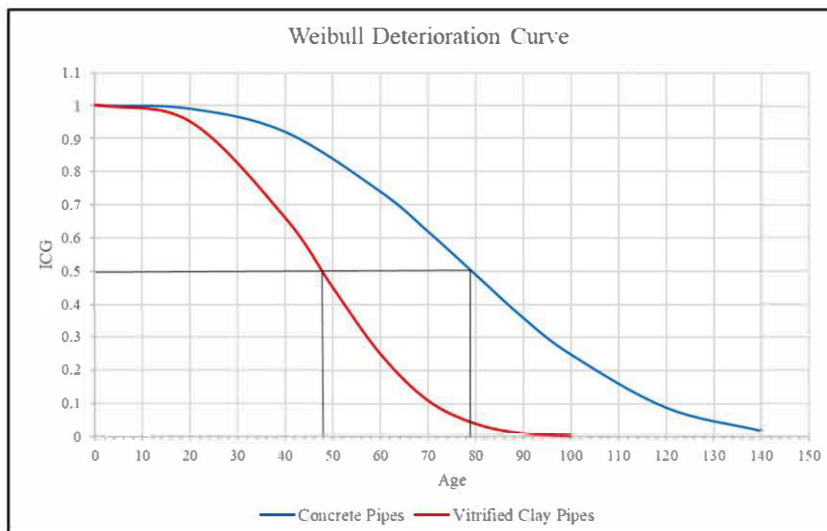
3.1 Background

Most municipalities have development of asset management plans either underway or completed. However, many plans are under-funded as the utility fees charged do not cover the expected asset replacement costs in a timeline that matches the expected service life of the piping systems. Further, there are insufficient funds to also cover interim rehabilitation costs to repair the collection system from structural and I&I related defects (i.e., prior to its ultimate replacement).

For these reasons, many municipalities find it difficult to predict future I&I reduction levels without the certainty of future funding levels. If the Province is being asked to grant an extension to the existing 2030 deadline, the CRD will likely be asked to provide some form of certainty that the 2045 extension is achievable. The decision to balance the funds collected versus the funds required to maintain and replace an asset is political and requires public support.

3.2 Identification of Service Life

All assets will eventually deteriorate to the point of failure or loss of function. It is important that municipalities assign reasonable service lives to their assets then develop financing plans to fund their replacement. Figure 3-1 shows an example of an expected Internal Condition Grade (ICG) probability based on an assumed service life of 60 years for VC pipe and 100 years for concrete pipe. Actual condition assessment data from CCTV inspections can help establish reasonable service lives.



(ICG score out of 5 is divided by 5 to obtain a probability fraction)

Figure 3-1: Internal Condition Grading (ICG) Example ¹

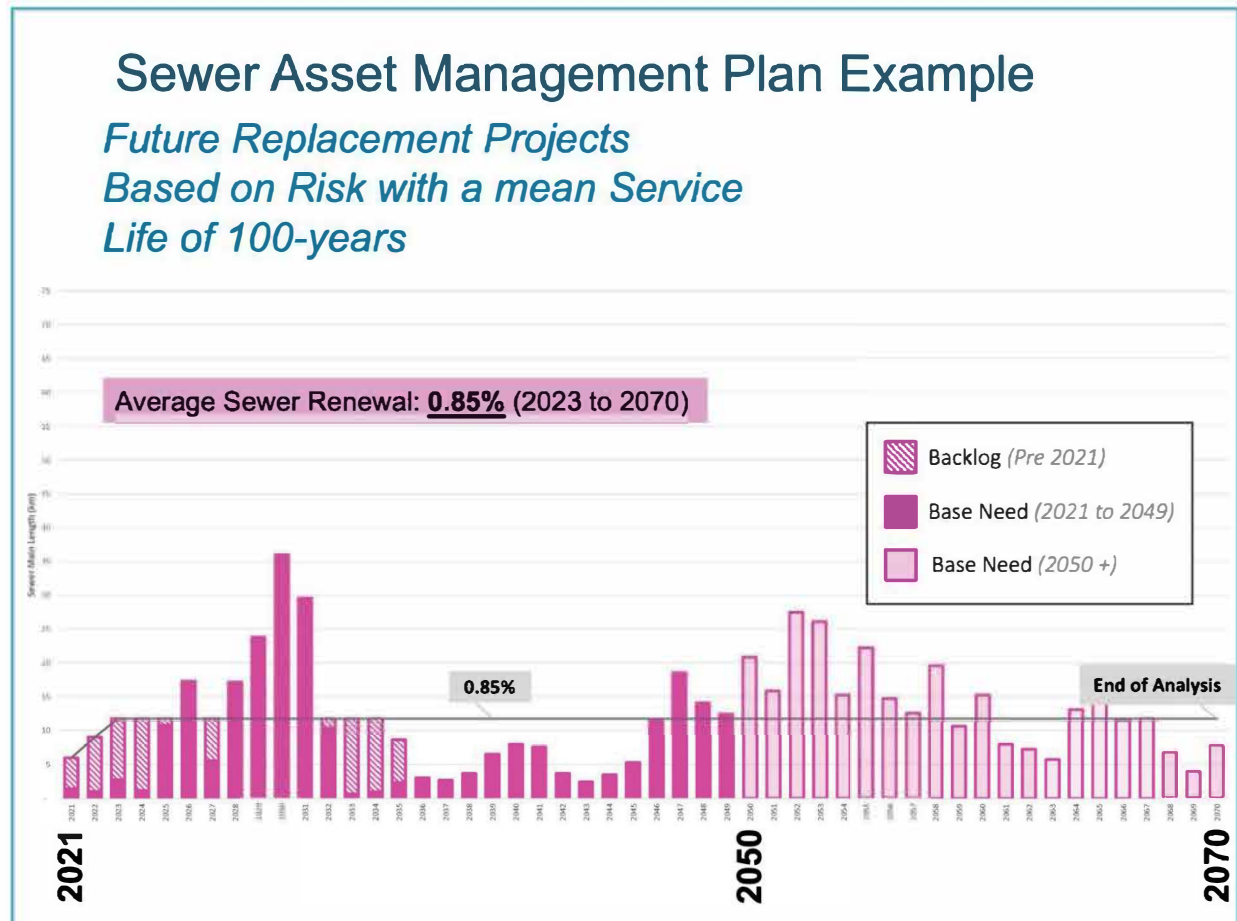
Determining expected service lives of sanitary sewer piping systems, allows the establishment of proper capital replacement levels. Adding inspection/maintenance and interim repair components to the capital replacement levels, yields recommended funding budgets.

¹ A Deterioration Model for Sewer Pipes Using CCTV and Artificial Intelligence by Comfort Salihu 1, Saeed Reza Mohandes 2, Ahmed Farouk Kineber 3ORCID, M. Reza Hosseini 4,*ORCID, Faris Elghaish 5 and Tarek Zayed 1

3.3 Example of Funding Plan

Figure 3-2 shows a simplified example of the cashflows associated with an asset management plan. In this example, the service life of the piping systems was established at 100-years. The figure shows a common scenario where the base needs in the earlier years (2021 to 2035) exceeds the recommended renewal funding as a considerable portion of the pipes were installed in the 1920s and 1930s. Compensating for this, a backlog was established to assist in balancing the replacement schedule.

Figure 3-2: Sewer Asset Management Plan Cashflows



In this example, it was determined that an average sewer renewal of 0.85% of total asset value would be sufficient in the 2021-2070 time horizon to maintain the replacement component of the plan. An additional funding component would then be added to the 0.85% to allow for the interim repair and maintenance components. The cost of the interim repair component can be estimated from I&I management plans identifying I&I levels not representative of their age, and CCTV inspections showing defects needing attention.

4. I&I Reduction Accounting

4.1 Background

The current CRD *I&I Management Plan* shows basic trending of I&I by sewer catchment (See Section 2). Future I&I reduction can be predicted knowing the proposed future programs for rehabilitation and replacement based on adopted funding levels. It is likely that the Province will require some level of re-assurance that the anticipated reductions will meet the new 2045 target. Once the funding levels and I&I reduction programs are established, I&I reduction predictions can be estimated.

4.2 Need for Mass Balance Model/Tool

It is possible to predict the level of I&I reduction based on the specific programs and implementation rates adopted by a municipality. A sub-basin can be split into four components:

1. Rate of replacement of private service laterals due to age and condition;
2. Rate of replacement of partially separated service laterals;
3. Scope and rate of interim rehabilitation projects on the public sewer components (i.e., I&I rates not acting their age); and
4. Rate of replacement projects when public sewers reach the end of their service lives.

The CRD has broken down the Core Area into over 108 sub-catchments. The CRD I&I management plan assigns archetypes of the interim rehabilitation and monitoring programs required in each sub-basin. In most basins, only monitoring and inspection are required. However, in older sub-basins some level of investigation and repair may be required if the sub-basin is not acting its age (see Section 5 of the *Core Area I&I Management Plan* and Figure 4-1 below). Ultimately though, once the sub-basin pipe components reach the end of their service lives, replacement is required.

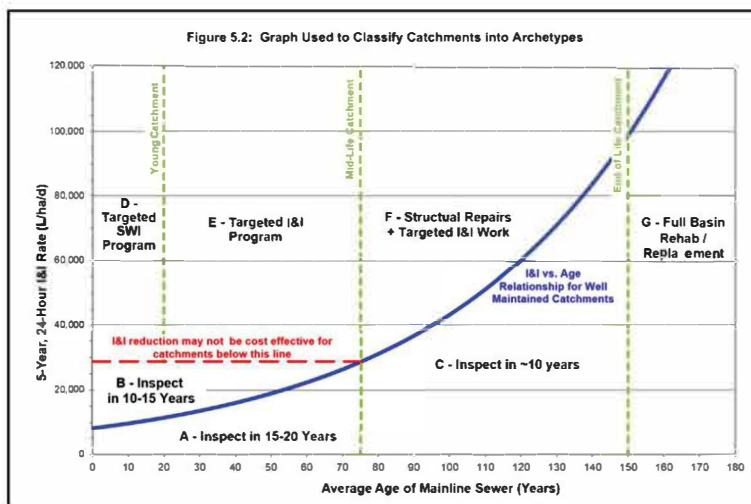


Figure 4-1: CRD I&I Archetypes (from I&I Management Plan)

Using the above four components, an estimate of annual I&I reduction can be predicted for each sub-basin. Reductions in the sub-basins tributary to Clover Point can then be used to show how SSO elimination in 2045 will be achievable.



5. Private Sewer Lateral Replacement Bylaw

5.1 Background

Private sewer laterals include portions of the system not owned by the public utility. Most of the private sewer connections in the CRD are detached residential buildings and are relatively simple systems. Multiple-family residential, residential strata and non-residential buildings may involve more complex systems.

Private sewer laterals generally include the pipe connection from a building sewer to the property line or in Oak Bay's case, the private lateral continues to the mainline connection point.

The private sewer lateral should be considered as part of the system from an I&I perspective. As such, municipalities should adopt a structured private sewer renewal program with proper inspections. Ideally this is a program that can be integrated into standard operating procedures with minimal oversight.

5.2 Possible Options

The CRD and Metro Vancouver have conducted extensive reviews of private sewer lateral programs throughout North America since 2008. ² This included both regulatory and incentive approaches.

Regulatory Approaches

- **Municipal Bylaw** – may require that private sewers be kept in good condition and specifies enforcement measures and fees. These are municipal sewer bylaws that forbid cross connections. Orders can/are issued requiring homeowner to correct and bring connection into compliance with the bylaw.
- **Provincial Regulation** – would be needed to create new powers for local governments to regulate sewer laterals, for instance at point of sale.
- **Expropriate Laterals** – would involve expropriating all sewer laterals and the municipality assuming responsibilities for maintenance and replacement. Would involve large expense and increase to utility fees.
- **Insurance Program** – typically focused on covering sewer backup costs and would not reduce I&I on a widespread basis.
- **Lateral Condition Certification** – would be implemented through bylaw structures and require that a sewer lateral condition certificate be obtained.

² Private Sewer Lateral Programs: A Study of Approaches and Legal Authority for Metro Vancouver Municipalities, 2008, The Sheltair Group and West Coast Environmental Law.

Private Property Inflow & Infiltration Management Options for the CRD Core Area (2011, updated in 2014 and 2022). The Sheltair Group



Incentive Approaches

- Subsidies (Rebates and Loans) – similarly to other municipal rebate programs (e.g., low-volume water fixtures), property owners could be incentivized to maintain and replace sewer laterals by accessing rebates or loans from the municipality.
- Property Tax Exemption – property taxes or utility fees could be discounted for qualifying properties, likely requiring some form of certification.
- Provincial Tax Exemption – this could involve a reduction in property transfer taxes or other provincially-administered tax at the time of a property sale for qualifying properties, likely requiring some form of certification.

Some of the above measures have been considered for implementation in several BC municipalities. The City of Vancouver and City of Surrey, for example, have mandatory requirements in place for sewer lateral replacement based on building permit value. The Municipality of Esquimalt recently amended their existing Subdivision and Development Bylaw to achieve the same objective (December 2023).

Potential impediments to successful implementation (other than the City of Vancouver, Surrey, and Esquimalt examples) have included:

- lack of political support for point-of-sale trigger mechanisms;
- provincially regulated issues such as building code may require changes to provincial acts and powers available to local governments; and
- organizational burden to administer any or all of the above measures.

Given the foregoing, the Metro Vancouver municipalities have adopted the approaches outlined in Sections 5.3 and 5.4 below. It is recommended that one of the following two private lateral replacement measures be adopted as part of an I&I Management strategy for CRD municipalities with the older service connections (see Section 5.5).

5.3 Lateral Replacement – New Construction and Building Permit Trigger

As mentioned above, Esquimalt, Surrey, and Vancouver have adopted this approach. The approach is based on a trigger based on a certain building permit dollar amount. A set of conditions and actions are required to ensure that the service is either operating within reasonable limits or it is replaced.

Table 5-2 highlights the basic attributes of Surrey and Vancouver bylaws.

Information on Esquimalt's modifications to their *Subdivision and Development Bylaw* can be found here:

[https://www.esquimalt.ca/sites/default/files/docs/municipal-hall/bylaws/3128 -
Subdivision and Development Servicing Bylaw 3128 2023.pdf](https://www.esquimalt.ca/sites/default/files/docs/municipal-hall/bylaws/3128-_Subdivision_and_Development_Servicing_Bylaw_3128_2023.pdf)

The staff report supporting the proposed change, can be found here:

[https://esquimalt.ca.legistar.com/ViewReport.ashx?M=R&N=Text&GID=5&ID=31032&GUID=317567EC-
-AF19-4C1B-A9EA-3983DDF26E7E&Title=Legislation+Text](https://esquimalt.ca.legistar.com/ViewReport.ashx?M=R&N=Text&GID=5&ID=31032&GUID=317567EC-AF19-4C1B-A9EA-3983DDF26E7E&Title=Legislation+Text)



5.4 Lateral Replacement – Certification Method

Based on the noted challenges in implementing a universally applicable sewer lateral certification and replacement program, the following practices are recommended:

1. Incentive-based method with certifications required, which would involve inspection and testing as described in Section 5.2;
2. Base utility rate for non-certified sewer laterals or expired certifications, which could be stepped up over time once a program is in place and property owners have been given time to comply;
3. Utility rate discount for certified sewer laterals. Provide automatic certification for PVC services less than 30-years old;
4. Premiums added to utility rate if City determines private lateral to be in bad condition due to side shot CCTV inspection or observation port inspection;
5. Enhanced premiums added to utility bill for combined connections provided a functional storm sewer is available. Rebates are offered for separation; and
6. Consider working with home insurance companies to provide additional incentives for certified laterals.

Determining an appropriate premium and discount structure would need to be done by each municipality.

5.5 Private Lateral Renewal Bylaw

Since I&I on private sewer laterals can represent 50 to 80% of all I&I, a renewal program will be required on private property to reduce I&I rates. The pipe material will eventually fail. Municipal Renewal Bylaws are considered to be the best practice available.

However, the urgency to implement such a bylaw is not equally shared across all municipalities. The younger sewerage areas will have more time to implement such a bylaw.

Suggested additional LWMP Section 5 commitment:

If sanitary municipal sewer flows exceed allocated flows from Bylaw 4304, consider implementing a private sewer lateral replacement bylaw to replace laterals that have exceeded their service life and separate combined storm and sanitary connections.³

Based on the above and referring to Table 5-1 below, the communities of Esquimalt, Oak Bay, and Victoria should consider implementing a private sewer lateral renewal bylaw.

Table 5-1: Actual Flows Versus Allocated Flows by Municipality

Municipality	Allocated Peak Daily Flow (ML/d)	Peak 24-hr Flow		Status
		5-yr Rainfall Event (ML/d)	% of Allocated Capacity	
Colwood	18.80	7.70	41%	✓
Esquimalt	28.36	30.16	106%	✗
Langford	56.48	17.01	30%	✓
Oak Bay	26.48	37.96	143%	✗
Saanich	131.56	83.52	63%	✓
Victoria	153.19	150.64	98%	⊖
View Royal	14.17	7.10	50%	✓

³ CRD Bylaw 4304 outlines the maximum flow contribution by each municipality to the regional trunk sewer system and McLoughlin WWTP.



5.6 Key Actions Needed

Municipalities close to or exceeding their sewer capacity allotment should consider adopting a private lateral replacement bylaw and determine what methods and resources will be used to inspect the new service.

Municipalities with partially separated services should also develop public-side stormwater servicing strategies as the bylaw cannot be enforced without a proper drainage connection.

The following actions are required to implement the program described above:

1. Adopt a Lateral Replacement Bylaw: either the Building Permit Trigger Method or the Certification Method in municipalities exceeding or near allocated flows;
2. Determine what methods and resources will be used to inspect the new services;
3. For cities with significant Vitrified Clay (VC) laterals and partially separated connections, consider the Certification Method and/or other tools available to municipalities as laterals may be replaced on a timelier basis; and
4. Develop public-side stormwater servicing plans to address areas with partially separated private sewer-laterals.



Table 5-2: Private Lateral Replacement Bylaws Based on Building Permit Triggers

Excerpts from the City of Vancouver Program

2.2 NEW PUBLIC SEWER CONNECTION FOR CONSTRUCTION - Subject to Section 2.9, a new public sewer connection is required whenever:

- (a) **a new house** or building is constructed, or
- (b) an existing house or building is renovated, and the estimated construction value is more than:
 - (i) **100% of the latest building assessment (from the BC Assessment Authority), or**
 - (ii) **\$95,000, whichever is the greater,** and the work involves:
 - (iii) extensive excavation work,
 - (iv) enlargement of the plumbing system by adding two or more fixtures,
 - (v) an increase in the number of bedrooms, or
 - (vi) a resulting increased demand upon the existing sewer system after renovations are complete.

Excerpts from the City of Surrey Program

39. When there is an application to redevelop a parcel, the following shall apply to the service connection and the building sanitary sewer:

- a) If the service connection or the building sanitary sewer is **less than 30 years old**, the owner must provide **a video inspection** from a pipe **assessment certification program (PACP)** certified contractor and recommendation for the City to review. The owner shall repair or replace the service connection or the building sanitary sewer, or both, if the City determines that: it contains defects or deficiencies, including excessive damage; is not in adequate condition for service; does not meet the City's Design and Construction Standards; or is made of materials other than PVC;
- b) If the service connection or the building sanitary sewer **is 30 years old or older and is made of materials other than PVC, a replacement or new service connection or building sanitary sewer, or both, is required;**
- c) If the service connection or the building sanitary sewer is **30 years old or older and is made of PVC**, the owner must provide **a video inspection from a PACP** certified contractor and recommendation for the City to review. The owner shall repair or replace the service connection or the building sanitary sewer or both, if the City determines that it: contains defects or deficiencies, including excessive damage; is not in adequate condition for service; or does not meet the City's Design and Construction Standards;
- d) **Despite Sections 39(a), (b) and (c), all no-corrode, asbestos, cement, clay or otherwise non-standard material pipes of any age or condition shall be replaced with PVC or an alternate pipe material approved by the City;**
- e) **Despite Sections 39(g) and (h), renovations to an existing building on a parcel where the combined building value is less than or equal to \$120,000 are exempt from the requirements of this Section 39;**



6. Recommendations

6.1 Recommendations

Additional Actions for CRD

1. Complete a study assessing the impacts of storm event overflows from the Clover Long outfall including climate change implications, environmental impacts, social impacts, budget estimates to eliminate 5-year overflows, and impact on taxpayers.
2. Assess storage and treatment options to reduce overflows caused by I&I at the Clover Point Long outfall.
3. Create a mass balance model/tool to assess, document, and improve the effectiveness of municipal asset management plans and CRD I&I Management Plan for eliminating overflows at the Clover Long Outfall by 2045.

Actions for Younger Sewer Collection Systems

1. Continue the investigations as outlined in the CRD Core Area I&I Management Plan.
2. Update Asset Management Plans to show how cashflows support sewer pipe service life selection. (May mean modifying future cashflows)

Actions for Older Sewer Collection Systems

1. Identify partially separated service areas and develop long-term plans for drainage upgrades to these.
2. Update Asset Management Plans to incorporate predicted sewer lifetimes (will result in funding levels to match sewer service lives).
3. Consider implementing/updating a private sewer lateral bylaw if 5-year storm exceeds allocated flows.



7. Report Submission

Prepared by:

KERR WOOD LEIDAL ASSOCIATES LTD.

Chris Johnston, P.Eng.
Principal, I&I Specialist

Reviewed by:

A handwritten signature in black ink, appearing to read 'J. Vine', is written over a horizontal line.

Jason Vine, M.A.Sc. P.Eng.
Senior Associate



7. Report Submission

Prepared by:

KERR WOOD LEIDAL ASSOCIATES LTD.



Chris Johnston, P.Eng.
Principal, I&I Specialist

Reviewed by:

Jason Vine, M.A.Sc. P.Eng.
Senior Associate



Statement of Limitations

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Revision History

Revision #	Date	Status	Revision	Author
A	January 12, 2024	For Review by CRD	Draft No.1	CJ
0	February 6, 2024	Final Version 1		CJ
1	February 28, 2024	Final Version 2		CJ



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Appendix A

2019 Consolidated LWMP Section 5 Existing Commitments

**CAPITAL REGIONAL DISTRICT
CORE AREA LIQUID WASTE MANAGEMENT PLAN**
(Consolidated Version incorporating all applicable amendments, February 2019)

**SECTION 5
MANAGEMENT OF INFILTRATION AND INFLOW AND
CONTROL OF WASTEWATER OVERFLOWS**

GOAL

Condition 17(1)(a) of Schedule 1 of the Municipal Sewage Regulation (MSR) requires that if infiltration and inflow (I&I) causes daily flows to be greater than 2 times the average dry weather flow (ADWF), the discharger must address “how I&I can be reduced as part of a Liquid Waste Management Plan” and condition 17(2) outlines the treatment and discharge requirements for such flows.

The goal of the I&I program is therefore to comply with this requirement of the MSR by developing and implementing a strategy aimed at reducing the amount of rainwater and groundwater entering the core area’s sanitary sewer system from both the publicly owned and privately owned parts of the system in order to reduce and eventually eliminate overflows from the system.

How the Capital Regional District (CRD) proposes to substantially meet the requirements of Condition 17(2) is addressed in Sections 4 and 6 and in the draft operational certificate in Section 12.

COMMITMENTS

The CRD and the participating municipalities commit to the following actions to reduce I&I sufficiently to reduce maximum daily wet weather flows to less than four times the average dry weather flow by 2030:

1. Continue flow monitoring in each municipality to further refine priority areas for remediation.
2. Develop, by the end of 2011, and submit to the Ministry of Environment, comprehensive inflow and infiltration management plans for the core area that will:
 - a) Identify and evaluate options and opportunities that promote the minimization of groundwater and rainwater I&I into municipal sanitary sewer systems, including I&I originating from service laterals (private and public sections of sewer connections).
 - b) Identify needed changes to legislation and legal authority to enable options and strategies.
 - c) Identify opportunities for the inspection of private sewers connected to municipal sewers:
 - (i) as part of the municipal process in evaluating and issuing renovation and building permits for serviced properties; and/or
 - (ii) at the time of property transfer; and/or
 - (iii) targeted inspections.
 - d) Require the repair or replacement of private sewers that have cross-connections between storm sewers and sanitary sewer or are identified as being in poor condition.
3. Update, by the end of 2011, and enforce sewer use bylaws to prohibit the construction of rainwater and groundwater connections to sanitary sewers.
4. Implement the overflow reduction plans contained in the sanitary sewer overflow management plan, which was submitted to the Ministry of Environment in June 2008. These plans are summarized as follows:

Table 5.1
Prioritized Order of CRD Overflow Reduction Plan
(Updated based on current information)

Priority No.	O/F Name	Action Plan	Estimated Year of Completion	Estimated Cost (\$2008) to Complete
1.	Monterey Avenue MH0130	Complete and commission Trent pump station	2008 (Complete)	\$500,000
2.	Macaulay Point Pump Station	Complete installation of standby power	2008 (Complete)	\$800,000
3.	Harling Pump Station	Install a screen on the overflow pipe	2008 (Complete)	\$10,000
4.	Shoreline Drive MH0340	Commence with capacity deficiency study and identify upgrade options	2010	\$50,000
5.	Penrhyn Lift Station	Investigate pump and genset capacity	2010	\$600,000
6.	Humber Combined Sewers	Oak Bay plans to separate the sewers in the Uplands area	2015	To be determined (Oak Bay cost)
7.	Rutland Combined Sewers	Oak Bay plans to separate the sewers in the Uplands area	2015	To be determined (Oak Bay cost)
8.	Head Street MH0040	Twin the NWT from Macaulay Point to MH0055	2015	\$20,000,000
9.	Sea Terrace MH0055	Twin the NWT from Macaulay Point to MH0055	2015	as above
10.	Broom Road	Extend Trent forcemain down to Clover Point	2017	as above

Table 5.2
Prioritized Order of Colwood Overflow Reduction Plan

Item No.	Work Name	Description	Estimated Year of Completion	Estimated Cost (\$2008) to Complete
1.	SCADA Upgrade	Upgrade the SCADA system to collect flow data from all pump stations.	2008 (Complete)	\$10,000
2.	CCTV Inspection	Continue to inspect all new sewers that are installed to ensure they are well constructed	Annually	\$15,000
3.	Sewer System Maintenance	Continue to clean all mains and manholes, and repair as necessary.	Annually	\$50,000
4.	Lift Station Maintenance	Continue to maintain all lift station components to ensure that they run efficiently.	Annually	\$72,500

Table 5.3
Prioritized Order of Esquimalt Overflow Reduction Plan

Item No.	Work Name	Description	Estimated Year of Completion	Estimated Cost (\$2008) to Complete
1.	Sewer Relining	Relining and repairs to sewer mains rated poor and poorest	Completed	n/a
2.	Combination Manhole Separation	<ul style="list-style-type: none"> 148 manholes remain to be separated 29 manholes to be separated in 2008 Five manholes separated per year from 2009 to 2025 	2025	\$950,000
3.	Grafton Pump Station Upgrade	New electrical power supply, kiosk and controls	2008 (Complete)	\$38,000
4.	Grafton Pump Station Upgrade	Pump replacement	2012	\$40,000
5.	Sewer Main Replacement	Replacement of undersize sewer main on Craigflower Road between Tillicum Road and Lampson Street	2009 (Complete)	\$250,000
6.	Municipal Wide Smoke and Dye Testing	Smoke and dye testing underway to identify cross connections in attempts to reduce I&I in the future. The full scope of the project has not yet been determined.	2010	unknown

Table 5.4
Prioritized Order of Langford Overflow Reduction Plan

Item No.	Work Name	Description	Estimated Year of Completion	Estimated Cost (\$2008) to Complete
1.	Sewer Master Plan Upgrades	Continue with infrastructure upgrades as identified in the Sewer Master Plan.	Ongoing	\$0.2-0.5 Million
2.	CCTV Inspection	Continue to video inspect all new sewers that are installed to ensure that they are well constructed.	Annually	\$15,000
3.	Manhole Inspection	Continue to visually inspect manholes to ensure that they do not leak.	Annually	\$15,000
4.	Pump Station Maintenance	Continue to maintain all pump station components to ensure that they run efficiently.	Annually	\$200,000
5.	Sewer System Maintenance	Continue to keep the sewers clean and free from defects.	Annually	\$25,000

Table 5.5
Prioritized Order of Oak Bay Overflow Reduction Plan

Item No.	Work Name	Description	Estimated Year of Completion	Estimated Cost (\$2008) to Complete
1a.	Uplands Sewer Separation Humber Catchment	Construction of new storm sewer	To be confirmed by December 31/2019	\$5,285,000
1b.	Uplands Sewer Separation Rutland Catchment	Construction of new storm sewer	To be confirmed by December 31/2019	\$9,815,000
1c.	Uplands sanitary sewer pipeline rehabilitation	Rehabilitation of the former combined sewer pipeline to address infiltration	To be confirmed by December 31/2019	\$3,000,000
2.	Oak Bay Inflow and Infiltration Rehabilitation Project	Continue with phased rehabilitation projects in various catchments	Annually	\$500,000
3.	CCTV Inspection	Video inspection of sewer mains	Annually	\$25,000
4.	Sewer System Maintenance Program	Maintenance to keep sewers clean and free from defects.	Annually	\$240,000

Table 5.6
Prioritized Order of Saanich Overflow Reduction Plan

Item No.	Work Name	Description	Estimated Year of Completion	Estimated Cost (\$2008) to Complete
1.	Dysart Pump Station	Complete construction of the new Dysart pump station.	2008 (Complete)	\$2,500,000 (est.)
2.	The following pump stations will be upgraded: Vantreight Lift Station Murray #1 Pump Station Murray #2 Pump Station Arundel Pump Station Glenwood Pump Station Ashley Pump Station Dunkirk Pump Station Colquitz Pump Station Gorge Pump Station	Rebuild pump station and add a new standby generator.	2009-2015	\$500,000 Annually

Table 5.7
Prioritized Order of Victoria Overflow Reduction Plan

Item No.	Work Name	Description	Estimated Year of Completion	Estimated Cost (\$2008) to Complete
1.	James Bay I&I Pilot Project	Commence with the rehabilitation of sewer mains, laterals and manholes in James Bay.	2010	\$3,000,000
2.	Hydraulic Model	Continue to complete a hydraulic model of the City's entire sanitary sewer collection system.	2009	\$100,000
3.	Overflow Elimination	Investigate, monitor and abandon, if possible, existing known overflow locations.	2010	\$100,000
4.	Combined Manhole Separation	Investigate, monitor and initiate a program to separate combined manholes.	2015	\$400,000

Table 5.8
Prioritized Order of View Royal Overflow Reduction Plan

Item No.	Work Name	Description	Estimated Year of Completion	Estimated Cost (\$2008) to Complete
1.	Upgrade Pump Stations	Upgrade pump stations where required to improve pump performance, provide standby power and collect better data.	2017	\$140,000
2.	CCTV Inspection	Continue to video inspect all new sewers that are installed to ensure that they are well constructed.	Annually	\$20,000
3.	Manhole Inspection	Continue to visually inspect manholes to ensure that they do not leak.	Annually	\$5,000
4.	Pump Station Maintenance	Continue to maintain all pump station components to ensure that they run efficiently.	Annually	\$120,000
5.	Sewer System Maintenance	Continue to keep the sewers clean and free from defects.	Annually	\$40,000

APPENDIX C

Excerpt from the Capital Regional District Core Area Liquid Waste Management Plan – Sanitary Sewer Overflow Management Plan, June 2008.



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Appendix B

2024 LWMP Section 5 Updates

SECTION 5 MANAGEMENT OF INFILTRATION AND INFLOW AND CONTROL OF WASTEWATER OVERFLOWS

REGULATORY REQUIREMENT

The Municipal Wastewater Regulation (MWR), ***Part 3, Division 2 – Overflows, and Inflow and Infiltration Requirements***, sets out the conditions for overflows and inflow and infiltration.

With respect to Overflows, MWR Article 42 (1) (a) states: “A discharger must ensure that an overflow does not occur during storm or snowmelt events with a less than 5-year return period, unless the person responsible for the municipal wastewater collection system develops and implements, as part of a liquid waste management plan, measures to eliminate overflows” .

And with respect to Inflow and Infiltration, MWR Article 44 (1) (a), states that: “a discharger must ensure that inflow and infiltration does not occur such that the maximum daily flow exceeds 2 times the ADWF at the treatment plant during storm or snowmelt events with a less than 5-year return period, unless the person responsible for the municipal wastewater collection system addresses, as part of a liquid waste management plan, how inflow and infiltration can be reduced”.

On March 24, 2022 The CRD was directed to “complete the separation of combined sewers in the Humber Catchment area by December 31, 2025” and to propose a new timeline for the separation of the Rutland Catchment that is “in line with the overarching commitment to reduce inflow and infiltration to below four times average dry weather by 2030.”

GOAL

The goal of the Core Area Liquid Waste Management Plan is to meet the intent of the MWR by preparing Inflow, Infiltration and Overflow Management Plans to achieve the following:

The primary objective is to reduce inflow and infiltration to eliminate overflows for storm events with less than a 5-year return period from all CRD facilities by 2030, except the Clover Point Long outfall. The next key objective would be to eliminate overflows for storm events with less than a 5-year return period from all CRD facilities including the Clover Point Long outfall by year 2045.

COMMITMENTS

To achieve the goals and objectives noted above, the CRD and participants discharging into the CRD wastewater system commit to the following actions:

CRD Commitments:

- 1) Monitoring municipal sewer flows into the core area trunk sewer system and assessing compliance with the peak flow allocations in CRD Bylaw 4304 (Table 1).
- 2) Analyzing available flow data for I&I on a periodic basis including flow data from the CRD cost sharing meters and municipal pump stations (when suitable).
- 3) Completing a study assessing the impacts of storm event overflows from the Clover Long outfall including: environmental impacts, social impacts, budget estimates to eliminate 5-year overflows, and impact on taxpayers.

- 4) Establishing an education program for homeowners and key stakeholders (i.e. home inspectors, realtors, plumbers) that promotes repair and maintenance of private property sewer laterals.
- 5) Assisting municipalities with catchment specific studies designed to address high I&I and/or overflows (as budget allows).
- 6) Periodically assessing options to reduce overflows caused by I&I.
- 7) Reviewing and updating, if appropriate, the CRD model bylaw for private sewer lateral laterals (2015) for municipalities to consider adopting or incorporating into existing bylaws.
- 8) Submitting 5-year updates of the I&I Management Plan to the Province.

The Participants who discharge into the CRD wastewater system commit to the following actions:

- 1) Performing detailed catchment investigations and preparing compliance plans for participant area inputs to the core area sewer system that both (1) exceeds their sewer allocations and (2) contribute to sub 5-year overflows.
- 2) Preparing asset management plans identifying sewer asset life span, when sewer assets will be replaced, the level of funding required, and how that will help to reduce inflow and infiltration over time as infrastructure is renewed.
- 3) Applying for grants targeted specifically to address catchment areas contributing to overflows less than a 5-year return period.
- 4) Carrying out additional flow monitoring in catchments with elevated I&I, as appropriate.
- 5) Carry out the recommendations outlined in the I&I Management Plan that relate to their specific participant area or collection system.

Table 1: Allocated Sewer Flows from Bylaw 4304

Allocation Point	Allocated Average Dry Weather Flow (ML/day)	Allocated Peak Daily Flow (ML/day)
COLWOOD		
Total (Parson's minus Meaford)	4.70	18.8
ESQUIMALT		
Esquimalt Panhandle	0.12	0.48
Lang Cove Pump Station	1.28	5.12
Dockyard	1.01	4.04
Kinver	0.44	1.76
Pooley Place	0.06	0.24
Devonshire	1.85	7.40
Wilson	0.37	1.48
Head	1.68	6.72
Anson	0.24	0.97
Total	7.09	28.36
LANGFORD		
Total (Meaford)	14.12	56.48
OAK BAY		
Windsor	2.92	11.68
Humber (<i>combined sewers</i>)	0.60	2.40
Rutland (<i>combined sewers</i>)	0.37	1.48
Currie Net	0.97	3.88
Currie Lift Station	1.62	6.48
Harling Point Pump Station	0.20	0.79
Total	6.62	26.48
SAANICH		
Marigold PS	13.19	52.76
City Boundary	5.88	23.52
Harriet	3.27	13.08
Townley	0.61	2.44
Haultain	0.57	2.27
Arbutus	7.08	28.31
Haro	0.79	3.17
Penrhyn Lift Station	0.93	3.73
Total	32.89	131.56
VICTORIA		
Cecelia	3.14	12.57
Chapman & Gorge	0.35	1.40
Selkirk	0.28	1.11
Langford - Vic West	0.19	0.77

Allocation Point	Allocated Average Dry Weather Flow (ML/day)	Allocated Peak Daily Flow (ML/day)
Hereward	1.91	7.65
Sea Terrace	0.33	1.32
Trent Net	7.33	29.32
Hollywood	0.54	2.16
Olive	23.06	92.24
Clover Net	1.50	6.01
Total	38.30	153.19
VIEW ROYAL		
Craigflower Pump Station	3.54	14.16
Shoreline Trunk	0.14	0.55
Total	3.54	14.16
ESQUIMALT NATION		
Total	0.07	0.28
SONGHEES NATION		
Songhees Nation	0.59	2.36
Maplebank	0.010	0.04
Total	0.63	2.52



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Appendix C

2024 LWMP Section 5 Updates (Proposed KWL Suggestions)

SECTION 5 MANAGEMENT OF INFILTRATION AND INFLOW AND CONTROL OF WASTEWATER OVERFLOWS

REGULATORY REQUIREMENT

The Municipal Wastewater Regulation (MWR), **Part 3, Division 2 – Overflows, and Inflow and Infiltration Requirements**, sets out the conditions for overflows and inflow and infiltration.

With respect to Overflows, MWR Article 42 (1) (a) states: “A discharger must ensure that an overflow does not occur during storm or snowmelt events with a less than 5-year return period, unless the person responsible for the municipal wastewater collection system develops and implements, as part of a liquid waste management plan, measures to eliminate overflows” .

And with respect to Inflow and Infiltration, MWR Article 44 (1) (a), states that: “a discharger must ensure that inflow and infiltration does not occur such that the maximum daily flow exceeds 2 times the ADWF at the treatment plant during storm or snowmelt events with a less than 5-year return period, unless the person responsible for the municipal wastewater collection system addresses, as part of a liquid waste management plan, how inflow and infiltration can be reduced”.

On March 24, 2022 The CRD was directed to “complete the separation of combined sewers in the Humber Catchment area by December 31, 2025” and to propose a new timeline for the separation of the Rutland Catchment that is “in line with the overarching commitment to reduce inflow and infiltration to below four times average dry weather by 2030.”

GOAL

The goal of the Core Area Liquid Waste Management Plan is to meet the intent of the MWR by preparing Inflow, Infiltration and Overflow Management Plans to achieve the following:

The primary objective is to reduce inflow and infiltration to eliminate overflows for storm events with less than a 5-year return period from all CRD facilities by 2030, except the Clover Point Long outfall. The next key objective would be to eliminate overflows for storm events with less than a 5-year return period from all CRD facilities including the Clover Point Long outfall by year 2045.

COMMITMENTS

To achieve the goals and objectives noted above, the CRD and participants discharging into the CRD wastewater system commit to the following actions:

CRD Commitments:

1. Monitoring municipal sewer flows into the core area trunk sewer system and assessing compliance with the peak flow allocations in CRD Bylaw 4304 (Table 1).
2. Analyzing available flow data for I&I on a periodic basis including flow data from the CRD cost sharing meters and municipal pump stations (when suitable).
3. Completing a study assessing the impacts of storm event overflows from the Clover Long outfall including: climate change implications, environmental impacts, social impacts, budget estimates to eliminate 5-year overflows, and impact on taxpayers.

4. Establishing an education program for homeowners and key stakeholders (i.e. home inspectors, realtors, plumbers) that promotes repair and maintenance of private property sewer laterals.
5. Assisting municipalities with catchment specific studies designed to address high I&I and/or overflows (as budget allows).
6. Assessing storage and treatment options to reduce overflows caused by I&I at the Clover Point Long outfall.
7. Reviewing and updating, if appropriate, the CRD model bylaw for private sewer lateral laterals (2015) for municipalities to consider adopting or incorporating into existing bylaws.
8. Creating a mass balance model/tool to assess, document, and improve the effectiveness of the municipal asset management plans and CRD I&I Management Plan for eliminating overflows at the Clover Long Outfall by 2045.
9. Submitting 5-year updates of the I&I Management Plan to the Province.

The Participants who discharge into the CRD wastewater system commit to the following actions:

1. Performing detailed catchment investigations and preparing compliance plans for participant area inputs to the core area sewer system that both (1) exceeds their sewer allocations and (2) contribute to sub 5-year overflows.
2. Preparing asset management plans identifying sewer asset life span, when sewer assets will be replaced, the level of funding required, and how that will help to reduce inflow and infiltration over time as infrastructure is renewed.
3. Preparing drainage improvement plans for those areas where building foundation drains are unable to connect to the storm drainage system.
4. Applying for grants targeted specifically to address catchment areas contributing to overflows less than a 5-year return period.
5. Carrying out additional flow monitoring in catchments with elevated I&I, as appropriate.
6. Carry out the recommendations outlined in the I&I Management Plan that relate to their specific participant area or collection system.
7. If sanitary municipal sewer flows exceed allotted flows from Bylaw 4304, consider implementing a private sewer lateral replacement bylaw to replace laterals that have exceeded their service life and separate combined storm and sanitary connections.

Table 1: Allocated Sewer Flows from Bylaw 4304

Allocation Point	Allocated Average Dry Weather Flow (ML/day)	Allocated Peak Daily Flow (ML/day)
COLWOOD		
Total (Parson's minus Meaford)	4.70	18.8
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Total	0.07	0.28
SONGHEES NATION		
Songhees Nation	0.59	2.36
Maplebank	0.010	0.04
Total	0.63	2.52

Engagement Summary



Liquid Waste Management Plan Amendment

Capital Regional District | June 2025

The purpose of the Engagement Summary report is to share what we heard when engaging with community members for the proposed Amendment No. 13, Core Area Liquid Waste Management Plan.

Background

The Capital Regional District (CRD) is updating Section 5 of the Plan to reduce rainwater infiltration into the sanitary sewer, and the resulting overflows that happen during winter storm events and public engagement is an important part of the process. The proposed approach of reducing and eliminating overflows during these storm events is intended to be a practical solution that meets the regulator's expectation of requirements ensuring long-term health and environmental protection. The CRD's engagement objectives were to inform the community to build awareness and understanding about the amendment and to gather feedback to be considered by the Board ahead of adopting these changes.

Engagement Process

The level of engagement for public participation was to inform interested and affected people about the upcoming change and consult with them to listen to their comments and consider them as part of the final amendment decision process. Audiences and Interest Holders included:

- First Nations
- Residents/Taxpayers
- Business owners
- Community members and groups
 - Environmental Stewardship Groups
- Municipal Engineering departments within core area

- Technical and Community Advisory Committee (Core Area Liquid Waste Management)
- Ministry of Environment and Climate Change Strategy

Table 1: Public engagement opportunities and promotion (Attachments A & B)

Timing	Activity	Details
Feb 2024	Technical and Community Advisory Committee review	Amendment Information
Oct – Nov, 2024	Public Engagement	Get Involved info and survey, Email to subscribers
Oct – Nov, 2024	Facebook posts	Invitation to engage
Oct 14, 2024	Media Release	Invitation to engage
Oct – Nov, 2024	Print Ads (TC, Black Press)	Invitation to engage
Oct – Nov, 2024	CRD Website Feature Topic	Invitation to engage
Oct 2024	Letter to First Nations	Invitation to engage

What We Heard

Get Involved Website:

Visitors: 239

Contributors: 10

Responses: 10

Question

Please share any comments or suggestions you have about the proposed amendment to the Liquid Waste Management Plan.

Responses

1. I recommend that the proposed plan incorporate a commitment from member municipalities to complete dye testing of all relevant properties in their jurisdiction within 5 years of implementation. This would allow for the identification of most cross connections and significantly improve the situation. I believe that education will not

make a dent in the problem, as someone who works in the industry. The reality is, this infrastructure is "out of sight, out of mind" for private property owners. The

prevailing mentality is "if it's not broke, don't fix it. This is a problem for the CRD, not your average citizen, so expecting action from private citizens is unrealistic in my opinion. I recommend the issuance of RFP's so private industry can assist in completion of the dye testing if municipal public works crews are not able to complete this work in the allotted time. The education piece would be necessary to explain why crews need to complete dye testing, and that's where that portion of the budget should go.

2. Implement the private sewer lateral replacement bylaw immediately regardless of current I&I. Use enforcement. Education is a contractor's boondoggle when it comes to asset management. I've lived in many Cities in North America, and nowhere have I seen baby boomer property owners, or any property owners, diapered and burped to the extent they are in the CRD. Well maybe south Florida, but you see how that's going. The free-ridership and public menace of this zero-sum mindset does need some serious public education, spend dollars there. How can affordable housing be a priority when slumlords allow multi million-dollar properties rooves to cave in (120 and 122 Ontario St), laterals to collapse and when gas leaks blow up buildings (266 and 268 Ontario St). One can only hope that when the population becomes majority-renter this generational legacy will be laid bare as a cautionary tale. It is fundamentally unfair to kick this asset management can down the road to the Millennial plus generations.

-Meet with Insurance providers, actuaries and Real Estate Professionals re: basement flooding and other property issues, including a by law requirement to sell a structure with intact laterals. It's most important for the CRD and elected officials to understand when Insurance will become unprofitable BEFORE companies leave the area and this becomes another avoidable emergency. -Start a fund with additional taxes levied on buildings without a lateral inspection 10 or less years old. This fund will help pay for the I&I treatment costs, storage costs and other associated costs without penalizing responsible property owners. -Discourage the residential planting of Willows and other trees known to tear up lateral lines and encourage the planting of smaller trees and native shrubs that don't create free-ridership issues with power lines, sewer lines, water lines and the carbon footprint of municipalities that for some crazy reason drive around belching diesel and gumming up traffic whilst collecting perfectly home-compostable leaves in the autumn.

3. I support the amendment to protect the environment from overflows during storms that are increasingly frequent and more severe with climate change effects increasing. It makes sense to separate stormwater systems from sewer systems and to consider using bylaws to require replacement of laterals that have exceeded their service life on private property.

4. Honestly, even though I'm a technically savvy person, I am hard pressed to comment on this plan because it's over my head. I'm honoured to be given this opportunity and thankful for all the very impressive expertise that has gone into creating this plan. My only two concerns are that it does indeed address the problem now and into the future and how much will it increase my tax bill? Gratefully!

5. I suggest that all municipalities and the CRD be encouraged to develop rain gardens (or rainways) wherever possible to divert storm water away from the storm drain system both reducing potential over flow as well as reducing the amount of contaminants getting into streams and waterways. Also it should be recommended for all jurisdictions that properly designed raingardens and pervious surfaces be part of approving all future land and real estate developments, similarly with large building developments that have large roof areas holding cisterns should also be part of the design requirements and where possible the consideration of green roofs to slow down storm runoff. See attached link. <https://www.theenergymix.com/newvancouver-rain-garden-reduces-runoff-boosts-public-space/> <https://www.cbc.ca/player/play/video/9.6547690>

6. From the reading I understand that generally the I and I comes from 3 sources: the CRD maintained pipes, municipal areas that are not wired/suitable for separate storm/sewer systems and homeowner's pipes/systems. It would appear 1st source is looked after by CRD maintenance, 2nd source will need municipal cooperation/bylaws which leaves 3rd source...homeowner system. Why not offer homeowners a rebate / fee reduction program to entice routine (professional) inspections of home infrastructure ...every 5 years?? Not sure what percentage of I and I would come from homes but assuming that CRD I and I amount is limited/controlled by inspections, one would think that home I and I input could be relatively high. Potential CRD savings on system "fixed/solutions" could help fund a home inspection incentive program??

7. I would like to see plans to address the stormwater going into the Gorge waterway and Colquitt Creek, which is a habitat for salmon and migratory birds. Additionally, The Gorge waterway is place where we swim in the summer, but after heavy rainstorms, it's not possible because the stormwater affects the E. coli levels. I would like to see testing of pollutants in the waterway as well, not just e.coli. I'd also like to see more testing at a variety of locations, including the gorge waterway at multiple locations along the gorge with increase frequency throughout the summer months.

8. I think we should subsidize storm water retention tanks and rain water reuse in residential neighbourhoods. We could make this standardized, similar to in Bermuda, so we have lower water bills, and lower costs for infrastructure.

Public Inquiry (Email)

Hello,

I understand that there is a proposal being made regarding core area liquid waste and stormwater overflows. It seems that Clover Point is a primary focus, but I'm concerned that other areas may not be receiving enough attention.

Could you clarify if this plan will affect areas like Claremont Hill and the overflow into Elk and Beaver Lake, as well as Cordova Bay? My previous understanding from the CRD's information on septic overflow from Claremont Hill was

that the main issue was agricultural runoff from nearby farms, rather than algae blooms linked to septic overflow. Is this still the case?

Having lived near Elk Lake for over 50 years, I've witnessed the worsening conditions in both lakes, with blue-green algae becoming a persistent problem. Beaver Lake, in particular, never recovered this year. While walking my dogs through the woods, I've noticed a decline in stream health and occasional foamy discharges. I'm aware that many older homes on Claremont Hill were once on septic systems—have these systems all been properly removed?

I am concerned that this issue might be overlooked to avoid the costly removal of old septic fields. Could you please provide me with reports detailing what is leaching into the streams during storm overflows and the current condition of Elk and Beaver Lakes? I would also appreciate any updates on what the CRD is doing to monitor overflow from Claremont and any studies that have been conducted regarding the lakes' declining health.

Thank you, and I look forward to your response.

First Nations

The following First Nations were sent letters inviting feedback on the proposed amendment during the public engagement process:

- | | | | |
|-----------------|-----------|------------|------------------|
| • BOKEĆEN | • STÁUTW_ | • x̣sepsum | • Semiahmoo |
| • Sc'ianew | • W JOŁŁP | • Cowichan | • Snuneymuxw |
| • Songhees | • W ŠÁNEĆ | • Halalt | • Stz'uminus |
| • Spune'luxutth | • W ŠIKEM | • Lyackson | • Ts'uubaa-asatx |

In addition to this invite, x̣sepsum and Songhees First Nation were invited to participate in the Technical and Community Advisory Committee.

The following First Nations responded to the request for feedback:

- Beecher Bay (Attachment C)
- Tswaout – deferred comments to the Songhees and Esquimalt Nations
- Esquimalt Nation – acknowledged receipt but did not comment
- Penelakut Tribe – deferred comments to the local First Nations

Next Steps

Feedback collected will be incorporated into a final amendment package. This report will go to the CRD Board for submission to the provincial regulator.

Attachments

Attachment A – Get Involved: Liquid Waste Management Plan Amendment

Attachment B – Print Ad: Liquid Waste Management Plan Amendment

Attachment C – Letter: Beecher Bay First Nation

Get Involved: [Liquid Waste Management Plan Amendment](#) | [Get Involved CRD](#)



[Home](#) / [Liquid Waste Management Plan Amendment](#)

Liquid Waste Management Plan Amendment



Liquid Waste Management plans allow the CRD and local governments to develop community specific solutions for the management of liquid waste, stormwater and environmental protection in accordance with the BC Environmental Management Act.

The Core Area Liquid Waste Management Plan was created for the cities of Victoria, Langford and Colwood, the districts of Oak Bay and Saanich, the Township of Esquimalt and the Town of View Royal. Section 5 of the plan addresses management of inflow and infiltration and control of wastewater overflows. The current Plan was originally approved by the Minister of Environment in 2003 and was last updated with Amendment 12 in 2018.

The CRD is updating Section 5 of the Plan to explain how it will reduce overflows that happen during storms which are expected to occur more than once every five years. The proposed approach of reducing and eliminating overflows during these storm events is intended to be a practical solution that meets regulatory requirements while ensuring long-term environmental protection.

The feedback period has now closed. Thank you for your comments. Feedback will be incorporated into a final amendment package to the CRD Board for submission to the provincial regulator.



[Information](#)

[Comment Form](#)

Inflow and Infiltration and Wastewater Overflows

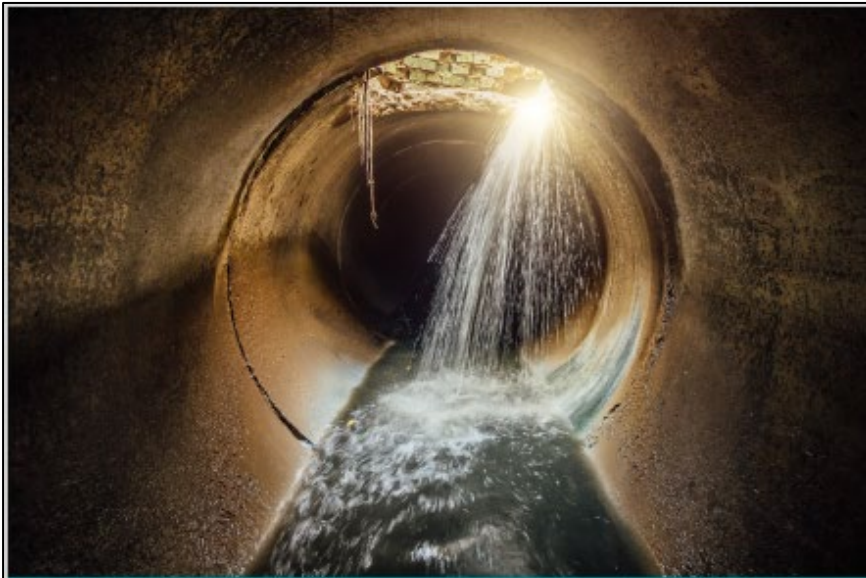


Inflow and Infiltration (I&I) occurs when stormwater and groundwater enter sanitary sewer systems. In general, I&I issues are related to improperly cross-connected stormwater collection pipes, and the age of sewer systems, which deteriorate and allow groundwater intrusion into the sewer over time.

I&I becomes a problem in sewer systems by exceeding the capacity of the system to convey and/or treat the high volume of clean rain or groundwater that infiltrates the sewer during wet winter months and rain events. When this capacity is exceeded, the excess flow of mixed stormwater and wastewater overflows to the marine environment at various emergency discharge points. The system is designed to overflow under these conditions to prevent major damage to infrastructure.

Proposed Updates to the Plan

Print Ad: Liquid Waste Management Plan Amendment



Tell us your thoughts on the **proposed updates** to the Liquid Waste Management Plan!

What are Liquid Waste Management plans (LWMP)?

Liquid Waste Management plans allow the CRD and local governments to develop community specific solutions for the management of liquid waste, stormwater and environmental protection.

What's changed?

The CRD is updating Section 5 of the Plan to explain how it will reduce **overflows that happen during storms** which are expected to occur more than once every five years. The proposed approach of reducing and eliminating overflows during these storm events is intended to be a **practical solution** that meets regulatory requirements **while ensuring long-term environmental protection**.

We want to hear from you!

Give your feedback on the proposed amendment using the link or code below.

Please provide your comments by November 10, 2024.

getinvolved.crd.bc.ca/lwmp



Scan to
learn more!



CRD
Making a difference...together



BEECHER BAY FIRST NATION

Beecher Bay First Nation
4901B East Sooke Rd
Sooke, BC, V9Z 1B6

Phone: 250.478.3535
Fax: 250.478.3585
E-mail: reception@beecherbay.ca

Dec. 19th, 2024

Capital Regional District
Parks, Recreation & Environmental Services
625 Fisgard Street, PO Box 1000

Attn: Glenn Harris

Dear Mr. Harris,

Thank you for your letter dated October 21, 2024, regarding the Core Area Liquid Waste Management Plan Updates.

We have now had an opportunity to review your letter and attached map and understand that the current updates to the Inflow and Infiltration and sanitary sewer overflow systems are not taking place in Sc'ianew's territory. Seeing that you have been working with Esquimalt Nation and Songhees Nation directly, we are comfortable deferring to those Nations in whose territory the work is being done. We appreciate your update and do not require greater depth of engagement at this time.

Overall, Sc'ianew is committed to protecting and promoting a healthy marine environment and would emphasize the importance of robust infrastructure and treatment processes for sewer systems. Of course, infrastructure improvements beyond our lands impact our waters, and Inflow and Infiltration issues and sanitary sewer overflows risk jeopardizing the health of our marine environment. For these reasons, we wish to continue to receive updates from you regarding planning and operations of sewer infrastructure in the region.

More specifically, Sc'ianew is very interested in collaborating with you on this topic. Having strong infrastructure and robust waste treatment is a top priority for our Nation. Please consult with us at the earliest stage of planning, for liquid waste management plan updates in the Westshore area. We should be consulted with deeply, at that time.

Sincerely,

Ruth Sauder
BBFN CAO

Copy: Chief and Council, russchipp@telus.net; traci.bbfncouncil@gmail.com; sheeba@beecherbay.ca
Brian Chatwin, Chatwin Engineering, bricha@chatwinengineering.com
Emily Peiffer, JFK Law, epieffer@jfkllaw.ca

**REPORT TO CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE
MEETING OF WEDNESDAY, JULY 23, 2025**

SUBJECT **Kosapsum Nation Capacity Transfer - Service Agreement Update**

ISSUE SUMMARY

To provide an update on the transfer of wastewater treatment capacity from the Township of Esquimalt to x^wsepsum (Kosapsum) Nation and the associated updates to Schedule “C” of Bylaw No. 2312, “Liquid Waste Management Core Area and Western Communities Service Establishment Bylaw No. 1, 1995”.

BACKGROUND

On June 24, 2024, the Capital Regional District (CRD) received a letter from Kosapsum Nation requesting an increase in capacity from 0.07 ML/day (MLD) ADWF to 0.14 ML/d ADWF to accommodate their growing needs and development goals in the short term. Kosapsum Nation had reached 86% of its capacity in 2023, nearing maximum allocation.

The process for the transfer of treatment capacity is laid out in Section 9 of Bylaw No. 2312, which allows for a participant to buy treatment capacity from another participant.

In general, the CRD facilitates negotiations between the Transferor and Transferee for the permanent transfer of capacity and will calculate the value of capacity. It is ultimately up to the Transferor and Transferee to agree on a suitable price for both parties.

On September 26, 2024 CRD sent letters to each of the municipal Chief Administrative Officers summarizing Kosapsum Nation’s request for additional capacity at the MPWWTP and the process for the transfer of treatment capacity. On October 9, 2024, staff presented a report to the Core Area Liquid Waste Management Committee (the Committee), providing a summary of the request and actions to date.

Of the local government participants that received the letters, only the Township of Esquimalt responded indicating their willingness to provide the requested 0.07 MLD of ADWF allocated flow to the Kosapsum Nation, reducing their allocated capacity from 7.10 MLD to 7.03 MLD. A meeting was held with both parties and the terms of the transfer were negotiated. As agreed by both parties, the transfer took place on June 15, 2025. Table 1 below shows the revised allocations:

TABLE ONE: ALLOCATION OF DESIGN CAPACITY AS MEASURED BY ADWF

Participant Area	Allocated ADWF Capacity (MLD)	% of Total
Colwood	4.70	4.35%
Esquimalt	7.03	6.51%
Kosapsum Nation	0.14	0.13%
Songhees Nation	0.66	0.61%
Langford	14.12	13.07%
Oak Bay	6.62	6.13%
Saanich	32.89	30.45%
Victoria	38.30	35.46%
View Royal	3.54	3.28%
Total	108.00	100.00%

By operation of law, Schedule “B” and Schedule “C” of Bylaw No. 2312 (as amended by Bylaw No. 4304) have been updated to reflect the change in allocation and are attached in Appendix A and Appendix B respectively.

IMPLICATIONS

Service Delivery Implications

To date the CRD has received several inquiries about the process to transfer allocated wastewater capacity and the valued cost of that capacity. To date no other formal requests for additional treatment capacity have been received, however it is anticipated as municipalities update their Official Community Plans requests may be received. The following table summarizes the average day used by each participant in 2024 and the change from 2023.

TABLE TWO: 2024 TREATMENT PLANT CAPACITY SUMMARY

Municipality/ Participant	Total Flow Jun+Jul+Aug, 2024 (m3)	ADWF Jun+Jul+Aug, 2024 (ML/day)	Allocated ADWF Design Capacity at WWTP (ML/day)	2024 % ADWF of Capacity Used	ADWF Jun+Jul+Aug, 2023 (ML/day)	ADWF change in % from 2023 to 2024
Saanich	1,945,432	21.15	32.89	64.29%	20.92	1.07
Oak Bay	523,549	5.69	6.62	85.96%	5.35	6.41
Victoria	2,719,801	29.56	38.30	77.19%	27.99	5.62
Esquimalt	417,700	4.54	7.10	63.95%	4.44	2.25
View Royal	189,087	2.06	3.54	58.06%	1.96	4.60
Colwood	270,811	2.94	4.70	62.63%	2.81	4.62
Langford	929,610	10.10	14.12	71.56%	9.36	7.95
Kosapsum Nation	5,313	0.06	0.07	82.50%	0.06	(5.10)
Songhees Nation	46,592	0.51	0.66	76.73%	0.53	(5.00)
Core Area Total	7,047,895	76.61	108.00	70.93%	73.43	4.33

CONCLUSION

This report provides the Core Area Liquid Waste Management Committee with an update on the wastewater treatment capacity transfer between x^wsepsum (Kosapsum) Nation and Township of Esquimalt.

RECOMMENDATION

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

Submitted by:	Alicia Fraser, P. Eng., General Manager, Infrastructure and Water Services
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Schedule “B” of Bylaw No. 2312

Appendix B: Schedule “C” of Bylaw No. 2312

CRD Core Area Wastewater Service Area
Allocated Flow Capacities to Participants
Schedule B to Bylaw 2312 as Amended by Bylaw 4304

July 2025



Making a difference...together

1:25,000 NAD 1983 UTM Zone 10N

October 2019 | CoreAreaTrunkSewersAllocatedFlowCapacities_ScheduleB.mxd | gis@crd.bc.ca



- Municipal Boundary

CRD Growth Boundary

CRD Core Area Sewer Service Boundary

DND Areas
- Existing Sewer Main
- Overflow/Outfall
- Future Sewer Main

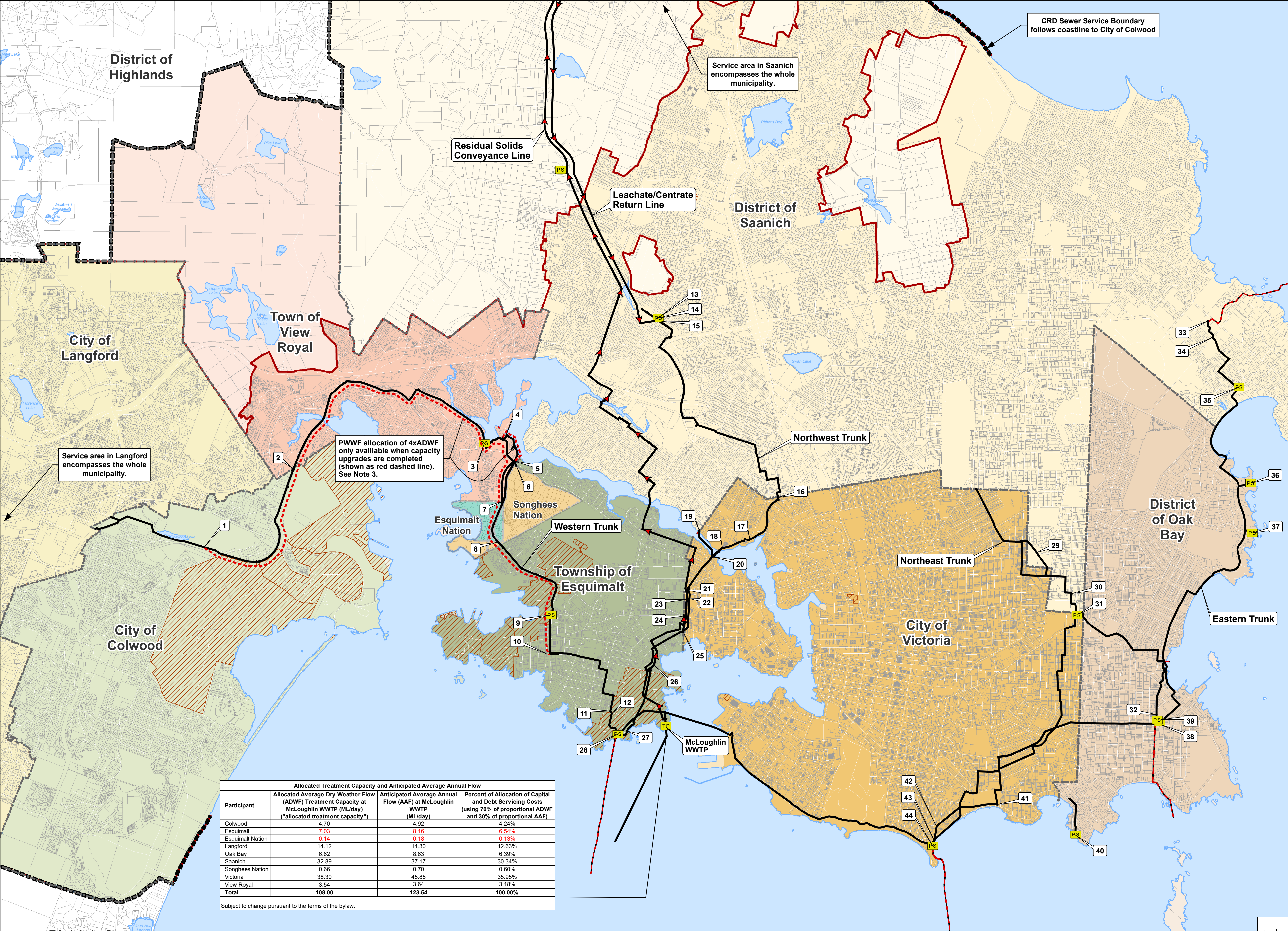
Treatment Plant

Residuals Treatment Facility

Pump Station

Wastewater Inflow Allotment at Indicated Location (Inflow ID)

- Notes:
- ADWF = Average Dry Weather Flow (June 1 to August 31).
PWWF = Peak Wet Weather Flow (max flow over a 24-hour period).
L/s = Litres per second. MLD = Mega Litres per day.
 - The ADWF Allocations are based the Core Area Wastewater Treatment Program where the total ADWF plant capacity of 108 MLD was allocated out to each participant based on their requested capacity.
 - PWWF is based on 4xADWF which the maximum flow allowed at McLoughlin WWTP as approved by the Ministry of Environment. These allocations will be available when the upgrades identified on the map are completed. Capacity upgrade at the Craigflower Pump Station can be achieved by forcemain twinning. Pump upgrades are not required to meet the PWWF allocation.
 - Total peak flows may not add cumulatively at downstream locations due to system attenuation (population-based on Harmon peaking factor).
 - Inflow allocations may not add cumulatively to participant totals due to inter-municipal cross boundary connections. Inter-municipal flows are not measured; they are estimated as shown in blue text in the tables.
 - Location and extent of future CRD sewers and facilities as depicted are preliminary and may change in accordance with the final system design.
 - Allocations are available up until the capacity at McLoughlin WWTP has been reached. New infrastructure and reallocation of flows will then be required. Allocations can be transferred amongst participants pursuant to the terms of the bylaw.
 - Note some infrastructure is currently being constructed as part of the Core Area Wastewater Treatment Project but is shown as existing on this map.



Allocated Treatment Capacity and Anticipated Average Annual Flow			
Participant	Allocated Average Dry Weather Flow (ADWF) Treatment Capacity at McLoughlin WWTP (ML/day) ("allocated treatment capacity")	Anticipated Average Annual Flow (AAF) at McLoughlin WWTP (ML/day)	Percent of Allocation of Capital and Debt Servicing Costs (using 70% of proportional ADWF and 30% of proportional AAF)
Colwood	4.70	4.92	4.24%
Esquimalt	7.03	8.16	6.54%
Esquimalt Nation	0.14	0.18	0.13%
Langford	14.12	14.30	12.63%
Oak Bay	6.62	8.63	6.39%
Saanich	32.89	37.17	30.34%
Songhees Nation	0.66	0.70	0.60%
Victoria	38.30	45.85	35.95%
View Royal	3.54	3.64	3.18%
Total	108.00	123.54	100.00%

Subject to change pursuant to the terms of the bylaw.

**See Note 3

Town of View Royal			
Inflow ID	Inflow Name	ADWF Allocation (L/s)	PWWF Allocation (L/s)
3	Craigflower PS	41.0	164.0
4	Shoreline Trunk**	1.6	6.4
28	Macaulay Point PS	41.0	164.0
Total		(3.54 MLD)	164.0

City of Colwood			
Inflow ID	Inflow Name	ADWF Allocation (L/s)	PWWF Allocation (L/s)
2	Parsons	54.4	217.5
3	Craigflower PS	54.4	217.5
28	Macaulay Point PS	54.4	217.5
Total		(4.70 MLD)	217.5

Songhees Nation			
Inflow ID	Inflow Name	ADWF Allocation (L/s)	PWWF Allocation (L/s)
6	Songhees Nation	6.8	27.1
4	Shoreline Trunk**	6.8	27.1
3	Craigflower PS	6.8	27.1
6	Maplebank	0.1	0.5
28	Macaulay Point PS	7.3	29.3
Total		(0.66 MLD)	29.3

Centrate Line		
Inflow ID	Inflow Name	ADWF Allocation (L/s)
14	Centrate Line	45.0

Leachate Line		
Inflow ID	Inflow Name	ADWF Allocation (L/s)
15	Leachate Line	39.2

Note: the maximum daily allocations for the Centrate and Leachate Lines are capped at the values noted.

Esquimalt Nation			
Inflow ID	Inflow Name	ADWF Allocation (L/s)	PWWF Allocation (L/s)
7	Esquimalt Nation	1.6	6.5
4	Shoreline Trunk**	1.6	6.5
3	Craigflower PS	1.6	6.5
28	Macaulay Point PS	1.6	6.5
Total		(0.14 MLD)	6.5

Township of Esquimalt			
Inflow ID	Inflow Name	ADWF Allocation (L/s)	PWWF Allocation (L/s)
3	Craigflower PS	1.4	5.7
4	Shoreline Trunk	1.4	5.7
5	Esquimalt Panhandle	1.4	5.7
9a	Lang Cove PS (DND)	5.8	23.1
9b	Lang Cove PS (Esquimalt)	9.0	35.9
10	Dockyard (DND)	6.7	26.8
10	Dockyard (Esquimalt)	4.8	19.2
11	Kinver	5.1	20.4
12	Pooley Place	0.7	2.8
21	Devonshire (Esquimalt)	21.0	83.9
21	Devonshire (Songhees Nation)	0.4	1.5
24	Wilson (Esquimalt)	4.2	16.6
33	Arbutus (Victoria)	0.1	0.4
26	Head (Esquimalt)	2.9	11.4
27	Anson (DND)	16.5	66.1
28	Macaulay Point PS	2.8	11.2
28	Macaulay Point PS	81.4	325.6
Total		(7.03 MLD)	325.6

District of Saanich			
Inflow ID	Inflow Name	ADWF Allocation (L/s)	PWWF Allocation (L/s)
13	Marigold PS	152.7	610.9
16	City Boundary	73.2	292.7
19	Harriet	37.8	151.1
28	Macaulay Point PS	266.7	1066.8
29	Townley	2.0	8.2
30	Haultain	6.6	26.3
33	Arbutus	81.9	327.7
34	Haro - Uvic	9.2	36.7
35	Pentryn LS (Saanich)	10.7	42.9
44	Clover Point PS	113.9	455.7
Total		(32.89 MLD)	1522.5

City of Victoria			
Inflow ID	Inflow Name	ADWF Allocation (L/s)	PWWF Allocation (L/s)
17	Cecelia (Victoria)	33.5	133.9
18	Cecelia (Saanich)	2.8	11.0
18	Chapman and Gorge (Victoria)	3.9	15.6
18	Chapman and Gorge (Saanich)	0.2	1.0
20	Selkirk (Victoria)	2.6	10.5
20	Selkirk (Esquimalt)	0.6	2.3
22	Langford - Vic West (Victoria)	1.9	7.5
37	Rutland	0.3	1.3
23	Hereford	22.1	88.2
25	Sea Terrace (Victoria)	3.6	14.5
25	Sea Terrace (Esquimalt)	0.2	0.8
28	Macaulay Point PS	67.7	270.6
31	Trent Net (Victoria)	81.5	325.9
31	Trent Net (Saanich)	2.9	11.5
41	Hollywood (Victoria)	4.0	15.9
41	Hollywood (Oak Bay)	2.3	9.3
42	Olive	266.0	1064.1
43	Clover Net	22.2	88.9
44	Clover Point PS	375.6	1502.4
Total		(443.3 MLD)	1773.0

District of Oak Bay			
Inflow ID	Inflow Name	ADWF Allocation (L/s)	PWWF Allocation (L/s)
32	Windsor	5.0	19.9
36	Humber	7.1	28.4
37	Currie Net (Oak Bay)	38.5	154.2
38	Currie Net (Victoria)	1.9	7.4
38	Currie Net (Saanich)	0.6	2.4
39	Currie Lift Station (Oak Bay)	19.2	76.7
40	Harling Point (Victoria)	0.03	0.13
44	Clover Point PS	76.6	306.5
Total		(6.62 MLD)	306.5

SCHEDULE "C"

ALLOCATION OF WASTEWATER FLOW AND COST APPORTIONMENT

ALLOCATION OF DESIGN CAPACITY

The treatment capacity of the wastewater treatment plant is 108 ML/day measured on the basis of Average Dry Weather Flows (ADWF). Design capacity is allocated to participants as shown in Table One, subject to adjustment for transfer of capacity in accordance with this bylaw.

TABLE ONE: ALLOCATION OF DESIGN CAPACITY AS MEASURED BY ADWF

	Allocated Treatment Capacity in ADWF (ML/day)	% of Total
Colwood	4.70	4.35%
Esquimalt	7.03	6.51%
Esquimalt Nation	0.14	0.13%
Langford	14.12	13.08%
Oak Bay	6.62	6.13%
Saanich	32.89	30.45%
Songhees Nation	0.66	0.61%
Victoria	38.30	35.46%
View Royal	3.54	3.28%
Total	108.00	100.00%

Anticipated flow in terms of AAF are derived in the manner shown in Table Two. Table Three shows the percentage allocation of capital and debt servicing costs calculated from the % allocation of design capacity defined in terms of ADWF and AAF.

TABLE TWO: CONVERSION OF ADWF DESIGN CAPACITY INTO AAF

	ADWF (ML/day)	Conversion Factor *	AAF (ML/day)	% of Total
Colwood	4.70	1.046	4.92	3.98%
Esquimalt	7.03	1.161	8.16	6.61%
Esquimalt Nation	0.14	1.286	0.18	0.15%
Langford	14.12	1.013	14.30	11.58%
Oak Bay	6.62	1.304	8.63	6.98%
Saanich	32.89	1.130	37.17	30.09%
Songhees Nation	0.66	1.061	0.70	0.56%
Victoria	38.30	1.197	45.85	37.11%
View Royal	3.54	1.028	3.64	2.95%
Total	108.00		123.54	100.00%

*The conversion factor was calculated using measured ADWF and AAF in year 2012.

SCHEDULE "C"

APPORTIONMENT OF CAPITAL AND DEBT SERVICING COSTS

TABLE THREE: PERCENTAGE ALLOCATION OF CAPITAL AND DEBT SERVICING COSTS

	% Distribution of ADWF	% Distribution of AAF	% Allocation of Debt Servicing Costs
<i>Weighting factor</i>	<i>0.7</i>	<i>0.3</i>	
Colwood	4.35%	3.98%	4.24%
Esquimalt	6.51%	6.61%	6.54%
Esquimalt Nation	0.13%	0.15%	0.13%
Langford	13.08%	11.58%	12.63%
Oak Bay	6.13%	6.98%	6.39%
Saanich	30.45%	30.09%	30.34%
Songhees Nation	0.61%	0.56%	0.60%
Victoria	35.46%	37.11%	35.96%
View Royal	3.28%	2.95%	3.18%
Total	100.00%	100.00%	100.00%

All calculations subject to change based on transfer of treatment capacity pursuant to the terms of this bylaw.

**REPORT TO CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE
MEETING OF WEDNESDAY, JULY 23, 2025**

SUBJECT **Core Area Liquid Waste Management Committee 2025 Mid-Year Capital Projects and Operations Update**

ISSUE SUMMARY

To provide a mid-year update on the Core Area Wastewater System capital program and operations.

BACKGROUND

Capital Program Update

The Core Area Wastewater (CAWW) capital program reflects the planned capital spending for the next five years and forms part of the annual service budget that is approved in March each year by the Capital Regional District (CRD) Board. In 2025, there were 34 capital projects identified, some of which are programs containing several sub-projects. The approved 2025 budget is \$16.8 million. The status of the major projects progressing in 2025 is detailed in Appendix A. Additional smaller projects will also progress based on criticality and resourcing.

Operations Update

Odour

Preventative maintenance tasks and system upgrades with a higher risk of odour emissions are scheduled outside of seasonally warmer periods to reduce community impacts. Standard operating procedures include a review of factors such as wind, temperature, and tide patterns to reduce the risk of odour emission beyond the facility boundary during maintenance activities.

The backwash tank cleaning project completed this spring was the largest maintenance project conducted since the construction of the Plant. This project took place over a 21-day period and utilized all the administrative improvements developed over the last three years to mitigate the odour impacts. During this project window, two odour complaints were received, and only one was likely attributed to the maintenance work at McLoughlin Point Wastewater Treatment Plant (MPWWTP).

Year	Number of days complaints received	Number of complaints	Number of unique complainants
2022	85	101	29
2023	116	151	46
2024	47	73	33
To Date 2025	24	34	9

When complaints are received, each is investigated to establish the nature of the odour. Following the commissioning of the MPWWTP in 2021, odour complaints have continued to trend down with 149 complaints in 2023 and 73 in 2024. Based on the 34 complaints received by mid-July, we expect this trend to continue for 2025. System upgrades (listed below) scheduled for the fall and winter of 2025 should also positively impact results for 2026.

2025 System Upgrades

Infrastructure work scheduled in 2025, to improve the system performance and reduce odour emissions, includes:

- **Secondary Odour Control System Upgrades:** Reduced moisture through the pre-filter improves odour elimination and extends the lifespan of the product and reduces maintenance activities. The contractor has been selected, and project completion is planned by December 2025.
- **Densadeg No. 1 Scum Removal System:** Improved scum removal eliminates an odour source and reduces the required frequency of Plant Maintenance. Project management by CRD, with equipment scheduled for delivery in October 2025 and construction to be completed by December 2025.
- **MBBR Odour Extraction Ducting Improvements:** The addition of mist eliminators and increasing the duct diameter will improve odour extraction from the MBBR tank. Parts are currently being manufactured with an installation date in Q4 2025.
- **Dirty Backwash Tank Odour Treatment System Upgrade:** Upgrading the current passive system to a larger fan unit. A purchase order has been issued to the supplier with an installation date in Q4 2025.

Compliance

Compliance monitoring is performed to ensure regulatory requirements are being met and reported.

The table below is a summary of non-compliance events to the end of June 2025:

Month	# of times out of Compliance	Reasons for Non-Compliance
January	0	In compliance
February	2	Equipment error and a discharge of blended effluent due to a transformer fault
March	1	Suspected testing error
April	1	Wastewater biology recovery following a 21-day shutdown
May	0	In compliance
June	1	Wastewater biology recovery following a 21-day shutdown
Total to end of June	5	5 Non-compliance events due to; two equipment faults, one testing error, and two wastewater biology recovery events

The non-compliance events at the end of April and the start of June were both due to the Plant having to restart after a 21-day shutdown for maintenance. The wastewater biology requires some time to recover and reestablish itself to operate at regular levels.

In comparison, there were eight non-compliance events in 2024 through the end of May of 2024. These events are similar in nature regarding the type of non-compliance.

Budget

Aside from the noted ongoing odour system improvements and compliance events, the remainder of the system has had minimal unexpected operational issues to date in 2025. The operating expenditures are in alignment with the budget, with the exception of the \$1.6 million amendment at the end of June to account for the mixing and trucking of Biosolids from the Residual Treatment Facility (RTF).

CONCLUSION

This report provides the Core Area Liquid Waste Management Committee with updates on both ongoing capital programs for the Core Area Wastewater System and the Core Area Wastewater Treatment Project. In addition, information has been provided regarding operational issues and non-compliance events and budget anomalies.

RECOMMENDATION

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

Submitted by:	Joseph Marr, P. Eng., Senior Manager, Infrastructure Engineering
Submitted by:	Jason Dales, B. SC., WD IV, Senior Manager, Wastewater Infrastructure Operations
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: Core Area Wastewater Capital Program – Current Status

APPENDIX A

Core Area Wastewater Capital Program – Current Status

Project Number	Project Title	Total Budget	Target Schedule	Notes
21-01	Lang Cove Electrical and Building Upgrades	\$1,200,000	Complete Electrical Construction – Q2 2026 Complete Other Building Works to be initiated in 2026 and proceed through 2027	Construction Contract has been awarded for electrical works for combined projects 21-01, 21-02 & 21-03. Electrical and controls upgrades are underway with Currie PS set to be complete in early Q3 2025 and Lang Cove by end of 2025. Marigold requires BCH service upgrades and other works and some scope will need to be deferred until the 2026 dry weather window. Additional building upgrades (include roof work) postponed to separate contract, after electrical work is complete. Combined Contract Value \$2,914,282.
21-02	Marigold Electrical and Building Upgrades	\$5,850,000		
21-03	Currie Major Electrical and Seismic Upgrades	\$2,350,000		
21-05	Harling PS – Complete Replacement	\$2,500,000	Complete Design – Q1 2025 Construction Tendering – Q3 2025	Design has been completed and package is tender ready to proceed in Q3 2025.
21-06	Shoreline Trunk Sewer Upgrade	\$3,400,000	Complete Preliminary Design Phase – Q2 2024 Commence Detailed Design in Q3 2025	Options analysis and preliminary designs were delivered as a package for 21-06, 21-07 & 21-13. RFP awarded for detailed design to start in Q3 2025. Shoreline Trunk to start construction in 2026, Craigflower FM in 2027 and Western Trunk in 2028.
21-07	Western Trunk Sewer Twinning	\$25,000,000		
21-13	Craigflower Force Main Twinning	\$20,655,000		
21-09	Bowker Sewer Rehabilitation Ph1	\$8,600,000	Complete	Contract is Substantially Complete and Warranty Period has now passed without issue.
21-11	Manhole Repairs and Replacements	\$3,600,000	Design – Q3, Q4 2025	Contract awarded to replace one urgent MH in Q3 2025. Designs of the remaining MHs and the Grit Chamber is progressing with construction to commence in 2026.
24-11	Western Trunk Grit Chamber Repairs	\$3,500,000		
24-10	East Coast Interceptor and Bowker Sewer Rehab Ph 2	\$8,000,000	Complete	Contract is now Substantially Complete and within the Warranty Period.

APPENDIX A

Project Number	Project Title	Total Budget	Target Schedule	Notes
21-12	Gorge Siphon Inlet Chamber Upgrade	\$3,500,000	Construction – Q3 2025	Construction has commenced in Q2/Q3 2025.
21-15, 21-16, 21-17, 21-19	Meter Replacements (Parsons, Esquimalt Nation, Selkirk, Gorge & Chapman)	\$1,700,000 (combined)	Complete Construction Q3 2025	Parsons, Esquimalt Nation, and Selkirk meters are complete. Gorge/Chapman will be complete at end of Q3 2025.
21-27	New Infrastructure Optimization	\$500,000	Ongoing	Ongoing efforts for ongoing optimization improvements to new infrastructure. 2025 items being explored include operational adjustments to fine screen operations at Macaulay Point headworks and pump station.
23-08	Core Area Process and Mechanical Upgrades	\$800,000	Ongoing	Annual Provisional Account for smaller scale, ongoing improvements. 2025 work includes: secondary odour control system mist eliminator upgrade; installation of a mixing pump in residual solids pump station #2; and WWTP Disc Filter shear hub improvements.
23-09	Core Area Safety and Security Upgrades	\$600,000	Ongoing	Annual Provisional Account for smaller scale safety and security upgrades. 2025 work includes breezeway access hatch replacement and safety railing upgrades.

Project Numbers refer to project numbers from the 2025 Capital Plan. The list focuses on the most notable project efforts underway but is not comprehensive of all ongoing capital project efforts.

EXPANDING COLLECTION OPPORTUNITIES

Capital Regional District. Environmental Services Committee.

July 16, 2025



RECYCLEBCTM

Brendan McShane.
VP, Operations. Western Canada
bmcshane@recyclebc.ca

WHO WE ARE

Recycle BC is a not-for-profit organization responsible for residential packaging and paper recycling throughout British Columbia.

Serving two million households or 99.4% of BC.

First full extended producer responsibility (EPR) program for packaging and paper products in North America.



COLLECTION MODELS



CURBSIDE COLLECTION

Collection from households that set out materials individually for pick-up



MULTI-FAMILY COLLECTION

Collection from a central location in residences with five or more units



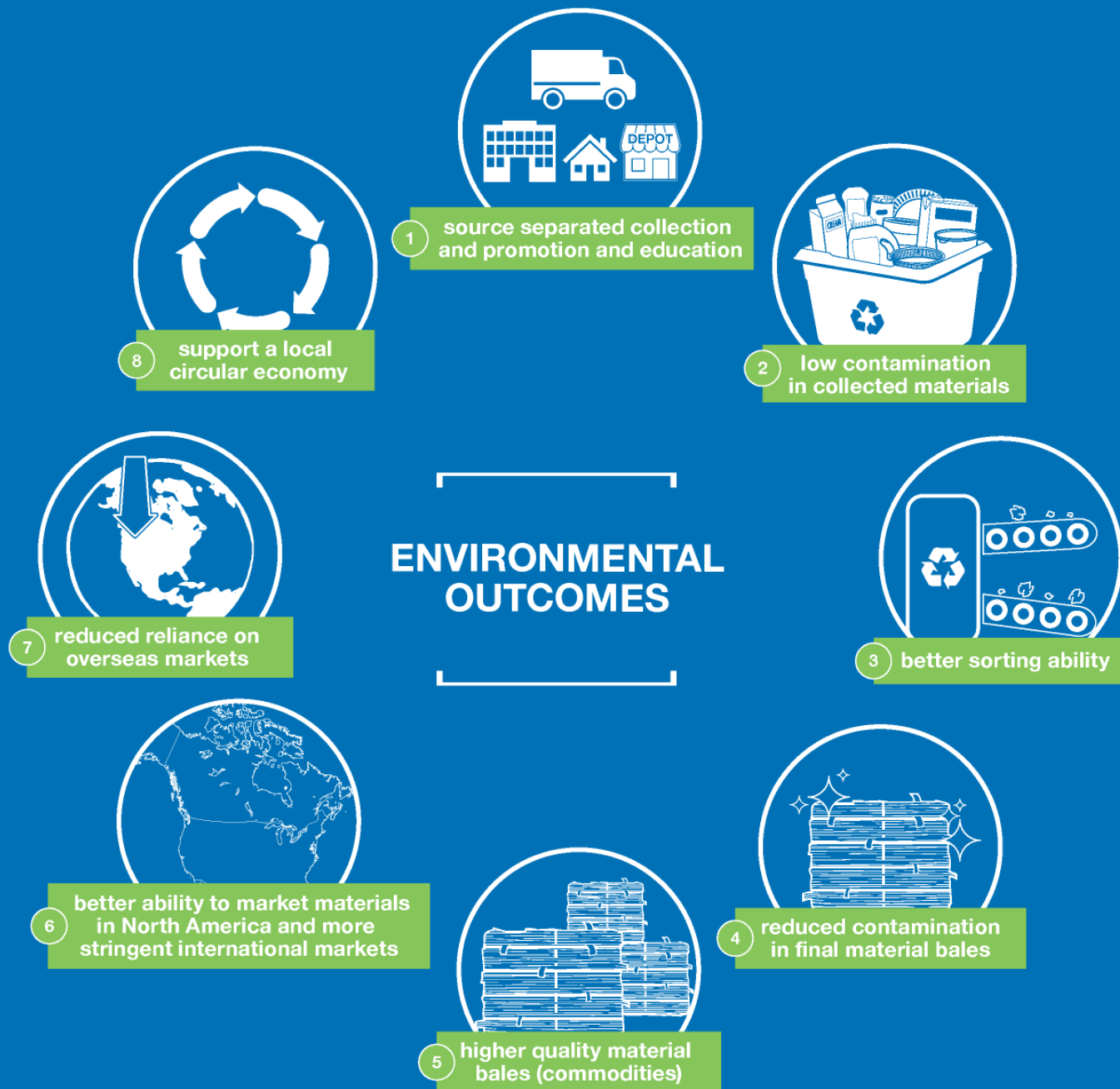
DEPOT COLLECTION

Residents drop off their materials

Recycle BC Direct Service Areas

- Recycle BC is providing Direct Service of curbside and/or Multi-Family collection in the following areas of BC:
 - City of Coquitlam
 - City of Langley
 - City of North Vancouver (C/MF)
 - City of Pitt Meadows
 - City of Prince George
 - City of Quesnel
 - City of Revelstoke
 - City of Vancouver (C/MF)
 - City of West Vancouver (C/MF)
 - City of Maple Ridge (C/MF)
 - Regional District Central Okanagan (Five Municipalities)
 - District of North Vancouver (C/MF)
 - Regional District of Central Kootenay
 - Regional District of Kootenay Boundary – Boundary region
 - Regional District of Kootenay Boundary- Kootenay region
 - Regional District of North Okanagan
 - University Endowment Lands
 - Village of Anmore

DESIGNED WITH INTENTION

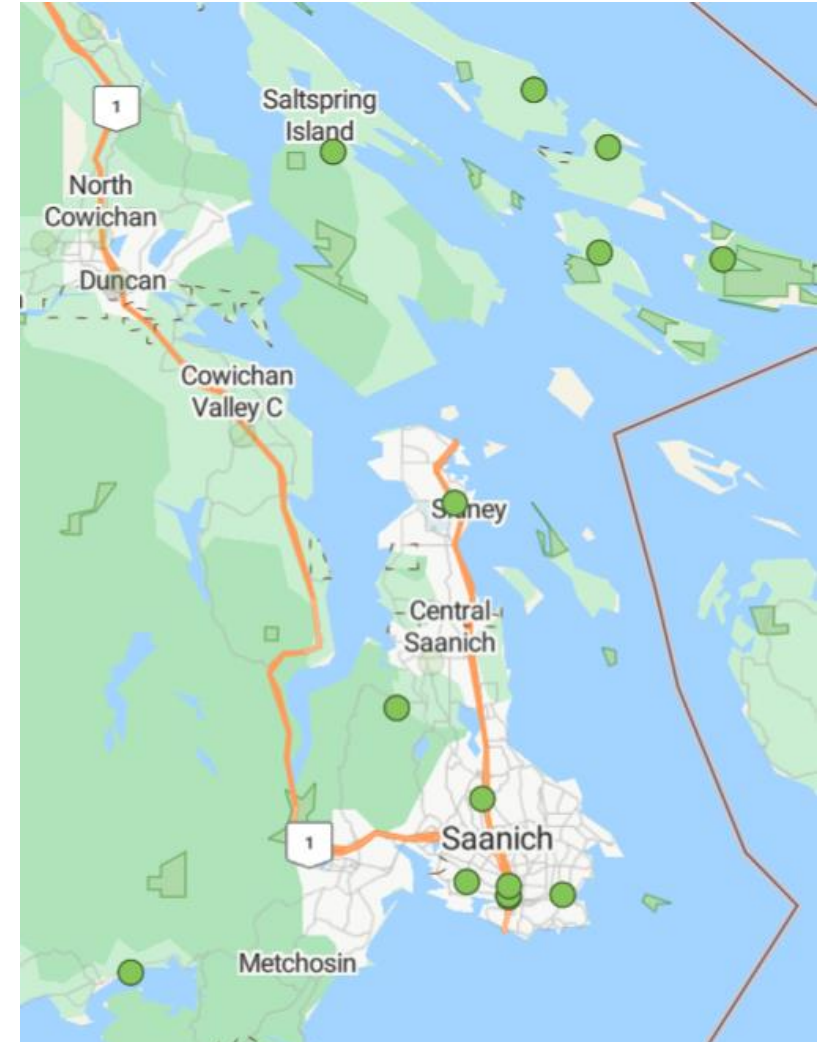




RECYCLING IN THE CRD: 2025 AND BEYOND

Recycling Services in the CRD

- **Curbside:** All single-family homes.
- **Multi-family Collection**
 - Capital City Recycling (CCR)
 - GFL
 - Adanac (Victoria Bottle Depot) – Flexible Plastics
- **Depot:**
 - CRD Depots: Hartland, Gulf Islands (x5), Port Renfrew
- City of Victoria: Pop- Up Depots (June-Dec 2025)
- Sooke Bottle Depot (March, 2025)
- GFL Depot, Langford (July, 2024)
- Queen St Bottle Depot (June 2024)
- Sidney Bottle Depot
- Esquimalt Bottle Depot
- Oak Bay Public Works Yard
- London Drugs locations



NEW COLLECTION CONTRACTS INCLUDE MORE MATERIALS

Curbside Collection Fee		
	Collection Type	\$ per Curbside Household per Year
	Single-Stream using automated carts – Mixed Containers and Paper and Cardboard	\$41.00
	Single-Stream using Collection Containers other than automated carts – Mixed Containers and Paper and Cardboard	\$42.60
	Multi-Stream – Paper and Cardboard separate from Mixed Containers	\$71.10
	Flexible Plastics - which must be segregated from all other PPP	\$8.00

Curbside Collection Glass Bottles and Jars Fee		
	Glass Bottles and Jars	\$ per Tonne
		\$80.00

SEGREGATED FLEXIBLE PLASTICS COLLECTION



- West Vancouver Multi-Family (July 1, 2024)
- Maple Ridge Multi-Family (Jan 1, 2025)
- Maple Ridge Curbside (Jan 1, 2025)
- West Vancouver Curbside (June 1, 2025)
- City of Vancouver Multi-Family (February, 2026)
- RDCO (May 2026)

- Capital Regional District, select Multi-Family (August 1, 2024)

SEGREGATED FLEXIBLE PLASTICS COLLECTION



- Provision of segregated Flexible Plastic collection throughout the region
 - Provision of collection container
- Receive the per household incentive rate
- Deliver to Dedicated Receiving Facility
- Develop an effective Implementation Plan

THANK YOU



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C

Plastic Bag and Plastic Overwrap

Plastic bags and overwrap

Plastic bags for groceries, produce, bread, etc.



Plastic overwrap for soft drinks, water, paper towels, toilet paper, etc.



Stand-Up and Zipper Lock Pouches

Stand-up and Zipper Lock Pouches

Pouches for frozen prawns, scallops, fish fillets, etc.



Pouches for frozen prepared food like gyoza, perogies, chicken wings, tempura shrimp, etc.



Frozen fruits and vegetable pouches



Dried fruit and nut zipper lock pouches



Granola zipper lock pouches



Candy zipper lock pouches



Stand-Up and Zipper Lock Pouches

Stand-up and Zipper Lock Pouches:

Sugar zipper lock pouches



Oatmeal zipper lock pouches



Grated cheese zipper lock pouches



Quinoa, rice, grain zipper lock pouches



Coffee zipper lock pouches



Crinkly Wrappers and Bags

Crinkly Bags:

Chip bags



Candy bags



Dried pasta bags



Cereal bags



Wet wipe dispenser bags



Cookie bags



Woven and Net Plastic Bags

Net Bags:

Avocado net bags



Onion net bags



Orange net bags



Lemon net bags



Lime net bags



Chocolate coin net bags



Nut net bags



Woven Plastic Bags:

Woven plastic rice bags



Non-food Protective Packaging

Plastic shipping envelopes



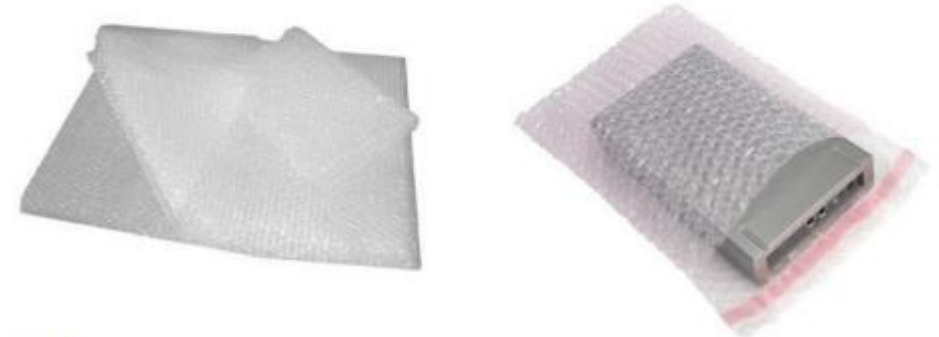
Plastic air packets



**Squishy cushion packaging
(polyethylene foam)**



Bubble wrap



THANK YOU



RECYCLEBCTM

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RecycleBC.ca



@RecycleBC



@RecycleB
C



Greater Victoria Teachers' Association

5-515 Dupplin Road Victoria BC V8Z 1C2
t. 250.595.0181 f. 250.595.0189 info@gvta.net gvta.net

June 9, 2025

Jeremy Caradonna, Councillor and CRD Director
City of Victoria
By email: jcaradonna@victoria.ca

Dear Jeremy,

The Greater Victoria Teachers' Association understands that the Capital Regional District is studying the potential of adding soft plastics to the collection list.

We are writing to suggest that this could also be an opportunity for the CRD to consider an expansion of the blue box recycling program to school buildings outside the City of Victoria (given that the City of Victoria is considering a municipally run collection service).

Currently, the school district is not collecting any recyclables as it must use private waste collection services. As a result, there is no recycling collection in schools other than ad hoc programs run by volunteers within some schools.

Teachers feel strongly that as educators, we should be modelling the sustainable recycling practices that we teach about. Unfortunately, this is not currently possible.

Should the CRD begin offering blue box pick up to the schools, we hope that schools would then be able to implement recycling services to put the schools into alignment with our sustainability values.

Yours truly,

Tara Ehrcke, Climate Justice Committee Chair
Carolyn Howe, President

Cc: CRD Board, GVTA members

REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE MEETING OF WEDNESDAY, AUGUST 6, 2025

SUBJECT **CRD Support for Sc'ianew First Nation to Host Tribal Journeys**

ISSUE SUMMARY

To provide a summary of the Tribal Journeys event hosted by SC'IANEW First Nation at East Sooke Regional Park on July 30, 2025 and the CRD support for this event.

BACKGROUND

On February 24, 2025 the CRD was contacted by a representative of SC'IANEW First Nation's Canoe Family, which organizes the annual Tribal Journeys event for the Nation, to ask about using Aylard Farm at East Sooke Regional Park for a stop along the route.

CRD Regional Parks and First Nations Relations staff met with SC'IANEW event organizers (Canoe Family skippers, community members and elected leadership) to better understand the request, and then to collaborate on event planning and logistics. Given that East Sooke Regional Park is shared territory with T'Sou-ke Nation, staff also reached out to T'Sou-ke Nation, who expressed their full support for this event.

Tribal Journeys is a significant cultural event involving several First Nations across British Columbia and the US. This year Lower Elwha Tribe in Washington state was the final host for the event and SC'IANEW First Nation hosted the last stop on Vancouver Island before crossing the Strait of Juan de Fuca to conclude the Journey. On July 30th, canoe families from the west coast and east coast of Vancouver Island converged at Aylard Farm and were welcomed by SC'IANEW First Nation. The presentation attached as Appendix A provides some visuals from the day.

18 traditional canoes landed at East Sooke Regional Park, having travelled that day from T'Sou-ke Nation to the west, where they were hosted by T'Sou-ke Nation, and Fort Rodd Hill to the east, where they were hosted by x^wsepsum (Kosapsum) Nation. Each canoe, with on average 16-18 paddlers representing that canoe family, were welcomed ashore by SC'IANEW First Nation Chief Russ Chipps. The public was invited to witness. Over 750 people attended, including paddlers, canoe family support teams and members of the public.

Canoe families from First Nations on the west and east coast of Vancouver Island were then hosted at a cultural protocol event at the SC'IANEW longhouse, with dinner and cultural sharing from each canoe family and the host Nation. Key CRD staff organizers and Directors were invited to join this private event.

In the lead up and during this event, SC'IANEW staff and leadership have consistently recognized and appreciated the way that CRD responded to the request for support. Being invited into the longhouse to witness cultural sharing is a real honour, and a tangible recognition of the appreciation for the role of the CRD in this culturally significant gathering.

CRD involvement was led by Regional Parks with support from First Nations Relations. CRD support included the following:

- Participating in planning and organizing meetings with SC'IAÑEW representatives and supporting with overall coordination.
- Temporarily removing fencing and building a ramp so elders could access the beach and so that the large canoes could be carried up off the beach for overnight storage.
- Working closely with SC'IAÑEW to prepare and implement plans for parking, traffic control, overnight security, and public communications including on-site signage and day-of public relations.
- Providing extra garbage cans and a dumpster to remove the waste.
- Providing tents and additional picnic tables for elders, paddlers, and first aid.
- Pumping out pit toilets prior to event.
- Reserving parking areas for emergency vehicles, elders, and canoe family support vehicles.
- Providing a water truck and hydration station for potable water, and a water truck for fire suppression.
- Renting and setting up AV equipment to be used for welcoming the canoe families.
- Photography of the event and sharing these photos with the Nation afterwards.
- Clean-up after the event, as the SC'IAÑEW organizers were paddling across the Strait of Juan de Fuca.

The CRD Board Chair and Vice-Chair attended the event, along with the CRD CAO, Acting General Manager of Parks Recreation and Environmental Services, and staff from Regional Parks and First Nations Relations. Witnessing the arrival of the canoes, the cultural protocol for welcoming the canoe families, and the cultural sharing in the longhouse was an opportunity for staff and Directors to learn about SC'IAÑEW culture as well as the broader significance of Tribal Journeys in supporting culture and cultural revitalization for Nations from across the region and beyond.

IMPLICATIONS

Alignment with Board Priorities & Existing Strategies

CRD involvement in the Tribal Journeys event at East Sooke Regional Park was in response to a direct request from a First Nation for support, which aligns with Board Priority 4a, to hear from First Nation governments as to how they would like the CRD to approach reconciliation. This event is also aligned with Board Priority 4b and 4c, by collaborating with First Nations on new approaches to service delivery that uplift Indigenous self-determination and incorporating Indigenous leadership to enhance initiatives. This collaboration also aligns with the reconciliation-related objectives of the Regional Parks and Trails Strategic Plan.

Financial Implications

The cost of renting AV equipment and providing a dumpster was covered within the annual Regional Parks operating budget. All other CRD contributions were in-kind staff time, utilizing existing staff resources. There are no additional financial implications of this event.

First Nations Implications

First Nations in the region often say that parks don't feel culturally safe. SC'IAÑEW leadership reflected that the Tribal Journeys event was a good beginning for supporting community members to be visible and present in the park. When inviting paddlers to come ashore, SC'IAÑEW Chief Chipps spoke about the significance of doing ceremony on that beach for the first time in many,

many years.

Tribal Journeys is a culturally significant event that First Nations throughout the CRD region are involved in each year. Canoe families from other First Nations will have witnessed the support that CRD provided to SC'IANEW for this event. It is possible that other First Nations may request CRD involvement in future Tribal Journeys events or request other collaborative initiatives within Regional Parks. SC'IANEW has already informally raised the idea of hosting at Aylard Farm again next year.

Service Delivery Implications

East Sooke Regional Park remained open to the public for the duration of the event. CRD Regional Parks staff were on hand to answer questions and support with parking and traffic control and well as public safety throughout the event.

CONCLUSION

In response to a request from SC'IANEW First Nation, the CRD supported the Nation to welcome Canoe Families from west coast and east coast Vancouver Island First Nations at Aylard Farm in East Sooke Regional Park on July 30, 2025, as the penultimate stop of Tribal Journeys 2025.

RECOMMENDATION

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

Submitted by:	Caitlyn Vernon, MES, Manager, First Nations Relations
Concurrence:	Steven Carey, B. Sc., J.D., Acting General Manager, Corporate Services
Concurrence:	Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: A Visual Story: Tribal Journeys 2025



A Visual Story: Tribal Journeys 2025

East Sooke Regional Park – Aylard Farm
July 30, 2025



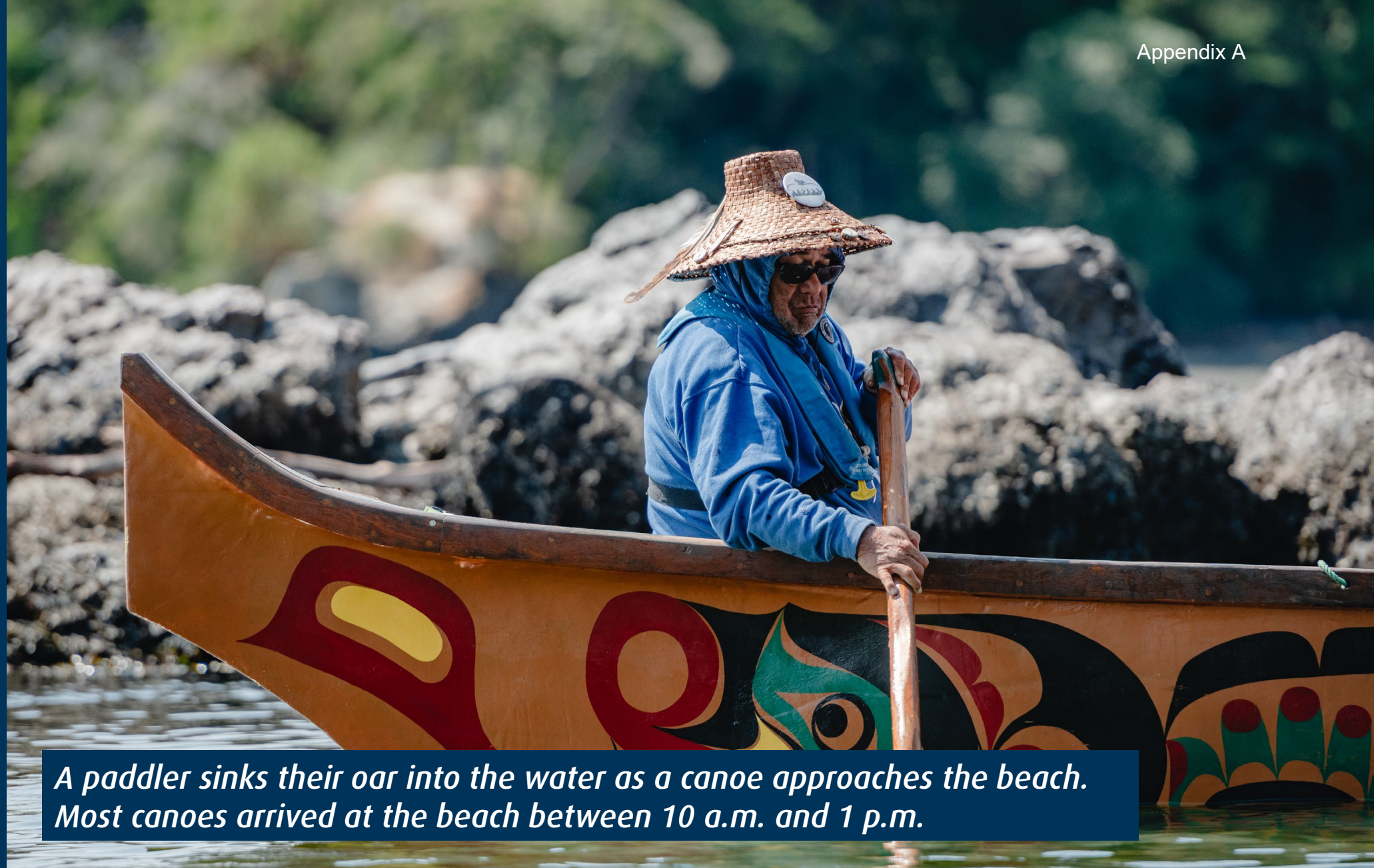
Two canoes approach the shore at Aylard Farm beach in East Sooke Regional Park. Nearly 20 canoe families landed at the beach on July 30.



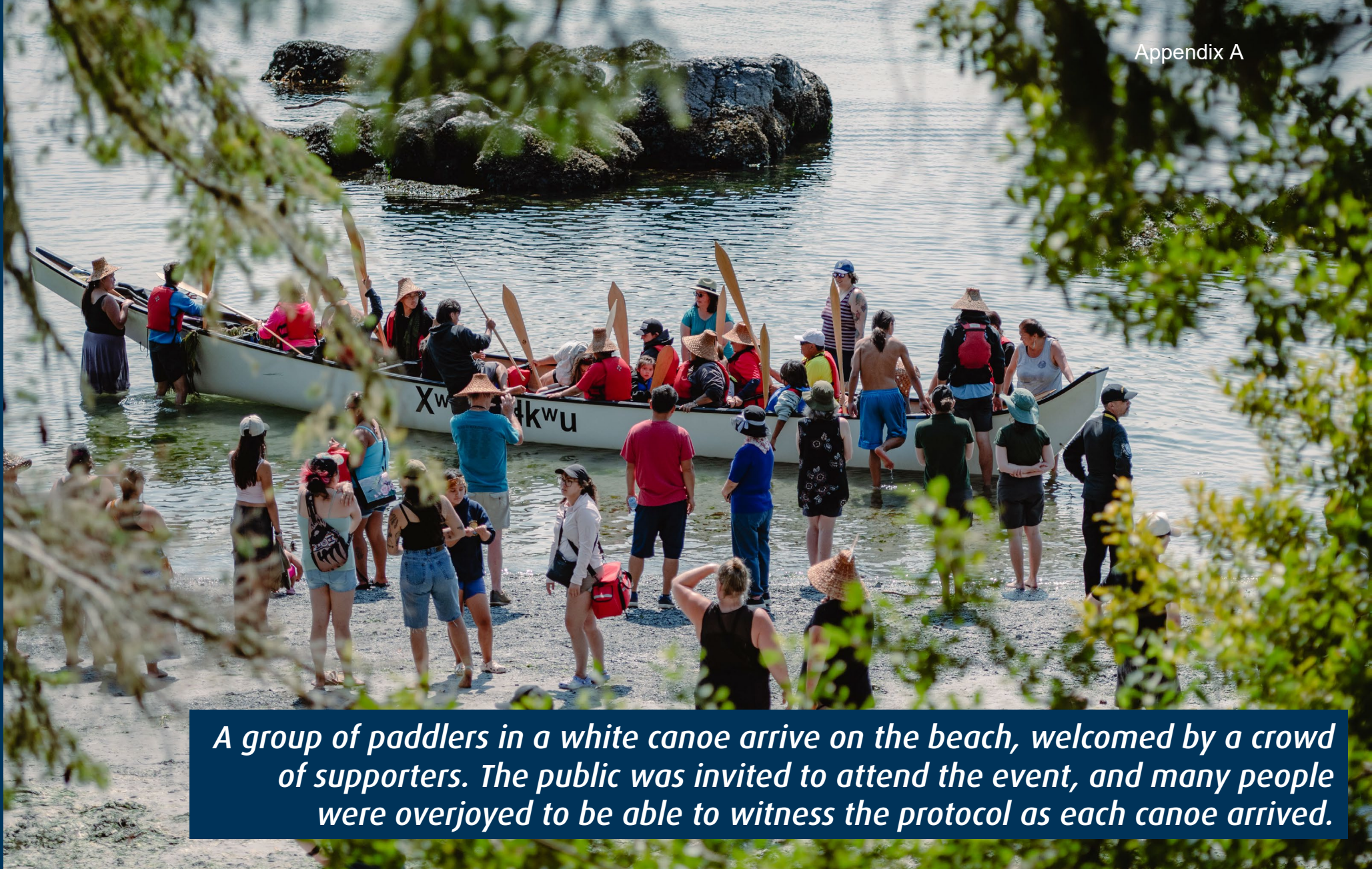
CRD regional parks staff gather in the East Sooke Regional Park parking lot the morning hours of July 30 to coordinate roles and responsibilities for the day to help support the event.



SC'IA'NEW First Nation Chief Russ Chipps (red vest, right) and Council Member Sheeba Sawyer (blue vest, left) await canoes on the beach.



A paddler sinks their oar into the water as a canoe approaches the beach. Most canoes arrived at the beach between 10 a.m. and 1 p.m.



A group of paddlers in a white canoe arrive on the beach, welcomed by a crowd of supporters. The public was invited to attend the event, and many people were overjoyed to be able to witness the protocol as each canoe arrived.



Chief Chipps and Sheeba took a moment to pose with CRD staff and leadership between canoe arrivals.



The canoes were lined up on the beach and left overnight with security guards while the paddlers rested and participated in cultural protocol. The following morning, they left the park just after 5 a.m. to continue their journey across the Salish Sea to Elwha.



Questions?



Capital Regional District



CRDVictoria



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REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE MEETING OF WEDNESDAY, AUGUST 6, 2025

SUBJECT Improving Meeting Accessibility: Introduction of Hearing Assistive Technology

ISSUE SUMMARY

To introduce new hearing assistive technology installed in the Capital Regional District (CRD) Boardroom, which will be broadened to other CRD meeting and workspaces.

BACKGROUND

In September 2024, with the assistance and support of the CRD's Accessibility Advisory Committee (AAC), the CRD implemented its Accessibility Plan (Appendix A). This Plan, which focuses on the priority areas of built environment improvements, resourcing, awareness and training, and increased access, includes actions around improved technology and making our meetings and meeting spaces more accessible. As part of these initiatives, the CRD has now implemented hearing assistive technology in our Boardroom. This technology, which is a Hearing Loop system called Auracast™, is a next-generation wireless audio broadcasting solution that uses Bluetooth to transmit high-quality, synchronized audio directly to hearing aids and devices, cochlear implants, and earbuds, and makes it easier for those with hearing challenges to better participate in meetings.

Nearly twenty percent (20%) of the population has some form of hearing challenge. As we look to enhance inclusivity and accessibility for our employees and our public in our CRD workplaces, Auracast™ will aid those who have difficulty in hearing. Initially installed for use in our CRD Boardroom, this technology enables a direct wireless audio stream from the Boardroom sound system to individual devices or receivers, allowing participants to hear clearly and comfortably, whether in the room or tuning in remotely. This supports a wide range of accessibility needs, including for individuals with hearing differences, sensory sensitivities, or auditory processing barriers.

Staff, elected officials, and the public who attend meetings in the CRD Boardroom can all use this technology, and CRD staff from the Technology and Digital Transformation and People, Safety and Culture Divisions can provide a tutorial on its use for those interested in using it.

As the technology continues to be tested, more CRD meeting spaces and facilities will be equipped with this technology for broader use.

IMPLICATIONS

Alignment with Existing Plans & Strategies

Ensuring increased access to CRD services and facilities is a foundational priority of the CRD's Accessibility Plan. Technology, such as Hearing Loop technology, will greatly assist those who may have hearing challenges to more fully participate in meetings, making meeting spaces and our CRD facilities more accessible.

Equity, Diversity & Inclusion Implications

By ensuring all staff and the public can participate in CRD meetings increases equitable access by removing barriers experienced by people with hearing challenges. The Auracast™ technology can be available to any person who would benefit from it, regardless of whether or not they have a formally identified or diagnosed hearing impairment. This helps reduce stigma for people with disabilities and people who are experiencing age-related hearing loss and normalizes the use of assistive technology. The Auracast technology was tested with members of the CRD's Accessibility Advisory Committee who provided positive feedback about their experience.

Financial Implications

The cost to implement the Hearing Loop assistive technology in the CRD Boardroom was \$7,923 and was within the requisition.

CONCLUSION

Improving access to meetings and CRD spaces is a key initiative of the CRD's Accessibility Plan. To better ensure a more accessible work environment for our staff, elected officials and public, the CRD has installed hearing assistive technology in our CRD Boardroom, and will be broadening this to other meetings and work spaces within our facilities.

RECOMMENDATION

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

Submitted by:	Chris Neilson, MBA, CPHR, Senior Manager People, Safety & Culture
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Capital Regional District Accessibility Plan, September 2024



Capital Regional District Accessibility Plan

SEPTEMBER 2024

www.crd.bc.ca



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Capital Regional District Accessibility Plan

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

Message from the CAO



Ted Robbins,
Chief Administrative Officer

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

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

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

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

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

Ted Robbins,
Chief Administrative Officer

Territorial Acknowledgement

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



Commitment to Equity, Diversity, Inclusion & Accessibility

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

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

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

About the CRD

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

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

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

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

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

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

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

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

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

Executive Leadership Team

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

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

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

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

Our Executive Leadership Team (from left to right):

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



Organizational Structure

Executive Services

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

Corporate Services

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

Finance & Technology

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

Integrated Water Services

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

Parks, Recreation & Environmental Services

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

Planning & Protective Services

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

Cultural Traits

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



SERVE THE CUSTOMER

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



OWN THE OUTCOME

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



LEAD THE WAY

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



DEVELOP EMPLOYEE EXCELLENCE

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



WORK COLLABORATIVELY

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



EMBRACE CHANGE

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

Corporate Statements

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

Mission

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

Board Vision

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

Organizational Vision

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

Declaration of Climate Emergency

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

Reconciliation

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

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

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

Commitment to Equity, Diversity & Inclusion

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

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



Nature Centre at Elk/Beaver Lake Park

Definitions

Accessibility

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

Accessibility Advisory Committee (AAC)

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

Accessibility Plan (AP)

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

Accommodation

Adjustments that remove a barrier for a person with a disability

Assistive Device

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

Barrier

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

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

Collaboration

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

Disability

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

See “Understanding Disabilities” of this Plan for more information

Diversity

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

Impairment

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

Inclusion

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

Indigenous Peoples

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

Self-Determination

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

Universal Design

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



Mobility Mat, Thetis Lake

Understanding Disabilities

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

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

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

Types of Disabilities

Pain-related

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

Mobility, Flexibility and Dexterity

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

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

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

Mental Health-related

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

Vision or Seeing

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

Hearing

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

Learning

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

Memory

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

Developmental

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

Communication

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

Other

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



Framework Guiding our Work

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

Accessible British Columbia (BC) Act

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

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

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

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

Accessibility Committee

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

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

Accessibility Plan

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

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

Public Feedback Tool


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

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

Priorities, Actions, and Implementation

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

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

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

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

Budget Note:

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

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

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

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

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

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

Feedback

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

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



Appendix A

Terms of Reference - CRD Accessibility Advisory Committee

PREAMBLE

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

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

1.0 PURPOSE

The Accessibility Advisory Committee will:

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

2.0 ESTABLISHMENT AND AUTHORITY

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

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

3.0 COMPOSITION OF VOTING MEMBERSHIP

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

4.0 PROCEDURES

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

5.0 RESOURCES AND SUPPORT

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



Making a difference...together

REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE MEETING OF WEDNESDAY, AUGUST 6, 2025

SUBJECT Representation on CRD Commissions and non-Board Committees

ISSUE SUMMARY

To consider options to increase representation on CRD Commissions and non-Board Committees to reflect the diversity of the region's population.

BACKGROUND

At the July 10, 2024, CRD Board meeting, the following recommendation from the Governance Committee was approved:

"That staff explore options to support that CRD Commissions and non-Board Committees reflect the diversity of our region's population, including gender diversity, to the greatest extent possible, and report back to the board with recommendations."

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

Membership on CRD Commissions and Committees is prescribed in the bylaw or terms of reference for each body and may consist of one or more of the following types of members:

- elected officials to CRD Board (including Electoral Area Directors)
- elected officials representing a participating municipality
- First Nations representatives
- interested parties (e.g. industry, non-profits, other government bodies)
- public members

The governance structure for the Capital Regional District includes 3 Boards, 15 Board Standing and Select Committees, and over 60 Commissions and non-Board Committees. A visual mapping of the reporting structure of CRD Commissions & Committees is attached as Appendix A. In addition, the CRD Board makes nominations for CRD Representatives to serve on external boards. The opportunity to nominate a public member exists with the following 6 external boards: BC Ferry Authority, CREST Corporation, Greater Victoria Harbour Authority, Island Corridor Foundation, Royal and McPherson Theatres Society and the Victoria Airport Authority.

The focus of this report and staff recommendation excludes those bodies with membership solely comprised of elected officials. This exclusion includes the Boards and its Standing and Select Committees, the Arts Commission, Climate Action Inter-Municipal Task Force, Juan de Fuca Water Distribution Commission, Regional Water Supply Commission, Royal and McPherson Theatres Services Advisory Committee, and Salt Spring Island Local Community Commission.

Increasing diversity on CRD Commissions and non-Board Committees is intended to help strengthen Board decision-making frameworks to include an equity, diversity and inclusion, and lens (Governance Priority 5b) and foster greater civic participation among diverse community members (Governance Priority 5d). Increasing the diversity of perspectives contributing to the decision-making process increases the likelihood that CRD programs and services meet the needs of a broader cross-section of community.

ALTERNATIVES

Alternative 1

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

1. That a statement welcoming applications from all people including those with diverse backgrounds, abilities and lived experiences be added to all postings seeking new members to CRD Commissions and non-Board Committees.
2. That the CRD Board send a letter asking that Municipal Councils consider diversity when making its municipal appointments to CRD Commissions and non-Board Committees.

Alternative 2

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

IMPLICATIONS

Alignment with Existing Plans & Strategies

At the CRD Board's direction the following diversity and inclusion statement is published on the agenda cover for all 3 Boards and the Board Standing Committees since August 2020:

"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."

A policy outlining CRD appointments to external boards is already established which ensures the process is inclusive, transparent, and consistently applied. First, the CRD Board receives a letter from the external board requesting that an appointment to fill a vacancy be made. The letter may specify the qualifications or areas of experience the Board is seeking in the preferred nominee. Second, the CRD will advertise the opportunity for appointment and may include a diversity and inclusion statement. For example, the following statement is included in the appointment opportunity to the Royal & McPherson Theatres Society Board (RMTS):

"The RMTS is committed to developing a diverse board of directors that represents the community we serve. We encourage and welcome applications from all people with diverse backgrounds, abilities and lived experiences."

The recommendation is for a similar diversity statement to be included when advertising vacancies on CRD Commissions and non-Board Committees.

Equity, Diversity & Inclusion Implications

The recommendation provides greater awareness and an immediate and incremental approach to increasing the diversity of members appointed to CRD Commissions and non-Board

Committees. The CRD is currently developing an internal organizational Equity, Diversity and Inclusion (EDI) strategy. This strategy is anticipated to include action items designed to support staff in applying an EDI lens to their work, including decision-making.

As an example, prior to posting Commission or non-Board Committee vacancies, CRD staff may identify and communicate a specific gap they are looking to fill with the goal of seeking more diversity in members on the body. This is important to ensure the effort to address diversity is meaningful and effective.

The following is an example of a statement welcoming diverse applicants that may be added to all postings seeking new members to CRD Commissions and non-Board Committees:

“The CRD is committed to having representation on its Commissions and Committees that reflect the diversity of our region’s population, including gender diversity. We welcome applications from all people including those with diverse backgrounds, abilities and lived experiences. The Commission [Committee] is specifically seeking ...”

This statement is recommended over a written application format with checkboxes asking candidates to report on personal information such as gender, socio-economic or marital status, as examples. The statement provides an invitation for candidates to give consent by self-declaring their diverse background, abilities and lived experience as they deem relevant to the body. CRD staff or the decision-making body making the recommendation to appoint to the CRD Board will decide what type of representation and diversity is important when making its selection.

First Nations Implications

The opportunity for First Nations representation on CRD Board Standing Committees as ex-officio exists; unfortunately, there has not been any uptake from the local nations during this Board’s term. This is in part due to a preference by some First Nations to be in a decision-making capacity on the CRD Board instead. The provincial government is currently exploring opportunities for more inclusive governance on regional district boards.

While welcome on all CRD Commissions and Committees, First Nations representation is prescribed in the membership criteria for the following bodies:

- East Sooke Fire Protection and Emergency Response Service Commission
- Port Renfrew Fire Protection and Emergency Response Service Commission
- Port Renfrew Utility Services Committee
- Reaching Home Community Advisory Body
- Saanich Peninsula Water Commission
- Solid Waste Advisory Committee
- Water Advisory Committee

Financial Implications

There are no direct financial implications by adding a statement welcoming diverse applicants to apply when advertising vacancies on CRD Commissions and non-Board Committees. CRD staff are to continue posting notices using the same communication channels as previously used. The opportunities will be posted to the CRD website under Notices and on the Commission and Committee webpage.

Intergovernmental Implications

Diversity on the CRD Board is limited to the elected officials from the 13 municipal participants. Currently, all 13 Mayors are appointed to the CRD Board. In accordance with section 197 of the *Local Government Act*, 3 municipal participants (Langford, Saanich and Victoria) have more than one elected official on the CRD Board. Currently, each have at least one Director who is female and one new Director who is on their first term.

While the CRD Board makes the final appointment of members to CRD Commissions and Committees, it is up to each Municipal Council to forward their selected nominees for appointment as municipal and public member representatives. Municipal elected officials are appointed to 12 bodies and public members representing a municipal participant are made to 6 bodies.

The recommendation is for CRD to request that municipal councils consider their own community's diverse population when making appointments to CRD Commissions and Committees.

Service Delivery Implications

The CRD recruits to fill vacancies for the next calendar year beginning in September. CRD staff can include the new diversity statement when advertising upcoming vacancies for 2026.

To meaningfully gauge current diversity on CRD Commissions and non-Board Committees, or track changes in membership diversity over time, it would be necessary to create a baseline or inventory of the current state. CRD does not have a system with which to track this information, nor does it have the necessary consent from current members to collect demographic information, which would be required under the *Freedom of Information and Protection of Privacy Act*. The CRD's Appointments Information System (AIS) was developed in-house by CRD staff to track membership on all CRD Commissions and Committees. Currently, AIS only tracks name, home address, and telephone and email contact information. If the CRD Board wishes to implement an application form which allows tracking of demographic information of members, AIS would need to be redesigned which would require dedicated project funds from the Legislative and General budget requisition. In addition, staff would need to undertake a Privacy Impact Assessment (PIA) to assess potential privacy risks and to develop a comprehensive personal information collection statement. Any collection of demographic information would be implemented on an opt in basis, rather than being mandatory, and while it may provide more information than we currently have, not all committee and commission applicants would choose to disclose their personal information.

Alignment with Board & Corporate Priorities

The 2023-2026 Board Priority Initiatives include the following directives related to equity, diversity and inclusion:

- Governance 5c: *Develop an understanding of, and accountability for, equity, diversity and inclusion across CRD decision-making bodies*
- Governance 5d: *Foster greater civic participation among diverse community members*

The 2023-2026 Corporate Plan Initiatives related around equity, diversity and inclusion include:

- 11a-2: *Develop understanding of, and accountability for, equity, diversity and inclusion across CRD decision-making bodies*

- 12b-1: *Enhance the public participation and engagement practices and framework to foster trust and understanding, informed by input from residents and equity, diversity and inclusion principles*

CONCLUSION

The CRD Board directed staff to consider options to increase representation on CRD Commissions and non-Board Committees to reflect the diversity of the region's population. Under the CRD's Diversity, Equity and Inclusion framework, diversity refers to the variety of unique dimensions, qualities, characteristics that an individual possesses, and the mix that occurs in a community or a group of people. Membership on CRD Commissions and Committees is prescribed in the bylaw or terms of reference for each body and may consist of elected officials, First Nations representative, interested parties, and public members. Every Fall the CRD recruits to fill vacancies for the next calendar year. The recommendation is to include a statement welcoming applications from people with diverse backgrounds, abilities and lived experiences to all postings seeking new members to CRD Commissions and non-Board Committees. Furthermore, the CRD Board will request that municipal councils consider their own community's diverse population when making appointments to CRD Commissions and non-Board Committees.

RECOMMENDATION

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

1. That a statement welcoming applications from all people including those with diverse backgrounds, abilities and lived experiences be added to all postings seeking new members to CRD Commissions and non-Board Committees.
2. That the CRD Board send a letter asking that municipal councils consider diversity when making its municipal appointments to CRD Commissions and non-Board Committees.

Submitted by:	Marlene Lagoa, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: CRD Commissions & Committees Reporting Structure



**CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, SEPTEMBER 10, 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 June 11, 2025 and August 19, 2025.

BACKGROUND

This report summarizes activities and outcomes since the CRD External Grants Update was last presented in July 2025. The External Grants Dashboard (Appendix A) details applications submitted, updated, awarded and declined as of August 19, 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. \$345,000 through Natural Resource Canada's Wildfire Resilient Futures Initiative to research wildfire risk mitigation activities by weaving knowledge systems amongst the governing bodies of southern Vancouver Island and Gulf Islands. The project has a total cost of \$366,000.
2. \$55,000 through the Province of BC's Regional District Basic Grant program to assist with administration costs.
3. \$15,000 through Employment and Social Development Canada's Canada Summer Jobs program to employ camp and assistant camp counsellors on Salt Spring Island. This project has a total cost of \$40,784.
4. \$4,462 through the BC Civil Forfeiture Office's Police Equipment and Training grants to purchase five covert cellular trail cameras to combat illegal activity occurring in remote areas of regional parks.

There are three grants under news embargo.

Applications Submitted

1. \$40,000 through Island Coastal Economic Trust's Community Placemaking Program to construct a 20'x30' timber pavilion in Thieves Bay Park. The project has a total cost of \$117,732.
2. \$27,283 through Employment and Social Development Canada's Compensation for Employers of Reservists Program to compensate for costs associated with the deployment of CRD employees who serve in the Canadian Armed Forces.

3. \$15,000 through BC Healthy Communities' PlanH program to conduct a health needs assessment for Salt Spring Island. The project has a total cost \$21,500.

Service Delivery Implications

New Grant Opportunities

Six grant calls (including programs with multiple streams) were issued during the reporting period and are summarized in Table 1. Appendix B details relevant active grants (as of August 19, 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
Climate-Ready Plans and Processes – Green Municipal Fund	16-Sep-25	Funding to help communities adapt to the impacts of climate change by developing climate risk assessments and climate adaptation plans.
New Horizons for Seniors Program – Community-Based Projects	17-Sep-25	Funding to support projects that are designed by seniors and for seniors in their communities. This program funds projects that empower seniors in their communities through increased social inclusion.
Commemorate Canada – Canadian Heritage	1-Oct-25	Funding for national projects in Canada marking significant historical anniversaries with an educational component.
Implementation projects: Adaptation in Action – Green Municipal Fund	9-Oct-25	Funding for projects that enhance long-term climate resilience in communities in an equitable and inclusive manner. This funding is intended for communities who are already aware of their climate risks and know which projects will help them make the greatest strides in improving their climate resilience.
Safe and Active School Routes – Green Municipal Fund	17-Oct-25	Funding to support the design and installation of new or improved active transportation infrastructure along school routes, including quick-build or permanent features such as pathways, sidewalks, bike lanes, crossings and safety enhancements.
Feasibility study: Adaptation in Action – Green Municipal Fund	28-Oct-25	Funding for feasibility studies that assess the viability of climate adaptation projects with total expected eligible implementation costs of up to \$1 million. This type of study examines a project's financial, technical, legal and operational aspects, plus scheduling and other factors.

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 & General Manager, Finance & Technology
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 19-Aug-25)

 Approved	 Pending	 Declined
16	16	2
\$1,467,292	\$55,858,294	\$327,195

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 (Cont'd)	Community Grants – Insurance Corporation of British Columbia	Schooner Way Crosswalk Construction	79,200	2025
	Regional District Basic Grant – Ministry of Housing and Municipal Affairs *New	2025 CRD Basic Grant	55,000	2025
Executive Services	Transit Minor Betterments Program – Ministry of Transportation and Infrastructure	SSI Bus Shelters Project	100,000	2025
	Community Grants – Insurance Corporation of British Columbia	Merchant Mews Crosswalk Construction	42,300	2025
	Community Grants – Insurance Corporation of British Columbia	Ganges Crosswalk Study	35,000	2025
	Canada Summer Jobs Program – Employment and Social Development Canada *New	2024 SSIPARC Canada Summer Jobs	15,000	2024
Parks, Recreation & Environmental Services	Police Equipment and Training Grants – BC Civil Forfeiture Office *New	2024 Park Ranger Equipment	4,462	2024

APPENDIX A

Department	Grant Program	Project	Amount (\$)	Year Submitted
Parks, Recreation & Environmental Services (Cont'd)	Local Leadership for Climate Adaptation – Green Municipal Fund	Capital Region Climate Adaptation Capacity Building Initiative	144,430	2024
	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	2025 ESS Equipment and Training	40,000	2025
	Build and Mobilize Foundational Wildland Fire Knowledge Program – Natural Resources Canada ^{*New}	Wildfire Table and Braided Knowledge Mobilization Initiative	345,000	2024
Total			1,467,292	

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	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
	Active Transportation Fund – Housing, Infrastructure and Communities Canada	Regional Trestles Renewal and Trails Widening and Lighting Project	29,939,595	2025
	Community Placemaking Program – Island Coastal Economic Trust ^{*New}	Thieves Bay Community Pavilion	40,000	2025
Housing, Planning & Protective Services	Sustainable Affordable Housing Study Grant – Green Municipal Fund – Federation of Canadian Municipalities	Campus View Redevelopment Project	175,000	2023

APPENDIX A

Department	Grant Program	Project	Amount (\$)	Year Submitted
Housing, Planning & Protective Services (Cont'd)	Sustainable Affordable Housing Study Grant – Green Municipal Fund	Village on the Green Affordable Housing Redevelopment Study	175,000	2023
	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
	Public Notification and Evacuation Route Planning Grant – Union of BC Municipalities	Evacuation Planning & Mapping for Electoral Areas	40,000	2025
	PlanH – Health Public Policy Grant Stream – BC Healthy Communities *New	Salt Spring Island Community Health Needs Assessment 2025	15,000	2025
	Compensation for Employers of Reservists Program – Employment and Social Development Canada *New	2025 Reservist Compensation	27,283	2025
Total			55,858,294	

APPENDIX A




X 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
Housing, Planning & Protective Services	Enabling Accessibility Fund – Employment and Social Development Canada* New	Hearing Loop Installation - SEAPARC	12,195	2024
Total			327,195	




APPENDIX B

2025 GRANT ALERTS




Open Grants as of 19-Aug-25 (Including CRD Applications Approved, Pending and Declined)

Approved 			Pending 			Declined 		
DEADLINE			PROGRAM			DESCRIPTION		
5-Sep-25			Community to Community Program – UBCM [LINK]			Funding to support the advancement of First Nation/local government reconciliation and relationship building.		
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]			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		
16-Sep-25			Climate-Ready Plans and Processes – Green Municipal Fund [LINK] *New			Funding to help communities adapt to the impacts of climate change by developing climate risk assessments and climate adaptation plans, which are critical for safeguarding infrastructure, protecting essential services, and ensuring the well-being of all residents.		




APPENDIX B

<div> <div>Approved </div> <div>Pending </div> <div>Declined </div> </div>		
DEADLINE	PROGRAM	DESCRIPTION
17-Sep-25	New Horizons for Seniors Program – Community-Based Projects [LINK] *New	Funding to support projects that are designed by seniors and for seniors in their communities. This program funds projects that empower seniors in their communities through increased social inclusion.
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.
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.
1-Oct-25	Commemorate Canada – Canadian Heritage [LINK] *New	Funding for national projects in Canada marking significant historical anniversaries with an educational component.
9-Oct-25	Implementation projects: Adaptation in Action – Green Municipal Fund [LINK] *New	Funding for projects that enhance long-term climate resilience in communities in an equitable and inclusive manner. This funding is intended for communities who are already aware of their climate risks and know which projects will help them make the greatest strides in improving their climate resilience.




APPENDIX B

Approved 		Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION	
15-Oct-25	Operation ReLeaf – Tree Canada [LINK]	Funding to support tree planting projects.	
17-Oct-25	Safe and Active School Routes – Green Municipal Fund [LINK] *New	Funding to support the design and installation of new or improved active transportation infrastructure along school routes, including quick-build or permanent features such as pathways, sidewalks, bike lanes, crossings and safety enhancements.	
28-Oct-25	Feasibility study: Adaptation in Action – [LINK] *New	Funding for feasibility studies that assess the viability of climate adaptation projects with total expected eligible implementation costs of up to \$1 million. This type of study usually examines a project’s financial, technical, legal and operational aspects, plus scheduling and other factors. Study results provide insights into the project’s achievability and the likelihood of its success.	
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]	Funding 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	




APPENDIX B

Approved 			Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION		
Continuous	The Canadian Agricultural Strategic Priorities Program – Agriculture and Agri-Food Canada [LINK]	Funding for projects that help the agricultural sector remain competitive, respond to emerging issues, and adapt to new opportunities. It supports sector-wide solutions that strengthen sustainability, innovation, strategic planning, and crisis response.		
Continuous	Compensation for Employers of Reservists Program – Employment and Social Development Canada [LINK]	Funding to provide financial support to civilian employers—and self-employed reservists—to help offset operational costs when a reservist-employee is away from the workplace due to military commitments. <ul style="list-style-type: none"> <i>Housing, Planning & Protective Services, 2025 Reservist Compensation</i> 		
Continuous	Foreign Credential Recognition Program – [LINK]	Funding for governments and organizations to improve foreign credential recognition and help skilled newcomers integrate into their fields in Canada.		
Continuous	Community Giving – Canadian Western Bank Financial Group [LINK]	Funding to support organizations that enable business or promote inclusivity.		
Continuous	Community Placemaking Program – Island Coastal Economic Trust [LINK]	Funding to create and transform public spaces that foster positive social, economic, cultural, and environmental impacts. <ul style="list-style-type: none"> <i>Parks, Recreation & Environmental Services, Thieves Bay Community Pavilion</i> 		




APPENDIX B

<div>Approved </div> <div>Pending </div> <div>Declined </div>		
DEADLINE	PROGRAM	DESCRIPTION
Continuous	Capital and Innovation Program – Island Coastal Economic Trust [LINK]	Funding to support sustainable economic diversification and growth that strengthens wellbeing in coastal communities.
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.
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]	<p>Funding for innovative housing providers driving innovation across the housing continuum.</p> <p>For this program, 3 types of innovation are considered:</p> <ol style="list-style-type: none"> 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.




APPENDIX B

<div>Approved </div> <div>Pending </div> <div>Declined </div>		
DEADLINE	PROGRAM	DESCRIPTION
Continuous	Infrastructure Planning Grant Program – Province of BC [LINK]	<p>Funding to help local governments develop or improve long-term comprehensive plans including, and not limited to:</p> <ul style="list-style-type: none"> • 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.
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.




APPENDIX B

<div>Approved </div> <div>Pending </div> <div>Declined </div>		
DEADLINE	PROGRAM	DESCRIPTION
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.
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]	<p>An integrated energy audit to Improve efficiency and managing energy costs.</p> <ul style="list-style-type: none"> <i>Parks, Recreation & Environmental Services, Mill Hill Headquarters - Integrated Energy Audit</i> <i>Parks, Recreation & Environmental Services, Salt Spring Multi Space - Integrated Energy Audit</i>
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.




APPENDIX B

<div>Approved </div> <div>Pending </div> <div>Declined </div>		
DEADLINE	PROGRAM	DESCRIPTION
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 steams: 1. Biomass heating, district heating, combined heat and power systems 2. Research, development, and demonstration projects
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.




APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE			PROGRAM			DESCRIPTION		
Continuous			Rental Protection Fund – Ministry of Housing [LINK]			Provides funding for affordable housing projects.		
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. 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

<div>Approved </div> <div>Pending </div> <div>Declined </div>		
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: <ol style="list-style-type: none"> 1. Climate 2. Reconciliation 3. Communities
Continuous	Medium and Heavy Duty Zero Emission Vehicles Program – Transport Canada [LINK]	Funding to encourage adoption of medium and heavy-duty zero emissions vehicles.




APPENDIX B

<div> <div>Approved </div> <div>Pending </div> <div>Declined </div> </div>		
DEADLINE	PROGRAM	DESCRIPTION
Continuous	Planning Stream: Early Support Grant for Sustainable Affordable Housing Projects– Green Municipal Fund – Federation of Canadian Municipalities [LINK]	<p>Funds for deliverables required in applications for additional funding of energy efficient affordable housing</p> <ul style="list-style-type: none"> <i>Housing, Planning and Protective Services</i>, Campus View Redevelopment Project <i>Housing, Planning and Protective Services</i>, Village on the Green Affordable Housing Redevelopment Study
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]	<p>Four funding streams:</p> <ol style="list-style-type: none"> Established Renewables Emerging Technologies Grid Modernization (the only eligible Applicants are Utilities and System Operators) Strategic Dialogue Linked Projects
Continuous	Zero Emission Transit Fund – Infrastructure Canada [LINK]	<p>Funding through two components to support public transit and school bus operators to electrify their fleets:</p> <ol style="list-style-type: none"> Planning projects Capital projects




APPENDIX B

Approved 			Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION		
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. <ul style="list-style-type: none"> SSI Bus Shelters Project 		




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.		




APPENDIX B

<div> <div>Approved </div> <div>Pending </div> <div>Declined </div> </div>		
DEADLINE	PROGRAM	DESCRIPTION
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	<p>Funding to support eligible applicants to build local capacity to provide emergency support services through volunteer recruitment, retention and training.</p> <ul style="list-style-type: none"> <i>Housing, Planning and Protective Services, 2025 ESS Equipment and Training</i>
31-Jan-25	Community Regreening Program – BC Hydro	<p>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.</p> <ul style="list-style-type: none"> <i>Corporate Services, Dinner Bay Park Fitness Circuit Beautification</i>
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.




APPENDIX B

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DEADLINE	PROGRAM	DESCRIPTION
31-Jan-25	Community Grants Program – Insurance Corporation of BC	<p>Funding to support road safety and injury recovery initiatives.</p> <ul style="list-style-type: none"> Executive Services, Merchant Mews Crosswalk Construction Executive Services, Ganges Crosswalk Study Corporate Services, Schooner Way Crosswalk Construction
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	<p>Support for community-based initiatives that create outdoor and nature based experiences.</p> <ul style="list-style-type: none"> Corporate Services, Henderson Park Information Kiosk
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	<p>Funding for active transportation capital projects.</p> <ul style="list-style-type: none"> Parks, Recreation & Environmental Services, 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.




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DEADLINE	PROGRAM	DESCRIPTION
13-Mar-25	Community Grants – Salt Spring Island Foundation	<p>Funding to support local community initiatives.</p> <ul style="list-style-type: none"> <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	<p>Funding for planning or capital projects that would build or upgrade drinking water, wastewater, stormwater, or solid-waste infrastructure to enable more housing.</p> <ul style="list-style-type: none"> <i>Infrastructure & Water Services</i>, Main No. 4 Upgrade & Bear Hill Trunk Watermain
8-Apr-25	Energy Innovation Program – Natural Resources Canada	<p>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.</p> <p>The call had two focus areas:</p> <ol style="list-style-type: none"> Clean Fuels Production 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.

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<div> <div>Approved </div> <div>Pending </div> <div>Declined </div> </div>		
DEADLINE	PROGRAM	DESCRIPTION
25-Apr-25	Public Notification and Evacuation Route Planning – UBCM	<p>Funding for planning and implementation costs for emergency management.</p> <ul style="list-style-type: none"> <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	Funding to help outdoor groups organize BC Trails Day events in their community.
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	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	<p>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:</p> <ol style="list-style-type: none"> Programming Support Operational Support

APPENDIX B

<div> <div>Approved </div> <div>Pending </div> <div>Declined </div> </div>		
DEADLINE	PROGRAM	DESCRIPTION
30-Jun-25	Connecting Communities BC – Province of BC	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.
7-Jul-25	PlanH Healthy Communities Grants – BC Healthy Communities <i>*New</i>	<p>Funding to support Indigenous and local governments, including health authorities, to advance policies, programs and strategies aimed at improving health equity, and well-being. Funding is available under two streams:</p> <ol style="list-style-type: none"> 1. Community Connectedness 2. Healthy Public Policy <ul style="list-style-type: none"> • <i>Housing, Planning and Protective Services</i>, Salt Spring Island Community Health Needs Assessment 2025
15-Jul-25	TD Friends of the Environment Foundation Grant – TD Bank Group	<p>Funds to support schoolyard greening, park revitalization, community gardens, park programming and citizen science initiatives.</p> <ul style="list-style-type: none"> • <i>Corporate Services</i>, Henderson Park Sign and Interpretive Nature Trail Project
30-Jul-25	FCC AgriSpirit Fund – Farm Credit Canada <i>*New</i>	Funding to support capital projects that enrich lives in communities of less than 150,000 people.
31-Jul-25	Community Housing Fund – BC Housing	Funding to build affordable rental homes for people with moderate and low incomes by 2031-32.

APPENDIX B

**REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, SEPTEMBER 10, 2025**

SUBJECT **Bylaw No. 4710: 2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 3, 2025**

ISSUE SUMMARY

The 2025 to 2029 Financial Plan was adopted on March 12, 2025 then subsequently approved amendments on May 14 and July 9, 2025. Amendments to the financial plan are required to authorize revised operating and capital expenditures.

BACKGROUND

The Capital Regional District (CRD) Board approved the 2025 to 2029 Financial Plan (Bylaw No. 4665, "2025 to 2029 Financial Plan Bylaw, 2025") on March 12, 2025 and then amendment bylaws on May 14, 2025 (Bylaw No. 4676, "2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 1, 2025") and July 9, 2025 (Bylaw No. 4695, "2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 2, 2025").

Amendments are required in accordance with Section 374(2) of the *Local Government Act* (LGA), which states that the financial plan may be amended at any time by bylaw to incorporate changes in the budget. As new information becomes available, and pursuant with Section 374 of the LGA, the CRD Board may further revise the financial plan.

The impact of the proposed amendments to the 2025 budget of the Five-Year 2025 to 2029 Financial Plan are highlighted in Table 1.

Table 1: Impact of Proposed Amendments to the 2025 Budget (Five-Year Financial Plan)

Service	Description	Budget	Funding	Net Impact	Committee / Commission Approval
McPherson Playhouse	Repair of Stand-alone Canopies	Capital	Reserve	\$110,000	Staff Directed

The proposed financial plan amendment Bylaw No. 4710 incorporates the changes in Table 1 and is attached as Appendix A, inclusive of an updated Schedule B.

ALTERNATIVES

Alternative 1

1. That Bylaw No. 4710, “2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 3, 2025”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4710 be adopted.

Alternative 2

That Bylaw No. 4710 be deferred pending further analysis by Capital Regional District staff.

IMPLICATIONS

Financial Implications

McPherson Playhouse

Staff have identified the need for up to an additional \$110,000 to support the repair of the stand-alone canopies at the entrance to the theatre. These canopies have been designated as a heritage element of the theatre and cannot be removed. Staff have investigated various alternatives for the canopy repairs and the most cost-effective approach is repairing both the concrete and structure elements and the installation of a protective membrane. This additional funding will be drawn from the service’s capital reserve.

CONCLUSION

In compliance with the *LGA*, the proposed amending Bylaw No. 4710 authorizes changes required to Bylaw No. 4665, “2025 to 2029 Financial Plan Bylaw, 2025”, which the CRD Board approved on March 12, 2025.

RECOMMENDATION

1. That Bylaw No. 4710, “2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 3, 2025”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4710 be adopted.

Submitted by:	Varinia Somosan, CPA, CGA, Senior Manager, Financial Services / Deputy Chief Financial Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Bylaw No. 4710, “2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 3, 2025” with Schedule B



CAPITAL REGIONAL DISTRICT

CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

EXPENDITURE / FUNDING SUMMARY (ALL SERVICES)	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE						
Buildings	56,280,125	9,736,155	7,164,500	1,746,000	2,522,500	77,449,280
Equipment	29,294,562	14,713,779	10,731,753	6,046,670	6,772,031	67,558,795
Land	37,783,000	7,130,000	3,025,000	4,695,000	2,865,000	55,498,000
Engineered Structures	182,084,158	112,978,975	131,123,888	141,414,275	96,833,000	664,434,296
Vehicles	9,014,250	3,802,000	4,365,000	3,799,500	2,127,500	23,108,250
	314,456,095	148,360,909	156,410,141	157,701,445	111,120,031	888,048,621
SOURCE OF FUNDS						
Capital Funds on Hand	100,683,461	32,151,883	31,039,472	32,494,000	36,898,000	233,266,816
Debenture Debt	132,740,508	78,492,155	88,116,163	100,403,594	59,451,000	459,203,420
ERF	14,007,304	8,113,618	6,698,610	6,923,650	5,635,531	41,378,713
Grants (Federal, Provincial)	17,738,814	3,577,478	4,843,001	7,464,781	379,000	34,003,074
Reserve Fund	38,814,045	24,995,775	25,487,895	10,415,420	8,556,500	108,269,635
Other	10,471,963	1,030,000	225,000	-	200,000	11,926,963
	314,456,095	148,360,909	156,410,141	157,701,445	111,120,031	888,048,621

2025 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING					
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debtenture Debt	Equipment Repl Fund	Grants	Other	Capital Reserves
1.011	Board Expenditures	751,000					751,000			751,000			
1.014	CAO / Corporate Services	5,754					5,754			5,754			
1.015	Real Estate	-					-			-			
1.016	Human Resources	9,590					9,590			9,590			-
1.017	Finance	30,182		100,000			130,182	100,000		30,182			
1.018	Health & Capital Planning Strategies	-					-			-			
1.022	Information Technology	3,800,453	120,000	50,000			3,970,453	3,775,105		195,348			
1.024	GM - Planning & Protective Services	-					-			-			
1.025	Corporate Emergency	14,000					14,000			14,000			
1.027	First Nations Relations	-					-			-			
1.105	Facilities Management	35,000	165,000				200,000			200,000			
1.106	Facilities and Risk	300,000		465,000	25,000		790,000	300,000				490,000	
1.107	Corporate Satellite Facilities			3,050,000			3,050,000					3,050,000	
1.109	JDF Admin. Expenditures	-					-			-			
1.110	SGI Admin. Expenditures	-					-			-			
1.111	SSI Admin. Expenditures	24,900	-				24,900			24,900			
1.118	Corporate Communications	116,701					116,701			5,754			110,947
1.123	Family Court Building			1,361,795			1,361,795	46,795				700,000	615,000
1.137	Galliano Island Community Use Building			42,000			42,000						42,000
1.141	SSI Public Library			140,000			140,000				110,000		30,000
1.226	Health Facilities - VIHA	440,000		3,687,760	75,000		4,202,760	1,057,760				835,000	2,310,000
1.235	SGI Small Craft Harbour Facilities			40,000	623,000		663,000	327,000			40,000		296,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				250,000		250,000	30,000			95,000		125,000
1.238A	Community Transit (SSI)				175,000		175,000	105,000			60,000		10,000
1.238B	Community Transportation (SSI)				871,000		871,000	235,000	-		536,000		100,000
1.280	Regional Parks	88,400	1,622,000	650,000	15,037,000	3,275,000	20,672,400	798,000	11,250,000	1,710,400	500,000		6,414,000
1.290	Royal Theatre	345,000		1,231,000			1,576,000	222,000			-	375,000	979,000
1.295	McPherson Theatre	122,000		891,500			1,013,500	337,500					676,000
1.297	Arts Grants and Development	-					-			-			
1.309	Climate Action and Adaptation	1,433,257					1,433,257	668,236			765,021		
1.310	Land Banking and Housing	5,000		26,053,000			26,058,000		22,000,000	5,000	2,778,000	1,275,000	
1.313	Animal Care Services	23,000	50,000	100,000	45,000		218,000	155,000		63,000			
1.318	Building Inspection	72,000	125,000				197,000			197,000			
1.323	ByLaw Services	4,000	75,000				79,000			79,000			
1.324	Regional Planning Services	48,000					48,000			48,000			
1.325	Community Planning	43,290			550,000		593,290			43,290	550,000		
1.326	Foodland Access	175,000					175,000						175,000
1.335	Geo-Spatial Referencing	250,000					250,000			250,000			
1.350	Willis Point Fire	72,250	60,000	20,000			152,250	40,250		70,000			42,000
1.352	South Galliano Fire	45,200	120,000				165,200	5,000		125,200			35,000
1.353	Otter Point Fire	15,000	-	50,000			65,000			15,000			50,000
1.356	Pender Island Fire	5,000		35,000			40,000			5,000			35,000
1.357	East Sooke Fire	52,500	450,000				502,500	-		502,500			-
1.358	Port Renfrew Fire	47,000		10,000			57,000	15,000		32,000			10,000
1.359	North Galliano Fire	180,000		20,000			200,000			180,000			20,000
1.360	Shirley Fire Department	10,000					10,000			10,000			
1.370	JDF Emergency Program	4,100					4,100			4,100			
1.371	SSI Emergency Program	31,700					31,700			1,700	10,000		20,000
1.372	Emergency Planning Coordination	2,500	-				2,500			2,500			
1.373	SGI Emergency Program	78,000					78,000	53,000					25,000
1.375	Hazardous Material Incident Response	75,000	-				75,000			75,000			
1.377	JDF Search and Rescue		205,000				205,000			92,000		113,000	
1.405	JDF EA Community Parks & Recreation	45,000			412,000	100,000	557,000	292,000			265,000		
1.408	JDF EA Community Recreation			100,000	25,000		125,000				125,000		
1.40X	SEAPARC	523,750		822,250	1,157,000		2,503,000	104,000	1,300,000	393,250	79,000		626,750
1.44x	Panorama Recreation	1,583,433	137,000	4,949,086	3,063,793		9,733,312	209,186	3,403,000	1,141,233	2,137,293		2,842,600
1.455	SSI Community Parks	50,000	90,000		305,000		445,000	155,000		45,000	200,000	5,000	40,000
1.458	SSI Community Recreation	30,000			260,000		290,000			5,000	150,000		135,000
1.459	SSI Park Land & Rec Programs	50,000	-	943,000	570,000	120,000	1,683,000	805,000	-	40,000	325,000	378,000	135,000
1.465	Satuma Island Community Parks				52,000		52,000		2,000				50,000
1.475	Mayne Island Community Parks	9,500		92,734	31,000		133,234	26,734			45,000		61,500
1.485	Pender Island Community Parks	7,000			2,234,101	50,000	2,291,101	548,834			1,015,000	352,267	375,000
1.495	Galliano Community Parks	2,616			91,037		93,653	31,037		2,616			60,000

2025 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING					
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debtenture Debt	Equipment Repl Fund	Grants	Other	Capital Reserves
1.521	Environmental Resource Management	455,000			27,918,523	-	28,373,523	14,018,523	8,650,000	455,000			5,250,000
1.523	Port Renfrew Refuse Disposal				334,500		334,500	292,500					42,000
1.575	Environmental Administration Services	6,000					6,000			6,000			
1.576	Environmental Engineering Services	40,000	155,000				195,000	45,000		150,000			
1.577	Wastewater Operations	55,000	1,537,000				1,592,000			1,592,000	-		
1.578	Environmental Protection	438,971	180,000				618,971	300,000		318,971			
1.579	Environmental Water Quality	10,766					10,766			10,766			
1.911	911 Call Answer	-					-			-			
2.610	Saanich Peninsula Water Supply	660,000			16,140,000		16,800,000		12,900,000	240,000		100,000	3,560,000
2.620	Highland Water (SSI)				10,000		10,000	10,000					
2.621	Highland & Fernwood Water (SSI)				1,119,000		1,119,000	170,500	790,000		40,000		118,500
2.622	Cedars of Tuam Water (SSI)	15,000			116,000		131,000	15,000	-		92,000		24,000
2.624	Beddis Water (SSI)	19,000			400,000		419,000	54,000	220,000		-		145,000
2.626	Fulford Water (SSI)	161,000			86,000		247,000	98,000	-		90,000		59,000
2.628	Cedar Lane Water (SSI)				343,000		343,000	80,000	143,000		110,000		10,000
2.630	Magic Lake Estates Water (Pender)				270,000		270,000	120,000	-				150,000
2.640	Lyall Harbour Boot Cove Water (Satuma)	-			780,000		780,000	270,000	460,000		30,000		20,000
2.642	Skana Water (Mayne)	60,000			42,000		102,000	27,000	50,000				25,000
2.650	Port Renfrew Water	-			185,000		185,000	175,000	-		-		10,000
2.665	Sticks Allison Water (Galliano)				5,000		5,000		-		-		5,000
2.667	Surfside Park Estates (Mayne)	20,000			72,500		92,500		50,000				42,500
2.670	Regional Water Supply	13,708,500	2,091,250	11,251,000	46,729,000	33,580,000	107,359,750	53,553,000	40,500,000	1,376,250	6,000,000	5,930,500	
2.680	JDF Water Distribution	830,000	1,755,000	125,000	23,928,000		26,638,000	18,301,000	4,700,000	1,670,000		375,000	1,592,000
2.682	Seagirt Water System				-		-		-				-
2.691	Wilderness Mountain Water Service	20,000			54,000		74,000	4,000	-		50,000		20,000
3.701	Millstream Site Remediation			658,000			658,000	401,500			256,500		
3.705	SSI Septage / Composting				319,196		319,196	75,000	120,000		60,000	33,196	31,000
3.718	Saanich Peninsula Wastewater	1,090,000			4,505,000		5,595,000		3,000,000	1,023,000	-		1,572,000
3.750	L.W.M.P. - Core and West Shore				1,888,000		1,888,000	788,000	1,100,000				
3.798C	Debt - Core Area Wastewater Treatment Program	50,000			28,374,508		28,424,508	200,000	21,503,508	791,000			5,930,000
3.810	Ganges Sewer Utility (SSI)	539,248	77,000		310,000		926,248	764,000	-		75,000		87,248
3.820	Malview Sewer Utility (SSI)				1,713,000		1,713,000	102,000	601,000		950,000		60,000
3.830	Magic Lake Sewer Utility (Pender)	60,000			400,000		460,000	200,000	-		200,000		60,000
3.850	Port Renfrew Sewer				190,000		190,000	175,000	-				15,000
Total		29,294,562	9,014,250	56,280,125	182,084,158	37,783,000	314,456,095	100,683,461	132,740,508	14,007,304	17,738,814	10,471,963	38,814,045

2026 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING					
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves
1.011	Board Expenditures	55,000					55,000			55,000			
1.014	CAO / Corporate Services	17,262					17,262			17,262			
1.015	Real Estate	1,918					1,918			1,918			
1.016	Human Resources	349,736					349,736			3,836			345,900
1.017	Finance	32,754					32,754			32,754			
1.018	Health & Capital Planning Strategies	3,836					3,836			3,836			
1.022	Information Technology	3,199,688	-	-			3,199,688	3,149,000		50,688			3,199,688
1.024	GM - Planning & Protective Services	2,125					2,125			2,125			
1.025	Corporate Emergency	7,000					7,000			7,000			
1.027	First Nations Relations	4,043					4,043			4,043			
1.105	Facilities Management	10,000	75,000				85,000			85,000			
1.106	Facilities and Risk	-		370,000	-		370,000	-					370,000
1.107	Corporate Satellite Facilities			-			-						-
1.109	JDF Admin. Expenditures	2,000					2,000			2,000			
1.110	SGI Admin. Expenditures	2,800					2,800			2,800			
1.111	SSI Admin. Expenditures	15,900	-				15,900			15,900			
1.118	Corporate Communications	11,508					11,508			11,508			-
1.123	Family Court Building			-			-	-			-		-
1.137	Galiano Island Community Use Building			-			-						-
1.141	SSI Public Library			10,000			10,000				-		10,000
1.226	Health Facilities - VIHA	-		937,500	-		937,500	-				200,000	737,500
1.235	SGI Small Craft Harbour Facilities			-	360,000		360,000	50,000			35,000		275,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				60,000		60,000	-			-		60,000
1.238A	Community Transit (SSI)				70,000		70,000	-			55,000		15,000
1.238B	Community Transportation (SSI)				1,640,000		1,640,000	-	320,000		1,095,000		225,000
1.280	Regional Parks	147,700	655,000	600,000	14,790,000	2,000,000	18,192,700	-	12,000,000	802,700	-		5,390,000
1.290	Royal Theatre	55,000		1,043,000			1,098,000	-			380,000	380,000	338,000
1.295	McPherson Theatre	44,000		238,000			282,000	-					282,000
1.297	Arts Grants and Development	3,800					3,800			3,800			
1.309	Climate Action and Adaptation	792,961					792,961	211,483			581,478		792,961
1.310	Land Banking and Housing	10,000		500,000			510,000		500,000	10,000	-	-	510,000
1.313	Animal Care Services	5,000	50,000	-	-		55,000	-		55,000			55,000
1.318	Building Inspection	6,000	60,000				66,000			66,000			66,000
1.323	ByLaw Services	4,000	75,000				79,000			79,000			79,000
1.324	Regional Planning Services	8,000					8,000			8,000			8,000
1.325	Community Planning	-			-		-			-	-		-
1.326	Foodland Access	-					-						-
1.335	Geo-Spatial Referencing	10,000					10,000			10,000			10,000
1.350	Willis Point Fire	6,000	-	-			6,000	-		6,000			6,000
1.352	South Galiano Fire	45,800					45,800	-		10,800			35,000
1.353	Otter Point Fire	20,000	300,000	50,000			370,000			320,000			50,000
1.356	Pender Island Fire	80,000		30,000			110,000			80,000			30,000
1.357	East Sooke Fire	65,160	-				65,160	3,300		53,860			8,000
1.358	Port Renfrew Fire	16,000		-			16,000	-		16,000			16,000
1.359	North Galiano Fire	-		-			-			-			-
1.360	Shirley Fire Department	12,380					12,380			12,380			12,380
1.370	JDF Emergency Program	-					-			-			-
1.371	SSI Emergency Program	18,000					18,000			1,000	12,000		5,000
1.372	Emergency Planning Coordination	2,500	-				2,500			2,500			2,500
1.373	SGI Emergency Program	-					-	-					-
1.375	Hazardous Material Incident Response	-	-				-			-			-
1.377	JDF Search and Rescue	-	-				-			-		-	-
1.405	JDF EA Community Parks & Recreation	-			-	-	-	-			-		-
1.408	JDF EA Community Recreation			-	-		-			-			-
1.40X	SEAPARC	189,250		2,205,500	33,750		2,428,500	-	1,850,000	174,250	175,000		229,250
1.44x	Panorama Recreation	483,909	-	573,000	-		1,056,909	-	-	483,909	-		573,000
1.455	SSI Community Parks	15,000	-		30,000		45,000	-		15,000	-	-	30,000
1.458	SSI Community Recreation	10,000			2,500		12,500			5,000	-		7,500
1.459	SSI Park Land & Rec Programs	50,000	25,000	2,581,155	-	50,000	2,706,155	-	2,496,155	40,000	70,000	-	100,000
1.465	Saturna Island Community Parks				8,225		8,225	2,000					6,225
1.475	Mayne Island Community Parks	9,000		18,000	-		27,000				-		27,000
1.485	Pender Island Community Parks	25,000			120,000	-	145,000	2,100			-	50,000	92,900
1.495	Galiano Community Parks	2,000			10,000		12,000			2,000			10,000
1.521	Environmental Resource Management	385,000			11,125,000	1,000,000	12,510,000	125,000	2,350,000	385,000			9,650,000
1.523	Port Renfrew Refuse Disposal				27,500		27,500	-					27,500
1.575	Environmental Administration Services	6,000					6,000			6,000			6,000
1.576	Environmental Engineering Services	40,000	55,000				95,000	-		95,000			95,000
1.577	Wastewater Operations	70,000	900,000				970,000			970,000	-		970,000

2026 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING						
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
1.578	Environmental Protection	126,269	60,000				186,269	50,000		136,269				186,269
1.579	Environmental Water Quality	6,480					6,480			6,480				6,480
1.911	911 Call Answer	1,000,000					1,000,000			1,000,000				1,000,000
2.610	Saanich Peninsula Water Supply	300,000			1,569,000		1,869,000		-	200,000		-	1,669,000	1,869,000
2.620	Highland Water (SSI)				-		-							-
2.621	Highland & Fernwood Water (SSI)				1,945,000		1,945,000		1,800,000				145,000	1,945,000
2.622	Cedars of Tuam Water (SSI)				885,000		885,000	5,000	835,000		10,000		35,000	885,000
2.624	Beddis Water (SSI)				393,000		393,000		340,000				53,000	393,000
2.626	Fulford Water (SSI)				415,000		415,000		390,000				25,000	415,000
2.628	Cedar Lane Water (SSI)				189,000		189,000		124,000		15,000		50,000	189,000
2.630	Magic Lake Estates Water (Pender)				222,000		222,000		-				222,000	222,000
2.640	Lyall Harbour Boot Cove Water (Saturna)	58,000			25,000		83,000		83,000				-	83,000
2.642	Skana Water (Mayne)	740,000			35,000		775,000		745,000				30,000	775,000
2.650	Port Renfrew Water				30,000		30,000		-				30,000	30,000
2.665	Sticks Allison Water (Galliano)				30,000		30,000				30,000		-	30,000
2.667	Surfside Park Estates (Mayne)				1,550,000		1,550,000		1,550,000				-	1,550,000
2.670	Regional Water Supply	3,907,500	773,000	540,000	36,070,000	4,080,000	45,370,500	19,497,500	24,700,000	773,000		400,000		45,370,500
2.680	JDF Water Distribution	217,500	774,000	40,000	13,751,000		14,782,500	8,951,500	4,100,000	774,000			957,000	14,782,500
2.682	Seagirt Water System				-		-		-					-
2.691	Wilderness Mountain Water Service				50,000		50,000		40,000				10,000	50,000
3.701	Millstream Site Remediation				-		-		-					-
3.705	SSI Septage / Composting				2,330,000		2,330,000		2,280,000		40,000		10,000	2,330,000
3.718	Saanich Peninsula Wastewater	1,755,000			1,100,000		2,855,000		2,070,000	415,000			370,000	2,855,000
3.750	L.W.M.P. - Core and West Shore				3,200,000		3,200,000		3,200,000					3,200,000
3.798C	Debt - Core Area Wastewater Treatment Program	250,000			16,235,000		16,485,000		13,235,000	800,000			2,450,000	16,485,000
3.810	Ganges Sewer Utility (SSI)				1,980,000		1,980,000	105,000	1,575,000		300,000		-	1,980,000
3.820	Malview Sewer Utility (SSI)				2,698,000		2,698,000		1,909,000		779,000		10,000	2,698,000
3.830	Magic Lake Sewer Utility (Pender)				-		-		-				-	-
3.850	Port Renfrew Sewer				-		-		-				-	-
Total		14,713,779	3,802,000	9,736,155	112,978,975	7,130,000	148,360,909	32,151,883	78,492,155	8,113,618	3,577,478	1,030,000	24,995,775	148,360,909

2027 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING					
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves
1.011	Board Expenditures	-					-			-			-
1.014	CAO / Corporate Services	15,965					15,965			15,965			15,965
1.015	Real Estate	-					-			-			-
1.016	Human Resources	725,710					725,710			9,590			716,120
1.017	Finance	49,321		-			49,321	-		49,321			49,321
1.018	Health & Capital Planning Strategies	1,918					1,918			1,918			1,918
1.022	Information Technology	883,637	-	-			883,637	840,000		43,637			883,637
1.024	GM - Planning & Protective Services	3,836					3,836			3,836			3,836
1.025	Corporate Emergency	-					-			-			-
1.027	First Nations Relations	5,754					5,754			5,754			5,754
1.105	Facilities Management	10,000	75,000				85,000			85,000			85,000
1.106	Facilities and Risk	-		2,540,000	-		2,540,000	-				2,540,000	2,540,000
1.107	Corporate Satellite Facilities			-			-						-
1.109	JDF Admin. Expenditures	-					-			-			-
1.110	SIG Admin. Expenditures	-					-			-			-
1.111	SSI Admin. Expenditures	85,900	-				85,900			85,900			85,900
1.118	Corporate Communications	3,836					3,836			3,836			-
1.123	Family Court Building			-			-	-		-		-	-
1.137	Galiano Island Community Use Building			-			-			-		-	-
1.141	SSI Public Library			10,000			10,000				-		10,000
1.226	Health Facilities - VIHIA	-		-	-		-	-		-		-	-
1.235	SIG Small Craft Harbour Facilities			-	239,000		239,000	-		-		239,000	239,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				10,000		10,000	-		-		10,000	10,000
1.238A	Community Transit (SSI)				70,000		70,000				55,000		70,000
1.238B	Community Transportation (SSI)				30,000		30,000	-	-				30,000
1.280	Regional Parks	82,800	890,000	500,000	15,120,000	2,000,000	18,592,800	-	12,000,000	972,800	-		5,620,000
1.290	Royal Theatre	-		-			-	-		-		-	-
1.295	McPherson Theatre			190,000			190,000	-				190,000	190,000
1.297	Arts Grants and Development	-					-			-			-
1.309	Climate Action and Adaptation	164,023					164,023	43,745			120,278		164,023
1.310	Land Banking and Housing	-		-			-		-	-		-	-
1.313	Animal Care Services	13,000	50,000	-	-		63,000	-		63,000			63,000
1.318	Building Inspection	6,000	60,000				66,000			66,000			66,000
1.323	ByLaw Services	4,000	25,000				29,000			29,000			29,000
1.324	Regional Planning Services	3,000					3,000			3,000			3,000
1.325	Community Planning	2,700			-		2,700			2,700	-		2,700
1.326	Foodland Access	-					-					-	-
1.335	Geo-Spatial Referencing	10,000					10,000			10,000			10,000
1.350	Willis Point Fire	6,000	-	-			6,000	-		6,000		-	6,000
1.352	South Galiano Fire	44,700					44,700	-		9,700			35,000
1.353	Otter Point Fire	20,000	-	50,000			70,000			20,000			50,000
1.356	Pender Island Fire	20,000		15,000			35,000			20,000			15,000
1.357	East Sooke Fire	34,227	625,000				659,227	-		651,227		8,000	659,227
1.358	Port Renfrew Fire	16,000		-			16,000	-		16,000		-	16,000
1.359	North Galiano Fire	-		-			-			-		-	-
1.360	Shirley Fire Department	10,000					10,000			10,000			10,000
1.370	JDF Emergency Program	-					-			-			-
1.371	SSI Emergency Program	10,900					10,900			6,900	4,000		10,900
1.372	Emergency Planning Coordination	-	70,000				70,000			70,000			70,000
1.373	SIG Emergency Program	-					-	-		-		-	-
1.375	Hazardous Material Incident Response	-	300,000				300,000			300,000			300,000
1.377	JDF Search and Rescue	-	-				-			-		-	-
1.405	JDF EA Community Parks & Recreation	-			-	-	-	-		-		-	-
1.408	JDF EA Community Recreation			-	-		-			-		-	-
1.40X	SEAPARC	1,628,100		254,500	35,000		1,917,600	-	-	112,100	1,500,000		305,500
1.44x	Panorama Recreation	360,400	-	3,395,000	350,000		4,105,400	-	-	260,400			3,845,000
1.455	SSI Community Parks	35,000	90,000		30,000		155,000	-		30,000	75,000	-	50,000
1.458	SSI Community Recreation	10,000			2,500		12,500			5,000	-		7,500
1.459	SSI Park Land & Rec Programs	50,000	-	10,000	-	50,000	110,000	-	-	40,000	-	-	70,000
1.465	Saturna Island Community Parks				7,502		7,502	1,727					5,775
1.475	Mayne Island Community Parks	-		-			-			-		-	-
1.485	Pender Island Community Parks	-			25,000	-	25,000	-		-	-	25,000	25,000
1.495	Galiano Community Parks	1,000			3,000		4,000	-		1,000			3,000
1.521	Environmental Resource Management	385,000			6,600,000	-	6,985,000	-	-	385,000			6,600,000
1.523	Port Renfrew Refuse Disposal				-		-	-				-	-
1.575	Environmental Administration Services	9,000					9,000			9,000			9,000
1.576	Environmental Engineering Services	40,000					40,000	-		40,000			40,000
1.577	Wastewater Operations	75,000	615,000				690,000			690,000	-		690,000

2027 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING						
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
1.578	Environmental Protection	85,309	-				85,309	-		85,309				85,309
1.579	Environmental Water Quality	14,717					14,717			14,717				14,717
1.911	911 Call Answer	-					-			-				-
2.610	Saanich Peninsula Water Supply	300,000			1,950,000		2,250,000		-	200,000		-	2,050,000	2,250,000
2.620	Highland Water (SSI)				-		-							-
2.621	Highland & Fernwood Water (SSI)				3,801,000		3,801,000	-	3,750,000		-		51,000	3,801,000
2.622	Cedars of Tuam Water (SSI)	-			470,000		470,000	-	435,000		-		35,000	470,000
2.624	Beddis Water (SSI)	-			2,117,000		2,117,000	-	2,117,000		-		-	2,117,000
2.626	Fulford Water (SSI)	-			1,550,000		1,550,000	-	1,500,000		40,000		10,000	1,550,000
2.628	Cedar Lane Water (SSI)				340,000		340,000	-	250,000		-		90,000	340,000
2.630	Magic Lake Estates Water (Pender)				275,000		275,000	-	200,000				75,000	275,000
2.640	Lyall Harbour Boot Cove Water (Saturna)	-			50,000		50,000	-	50,000		-		-	50,000
2.642	Skana Water (Mayne)	-			30,000		30,000	-	30,000				-	30,000
2.650	Port Renfrew Water	50,000			2,100,000		2,150,000	-	916,667		1,233,333		-	2,150,000
2.665	Sticks Allison Water (Galliano)				30,000		30,000		-				30,000	30,000
2.667	Surfside Park Estates (Mayne)	-			400,000		400,000		400,000				-	400,000
2.670	Regional Water Supply	3,650,000	855,000	100,000	57,595,000	975,000	63,175,000	20,895,000	41,200,000	855,000	-	225,000		63,175,000
2.680	JDF Water Distribution	225,000	710,000	100,000	14,441,000		15,476,000	9,259,000	5,400,000	710,000		-	107,000	15,476,000
2.682	Seagirt Water System				-		-		-					-
2.691	Wilderness Mountain Water Service	-			733,200		733,200	-	733,200		-		-	733,200
3.701	Millstream Site Remediation				-		-	-					-	-
3.705	SSI Septage / Composting				82,500		82,500	-	82,500			-	-	82,500
3.718	Saanich Peninsula Wastewater	1,580,000			950,000		2,530,000		550,000	200,000	1,080,000		700,000	2,530,000
3.750	L.W.M.P. - Core and West Shore				3,200,000		3,200,000	-	3,200,000					3,200,000
3.798C	Debt - Core Area Wastewater Treatment Program	-			15,795,000		15,795,000	-	13,495,000	500,000			1,800,000	15,795,000
3.810	Ganges Sewer Utility (SSI)	-	-		2,552,186		2,552,186	-	1,806,796		735,390		10,000	2,552,186
3.820	Malview Sewer Utility (SSI)				-		-	-	-		-		-	-
3.830	Magic Lake Sewer Utility (Pender)	-			120,000		120,000	-	-		-		120,000	120,000
3.850	Port Renfrew Sewer				20,000		20,000	-	-				20,000	20,000
Total		10,731,753	4,365,000	7,164,500	131,123,888	3,025,000	156,410,141	31,039,472	88,116,163	6,698,610	4,843,001	225,000	25,487,895	156,410,141

2028 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING						
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
1.011	Board Expenditures	-					-			-				-
1.014	CAO / Corporate Services	17,262					17,262			17,262				17,262
1.015	Real Estate	1,918					1,918			1,918				1,918
1.016	Human Resources	128,446					128,446			13,426			115,020	128,446
1.017	Finance	49,321		-			49,321	-		49,321				49,321
1.018	Health & Capital Planning Strategies	1,918					1,918			1,918				1,918
1.022	Information Technology	109,184	-	-			109,184	60,000		49,184				109,184
1.024	GM - Planning & Protective Services	1,918					1,918			1,918				1,918
1.025	Corporate Emergency	5,000					5,000			5,000				5,000
1.027	First Nations Relations	1,918					1,918			1,918				1,918
1.105	Facilities Management	10,000	-				10,000			10,000				10,000
1.106	Facilities and Risk	-		140,000	-		140,000	-					140,000	140,000
1.107	Corporate Satellite Facilities			-			-						-	-
1.109	JDF Admin. Expenditures	-					-			-			-	-
1.110	SGI Admin. Expenditures	5,000					5,000			5,000				5,000
1.111	SSI Admin. Expenditures	6,100	-				6,100			6,100				6,100
1.118	Corporate Communications	3,836					3,836			3,836			-	3,836
1.123	Family Court Building			-			-	-				-	-	-
1.137	Galiano Island Community Use Building			-			-						-	-
1.141	SSI Public Library			25,000			25,000				-		25,000	25,000
1.226	Health Facilities - VIHA	-		-	-		-	-				-	-	-
1.235	SGI Small Craft Harbour Facilities			-	100,000		100,000	-			-		100,000	100,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				10,000		10,000	-					10,000	10,000
1.238A	Community Transit (SSI)				70,000		70,000				55,000		15,000	70,000
1.238B	Community Transportation (SSI)				485,000		485,000	-	135,000		320,000		30,000	485,000
1.280	Regional Parks	94,400	1,328,000	750,000	14,645,000	2,000,000	18,817,400	-	15,000,000	1,197,400	-		2,620,000	18,817,400
1.290	Royal Theatre	16,500		-			16,500	-			-	-	16,500	16,500
1.295	McPherson Theatre	16,500		-			16,500	-					16,500	16,500
1.297	Arts Grants and Development	-					-			-			-	-
1.309	Climate Action and Adaptation	-					-	-			-		-	-
1.310	Land Banking and Housing	-		-			-		-	-		-	-	-
1.313	Animal Care Services	5,000	50,000	-	-		55,000	-		55,000				55,000
1.318	Building Inspection	-	-				-			-			-	-
1.323	ByLaw Services	4,000	75,000				79,000			79,000				79,000
1.324	Regional Planning Services	4,000					4,000			4,000				4,000
1.325	Community Planning	-			-		-			-	-		-	-
1.326	Foodland Access	300,000					300,000						300,000	300,000
1.335	Geo-Spatial Referencing	10,000					10,000			10,000				10,000
1.350	Willis Point Fire	6,000	-	-			6,000			6,000			-	6,000
1.352	South Galiano Fire	10,000	-				10,000	-		10,000			-	10,000
1.353	Otter Point Fire	20,000	600,000	-			620,000			620,000			-	620,000
1.356	Pender Island Fire	100,000		15,000			115,000			100,000			15,000	115,000
1.357	East Sooke Fire	94,102	-				94,102	-		94,102			-	94,102
1.358	Port Renfrew Fire	16,000		-			16,000	-		16,000			-	16,000
1.359	North Galiano Fire	-		-			-			-			-	-
1.360	Shirley Fire Department	10,000					10,000			10,000				10,000
1.370	JDF Emergency Program	-					-			-			-	-
1.371	SSI Emergency Program	14,500					14,500			2,500	2,000		10,000	14,500
1.372	Emergency Planning Coordination	-	-				-			-			-	-
1.373	SGI Emergency Program	-					-	-					-	-
1.375	Hazardous Material Incident Response	-	-				-			-			-	-
1.377	JDF Search and Rescue	-	-				-			-		-	-	-
1.405	JDF EA Community Parks & Recreation	-			-	-	-	-			-		-	-
1.408	JDF EA Community Recreation			-	-		-				-		-	-
1.40X	SEAPARC	153,650		201,000	35,500		390,150	-	45,000	92,150	-		253,000	390,150
1.44x	Panorama Recreation	525,207	-	525,000	-		1,050,207	-	-	495,207			555,000	1,050,207
1.455	SSI Community Parks	15,000	-		30,000		45,000	-		15,000	-	-	30,000	45,000
1.458	SSI Community Recreation	10,000			2,500		12,500			5,000	-		7,500	12,500
1.459	SSI Park Land & Rec Programs	50,000	-	10,000	85,000	50,000	195,000	-	-	40,000	-	-	155,000	195,000
1.465	Saturna Island Community Parks				4,000		4,000						4,000	4,000
1.475	Mayne Island Community Parks	-		-	-		-				-		-	-
1.485	Pender Island Community Parks	25,000			10,000	-	35,000				-	-	35,000	35,000
1.495	Galiano Community Parks	-			35,900		35,900			-			35,900	35,900
1.521	Environmental Resource Management	385,000			2,350,000	-	2,735,000	-	350,000	635,000			1,750,000	2,735,000
1.523	Port Renfrew Refuse Disposal				-		-	-					-	-
1.575	Environmental Administration Services	6,000					6,000			6,000				6,000
1.576	Environmental Engineering Services	40,000	65,000				105,000	-		105,000				105,000
1.577	Wastewater Operations	155,000	436,500				591,500			591,500	-			591,500

2028 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING						
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
1.578	Environmental Protection	136,175	-				136,175	-		136,175				136,175
1.579	Environmental Water Quality	6,815					6,815			6,815				6,815
1.911	911 Call Answer	-					-			-				-
2.610	Saanich Peninsula Water Supply	300,000			1,100,000		1,400,000		-	200,000		-	1,200,000	1,400,000
2.620	Highland Water (SSI)				-		-							-
2.621	Highland & Fernwood Water (SSI)				2,715,000		2,715,000		2,665,000		40,000		10,000	2,715,000
2.622	Cedars of Tuam Water (SSI)	-			460,000		460,000		435,000		20,000		5,000	460,000
2.624	Beddis Water (SSI)	-			2,830,000		2,830,000		2,780,000		40,000		10,000	2,830,000
2.626	Fulford Water (SSI)	-			1,500,000		1,500,000		1,500,000		-		-	1,500,000
2.628	Cedar Lane Water (SSI)				680,000		680,000		645,000		-		35,000	680,000
2.630	Magic Lake Estates Water (Pender)				860,000		860,000		800,000				60,000	860,000
2.640	Lyall Harbour Boat Cove Water (Saturna)	-			270,000		270,000		250,000		-		20,000	270,000
2.642	Skana Water (Mayne)	-			65,000		65,000		50,000				15,000	65,000
2.650	Port Renfrew Water	200,000			400,000		600,000		600,000		-		-	600,000
2.665	Sticks Allison Water (Gallano)				20,000		20,000		-		-		20,000	20,000
2.667	Surfside Park Estates (Mayne)	-			50,000		50,000		50,000				-	50,000
2.670	Regional Water Supply	2,230,500	495,000	40,000	76,520,000	2,645,000	81,930,500	22,655,500	58,780,000	495,000	-	-		81,930,500
2.680	JDF Water Distribution	215,500	750,000	40,000	9,800,000		10,805,500	9,778,500	-	750,000		-	277,000	10,805,500
2.682	Seagirt Water System				-		-							-
2.691	Wilderness Mountain Water Service	-			6,632,000		6,632,000		-		6,632,000		-	6,632,000
3.701	Millstream Site Remediation			-			-				-		-	-
3.705	SSI Septage / Composting				-		-		-		-	-	-	-
3.718	Saanich Peninsula Wastewater	530,000			850,000		1,380,000		400,000	380,000	-		600,000	1,380,000
3.750	L.W.M.P. - Core and West Shore				1,500,000		1,500,000		1,500,000					1,500,000
3.798C	Debt - Core Area Wastewater Treatment Program	-			15,700,000		15,700,000		13,300,000	600,000			1,800,000	15,700,000
3.810	Ganges Sewer Utility (SSI)	-	-		474,375		474,375		118,594		355,781		-	474,375
3.820	Malview Sewer Utility (SSI)				-		-		-		-		-	-
3.830	Magic Lake Sewer Utility (Pender)	-			925,000		925,000		800,000		-		125,000	925,000
3.850	Port Renfrew Sewer				200,000		200,000		200,000				-	200,000
Total		6,046,670	3,799,500	1,746,000	141,414,275	4,695,000	157,701,445	32,494,000	100,403,594	6,923,650	7,464,781	-	10,415,420	157,701,445

2029 - CAPITAL EXPENDITURE PLAN

Schedule B

Making a difference...together		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debtenture Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
1.011	Board Expenditures	20,000					20,000			20,000				20,000
1.014	CAO / Corporate Services	7,672					7,672			7,672				7,672
1.015	Real Estate	1,918					1,918			1,918				1,918
1.016	Human Resources	23,836					23,836			3,836			20,000	23,836
1.017	Finance	43,567		-			43,567	-		43,567				43,567
1.018	Health & Capital Planning Strategies	1,918					1,918			1,918				1,918
1.022	Information Technology	109,184	-	-			109,184	60,000		49,184				109,184
1.024	GM - Planning & Protective Services	1,918					1,918			1,918				1,918
1.025	Corporate Emergency	-					-			-				-
1.027	First Nations Relations	3,836					3,836			3,836				3,836
1.105	Facilities Management	-	-				-			-				-
1.106	Facilities and Risk	-		100,000	-		100,000	-					100,000	100,000
1.107	Corporate Satellite Facilities	-		-			-			-			-	-
1.109	JDF Admin. Expenditures	-					-			-				-
1.110	SGI Admin. Expenditures	-					-			-				-
1.111	SSI Admin. Expenditures	6,000	65,000				71,000			71,000				71,000
1.118	Corporate Communications	3,836					3,836			3,836				3,836
1.123	Family Court Building	-		-			-	-				-	-	-
1.137	Galliano Island Community Use Building	-					-			-			-	-
1.141	SSI Public Library	-		6,000	-		6,000				-		6,000	6,000
1.226	Health Facilities - VIHA	-		-			-	-		-		-	-	-
1.235	SGI Small Craft Harbour Facilities	-		-	100,000		100,000	-			-		100,000	100,000
1.236	SSI Small Craft Harbour (Fernwood Dock)	-			10,000		10,000	-			-		10,000	10,000
1.238A	Community Transit (SSI)	-			70,000		70,000	-			55,000		15,000	70,000
1.238B	Community Transportation (SSI)	-			455,000		455,000	-	135,000		320,000		-	455,000
1.280	Regional Parks	412,000	920,000	1,150,000	12,275,000	2,000,000	16,757,000	-	13,000,000	1,032,000	-		2,725,000	16,757,000
1.290	Royal Theatre	-					-	-		-		-	-	-
1.295	McPherson Theatre	-					-	-		-			-	-
1.297	Arts Grants and Development	4,000					4,000			4,000				4,000
1.309	Climate Action and Adaptation	-					-	-		-				-
1.310	Land Banking and Housing	-		-			-		-	-		-		-
1.313	Animal Care Services	13,000	50,000	-	-		63,000	-		63,000				63,000
1.318	Building Inspection	6,000	-				6,000			6,000				6,000
1.323	ByLaw Services	4,000	25,000				29,000			29,000				29,000
1.324	Regional Planning Services	72,000					72,000			72,000				72,000
1.325	Community Planning	-			-		-			-	-			-
1.326	Foodland Access	-					-			-			-	-
1.335	Geo-Spatial Referencing	10,000					10,000			10,000				10,000
1.350	Willis Point Fire	10,000	-	-			10,000	-		10,000			-	10,000
1.352	South Galliano Fire	10,000	-				10,000	-		10,000			-	10,000
1.353	Otter Point Fire	20,000	-	-			20,000			20,000			-	20,000
1.356	Pender Island Fire	162,000		15,000			177,000			162,000			15,000	177,000
1.357	East Sooke Fire	19,484	-				19,484	-		19,484			-	19,484
1.358	Port Renfrew Fire	-		-			-	-		-			-	-
1.359	North Galliano Fire	-		-			-	-		-			-	-
1.360	Shirley Fire Department	12,380					12,380			12,380				12,380
1.370	JDF Emergency Program	-					-			-				-
1.371	SSI Emergency Program	5,800					5,800			1,800	4,000		-	5,800
1.372	Emergency Planning Coordination	-	-				-			-				-
1.373	SGI Emergency Program	-					-	-		-			-	-
1.375	Hazardous Material Incident Response	-	-				-			-				-
1.377	JDF Search and Rescue	-	-				-			-		-		-
1.405	JDF EA Community Parks & Recreation	-			-	-	-	-		-				-
1.408	JDF EA Community Recreation	-		-			-			-				-
1.40X	SEAPARC	596,100		711,500	36,500		1,344,100	-	426,000	170,100	-		748,000	1,344,100
1.44x	Panorama Recreation	926,845	-	450,000	40,000		1,416,845	-	-	926,845	-		490,000	1,416,845
1.455	SSI Community Parks	15,000	-		20,000		35,000	-		15,000	-	-	20,000	35,000
1.458	SSI Community Recreation	5,000			2,500		7,500	-		5,000	-		2,500	7,500
1.459	SSI Park Land & Rec Programs	60,000	-	10,000	-	-	70,000	-	-	50,000	-	-	20,000	70,000
1.465	Saturna Island Community Parks	-			-		-	-		-			-	-
1.475	Mayne Island Community Parks	-		-			-	-		-			-	-
1.485	Pender Island Community Parks	-			20,000	-	20,000	-		-		-	20,000	20,000
1.495	Galliano Community Parks	-			3,000		3,000	-		-			3,000	3,000
1.521	Environmental Resource Management	385,000			1,600,000	-	1,985,000	-	-	385,000			1,600,000	1,985,000
1.523	Port Renfrew Refuse Disposal	-			-		-	-		-			-	-
1.575	Environmental Administration Services	6,000					6,000			6,000				6,000
1.576	Environmental Engineering Services	40,000	-				40,000	-		40,000				40,000
1.577	Wastewater Operations	500,000	462,500				962,500			962,500	-			962,500

2029 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING					
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves
1.578	Environmental Protection	98,971	-				98,971	-		98,971			98,971
1.579	Environmental Water Quality	10,766					10,766			10,766			10,766
1.911	911 Call Answer	-					-			-			-
2.610	Saanich Peninsula Water Supply	100,000			525,000		625,000		-	200,000		-	425,000
2.620	Highland Water (SSI)				-		-	-					-
2.621	Highland & Fernwood Water (SSI)				2,665,000		2,665,000	-	2,665,000		-		2,665,000
2.622	Cedars of Tuam Water (SSI)	-			-		-	-	-		-		-
2.624	Beddis Water (SSI)				2,780,000		2,780,000	-	2,780,000		-		2,780,000
2.626	Fulford Water (SSI)	-			1,500,000		1,500,000	-	1,500,000		-		1,500,000
2.628	Cedar Lane Water (SSI)				645,000		645,000	-	645,000		-		645,000
2.630	Magic Lake Estates Water (Pender)				1,080,000		1,080,000	-	1,000,000			80,000	1,080,000
2.640	Lyall Harbour Boat Cove Water (Saturna)	-			500,000		500,000	-	500,000		-		500,000
2.642	Skana Water (Mayne)	-			100,000		100,000	-	100,000				100,000
2.650	Port Renfrew Water	-			350,000		350,000	-	350,000				350,000
2.665	Sticks Allison Water (Galliano)				50,000		50,000		50,000		-		50,000
2.667	Surfside Park Estates (Mayne)	-			450,000		450,000		450,000				450,000
2.670	Regional Water Supply	2,779,500	355,000	40,000	50,030,000	865,000	54,069,500	26,414,500	27,100,000	355,000	-	200,000	54,069,500
2.680	JDF Water Distribution	214,500	250,000	40,000	11,276,000		11,780,500	10,423,500	1,000,000	250,000		-	107,000
2.682	Seagirt Water System				-		-		-				-
2.691	Wilderness Mountain Water Service	-			-		-	-	-		-		-
3.701	Millstream Site Remediation				-		-	-	-		-		-
3.705	SSI Septage / Composting				-		-	-	-		-		-
3.718	Saanich Peninsula Wastewater	50,000			2,400,000		2,450,000		1,700,000	200,000	-		550,000
3.750	L.W.M.P. - Core and West Shore				-		-	-	-				-
3.798C	Debt - Core Area Wastewater Treatment Program	-			6,250,000		6,250,000	-	4,450,000	300,000			1,500,000
3.810	Ganges Sewer Utility (SSI)	-	-		-		-	-	-		-		-
3.820	Malview Sewer Utility (SSI)				-		-	-	-		-		-
3.830	Magic Lake Sewer Utility (Pender)	-			1,300,000		1,300,000	-	1,300,000		-		1,300,000
3.850	Port Renfrew Sewer				300,000		300,000	-	300,000				300,000
Total		6,772,031	2,127,500	2,522,500	96,833,000	2,865,000	111,120,031	36,898,000	59,451,000	5,635,531	379,000	200,000	8,556,500

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, SEPTEMBER 10, 2025**

SUBJECT Strategic Priorities Fund – Grant Applications

ISSUE SUMMARY

To seek Capital Regional District (CRD) Board support for four grant applications to the Strategic Priorities Fund (SPF).

BACKGROUND

The SPF is one of three funding streams, alongside the Community Works Fund and the Metro Vancouver Regional Fund, delivered through the Canada Community Building Fund. In British Columbia (BC) the program is administered by the Union of BC Municipalities (UBCM) on behalf of the Government of Canada.

SPF is an application-based funding program open to all local governments outside of Metro Vancouver. The current intake opens from May 20 to September 12, 2025. This SPF intake will see an investment of up to \$125 million to support infrastructure and capacity building projects across BC through two streams:

1. Capital Infrastructure Stream (Up to \$119 million)

The SPF-Capital Infrastructure stream provides grant funding specifically targeted for the capital costs of local government infrastructure projects that are large in scale, have a regional impact, or are innovative and support the national objectives of productivity and economic growth, a clean environment and strong cities and communities.

2. Capacity Building Stream (Up to \$6 million)

The SPF-Capacity Building stream provides grant funding for local government capacity building projects including asset management, long term infrastructure planning and integrated community sustainability planning that support the national objectives and are large, have a regional impact or are innovative.

Regional districts may submit up to four applications in total, with a maximum of three applications under the Capital Infrastructure Stream. SPF can contribute a maximum of 100% of the cost of eligible activities, up to a maximum of \$7 million per project.

To maximize the SPF grant opportunity staff have identified three projects under Capital Infrastructure Stream and one project under Capacity Building Stream. UBCM requires a Board resolution supporting the projects, committing to cover any cost overruns and providing overall grant management. Please refer to Appendix A for detailed program guidelines.

ALTERNATIVES

Alternative 1

The Capital Regional District Board supports the following four projects' application submissions and commits to covering any cost overruns. Staff are instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting grant funds and overseeing grant management for the proposed projects as below.

Capital Infrastructure Stream

- 1) Biosolids Advanced Thermal Plant
- 2) Main No. 1 Hydraulic Grade Line Increase
- 3) Rainbow Recreation Centre Building Envelope Renewal Project

Capacity Building Stream

- 4) SEAPARC Infrastructure Growth Plan

Alternative 2

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

IMPLICATIONS

Financial Implications

Capital Infrastructure Stream Projects

Project Title	Brief Project Description	Grant Request	Estimated Total Project Cost	Other Funding Sources
Biosolids Advanced Thermal Plant	Construction of a thermal processing plant to convert biosolids into biochar and energy	\$7,000,000	\$10,000,000	Debt
Main No.1 Hydraulic Grade Line (HGL) Increase	Multiple infrastructure upgrades to raise the HGL of Regional Water Supply Main No. 1 to increase pressure and flow rate	\$7,000,000	\$15,700,000	Debt
Rainbow Recreation Centre Building Envelope Renewal Project (Salt Spring Island)	Building envelope restoration of the Rainbow Recreation Centre Building to address air leakage performance issues	\$1,750,000	\$1,800,000	Debt and Reserve

Capacity Building Stream Project

Project Title	Brief Project Description	Grant Request	Estimated Total Project Cost	Other Funding Sources
SEAPARC Infrastructure Growth Plan	Develop a long-term plan for recreation infrastructure growth for SEAPARC Recreation	\$150,000	\$180,000	Reserve

Service Delivery Implications

Capital Infrastructure Stream Projects

Biosolids Advanced Thermal Plant

Advanced thermal technology was selected by the CRD as the preferred method of biosolids management under the Long-Term Biosolids Management Strategy. The Biosolids Advanced Thermal Plant Project involves the installation of additional equipment at the CRD's Residuals Treatment Facility, to further process dried biosolids into biochar.

Processing of biosolids under high heat and low oxygen results in the substantial reduction in contaminants and microplastics, as well as the sequestering of carbon. This will protect our environment by reducing contaminants and carbon dioxide emissions.

Main No.1 HGL Increase

The project involves work at a series of eight locations along the CRD Regional Water Supply Main No. 1 throughout Langford, Colwood and View Royal. This includes upgrades to the Humpback, Millstream and Watkiss pressure control stations, construction of four new pressure control stations (three in Langford and one in Colwood) and construction of one new distribution tie-in to Main No. 3 at Fairway Avenue.

Raising the HGL of Regional Water Supply Main No. 1 will increase the pressure and flow rate in the main. Upgrading and constructing new pressure control stations along the water main will facilitate distribution to users from the increased main pressure. The result is increased water supply capacity and redundancy across all municipalities in the CRD's Regional Water Supply system while supporting additional housing in the region.

Rainbow Recreation Centre Building Envelope Renewal Project

The Rainbow Recreation Centre (RRC) is a community recreation center including a 25-metre lap pool located on Salt Spring Island. A 2022 assessment of a damaged exterior wall at RRC has indicated that the building envelope had been compromised and requires restoration in the next five years. There are known performance issues including roof-wall transitions, exterior walls, exterior doors and penetrations.

The Building Envelope Renewal Project is required to maintain the facility for public use by addressing performance issues associated with air leakage. The RRC is utilized by over 60,000 visitors each year and is home to the only public indoor pool on Salt Spring Island. The facility

also houses a day care, swim club, aquafit classes, group swimming lessons, Special Olympics, recreation programs and special events.

Capacity Building Stream Project

SEAPARC Infrastructure Growth Plan

The project develops a long-term plan for recreation infrastructure growth for SEAPARC Recreation. The 2025-2035 SEAPARC Recreation Strategic Plan identifies community need and desire for a second arena, a large-span community gymnasium and multi-use/classroom/program spaces.

Rapid population growth underscores the urgent need for expanded recreation infrastructure to sustain a healthy, active and connected community. To ensure that facility expansion is thoughtful and fiscally responsible, a long-term plan is required. This plan will consider: the condition and lifespan of existing infrastructure, climate implications, opportunities for collaboration with community partners, siting options and preliminary costing. By taking a strategic and forward-looking approach, the project will help ensure that recreation services remain accessible, sustainable and responsive to the evolving needs of the community.

CONCLUSION

The SPF presents an opportunity for the CRD to receive substantial grant funding for critical high impact projects. Staff have identified four eligible projects to maximize this grant opportunity. SPF requires a Board resolution supporting the projects, committing to grant management and covering cost overruns. The SPF intake closes on September 12, 2025.

RECOMMENDATION

The Capital Regional District Board supports the following four projects' application submissions and commits to covering any cost overruns. Staff are instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting grant funds and overseeing grant management for the proposed projects as below.

Capital Infrastructure Stream

- 1) Biosolids Advanced Thermal Plant
- 2) Main No. 1 Hydraulic Grade Line Increase
- 3) Rainbow Recreation Centre Building Envelope Renewal Project

Capacity Building Stream

- 4) SEAPARC Infrastructure Growth Plan

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services and Corporate Grants
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
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Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Strategic Priorities Fund Program Guidelines - 2025

STRATEGIC PRIORITIES FUND 2025

PROGRAM GUIDELINES

MAY 2025

UNION OF BC MUNICIPALITIES



A STREAM OF THE CANADA COMMUNITY-BUILDING FUND IN BC

PURPOSE OF THE STRATEGIC PRIORITIES FUND

Provides funding for strategic investments that are large in scale, regional in impact or innovative and support the Canada Community-Building Fund national objectives of productivity and economic growth, a clean environment, and strong cities and communities.

ELIGIBLE APPLICANTS

All local governments outside of Metro Vancouver.

ELIGIBLE CAPITAL INFRASTRUCTURE STREAM CATEGORIES

Public Transit • Local Roads, Bridges and Active Transportation • Community Energy Systems • Drinking Water • Solid Waste • Wastewater and Stormwater • Regional and Local Airports • Short-Line Rail • Short-Sea Shipping • Broadband Connectivity • Brownfield Redevelopment • Resilience • Tourism Infrastructure • Cultural Infrastructure • Recreation and Sport Infrastructure • Fire Halls and Fire Trucks

ELIGIBLE CAPACITY BUILDING STREAM CATEGORIES

Asset Management, Long-Term Infrastructure Planning, and Integrated Community Sustainability Planning.

APPLICATION LIMIT FOR MUNICIPALITIES

One (1) capital infrastructure application and one (1) capacity building application for a total of two (2) SPF applications

APPLICATION LIMIT FOR REGIONAL DISTRICTS

Total of four (4) applications with a maximum of three (3) capital infrastructure applications

AVAILABLE FUNDING

Up to 100% of net eligible costs of approved projects up to a maximum federal Canada Community-Building Fund contribution of \$7 million.

For further questions on Strategic Priorities Fund program, please contact UBCM via e-mail at ccbf@ubcm.ca or by phone at 250-356-0930.

Canada Community-Building Fund Program Services
525 Government Street
Victoria, BC V8V 0A8

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1 PROGRAM OVERVIEW

The Strategic Priorities Fund (SPF) is one of three funding streams delivered through the Canada Community-Building Fund (CCBF) in British Columbia, formerly known as the Gas Tax Fund.

The current CCBF Agreement provides a ten-year commitment of federal funding for investments in local government infrastructure and capacity building projects.

The SPF is an application-based funding program, which pools a portion of the annual CCBF for strategic investments that are considered large in scale, regional in impact, or innovative and support the CCBF national objectives of productivity and economic growth, a clean environment, and strong cities and communities.

This fourth intake of the SPF program will see an investment of up to \$125 million to support infrastructure and capacity building projects in communities across the province

1.1 PROGRAM GOALS AND OBJECTIVES

Capital Infrastructure Stream

The SPF-Capital Infrastructure stream provides grant funding specifically targeted for the capital costs of local government infrastructure projects that are large in scale, regional in impact, or innovative and support the national objectives of productivity and economic growth, a clean environment and strong cities and communities.

Capacity Building Stream

The SPF-Capacity Building stream provides grant funding for local government capacity building projects, including asset management, long term infrastructure planning and integrated community sustainability planning that support the national objectives and are large, regional in impact or innovative.

1.2 APPLICATION DEADLINE

The SPF intake will be open from May 20, 2025, to September 12, 2025. Applications can be submitted through UBCM's [Program Information Management System](#) (PIMS).

For help accessing PIMS, contact pims@ubcm.ca

1.3 AVAILABLE FUNDING

- Capital Infrastructure Stream: Up to \$119 million is available
- Capacity Building Stream: Up to \$6 million is available

1.4 LIMIT ON NUMBER OF APPLICATIONS

- Municipalities: Each Municipality may submit one (1) application under the Capital Infrastructure Stream and one (1) application under the Capacity Building Stream for a total of two (2) applications.
- Regional Districts: Each Regional District may submit four (4) applications with a maximum of three (3) applications under the Capital Infrastructure Stream.

1.5 FUNDING AMOUNT LIMIT

The SPF program can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$7 million.

2 ELIGIBLE APPLICANTS

The SPF program is open to all local governments in British Columbia outside of Metro Vancouver.

A local government may sponsor an application for an Ultimate Recipient. This will count as one of that local government's application and the local government will be responsible for ensuring that all obligations under the CCBF SPF program are met – including program and project reporting.

Ultimate Recipients are defined as: a local government; a non-municipal entity, including for-profit, nongovernmental and not-for-profit organizations located and operating in British Columbia; and BC Transit.¹

¹ Islands Trust and Okanagan Basin Water Board are considered eligible applicants under the SPF Capacity Building Stream

3 PROJECTS

3.1 PROJECT CATEGORIES

CAPITAL INFRASTRUCTURE STREAM	
Local Roads, Bridges and Active Transportation	Recreation and Sport Infrastructure
Wastewater and Stormwater	Drinking Water
Tourism and Culture Infrastructure	Community Energy Systems
Solid Waste	Public Transit
Short-sea Shipping and Short-line Rail	Resilience
Fire Hall and Fire Trucks	Broadband Connectivity
Regional and Local Airports	Brownfield Redevelopment

CAPACITY BUILDING STREAM
Asset Management Planning
Long-term Infrastructure Planning
Integrated Community Sustainability Planning - Housing Planning

Examples of eligible projects under each category can be found in Annex A of this program guide.

3.2 INELIGIBLE PROJECTS

Project works, which would otherwise be eligible, become ineligible if the project works have started prior to the date the project is included in a submitted SPF application. The project is deemed to have been started if a tender has been awarded, or work has commenced.

Furthermore, a SPF project will be deemed ineligible if:

- The project start date is later than two years after grant approval
- The project completion date is later than five years after grant approval

3.2.1 Ineligible Capital Infrastructure Stream Projects

- National Airport System
- Social Housing / Social Services
- Childcare / Daycare Centres
- Emergency Response Services (excluding fire hall infrastructure)

- City Halls / Public Works Buildings / Other Administrative Buildings
- Health Care Infrastructure (hospitals, convalescent and seniors' centers, care facilities)
- Facilities, including arenas, which would be used as the home of professional sports teams

3.2.2 Ineligible Capacity Building Stream Projects

- Projects that have been approved under the UBCM Asset Management Planning (AMP) grant program unless they are identified as a distinct or phased component of the overall project.

4 COSTS

4.1 ELIGIBLE COSTS FOR CAPITAL INFRASTRUCTURE STREAM

Eligible Expenditures are those associated with the acquiring, planning, designing, constructing, or renewal and rehabilitation of a tangible capital asset or natural asset in British Columbia.

Infrastructure is defined as a municipal or regional, publicly or privately owned tangible capital assets, or natural assets, in British Columbia primarily for public use or benefit.

In addition, eligible costs also include expenditures directly related to the joint communication activities and with federal project signage for CCBF funded projects.

4.1.1 Employee and Equipment Costs

The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

- a. the Ultimate Recipient can demonstrate that it is not economically feasible to tender a Contract;
- b. the employee or equipment is engaged directly in respect of the work that would have been the subject of the Contract; and,
- c. the arrangement is approved in advance and in writing by UBCM.

If the use of own force employee or equipment costs is being considered, in addition to the application please provide a letter addressing the conditions above. Note that while most costs are eligible from the date of the application submission, own force employee and equipment costs are only eligible from date of UBCM approval

For the Capacity Building stream, incremental own force employee costs do not need separate approval but should be clearly identified as incremental and directly engaged in the work only for the duration of the project in the application.

4.1.2 Cost Estimate Classification Definitions

For capital infrastructure stream projects, the application form and detailed cost estimate template will ask the applicant to include the class of cost estimate for the project. Below is a definition of cost estimate classification.

Class A estimate ($\pm 10\text{-}15\%$): A detailed estimate based on quantity take-off from final drawings and specifications. It is used to evaluate tenders or as a basis of cost control during day-labour construction.

Class B estimate ($\pm 15\text{-}25\%$): An estimate prepared after site investigations and studies have been completed and the major systems defined. It is based on a project brief and preliminary design. It is used for obtaining effective project approval and for budgetary control.

Class C estimate ($\pm 25\text{-}40\%$): An estimate prepared with limited site information and based on probable conditions affecting the project. It represents the summation of all identifiable project elemental costs and is used for program planning, to establish a more specific definition of client needs and to obtain preliminary project approval.

Class D estimate ($\pm 50\%$): A preliminary estimate which, due to little or no site information, indicates the approximate magnitude of cost of the proposed project, based on the client's broad requirements. This overall cost estimate may be derived from lump sum or unit costs for a similar project. It may be used in developing long term capital plans and for preliminary discussion of proposed capital projects.

4.2 ELIGIBLE COSTS FOR CAPACITY BUILDING STREAM

The expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, and/or asset management plans.

Expenditures could include developing and implementing:

- Studies, strategies, plans or systems related to asset management, which may include software acquisition and implementation
- Studies, strategies, plans or systems related to housing or land use, including Housing Needs Assessments; and its relation to infrastructure service delivery
- Training directly related to asset management planning; and
- Long-term infrastructure plans

4.3 INELIGIBLE COSTS

- Legal fees
- Leasing costs
- Routine repair and maintenance costs
- Direct or indirect operating or administrative costs
- Purchase of land or any interest therein, and related costs
- For capacity building projects, routine or ongoing planning costs or planning activities
- Costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff
- Overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient
- Taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates
- Costs associated with healthcare infrastructure or assets
- The cost of leasing of equipment by the Ultimate Recipient and its direct or indirect operating or administrative costs of Ultimate Recipients

5 STACKING

The current SPF program is considered federal funds for the purpose of federal or provincial stacking rules. Although there are no specific rules in the SPF program for stacking with other grants, UBCM recommends the applicant consult with other grant programs to ensure stacking with SPF funding is allowable.

Strategic Priorities Fund and Community Works Funds can be stacked without restrictions.

6 PHASING OF PROJECTS

For large projects that require significant funding support, it is recommended that applicants consider an appropriately sized and scoped project application. Applicants should apply for a component of the project or identify how the project could be phased. Where a phase is submitted for funding consideration, each phase should independently result in outcomes which align with the SPF objectives. It is important to note that successful grant awards for phased projects do not ensure subsequent funding for future phases of the project.

If applying for a phase of a larger project, identify how the project will be phased. This should be demonstrated in the detailed cost estimate template, and the project descriptions must be organized to easily describe each of the distinct phases of the project, highlighting which phase is the subject of the funding request.

Please contact us at ccbf@ubcm.ca or 250-356-5134 if you are considering submitting a phased approach application.

7 APPLICATION REQUIREMENTS AND SUBMISSION

7.1 SUBMISSION OF APPLICATIONS

To submit an application applicants must have an account to access UBCM's [Program Information Management System](#) (PIMS). All applications must be submitted using the PIMS system.

Please contact pims@ubcm.ca to discuss obtaining access to PIMS.

7.2 REQUIRED APPLICATION CONTENTS

Applications must be received through the UBCM [Program Information Management System](#) (PIMS) and must include the following:

- Completed online application form
- Attached feasibility study and/or design report (for Capital Stream)
- Detailed cost estimate template (for Capital Stream)
- Map and/or drawings (for Capital Stream)
- Project Budget (for Capacity Building Stream)
- Current Council or Board resolution indicating support for the proposed activities and willingness to provide overall grant management and support any cost overruns
- Own force labour and/or equipment request (if applicable)

Optional Materials

Other relevant supplemental documentation.

8 REVIEW OF APPLICATIONS

8.1 SCREENING CRITERIA

Selection criteria are based on the program purposes and objectives listed below. These selection criteria form the basis of the scoring and ranking of applications. Note the criteria listed below are not listed in order of priority; applicants should provide full information in relation to all of the criteria that are relevant to the project for which funding is requested.

8.1.1 Capital Infrastructure Stream

Following screening criteria, applications will be sent for technical review. Scoring will be based primarily on:

- How much the project is expected to support the CCBF National Objectives of productivity and the economic growth; a clean environment; and strong cities and communities
- The timing of the project and its outcomes
- The capacity of the community to undertake, evaluate and document the project, and to operate and maintain it
- The degree to which the project develops or supports strategic infrastructure investment decisions or links to sustainability or capital investment plans
- The degree to which asset management practices were considered
- The degree to which the project uses sustainability principles or leads to sustainable outcomes (e.g., community service demand; resource recovery and environmental protection)
- The degree to which the project considers climate resilience
- The degree the project benefits more than one community or is identified as regional in impact
- The size or scale of the project in relation to the size of the community
- The degree to which the project reflects inter-jurisdiction cooperation
- The degree to which the innovative plan, process, method or technology supports the approach that will be used, and the additional risks associated with using this innovation
- The relative benefit of the innovative process, method or technology over existing processes, methods and technologies
- The degree to which the project enables, supports, or preserves housing, including affordable housing

8.1.2 Capacity Building Stream

Following screening criteria, applications will be sent for technical review. Scoring will be based primarily on:

- How the project is expected to align with the CCBF National Objectives of productivity and economic growth, a clean environment or strong cities and communities
- The degree to which the project is identified as large in scale
- The degree to which the project is considered regional in impact
- Contribution to innovation
- Long term thinking
- Integration with other plans, planning or sustainability activities
- Collaborative elements, including engaging community members and other partners
- Implementation program
- Monitoring and evaluation component
- Linkage to capital investment plans
- Contribution to efficient use of infrastructure and other resources
- Housing and growth considerations
- Climate impact considerations

9 GRANT MANAGEMENT AND APPLICANT RESPONSIBILITIES

Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements. Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

9.1 NOTICE FUNDING DECISION

Applicants will be notified after funding decisions have been made.

9.2 FUNDING AGREEMENTS

All grant approvals are subject to the execution of a funding agreement between the recipient and UBCM. The agreement will set out the roles and responsibilities of the parties including a deadline for completion of the project and other recipient obligations.

9.3 APPLICABLE LAW

Recipients are responsible for ensuring that all projects are implemented in accordance with all laws applicable in British Columbia and for ensuring that any required permits, licenses, or approvals are obtained.

9.4 COMMUNICATIONS AND SIGNAGE

Included within every signed funding agreement is a Communications Protocol which will outline responsibilities of the recipient for communications activities and signage requirements for capital projects.

9.5 CLAIMS AND PAYMENTS

The SPF is a claims-based funding program and as such approved funds will only be disbursed after an expense has been incurred and a claim is submitted. Approved grant funding is managed within the PIMS system by submitting a claim.

Payments will be made available to recipients in accordance with the terms and conditions of the funding agreement. Payments are also on condition of the following:

- That UBCM has received sufficient funds from Canada;
- That a holdback of 15% be placed on the project until such time as it is deemed complete; and
- The Ultimate Recipient is in compliance with the terms and conditions of the funding agreement.

9.6 PROJECT REPORTING

Successful applicants will be required to provide the following reporting:

TYPE OF REPORTING	WHAT/WHEN	FREQUENCY
Progress Report	When submitting a claim	As required
Final Report	When submitting final claim	Once
Annual Expenditure Report and Housing Report	Funds spent in prior year	Annually
Outcomes Report	Funds spent over life of project	As requested

ANNEX A: EXAMPLES OF ELIGIBLE PROJECTS

CAPITAL PROJECTS	
CATEGORY & DESCRIPTION	EXAMPLES
<p>LOCAL ROADS, BRIDGES, & ACTIVE TRANSPORTATION</p> <p>The construction, renewal, or improvement of essential infrastructure such as roads, bridges and active transportation.</p>	<p>New construction and rehabilitation of:</p> <ul style="list-style-type: none"> • Local roads • Bridges • Cycling lanes • Sidewalks paths • Overpasses, or underpasses • Tunnels • High occupancy lanes or transit lanes • Grade separations • Interchanges • Intersections • Roundabouts • Sound barriers • Snow fences • Intelligent transportation systems
<p>DRINKING WATER</p> <p>Infrastructure that supports drinking water conservation, collection, treatment and distribution systems</p>	<ul style="list-style-type: none"> • Drinking water treatment infrastructure • Wells • Transmission mains • Distribution pipes • Storage • Facilities • Smart meters
<p>WASTEWATER AND STORMWATER</p> <p>Infrastructure that supports wastewater and storm water collection, treatment and management systems.</p>	<ul style="list-style-type: none"> • Treatment • Storage • Transmission mains, collection pipes • Facilities
<p>COMMUNITY ENERGY SYSTEMS</p> <p>Development, improvement, or renewal of infrastructure dedicated to energy generation or efficiency enhancement.</p>	<ul style="list-style-type: none"> • Renewable electricity generators • Electric vehicle infrastructure/fleet vehicle conversion • Hydrogen infrastructure (generation, distribution, storage) • Wind/solar/thermal/geothermal energy systems • Alternative energy systems that serve local government infrastructure • Retrofit of local government buildings <p>Use of natural infrastructure, such as natural vegetation for stormwater drainage, green roofs for insulation and reduced energy use, and trees for natural shading and cooling</p>

CAPITAL PROJECTS	
CATEGORY & DESCRIPTION	EXAMPLES
<p>PUBLIC TRANSIT</p> <p>Infrastructure which supports a shared passenger transport system which is available for public use.</p>	<p>Transit infrastructure such as:</p> <ul style="list-style-type: none"> • Rail • Buses • Ferries • Para-transit vehicles • Rapid transit systems • Related facilities <p>Intelligent transport systems such as:</p> <ul style="list-style-type: none"> • Fare collection • Fleet management • Transit priority signaling • Real time traveler information system at stations and stops <p>Related capital infrastructure including:</p> <ul style="list-style-type: none"> • Bus lanes • Streetcar and trolley infrastructure • Storage and maintenance facilities • Security enhancement • Transit passenger terminals
<p>SOLID WASTE</p> <p>Infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.</p>	<p>Solid waste diversion projects including:</p> <ul style="list-style-type: none"> • Recycling • Composting and anaerobic digestion facilities <p>Solid waste disposal projects including:</p> <ul style="list-style-type: none"> • Thermal processes • Gasification, and landfill gas recovery • Solid waste disposal strategies that reduce resource use <p>Solid waste management system infrastructure, including:</p> <ul style="list-style-type: none"> • Facilities • Rolling stock • Collection bins
<p>SPORT INFRASTRUCTURE & RECREATION INFRASTRUCTURE</p> <p>Sport infrastructure for community public use and in support of major athletic events; Recreational facilities or networks</p>	<p>Large facilities or complexes which support physical activity such as:</p> <ul style="list-style-type: none"> • Arenas • Gymnasiums • Swimming pools • Sports fields • Tennis, basketball, volleyball or other sport-specific courts <p>Other facilities that have physical activity as primary public use</p> <p>Community centers that offer programming to the community at large, including all segments of the population</p> <p>Networks of parks, fitness trails and bike paths</p>

CAPITAL PROJECTS	
CATEGORY & DESCRIPTION	EXAMPLES
<p>CULTURAL INFRASTRUCTURE</p> <p>Infrastructure that supports arts, humanities, and heritage.</p> <p>Infrastructure that supports opportunities to showcase the richness of Canada's diversity, including facilities aimed at supporting off-reserve Indigenous population</p>	<ul style="list-style-type: none"> • Museums • The preservation of designated heritage sites • Local government owned libraries and archives • Facilities for the creation, production, and presentation of the arts • Infrastructure in support of the creation of a cultural precinct within an urban core • Aboriginal Friendship centres and Youth Centres • Indigenous arts centres • Indigenous traditional/ceremonial rooms or spaces • Construction and management of trails for preserving Indigenous traditions, including hunting and fishing • Centres to help commemorate residential school survivors
<p>TOURISM INFRASTRUCTURE</p> <p>Infrastructure that attracts travelers for recreation, leisure, business or other purposes</p>	<ul style="list-style-type: none"> • Convention centers • Exhibition hall-type facilities • Visitor centres
<p>RESILIENCE</p> <p>Supports assets that increase a community's capacity to withstand, respond to, and rapidly recover from damage and disruptions caused by changing climate conditions.</p>	<p>Construction of public infrastructure and/or modification or reinforcement of existing public infrastructure including natural infrastructure that prevent, mitigate or protect against impacts of climate change, disasters triggered by natural hazards, and extreme weather.</p> <p>Building dams and dikes to reduce the risk of flooding</p> <p>Restoring wetlands and other natural infrastructure to redirect and capture rainwater</p> <p>Seismic upgrades</p> <p>Installing retaining walls, gabions, to control erosion</p> <p>Stabilizing of berms to protect roads from erosion and shifts in the ground.</p>
<p>BROADBAND CONNECTIVITY</p> <p>Infrastructure that provides internet access to residents, businesses, and/or institutions in British Columbia</p>	<ul style="list-style-type: none"> • High-speed backbone • Point of presence • Local distribution within communities • Satellite capacity • Laying fibre optic cable to bring broadband Internet access to a community

CAPITAL PROJECTS	
CATEGORY & DESCRIPTION	EXAMPLES
<p>BROWNFIELD REDEVELOPMENT</p> <p>Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes: the construction of public infrastructure as identified in the context of any other category under the CCBF, and/or the construction of municipal use public parks and publicly-owned social housing.</p>	<p>New construction of public infrastructure as per the categories listed under the CCBF Agreement</p> <p>New construction of municipal use public parks and affordable housing</p>
<p>REGIONAL AND LOCAL AIRPORTS</p> <p>Airport related infrastructure for local and regional airports with year-round service (excludes National Airport System (NAS))</p>	<p>Development, enhancement or rehabilitation of:</p> <ul style="list-style-type: none"> • Aeronautical and/or non-aeronautical infrastructure (includes runways, taxiways, aprons, hangars, terminal buildings etc.) • Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities
<p>SHORT-LINE RAIL</p> <p>Railway related infrastructure for carriage of passengers or freight that offer year-round service</p>	<ul style="list-style-type: none"> • Construction of lines to allow a railway to serve an industrial park, an intermodal yard, a port or a marine terminal • Construction, rehabilitation, or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel • Construction, development or improvement of facilities to improve interchange of goods between modes • Procurement of technology and equipment used to improve the interchange of goods between modes
<p>SHORTSEA SHIPPING</p> <p>Infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean</p>	<ul style="list-style-type: none"> • Specialized marine terminal intermodal facilities or transshipment (marine to marine) facilities • Capitalized equipment for loading/unloading required for expansion of short-sea shipping • Technology and equipment used to improve the interface between the marine mode and the rail/highways modes or to improve integration within the marine mode including Intelligent Transportation Systems (ITS)
<p>FIRE HALLS AND FIRE TRUCKS</p> <p>Fire Hall and fire truck infrastructure</p>	<ul style="list-style-type: none"> • New fire hall (building) for housing fire-fighting apparatus and staff (may include attached dorms, basic training facilities, and administration areas) • Retro-fit and modernization of existing fire halls and attached building space • Eligible rolling stock as stand-alone purchases includes all types of fire engines, i.e. any trucks that are part of the fire department that respond to the actual emergency.

CAPACITY BUILDING PROJECTS	
CATEGORY & DESCRIPTION	EXAMPLES
ASSET MANAGEMENT Increase local government capacity to undertake asset management planning practices	Asset Management Practices Assessment Current State of Assets Assessment Asset Management Policy Asset Management Strategy Asset Management Plan Long-Term Financial Plan Asset Management Practices Implementation Plan Asset Management Plan Annual Report
INTEGRATED COMMUNITY SUSTAINABILITY PLANS Increase local government capacity to undertake integrated community sustainability plans	Integrated community sustainability plans Regional growth strategies Community development plans Community plans Housing Needs Assessments Housing Plans
LONG-TERM INFRASTRUCTURE PLANS Increase local government capacity to undertake long-term infrastructure planning.	Detail design documents and feasibility studies, through the appropriate infrastructure funding category Transportation plans Infrastructure development plans Liquid waste management plans Solid waste management plans Long-term cross-modal transportation plans Water conservation/demand management plans Drought management contingency plans Air quality plans GHG reduction plans Energy conservation plans

ANNEX B: SAMPLE ONLINE INFRASTRUCTURE APPLICATION

SECTION 1 PROJECT INFORMATION

1. Project Title
2. Project Category
3. Is this project the subject of a recent infrastructure grant application? (Yes/No) If yes: Provide the name of the program and status of application.
4. Project Rationale: Provide a brief project rationale outlining why the project is needed and how the project meets that need.
 - e.g. Why the project is needed could be: current facility needs replacement due to age, condition, increased service demands, meeting regulatory requirements etc.
5. Project Description: Provide a detailed list of the physical works and location of the project.
 - e.g. Build a wastewater effluent pipeline and outfall at north end of 20 Mile Bridge at Highway 10, including: 10km of force main, Pumping system, Outfall structure, Civil, mechanical and engineering works
6. Project Location: Include physical address, GPS coordinates or start and end points.

SECTION 2 REQUIRED DOCUMENTATION

7. Please attach the requested documents:
 - Detailed Cost Estimate Template
 - Maps and/or Drawings
 - Feasibility Study and/or Design Report
 - Board or Council Resolution Supporting the Application

Attach any other relevant information that would assist in the technical review of the application (max 20 MB limit per document)

8. How are you planning to secure all funds associated with this project? Provide evidence that funds have been secured or explain how and when funds will be secured.
 - e.g. Third reading of borrowing bylaw; confirmation of other grants such as Community Works Funds; reserve funds, etc.

Note that applications will not be considered until all funds have been secured for the project. UBCM will not consider cost overruns. Council and Board Resolutions supporting the application must clearly identify that the local government will consider any cost overruns to the project.

9. Class of Cost Estimate:
 - a. Provide the class estimate A, B, C, D
 - b. Provide the year the cost estimate was determined?
 - c. How was the cost estimate determined?

- See program guide for examples of Cost Estimate Class.

10. What contingency plans are in place for increases in project costs or if external contributions are less than anticipated?

Note that SPF does not consider cost overruns

SECTION 3 PROJECT DETAILS

11. Has the project started? (Yes/No)

Project works which would otherwise be eligible, become ineligible if the project works have started prior to the date the project is included in a submitted SPF application. The project is deemed to have been started if a tender has been awarded or work has commenced.

12. Estimated project start date. Estimated construction start date.

13. Estimated project completion date.

14. Identify risks to meeting this timeline.

Please list all that are known and include your evaluation and proposed mitigation for each risk. (e.g. seasonal limitations to construction, detailed design work, public oppositions expected, referendum required, unconfirmed grants, siting not confirmed, environmental assessments, permitting, etc.)

15. Is there the intent to submit a request for the use of own force labour and equipment for this project? (Yes/No)

Please see program guide for how to submit a request for approval.

16. Is this project a phase or component of a larger project? (Yes/No)

- If yes: Is this phased approach reflected in the cost estimates and/or supporting documentation you have provided? (Yes/No)
- Please provide additional details on the phases, including funding for past and future phases and estimated timelines.

17. Have alternative options for the project been considered?

- If yes: If so, how were they compared or analyzed? Please Explain why the chosen option was selected.

18. Estimated Total Project Costs

19. Strategic Priorities Funding Request

20. Borrowing

21. Other Grants

22. Other Contributions

- e.g. In-kind contributions, legal fees, tax rebates, other

23. Internal Contributions

- e.g. Reserves, DCCs, etc..

SECTION 4 PROGRAM OBJECTIVES

In order to be eligible a project must align with one or more of the Canada Community-Building Fund National Objectives of Productivity and Economic Growth, Cleaner Environment, or Strong Cities and Communities.

Answer the following questions for each national objective that is applicable to the project or phase that is the subject of this application, identifying both quantitative and qualitative benefits.

24. Productivity and Economic Growth: Describe the measurable economic benefits of the project in the community.
 - e.g. Number of existing or confirmed jobs; increase in number of services/level of service.
25. Productivity and Economic Growth: Describe the non-measurable economic benefits of the project in the community.
 - e.g. Potential for future business/jobs, increasing tourism, services etc.
26. Cleaner Environment: Describe the environmental benefits of the project.
 - e.g. Reduction in GHG emissions, cleaner water, cleaner air, climate change mitigation etc.
27. Cleaner Environment: What environmentally sustainable considerations have been incorporated into the project?
 - e.g. Integration, connections with long term planning, climate change adaptation etc.
28. Strong Cities and Communities: Describe the community health, social, and cultural benefits of the project.
 - e.g. Promoting inclusive and accessible communities, improved drinking water quality etc.
29. Strong Cities and Communities: Describe how this project will advance the long-term goals and vision of the community as identified in applicable community plans.

Include a copy of the relevant sections of the community plan as supporting documentation. Identify relevant sections with page and paragraph numbers included.

SECTION 5 PROGRAM CRITERIA

In order to be eligible a project must meet at least one of the SPF Program Criteria: Large in Scale, Regional in Impact, or Innovative. Describe how the project subject to this application meets these criteria.

30. Large in Scale: Describe how the size, scale and/or benefits of the project is large in relation to the size of the community.
31. What is the population of community? (The community making the application.)
32. What is the population that will be directly served by this project?
33. Regional in Impact: Describe the degree to which this project supports interjurisdictional collaboration and coordination.

34. Does this project involve partnerships? (Yes/No)

- e.g. P3, NGO, inter-agency etc.
- If so, Identify the parties involved in the partnership and their roles. e.g. Sharing cost, governance, or delivery.

35. Regional in Impact: Describe the degree the project benefits more than one community, is identified as regional priority, and/or is regional in scope.

36. Innovation: Describe any innovative component(s) of the project.

37. Describe what research, planning, testing, technology, or methodology supports the approach that will be used, and the additional risks associated with using this innovation (include where it has been used, and the results).

38. Innovation: Describe the relative benefit of the innovative process, method or technology over existing practices.

SECTION 6 PROJECT PLANNING AND BENEFITS ASSET MANAGEMENT

ASSET MANAGEMENT

For more information on asset management tools, resources and best practices, including the document Asset Management for Sustainable Framework for BC, please visit [Asset Management BC](#)

39. How do you manage your infrastructure assets? Explain whether you have an asset management plan linked with a long-term financial plan, asset management policy, strategy, framework, and/or governance structure.

40. Does your local government have a long-term financial plan?

- a. How long-term is your financial plan (in years)?
- b. How does the financial plan relate to an Asset Management plan, Capital Works plan, Official Community Plan, and any other strategic community and corporate plans.

41. Describe how operation and maintenance will be funded over the lifecycle of the infrastructure subject to this application.

42. What proportion (%) of infrastructure replacement for this project will be funded through current financial revenues?

For the Asset Class subject to this application:

43. Is there an asset inventory/registry? (Yes/No)

- If yes: Is it complete?
- If yes: What year was it completed?

44. Has a condition assessment been completed?

- If yes: What year was it completed?

45. Is there an asset management plan?

- If yes: Is it complete?
- If yes: What year was it completed?

- If yes: Is the plan linked your organizations long-term financial plan?

46. Additional Comments for the Asset Management Questions Listed Above:

47. What effects will the proposed project have on service levels and how will these be measured?

- e.g. The water treatment plant upgrade will improve water quality– measured by the reduction in the number of boil water advisories, and improved levels of disinfection residuals and or by the number of residents with improved water quality and/or meet a provincial/federal standard.

48. Describe the long-term financial plan in place for renewal or replacement of the asset subject to this application?

COMMUNITY SERVICE DEMANDS

A community's demand for a service (existing or new) is a critical component in establishing the appropriate level of service. It is determined by various factors such as population growth, immigration/emigration, societal changes, changing demographics and changing community demands/expectations including the ability or desire to pay for the service.

49. Explain how community demands were used to identify the size and scope of project components and/or establish the appropriate service levels provided by the project.

- e.g. Drinking Water: For design of the water main the average per capita demand of 400 L/day/person was used to size the proposed main.

50. How will this project enable, support or preserve housing supply, including affordable housing?

- e.g. The investment in infrastructure which increases the capacity of communities to support, enable and preserve housing growth
- e.g. increase capacity for wastewater system to support neighborhood expansion of xxx new housing units, or a drinking water project which increases the treatment capacity of a water treatment plant to accommodate population increases.

RESOURCE RECOVERY

51. Explain how resources are recovered and reused in this project. e.g. Collection of biogas, heat, or reclaimed effluent/water

ENVIRONMENTAL PROTECTION

52. What considerations have been or will be applied to protect the environment and/or reduce the demand on natural capital/resources?

- e.g. Supporting water conservation, waste diversion, green building requirements, enhancing the natural areas.

CLIMATE RESILIENCE

53. How has this project considered climate risk and what considerations (climate mitigation and/or adaptation) have been considered and integrated into this project to make it more climate resilient.

OTHER CONSIDERATIONS

54. What, if any, regulatory requirements, or standards apply to this project? How will the infrastructure and/or service provided by this project affect these requirements?

Include how the current and proposed infrastructure or services differ in regulatory standards.

55. Describe the key project benefits(s) that led the community to make this project a priority for application for funding. (Include the key reason(s) why this project is important to the community.)

DETAILED COST ESTIMATE TEMPLATE

When submitting your SPF application, you are required to include the Strategic Priorities Fund Detailed Cost Estimate. This document is an excel spreadsheet and can be found [on our website](#).

SAMPLE ONLY
NOT FOR SUBMISSION

ANNEX C: SAMPLE ONLINE CAPACITY BUILDING APPLICATION FORM

SECTION 1 PROJECT INFORMATION

1. Project Title
2. Project Category
3. Has this project started?

Project works, which would otherwise be eligible, become ineligible if the project works have started prior to the date the project is included in a submitted SPF application. The project is deemed to have been started if a tender has been awarded or work has commenced.

4. Estimated project start date:
5. Estimated project completion date:
6. Project Rationale

Provide a brief project rationale outlining why the project is important to the community.

7. Project Description/Abstract

Briefly describe the proposed activities. Please also attach a detailed work plan and budget, and terms of reference or consultant's proposal. If you are providing supplemental documentation, please provide the page number in the document that you refer to.

For example: Deliverables include:

- a. A ICSP inclusive of new digital mapping which will be available to the community through a District website;
- b. A District wide sustainability framework against which to measure and assess development proposals; and
- c. Communications and engagement strategy.

Phase 2 will develop a Long-term Infrastructure and Asset Management Plan, including:

- a. GIS infrastructure inventory,
- b. Infrastructure replacement evaluation and schedule,
- c. Some infrastructure conditional assessments and identification of capital works;
- d. A review of operation and maintenance to ensure long-term infrastructure integrity;
- e. Some long-range financial planning.

SECTION 2 PROJECT COSTS AND SOURCES OF FUNDING

Note that SPF does not consider cost overruns

8. Estimated Total Project Cost

9. Strategic Priorities Funding Request
10. Ineligible Costs
11. Borrowing
12. Other Grants
13. Other Local Government Contributions
 - e.g. In-kind contributions, legal fees, tax rebates, other
14. With reference to the field, provide any other information to support responses above.

SECTION 3 PROJECT OUTCOMES AND OUTPUTS

15. Progress to Date: Summarize the progress to date related to overall asset management, integrated community sustainability planning, or long-term infrastructure planning within your community.
16. Process: What are the key steps/stages in completing the project?
 - e.g. public consultation, research, assessment, training.
17. Integration: In what ways does this project integrate with and/or align plans or activities?
18. Intended Deliverables: What deliverables, outputs or products will result from this project?

List any policies, practices, plans, or local government documents that will be developed or amended as a result of the project.

19. Intended Outcomes: What are the intended benefits that will result from this project? Please describe in detail.
 - e.g. Improved awareness of asset management, reduction in long term operating costs, increased sustainability, enhancements in overall community health and safety, increased or improved environmental protection, enhanced economic benefits, identifying current and future housing needs of a municipality or community, etc.
20. Implementation: Is there an anticipated implementation plan for the project? If yes, please describe.
21. Capacity: Describe how you plan to provide the appropriate resources required to manage and deliver the project. Please describe in detail.
 - e.g. Internal staffing compliment, External consultant, Training and education, etc.
22. Identify existing risks to the project.
 - e.g. Financial, Implementation, Staffing changes or Meeting timelines, etc.

SECTION 4 PROGRAM OBJECTIVES

In order to be eligible a project must align with one or more of the Canada Community-Building Fund National Objectives of Productivity and Economic Growth, Cleaner Environment, or Strong Cities and Communities. Describe how these objectives will be met.

23. Productivity and Economic Growth: Describe how this project will consider economic growth in the community.
- e.g. Jobs / Construction Infrastructure and Development / Tourism / Movement of Goods / Community Facilities / Economic Development Opportunities / Improvements in Connectivity (IT) / infrastructure needed to support community growth
24. Cleaner Environment: Describe how this project will consider environmental benefits and impacts.
- e.g. Protect the Environment / Environmental Improvements / Meets Regulatory Requirements / Green Energy Creation, Distribution/ Reduction in Negative Environmental Effects or Volume thereof / Improved Service Levels / On Side Demand Management
25. Strong Cities and Communities: Describe how this project will consider long-term goals and vision of the community.
- e.g. Public Health and Safety / Healthy Living / Resiliency / Climate change / Meets Regulatory Requirements / Cultural, Creative or Recreational Opportunities / Increased Efficiency, Accessibility to an Essential Core Service / Increases Resiliency to Climate Change / Identify current and future housing needs and plans

SECTION 5 PROGRAM CRITERIA

In order to be eligible, a project must meet at least one of the program criteria of: Large in scale; Regional in impact; or Innovative. Please describe how you meet one or more of these criteria.

26. Large in scale: Describe how the project is considered large in scale and/or scope and will be integrated, relative to the size of the community, and provides benefits to large percentage of the population.
27. Regional in impact: Describe how this project is identified as regional in impact, a regional priority or leads to regional collaboration.
28. Contribution to Innovation: Describe any innovative research, planning, testing, technology, methodology or approaches that will be used, and how these innovative elements may be transferable to other jurisdictions.

SECTION 6 REQUIRED DOCUMENTATION

Prior to submitting the application to UBCM please ensure you have uploaded all mandatory attachments to this form. The maximum size per file upload is 20 MB.

If you are uploading large documents, please indicated in the application form what they are and where the reviewer should refer to find relevant information. It is preferred that only relevant information be uploaded.

If your resolution is not available at the time of application submission, please include the date it will be submitted by email.

29. Required Documents: Budget / Board or Council Resolution / Other
30. Notes for Required Documents

UNION OF BRITISH COLUMBIA MUNICIPALITIES

Victoria Office
525 Government Street
Victoria, BC V8V 0A8
250-356-5134 ccbf@ubcm.ca

Richmond Office
Suite 60 -10551 Shellbridge Way
Richmond, BC V6X 2W9
604-270-8226 ubcm@ubcm.ca



**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, SEPTEMBER 10, 2025**

SUBJECT Biosolids Beneficial Use Management – July and August Update

To provide a monthly update to the Capital Regional District (CRD) Board on the beneficial uses of biosolids in alignment with the Long-Term Biosolids Management Strategy.

BACKGROUND

The CRD has been producing Class A biosolids at the Residuals Treatment Facility since the commissioning of the Core Area Wastewater Treatment Project in 2020. On March 19, 2025, the Minister of Environment and Parks confirmed the CRD's Long-Term Biosolids Management Strategy. The strategy prioritizes advanced thermal treatment as the preferred option for biosolids management with a portfolio of out-of-region, non-agricultural beneficial uses for resiliency and contingency purposes.

This report provides a monthly update on the beneficial uses of CRD produced biosolids in alignment with the Long-Term Biosolids Management Strategy.

Biosolids Beneficial Use Management

Biosolids Production and Management

In July 2025, the CRD Residuals Treatment Facility produced 193 tonnes of Class A Biosolids. In August 2025, the CRD Residuals Treatment Facility produced approximately 280 tonnes of Class A Biosolids. All the biosolids were beneficially used for out-of-region, non-agricultural applications.

The CRD has established three options for beneficial uses of biosolids including energy feedstock for cement manufacturing in Richmond, BC, as a soil amendment for the reclamation of a quarry site in Cassidy, BC, and in a non-agricultural growing medium for landscape plant growers in the Fraser Valley.

CRD staff conduct ongoing daily coordination of biosolids management to mitigate costs across its portfolio of options based on available capacity.

The biosolids receiving silo in Richmond has been experiencing ongoing challenges with reliability and as a result, the majority of biosolids produced in July and August were managed at the Cassidy quarry site, while approximately 70 tonnes were beneficially used at a tree nursery in the Fraser Valley.

Out-of-region Compliance Options

To add further resilience and to encourage cost-competitive options under the CRD's portfolio for beneficial use of biosolids, staff have posted a Request For Proposals (RFP) to identify additional non-agricultural, out-of-region options, which will remain open until December 31, 2025. As of the date of this report, there have been no new submissions under the RFP.

Financial Implications

At the July 9, 2025, CRD Board meeting, the financial plan was amended to \$2.8 million for biosolids management. As of August 29, 2025, year to date expenses were \$2 million. The forecasted volume and costs for the balance of the year are expected to be in line with budget.

CONCLUSION

Throughout July and August, the Capital Regional District (CRD) continued to beneficially use all of its produced Class A biosolids in alignment with the Long-Term Biosolids Management Strategy using a portfolio of out-of-region non-agricultural options. The primary beneficial use for CRD produced Class A biosolids continues to be quarry land reclamation.

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:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, SEPTEMBER 10, 2025**

SUBJECT **Service Planning 2026**

ISSUE SUMMARY

To provide the Capital Regional District (CRD) Board with an overview of the proposed service planning process for 2026.

BACKGROUND

The CRD Board approved the 2023-2026 Board Priorities on March 8, 2023. Staff subsequently developed the 2023-2026 CRD Corporate Plan, which the Board approved on April 12, 2023. The CRD Corporate Plan outlines the work the organization needs to deliver over the four-year term, including critical regional, sub-regional and local services, to meet the region's most important needs (i.e., Community Needs) and advance the Board's Vision and Priorities. The Board Priorities, Corporate Plan initiatives and core service delivery form the foundation of the five-year financial plan. See Appendix A for the overview of the CRD's corporate planning framework.

The CRD's annual service plans, known as Community Need Summaries, provide an overview of the operational and strategic context, service levels, initiatives and associated timing, and performance data for each Community Need. The Community Need Summaries will be presented to the CRD Board (at a Committee of the Whole meeting) for approval alongside the provisional budget on October 29, 2025.

Staff continuously look for ways to improve the quality of information shared with the CRD Board. Last year, for the first time, staff presented multi-year roadmaps of initiatives for 2025 and beyond. Initiatives were grouped thematically to offer a more transparent and accountable view of upcoming activities in the short and medium term. Updated thematic bundles of initiatives will be presented again this year.

Pause on new staffing requests for 2026

At the March 12, 2025, Board meeting, the Chief Administrative Officer (CAO) informed the Board that staff had been directed to pause all new staffing requests for 2026, unless directed otherwise by the Board or a sub-regional or local Commission. This decision was in response to challenging economic conditions and in recognition of the significant number of staffing requests approved for 2025. This pause will allow the organization to focus on filling current vacancies and hiring the positions approved for 2025, before reassessing staffing capacity in the future. The CAO emphasized that essential services would not be compromised, and a separate strategy was developed to meet critical staffing needs by reallocating existing vacancies, where feasible.

IMPLICATIONS

Alignment with Existing Plans & Strategies

The Community Needs structure laid out in the 2023-2026 CRD Corporate Plan was developed to help explain the 200+ services provided by the CRD in a manner that is accessible and easy to understand. This structure mostly aligns with the committee and commission oversight and delegated authority over services. Since 2024, staff have brought the Community Need Summaries and initiative roadmaps directly to the CRD Board to present a cohesive, whole-organization view of the work underway while addressing any governance misalignment. This approach also allows the Community Need Summaries to be considered along with broader budget context.

Service Delivery Implications

Each Community Need Summary includes information about the existing services, operational considerations, new initiatives and performance.

Financial Implications

Consistent with previous years, the financial implications of the Community Need Summaries, core service level adjustments and new initiatives will be addressed in the CRD Financial Plan Provisional Approval report. The latter will be presented at the same meeting of the Committee of the Whole, scheduled for October 29, 2025. This package of information has also included a five-year forecast of staffing level changes since 2024.

Since 2023, staff have brought forward operating and capital budget reports in the fall to committees and commissions for most services with an annual budget of \$5M or more. These budgets represent approximately 63% of the total CRD operating budget. This process is unchanged. Regional, subregional and local service commissions and committees will also consider the financial implications of the relevant proposed programs of work through separate budget meetings scheduled this Fall.

CONCLUSION

CRD staff are progressing initiatives identified in the 2023-2026 CRD Corporate Plan, including the Board Priorities. The CRD Board and commissions with delegated authorities determine resourcing through the annual review and approval of the provisional financial plan. To support decision-making, staff provide recommendations on funding, timing and service levels through the service and financial planning processes. To support this process, staff will bring forward the Community Need Summaries and future initiatives roadmaps to the Committee of the Whole meeting on October 29, 2025.

RECOMMENDATION

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

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

ATTACHMENT(S)

Appendix A: CRD Corporate Planning Framework



Every four years, the Board sets the strategic priorities, policies and direction that guide the activities of the organization. Board members, other elected officials and, in some cases, First Nations and ratepayers sit on various committees and commissions that receive public input.



Public input happens throughout the planning cycle, through customer satisfaction surveys, financial plan consulting, user statistics, advisory body reports and other public engagement activities. This input drives the Board's Strategic Priorities.

**REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, JULY 17, 2025**

SUBJECT **Bylaw No. 4647 SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025**

ISSUE SUMMARY

The need to increase the maximum allowable requisition for the Capital Regional District (CRD) Salt Spring Island (SSI) Community Transit and Transportation Service.

BACKGROUND

The SSI Community Transit and Transportation Service Establishment was adopted through Bylaw No. 3438 in 2007. The bylaw established two separate services on SSI:

- (1) Community Transit Service ("Transit") provides a public transit system on SSI delivered by BC Transit; and
- (2) Transportation Service ("Transportation") carries out transportation studies, provides for the construction, installation, maintenance and regulation of sidewalks and bicycle paths, parking facilities, pedestrian and safety and traffic calming facilities and implements transportation demand management programs.

In 2024 the SSI Local Community Commission (LCC) progressed discussions with BC Transit to evaluate options for expanding transit service. Several options were considered, and it was determined that efforts should be focused on increasing the frequency of service on Route 2 Fulford Ferry to Ganges to be implemented in 2026, and Route 7 Cusheon/Beddis to Ganges Route through to be implemented in 2027 through the Notice of Motion below.

At the June 27, 2024 meeting the SSI LCC directed staff to request that BC Transit provide a revised costing for expansion of the following priorities:

- 1. For implementation in January 2026, expansion of 1000 annual service hours on the Route 2 Fulford-Ganges, but not including the introduction of year-round service to Beaver Point/Ruckle Park.*
- 2. For implementation in January 2027, expansion on the Route 7 Cusheon Lake to be extended to Beddis Beach and request consideration to change the direction of the Route 7 to counter-clockwise, rather than clockwise*

At the September 12, 2024 meeting the SSI LCC made additional recommendations:

- 1. That the Salt Spring Island Local Community Commission support the Fulford Harbour Route expansion in 2026*
- 2. That the Salt Spring Island Local Community Commission directs staff to report back on the process of increasing the levy for the transit service.*

BC Transit was not able to support the expansion of service hours within the desired time frame and have responded with a 1 year postponement. The revised proposed will have the Route 2 Fulford Ganges proposal implemented in January 2027, and the Route 7 Cusheon Lake to Beddis Beach expansion implemented in June 2027.

The SSI Transit Service budget (1.238A Community Transit) is mainly funded through CRD tax requisition paid by SSI taxpayers and transit fees paid by service users. BC Transit has responded with cost estimates for each service expansion as incremental costs above the existing service level. In 2025, the budgeted requisition of \$454,571 for existing service level is 90% of the current maximum allowable requisition of \$506,538 based on 2025 assessment. Increases in the Community Transit service maximum levy is required to maintain the existing service level and accommodate the service expansions.

The proposed Bylaw No. 4647 amends Bylaw No. 3438 to increase the maximum allowable requisition for Transit Service while the Transportation Service remains unchanged. Pursuant to Section 349 of the *Local Government Act* (LGA), this bylaw amendment requires Inspector and SSI Electoral Area Director Approval.

ALTERNATIVES

Alternative 1

That the Salt Spring Island Local Community Commission recommends to the Capital Regional District Board

1. That Bylaw No. 4647, “SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025”, be introduced and read a first, second, and third time;
2. That Bylaw No. 4647 be referred to the Inspector of Municipalities for approval;
3. That staff be directed to proceed with Salt Spring Island Electoral Area Director consent.

Alternative 2

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

IMPLICATIONS

Service Delivery Implications

Transit service expansion investments are important components to sustaining and growing a successful community transit system. The current system experiences capacity issues and users are often passed by during peak times. Additional peak service routes and extending an existing route is expected to mitigate these capacity issues and improve ridership.

Financial Implications

The transit system expansion initiatives being explored require additional funding which exceeds

the current maximum requisition limit in the service establishment bylaw.

Table 1 below summarizes the current maximum limit and proposed new maximum limit.

Greater of (1) or (2a / 2b)	Current Maximum Limit	New Maximum Limit	Change %
(1) Tax Amount \$	\$245,000*	\$900,000	268%
(2a) Tax Rate	\$0.076 per \$1000 assess value	\$0.1350 per \$1000 assess value	78%
(2b) Tax Amount \$: 2025 Assessment x (2a) Tax Rate	\$506,538*	\$900,000**	78%

**\$245,000 is the Maximum Rate established in the 2013 Bylaw, however with the increase in house values the allowable Maximum Rate increases in a pro-rated manner to \$506,538 in 2025.*

***Future assessment will be applied to the tax rate to calculate the maximum limit annually.*

The proposed new requisition maximum limit of \$900,000 and \$0.1350 per \$1000 assessed value is mainly informed by the forecasted costs estimates provided by BC Transit. The new maximum limit is required to maintain existing service level, accommodate the new service expansions, mitigate the risk of fee revenue shortfalls and allow contingency for service growth and inflationary adjustments in the longer term.

Forecast costs of the increased Service level were provided by BC Transit in 2025 as follows.

PROPOSED PARATRANSIT EXPANSION INITIATIVES – YEAR 1 (2026/27)						
AOA Period	Estimated In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
		1,000	2	14,348	210,170	108,158
2026/27	January 2027	Description	Additional peak service Route 2 Fulford Harbour.			

PROPOSED PARATRANSIT EXPANSION INITIATIVES – YEAR 1 (2027/28)						
AOA Period	Estimated In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
		300	0	4304	77,413	32,320
2027/28	June 2027	Description	Extend Route 7 Cusheon Lake / Beddis to Ganges.			

Please refer to Appendix A for a detailed analysis and simulation of implications to the requisition and maximum levy for the expanded service level. This appendix also provides a summary of the forecasted costs, revenues and rationale for the proposed increase.

Key assumptions used in this simulation are outlined below:

- The estimated net costs for two service expansions were provided by BC Transit.
- BC Transit costs and fee revenue are forecasted to increase annually at 6% and 2% respectively for existing service level. This is based on the average increases from 2025-2027 draft budget provided by BC Transit.
- CRD's other operating costs are forecasted to increase at an annual inflation rate of 2%.
- Reserve fund transfers are forecasted at a level required to maintain balances within CRD guidelines.
- The service expansion on Route 2, Fulford ferry to Ganges, is scheduled for implementation in January 2027. The estimated annual net cost of **\$108,160** in 2027 budget represents an increase of 21% over the current maximum requisition of \$506,538. Future inflationary adjustments are also considered in the simulation.
- The service expansion on Route 7, Cusheon/Beddis to Ganges is scheduled for implementation in June 2027. The estimated seven months net cost of **\$18,850** in 2027 budget represents an increase of 4% over the current maximum requisition of \$506,538. Future inflationary adjustments and annualization are also considered in the simulation.

Inter-Governmental Implications

The approval of this increase can be made by the Electoral Area Director without the completion of an Alternative Approval Process, and subject to the approval of the Inspector of Municipalities. The advantage of the expedited approval by the Electoral Area Director will reduce the costs to the service of running an island-wide Alternative Approval Process or referendum. However, there is the potential that the Inspector will deny this amendment to the bylaw and request a more formal process be used for participant approval of this amendment.

CONCLUSION

The establishment bylaw has a maximum requisition limit that needs to be raised to implement the two transition service expansions approved by SSI LCC. Pursuant to Section 349 of the LGA., the bylaw amendment requires a review by the Inspector of Municipalities and SSI Electoral Area Director consent.

RECOMMENDATION

That the Salt Spring Island Local Community Commission recommend to the Capital Regional District Board:

1. That Bylaw No. 4647, “SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025”, be introduced and read a first, second, and third time;
2. That Bylaw No. 4647 be referred to the Inspector of Municipalities for approval;
3. That staff be directed to proceed with Salt Spring Island Electoral Area Director consent.

Submitted by:	Dan Ovington, BBA Senior Manager, Salt Spring Island Administration
Concurrence	Stephen Henderson, MBA, BSc, General Manager Electoral Areas
Concurrence	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance and IT
Concurrence	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence	Ted Robbins, B.Sc. C.Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: SSI Transit Maximum Levy Simulation and Assumptions

Appendix B: Bylaw No. 4647, “SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No.4, 2025”

Appendix C: Bylaw No. 3438 (Unofficial Consolidation)

Appendix A

SSI Transit Maximum Levy Simulation and Assumptions <i>Prepared June 2025</i>	Budget 2025	Max Levy Simulation with Service Expansion						Key Assumptions
		2026	2027	2028	2029	2030	2031	
Budget Requirement from BC Transit - Existing Service Level	\$ 592,612	\$ 621,260	\$ 666,310	\$ 706,290	\$ 748,670	\$ 793,590	\$ 841,210	a). 2025-2027 drafted budgets provided by BC Transit b). 6% annual increase applied for 2028-2031 based on average increase of BC transit 2025-2027 drafted budgets
Estimated Expansion Net Costs from BC Transit - Expanded Service Level								a). Estimated expansion net costs of \$108,158 and \$32,320 provided by BC Transit for Year one implementation b). 6% annual increase applied for future years
Additional Peak Service Route 2 Fulford Harbour - Jan 2027 Start			\$ 108,160	\$ 114,650	\$ 121,530	\$ 128,820	\$ 136,550	
Extend route 7 Cusheon Lake to Beddis Beach - Jun 2027 Start			\$ 18,850	\$ 34,260	\$ 36,320	\$ 38,500	\$ 40,810	
Budget from CRD (Insurance, allocations and other operating costs)	\$ 36,700	\$ 37,430	\$ 38,180	\$ 38,940	\$ 39,720	\$ 40,510	\$ 41,320	2% annual increase applied for 2026-2031
Reserve Fund Transfers (Operating and Capital Reserves)	\$ 43,070	\$ 44,000	\$ 45,000	\$ 46,000	\$ 47,000	\$ 48,000	\$ 48,410	Indicative high-level planning placeholder for reserve funds contribution
Total Expenditures	\$ 672,382	\$ 702,690	\$ 876,500	\$ 940,140	\$ 993,240	\$ 1,049,420	\$ 1,108,300	
Change % over previous year		5%	25%	7%	6%	6%	6%	
Transit Fees	\$ 217,011	\$ 221,030	\$ 225,450	\$ 229,960	\$ 234,560	\$ 239,250	\$ 244,040	a). 2025-2027 drafted budgets provided by BC Transit b). 2% annual increase applied for 2028-2031 based on average increase of BC transit 2025-2027 drafted budgets
Other Miscellaneous Revenue	\$ 690	\$ 700	\$ 710	\$ 720	\$ 730	\$ 740	\$ 750	
Total Fee Revenue	\$ 217,701	\$ 221,730	\$ 226,160	\$ 230,680	\$ 235,290	\$ 239,990	\$ 244,790	
Change % over previous year		2%	2%	2%	2%	2%	2%	
Estimated Tax Requisition Requirement	\$ 454,681	\$ 480,960	\$ 650,340	\$ 709,460	\$ 757,950	\$ 809,430	\$ 863,510	
Requisition Increase %		6%	35%	9%	7%	7%	7%	

Notes:

- 1 Current Maximum Requisition per Bylaw 3901 is the greater of:
(a). Two Hundred Forty Five Thousand Dollars (\$245,000); or
(b). An amount equal to the amount that could be raised by a property value tax rate of \$0.076 per One Thousand (\$1,000.00) dollars applied to the net taxable value of land and improvements in the Service Area.
- 2 Current maximum requisition per 2025 Assessment is \$ 506,538
- 3 Proposed new maximum requisition is \$900,000 or \$ 0.1350 per 1000 assessed value based on 2025 assessment

4	Projected future requisition		\$ 480,960	\$ 650,340	\$ 709,460	\$ 757,950	\$ 809,430	\$ 863,510
	% increase over current 2025 maximum requisition	\$ 506,538	-5%	28%	40%	50%	60%	70%
5	Projected Incremental Expansion Net Costs							
	Fulford		\$ 108,160	\$ 114,650	\$ 121,530	\$ 128,820	\$ 136,550	
	% over current 2025 maximum requisition	\$ 506,538	21%	23%	24%	25%	27%	
	Cusheon-Beddis		\$ 18,850	\$ 34,260	\$ 36,320	\$ 38,500	\$ 40,810	
	% over current 2025 maximum requisition	\$ 506,538	4%	7%	7%	8%	8%	

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4647**

**A BYLAW TO AMEND THE SALT SPRING ISLAND COMMUNITY TRANSIT AND
TRANSPORTATION SERVICES (BYLAW NO. 3438)**

WHEREAS:

- A. Under Bylaw No. 3438, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007", the Regional Board established two services: a Transit Service, for off-setting the cost of public passenger transportation on Salt Spring Island; and a Transportation Service, for transportation studies, sidewalk, pedestrian safety, and parking planning and construction, among other purposes;
- B. An increased level of Transit Service is expected from 2027 and ongoing, beginning with additional peak service on Route 2, Fulford Harbour, and extending Route 7, Cusheon Lake to Beddis Beach, this will necessitate the purchase and payment of new vehicle(s), increased expenditures, and will provide an increased level of service;
- C. Participating area approval has been obtained by Electoral Area Director consent on behalf per ss. 342, 347(2), and 349 of the *Local Government Act*, and
- D. The Board wishes to amend Bylaw No. 3438 to increase the level of Transit Service as proposed, as well as update references to now-replaced legislation;

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

- 1. Bylaw No. 3438, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007", is hereby amended as follows:
 - (a) By updating the following references to the *Local Government Act* with the updated references as follows:
 - i. In section 4, Cost Recovery, replacing
 - 1. reference to section 803 with section 378;
 - 2. reference to Division 4.3 of Part 24 with Division 3 of Part 2;
 - 3. reference to section 363 with section 397;
 - ii. In section 5, Maximum Requisition, replacing, in sections 5(1) and 5(2), section 800.1(1)(e) with 339(1)(e);
 - (b) By removing, in section 5, Maximum Requisition, sections 5(3) and 5(4) in their entirety;
 - (c) By replacing section 5(1)(a) and (b) as follows:
 - i. In section 5(1)(a), the words "Two Hundred Fourty Five Thousand Dollars (\$250,000) with the words "Nine Hundred Thousand Dollars (\$900,000)";
 - ii. In section 5(1)(b), the amount "\$0.076" with "\$0.1350".

2. This bylaw may be cited for all purposes as “Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 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__

APPROVED BY THE INSPECTOR
OF MUNICIPALITIES THIS _____th _____ day of _____ 20__

APPROVED BY ELECTORAL AREA _____
DIRECTOR CONSENT THIS _____th _____ day of _____ 20____

ADOPTED THIS _____th _____ day of _____ 20__

CHAIR

CORPORATE OFFICER



Making a difference...together

BYLAW NO. 3438

SALT SPRING ISLAND COMMUNITY TRANSIT AND TRANSPORTATION SERVICE ESTABLISHMENT BYLAW NO. 1, 2007

**Consolidated for Public Convenience
(This bylaw is for reference purposes only)**

ORIGINALLY ADOPTED JULY 11, 2007
(Consolidated with Amending Bylaws 3740, 3901, 3956, 4647)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3438

A BYLAW TO ESTABLISH A SERVICE AREA WITHIN THE
CAPITAL REGIONAL DISTRICT FOR THE PURPOSE OF A COMMUNITY TRANSIT AND
TRANSPORTATION SERVICE ON SALT SPRING ISLAND

WHEREAS under section 796 of the *Local Government Act* a regional district may, by bylaw, establish and operate any service the Board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the Board of the Capital Regional District wishes to establish a service for the purpose of providing a public passenger transportation system as defined in the *British Columbia Transit Act* as a community transit service on Salt Spring Island; together with a service to address transportation needs within the Electoral Area;

AND WHEREAS the approval of the electors in the Participating Areas has been obtained under section 801.3 of the *Local Government Act*;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 801(1)(a) of the *Local Government Act*;

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

1. Services

The services being established and to be operated are:

- (1) the Salt Spring Island Community Transit Service (the "**Transit Service**") for the purpose of providing a public passenger transportation system service on Salt Spring Island; and
- (2) the Salt Spring Island Community Transportation Service (the "**Transportation Service**") for the purpose of providing transportation, including , without limitation:
 - (a) transportation studies;
 - (b) construction, installation, maintenance and regulation of sidewalks and bicycle paths;
 - (c) construction, maintenance and regulation of parking spaces, areas and facilities;
 - (d) implementing and providing transportation demand management programs; and
 - (e) construction and maintenance of pedestrian safety and traffic calming facilities.

2. Service Area Boundaries

The boundaries of each of :

- (a) the Transit Service area;
- (b) the Transportation Service area

are the boundaries of the Salt Spring Island Electoral Area (the "**Service Area**").

3. Participating Areas

The Electoral Area of Salt Spring Island is the participating area for each of

- (a) the Transit Service; and
- (b) the Transportation Service.

4. Cost Recovery

As provided in section ~~803-378~~ of the *Local Government Act*, the annual cost of providing each of the Transit Service and the Transportation Service shall be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division ~~4.33~~ of Part ~~24-2~~ of the *Local Government Act*;
- (b) fees and charges imposed under section ~~363-397~~ of the *Local Government Act*;
- (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

(Bylaw 46457)

5. Maximum Requisition

- (1) In accordance with section ~~800.1(1)(e)~~~~339(1)(e)~~ of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the Transit Service is the greater of:

- (a) Two Hundred Forty Five Thousand Dollars (~~\$245,000~~~~900,000~~); or
- (b) an amount equal to the amount that could be raised by a property value tax rate of ~~\$0.076-135550~~ per one thousand (\$1,000.00) dollars applied to the net taxable value of land and improvements in the Service Area.

(Bylaw 3901, 4647)

- (2) In accordance with section ~~800.1(1)(e)~~~~339(1)(e)~~ of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the Transportation Service is the greater of:

- (a) One Hundred Forty-Six Thousand Two Hundred Fifty (\$146,250) dollars; or
- (b) an amount equal to the amount that could be raised by a property value tax rate of \$0.044 per One Thousand (\$1,000.00) dollars applied to the net taxable value of land and improvements in the Service Area.

(Bylaw 3740)

~~(3) In accordance with section 800.1(1)(e) of the Local Government Act, and despite the provisions of Section 5(2), for the years 2015 through and including 2018, the maximum amount that may be requisitioned for the cost of the Transportation Service is the great of:~~

- ~~(a) Three Hundred Ninety-Six Thousand Two Hundred Fifty Dollars (\$396,250); or~~

~~(b) — an amount equal to the amount that could be raised by a property value tax rate of \$0.1346 per One Thousand (\$1,000.00) dollars applied to the net taxable value of land and improvements in the Service Area.~~

~~(Bylaw 3956)~~

~~(4) — For greater certainty, for the year 2019 and following, the maximum amount that may be requisitioned for the cost of the Transportation Service shall again be as provided under Section 5(2).~~

~~(Bylaw 3956)~~

6. Citation

This Bylaw may be cited as the "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007".

READ A FIRST TIME THIS	9 th	day of	May 2007
READ A SECOND TIME THIS	9 th	day of	May 2007
READ A THIRD TIME THIS	9 th	day of	May 2007
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	24 th	day of	May 2007
RECEIVED THE ASSENT OF THE ELECTORS THIS	10 th	day of	July 2007
ADOPTED THIS	11 th	day of	July 2007

Original signed by Denise Blackwell
Chair

Original signed by Carmen Thiel
Secretary

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS	16 th	day of	July 2007
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**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4510**

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

WHEREAS:

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

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

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

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

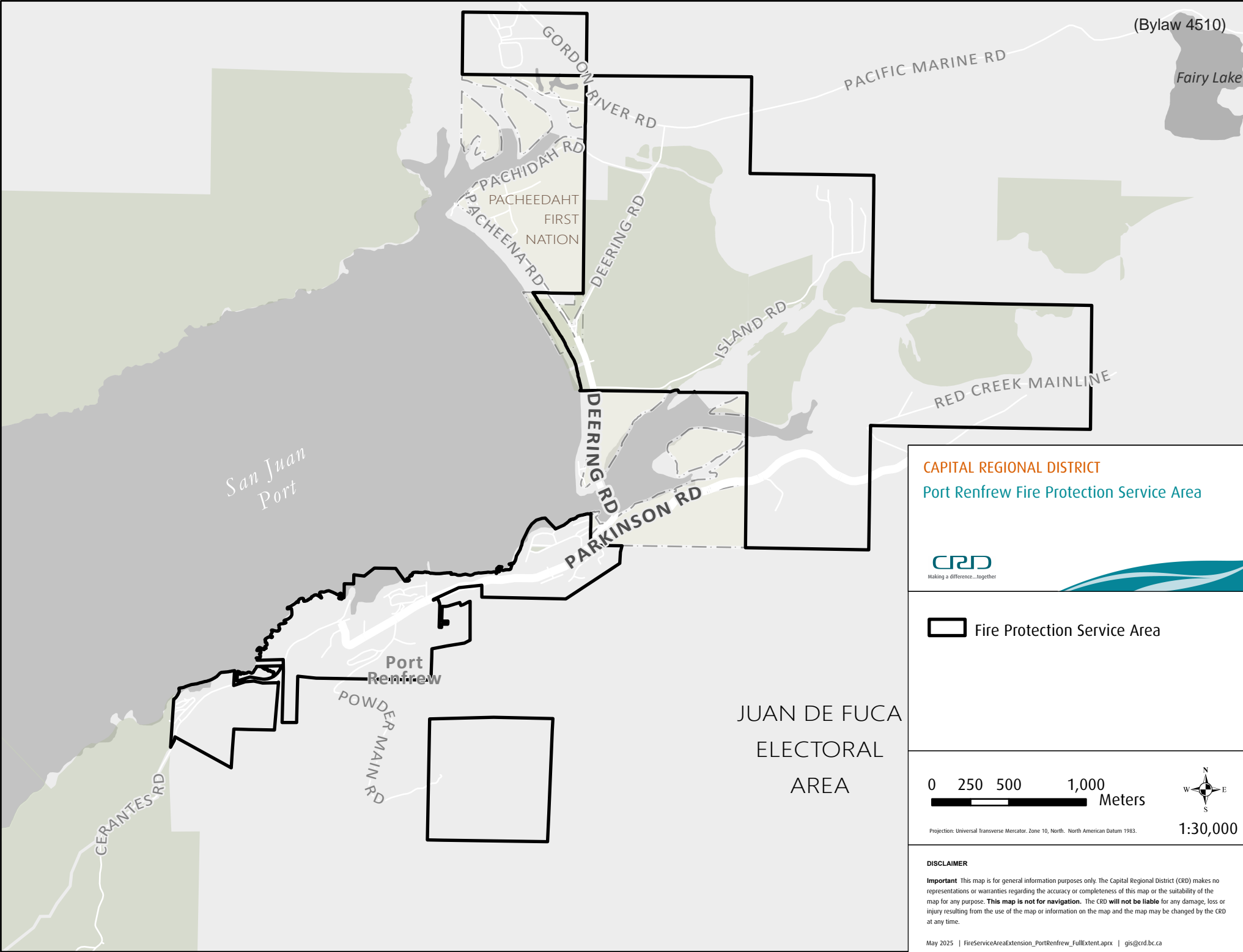
READ A FIRST TIME THIS	9 th	day of	July,	2025
READ A SECOND TIME THIS	9 th	day of	July,	2025
READ A THIRD TIME THIS	9 th	day of	July,	2025
APPROVED BY THE ELECTORAL AREA DIRECTOR THIS	9 th	day of	July	2025
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	1 st	day of	August,	2025
ADOPTED THIS		day of		202_

CHAIR

CORPORATE OFFICER

(Bylaw 4510)

Fairy Lake



CAPITAL REGIONAL DISTRICT
Port Renfrew Fire Protection Service Area



 Fire Protection Service Area

0 250 500 1,000
Meters



1:30,000

DISCLAIMER

Important This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. **This map is not for navigation.** The CRD **will not be liable** for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4670**

A BYLAW TO AMEND THE JUAN DE FUCA WATER SERVICE AREA (BYLAW NO. 2538)

WHEREAS:

- A. Bylaw No. 2538, "Water Distribution Local Service Area Establishment Bylaw No. 1, 1997", establishes a Western Communities water distribution service, and the City of Langford and the CRD have a valid agreement where Langford sells bulk water to a Langford-controlled company to service certain properties in Langford; and
- B. The Board has obtained the consent of the participants in accordance with sections 349(1)(b) of the *Local Government Act* and section 3(6) of the *Capital Region Water Supply and Sooke Hills Protection Act*, and wishes to amend Bylaw No. 2538 to exempt certain parcels;

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

1. Bylaw No. 2538, "Water Distribution Local Service Area Establishment Bylaw No. 1, 1997", is hereby amended by replacing Schedule 'C' in its entirety with the Schedule 'C' attached to this bylaw, removing the parcels listed in the table below from the water service area:

Street Address	PID and Legal Description
2941 Irwin Road	PID 032-201-079 - Lot 1 Section 26 Goldstream District Plan EPP 123732
2940 Irwin Road	PID 031-867-464 - Parcel A (Being a Consolidation of Lots A and B see CB 402267) Section 26 Goldstream District Plan 38777 Except Plan EPP 123732
1289 Valemount Court	PID 025-020-625 - Lot 3 Section 87 Metchosin District Plan VIP 72303
1277 Valemount Court	PID 025-020-617 - Lot 2 Section 87 Metchosin District Plan VIP 72303
1265 Valemount Court	PID 025-020-587 - Lot 1 Section 87 Metchosin District Plan VIP 72303
1253 Valemount Court	PID 024-841-269 - Lot A Section 87 Metchosin District Plan VIP 71289

2. This bylaw may be cited for all purposes as "Water Distribution Local Service Area Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 6, 2025".

READ A FIRST TIME THIS	9 th	day of	July,	2025
READ A SECOND TIME THIS	9 th	day of	July,	2025
READ A THIRD TIME THIS	9 th	day of	July,	2025

APPROVED BY THE INSPECTOR
OF MUNICIPALITIES THIS

14th

day of

August,

2025

ADOPTED THIS

day of

CHAIR

CORPORATE OFFICER

Capital Regional District

Schedule C - Bylaw No. 2538



Portion of the City of Langford within
Service Area 2.680

Scale: 1:50,000

0 400 800 1,600 2,400 M



DISCLAIMER

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June 2025 | Bylaw 4670.aprx | gis@crd.bc.ca

District of
Highlands

Juan de Fuca
Electoral Area

Town of View Royal

City of
Colwood

District of
Metchosin

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4696**

**A BYLAW TO CONVERT THE GRANT-IN-AID FUNCTION OF DIVISION XIX OF THE
SUPPLEMENTARY LETTERS PATENT OF THE CRD TO SERVICES OPERATED UNDER A
BYLAW**

WHEREAS:

- A. By Supplementary Letters Patent (SLP), Division XIX, OIC 1013, dated the 24th day of March, 1977 as amended, the Capital Regional District was given the authority to make grant-in-aid to any organization deemed by the Board of the Regional District to be contributing to the general interest and advantage of the area;
- B. The municipalities of Colwood, Langford, Highlands, Metchosin, View Royal and Sooke were subsequently incorporated and, as a result, no longer participate in the service, with the only remaining participants being the Salt Spring Island, Juan de Fuca, and Southern Gulf Islands Electoral Areas;
- C. The *Local Government Act* authorizes the Capital Regional District Board (the "Board") to convert a function established by SLP to a service exercised under the authority of a bylaw establishing the service;
- D. The Board wishes, by bylaw, adopted in accordance with the *Local Government Act*, to convert the service operated under SLP Division XIX to a service exercised under the authority of an establishing bylaw and, by the same bylaw, amend the power to the extent that it could if the power were in fact exercised under the authority of the establishing bylaw;
- E. The Board wishes to amend the authority under SLP Division XIX to remove the requirement that the Board obtain written Electoral Area Director approval for the proposed grant-in-aid, to be set out in Bylaw No. 4186, "Capital Regional District Delegation Bylaw No. 1, 2017", and to separate the service into three separate services, one for each electoral area.
- F. The written consent of at least two-thirds of all the participants under SLP Division XIX has been obtained in accordance with the *Local Government Act*, by way of Electoral Area Director consent.

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

Service

- 1. The function of making grant-in-aid for the Juan de Fuca Electoral Area as granted by Division XIX of SLP dated March 24, 1977, as amended, is hereby converted and established as the Juan de Fuca Grant-In-Aid Service (the "Service"). The Service's function is the making of grant-in-aid to any person or organization deemed by the Board to be contributing to the general interest and advantage of the electoral area. This funding may be applied for more than once or for a multi-year term, depending on the approved annual budget, may be granted for capital or operating expenses, and may be

used for projects outside the electoral area, such as projects benefitting one or more electoral areas, where the project benefits the granting electoral area.

2. For clarity, grant-in-aid are always subject to the restrictions on assistance to business contained in the *Local Government Act*.

Boundaries

3. The boundaries of the service area are the whole of the Juan de Fuca Electoral Area.

Participating Areas

4. The participants of the service are the Juan de Fuca Electoral Area.

Cost Recovery

5. As provided in section 378 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:
 - (a) property value taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
 - (b) fees and charges imposed under section 397 of the *Local Government Act*;
 - (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
 - (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

Maximum Requisition

6. The maximum amount that may be requisitioned under Section 339(1)(e) for the Service will be the greater of:
 - (a) One Hundred Sixty-Seven Thousand, Two Hundred Fifteen dollars (\$167,215); or
 - (b) An amount equal to the amount that could be raised by a property value tax rate of \$0.05 per one thousand dollars (\$1,000.00), which when applied to the net taxable value of the land and improvements within the Service Area, will yield the maximum amount that may be requisitioned for the service.

Citation

7. This Bylaw may be cited for all purposes as the "Juan de Fuca Grant-In-Aid Services Conversion Bylaw No. 1, 2025".

READ A FIRST TIME THIS	11 th	day of	June,	2025
READ A SECOND TIME THIS	11 th	day of	June,	2025
READ A THIRD TIME THIS	11 th	day of	June,	2025
APPROVED BY THE ELECTORAL AREA DIRECTOR THIS	11 th	day of	June,	2025
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	2 nd	day of	September,	2025
ADOPTED THIS	th	day of		20__

CHAIR

CORPORATE OFFICER

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4697**

**A BYLAW TO CONVERT THE GRANT-IN-AID FUNCTION OF DIVISION XIX OF THE
SUPPLEMENTARY LETTERS PATENT OF THE CRD TO SERVICES OPERATED UNDER A
BYLAW**

WHEREAS:

- A. By Supplementary Letters Patent (SLP), Division XIX, OIC 1013, dated the 24th day of March, 1977 as amended, the Capital Regional District was given the authority to make grant-in-aid to any organization deemed by the Board of the Regional District to be contributing to the general interest and advantage of the area;
- B. The municipalities of Colwood, Langford, Highlands, Metchosin, View Royal and Sooke were subsequently incorporated and, as a result, no longer participate in the service, with the only remaining participants being the Salt Spring Island, Juan de Fuca, and Southern Gulf Islands Electoral Areas;
- C. The *Local Government Act* authorizes the Capital Regional District Board (the "Board") to convert a function established by SLP to a service exercised under the authority of a bylaw establishing the service;
- D. The Board wishes, by bylaw, adopted in accordance with the *Local Government Act*, to convert the service operated under SLP Division XIX to a service exercised under the authority of an establishing bylaw and, by the same bylaw, amend the power to the extent that it could if the power were in fact exercised under the authority of the establishing bylaw;
- E. The Board wishes to amend the authority under SLP Division XIX to remove the requirement that the Board obtain written Electoral Area Director approval for the proposed grant-in-aid, to be set out in Bylaw No. 4186, "Capital Regional District Delegation Bylaw No. 1, 2017", and to separate the service into three separate services, one for each electoral area.
- F. The written consent of at least two thirds of all the participants under SLP Division XIX has been obtained in accordance with the *Local Government Act*, by way of Electoral Area Director consent.

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

Service

- 1. The function of making grant-in-aid for the Salt Spring Island Electoral Area as granted by Division XIX of SLP dated March 24, 1977, as amended, is hereby converted and established as the Salt Spring Island Grant-In-Aid Service (the "Service"). The Service's function is the making of grant-in-aid to any person or organization deemed by the Board to be contributing to the general interest and advantage of the electoral area. This funding may be applied for more than once or for a multi-year term, depending on the approved annual budget, may be granted for capital or operating expenses, and may be

used for projects outside the electoral area, such as projects benefitting one or more electoral areas, where the project benefits the granting electoral area.

2. For clarity, grant-in-aid are always subject to the restrictions on assistance to business contained in the *Local Government Act*.

Boundaries

3. The boundaries of the service area are the whole of the Salt Spring Island Electoral Area.

Participating Areas

4. The participants of the service are the Salt Spring Island Electoral Area.

Cost Recovery

5. As provided in section 378 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:
 - (a) property value taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
 - (b) fees and charges imposed under section 397 of the *Local Government Act*;
 - (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
 - (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

Maximum Requisition

6. The maximum amount that may be requisitioned under Section 339(1)(e) for the Service will be the greater of:
 - (a) Three Hundred Thirty-Three Thousand, Two Hundred Forty-Nine dollars (\$333,249); or
 - (b) An amount equal to the amount that could be raised by a property value tax rate of \$0.05 per one thousand dollars (\$1,000.00), which when applied to the net taxable value of the land and improvements within the Service Area, will yield the maximum amount that may be requisitioned for the service.

Citation

7. This Bylaw may be cited for all purposes as the "Salt Spring Island Grant-In-Aid Services Conversion Bylaw No. 1, 2025".

READ A FIRST TIME THIS	11 th	day of	June,	2025
READ A SECOND TIME THIS	11 th	day of	June,	2025
READ A THIRD TIME THIS	11 th	day of	June,	2025
APPROVED BY THE ELECTORAL AREA DIRECTOR THIS	11 th	day of	June,	2025
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	2 nd	day of	September,	2025
ADOPTED THIS		day of		

CHAIR

CORPORATE OFFICER

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4698**

**A BYLAW TO CONVERT THE GRANT-IN-AID FUNCTION OF DIVISION XIX OF THE
SUPPLEMENTARY LETTERS PATENT OF THE CRD TO SERVICES OPERATED UNDER A
BYLAW**

WHEREAS:

- A. By Supplementary Letters Patent (SLP), Division XIX, OIC 1013, dated the 24th day of March, 1977 as amended, the Capital Regional District was given the authority to make grants-in-aid to any organization deemed by the Board of the Regional District to be contributing to the general interest and advantage of the area;
- B. The municipalities of Colwood, Langford, Highlands, Metchosin, View Royal and Sooke were subsequently incorporated and, as a result, no longer participate in the service, with the only remaining participants being the Salt Spring Island, Juan de Fuca, and Southern Gulf Islands Electoral Areas;
- C. The *Local Government Act* authorizes the Capital Regional District Board (the "Board") to convert a function established by SLP to a service exercised under the authority of a bylaw establishing the service;
- D. The Board wishes, by bylaw, adopted in accordance with the *Local Government Act*, to convert the service operated under SLP Division XIX to a service exercised under the authority of an establishing bylaw and, by the same bylaw, amend the power to the extent that it could if the power were in fact exercised under the authority of the establishing bylaw;
- E. The Board wishes to amend the authority under SLP Division XIX to remove the requirement that the Board obtain written Electoral Area Director approval for the proposed grant-in-aid, to be set out in Bylaw No. 4186, "Capital Regional District Delegation Bylaw No. 1, 2017", and to separate the service into three separate services, one for each electoral area.
- F. The written consent of at least two thirds of all the participants under SLP Division XIX has been obtained in accordance with the *Local Government Act*, by way of Electoral Area Director consent.

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

Service

- 1. The function of making grant-in-aid for the Southern Gulf Islands Electoral Area as granted by Division XIX of SLP dated March 24, 1977, as amended, is hereby converted and established as the Southern Gulf Islands Grant-In-Aid Service (the "Service"). The Service's function is the making of grant-in-aid to any person or organization deemed by the Board to be contributing to the general interest and advantage of the electoral area. This funding may be applied for more than once or for a multi-year term, may be granted for capital or operating expenses, depending on the approved annual budget, and may

be used for projects outside the electoral area, such as projects benefitting one or more electoral areas, where the project benefits the granting electoral area.

2. For clarity, grant-in-aid are always subject to the restrictions on assistance to business contained in the *Local Government Act*.

Boundaries

3. The boundaries of the service area are the whole of the Southern Gulf Islands Electoral Area.

Participating Areas

4. The participants of the service are the Southern Gulf Islands Electoral Area.

Cost Recovery

5. As provided in section 378 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:
 - (a) property value taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
 - (b) fees and charges imposed under section 397 of the *Local Government Act*;
 - (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
 - (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

Maximum Requisition

6. The maximum amount that may be requisitioned under Section 339(1)(e) for the Service will be the greater of:
 - (a) Two Hundred Sixty-Five Thousand, Eight Hundred Ninety-Six dollars (\$265,896); or
 - (b) An amount equal to the amount that could be raised by a property value tax rate of \$0.05 per one thousand dollars (\$1,000.00), which when applied to the net taxable value of the land and improvements within the Service Area, will yield the maximum amount that may be requisitioned for the service.

Citation

7. This Bylaw may be cited for all purposes as the "Southern Gulf Islands Grant-In-Aid Services Conversion Bylaw No. 1, 2025".

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