



Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, November 12, 2025

12:00 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. CALL TO ORDER
2. TERRITORIAL ACKNOWLEDGEMENT
3. ELECTION OF CRD BOARD CHAIR
4. ELECTION OF CRD BOARD VICE CHAIR
5. RECESS FOR MEETING OF THE CAPITAL REGION HOUSING CORPORATION BOARD AND THE CAPITAL REGIONAL HOSPITAL DISTRICT BOARD
6. INAUGURAL ADDRESS OF THE CHAIR
7. APPROVAL OF THE AGENDA
8. ADOPTION OF MINUTES

- 8.1. [25-1193](#) Minutes of the Capital Regional District Board meeting of October 8, 2025

Recommendation: That the minutes of the Capital Regional District Board meeting of October 8, 2025 be adopted as circulated.

Attachments: [Minutes - October 8, 2025](#)

9. PRESENTATIONS/DELEGATIONS

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

Delegations will have the option to participate electronically. Please complete the online application at www.crd.ca/address 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.

10. CONSENT AGENDA**10.1. [25-1063](#) Biosolids Advanced Thermal Facility - Engagement Plan**

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

Attachments: [Staff Report: Biosolids Advanced Thermal Facility Engagement Plan](#)
[Appendix A: Engagement Highlights – Biosolids to Biochar](#)
[Presentation: Biosolids to Biochar by Tavola Strategy Group](#)

10.2. [25-1158](#) Community Resiliency Initiative Grant: 2026 FireSmart Community Funding and Supports

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: That an application to the Union of British Columbia Municipalities Community Resiliency Initiative Fund for the FireSmart Community Funding and Supports program be supported and that staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed project.
(NWA)

Attachments: [Staff Report: Community Resiliency Initiative Grant: 2026 FireSmart Funding](#)
[Appendix A: 2026 FireSmart Funding - Program & Application Guide](#)

10.3. [25-1183](#) UBCM Community Emergency Preparedness Fund Grant: Volunteer and Composite Fire Departments Equipment and Training - 2025 Application

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all things necessary for accepting grant funds and overseeing grant management for CRD volunteer fire departments.
(NWA)

Attachments: [Staff Report: UBCM CEPF Grant-Fire Dpts Equip & Training–2025 App](#)
[Appendix A: UBCM CEPF 2025 Application Worksheet](#)

10.4. [25-1055](#) Mattress Recycling - Provincial Policy Update

Recommendation: [At the October 15, 2025 Environmental Services Committee meeting, the motion was amended to issue a press release and carried as follows:]
The Environmental Services Committee recommends to the Capital Regional District Board:
That the Board Chair is authorized to send an advocacy letter to the Ministry of Environment & Parks expressing the Capital Regional District's objection to the recent exclusion of mattresses from its forthcoming update to the Province's Recycling Regulation and that the CRD issue a press release on the proposed course of action to better ensure the CRD public is aware of the issue.
(NWA)

Attachments: [Staff Report: Mattress Recycling - Provincial Policy Update](#)

10.5. [25-0948](#) 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](#)

10.6. [25-1015](#) 2026 Budget for the Royal Theatre Service and the McPherson Playhouse Service

Recommendation: The Royal and McPherson Theatres Services Advisory Committee recommends the Finance Committee recommend to the Capital Regional District Board:
1. That the amount of \$605,955 be approved for the Royal Theatre Service; and (WP- Oak Bay, Saanich, Victoria)
2. That the amount of \$750,000 be approved for the McPherson Playhouse Service. (WP- Victoria)

Attachments: [Staff Report: 2026 Budget for Royal & McPherson](#)
 [Appendix A: 2024 RMTS Financial Statements](#)
 [Appendix B: 2024 RMTS Annual Report](#)
 [Appendix C: 2026 Budget for Royal Theatre](#)
 [Appendix D: 2026 Budget for McPherson Theatre](#)

10.7. [25-0990](#) Regional Parks Service - 2026 Operating and Capital Budget

Recommendation: [At the October 22, 2025 Regional Parks Committee meeting, a motion arising was carried as follows:]
That staff be directed to investigate and report back to the Regional Parks Committee on a potential Strategic Forest Management and FireSmart Plan including budget. (NWA)

Attachments: [Staff Report: Reg Parks Service–2026 Operating & Capital Budget](#)
 [Appendix A: CRD 2026 Budget – Regional Parks](#)
 [Presentation: 2026 – 2030 Financial Plan](#)

10.8. [25-0810](#) Motion with Notice: Reduced CRD Parking Fees for Low Income Visitors (Director Holman)

Recommendation: [At the October 22, 2025 Regional Parks Committee meeting, the following motion was discussed and defeated:

The Regional Parks Committee recommends to the Capital Regional District Board:
That parking fees at selected regional parks, with provision for reduced fees for low-income visitors, be considered as part of the 2026 budget process.]

This motion with notice was not recommended by the Regional Parks Committee.

10.9. [25-0988](#) Motion with Notice: Off-Leash Dogs in the Governor General Area at Elk/Beaver Lake Regional Park (Director Plant)

Recommendation: [WHEREAS Elk/Beaver Lake Regional Park is a well-used recreation area that serves a wide variety of residents across the Capital Region, including many dog owners; and WHEREAS demand for dedicated off-leash dog park areas continues to grow across the region, reflecting the increasing number of residents with dogs and the importance of providing safe, designated spaces that balance recreation with environmental and community considerations; and WHEREAS the area adjacent to Elk Lake Road known as the Governor General area in Saanich may provide an opportunity for better accommodating off-leash dogs that could relieve pressure on existing multi-use park trails and enhance the overall visitor experience; Therefore be it resolved:]

The Regional Parks Committee recommends to the Capital Regional District Board: That CRD Parks staff be directed to review and report back on potential options for better accommodating off-leash dogs in the Governor General Area at Elk/Beaver Lake Regional Park along Elk Lake Road in Saanich, including site suitability, impacts to park use, environmental considerations, community input, and estimated costs. (NWA)

10.10. [25-1097](#) Regional Transportation Advisory Committee Terms of Reference

Recommendation: [At the October 22, 2025 Transportation Committee meeting, both Terms of Reference were amended and carried as follows:]

The Transportation Committee recommends to the Capital Regional District Board:

1. That the Regional Transportation Advisory Committee Terms of Reference, as attached in Appendix A, be approved as amended, by including CFB Esquimalt with an invitation to participate in the Regional Transportation Advisory Committee, under Item 3.0 Composition, as a non-voting member;
2. That the updated 2025 Terms of Reference for the Transportation Committee, as attached in Appendix B, be approved as amended, as follows:
 - a) That section 1.(a)(ii) be amended by adding the wording ", and rapid transit" following the word "transit".
 - b) That section 1.(b)(i) be amended by adding the wording ", and collaborate with" after the wording "advocate to".
 - c) That section 1.(b)(ii) be amended by replacing it with the wording "Advocate to and collaborate with the Victoria Regional Transit Commission on regional transit and rapid transit priorities".
3. That the Transportation Working Group be dissolved. (NWA)

Attachments: [Staff Report: Regional Transportation Advisory Committee ToR](#)
 [Appendix A: ToR - Regional Transportation Advisory Committee](#)
 [Appendix B: Revised ToR - Transportation Committee](#)

10.11. [25-1109](#) Motion with Notice: Region-Wide Free Youth Bus Pass Program
(Directors Caradonna/Thompson)

Recommendation: The Transportation Committee recommends to the Capital Regional District Board:
That the CRD Board direct staff to investigate, as part of the update to the Regional Transportation Plan, and report back on the costs, benefits, and implications of creating a region-wide free youth bus pass program under the CRD transportation service in collaboration with BC Transit.
(NWA)

Attachments: [Memo](#)

10.12. [25-1110](#) Motion with Notice: Rapid Transit Updated Feasibility Study (Director Murdock)

Recommendation: [At the October 22, 2025 Transportation Committee meeting, the motion was amended to copy BC Transit and Island Corridor Foundation, and carried as follows:]

The Transportation Committee recommends to the Capital Regional District Board:
That the Board support a letter to senior governments, and copy BC Transit and Island Corridor Foundation, advocating for support to jointly undertake an updated study on the feasibility and alignment of rapid transit within the CRD.
(NWA)

11. ADMINISTRATION REPORTS

11.1. [25-1080](#) Bylaw Nos. 4731, 4732 and 4733: Updates to Water Supply, Bulk Water Fees and Charges and Water Distribution Bylaws

Recommendation:

1. That Bylaw No. 4731, "Bulk Water Rates By-law, 1977, Amendment Bylaw No. 45, 2025", be introduced and read a first, second and third time; and
(WP - All except SGI & SSI)
2. That Bylaw No. 4731 be adopted.
(WP - All except SGI & SSI, 2/3 on adoption)
3. That Bylaw No. 4732, "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 15, 2025", be introduced and read a first, second and third time; and
(WP - Central Saanich, North Saanich & Sidney)
4. That Bylaw No. 4732 be adopted.
(WP - Central Saanich, North Saanich & Sidney, 2/3 on adoption)
5. That Bylaw No. 4733, "Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 27, 2025", be introduced and read a first, second and third time; and
(WP - Colwood, Highlands, Langford, Metchosin, Sooke, View Royal, JDF)
6. That Bylaw No. 4733 be adopted.
(WP - Colwood, Highlands, Langford, Metchosin, Sooke, View Royal, JDF, 2/3 on adoption)

Attachments: [Staff Report: Bylaws 4731, 4732 & 4733 Water Fee Distribution](#)
[Appendix A: Bylaw No. 4731](#)
[Appendix B: Bylaw No. 4732](#)
[Appendix C: Bylaw No. 4733](#)

11.2. [25-1191](#) Biosolids Beneficial Use Management - October Update

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

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

11.3. [25-1204](#) West Shore RCMP Detachment Expansion Service Establishment and Loan Authorization Bylaws

Recommendation: 1. That the West Shore RCMP Building Cost Sharing Memorandum of Understanding, attached at Appendix A, be approved;
(WA)
2. That Bylaw No. 4692, "West Shore RCMP Detachment Expansion Service Establishment Bylaw No. 1, 2025", be introduced and read a first, second, and third time;
(NWA)
3. That Bylaw No. 4693, "West Shore RCMP Detachment Expansion Loan Authorization Bylaw No. 1, 2025", be introduced and read a first, second, and third time;
and
(WA)
4. That participating area approval for Colwood, Langford and View Royal be obtained by municipal council consent-on-behalf, and if successful, that Bylaws No. 4692 and 4693 be submitted to the Inspector of Municipalities for approval.
(NWA)

Attachments: [Staff Report: West Shore RCMP Detachment Service Est. & LA Bylaws](#)
[Appendix A: West Shore RCMP Building Cost Sharing MOU](#)
[Appendix B: Previous Staff Report - July 10, 2024](#)
[Appendix C: Bylaw No. 4692](#)
[Appendix D: Bylaw No. 4693](#)

12. REPORTS OF COMMITTEES**Electoral Areas Committee****12.1.** [25-0992](#) Bylaw No. 4709: Southern Gulf Islands Small Craft Harbours Regulation Amendment

Recommendation: The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:
1. That Bylaw No. 4709, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 10, 2025", be introduced and read a first, second, and third time.
(NWA)
2. That Bylaw No. 4709 be adopted.
(NWA, 2/3 on adoption)

Attachments: [Staff Report: Bylaw No. 4709: SGI Small Craft Harbours Reg. AMD No. 10](#)
[Appendix A: Bylaw No. 4709](#)
[Appendix B: Bylaw No. 2844 \(Consolidated\) Redlined](#)
[Appendix C: SGI Harbours Proposed Rates \(2026\)](#)

- 12.2.** [25-1134](#) Bylaw No. 4718: Delegation of Salt Spring Island Grant-in-Aid Approval to Salt Spring Island Local Community Commission
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4718, "Capital Regional District Delegation Bylaw No. 1, 2017, Amendment Bylaw No. 6, 2025", be introduced and read a first, second, and third time;
(NWA)
 2. That Bylaw No. 4718 be adopted.
(NWA, 2/3 on adoption)
- Attachments:** [Staff Report: Bylaw No. 4718: Delegation of Grant-in-Aid Approval to SSI LCC](#)
[Appendix A: Previous Staff Report - EA Grant-in-Aid Bylaws \(June 11, 2025\)](#)
[Appendix B: Bylaw No. 4718](#)
[Appendix C: Bylaw No. 4186 \(Consolidated\) Redlined](#)
- 12.3.** [25-1195](#) Bylaw No. 4721 to Amend Bylaw No. 3654 - Fire Commissions
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4721, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 3, 2025" be introduced and read a first, second and third time; and
(NWA)
 2. That Bylaw No. 4721 be adopted.
(NWA, 2/3 on adoption)
- Attachments:** [Staff Report: Bylaw No. 4721 to Amend Bylaw No. 3654 - Fire Commissions](#)
[Appendix A: Fire Services Governance Review - Recommendations](#)
[Appendix B: Bylaw No. 4721](#)
[Appendix C: Consolidated Bylaw No. 3654 - Redlined](#)

Finance Committee

- 12.4.** [25-0968](#) Bylaw No. 4717: 2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 4, 2025
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4717, "2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 4, 2025", be introduced and read a first, second and third time: and
(WA)
 2. That Bylaw No. 4717 be adopted.
(WA, 2/3 on adoption)
- Attachments:** [Staff Report: Bylaw 4717 2025-29 Fin Plan Amend No 4](#)
[Appendix A: Bylaw No. 4717](#)

12.5. [25-1006](#) Bylaw Nos. 4722 and 4723: Amendments to Operating Reserve Fund Bylaw Nos. 4146 and 4102

- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4722, "Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 6, 2025", be introduced and read a first, second and third time; and
(WA)
 2. That Bylaw No. 4722 be adopted.
(WA, 2/3 on adoption)
 3. That Bylaw No. 4723, "Capital Regional District Regional Services Operating Reserve Fund Bylaw, No. 1, 2016, Amendment Bylaw No. 6, 2025, be introduced and read a first, second and third time; and
(WA)
 4. That Bylaw No. 4723 be adopted.
(WA, 2/3 on adoption)

- Attachments:** [Staff Report: Bylaws 4722-4723 Amendments ORF](#)
[Appendix A: Bylaw No. 4722 w/Schedule A](#)
[Appendix B: Bylaw No. 4723](#)

12.6. [25-1022](#) Bylaw Nos. 4724, 4725, 4726, 4727, 4728 and 4729: Capital Reserve Fund Bylaws

- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4724, "Foodlands Access Service Capital Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and (WA)
 2. That Bylaw No. 4724 be adopted. (WA, 2/3 on adoption)
 3. That Bylaw No. 4725, "Regional Transportation Service Capital Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and (WA)
 4. That Bylaw No. 4725 be adopted. (WA, 2/3 on adoption)
 5. That Bylaw No. 4726, "Galiano Island Community Parks Services Land Acquisition Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and (WA)
 6. That Bylaw No. 4726 be adopted. (WA, 2/3 on adoption)
 7. That Bylaw No. 4727, "Mayne Island Community Parks Services Land Acquisition Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and (WA)
 8. That Bylaw No. 4727 be adopted. (WA, 2/3 on adoption)
 9. That Bylaw No. 4728, "Juan de Fuca Emergency Program Act Extended Service Capital Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and (WA)
 10. That Bylaw No. 4728 be adopted. (WA, 2/3 on adoption)
 11. That Bylaw No. 4729, "Animal Control Service Capital Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and (WA)
 12. That Bylaw No. 4729 be adopted. (WA, 2/3 on adoption)

Attachments: [Staff Report: Capital Reserve Bylaws](#)

[Appendix A: Bylaw No. 4724](#)

[Appendix B: Bylaw No. 4725](#)

[Appendix C: Bylaw No. 4726](#)

[Appendix D: Bylaw No. 4727](#)

[Appendix E: Bylaw No. 4728](#)

[Appendix F: Bylaw No. 4729](#)

12.7. [25-0949](#) Bylaw No. 4730: Revenue Anticipation (General Purpose) Bylaw No. 1, 2025

Recommendation: The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4730, "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2025", be introduced and read a first, second and third time; and (WA)
2. That Bylaw No. 4730 be adopted. (WA, 2/3 on adoption)

Attachments: [Staff Report: Bylaw 4730 Revenue Anticipation](#)
[Appendix A: Bylaw 4730](#)

Transportation Committee

12.8. [25-1096](#) Bylaws No. 4711 and 4719: Dissolution of Traffic Safety Commission and Service

Recommendation: The Transportation Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4711, "Traffic Safety Commission Dissolution Bylaw No. 1, 2025" be introduced and read a first, second and third time;
(WP - All Except Colwood and Metchosin)
2. That Bylaw No. 4711 be adopted;
(WP - All Except Colwood and Metchosin, 2/3 of adoption)
3. That the assets and obligations of the Traffic Safety Commission Service under Bylaw No. 1828, "Traffic Safety Commission Establishment Bylaw No. 1, 1990", be assumed and maintained by the Transportation Service under Bylaw No. 4630, "Regional Transportation Service Establishing Bylaw No. 1, 2024", including that funds held for the Constable Sarah Beckett Memorial Scholarship continue to be used for that purpose;
(WP - All Except Colwood and Metchosin)
4. That Bylaw No. 4719, "Traffic Safety Commission Establishment Bylaw No. 1, 1990, Amendment Bylaw No. 5, 2025", be read a first, second, and third time;
(WP - All Except Colwood and Metchosin)
5. That participating area approval be obtained by way of municipal and electoral area director consent; and
6. That if successful by two-thirds consent of participants, Bylaw No. 4719 be forwarded to the Inspector of Municipalities for approval.
(NWA)

Attachments: [Staff Report: Bylaw Nos. 4711 & 4719: Dissolution TSC and Svc](#)
[Appendix A: Bylaw No. 4711](#)
[Appendix B: Bylaw No. 4719](#)

13. BYLAWS

14. NOTICE(S) OF MOTION

15. NEW BUSINESS

16. MOTION TO CLOSE THE MEETING

16.1. [25-1176](#) 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. [2 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 Litigation in accordance with Section 90(1)(g) of the Community Charter. [2 items]
 6. That the meeting be closed for contract negotiations in accordance with Section (90)(1)(k) of the Community Charter. [1 Item]
 7. That such disclosures could reasonably be expected to harm the interests of the Regional District. [1 Item]
 8. That the meeting be closed for Intergovernmental Negotiations in accordance with Section 90(2)(b) of the Community Charter. [3 items]

17. RISE AND REPORT**18. 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, October 8, 2025

12:10 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

PRESENT

DIRECTORS: C. McNeil-Smith (Chair), M. Little (Vice Chair), P. Brent, S. Brice, J. Brownoff (EP), J. Caradonna, C. Coleman, Z. de Vries (1:11 pm) (EP), B. Desjardins, S. Goodmanson, G. Holman, P. Jones, S. Kim (M. Alto) (EP), D. Kobayashi, K. Murdoch, D. Murdock, C. Plant, S. Riddell (for R. Windsor) (EP); L. Szpak, M. Tait (EP), D. Thompson, S. Tobias (EP), 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; K. Lorette, General Manager, Housing, Planning and Protective Services; K. Morley, Corporate Officer/General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; S. Carey, Senior Manager, Legal and Risk Management; C. Gilpin, Manager, Arts and Culture Support Service; P. Klassen, Senior Manager, Regional Planning; F. Lopez, Manager, Strategic Planning; S. Meikle, Senior Manager, Panorama Recreation; C. Neilson, Senior Manager, People Safety and Culture; D. Ovington, Senior Manager, Salt Spring Island Administration; R. Tooke, Senior Manager, Environmental Innovation; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Directors M. Alto, A. Wickheim, R. Windsor

The meeting was called to order at 12:09 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Plant, **SECONDED** by Director Murdoch,
That the agenda for the Capital Regional District Board meeting of October 8,
2025 be approved.

MOVED by Director Plant, **SECONDED** by Director Holman,
That the agenda be amended by considering Item 8.6. after the Consent Agenda.
CARRIED

The question was called on the main motion as amended:
That the agenda for the Capital Regional District Board meeting of October 8,
2025 be approved as amended by considering Item 8.6. after the Consent
Agenda.
CARRIED

3. ADOPTION OF MINUTES

- 3.1. [25-1004](#) Minutes of the Capital Regional District Board meeting of September 10,
2025

MOVED by Director Plant, **SECONDED** by Director Brent,
That the minutes of the Capital Regional District Board meeting of September 10,
2025 be adopted as circulated.
CARRIED

4. REPORT OF THE CHAIR

The Chair stated that committee-level reviews of the service budgets began last week at the Governance and First Nations Relations Committee and will continue across various committees over the next three weeks. These reviews will culminate at the Committee of the Whole meeting on Wednesday, October 29, 2025, where the full Capital Regional District (CRD) and Hospital District budgets will be considered. The Capital Region Housing Corporation budget will be presented in November 2025. Directors not serving on specific committees are welcome to attend or observe budget discussions. All committee recommendations and budget materials will be provided at the Committee of the Whole meeting. Additionally, at the recent Union of BC Municipalities (UBCM) Convention, the CRD Board's resolution requesting amendments to the *Local Government Act* to allow two-year terms for Board Chair and Vice Chair did not reach the floor. This was consistent with several other resolutions that lacked a recommendation from the UBCM Executive. The Executive has committed to reviewing these resolutions and will advise sponsors of any actions taken. The Board will be updated once a decision is received.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

There were no presentations.

5.2. Delegations

- 5.2.1.** [25-1076](#) Delegation - Judith Cullington; President, Juan de Fuca Performing Arts Centre Society: Re: Agenda Item 8.6. Performing Arts Facilities Service: Establishing Bylaw No. 4704 and Service Plan
J. Cullington spoke to Item 8.6.
- 5.2.2.** [25-1077](#) Delegation - Denny Warner; Representing Charlie White Theatre: Re: Agenda Item 8.6. Performing Arts Facilities Service: Establishing Bylaw No. 4704 and Service Plan
D. Warner spoke to Item 8.6.
- 5.2.3.** [25-1078](#) Delegation - Hazel Braithwaite; Representing Royal and McPherson Theatres Society: Re: Agenda Item 8.6. Performing Arts Facilities Service: Establishing Bylaw No. 4704 and Service Plan
H. Braithwaite spoke to Item 8.6.
- 5.2.4.** [25-1079](#) Delegation - Amanda-Lynne Ballard; Resident of Esquimalt Re: Agenda Item 8.6. Performing Arts Facilities Service: Establishing Bylaw No. 4704 and Service Plan
A. Ballard spoke to Item 8.6.
- 5.2.5.** [25-1090](#) Delegation - Matt Cowlrick; Resident of Metchosin Re: Agenda Item 8.6. Performing Arts Facilities Service: Establishing Bylaw No. 4704 and Service Plan
M. Cowlrick spoke to Item 8.6.
- 5.2.6.** [25-1091](#) Delegation - Matthew White; Representing Victoria Symphony: Re: Agenda Item 8.6. Performing Arts Facilities Service: Establishing Bylaw No. 4704 and Service Plan
M. White spoke to Item 8.6.

6. CONSENT AGENDA

MOVED by Director Kobayashi, **SECONDED** by Director Plant,
That consent agenda items 6.1. through 6.8. be approved.
CARRIED

- 6.1.** [25-0995](#) Recovery Planning Update: Post-Disaster Household & Needs Assessment Data Collection Project
This report was received for information.

- 6.2. [25-1014](#) Process to Establish a Sister Island Relationship Between Salt Spring Island and Orcas Island
This report was received for information.
- 6.3. [25-0910](#) Climate Action Strategy Renewal - Guiding Framework
1. That the Capital Regional District Board endorse the updated Climate Action Strategy Guiding Framework: Proposed Vision, Principles, Goals and Targets for a Renewed Climate Action Strategy.
 2. Within the strategy, that staff clarify:
 - i. The CRD's jurisdiction as relates to greenhouse gas reductions;
 - ii. The support role played by the regional district in helping the region achieve its greenhouse gas objectives;
 - iii. The targets and progress of the 13 member municipalities and 3 electoral areas.
 3. Amend Appendix B, under Guiding Principles, Lead, insert the words "increase resilience" after the words "greenhouse gas emissions".
 4. Amend Appendix B, under Goal Areas, Low Carbon Mobility, insert the words "zero emission transportation options" after the words "public transportation".
- CARRIED**
- 6.4. [25-0899](#) Hartland Public Drop-Off Expanded Hours Pilot Results
That Hartland Landfill and Public Drop-off Depot's expanded hours become permanent, with Saturday opening hours remaining as 7 am to 5 pm.
CARRIED
- 6.5. [25-1001](#) CRD Evolves 2024-2025 Organizational Plan Update
This report was received for information.
- 6.6. [25-1093](#) Arena Accessibility Improvement Project Revised Scope Proposal
That the five-year capital plan be amended to update the project costs and that the arena capital plan in 2027 be debt financed up to 7.1 million and that the detailed design work commence as soon as possible.
CARRIED
- 6.7. [25-1094](#) Peninsula Recreation Facility in Central Saanich - For Decision
1. That the five-year Peninsula Recreation Capital Plan be amended to include the Peninsula Recreation Facility in Central Saanich project including \$1 million from Capital Reserves and an additional \$14.2 million, to be scheduled as outlined in this staff report;
 2. That staff engages in discussions with District of Central Saanich staff to develop a partnership agreement, including roles and responsibilities pre, during, and post construction stages;
 3. That a draft of such an agreement and an updated project budget be brought back to the Peninsula Recreation Commission for consideration; and
 4. That following an agreement approval, staff engage in further design to update the budget for a loan authorization bylaw recommendation to be considered by the Peninsula Recreation Commission.
- CARRIED**

- 6.8. [25-0964](#) Motion with Notice: SSI RCMP Detachment Advocacy (G. Baker)
- That the Salt Spring Island Local Community Commission (LCC) recommend to the Capital Regional Board to write a letter on behalf of the LCC to the RCMP District Commander Chief Superintendent for Salt Spring Island, to acknowledge how well Sergeant Clive Seabrook has done navigating the divides in our community and request extension of the current sergeant term.
- CARRIED**

- 8.6. [25-0998](#) Performing Arts Facilities Service: Establishing Bylaw No. 4704 and Service Plan

N. Chan spoke to Item 8.6.

Discussion ensued regarding:

- clarification about the ownership of the new facility
- transfer of ownership of Royal and McPherson theatres to the CRD
- viability of a regionally funded performing arts service in the west shore
- clarification of participation in the theatre rental grant program
- regional participation in the alternative approval process
- summary of newly approved and existing services
- projected impact, with the inclusion of this service, on the 2026 budget
- grants and funding benefits for participating jurisdictions

Director de Vries joined the meeting electronically at 1:11 pm.

MOVED by Director Plant, **SECONDED** by Director Murdoch,
1. That Bylaw No. 4704, "Performing Arts Facilities Service Establishing Bylaw No. 1, 2025", be introduced and read a first, second, and third time.
CARRIED

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

Opposed: Kobayashi

MOVED by Director Plant, **SECONDED** by Director Murdoch,
3. That Bylaw No. 4704 be forwarded to the Inspector of Municipalities for approval.
CARRIED

The meeting went into recess at 1:28 pm.

Director de Vries left the meeting at 1:28 pm.

The meeting reconvened at 1:36 pm.

7. ADMINISTRATION REPORTS

- 7.1. [25-0999](#) CAO Quarterly Progress Report No. 3, 2025
T. Robbins presented Item 7.1. for information.
- 7.2. [25-1009](#) Implementation Projects: Adaptation in Action Grant Program - Coles Bay Regional Park Shoreline Restoration Project
L. Jones spoke to Item 7.2.

Discussion ensued regarding clarification and next steps related to consultation with North Saanich staff and presenting to North Saanich council.
MOVED by Director Jones, SECONDED by Director Desjardins,
1. That the CRD Board direct staff to submit an application for \$800,000 in Local Leadership for Climate Adaptation grant funding for Phase 2 of the Coles Bay Shoreline Restoration Project; and
2. That staff be directed to accept the grant funds, oversee grant management and reporting requirements.
CARRIED
- 7.3. [25-1023](#) Biosolids Beneficial Use Management - September Update
L. Jones presented Item 7.3. for information.

Discussion ensued regarding:
- addressing odour concerns related to the Cassidy quarry site
- limitations related to vendor selection
- update on existing and future granting opportunities

8. REPORTS OF COMMITTEES

Electoral Areas Committee

- 8.1. [25-0898](#) Bylaw No. 4712: Tax Exemption (Permissive) Bylaw, 2025
Discussion ensued regarding clarification on eligibility and the different types of tax exemptions under the Local Government Act.
MOVED by Director Brent, SECONDED by Director Holman,
1. That Bylaw No. 4712, "Tax Exemption (Permissive) Bylaw, 2025", be introduced and read a first, second and third time.
CARRIED

MOVED by Director Brent, SECONDED by Director Holman,
2. That Bylaw No. 4712 be adopted.
CARRIED

8.2. [25-1018](#) Bylaws No. 4370 and 4373: Maliview Sewer Service Wastewater System Renewal and Upgrades

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

1. That the attached Certification of Results of Petition for Borrowing - Maliview Estates Sewerage System be received.

CARRIED

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

2. That third reading of Bylaw No. 4370, "Maliview Sewer System Loan Authorization Bylaw No. 1, 2020" be rescinded.

CARRIED

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

3. That Bylaw No. 4370 be amended, as shown in Schedule B, as follows:

a. Under Whereas Clause A, by inserting the word "No. 1" between the words "Bylaw" and ",1991";

b. By replacing Whereas Clause B in its entirety with the following:

"The Maliview wastewater system requires capital renewal and upgrades, which will involve the planning, study, project administration, equipment purchases, design and construction of a new Moving Bed Biofilm Reactor (MBBR) system and renewal and integration of existing systems facilities, for the collection, conveyance, treatment and disposal of wastewater, including establishment of the required Inflow and Infiltration (I&I) Program";

c. Under Whereas Clause C, by replacing the words "Two Million Two Hundred and Ten Thousand Dollars (\$2,210,000)" with the words "Two Million Five Hundred and Ten Thousand Dollars (\$2,510,000)";

d. By replacing Whereas Clause E in its entirety with the following:

"Pursuant to sections 347 and 407 of the Local Government Act, participating area approval is required for this borrowing and shall be obtained by a petition of the property owners in the Maliview Estates Sewerage Local Service area under section 408 of the Local Government Act; and";

e. Under Section 1 (a) by replacing the words "Two Million Two Hundred and Ten Thousand Dollars (\$2,210,000)" with the words "Two Million Five Hundred and Ten Thousand Dollars (\$2,510,000)";

f. Under Section 2, by replacing the words "20 years" with "30 years"; and

g. Under Section 3, by replacing the word "2020" with "2025", so that the Bylaw may be cited as the "Maliview Sewer System Loan Authorization Bylaw No. 1, 2025."

CARRIED

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

4. That Bylaw No. 4370, "Maliview Sewer System Loan Authorization Bylaw No. 1, 2025" be read a third time as amended.

CARRIED

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

5. That third reading of Bylaw No. 4373, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2020" be rescinded.

CARRIED

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

6. That Bylaw No. 4373 be amended, as shown in Schedule D, as follows:

- a. Under Section 1 (b), in regards to 4 (a), by replacing the words “Two Hundred and Fifty Thousand Dollars (\$250,000)” with the words “Two Hundred and Eleven Thousand Six Hundred and Thirty-One Dollars (\$211,631)”;
- b. Under Section 1 (b), in regards to 4 (b), by replacing the words “\$5.466 per One Thousand Dollars” with the words “\$3.1250 per One Thousand Dollars”; and
- c. Under Section 2, by replacing the word “2020” with “2025”, so that the Bylaw may be cited as the “Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025”.

CARRIED

MOVED by Director Brent, **SECONDED** by Director Holman,
7. That Bylaw No. 4373, “Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025” be read a third time as amended.

CARRIED

MOVED by Director Brent, **SECONDED** by Director Holman,
8. That participating area approval to Bylaw No. 4373 be provided by the Electoral Area Director consenting on behalf.

CARRIED

MOVED by Director Brent, **SECONDED** by Director Holman,
9. That Bylaw No. 4370 and Bylaw No. 4373 be forwarded to the Inspector of Municipalities for approval.

CARRIED

- 8.3.** [25-0996](#) Bylaw No. 4714: Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025

MOVED by Director Brent, **SECONDED** by Director Holman,
1. That Bylaw No. 4714, “Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025”, be introduced and read a first, second, and a third time.

CARRIED

MOVED by Director Brent, **SECONDED** by Director Holman,
2. That participating area approval to Bylaw No. 4714 be provided by the Electoral Area Director consenting on behalf.

CARRIED

MOVED by Director Brent, **SECONDED** by Director Holman,
3. That Bylaw No. 4714 be referred to the Inspector of Municipalities for approval.

CARRIED

Governance and First Nations Relations Committee

8.4. [25-0896](#) Legislative and General Government, Facilities Management Services -
2026 Operating and Capital Budgets

T. Robbins and N. Chan spoke to Item 8.4.

Discussion ensued regarding:

- clarification of Executive Leadership Team review of the consolidated requisition
- next steps and impact on the 2026 budget

Referral Motion:

**MOVED by Director Plant, SECONDED by Director Desjardins,
That this item be referred to the Committee of the Whole meeting scheduled for
October 29, 2025.
CARRIED**

8.5. [25-0969](#) Regional District Services and Service Review Options - Next Steps

T. Robbins spoke to Item 8.5.

Discussion ensued regarding:

- interest amongst the regional municipalities in shared IT infrastructure
- expertise resources required for IT initiatives

MOVED by Director Little, SECONDED by Director Szpak,

1. Initiate planning activities required to advance the governance check-in, annual service reviews, and shared IT infrastructure, as outlined in Appendix A to C.

2. Continue progressing the sub-regional service profiles, regular reporting on CRD Evolves, staff vacancy management strategy, and updated public participation framework, in alignment with existing workplans and as detailed in actions 1 and 3 in Table 1 and Appendices D and E.

MOVED by Director Murdoch, SECONDED by Director Jones,

That Part 1 of the main motion be amended to strike the words "shared IT infrastructure" and replace the words "Appendix A to C" with the words "Appendix A and B."

Discussion ensued regarding:

- implications of removing shared IT infrastructure from planning activities
- benefits of sharing infrastructure
- next steps and time line related to a feasibility study coming back to the Board

The question was called on the amendment:

That Part 1 of the main motion be amended to strike the words "shared IT infrastructure" and replace the words "Appendix A to C" with the words "Appendix A and B."

DEFEATED

Opposed: Brent, Brice, Brownoff, Caradonna, Coleman, Desjardins, Goodmanson, Holman, Jones, Kim, Kobayashi, Little, McNeil-Smith, Murdoch, Murdock, Plant, Riddell, Szpak, Tait, Thompson, Tobias, Williams

The question was called on the main motion:

1. Initiate planning activities required to advance the governance check-in, annual service reviews, and shared IT infrastructure, as outlined in Appendix A to C.

2. Continue progressing the sub-regional service profiles, regular reporting on CRD Evolves, staff vacancy management strategy, and updated public participation framework, in alignment with existing workplans and as detailed in actions 1 and 3 in Table 1 and Appendices D and E.

CARRIED

Planning & Protective Services Committee

8.7. [25-0942](#) Bylaw Notice Enforcement and Adjudication System

Discussion ensued regarding the bylaw dispute resolution and appeal process.

MOVED by Director Thompson, **SECONDED** by Director Little,

1. That Bylaw No. 4683, "Bylaw Notice Enforcement Bylaw No. 1, 2025" be introduced and read a first, second, and third time; and

CARRIED

Director Kobayashi left the meeting at 3:02 pm.

MOVED by Director Thompson, **SECONDED** by Director Little,

2. That Bylaw No. 4683 be adopted.

CARRIED

MOVED by Director Thompson, **SECONDED** by Director Little,

3. That Bylaw No. 4703, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 87, 2025" be introduced and read a first, second, and third time; and

CARRIED

MOVED by Director Thompson, **SECONDED** by Director Little,

4. That Bylaw No. 4703 be adopted.

CARRIED

Director Kobayashi rejoined the meeting at 3:05 pm.

MOVED by Director Thompson, **SECONDED** by Director Little,

5. That the Screening Officer Bylaw Notice Policy, as attached hereto as Appendix D, be adopted.

CARRIED

8.8. [25-0941](#) Regional Context Statement Alignment Review - District of North Saanich

K. Lorette spoke to Item 8.8.

MOVED by Director Thompson, **SECONDED** by Director Little,

1. That the District of North Saanich Regional Context Statement be considered in relation to the 2018 Regional Growth Strategy (RGS) (Bylaw No. 4017) in accordance with the requirements of section 448 of the Local Government Act and not be accepted due to inconsistency with the growth management concept plan of the RGS and related policies.

2. That the matter be referred to the District of North Saanich for direction on how to proceed.

MOVED by Director Little, **SECONDED** by Director Kobayshi,

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

CARRIED

The Capital Regional District Board moved to the Closed Session at 3:16 pm.

The Capital Regional District Board rose from the Closed Session at 3:40 pm without report.

Discussion ensued regarding the process related to updating the regional growth strategy.

MOVED by Director Plant, **SECONDED** by Director Murdoch,

That Part 1 of the main motion be amended by adding the following words "for the reasons set out in the report of September 17, 2025"

CARRIED

The question was called on Part 1 of the main motion as amended:

1. That the District of North Saanich Regional Context Statement be considered in relation to the 2018 Regional Growth Strategy (RGS) (Bylaw No. 4017) in accordance with the requirements of section 448 of the Local Government Act and not be accepted due to inconsistency with the growth management concept plan of the RGS and related policies for the reasons set out in the report of September 17, 2025.

The question was called on Part 2 of the main motion:

2. That the matter be referred to the District of North Saanich for direction on how to proceed.

CARRIED

9. BYLAWS

- 9.1. [25-1021](#) Adoption of 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 Holman, SECONDED by Director Brent,
That Bylaw No. 4684 - "Salt Spring Island Parks and Recreation Facilities Local Service Establishment Bylaw No. 1, 1996, Amendment Bylaw No. 5, 2025" be adopted.
CARRIED**

10. NOTICE(S) OF MOTION

- 10.1. [25-1107](#) Notice of Motion: Region-Wide Free Youth Bus Pass Program (Directors Caradonna/Thompson)

Directors Caradonna and Thompson provided the following Notice of Motion for consideration at the next meeting of the Transportation Committee:

"The Transportation Committee recommends to the Capital Regional District Board:

That the CRD Transportation Committee recommends to the CRD Board to direct staff to investigate and report back on the costs, benefits, and implications of creating a region-wide free youth bus pass program under the CRD transportation service in collaboration with BC Transit."

- 10.2. [25-1108](#) Notice of Motion: Rapid Transit Updated Feasibility Study (Director Murdock)

Director Murdock provided the following Notice of Motion for consideration at the next meeting of the Transportation Committee:

"The Transportation Committee recommends to the Capital Regional District Board:

That the Board support a letter to senior governments, advocating for support to jointly undertake an updated study on the feasibility and alignment of rapid transit within the CRD."

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

12.1. [25-0893](#) Motion to Close the Meeting

MOVED by Director Coleman, **SECONDED** by Director Szpak,
That the meeting be closed for Appointments in accordance with Section 90(1)(a)
of the Community Charter.

CARRIED

MOVED by Director Coleman, **SECONDED** by Director Szpak,
That the meeting be closed for Labour Relations in accordance with Section (90)
(1)(c) of the Community Charter.

CARRIED

MOVED by Director Coleman, **SECONDED** by Director Szpak,
That the meeting be closed for Litigation in accordance with Section 90(1)(g) of
the Community Charter.

CARRIED

MOVED by Director Coleman, **SECONDED** by Director Szpak,
That the meeting be closed for a Legal Update in accordance with Section 90(1)
(i) of the Community Charter.

CARRIED

MOVED by Director Coleman, **SECONDED** by Director Szpak,
That the meeting be closed for Intergovernmental Negotiations in accordance
with Section 90(2)(b) of the Community Charter.

CARRIED

The Capital Regional District Board moved to the Closed Session at 3:54 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 4:54 pm and
reported on the following:

In accordance with Bylaw No. 2339, that the following be appointed to the Magic
Lake Estates Water and Sewer Committee for a term expiring December 31,
2027: Heather Read

In accordance with Bylaw No. 3281, that the following be appointed to the Port
Renfrew Utility Services Committee for a term expiring December 31, 2027:
Kristine Gatzke

That the Transportation Committee be permitted to meet in closed session to
discuss Litigation in accordance with Section 90(1)(g) of the Community Charter.

14. ADJOURNMENT

MOVED by Director Brent, **SECONDED** by Director Brice,
That the Closed Session of the Capital Regional District Board of October 8, 2025
be adjourned at 4:55 pm.

CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

**REPORT TO CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 15, 2025**

SUBJECT **Biosolids Advanced Thermal Facility – Engagement Plan**

ISSUE SUMMARY

To provide an overview of the public engagement process planned for the proposed Biosolids Advanced Thermal Facility.

BACKGROUND

On June 12, 2024, the Capital Regional District (CRD) Board approved the Long-Term Biosolids Management Strategy which was endorsed by the Ministry of Environment and Parks (ENV) in March 2025. This strategy identifies advanced thermal processing (gasification or pyrolysis) as the preferred option for the long-term beneficial use of CRD biosolids, recognizing its potential to destroy contaminants of emerging concern such as polyfluoroalkyl substances (PFAS). The development of the long-term strategy was informed by an extensive public and stakeholder engagement process that gathered input from residents, First Nations and municipalities to help shape the CRD's approach to biosolids management.

At the April 12, 2023 CRD Board meeting, staff were directed to initiate a process to procure a Biosolids Beneficial Use Demonstration Facility. The process was designed to determine whether the market could provide suitable technology options capable of meeting the CRD's biosolids management needs. A Request for Expressions of Interest (RFEOI) resulted in 10 submissions followed by an invitational Request for Proposals (RFP) to six of the 10 RFEOI proponents that culminated in three submitted proposals. Through this robust and competitive procurement process, staff and independent consultants confirmed that the leading technologies proposed were capable of processing all CRD biosolids at full scale with a 20-year service life. Because financing a short-term demonstration plant was not feasible and the infrastructure met the criteria for a long-term asset, the Board then directed staff to treat the project as a permanent facility. In June 2025, the CRD announced the selection of Australian company Pyrocal PTY Ltd. as the preferred proponent. The Board subsequently referred the matter back to staff with instructions to explore local and provincial permitting requirements and to develop a proposed community engagement plan, as required for provincial authorization of the project. Staff have submitted a preliminary application and ENV has confirmed the information requirements to submit the final application for authorization.

CRD staff have developed an engagement plan with the support of an independent consultant to guide the next phase of outreach on the project that will meet or exceed requirements for public notification under the *Environmental Management Act*. A summary of the engagement plan is included as Appendix A to this report. The engagement plan has been designed to inform residents about:

- what biosolids are, how they are created and how they are managed for beneficial use in alignment with the CRD's Long-Term Biosolids Management Strategy
- current biosolids management practices and their limitations, as well as previous engagement results about top-of-mind interests and concerns

- an overview of the selected technology benefits including environmental and climate change benefits, and the potential for the technology to destroy contaminants of emerging concern found in CRD-produced biosolids
- project details including facility location, proponent, regulatory requirements and funding requirements
- environmental monitoring and reporting
- operational considerations and neighbourhood integration
- potential uses of biochar

In addition to public engagement, the CRD will undertake a referral process with municipalities and other agencies to seek comments and recommendations on the project. In early 2026, referral packages will be sent to the following municipalities: Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Langford, Colwood, North Saanich, Central Saanich, Sidney and the Highlands, as well as Island Health. In support of the referral process, staff will be available to present to municipalities and other agencies upon request. This process will ensure early awareness among key governments and agencies, and provide elected officials, staff and stakeholders an opportunity to comment before the final application to ENV is submitted.

Engagement with First Nations will occur through a separate but parallel process with support from an independent consultant. Early outreach is planned for Fall 2025, with timelines and approaches tailored to the interests and decision-making processes of each Nation. CRD staff will ensure coordination between public and First Nations engagement while maintaining distinct processes.

Engagement Timeline: Advanced Thermal Processing Facility

Timeline	Phase	Status
2023-2024	Public Consultation, First Nations Engagement and Technical Advisory Committee review of Long-Term Biosolids Management Plan	Complete
June 2024	CRD Board approval of Long-Term Biosolids Management Plan	Complete
March 2025	ENV endorsement of Long-Term Biosolids Management Plan	Complete
June 2025	Announcement of Pyrocal PTY Ltd. as the Preferred Proponent for development of Advanced Thermal Biosolids Processing Facility	Complete
Fall 2025	Preparation of consultation materials, early outreach to neighbours and interest groups	In Development
January-February 2026	Active engagement (open houses, tours, survey, media and advertising campaign)	In Development
March 2026	<i>What We Heard</i> summary report presented publicly and to the Board	In Development
Fall 2026	Engagement on Funding Sources and Debt Financing Strategy	Future Phase

RECOMMENDATION

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

Submitted by:	Rory Tooke, PhD, Senior Manager, Environmental Innovation
Concurrence:	Andy Orr, Senior Manager, Corporate Communications & Engagement
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Engagement Highlights: Implementation of Advanced Thermal Technology –
Biosolids to Biochar (October 2025)
Presentation: Prepared by Katie Hamilton, Tavola Strategy Group (October 2025)

Engagement Highlights

Implementation of Advanced Thermal Technology – Biosolids to Biochar

Capital Regional District | October 2025

Engagement Goal

To guide the current stage of consultation on the proposed advanced thermal processing facility for the conversion of biosolids to biochar, including meeting provincial waste discharge notification requirements.

Objectives

1. Inform capital region residents about the new technology being pursued to responsibly manage biosolids.
2. Create opportunities for those neighbouring the Residuals Treatment Facility at Hartland Landfill and interest holders to understand what is planned for biosolids management at the site, operational considerations and mitigation measures.
3. Understand top of mind considerations related to operations and potential end uses for biochar.
4. Build trust and confidence in the Capital Regional District's (CRD) approach to biosolids management through proactive, two-way communication and a transparent decision-making process.
5. Meet or exceed provincial regulatory requirements for Waste [Air emissions] Discharge notification.

Note: Engagement with First Nations will occur through a separate but parallel process, supported by an independent contractor. Early outreach is planned for Fall 2025, with timelines and approaches tailored to the interests and decision-making processes of each Nation. CRD staff will ensure coordination between public and First Nations engagement while maintaining distinct processes.

Key Topics and Level of Engagement

Engagement will occur at the International Association of Public Participation (IAP2) spectrum level of "Inform – Consult". For the level "Consult", the promise to the public is: *"We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision."*

TOPICS	IAP2 LEVEL OF ENGAGEMENT
What biosolids are, how they are created and how they are managed for beneficial use (Long-Term Biosolids Management Strategy)	Inform
Current biosolids management practices and their limitations, as well as previous engagement results about top-of-mind interests and concerns.	Inform
Overview of the selected technology benefits including environmental and climate change benefits, and the potential for the technology to destroy emerging contaminants of concern within CRD biosolids.	Inform
Overview of the new technology, location, proponent, regulatory requirements and funding requirements, and climate mitigation.	Inform
Environmental monitoring and reporting (e.g. air discharge)	Consult
Operational considerations and neighbourhood integration. (e.g. traffic, noise, etc.)	Consult
Potential uses of biochar	Consult

Timelines

Phase 0 Long-Term Biosolids Strategy Consultation (COMPLETE)

- Engaged the public, 19 First Nations, and technical/community advisors through online open houses, surveys, media outreach, and committee meetings to gather feedback and identify considerations for development of the Long-Term Biosolids Management Strategy.

Phase 1 Planning Public Communication - September – December 2025

- Develop consultation process and materials in preparation for active engagement in early 2026, in parallel to technical air modelling assessment being completed. Present engagement process to Committee (October 2025) and Board (November 2025). Early outreach to neighbouring groups and interest holders about engagement opportunities in early 2026.

Phase 2 Active Engagement on Implementation of Technology – January - February 2026

- Communicate implementation of new technology, operational considerations, air modelling assessment results, opportunities for beneficial use of biochar, and seek feedback through open houses, tours and online survey.

Phase 3 Closing the Loop – March 2026

- Produce *What We Heard Summary* report for presentation to the public, Core Area Committee and Board of Directors.

Phase 4 Financing Strategy (FUTURE - TBD)

- Further communications and consultation may be required on funding sources and debt financing strategy.

Tools and Techniques

Inform

- Email invitations and updates to neighbours and community groups
- Get Involved website and digital content (e.g. maps, images, infographics, FAQs)*
- Project subscriber email updates [Get Involved]
- Video
- Social media*
- Agency referral letters*
- Print advertising*
- Digital advertising
- Printed materials (e.g. flyers, brochures, posters)
- Media outreach (e.g. media release[s], interviews, tours)
- Updates for CRD Board, Saanich Leadership and Council
- Signage on-site*
- *What We Heard* summary report*

Consult

- Online survey [Get Involved]
- Site tours/open house at the Residuals Treatment Facility
- Presentations at meetings
- Interactive displays at in-person events

Note: Tools marked with an asterisk (*) indicate Ministry of Environment and Parks (ENV) requirements for applicants pursuing authorization to discharge under the *Environmental Management Act*.

Engagement and Communication Methods – Phases 1-3

AUDIENCE	ACTIVITY	COMMUNICATION	TIMING
Capital Region Residents	Inform capital region residents about the new technology being implemented to responsibly manage biosolids in the region and future beneficial uses of biochar.	<ul style="list-style-type: none"> • Media release, paid ads, social media, website and subscriber project updates • Survey • Open house/tour of RTF • What We Heard Summary Report 	January - March 2026
Area Residents & Interest holders (e.g. streamkeepers, community associations)	Create opportunities for area residents to understand what is planned for biosolids management at site, operational considerations and mitigations, and seek to understand top of mind considerations associated with operations and beneficial use of biochar.	<ul style="list-style-type: none"> • Letters • Media release, paid ads, social media, website and subscriber project updates • Get Involved Survey • Open House/tour of RTF • Signage • Presentations 	December 2025 - March 2026
Agency Referrals	<p>Letters to 11 CRD municipalities (Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Langford, Colwood, North Saanich, Central Saanich, Sidney, Highlands)</p> <p>Island Health, Ministry of Water, Land and Resource Stewardship, community airshed groups, local environmental groups, interest groups.</p>	<ul style="list-style-type: none"> • Letters and invitation to attend open houses/tours • Presentations (if requested) 	January - March 2026
Capital Region Residents, Participants Decision-makers	Close the loop by updating the public and participants on the consultation process, highlighting key feedback received, and showing how notification requirements were met.	<ul style="list-style-type: none"> • Project subscriber updates • Website • What We Heard Summary Report • CRD Board meeting 	March 2026



CAPITAL REGIONAL DISTRICT Implementation of Advanced Thermal Technology - Biosolids to Biochar

Public Engagement Plan

October 2025

TAVOLA
STRATEGY GROUP

Today's Presentation

01

Engagement Process





Engagement Process

Engagement Process



IAP2 Informed Consultation Plan

Establish consultation objectives and methods.



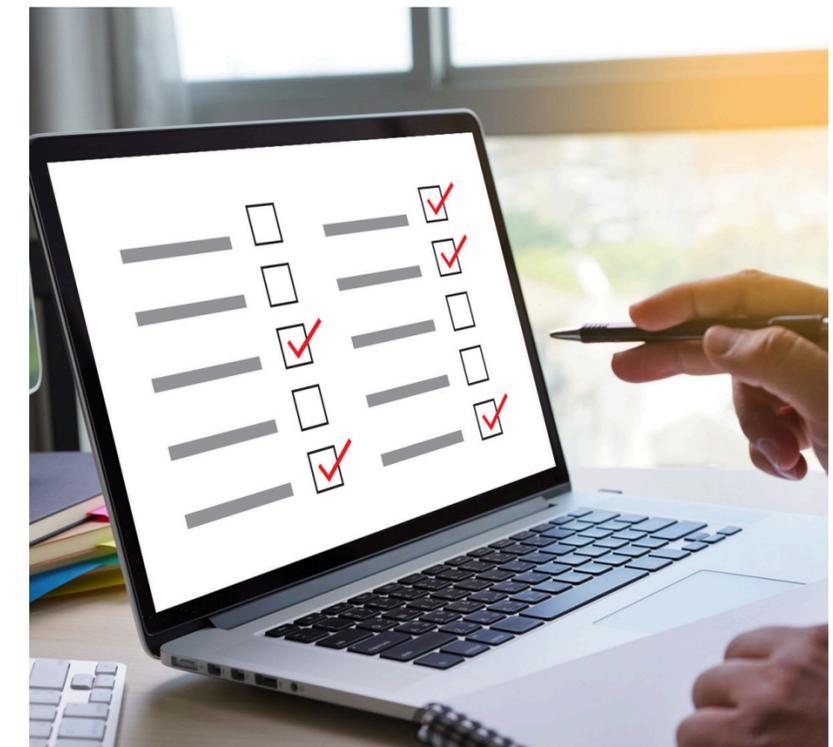
Active Engagement

Awareness-raising and consultation activities to capture input.



Reporting and Closing the Loop

What We Heard report and communicating results to participants and community.



Timeline



Phase 1 Planning - September – December 2025

Develop a consultation process and materials for active engagement in early 2026, in parallel with the completion of the technical air modelling assessment. Present engagement process to Committee [October 2025] and Board [November 2025].



Phase 2 Active Engagement – January - February 2026

Communicate implementation of new technology, operational considerations, air modelling assessment results, opportunities for beneficial use of biochar, and seek feedback through open houses, tours and online survey.



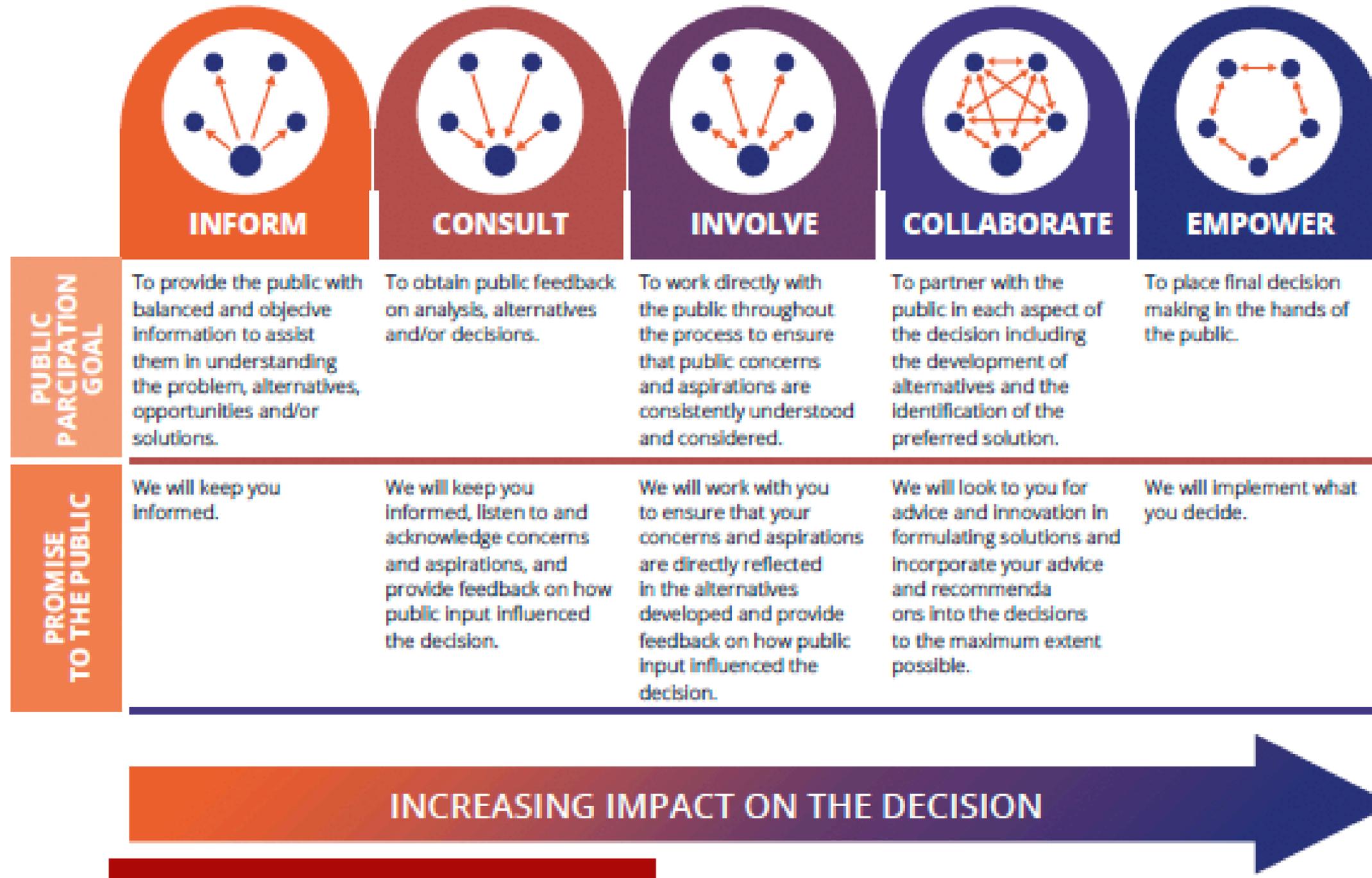
Phase 3 Closing the Loop – March 2026

Produce *What We Heard* Summary report for presentation to the public, Core Area Committee and CRD Board.

Engagement Objectives

1. Inform capital region residents about the new technology being pursued to responsibly manage biosolids.
2. Create opportunities for those neighbouring the Residuals Treatment Facility at Hartland Landfill and interest holders to understand what is planned for biosolids management at the site, operational considerations and mitigation measures.
3. Understand top of mind considerations related to operations and potential end uses for biochar.
4. Build trust and confidence in the Capital Regional District's (CRD) approach to biosolids management through proactive, two-way communication and a transparent decision-making process.
5. Meet or exceed provincial regulatory requirements for Waste [Air emissions] Discharge notification.

IAP2 Spectrum



Audiences

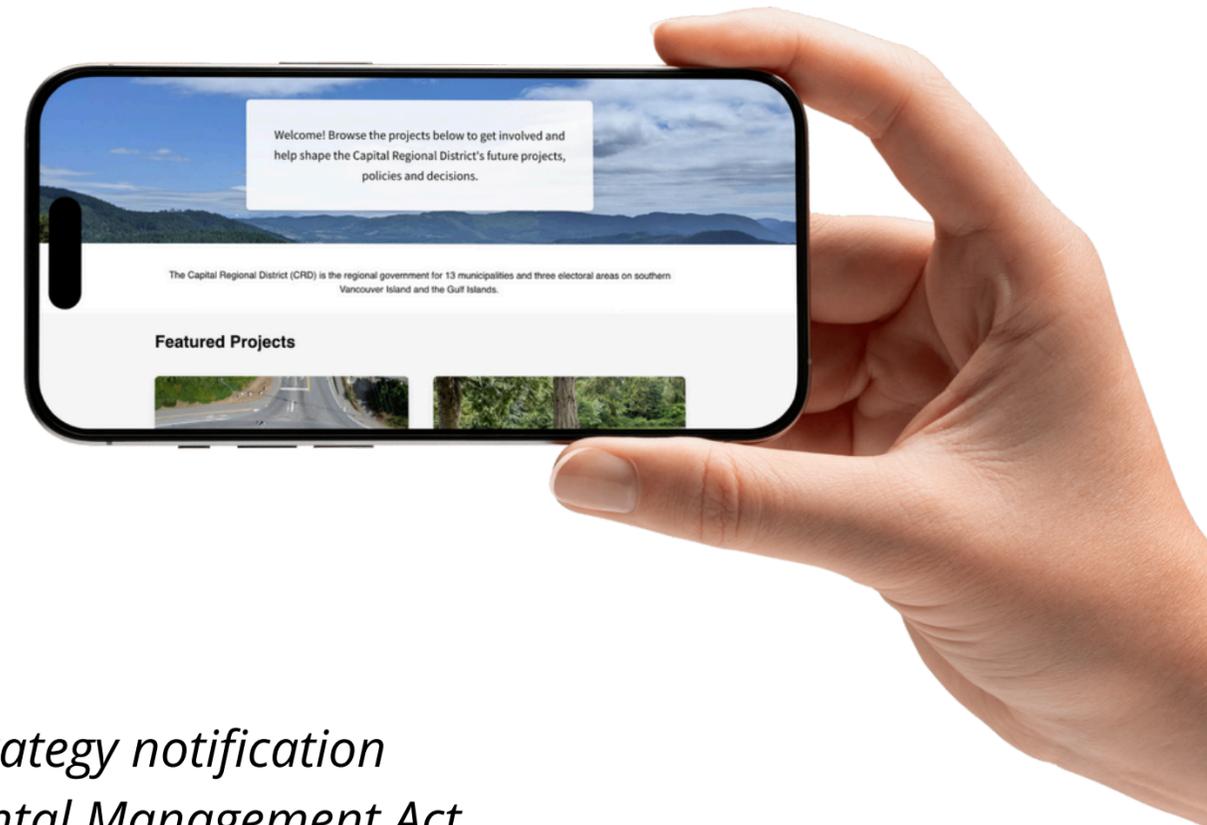
AUDIENCE	ACTIVITY
Capital Region Residents	Inform capital region residents about the new technology being implemented to responsibly manage biosolids in the region and future beneficial uses of biochar.
Area Residents & Interest holders (e.g. stream keepers, community associations)	Create opportunities for area residents to understand what is planned for biosolids management at site, operational considerations and mitigations, and seek to understand top of mind considerations associated with operations and beneficial use of biochar.
Agency Referrals	<p>Letters to 11 CRD municipalities (Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Langford, Colwood, North Saanich, Central Saanich, Sidney, Highlands)</p> <p>Island Health, Ministry of Water, Land and Resource Stewardship, community airshed groups, local environmental groups, interest groups.</p>
<p>Capital Region Residents, Participants</p> <p>Decision-makers</p>	Close the loop by updating the public and participants on the consultation process, highlighting key feedback received, and showing how notification requirements were met.

Key Topics

TOPICS	IAP2 LEVEL OF ENGAGEMENT
What biosolids are, how they are created and how they are managed for beneficial use. [Long term Biosolids Management Strategy]	Inform
Current biosolids management practices and their limitations, as well as previous engagement results about top-of-mind interests and concerns.	Inform
Overview of the selected technology benefits including environmental and climate change benefits, and the potential for the technology to destroy emerging contaminants of concern within CRD biosolids.	Inform
Overview of the new technology, location, proponent, regulatory and funding requirements, and climate mitigation.	Inform
Environmental monitoring and reporting [e.g. air discharge]	Consult
Operational considerations and neighbourhood integration. [e.g. traffic, noise, etc.]	Consult
Potential uses of biochar	Consult

Communications

- Email invitations and updates
- *CRD Get Involved Website* (e.g. maps, images, infographics, FAQs) *
- Project subscriber email updates
- Video
- Social media*
- Print advertising*
- Digital advertising
- Agency referral letters*
- Printed materials [e.g. flyers, brochures, posters]
- Media outreach [e.g. media release, interviews, tours]
- Updates for CRD Board, Saanich Leadership and Council
- Signage on-site*
- *What We Heard* summary report*

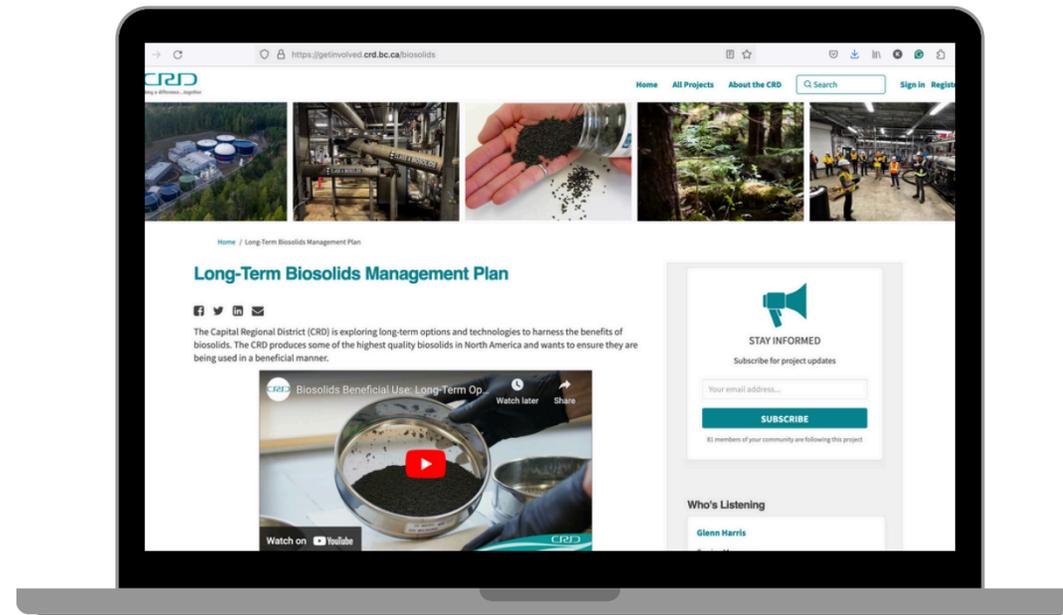


*Note: Tools marked with an * indicate Ministry of Environment and Climate Change Strategy notification requirements for applicants pursuing authorization to discharge under the Environmental Management Act.*

Consultation Activities



**Residual Treatment Facility
Open House and Site Tours**



**CRD Online Survey
3 weeks**



**Meetings and
Presentations**

Reporting and Closing the Loop

A What We Heard report will be developed and presented to the Committee and Board in Spring 2026 and shared with participants and the broader community.

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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 12, 2025**

SUBJECT **Community Resiliency Initiative Grant: 2026 FireSmart Community Funding and Supports**

ISSUE SUMMARY

The Capital Regional District (CRD) assists Electoral Area (EA) communities in reducing their wildfire risk through first responder coordination, public education, emergency planning and agency cross-training. The CRD is applying to the Union of British Columbia Municipalities (UBCM) for funding to increase EA community wildfire resiliency activities (see Appendix A for application guide). UBCM requires that all grant applications be accompanied by a motion of support from the local government.

BACKGROUND

Over several years, UBCM has provided funding for a range of community-based projects, including wildfire preparedness through the FireSmart Grant, of which the CRD has been the successful recipient. Looking to continue this success, the Protective Service Division has expressed interest in the 2026 FireSmart grant and is seeking approval to submit a full application. It is important to note that FireSmart activities are not an established service in the region and are wholly supported through grant funding.

The FireSmart Community Funding and Supports program supports activities that reduce community risk from wildfire. The CRD's FireSmart program is focused on the seven FireSmart disciplines: education, vegetation management, legislation and planning, development considerations, interagency cooperation, cross-training and emergency planning.

The CRD has applied for this grant to improve wildfire resiliency in rural EA communities through these eligible actions:

- a FireSmart public education campaign, with in-person and digital components
- continuation of the wood-chipping program that provides accessible alternatives to burning
- access to either:
 - a Home FireSmart assessment conducted by local qualified assessors; or
 - a Wildfire Mitigation Program assessment conducted by local qualified assessors for the purposes of obtaining a mitigation certificate that can also be shared with local insurance providers to showcase mitigation activities and potentially increase a homeowner's ability to maintain insurance coverage
- farm property assessments
- neighbourhood assessments
- a FireSmart rebate program for residents and farms; and
- continued dedicated wildfire training for first responders

Electoral Areas Committee – November 12, 2025
Community Resiliency Initiative Grant: 2026 FireSmart Community Funding & Supports 2

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:
That an application to the Union of British Columbia Municipalities Community Resiliency Initiative Fund for the FireSmart Community Funding and Supports program be supported and that staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed project.

Alternative 2

That staff be directed to not submit the grant application to the Union of British Columbia Municipalities Community Resiliency Initiative FireSmart Community Funding and Supports program.

IMPLICATIONS

Alignment with Board & Corporate Priorities

- 3c Increase resilience, community and adaptation planning to address climate related risks and disasters
- 9a-2 Develop plans and implement actions consistent with regulatory requirements for local government and regional emergency management, including the new *Emergency Management Act* requirements
- 16g-1 Continue to implement wildfire resiliency activities
- 16g-3 Review and modernize fire and emergency programs

Alignment with Existing Plans & Strategies

Capacity generated by this grant is aligned with existing emergency preparedness activities and strategies.

Financial Implications

The grant will not alter CRD fire department or emergency program service budgets but provides an opportunity for additional projects that increase community resilience to wildfire, such as homeowner education and wood-chipping events. With an approved proposal, the funding would be apportioned in alignment with the grant terms and administered through the eligible actions above to the electoral areas. The design of UBCM's grant program offers a maximum of \$200,000 to the Regional District and \$50,000 per each electoral area, per year. It is the intention to apply for the maximum in each category, for an approximate total of \$350,000.

Intergovernmental Implications

A portion of this grant application is earmarked to support the Island Trust's effort to establish a Development Permit Area. This cross-jurisdictional collaboration supports intergovernmental alignment and coordination.

Electoral Areas Committee – November 12, 2025
Community Resiliency Initiative Grant: 2026 FireSmart Community Funding & Supports 3

Service Delivery Implications

The capacity created through administration of this grant enhances service support capability to the EAs, and to the CRD, during an emergency or disaster. Without this funding, FireSmart activities would cease.

CONCLUSION

The CRD supports community wildfire preparedness in its EAs through grants. The UBCM FireSmart Community Funding and Supports funding stream is an important resource to build wildfire resilience in the capital region. If supported by the CRD Board, UBCM will consider the CRD's grant application.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That an application to the Union of British Columbia Municipalities Community Resiliency Initiative Fund for the FireSmart Community Funding and Supports program be supported and that staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed project.

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

ATTACHMENT

Appendix A: Community Resiliency Investment Program: 2026 FireSmart Community Funding and Supports – Allocation-based Funding for FireSmart Activities, Program and Application Guide

Community Resiliency Investment Program

2026 FireSmart™ Community Funding and Supports

Allocation-based Funding for FireSmart Activities (Base Funding)

Program and Application Guide – Updated September 2025

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1. Introduction

The 2026 Allocation-based FireSmart Funding for FireSmart Activities funding stream will have an open intake. Funding permitting, eligible applicants can submit one application between October 1, 2025 and September 30, 2026 using the [LGPS Online Application Tool](#). Applicants are encouraged to engage with the BC Wildfire Service and/or First Nations' Emergency Services Society while at the initial planning stages of their application.

Community Resiliency Investment program

The [Community Resiliency Investment](#) (CRI) program was announced by the provincial government in 2018 and is intended to reduce the risk of wildfires and mitigate their impacts on communities, First Nations and local governments.

As of September 2025, CRI includes two streams:

- Stream 1: FireSmart Community Funding and Supports, administered by the Union of BC Municipalities (UBCM):
 - FireSmart Activities (Base Funding): limited to FireSmart activities and Community Wildfire Resiliency Plans (CWRPs)
 - *New in 2026* - Additional Funding for Fuel Management
- Stream 2: [Crown Land Wildfire Risk Reduction](#), allocation-based program administered internally by the Ministry of Forests.

Please refer to [Appendix 1](#) for definitions of terms used in this guide. All defined terms are in **bold** in the program guide.

FireSmart Community Funding and Supports

The FireSmart Community Funding and Supports program provides funding to First Nations and local governments in BC to increase community resiliency by undertaking community-based FireSmart™¹ planning and activities that reduce the community's risk from wildfire. To date, 280 eligible applicants have received funding, including 132 First Nations and 148 local governments.

The First Nations' Emergency Services Society (FNESS) and the Union of BC Municipalities (UBCM) work with the Ministry of Forests (Ministry) to deliver the FireSmart Community Funding and Supports program.

Allocation-based Funding for FireSmart Activities (Base Funding)

First Nations and local governments with a higher risk of wildfire, generally demonstrated by [Wildland Urban Interface \(WUI\) Risk Class](#) 1 to 3, that have a FireSmart Position, participate in a [Community FireSmart and Resiliency Collaborative](#) (CFRC) and have an acceptable CWRP or Community Wildfire Protection Plan (CWPP) are eligible to receive FireSmart Community Funding and Supports funding for FireSmart activities only through the [Allocation-based Funding for FireSmart Activities](#).



¹ FireSmart, Intelli-feu and other associated Marks are trademarks of the Canadian Interagency Forest Fire Centre.

Under the allocation-based model, recipients are required to submit an Allocation Funding Request Worksheet (and any required attachments) in order to confirm that the eligibility criteria have been met. If approved, recipients will receive an approval agreement which includes the terms and conditions of the grant.

Note: CWRPs and CWPPs must be complete and acceptable to the BC Wildfire Service (BCWS), FNESS and/or BC Parks (where applicable). To be considered acceptable, plans must be developed in accordance with the CWRP template and guidance document and must include assessment and identification of FireSmart and fuel management priorities. Please refer to [Appendix 3](#) for more information on when CWRPs should be amended or replaced with a new plan.

Application-based Funding for FireSmart Activities (Base Funding)

First Nations and local governments with lower risk of wildfire, generally demonstrated by WUI Risk Class 4 and 5, or with a higher risk of wildfire, generally demonstrated by WUI Risk Class 1 to 3, that do not have a FireSmart Position, participate in a Community FireSmart and Resiliency Committee and have an acceptable CWRP/CWPP can apply through [Application-based Funding for FireSmart Activities](#).

2. Eligible Recipients for Allocation-based Funding

All First Nations (bands, modern Treaty First Nations with treaties that are in effect, and Indigenous National Governments with authority for lands and resources) and local governments (municipalities and regional districts) in BC that meet the following criteria are eligible to be recipients of Allocation-based Funding for FireSmart Activities:

- Higher risk of wildfire, generally demonstrated by [WUI Risk Class](#) 1 to 3.
- Have a FireSmart Position.
- Host or participate in a [Community FireSmart and Resiliency Collaborative](#).
- Have an acceptable CWRP/CWPP.

For the purpose of the FireSmart Community Funding and Supports program the following are also able to act as a **primary applicant**:

- An emergency management organization that is created by a regional district bylaw and approved by the Province of BC may act as the **primary applicant** on behalf of eligible applicants that participate in the established emergency management service. When acting as a **primary applicant** on behalf of eligible applicants, the regional emergency management organization may submit more than one application per funding stream intake provided that each eligible First Nation or local government that is included as a **sub-applicant** is only funded once per intake.
- An Indigenous governing body with authority for emergency management may act as the **primary applicant** on behalf of eligible First Nations. The Indigenous governing body may submit more than one application per funding stream intake provided that each eligible First Nation that is included as a **sub-applicant** is only funded once per intake.

Emergency management organizations created by a regional district and Indigenous governing bodies that are interested in submitting an application to act as the **primary applicant** must contact UBCM first and will be required to provide appropriate documentation related to membership, authority, and area of service.

3. Grant Maximum: Base Funding and Additional Funding

New in 2026 - For all eligible applicants, under Application-based Funding for FireSmart Activities or Allocation-based Funding for FireSmart Activities, base funding is limited to Worksheet 1: FireSmart activities and Worksheet 3: CWRPs.

New in 2026 - Funding for fuel management remains an eligible activity, however, the application process has changed to separate the funding, application process and required reporting for FireSmart activities and CWRPs from fuel management activities.

In order to ensure transparency and accountability in the expenditure of public funds, all other financial contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant. This includes any other grant funding and any revenue (e.g., sale of forest products) that is generated from activities that are funded by the FireSmart Community Funding and Supports program.

Allocation Base Funding for First Nations and Municipalities

Eligible recipients have the option to request one-year or two-year funding. First Nations and municipalities can request a maximum of \$200,000 per year (for up to two years).

Allocation Base Funding for Regional Districts

Eligible recipients have the option to request one-year or two-year funding. Regional districts can request a maximum of \$200,000 per year (for up to two years) plus up to \$50,000 per year (for up to two years) for each electoral area that is included in the application

New in 2026 – Regional districts will not be required to apply or report per electoral area. A separate Worksheet 3: CWRPs will be required for each CWRP that is proposed in a regional district application.

Additional Funding for Impact from Wildfires

Updated in 2026 - Eligible recipients with an existing FireSmart program that were directly impacted during the 2025 wildfire season or by wildfire(s) during the course of the **approved project** may apply to exceed the base funding maximum in order to support incremental FireSmart Activities due to increased local demand for wildfire risk reduction. This additional funding is limited to \$100,000 per year.

Refer to [Appendix 2](#) for more information. Worksheet 4: Impact from Wildfires is required to be submitted for consideration of additional funding. This worksheet will be reviewed by the BCWS and/or FNESS.

Additional Funding for Fuel Management

New in 2026 – Funding for fuel management remains an eligible activity under the 2026 FireSmart Community Funding and Supports program, however, the application process has changed to separate the funding and required application and reporting processes for FireSmart activities (including CWRPs) from fuel management activities.

Starting in 2026, fuel management activities will be applied for under a separate application from FireSmart activities as follows:

- Eligible applicants must have an approved 2026 application under the Application-based Funding for FireSmart Activities or Allocation-based Funding for FireSmart Activities, either as a **primary applicant** or **sub-applicant**.
- Eligible applicant must have the required FireSmart foundations (refer to [Section 5](#)).
- The application process identified in [Application-based Funding for Fuel Management Activities](#) must be followed.

- When approved, fuel management activities will be a separate **approved project** from FireSmart activities and will have a separate approval agreement, **approved project start date** and **approved project end date**.
- *Updated September 2025* - Costs related to FireSmart positions are eligible under the Application-based Funding for Fuel Management program. However, applicants should carefully review all costs for FireSmart positions that are included in their approved FireSmart application to ensure that costs related to FireSmart positions are distinct between the two funding streams and, when combined, do not exceed the actual salary cost.

The Indigenous Engagement Requirements Funding Program provides funding for the implementation of the Indigenous Engagement Requirements within the *Emergency and Disaster Management Act*. For more information visit the Province of BC's [website](#) or contact: EMCR.IERFunding@gov.bc.ca.

4. Eligible Projects and Regional Applications

To be eligible for funding under the FireSmart Community Funding and Supports program, applications must demonstrate that proposed activities will increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire.

New in 2026 - Eligible recipients must choose to apply either as a single applicant (i.e., no sub-applicants) or as either a **primary applicant** or **sub-applicant** in a regional project.

Funding requests from two or more eligible recipients for regional projects may be submitted as a single allocation request for eligible, collaborative projects. For regional projects under allocation-based funding, the **primary applicant** and **sub-applicant(s)** must meet all eligibility criteria in [Section 2](#).

In this case, the maximum base funding per year would be calculated by the number of eligible recipients included in the application and the associated risk class of each. Funding requests for regional projects for multiple eligible applicants must include FireSmart activities Worksheet 1: FireSmart Activities and may include Worksheet 3: CWRPs and Worksheet 4: Impact from wildfire(s).

The **primary applicant** submitting the application for a regional project is required to submit a resolution as outlined in [Section 7](#) of this guide. Each **sub-applicant** is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

5. Requirements for Funding

As part of both the development of the application package and the delivery of the **approved project**, local governments are encouraged to proactively engage with local First Nations and Indigenous organizations, such as Friendship Centres and Métis Chartered Communities. Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities and enhance reconciliation. More information on engagement best practices is available on the following Province of BC webpage: [Local government and First Nations engagement](#).

Reporting for Prior Projects

In order to request funding under the 2026 Allocation-based Funding for FireSmart Activities funding stream:

- All activities funded under the 2021 and 2022 FireSmart Community Funding and Supports program must be complete and the final report must be submitted in full.
- All activities funded under the 2023 FireSmart Community Funding and Supports program must be complete and the final report must be submitted in full (unless a project extension has been approved).

- All activities funded under the 2024 and 2025 FireSmart Community Funding and Supports program must either be:
 - Complete and the final report is submitted, OR
 - Within 120 days of the **approved project end date** and the [Interim Report Form](#) has been submitted.

Upon receipt of the Interim Report Form, UBCM will confirm the updated **approved project end date** and the updated final report deadline. At this time, recipients may submit their allocation request for 2026 base funding. UBCM will undertake the normal review process, however the 2026 base funding allocation request will not be approved until the complete 2024 or 2025 final report is submitted.

If there is a possibility that your project will end sooner or later than the **approved project end date**, please contact UBCM as soon as possible to discuss options.

Additional Funding Requirements

To qualify for funding, all eligible activities must:

- Generally speaking, be located within the applicant’s administrative boundary and/or for assets or infrastructure that are owned by the **primary applicant** or **sub-applicant**.
- Include new activities or represent a new phase of an existing project (retroactive funding is not available unless specifically identified in this guide).
- Be capable of completion by the applicant by the **approved project end date**.
- Where applicable, be completed by a qualified professional that is accredited by their professional association.
- Ensure compliance with applicable federal and provincial legislation and regulations and local authority (e.g., burning bylaws or other bylaws or plans).
- Where applicable, be eligible for required approvals for authorizations and/or permits from the **Provincial Crown Land Manager** (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and/or other land managers (e.g., Indigenous Services Canada).

6. Eligible and Ineligible Costs and Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Unless otherwise noted, eligible costs can only be incurred from the date of application submission until the final report is submitted.

[Table 1](#) identifies the activities that are eligible for funding and provides annual cost maximums for those activities. Refer to the Final Report Worksheet for required submissions for each proposed activity. For regional district applications that include electoral areas, the cost maximums are annual cost maximums for eligible activities per electoral area.

Updated in 2026 - Recipients are required to expend allocation-based funding within the cost maximums. However, unless noted otherwise in Table 1, recipients with mitigating circumstances (e.g., remote community) can propose costs higher than the maximums if a rationale (e.g., increased shipping costs, additional travel costs) is provided and accepted. In all cases, eligible activities must be cost-effective.

Where applicable, applicants are encouraged to collaborate on proposed activities with **Provincial Crown Land Manager** (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and/or other land managers (e.g., Indigenous Services Canada).

Table 1: FireSmart Activities Eligible for Funding

1. FIRESMART POSITIONS

In order to increase local capacity, applicants are required to have a FireSmart position to oversee eligible activities applied for in Worksheet (WS) 1, 2, 3 and/or 4 and to establish a sustainable FireSmart program. Applicants are required to have a FireSmart position in their community.

Eligible Activities	Cost Maximums and Guidance
<p>A. Incremental FireSmart positions (e.g., creating a new position or adding new responsibilities to an existing position), based on the recommended job descriptions:</p> <ul style="list-style-type: none"> • FireSmart Coordinator • Local FireSmart Representative • Wildfire Mitigation Specialist • Wildfire Forest Professional 	<p><i>The primary focus of FireSmart positions is to support eligible FireSmart activities but other activities related to emergency management (i.e., EOC, ESS, evacuations), structural fire and/or forestry (i.e., Indigenous Guardians) are eligible as no more than 20% of job duties.</i></p>
<p>B. Seasonal FireSmart positions based on the recommended job descriptions:</p> <ul style="list-style-type: none"> • <i>New in 2026</i> - Junior FireSmart Coordinator (Summer Students/youth position) • FireSmart Crew Member 	<p><i>Seasonal positions do not meet the required FireSmart foundation for having a FireSmart position.</i></p>

2. EDUCATION (Required in all applications)

Public education and outreach play a critical role in helping communities prepare for wildfire by promoting a sense of empowerment and shared responsibility. All applications are required to include an education component in this section. For costs associated with the purchase of FireSmart resources, please visit Resources on FireSmartBC.ca.

Eligible Activities	Cost Maximums and Guidance
<p>A. Update signage, social media, applicant websites and/or newsletters, and community education materials or displays related to a proposed activity in categories 2 through 12 below. <i>Note: Ember mascots will be available on a limited basis and regional allocation will be considered before approval.</i></p>	<ul style="list-style-type: none"> • Banners: up to \$1,800 (total order per year) • Posters: \$275 (total order per year) • Videos specific to community wildfire resiliency: up to \$11,775 each per year • Tents, including walls: up to \$2,450 each • Vehicle decals: up to \$830 (total order per year) • T-shirts: up to \$1,230 (total order per year) • Ember mascot: up to \$9,200
<p>B. Promote/distribute FireSmart educational resources, such as FireSmart 101, Wildfire Risk Reduction Basics, FireSmart Canada Ambassador training, Local FireSmart Representative training, FireSmart Begins at Home app, social media, FireSmart BC materials.</p>	

Eligible Activities (Education – Cont’d)	Cost Maximums and Guidance
C. Organize, host or support FireSmart events: Wildfire Community Preparedness Day, Farm and Ranch Wildfire Preparedness workshop, Neighbourhood Champion workshop (Collective Advocate Workshop), community FireSmart day, and/or wildfire season open houses.	Up to \$6,140 per event
D. Support the FireSmart BC Education Program at local school districts. This includes promotional materials for contests, banners, and targeted education events at schools to promote the education program curriculum.	Up to \$615 per school per year
E. Support the FireSmart BC Library Program at local/regional libraries. This program includes Wildfire Resiliency Literacy Kits, Ember Activity Packages, Colouring Contest materials, and access to Storytime Videos with Ember.	Up to \$615 per branch or \$2,050 per independent library to support the whole Library Program, or, Up to \$310 per branch for the purchase of books from the Wildfire Resiliency Literacy Kit
F. Support the FireSmart BC Plant Program at local garden centres or nurseries. Includes plant tags, banners, staff buttons and in-store advertising.	Up to \$2,765 per location
G. Targeted public education to support implementation of fuel management activities, including cultural burning, prescribed fire and wildland live fire training.	
<p>3. COMMUNITY PLANNING</p> <p><i>Community planning is a very effective tool for reducing wildfire risk for lands and buildings within the administrative boundaries of First Nation communities and local governments.</i></p> <p><i>Refer to the Wildfire-Resilience Best Practice Checklist for Home Construction, Renovation and Landscaping or FireSmart BC Landscaping Hub.</i></p>	
Eligible Activities	Cost Maximums and Guidance
A. Amend existing CWRPs that are less than 5 years old. <i>Refer to Appendix 3 for more information on amending a CWRP.</i>	Up to \$17,950 (depending on Area of Interest (AOI) and proposed activities in the Eligible WUI) and with required cost estimate in WS3. <i>Recipients with an acceptable plan that would like to amend a CWRP must contact UBCM before commencing the project.</i>
B. <i>New in 2026</i> - Develop or amend bylaws related to open fires as defined in the <i>Wildfire Act</i> .	Up to \$11,880 <i>Bylaws must address aspect(s) of open fire that a local government or a First Nation is responsible for regulating. Section 4 of the Wildfire Act divides responsibility for wildfire prevention between the provincial and local governments.</i>
C. Develop FireSmart policies and practices for the design and maintenance of First Nations land and publicly owned land , such as parks and open spaces.	

Eligible Activities (Community Planning – Cont’d)	Cost Maximums and Guidance
D. Develop FireSmart policies and practices for the design and maintenance of First Nations owned buildings and publicly owned buildings .	
<p>E. Complete FireSmart assessments for community buildings, structures and/or land, limited to First Nation owned buildings, publicly owned buildings, publicly and First Nations owned critical infrastructure, cultural sites and/or green spaces.</p> <p><i>A list of buildings, assets and/or locations that are proposed to be assessed, and the ownership of each is required to be submitted to UBCM prior to commencing work.</i></p>	<p><i>Refer to Sec. 8 of Table 1 for assessment and mitigation of eligible critical infrastructure.</i></p> <p><i>Refer to Sec. 9 of Table 1 for assessment and mitigation of eligible community assets.</i></p> <p><i>Refer to Sec 10 of Table 1 for assessment and mitigation of eligible cultural sites.</i></p> <p><i>Refer to Sec 11 of Table 1 to apply for assessment and mitigation of eligible green spaces.</i></p> <p><i>Refer to Sec. 12 of Table 1 to apply for assessments for homes and properties.</i></p>
<ul style="list-style-type: none"> • FireSmart Home Ignition Zone (HIZ) Assessment 	Up to \$275 per structure (generally 1 to 3 hours to complete)
<ul style="list-style-type: none"> • FireSmart Critical Infrastructure Assessment 	Up to \$945 per structure (generally 4 to 8 hours to complete)
<ul style="list-style-type: none"> • Wildfire Mitigation Program Assessment 	Initial assessment – Up to \$370 per structure (generally 2 to 4 hours to complete)
<ul style="list-style-type: none"> • Checklist for CRI Requirements for Fuel Management Prescription (<i>Updated September 2025</i> - required to be completed by applicant and BCWS or FNESS before Cultural Sites and Green Spaces Assessment is started). 	Up to \$275 per location/structure (generally 1 to 3 hours to complete)
<ul style="list-style-type: none"> • FireSmart Cultural Sites and Green Spaces Assessment (<i>Updated September 2025</i> - only eligible if the checklist confirms that the proposed area meets the requirements for funding for Cultural Sites or Green Spaces). 	Up to \$945 per structure/location (generally 4 to 8 hours to complete)
<p>4. DEVELOPMENT CONSIDERATIONS</p> <p><i>Community land use and development in wildfire-prone areas affects the susceptibility of the community at different scales and in terms of where and how a community is, or will be, developed.</i></p> <p><i>Refer to the Wildfire-Resilience Best Practice Checklist for Home Construction, Renovation and Landscaping, FireSmart BC Landscaping Hub and Wildfire Development Permit Areas: non-technical guide for FireSmart Coordinators in British Columbia.</i></p>	
Eligible Activities	Cost Maximums and Guidance
A. Amend Official Community Plans, Comprehensive Community Plans and/or land use, engineering and public works bylaws to incorporate FireSmart principles.	Up to \$11,880
B. Revise landscaping requirements in zoning and development permit documents to incorporate FireSmart principles.	Up to \$11,880
C. Establish or revise Development Permit Areas for Wildfire Hazard to incorporate FireSmart principles.	Up to \$11,880

Eligible Activities (Development Considerations – Cont'd)	Cost Maximums and Guidance
D. Amend referral processes for new developments to ensure multiple departments, including the fire department and/or emergency management personnel, are included.	Up to \$11,880
<p>5. INTERAGENCY CO-OPERATION</p> <p><i>Interagency cooperation may include local fire departments, First Nation and/or local government staff and elected officials, Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and/or other land managers (e.g., Indigenous Services Canada), provincial ministries (e.g., EMCR and BCWS), industry representatives and other stakeholders.</i></p>	
Eligible Activities	Cost Maximums and Guidance
<p>A. Coordinate a Community FireSmart and Resiliency Collaborative (CFRC) <u>as the lead agency</u>.</p> <p><i>Note: eligible costs include coordination, administration, and travel. Staff wages and costs related to back-filling positions are not eligible for funding.</i></p>	Up to \$2,450 per meeting or up to \$12,090 per year
B. Participate in a CFRC that is led by another agency.	Up to \$1,230 per meeting or up to \$6,145 per year
C. Participate in an integrated fuel management, cultural burning and/or prescribed fire planning table (generally led by Ministry staff in collaboration with communities) to support the integration of fuel management planning across jurisdictional boundaries.	Up to \$1,230 per meeting
D. Provide Indigenous cultural safety and humility training to emergency management personnel in order to more effectively partner with, and provide assistance to, Indigenous communities for both wildfire prevention and suppression.	
<p>E. Attend the Wildfire Resiliency and Training Summit.</p> <p><i>Note: eligible costs include conference fee and travel (including accommodations and per diems). Staff wages and costs related to back-filling positions are not eligible for funding.</i></p>	Up to four staff per eligible applicant, up to \$2,250 per attendee per year
<p>6. EMERGENCY PLANNING</p> <p><i>Community preparations for a wildfire emergency require a multi-pronged approach in order for a community to respond effectively to the threat of wildfires as a whole.</i></p>	
Eligible Activities	Cost Maximums and Guidance
A. Develop and/or participate in cross-jurisdictional meetings and <u>tabletop exercises</u> specifically focused on wildfire preparedness and suppression, including seasonal wildfire readiness meetings.	Up to \$2,455 per meeting

Eligible Activities (Emergency Planning – Cont’d)	Cost Maximums and Guidance
<p>B. Assess community water delivery ability as required for suppression activities as follows:</p> <p>For areas serviced by a municipal/regional water system: Assess community water delivery ability as required for suppression activities, limited to current water system evaluation and available flow analysis.</p> <p>For areas not serviced municipal/regional water system: Assess community water delivery options as required for suppression activities.</p>	Up to \$11,880
<p>C. Assess, inventory and <u>purchase</u> FireSmart structure protection equipment.</p> <p>Refer to Appendix 4 for more information on the eligible FireSmart Structure Protection Unit expenditures.</p>	<i>Updated in 2026</i> - Up to \$50,000 per year (note: higher funding requests will not be considered)
<p>D. Use and/or promote EMCR Wildfire Preparedness Guide and/or Wildfire Evacuation Checklist for community emergency preparedness events focused on wildfire.</p>	Up to \$6,145 per event
<p>7. FIRESMART TRAINING AND CROSS TRAINING</p> <p><i>Updated September 2025 - Cross-training fire department members, emergency management personnel and, where supported by the approved applicant, cooperative community wildfire response organizations, supports local FireSmart activities, including a safe and effective wildfire response.</i></p> <p><i>For all virtual courses, eligible costs include course fee, required course materials, and travel (including accommodations and per diems) only if required for internet connection or access to necessary technology. For all in-person courses, eligible costs include course fee, required course materials, and travel (including accommodations and per diems).</i></p> <p><i>Staff wages and costs related to back-filling positions are not eligible for funding.</i></p>	
Eligible Activities	Cost Maximums and Guidance
<p>A. Training for FireSmart Positions.</p> <p>Refer to the recommended job descriptions for the training required for each position. Only qualifications identified in the job descriptions are eligible for funding.</p>	
<p>B. Local FireSmart Representative training (free, online).</p>	
<p>C. Wildfire Mitigation Program – Wildfire Mitigation Specialist (WMS) training for new applicants to the WMP program.</p> <p><i>To become a WMS, the WMP workshop (max. 14 attendees) must be completed.</i></p> <p><i>If training is delivered by Provincial FireSmart BC Wildfire Mitigation Program Administrators, the workshop instructor cost and course fees are \$2,500 and the local cost (facility rentals, coordination, etc.) is up to \$2,000.</i></p> <p><i>If the training is delivered by a certified WMS trainer (see row D below) the local cost (facility rentals, coordination, etc.) is up to \$2,000.</i></p> <p><i>Note: eligible costs can include travel expenses to attend training outside of community (including accommodations and per diems).</i></p> <p>Refer to Appendix 5 for more information on the WMP program.</p>	<p>Up to \$4,500 per workshop, depending on workshop instructor</p> <p>Up to four staff per eligible applicant to travel to workshop outside of their community</p>

Eligible Activities (Training and Cross-Training – Cont'd)	Cost Maximums and Guidance
<p>D. <i>New in 2026</i> - Wildfire Mitigation Specialist 'Train the Trainer' This course is available for active WMS to become a certified WMS trainer that can instruct WMS training (as in row C above) to staff <u>within their community or neighbouring communities</u>. <i>Note: eligible costs can include travel expenses to attend a workshop outside of community (including accommodations and per diems). Refer to Appendix 5 for more information.</i></p>	<p>Up to \$2,000 for local costs (facility rentals, coordination, etc.) Up to two staff per eligible applicant to travel to workshop outside of their community</p>
<p>E. <i>New in 2026</i> - FireSmart BC Farm and Ranch training (free, online course for FireSmart positions) that is required in order to conduct Farm and Ranch Assessments.</p>	
<p>F. <i>New in 2026</i> - FireSmart BC Landscaping Course (free, online course for public works, lands, and/or parks staff).</p>	
<p>G. Crosstrain <u>fire department members</u> in wildland urban interface (WUI) training. The following are the <u>only</u> courses eligible for funding:</p>	
<ul style="list-style-type: none"> • Wildfire Risk Reduction Basics Course (free, online course for non-forest professionals that provides an introduction to the key concepts to minimize the negative impacts of wildfires in BC.) 	
<ul style="list-style-type: none"> • Fire Life & Safety Educator (public education course for fire safety education). 	
<ul style="list-style-type: none"> • ICS-100 (Incident Command System - introduction to an effective system for command, control, and coordination of response at an emergency site; available online). 	
<ul style="list-style-type: none"> • SPP-WFF1 Wildland Firefighter Level 1 (includes S-100, S-185). 	
<ul style="list-style-type: none"> • S-100 Basic fire suppression and safety (basic fire suppression training) and S-100A (annual refresher). 	
<ul style="list-style-type: none"> • S-185 Fire entrapment avoidance and safety (general knowledge course on wildfire safety and entrapment avoidance for local governments, contract crews, and First Nations). 	
<ul style="list-style-type: none"> • S-231 Engine Boss (training for structure defense program in a WUI event). 	
<ul style="list-style-type: none"> • SPP-115 Structure Protection Program (training for structure protection within the WUI). 	
<ul style="list-style-type: none"> • WSPP-WFF1 Trainer (train the trainer for WFF1). 	
<ul style="list-style-type: none"> • Task Force Leader (TFL) (for structure defense only; course for structural fire personnel to monitor and assess specialty resources that work together to accomplish a common task). 	
<ul style="list-style-type: none"> • Division/Group Supervisor (DIVS) (for structure defense only; course for structural fire personnel to implement assigned portion of the Incident Action Plan and be responsible for all operations conducted in the division/group). 	

Eligible Activities (Training and Cross-Training – Cont’d)	Cost Maximums and Guidance
<p>H. <u>Updated September 2025</u> - Cross-train cooperative community wildfire response organizations. The following are the <u>only</u> courses eligible for funding:</p>	
<ul style="list-style-type: none"> • S-100 Basic fire suppression and safety (basic fire suppression training) and S-100A (annual refresher). 	Required cost estimate in WS1
<ul style="list-style-type: none"> • S-185 Fire entrapment avoidance and safety (general knowledge course on wildfire safety and entrapment avoidance for local governments, contract crews, and First Nations). 	Required cost estimate in WS1
<ul style="list-style-type: none"> • ICS-100 (Incident Command System - introduction to an effective system for command, control, and coordination of response at an emergency site; available online). 	Required cost estimate in WS1
<ul style="list-style-type: none"> • SPP-115 Structure Protection Program (training for structure protection within the WUI). 	Required cost estimate in WS1
<ul style="list-style-type: none"> • Wildfire Risk Reduction Basics Course (free, online course for non-forest professionals that provides an introduction to the key concepts to minimize the negative impacts of wildfires in BC.) 	Required cost estimate in WS1
<p>I. Cross-train emergency management personnel:</p> <ul style="list-style-type: none"> • Introduction to Emergency Management in Canada (basic concepts and structure of emergency management). • ICS-100 (introduction to an effective system for incident command, control, and coordination of response at an emergency site; available online). 	
<p>J. <u>New in 2026</u> - Training to develop cultural and prescribed fire practitioners:</p> <ul style="list-style-type: none"> • BCTREX - Prescribed Fire Training Exchange (collaborative, hands-on training event designed to bring together firefighters, land managers, researchers, and other stakeholders to conduct prescribed burns while gaining experience and exchanging knowledge). • RX310 Introduction to Fire Effects - An introduction to fire effects that offers an overview of the fundamental principles and ecological impacts of fire across diverse ecosystems. • S-211 The Fire Environment for Firefighters and Dispatchers - An introduction to the influences of weather, topography, and fuels on wildland fire behavior to support safe and effective fire management decisions. • S-290 Principals of Fire Behaviour – An intermediate-level instruction on the factors that influence wildland fire behavior, including fuels, weather, and topography, to support predictive decision-making in fire operations. • S-291 Understanding the Fire Weather Index Systems - Introduces the components and application of the Canadian Fire Weather Index (FWI) System for evaluating and predicting fire danger conditions. 	<p><i>BCTREX is limited to one staff person per year.</i></p> <p><i>Note: The above S-series courses will become available for eligible applicants to access starting in Fall 2025.</i></p>

Eligible Activities (Training and Cross-Training – Cont'd)	Cost Maximums and Guidance
<p>K. <i>New in 2026</i> - Wildland Live Fire Training. Eligible applicants must work with BCWS zone staff to:</p> <ul style="list-style-type: none"> • Identify suitable location, for live fire training burns • Obtain necessary authorizations • Develop burn plans • Implement the live fire training burn • Debrief to inform future training and project planning <p><i>Proposed projects must be discussed with a BCWS Wildfire Prevention Officer or Prevention Specialist and/or FNESS Wildfire Resiliency Advisor.</i></p> <p><i>Refer to Appendix 6 for more information on Wildland Live Fire Training.</i></p>	<p><i>Project description and budget is required to be submitted and confirmation of approval in principle from BCWS Zone staff is required prior to commencing work.</i></p>
<p>8. FIRESMART PROJECTS FOR CRITICAL INFRASTRUCTURE</p> <p><i>Implementing recommended FireSmart improvements to local critical infrastructure demonstrates wildfire prevention principles and best practices to community members and other stakeholders.</i></p> <p><i><u>Updated September 2025</u> - To be eligible for funding, recipients must provide a completed FireSmart assessment, confirmation of ownership and description of role in emergency response to a wildfire event for all proposed critical infrastructure projects prior to commencing work. Refer to Appendix 7 for funding requirements for critical infrastructure.</i></p> <p><i>If mitigation work is not being proposed, assessment(s) should be applied for under Section 3E of Table 1.</i></p>	
Eligible Activities	Cost Maximums and Guidance
<p>A. Complete an initial FireSmart Critical Infrastructure Assessment before mitigation work is started (completed assessment must be submitted prior to commencing work but the cost is an eligible expense provided the assessment is completed within six months prior to the allocation-based funding request).</p>	<p>Up to \$945 per structure (generally 4 to 8 hours)</p> <p><i>Refer to Section 3 of Table 1 to apply for FireSmart assessments for community buildings, structures and/or land.</i></p>
<p>B. Complete recommended mitigation activities identified in the assessment, limited to labour and material costs required to complete activities outlined in Table 8 (Appendix 7).</p> <p><i>The completed FireSmart assessment must be submitted to UBCM prior to commencing work.</i></p>	<p><i><u>Updated in 2026</u> - Up to \$50,000 per eligible structure, including building materials and labour (note: higher funding requests will not be considered)</i></p>
<p>C. Complete second FireSmart Critical Infrastructure Assessment after mitigation work is complete (required).</p>	<p>Up to \$945 per structure (generally 4 to 8 hours)</p>
<p>9. FIRESMART PROJECTS FOR COMMUNITY ASSETS</p> <p><i>Implementing recommended FireSmart improvements to local community assets demonstrating wildfire prevention principles and best practices to community members and other stakeholders.</i></p> <p><i><u>Updated September 2025</u> - To be eligible for funding, recipients must provide a completed FireSmart assessment, confirmation of ownership and description of role in emergency response to a wildfire event for all proposed community asset projects prior to commencing work. Refer to Appendix 7 for funding requirements for critical infrastructure.</i></p> <p><i>If mitigation work is not being proposed, assessment(s) should be applied for under Section 3E of Table 1.</i></p>	

Eligible Activities (Community Assets – cont'd)	Cost Maximums and Guidance
<p>A. Complete an initial FireSmart Critical Infrastructure Assessment for the proposed community asset before mitigation work is started (completed assessment must be submitted prior to commencing work but the cost is an eligible expense provided the assessment is completed within six months prior to the date of allocation-based funding request).</p>	<p>Up to \$945 per structure (generally 4 to 8 hours) <i>Refer to Section 3 of Table 1 to apply for FireSmart assessments for community buildings, structures and/or land.</i></p>
<p>B. Complete recommended mitigation activities identified in the assessment, limited to labour and material costs required to complete activities outlined in Table 8 (Appendix 7). <i>The completed FireSmart assessment must be submitted to UBCM prior to commencing work.</i></p>	<p><i>Updated in 2026</i> - Up to \$50,000 per eligible structure, including building materials and labour (note: higher funding requests will not be considered)</p>
<p>C. Complete second FireSmart Critical Infrastructure Assessment after mitigation work is complete (required).</p>	<p>Up to \$945 per structure (generally 4 to 8 hours)</p>
<p>10. FIRESMART PROJECTS FOR CULTURAL SITES</p> <p><i>Cultural Sites are locations of historical and cultural importance to Indigenous communities, preserving their heritage, traditions, and connection to the land. These include, but are not limited, to culturally modified trees, traditional dwellings, burial sites, and ceremonial sites.</i></p> <p><i>Updated September 2025 - To be eligible for funding, all projects must have a completed Checklist for CRI Requirements for Fuel Management Prescription, with Section B completed by BCWS or FNESS, and, if the checklist confirms the proposed area meets the requirements for funding, a completed FireSmart Cultural Sites and Green Spaces (CSGS) Assessment must be submitted to UBCM prior to commencing work.</i></p> <p><i>In cases where cultural sites are located on Provincial Crown Land, confirmation that the proposed activities are supported will be required from Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and must be submitted to UBCM prior to commencing work.</i></p> <p><i>If mitigation work is not being proposed, assessment(s) should be applied for under Section 3E of Table 1. Refer to Appendix 8 for complete funding requirements for cultural sites.</i></p>	
Eligible Activities	Cost Maximums and Guidance
<p>A. Complete Checklist for CRI Requirements for Fuel Management Prescription before CSGS Assessment is started (completed checklist must be submitted prior to commencing work but the cost is an eligible expense provided the assessment is completed within six months prior to the date of application submission). <i>Updated September 2025 – the checklist is required to be completed by the applicant and BCWS or FNESS before the Cultural Sites Assessment is started.</i></p>	<p>Up to \$275 per location/structure (generally 1 to 3 hours to complete)</p>
<p>B. Complete initial FireSmart CSGS Assessment for the proposed cultural site before mitigation work is started (completed assessment must be submitted prior to commencing work but the cost is an eligible expense provided the assessment is completed within six months prior to the date of application submission). <i>Updated September 2025 – the completion of the FireSmart CSGS Assessment is only eligible if the checklist confirms that the proposed area meets the requirements for funding for Cultural Sites.</i></p>	<p>Up to \$945 per location/structure (generally 4 to 8 hours to complete)</p>

Eligible Activities (Cultural Sites – Cont’d)	Cost Maximums and Guidance
C. Complete recommended mitigation activities identified in the FireSmart CSGS Assessment , limited to labour and material costs required to complete activities outlined in Table 9 (Appendix 8) .	<i>Updated in 2026</i> - Up to \$25,000 per eligible location, including building materials and labour
D. Complete second FireSmart CSGS Assessment after mitigation work is complete (required).	Up to \$945 per location/structure (generally 4 to 8 hours to complete)
<p>11. FIRESMART PROJECTS FOR GREEN SPACES</p> <p>Green spaces include parks, gardens, cemeteries, naturalized spaces, trails and pathways, linear parks and greenways, rights-of-way and boulevards. Green spaces are limited to First Nations owned land or publicly owned land.</p> <p><i>Updated September 2025</i> - To be eligible for funding, all projects must have a completed Checklist for CRI Requirements for Fuel Management Prescription, with Section B completed by BCWS or FNESS, and if the checklist confirms the proposed area meets the requirements for funding, a completed FireSmart Cultural Sites and Green Spaces (CSGS) Assessment must be submitted to UBCM prior to commencing work.</p> <p>If mitigation work is not being proposed, assessment(s) should be applied for under Section 3E of Table 1. Refer to Appendix 8 for funding requirements for green spaces.</p>	
Eligible Activities	Cost Maximums and Guidance
A. Complete Checklist for CRI Requirements for Fuel Management Prescription before CSGS Assessment is started (completed checklist must be submitted prior to commencing work but the cost is an eligible expense provided the assessment is completed within six months prior to the date of application submission).	Up to \$275 per location/structure (generally 1 to 3 hours to complete)
<p><i>Updated September 2025</i> – the checklist is required to be completed by the applicant and BCWS or FNESS before the Green Spaces Assessment is started.</p> <p>B. Complete initial FireSmart CSGS Assessment for the proposed green space before work is started (completed assessment must be submitted prior to commencing work but the cost is an eligible expense provided the assessment is completed within six months prior to the date of application submission).</p> <p><i>Updated September 2025</i> – the completion of the FireSmart CSGS Assessment is only eligible if the checklist confirms that the proposed area meets the requirements for funding for green spaces.</p>	Up to \$945 per location/structure (generally 4 to 8 hours to complete)
C. Complete recommended mitigation activities identified in the FireSmart CSGS Assessment , limited to labour and material costs required to complete activities outlined in Table 9 (Appendix 8) .	<i>Updated in 2026</i> - Up to \$25,000 per eligible location, including building materials and labour (note: higher funding requests will not be considered)
D. Complete second FireSmart CSGS Assessment after mitigation work is complete (required).	Up to \$945 per location (generally 4 to 8 hours to complete)

12. FIRESMART ACTIVITIES FOR HOMES AND PROPERTIES

First Nations and local governments have a key role to play in supporting residents, homeowners and property owners, including farms and ranches, to undertake FireSmart activities that demonstrate wildfire prevention principles and best practices.

To be eligible for funding, all FireSmart activities must be located in the [FireSmart Home Ignition Zone](#) (with home and/or property owner's written consent).

Eligible Activities	Cost Maximums and Guidance
A. FireSmart Activities for Homes and Properties.	<i>Refer to Section 3E of Table 1 to apply for FireSmart assessments for community buildings, structures and/or land.</i>
<ul style="list-style-type: none"> • Conduct FireSmart HIZ Assessments for homes and properties, limited to: <ul style="list-style-type: none"> ○ Data collection activities using HIZ assessment. ○ Digitizing HIZ assessment information. ○ Simple reporting (for community members, Council, etc.). ○ Basic mapping for PDF product. 	Up to \$275 per structure (generally 1 to 3 hours to complete)
<ul style="list-style-type: none"> • Offer local rebate programs to home and property owners that complete eligible FireSmart activities. <i>Refer to Appendix 9 for more information.</i> 	<i>Updated in 2026</i> - Rebates are limited to 50% of the total cost of the eligible activities identified in Table 10 (Appendix 9) and up to \$5,000 per property (note: higher funding requests will not be considered)
<ul style="list-style-type: none"> • Completion of recommended mitigation activities identified in a completed FireSmart Assessment, limited to labour costs required to complete activities outlined in Table 10 (see Appendix 9) for: <ul style="list-style-type: none"> ○ Homes and properties owned by seniors (65 years of age or older), elders, people with limited mobility or vulnerable populations who cannot undertake mitigation activities themselves. ○ Band owned housing occupied by elders, people with limited mobility or vulnerable populations and who cannot undertake mitigation activities themselves. 	
B. <i>New in 2026</i> - FireSmart Activities for Farms and Ranches	<i>Refer to Section 3 of Table 1 to apply for FireSmart assessments for community buildings, structures and/or land.</i>
<ul style="list-style-type: none"> • Conduct Farm and Ranch Assessments for farms and ranches, limited to: <ul style="list-style-type: none"> ○ Data collection activities using Farm and Ranch Assessment. ○ Digitizing Farm and Ranch Assessment information. ○ Simple reporting (for community members, Council, etc.). ○ Basic mapping for PDF product. ○ Facilitating Farm and Ranch Wildfire Plan preparation utilizing the Farm and Ranch Guide. 	Up to \$275 per structure (generally 1 to 3 hours per structure to complete)

Eligible Activities (Homes and Properties – Cont'd)	Cost Maximums and Guidance
<ul style="list-style-type: none"> Offer local rebate programs to farm and ranch property owners that complete eligible FireSmart activities. <i>Refer to Appendix 9 for more information.</i> 	<p><i>Updated in 2026</i> - Rebates are limited to 50% of the total cost of the eligible activities identified in Table 10 (Appendix 9) and up to \$5,000 per property (note: higher funding requests will not be considered)</p>
<p>C. FireSmart Neighbourhood Recognition Programs (FireSmart Canada Neighbourhood Recognition Program or FireSmart BC Local FireSmart Collective Program). <i>Refer to Appendix 5 for requirements for funding this activity and note that the assessment and plan are required to be completed in the same intake.</i></p>	<p>Neighbourhood Wildfire Hazard Assessments (Local FireSmart Collective Assessment) – Up to \$515 per neighbourhood (collective) (generally 3 – 4 hours to complete) FireSmart Neighbourhood Plans (Collective Action Plan) - Up to \$1,230 per neighbourhood (collective)</p>
<p>D. Conduct Wildfire Mitigation Program Assessments for individual homes or properties, <u>limited to</u>:</p> <ul style="list-style-type: none"> Upon completion of certification, receipt of a Wildfire Mitigation Program driveway sign. Data collection and management using WMP data base. Simple reporting (for community members, Council, etc.). Basic mapping for PDF product. <p><i>Refer to Appendix 5 for requirements for funding.</i></p>	<p>Initial assessment – Up to \$370 per structure (generally 2 to 4 hours to complete) Follow-up inspection – Up to \$185 per structure (generally 1 to 2 hours to complete)</p>
<p>E. Provide off-site vegetative debris disposal for home and properties where FireSmart vegetation management has been undertaken, including:</p> <ul style="list-style-type: none"> Provide sharpening services for gardening hand tools. Provide a dumpster, chipper or other collection method. Waive tipping fees. Provide curbside debris pick-up. <p>Refer to Additional Information on the Use and Disposal of Wood Chips Generated by FCFS-Funded Projects.</p>	<p>Refer to Additional Information on the Use and Disposal of Wood Chips Generated by FCFS-Funded Projects.</p>

Additional Eligible Costs and Activities

In addition to the activities identified in [Table 1](#), the following expenditures are also eligible provided they relate directly to eligible activities:

- Incremental applicant staff costs (e.g., creating a new position or adding new responsibilities to an existing position). Eligible expenses include wages/salary, mandatory employment related costs as required by federal or provincial law, and other employment related costs as required by the approved applicant.
- New in 2026* - Incremental administrative and/or operating costs that are directly related to eligible activities (cell phone plans and/or software licenses for FireSmart positions, lease and insurance costs for storage of FireSmart materials, insurance for vehicles for FireSmart positions, etc.).
- Consultant/contractor costs. Please note: if you intend to hire a professional (planner, forester) to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g., social media, event planning, or administering rebate programs) consultant rates are expected to be commensurate with the type of activity being undertaken.

- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers when they are scheduled to speak, present, or teach. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates.
- Expenses related to local cultural protocols (e.g., gifts, cultural ceremonies).
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials.
- Identification of community and cultural values through engagement. This includes seeking advice from Indigenous Knowledge Holders and other experts (e.g., health authorities, First Nations Health Authority, biologists, etc.) and engaging the community (e.g., equity-denied populations, Indigenous organizations, such as Friendship Centres and Métis Chartered Communities), Indigenous Nations, local governments, agricultural sector, critical infrastructure owners, etc.
- Updated in 2026 - Purchase of tools (e.g., hand saws, loppers), power tools (e.g., chainsaws, brush saws, walk-behind lawnmowers, string trimmers), and/or drones that do not require pilot certificate or registration (i.e., microdrones that are less than 250 grams) required for eligible activities (up to \$5,000 per eligible applicant per year).
- Purchase of IT equipment (limited to tablet computers, compatible Satellite Emergency Notification Devices, Global Positioning System trackers and required accessories) required for eligible activities (up to \$5,000 per eligible applicant per year).
- New in 2026 - Expenses related to first aid training and kits that are incremental to the [Occupational Health and Safety Regulation](#) requirements for a workplace/employer and that are required specifically for eligible activities.
- Lease of equipment and/or vehicles (with the exception of trailers or equipment for FireSmart structure protection).
- Presentation to Band Council, or modern Treaty First Nation government, local government Council, Board, community organizations, etc.
- Public information costs (e.g., workshops, printed materials) that align with the intent of the funding stream and provide benefit to the community at large.

Ineligible Costs and Activities

Any activity that is not outlined in [Table 1](#) or is not directly connected to activities approved in the application is not eligible for grant funding. This includes:

- Routine or ongoing operating and/or planning costs or activities that are not incremental to the project or not directly related to eligible activities.
- Development or amendment of plans or maps primarily intended for emergency response.
- Development of databases.
- Purchase of software, software licences, service subscriptions, or membership fees.
- Development of FireSmart plans (with the exception of CWRPs, amendments to existing CWRPs and [FireSmart Neighbourhood Plans \(Collective Action Plans\)](#)).
- Development or update of feasibility studies (including water tank location analysis).
- Purchase, construction, siting or maintenance of Fire Danger rating signs.
- Purchase of vehicles/trailers (with the exception of trailers for FireSmart structure protection).
- Purchase of non-[FireSmart BC](#) branded items for community events and/or recruitment/retention of volunteers.
- Purchase of emergency supplies (e.g., first aid kits, evacuation supplies) for community members or households.
- New in 2026 - First aid training and kits that are required to meet [Occupational Health and Safety Regulation](#) requirements for a workplace/employer.

- Wildfire threat assessments and fuel treatment unit identification on **private land**. Private Managed Forest Land (PMFL) wildfire threat assessments may be eligible if located within the **Eligible WUI** and the PMFL owner has consented in writing.
- Generally speaking, wildfire threat assessments and fuel treatment unit identification outside of the **Eligible WUI**.
- For FireSmart crew activities only:
 - Purchase of machinery and/or livestock for grazing.
 - Work undertaken by the Ministry of Forests, including Provincial **prescribed fire** staff support.
 - Any third-party requirements to address hazard abatement under the *Wildfire Act*.
 - Hazard abatement activities related to existing or decommissioned saw mills (e.g., removal of slabs and/or sawdust).

7. Allocation Request Requirements and Process

The [LGPS Online Application Tool](#) is required to be used. Refer to [Appendix 10](#) for full information.

Allocation Request Deadline

The 2026 Allocation-based Funding for FireSmart Activities funding stream will have an open intake. Funding permitting, eligible recipients can submit one allocation request between October 1, 2025 and September 30, 2026.

Recipients will be advised of the status of their application within 60 days of submitting a complete, eligible request.

Required Allocation Request Contents

All recipients are required to complete the LGPS Online Application Form and submit the Allocation-based Funding Worksheet as outlined in Table 2:

Required Submissions	Related Attachments (as required)
Allocation-based Funding Worksheet	<ul style="list-style-type: none"> • If available, workplans, budgets or other documents with information on anticipated FireSmart activities, such as completed FireSmart Assessments. • Completed CWPP or CWRP (if not previously submitted).
For Amended CWRPs only <i>Recipients with an acceptable plan that would like to amend a CWRP must contact UBCM before commencing the project.</i>	<ul style="list-style-type: none"> • Worksheet 3 can be submitted with the application or at a later date. • <i>Updated September 2025</i> - PDF map <u>and</u> Google Earth compatible KML file, at appropriate scale, outlining the AOI and Eligible WUI. All maps must meet the general requirements for all maps outlined in Section B of Appendix 11. • In cases where the applicant proposes risk assessments in Eligible WUI outside of the AOI, confirmation that the proposed risk assessments activities are supported will be required <u>at the time of submission of Worksheet 3</u> from Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails), other land managers (e.g., Indigenous Services Canada, local governments) and/or First Nations (where overlap on reserves and/or traditional territories may exist). This is limited to exceptional circumstances only.

Required Submissions	Related Attachments (as required)
	<ul style="list-style-type: none"> In cases where the applicant proposes threat assessment in the Eligible WUI in Private Managed Forest Land (PMFL), confirmation that the proposed threat assessments activities are supported will be required <u>at the time of submission of Worksheet 3</u> from the PMFL.
Band Council, Treaty First Nation, or local government Council or Board resolution, (<u>or</u> letter of support from Band Manager, CAO, or CFO when the request is under \$50,000 only), indicating support for the current proposed activities and willingness to provide overall grant management.	
<u>For regional projects only:</u> Council, Board, or Band Council resolution, from each sub-applicant that clearly states approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.	

Additional Funding for Fuel Management or Recipients Impacted by Wildfires

In order to apply for fuel management or additional funds for recipients impacted by wildfires, refer to Table 3.

Table 3: Additional Contents and Related Attachments	
Required Submissions	Related Attachments (as required)
Worksheet 2: Fuel Management	<ul style="list-style-type: none"> Refer to Application-based Funding for Fuel Management Activities program guide. Worksheet 2 can be submitted with the Allocation-based Funding Worksheet or at a later date.
Worksheet 4: Additional Funding for Applicants Impacted by Wildfires	<ul style="list-style-type: none"> Worksheet 4 can be submitted with the application or at a later date. Community Planning – A list of buildings, assets and/or locations that are proposed to be assessed and the ownership of each.

Submissions Required to Support FireSmart Activities

The submissions identified in Table 4 are not required to be submitted with the Allocation-based Funding Worksheet, but are required to be submitted to UBCM prior to commencing work.

Please refer to the Allocation Interim/Final Report Form for more information on the submissions that will be required for claims and/or final reporting.

Table 4: Related Attachments for FireSmart Activities	
Required Submissions	Related Attachments (as required)
Prior to commencing FireSmart Activities (as required) <i>Recipients are advised to contact UBCM to discuss when related attachments should be submitted for allocation-based funding.</i>	<ul style="list-style-type: none"> Community Planning – List of buildings, assets and/or locations that are proposed to be assessed and the ownership of each. Cross Training – Training breakdown for each FireSmart position with cost calculation; project description and budget for wildland live fire training; <u>and</u> confirmation of approval in principle from BCWS Zone staff is required to be submitted before commencing training.

Required Submissions	Related Attachments (as required)
	<ul style="list-style-type: none"> • <u>Updated September 2025</u> - FireSmart Projects for Critical Infrastructure - Confirmation of ownership, description of role in emergency response to a wildfire event and completed initial FireSmart Critical infrastructure Assessment(s). • <u>Updated September 2025</u> - FireSmart Projects for Community Assets - Confirmation of ownership, description of role in emergency response to a wildfire event and completed initial FireSmart Critical Infrastructure Assessment(s). • <u>Updated September 2025</u> - FireSmart Projects for Cultural Sites – Completed checklist(s) with Section B completed BCWS or FNESS; completed initial FireSmart Cultural Sites and Green Spaces Assessment(s) • <u>Updated September 2025</u> - FireSmart Projects for Green Spaces - Completed checklist(s) with Section B completed BCWS or FNESS; completed initial FireSmart Cultural Sites and Green Spaces Assessment(s) • In cases where critical infrastructure, community assets or cultural sites are located on Provincial Crown Land, confirmation that the proposed activities are supported will be required from Provincial Crown Land Manager.

Submission of Allocation Request

Allocation requests are required to be submitted in two steps prior to the application deadline:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Allocation-based Funding Worksheet that must be completed as part of Step 2.
2. Allocation-based Funding Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

Refer to [Appendix 10](#) for more information on the process and the information that will be required to be submitted during each step, including all application questions.

All application materials may be shared with the Province of BC, First Nations' Emergency Services Society and FireSmart BC.

8. Grant Management and Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the recipient is responsible for completion of the project and for meeting reporting requirements. Recipients are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision and Payments

All recipients will receive written notice of funding decisions. Recipients will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

Grants are awarded in two payments: 25% when the signed Approval Agreement has been returned to UBCM, and the eligible remainder when the project is complete and UBCM has received and approved the required final reporting.

Post-Grant Approval Meetings

As a requirement of grant funding, all approved recipients are required to meet with the BCWS Wildfire Prevention Officer/Prevention Specialist or FNESS Wildfire Resiliency Advisor, or designate, to discuss the **approved project** prior to commencing work.

In addition, where applicable, approved applicants are encouraged to meet with the Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and/or other land managers (e.g., Indigenous Services Canada) to discuss the project prior to commencing work.

Progress Payments (Claims)

Updated September 2025 - To request a progress payment, recipients are required to submit the [Allocation-based Funding Interim and Final Report Worksheet](#) (and all required attachments as outlined in [Table 5](#) for activities completed to date).

This will require completion of the Interim Report Worksheet and the completion/update of the relevant Worksheet 1 (Year 1/Year 2), Worksheet 3, and/or Worksheet 4.

Extensions to Project End Date

All activities are required to be completed within the time frame identified in the Approval Agreement and all extensions beyond this date must be requested in writing and be approved by UBCM.

The [Interim Report Form](#) must be submitted for all extensions request over six months. Extensions will not exceed one year from the date of the original final report deadline.

Recognition of Funding and Funders

When recognizing funding, please state that the FireSmart Community Funding and Supports funding stream is administered by the Union of BC Municipalities and funded by the Province of BC. UBCM is active on X, Bluesky, LinkedIn and Facebook. When possible, please mention or tag UBCM on social media posts that are related to projects that are funded by programs that UBCM administers.

Guidelines on using the BC logo, including downloadable files, are available [here](#).

9. Interim Reporting and Final Report Requirements and Process

Reporting requirements do not apply to any product, data or information which may include Indigenous knowledge. The Ministry of Forests respects the First Nations principles of OCAP®.

Recipients will be eligible to apply for future funding after the **approved project end date** of the 2026 project or, if approved by UBCM, after the complete 2026 final report is submitted.

Interim Reports for Two Year Projects

An interim report is required at 12 months for all two-year projects.

Updated September 2025 - To meet this requirement, recipients are required to submit the [Allocation-based Funding Interim and Final Report Worksheet](#) (and all required attachments as outlined in [Table 5](#) for activities completed to date). This will require completion of the Interim Report Worksheet and the completion of the Worksheet 1 (Year 1 only), Worksheet 3, and/or Worksheet 4.

When interim report requirements are met, a payment for the eligible claim amount will be issued.

Final Reports

An electronic copy of the complete final report package is required for all projects.

Updated September 2025 - To meet this requirement, recipients are required to submit the [Allocation-based Funding Interim and Final Report Worksheet](#) (and all required attachments as outlined in Table 5). This will require completion of the Final Report Worksheet and the completion/update of the relevant Worksheet 1 (Year 1/Year 2), Worksheet 3, and/or Worksheet 4.

When final report requirements are met, a payment for the eligible remaining grant amount will be issued.

Table 5: Summary of Required Interim and Final Report Contents and Related Attachments	
Refer to the Final Report Worksheets for required submissions for each proposed activity.	
Required Submissions	Related Attachments (as required)
Interim/Final Report Form	
Final Report Worksheet 1 (Year 1/Year 2): FireSmart Activities	<ul style="list-style-type: none"> • Education – Electronic samples of educational materials. • Community Planning – All updated/completed bylaws, policies, practices and plans; all completed checklists and assessments. • Development Considerations – All updated/completed bylaws, policies, practices and plans. • Emergency Planning – All updated/completed water delivery assessments; list of purchased FireSmart structure protection equipment. • Cross-Training – List of completed training for each FireSmart position with cost calculation; a project report and financial summary for wildland live fire training. • FireSmart Projects for Critical Infrastructure - Completed post-mitigation FireSmart Critical Infrastructure Assessment(s). • FireSmart Projects for Community Assets - Completed post-mitigation FireSmart Critical Infrastructure Assessment(s). • FireSmart Projects for Cultural Sites - Completed post-mitigation FireSmart Cultural Sites and Green Spaces Assessment(s). • FireSmart Projects for Green Spaces - Completed post-mitigation FireSmart Cultural Sites and Green Spaces Assessment(s). • FireSmart Activities for Homes and Properties – Summary report and sample of completed FireSmart HIZ Assessments and/or FireSmart Farm and Ranch Assessments; list of addresses that received a rebate and rebate amounts; list of addresses where eligible mitigation work was completed <u>and</u> general description of the work at each address; completed neighbourhood assessments and/or plans; summary report of completed WMP Assessments.
Final Report Worksheet 2: Fuel Management Activities	<ul style="list-style-type: none"> • Refer to the Application-based Funding for Fuel Management Activities program guide.
Final Report Worksheet 3: CWRP Updates	<ul style="list-style-type: none"> • Copy of the amended CWRP. • Completed Wildfire Threat Assessment Worksheet(s) and photos. • Maps and spatial data as outlined in Appendix 11.
Final Report Worksheet 4: Additional Funding for Applicants Directly Impacted by Wildfires	<ul style="list-style-type: none"> • Education – Electronic samples of educational materials. • Community Planning – All updated/completed bylaws, policies, practices and plans; all completed checklists and assessments.

Required Submissions	Related Attachments (as required)
Final Report Worksheet 4: Additional Funding for Applicants Directly Impacted by Wildfires (Cont'd)	<ul style="list-style-type: none"> • Development Considerations – All updated/completed bylaws, policies, practices and plans. • FireSmart activities for homes and properties – Summary report and sample of completed FireSmart HIZ Assessments and/or FireSmart Farm and Ranch Assessments; list of addresses that received a rebate and rebate amounts; list of addresses where eligible mitigation work was completed <u>and</u> general description of the work at each address; completed neighbourhood assessments and/or plans; summary report of completed WMP Assessments.
Copies, excerpts and/or links to all materials produced with grant funding.	
Photos of funded activities and/or completed projects and links to media directly related to the funded project.	

Submission of Interim Reporting and Final Reports

Interim and final reports should be submitted as Excel, Word, or PDF files. Total file size for email attachments cannot exceed 20 MB.

All interim and final reports should be submitted to Local Government Program Services, Union of BC Municipalities by email: cri@ubcm.ca.

Review of Interim Reporting and Final Reports

UBCM will perform a preliminary review of all reports to ensure the required report elements have been submitted. Following this, all complete final reports and deliverables may be reviewed by BCWS, FNESS and/or, where applicable, BC Parks before grant payment is released.

All final report materials may be shared with the Province of BC, First Nations' Emergency Services Society, and BC FireSmart Committee. The Province is moving towards a public dashboard that will highlight all plans and proposed/completed **fuel management treatments**. This would include spatial components and attributes and include changes to spatial requirements for CWRPs.

10. Additional Information

Union of BC Municipalities

Email: cri@ubcm.ca

Phone: 604-270-8226 ext. 220

Appendix 1: Definitions for FireSmart Community Funding and Supports Program

Approved project: Activities and costs included in the approved application that are to be completed from the **approved project start date** to the **approved project end date**.

Approved project start date: The date of the approval agreement for the approved project. However, eligible costs can be incurred from the date of application submission until the final report is submitted.

Approved project end date: The date identified in the approval agreement as the approved project end date. Generally speaking, this will be 12 months or 24 months from the date of the Approval Agreement depending on whether an applicant has applied for funding for one or two years.

Area of Interest (AOI): The AOI is the geographic scope of the CWRP. For the purpose of the FireSmart Community Funding and Supports program, the AOI is the area within the municipal boundary, regional district boundary, or boundary of **First Nations land**. Refer to [Appendix 3](#) and the CWRP instruction guide and template for more information.

Updated September 2025 - **Cooperative Community Wildfire Response (CCWR) organization:** For the purpose of the FireSmart Community Funding and Supports program, a CCWR organization is an incorporated business entity, such as a non-profit society or fire brigade, that has an accountable leadership structure, operates outside of structural fire protection jurisdiction and is willing to follow the command and direction of BC Wildfire Service.

Cultural Burning: A practice that has existed since time immemorial, with traditional knowledge passed down from generation to generation. It holds different meanings for different Indigenous communities but is often defined as the controlled application of fire on the landscape to achieve specific cultural objectives. These burns are typically implemented at low intensity, with guidance from an Elder or Fire Knowledge Keeper. Common objectives include, but are not limited to cultural and language preservation, fuel mitigation, food and medicinal plant revitalization, and habitat enhancement.

Cultural Sites: Locations of historical and cultural importance to Indigenous Nations preserving their heritage, traditions, and connection to the land. These include, but are not limited, to culturally modified trees, traditional dwellings, burial sites, and ceremonial sites.

Eligible Wildland Urban Interface (WUI): for the purpose of the FireSmart Community Funding and Supports program, the Eligible WUI is generally defined as a maximum of one kilometer from structures within the AOI with a structure density class greater than 6.

First Nations land: First Nation reserve land, land owned by a modern Treaty First Nation, land under the authority of an Indigenous National Government, or other land owned or governed by a First Nation or modern Treaty First Nation.

First Nations owned buildings: buildings owned by a modern Treaty First Nation or buildings owned by a First Nation band.

Green Spaces: for the purpose of FireSmart Community Funding and Supports program, green spaces are limited to **First Nations owned land** or **publicly owned land** and only include:

- Parks: open areas with lawns, trees, and amenities for recreation, including playgrounds, sports fields, and picnic areas.
- Gardens: spaces featuring a variety of plants and flowers, often with educational purposes.
- Cemeteries.
- Naturalized spaces: undeveloped areas within urban settings.
- Trails and Pathways: walking and biking routes connecting different parts of a city or town.
- Linear Parks and Greenways, including former railway lines.

- Right-of-Ways and Boulevards: landscaped roadside areas with trees and vegetation.

Neighbourhood/Collective: a neighbourhood or collective is considered to be an area of continuous land and structures that make logical sense to work together as community members. It may include homes, green spaces, farms/ranches, and/or other buildings and infrastructure.

Prescribed fire: The planned and deliberate application of fire to a specific land area to achieve a variety of land management objectives such as wildfire risk reduction, preserving Indigenous cultural values, improving wildlife habitat, and forest health.

Primary applicant: Eligible applicant that is the primary contact for the application and that is responsible for project oversight, grant management and all reporting requirements.

Private land: fee-simple land that is not owned by a level of government.

Provincial Crown Land: land (or land covered by water like rivers or lakes) that is owned by the Province of BC.

Publicly owned buildings: buildings owned by a local government or public institution (such as health authority or school district).

Updated September 2025 - **Publicly owned land:** Land owned by a local government or land owned by a public institution (such as a health authority or school district). For the purpose of the FireSmart Community Funding and Supports program, lands owned by colleges and universities are generally not considered publicly owned land. However, with rationale and support from FNESS and/or BCWS, land owned by a university identified in the *Universities Act*, *Thompson Rivers University Act* or *Royal Roads University Act* and/or land owned by a college identified in the *College and Institute Act* may be considered for funding for eligible fuel management activities.

Publicly and First Nations owned critical infrastructure: assets owned by a local government, public institution (such as health authority or school district), First Nation or modern Treaty First Nation that are either:

- Identified in a Local Authority Emergency Plan [Hazard, Risk & Vulnerability Analysis](#) and/or [Critical Infrastructure assessment](#) and/or
- Essential to the health, safety, security or economic wellbeing of the community and the effective functioning of government (such as fire halls, emergency operations centres, radio repeaters, etc.).

Sub-applicant(s): In the case of regional projects, the sub-applicants are eligible applicants that are included in an approved application.

Vegetation management: The general goal of **vegetation management** is to reduce the potential wildfire intensity and ember exposure to people, infrastructure, structures and other values through manipulation of both the natural and cultivated vegetation that is within or adjacent to a community.

Vegetation management can be accomplished at various scales:

1. **FireSmart vegetation management:** removal, reduction, or conversion of flammable vegetation in order to create more fire-resistant areas
2. **Fuel management treatments:** the manipulation or reduction of living or dead forest and grassland fuels to reduce the rate of spread and head fire intensity and enhance the likelihood of successful suppression.

Appendix 2: Additional Funding for Applicants Directly Impacted by Wildfires

Updated in 2026 - Eligible recipients with an existing FireSmart program that were directly impacted by the 2025 wildfire season or by wildfire(s) during the **approved project** may apply to exceed the base funding maximum in order to support incremental FireSmart activities due to increased local demand for wildfire risk reduction.

Additional funding for recipients directly impacted by wildfire is limited to:

- Communities that experienced, as a direct result of the 2025 wildfire season or wildfires during the **approved project**:
 - Structural impacts to homes;
 - Structural impacts to critical infrastructure; and/or
 - Evacuation alerts and/or orders on the recommendation of the BC Wildfire Service.
- Recipients that have an existing FireSmart program and can demonstrate an increase in demand for FireSmart activities since wildfire season.
- Activities identified in Table 6 that are incremental to any activities that have been approved under the FireSmart Community Funding and Supports program.
- No more than \$100,000 in additional funding per year.
- Single applicants (i.e., not as part of regional applications).

Updated September 2025 - In addition, in order to qualify for additional funds, the applicant must have an approved 2026 application under Application-based Funding for FireSmart Activities or Allocation-based Funding for FireSmart Activities, either as a primary applicant or sub-applicant or include the request for additional funds in their 2026 application.

Worksheet 4: Impact from Wildfires is required to be submitted for consideration of additional funding. This worksheet will be reviewed by the BCWS and/or FNESS.

Table 6: Activities Eligible for Funding for Applicants Directly Impacted by Wildfires	
1. FIRESMART POSITIONS	
Eligible Activities	Cost Maximums and Guidance
A. Incremental FireSmart positions (e.g., creating a new position or adding new responsibilities to an existing position), based on the recommended job descriptions : <ul style="list-style-type: none"> • FireSmart Coordinator • Local FireSmart Representative • Wildfire Mitigation Specialist • Wildfire Forest Professional 	Required cost estimate in WS4. <i>The primary focus of FireSmart positions is to support eligible FireSmart activities but other activities related to emergency management (i.e. EOC, ESS, evacuations), structural fire and/or forestry (i.e., Indigenous Guardians) are eligible as no more than 20% of job duties.</i>
B. Seasonal FireSmart positions based on the recommended job descriptions : <ul style="list-style-type: none"> • <u>New in 2026</u> - Junior FireSmart Coordinator (Summer Students/youth position) • FireSmart Crew Member 	<i>Seasonal positions do not meet the required FireSmart foundation for having a FireSmart position.</i>

2. EDUCATION	
Eligible Activities	Cost Maximums and Guidance
<p>A. Update signage, social media, applicant websites and/or newsletters, and community education materials or displays related to a proposed activity in categories 2 through 5 below. <i>Note: Ember mascots will be available on a limited basis and regional allocation will be considered before approval.</i></p>	<ul style="list-style-type: none"> • Banners: up to \$1,800 (total order per year) • Posters: \$275 (total order per year) • Videos specific to community wildfire resiliency: up to \$11,775 each per year • Tents, including walls: up to \$2,450 each • Vehicle decals: up to \$830 (total order per year) • T-shirts: up to \$1,230 (total order per year) • Ember mascot: up to \$9,200
<p>B. Promote/distribute FireSmart educational resources, such as FireSmart 101, Wildfire Risk Reduction Basics, FireSmart Canada Ambassador training, Local FireSmart Representative training, FireSmart Begins at Home app, social media, FireSmart BC materials.</p>	<p>Required cost estimate in WS4</p>
<p>C. Organize, host or support FireSmart events: Wildfire Community Preparedness Day, Farm and Ranch Wildfire Preparedness workshop, Neighbourhood Champion workshop (Collective Advocate Workshop), community FireSmart day, and/or wildfire season open houses.</p>	<p>Up to \$6,140 per event</p>
<p>D. Support the FireSmart BC Education Program at local school districts. This includes promotional materials for contests, banners, and targeted education events at schools to promote the education program curriculum.</p>	<p>Up to \$615 per school per year</p>
<p>E. Support the FireSmart BC Library Program at local/regional libraries. This program includes Wildfire Resiliency Literacy Kits, Ember Activity Packages, Colouring Contest materials, and access to Storytime Videos with Ember.</p>	<p>Up to \$615 per branch or \$2,050 per independent library to support the whole Library Program, or, Up to \$310 per branch for the purchase of books from the Wildfire Resiliency Literacy Kit</p>
<p>F. Support the FireSmart BC Plant Program at local garden centres or nurseries. Includes plant tags, banners, staff buttons and in-store advertising.</p>	<p>Up to \$2,765 per location</p>
<p>G. Targeted public education to support implementation of fuel management activities, including cultural burning, prescribed fire and wildland live fire training.</p>	<p>Required cost estimate in WS4</p>

3. COMMUNITY PLANNING

Community planning is a very effective tool for reducing wildfire risk for lands and buildings within the administrative boundaries of First Nation communities and local governments.

Refer to the [Wildfire-Resilience Best Practice Checklist for Home Construction, Renovation and Landscaping](#) or [FireSmart BC Landscaping Hub](#).

Eligible Activities	Cost Maximums and Guidance
<p>A. Amend existing CWRPs that are less than 5 years old. Refer to Appendix 3 for more information on amending a CWRP.</p>	<p>Up to \$17,950 (depending on AOI and proposed activities in the Eligible WUI) and with required cost estimate in WS3. <i>Recipients with an acceptable plan that would like to amend a CWRP must contact UBCM before commencing the project.</i></p>
<p>B. <i>New in 2026</i> - Develop or amend bylaws related to open fires as defined in the <i>Wildfire Act</i>.</p>	<p>Up to \$11,880 <i>Bylaws must address aspect(s) of open fire that a local government or a First Nation is responsible for regulating. Section 4 of the Wildfire Act divides responsibility for wildfire prevention between the Provincial and local governments.</i></p>
<p>C. Develop FireSmart policies and practices for the design and maintenance of First Nations land and publicly owned land, such as parks and open spaces.</p>	<p>Required cost estimate in WS4</p>
<p>D. Develop FireSmart policies and practices for the design and maintenance of First Nations owned buildings and publicly owned buildings.</p>	<p>Required cost estimate in WS4</p>
<p>E. Complete FireSmart assessments for community buildings, structures and/or land, limited to First Nation owned buildings, publicly owned buildings, publicly and First Nations owned critical infrastructure, cultural sites and/or green spaces, including:</p>	<p><i>Refer to Section 5 of Table 6 to apply for assessments for homes and properties</i></p>
<ul style="list-style-type: none"> • FireSmart Home Ignition Zone (HIZ) Assessment 	<p>Up to \$275 per structure (generally 1 to 3 hours to complete)</p>
<ul style="list-style-type: none"> • FireSmart Critical Infrastructure Assessment 	<p>Up to \$945 per structure (generally 4 to 8 hours to complete) with required identification of buildings and ownership in WS4</p>
<ul style="list-style-type: none"> • Wildfire Mitigation Program Assessment 	<p>Initial assessment – Up to \$370 per structure (generally 2 to 4 hours to complete)</p>
<ul style="list-style-type: none"> • Checklist for CRI Requirements for Fuel Management Prescription (<i>Updated September 2025</i> - required to be completed by applicant and BCWS or FNESS before Cultural Sites and Green Spaces Assessment is started.) 	<p>Up to \$275 per location/structure (generally 1 to 3 hours to complete)</p>

Eligible Activities (Community Planning – Cont’d)	Cost Maximums and Guidance
<ul style="list-style-type: none"> • FireSmart Cultural Sites and Green Spaces Assessment (<i>Updated September 2025</i> - only eligible if the checklist confirms that the proposed area meets the requirements for funding for Cultural Sites or Green Spaces.) 	Up to \$945 per structure/location (generally 4 to 8 hours to complete) with ownership of land in WS4
<p>4. DEVELOPMENT CONSIDERATIONS</p> <p><i>Community land use and development in wildfire-prone areas affects the susceptibility of the community at different scales and in terms of where and how a community is, or will be, developed.</i></p> <p><i>Refer to the Wildfire-Resilience Best Practice Checklist for Home Construction, Renovation and Landscaping, FireSmart BC Landscaping Hub and Wildfire Development Permit Areas: non-technical guide for FireSmart Coordinators in British Columbia.</i></p>	
Eligible Activities	Cost Maximums and Guidance
A. Amend Official Community Plans, Comprehensive Community Plans and/or land use, engineering and public works bylaws to incorporate FireSmart principles.	Up to \$11,880
B. Revise landscaping requirements in zoning and development permit documents to incorporate FireSmart principles.	Up to \$11,880
C. Establish or revise Development Permit Areas for Wildfire Hazard to incorporate FireSmart principles.	Up to \$11,880
D. Amend referral processes for new developments to ensure multiple departments, including the fire department and/or emergency management personnel, are included.	Up to \$11,880
<p>5. FIRESMART ACTIVITIES FOR HOMES AND PROPERTIES</p> <p><i>First Nations and local governments have a key role to play in supporting residents, homeowners and property owners, including farms and ranches, to undertake FireSmart activities that demonstrate wildfire prevention principles and best practices.</i></p> <p><i>To be eligible for funding, all FireSmart activities must be located in the FireSmart Home Ignition Zone (with home and/or property owner’s written consent).</i></p>	
Eligible Activities	Cost Maximums and Guidance
A. FireSmart Activities for Homes and Properties.	<i>Refer to Section 3 of Table 1 to apply for FireSmart assessments for community buildings, structures and/or land.</i>
<ul style="list-style-type: none"> • Conduct FireSmart HIZ Assessments for homes and properties, limited to: <ul style="list-style-type: none"> ○ Data collection activities using HIZ assessment. ○ Digitizing HIZ assessment information. ○ Simple reporting (for community members, Council, etc.). ○ Basic mapping for PDF product. 	Up to \$275 per structure (generally 1 to 3 hours to complete)
<ul style="list-style-type: none"> • Offer local rebate programs to home and property owners that complete eligible FireSmart activities. <i>Refer to Appendix 9 for more information.</i> 	<i>Updated in 2026</i> - Rebates are limited to 50% of the total cost of the eligible activities identified in Table 10 (Appendix 9) and up to \$5,000 per property (note: higher funding requests will not be considered)

Eligible Activities (Homes and Properties – Cont'd)	Cost Maximums and Guidance
<ul style="list-style-type: none"> Completion of recommended mitigation activities identified in a completed FireSmart Assessment, limited to labour costs required to complete activities outlined in Table 10 (see Appendix 9) for: 	Required cost estimate in WS4
<ul style="list-style-type: none"> Homes and properties owned by seniors (65 years of age or older), elders, people with limited mobility or vulnerable populations who cannot undertake mitigation activities themselves. Band owned housing occupied by elders, people with limited mobility or vulnerable populations and who cannot undertake mitigation activities themselves. 	
<p>B. <i>New in 2026</i> - FireSmart Activities for Farms and Ranches</p> <ul style="list-style-type: none"> Conduct Farm and Ranch Assessments for farms and ranches, limited to: <ul style="list-style-type: none"> Data collection activities using Farm and Ranch Assessment. Digitizing Farm and Ranch Assessment information. Simple reporting (for community members, Council, etc.). Basic mapping for PDF product. Facilitating Farm and Ranch Wildfire Plan preparation utilizing the Farm and Ranch Guide. 	<p>Up to \$275 per structure (generally 1 to 3 hours per structure to complete)</p> <p><i>Refer to Section 3 of Table 6 to apply for FireSmart assessments for community buildings, structures and/or land.</i></p>
<ul style="list-style-type: none"> Offer local rebate programs to farm and ranch property owners that complete eligible FireSmart activities. <i>Refer to Appendix 9 for more information.</i> 	<p><i>Updated in 2026</i> - Rebates are limited to 50% of the total cost of the eligible activities identified in Table 10 (Appendix 9) and up to \$5,000 per property (note: higher funding requests will not be considered)</p>
<p>C. FireSmart Neighbourhood Recognition Programs (FireSmart Canada Neighbourhood Recognition Program or FireSmart BC Local FireSmart Collective Program).</p> <p><i>Refer to Appendix 5 for requirements for funding this activity and note that the assessment and plan are required to be completed in the same intake.</i></p>	<p>Neighbourhood Wildfire Hazard Assessments (Local FireSmart Collective Assessment) – Up to \$515 per neighbourhood (collective) (generally 3 – 4 hours to complete)</p> <p>FireSmart Neighbourhood Plans (Collective Action Plan) - Up to \$1,230 per neighbourhood (collective)</p>
<p>D. Conduct Wildfire Mitigation Program Assessments for individual homes or properties, <u>limited to</u>:</p> <ul style="list-style-type: none"> Upon completion of certification, receipt of a Wildfire Mitigation Program driveway sign. Data collection and management using WMP database. Simple reporting (for community members, Council, etc.). Basic mapping for PDF product. <p><i>Refer to Appendix 5 for requirements for funding.</i></p>	<p>Initial assessment – Up to \$370 per structure (generally 2 to 4 hours to complete)</p> <p>Follow-up inspection – Up to \$185 per structure (generally 1 to 2 hours to complete)</p>

Eligible Activities (Homes and Properties – Cont'd)	Cost Maximums and Guidance
<p>E. Provide off-site vegetative debris disposal for home and properties where FireSmart vegetation management has been undertaken, including:</p> <ul style="list-style-type: none"> • Provide sharpening services for gardening hand tools. • Provide a dumpster, chipper or other collection method. • Waive tipping fees. • Provide curbside debris pick-up. 	<p>Required cost estimate in WS4</p> <p><i>Refer to Additional Information on the Use and Disposal of Wood Chips Generated by FCFS-Funded Projects.</i></p>

Appendix 3: Funding Requirements for Community Wildfire Resiliency Plans

For the purpose of the FireSmart Community Funding and Supports program, applicants are required to have a current and acceptable CWRP/CWPP for their community.

Note: CWRPs and CWPPs must be complete and acceptable to the BCWS, FNESS and/or BC Parks (where applicable). To be considered acceptable, plans must be developed in accordance with the CWRP template and guidance document and must include assessment and identification of FireSmart and fuel management priorities.

Eligible applicants are strongly encouraged to engage with BCWS or FNESS as early as possible when considering a new or amended CWRP.

NOTE: The province is moving towards a public dashboard that will highlight all plans and proposed/completed **fuel management treatments**. This would include spatial components and attributes and include changes to spatial requirements for CWRPs.

Community Wildfire Resiliency Plans

CWRPs are local and/or regional plans that are intended to increase communities' capacity and understanding of wildfire threat and risk by identifying achievable and accountable FireSmart action items that support wildfire risk reduction. The life span of a CWRP may vary in different communities. For the purpose of FireSmart Community Funding and Supports funding, there is not a set time that a CWRP is considered to be valid for.

To be considered acceptable, CWRPs must be developed in accordance with the [CWRP instruction guide and template](#). The CWRP instruction guide and template are intended to help communities develop a comprehensive and science-based approach to wildfire risk reduction that reflects local priorities and provincial goals for prevention and mitigation.

The CWRP instruction guide and template ensure that all FireSmart disciplines are well represented in the resiliency planning process are designed to empower communities to develop a CWRP in a collaborative, cost-effective, and time-efficient manner.

The FireSmart Coordinator is generally the project lead for CWRP development (or amendment), with support from external consultants and/or contractors when needed. The goal is to build capacity within the community for both the development and implementation of the CWRP.

Regional and local Community FireSmart and Resiliency Collaboratives (CFRC) also play a key role in the development, maintenance and implementation of the CWRP. CFRCs bring partners together under a common vision that reflect a comprehensive approach toward risk reduction and resiliency measures as outlined with CWRPs.

First Nations and local governments are encouraged to review their CWRPs annually and to amend the plan when there are local changes in community composition, forest health, wildfire risk, etc. If a CWRP does not exist, or BCWS, FNESS and/or BC Parks have identified that the current plan is no longer acceptable, eligible applicants can develop a new CWRP or, if the current plan is less than 5 years old, amend an existing plan to address the change in local conditions.

Developing a New CWRP

If an eligible applicant has identified the need to amend their current CWRP, or if BCWS, FNESS and/or BC Parks have identified that the current plan is no longer acceptable, existing CWRPs that are more than 5 years old must be replaced with a new CWRP.

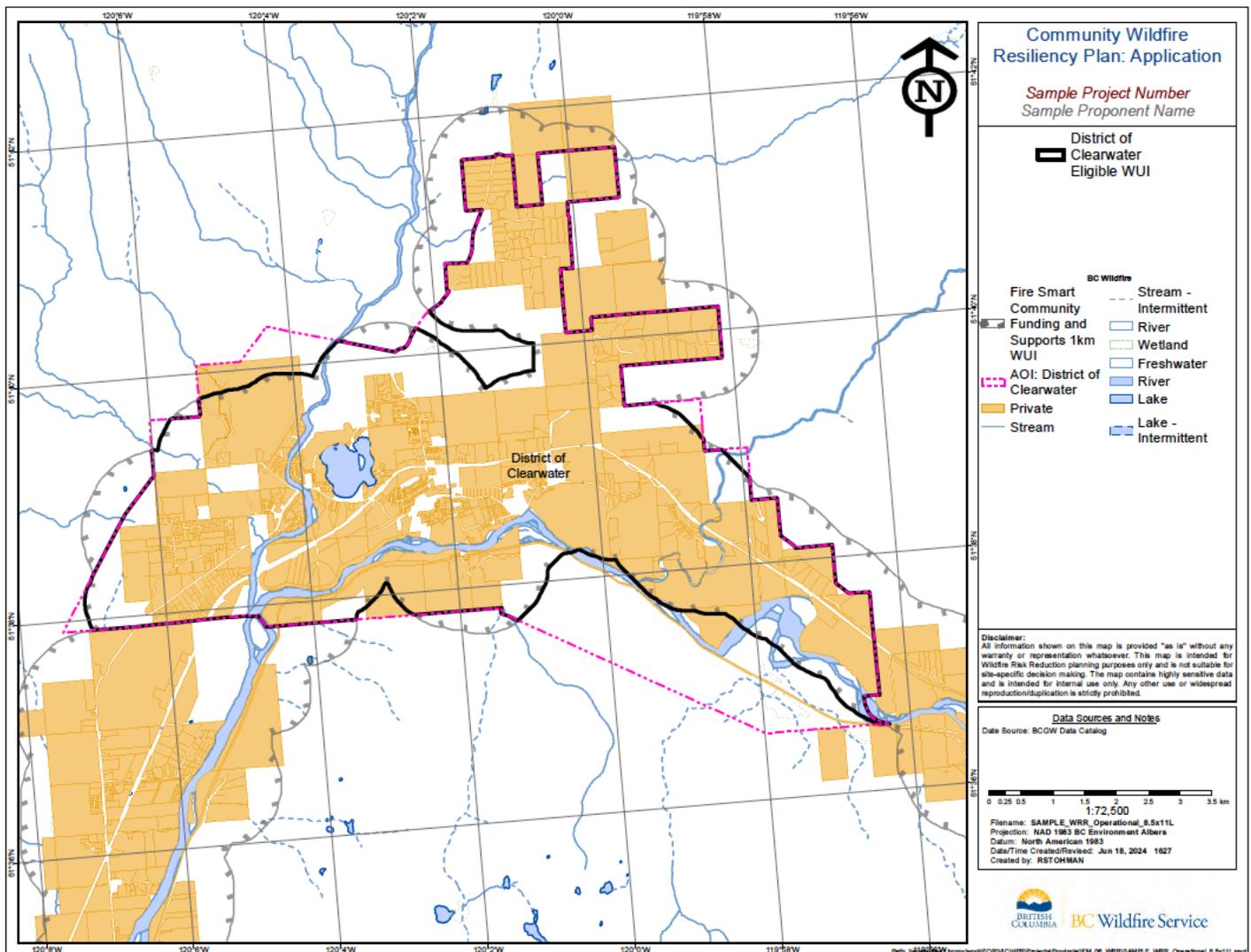
The **Area of Interest (AOI)** is the geographic scope of the CWRP. For the purpose of the FireSmart Community Funding and Supports program, the **AOI** is the area within the municipal boundary, regional district boundary, or boundary of **First Nations land**. For regional districts this could be the boundary of one or more electoral areas. The **AOI** could also include more than one neighbouring area. For example, a municipality and neighbouring electoral area could create a shared **AOI**.

Refer to the [CWRP instruction guide and template](#) for more information.

Risk and threat assessments are a critical component of CWRPs. When developing or amending a CWRP, risk and threat assessments are limited to the **Eligible WUI**, which for the purpose of the FireSmart Community Funding and Supports program, is generally defined as a maximum of one kilometer from structures within the AOI with a structure density class greater than 6. Structural data updates may be collected and/or assembled as part of a CWRP, although it is not required if existing data is available.

Map 1 provides an example of the **AOI** and **Eligible WUI**. A full-size version of this map is available [here](#).

Applicants are advised to use the [Province of BC Data Catalogue](#) for PSTA and WUI spatial data layers.



Map 1: Sample AOI and Eligible WUI

To be eligible for funding:

- Local government land and **First Nations land** within the **Eligible WUI** must be assessed, but risk assessments on **Provincial Crown Land** within the **Eligible WUI** is voluntary (but eligible for funding).
- In cases where the applicant proposes risk assessments in **Eligible WUI** outside of the **AOI**, confirmation that the proposed risk assessments activities are supported will be required at the time of application submission from **Provincial Crown Land** Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails), other land managers (e.g., Indigenous Services Canada, local government) and/or First Nations (where overlap on reserves and/or traditional territories may exist). This is limited to exceptional circumstances only.
- In cases where the applicant proposes threat assessment in the **Eligible WUI** in Private Managed Forest Land (PMFL), confirmation that the proposed threat assessments activities are supported will be required at the time of application submission from the PMFL.

Amending an Existing CWRP

If an eligible applicant has identified the need to amend their current CWRP, or if BCWS, FNESS and/or BC Parks have identified that the current plan is no longer acceptable, existing CWRPs that are less than 5 years old can be amended to include/update:

- FireSmart Road Map.
- Recently acquired land or areas of new development, etc.
- Ground-truthing for new treatment units.
- Significant changes to forest stand composition and/or forest health changes or impacts.
- Integrating other plans or information.

Application Requirements

In addition to the required application materials for the FireSmart Community Funding and Supports program (refer to [Table 2](#)), applicants are required to submit:

- Worksheet 3: Proposed New or Amended CWRP.
- *Updated September 2025* - PDF map and Google Earth compatible KML file, at appropriate scale, outlining the **area of interest** and **Eligible WUI**. All maps must meet the general requirements for all maps outlined in Section B of [Appendix 11](#).
- In cases where the applicant proposes risk assessments in **Eligible WUI** outside of the **AOI**, confirmation that the proposed risk assessments activities are supported will be required at the time of application submission from **Provincial Crown Land** Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails), other land managers (e.g., Indigenous Services Canada, local government) and/or First Nations (where overlap on reserves and/or traditional territories may exist). This is limited to exceptional circumstances only.
- In cases where the applicant proposes threat assessment in the **Eligible WUI** in Private Managed Forest Land (PMFL), confirmation that the proposed threat assessments activities are supported will be required at the time of application submission from the PMFL.

Final Report Requirements

In addition to the required final report materials for the FireSmart Community Funding and Supports program (refer to [Table 5](#)), applicants are required to submit:

- Copy of the completed CWRP.
- Completed Wildfire Threat Assessment Worksheet(s) and photos.
- *Updated September 2025* - Maps and spatial data as outlined in [Appendix 11](#). All maps must meet the general requirements for all maps outlined in Section B of [Appendix 11](#).

Appendix 4: Funding Requirements for FireSmart Structure Protection Units

Updated in 2026 - Applicants are eligible to purchase up to \$50,000 (per year) of eligible equipment for FireSmart Structure Protection Units (SPUs) limited to items listed in Table 7. For regional district applications that include electoral areas, the eligible purchase is up to \$50,000 (per year) per electoral area.

Table 7 provides specifications for eligible equipment and recommended quantities. Approved applicants can determine the amount and type of equipment to be purchased annually based on what is needed locally or regionally to enhance capacity.

In order to develop a local FireSmart SPU program, it is recommended that eligible applicants commit to completion of a FireSmart SPU and purchase initial equipment, start the process of [requesting a Structure Protection Community Assessment](#) (or have one incorporated within their CWRP), and train staff to support a structure protection program (refer to [Table 1](#) for training that is eligible for funding).

For more information on the SPU requirements and Structure Protection Community Assessments please contact the BCWS Fire Services at SPCO@gov.bc.ca

Requirements for Funding

- Only equipment purchases are eligible for funding. Renovation and/or repair of SPUs and leasing of SPUs or equipment is not eligible for funding.
- All equipment MUST be labeled with applicant name and contact information to prevent loss during local deployment at wildland-urban interface fires.
- The FireSmart SPU will remain a local resource and not be considered for provincial deployments under the BCWS/FCABC Interagency Agreement.

Category	Item	Description	Recommended Quantity
Trailer	20 feet (not including tongue) with a minimum of 9800 lbs GVW, containing one spare tire complete with rims, jack, tire wrench and roadside emergency markers (reflective triangles).		1 (max)
Pump Tool Kit boxes	Each box contains all the items in the SPU Pump Toolbox Content list below.		6
Pumps	High Pressure Mark 3 / Watson and Wick 375	Either: 6 Mark 3's / Watson or Wicks or 5 Mark 3's / Watsons or Wicks and 1 BB 4	6
Suction Hoses	2"/ 51mm Suction hose x 10' / 3.2m	With aluminum foot valve and strainer	7
Fuel Cans	Fuel Cans	25 Litre Jerry Cans	12
Fuel Lines	Fuel Lines	Single Can	8 single lines total; 1 in each pump box and 2 spares
Fuel Lines, extra	Extra Fuel lines	Dual fuel line for pumps	7
Berms	Portable Berms	4' x 4' for pump site containment	2

Category	Item	Description	Recommended Quantity
Hose, BCT = BC Thread (see hose specifications below)	2.5" / 64mm diameter Non-percolating	50' / 15.2m BCT couplings 300 psi, 2100 kPa to BCWS specifications	20
Hose, QC = Quick Couple (see hose specifications below)	1.5" / 38mm diameter percolating	100' / 30.5m QC 300 psi to BCWS specifications 2100 kPa	25
	1.5" / 38mm diameter percolating	50' / 15.2m QC 300 psi to BCWS specifications 2100 kPa	50
Hose, GHT = Garden Hose Thread (see hose specifications below)	Econo 5/8" / 16mm or 3/4" / 19mm diameter hose	50' / 15.2m with 3/4" / 19mm GHT couplings 300 psi 2100 kPa	150
	Econo 5/8" / 16mm or 3/4" diameter hose	25' / 7.62m or 30' / 9.1m with 3/4" 19mm GHT couplings 300 psi 2100 kPa	100
Nozzles	3/4" / 19mm GHT thread	Brass	5
Valves	1.5" / 38mm	3 way QC with shutoff	30
Sprinklers	Roof butterfly 1/2" / 13mm head	39.5" / 1m overall length aluminum pole with 3/4" / 19mm M x FGHT threads (4.3 USGPM / 19.5 LPM @ 50 psi / 345 kPa = 26' / 7.9m wetted radius)	30
	Washing Machine Hoses	5' or 6'	15
	End Caps	3/4" FGHT	15
	Impact Sprinkler	Large 1" / 25mm or 3/4" / 19mm, 1/2" / 13mm steel dual step spike, brass head, full circle impact 7/32" / 5.6mm nozzle, 7.8 USGPM / 35.5 LPM @ 50 psi / 345 kPa = 55' / 16.8m wetted radius), or 3/16" / 4.8mm nozzle, 5.8 USGPM / 26.4 LPM @ 50 psi / 345 kPa = 51' / 15.5m wetted radius	50 (up to 25 can be offset sprinklers if have 50% as step spike, also can substitute medium for large)
Impact Sprinkler	Small 1/2" / 13mm, steel dual step spike, brass head, full circle impact 5/32" / 4mm nozzle, 4.3 USGPM / 9.5 LPM 50 psi / 345 kPa = 41' / 12.5 m wetted radius) or	50 up to 25 can be offset sprinklers if have 50% as step spike; can substitute medium sprinklers for small but smaller nozzles are required	

Category	Item	Description	Recommended Quantity
Sprinklers (Cont'd)	Impact Sprinkler (Cont'd)	764" / 2.8mm nozzle, 2.0 USGPM / 9.1 LPM @ 50 psi / 345 kPa = 36' / 11 m wetted radius	
	WASP Gutter Mount Sprinkler	Large, 5.0 USGPM @ 50 PSI Gutter Mount	25
	WASP Gutter Mount Bracket	Fascia/Fence Brackets	25
	Painter's Pole	Adjustable 12'	1
Water thieves	2.5" / 64mm M x F BAT thread x 1.5" / 38mm QC	Pyrolite	15
	1.5" / 38mm QC x 3/4" / 19mm male GHT with shutoff	Pyrolite or plastic	100
Adapters	Valves, couplers, wyes	2.5" / 64mm hydrant gate valve F x M BCT	2
		2.5" / 64mm BCT double female coupling	1
		2.5" / 64mm BCT double male coupling	1
		2.5" / 64mm BCT gated wye	1
		2.5" / 64mm BCT to 1.5" 38 mm QC	5
		Hydrant wrench	2
	Miscellaneous 3/4" / 19mm GHT (Econo)	3-way 3/4" / 19mm GHT individually gated	20
		3/4" / 19mm GHT double female adaptor	25
		1.5" / 38mm QC x 3/4" / 19mm GHT male reducers	5
		1.5" / 38mm QC x 3/4" / 19mm GHT female increasers	5
		3/4" / 19mm GHT Ball valve shutoffs	10
Portable Tank (Relay Tank)	Portable tank	2500 imperial gallon / 11,365 Litre	2
	Drain valve kit	3" / 76mm M to 2" / 64mm M drain valve assembly with shutoff	2
Ladders	Extension	24' / 7.3m Grade A	1

Category	Item	Description	Recommended Quantity
Lighting Kit	Generator	2,500 watts minimum	1
	Halogen or LED yard light	Double head with stand or similar	2
	Extension cord	50' / 15.2m 12 gauge	2
	Power bar	Exterior Rated	1
Fire Fighting tools	Shovel	Spade	1
	Pulaski		1
	McLeod Tool		1
	Axe	2.5 lb / 1.1kg 28" / 71cm handle	1
	Backpack pump	5 gal / 22L collapsible	1
Impact Tool Kit	Impact driver only	With case, charger, 2 batteries, bit set	2
Two Carpenters Tool Kits boxes: Each Tool Kit must contain these items in each box	Tool belt	4 pockets	1
	Claw hammer		1
	Pry bar	18" / 46cm	1
	Staple gun	(or hammer) with staples	1
	Pliers	Channel lock 10" / 25cm	1
	Screwdriver	Multi	1
	Wrench	Crescent 6" / 15cm	1
	Wrench	Crescent 10" / 25cm	1
	Wrench	Pipe 14" / 36cm	1
	Conduit clamps	50 – 3/8" / 9.5mm in bag 2 hole	4
	Pipe strapping	100 feet	1
	Tin snips	+ - 10" / 25cm	1
	Screws	100 – 1 3/4" / 44mm	4
	Screws	100 – 2 1/2" / 64mm	4
Nails	50 – 2 1/2" / 64mm duplex	4	
Poly	Rolls	2000 square foot 61m x 6 ml Heavy (roll is 20' x 100')	2
Sign boards	Chloroplast / Felt marking pens	2' / 61cm x 2' / 61cm blank	20
Tape	Flagging Tape Rolls	Red, orange, yellow, blue, green (2" including corresponding identification wording clearly legible "SPU" in black)	5 of each colour
	Teflon		2 rolls

Category	Item	Description	Recommended Quantity
Tape (Cont'd)	Duct		2 rolls
	Electrical		2 rolls
Rags	Rags	Box (1 kg)	2 boxes
Miscellaneous Tools	Rake	Leaf	1
	Broom	24" Push	1
	Cutters	Bolt 24" / 61cm or 36" / 91cm	1
	Saw	Carpenter hand	1
	Circular saw, wood	Electric - cordless	1
Trailer Misc.	Tie down straps	15" / 38cm bungee cords	5
		20" / 51cm bungee cords	5
		30" / 76cm bungee cords	5
		Cargo shelf strap 6' / 1.8m	5
		Ratchet (Pair)	1
Rope	Poly rope -3/8"/9.5mm	500' Roll	1
Safety items	Fire extinguisher	5 lb / 2.2 kg ABC	1
	First Aid Kit	Advanced First Aid Kit	1
	Cones	Safety marker 18" / 46cm	2
	PFDs	Personal Floatation Devices	2
Chainsaw Kit	Chainsaw	Min. 57 cc with 20" / 51cm bar	1
	Chainsaw gas can	5 L	1
	PPE	Chaps, regular with minimum 3600tcs	1
	Tool kit	Bar wrench, grease gun, spare spark plug, chain filing gauge	1
	Files	Chain & Raker	2
		Aluminum ball back check valve for discharge side of pump QC	
SPU Tool Box		Spark plug, spare for pump	1
		Rewind rope, spare for pump	1
		Mesh wire screen to wrap foot valve	1

Category	Item	Description	Recommended Quantity
SPU Tool Box (Cont'd)		Water thief 1.5" / 38mm QC to ¾" / 19mm GHT with shutoff	1
		¾" / 19 brass nozzle.	1
		1.5" / 38mm QC 10' 3.2m high pressure (450 psi 3150 kPa) "pony" hose for tandem hookup or first length before back check valve	1
		1.5"/38mm QC nozzle, 4 in 1 multi-orifice (i.e., Hansen)	1
		Priming bucket, collapsible	1
		3-way valve with shutoff 1.5"/ 38mm QC	1
		Mini grease gun for pump	1
		Tool kit appropriate for pump	1
		Hose wrench for suction hose	1
		Tandem adaptor 2" / 51mm F NPSH x 1.5" QC to run 2 pumps in series	1
		1.5" / 38mm male adaptor NPSH x QC	1
		1.5" / 38mm female adaptor NPSH x QC	1
		Single fuel line for pump	1
		Gasket kit (spares for GHT fittings, pump, suction hose, discharge hoses)	1
Miscellaneous	Machete	24" / 60cm	1
	Wheelbarrow or Cart	Contractor Grade	1

As of March 2023, the following hose specification requirements must be met:

- 15 ft econo hose will no longer be accepted and hose length must be 25 foot or 30 foot.

Hose description specifications – 1 ½"

Hose must meet the following specifications:

- FIREBREAK II, percolating hose, manufactured by Mercedes Textiles Limited, is the current BCWS hose standard.
- Hose must be 38mm in diameter, 100% synthetic, percolating forestry hose and must meet ULC – S519.1-14 "Standard for Synthetic Percolating Forestry Hose".

- Hose must be in 30.5m lengths or 15.25m and coupled with two (2) forged, external-lug quarter turn couplings, complete with face washers and must meet ULC-S551-13 “Standard for Forged External-Lug, Quick Connect Couplings and Adapters for Forestry Fire Hose”. Couplings must have ULC Stamp.
- Hose must have a 27mm long expansion ring with back up and face washers for the couplings.
- Hose will have ULC stamp, hose type identification, the year of manufacture and batch number. The identifiers are to be placed immediately after the specification marking, approximately one meter from each end of the hose in addition to being placed at the center of the hose.

Hose description specifications – 2 ½”

Hose must meet the following specifications and other manufactured hose will not be considered.

- Each hose end must have: aluminum coupling 2 ½” X 2 ¾” BAT, (Right/Left set) one end is the Female threaded coupling and the other end is Male Threaded.
- FORESTGUARD II hose, manufactured by Mercedes Textiles Limited: is the current BCWS hose standard.

Specifications of this hose are:

- Hose must be 64mm in diameter, 100% synthetic, non-percolating forestry hose and must meet ULC – S518.1.
- Coupled with Two (2) extruded aluminum and hard coat anodized male & Female threaded couplings - 2 ½” X 2 ¾” BAT, (Right/Left set).

Structure Protection Community Assessment

The purpose of a Structure Protection Community Assessment is to create a pre-plan management template for use by BCWS Structure Protection Specialist (SPS) and the community that enhances response assessment to **WUI** events affecting small communities (> 1000 population), including First Nations, by:

1. Soliciting local information through a timely and simple process in a widely accessible medium.
2. Explicitly including the priorities of local communities.
3. Providing a means to pre-plan and share situational awareness in response planning with first responders who arrive at **WUI** events with limited understanding of local geographic, economic, environmental, and social/cultural issues.
4. Leveraging available technologies to achieve objectives 1-3 above.

Communities with a population greater than 1000 should incorporate pre-incident planning into their Community Wildfire Resiliency Plan to achieve the same goals as the Structure Protection Community Assessment.

The goal of this plan is to provide response agencies with a strategic framework to use for the protection of improved properties or other values at risk in the event of a significant wildfire. This plan is separated into two parts; the first includes general information intended for use prior to an incident. Information intended for review and implementation during non-emergency periods by local communities. The second is more specific information about each of the identified critical infrastructures, intended to provide an incoming Incident Management Team or SPS with accurate predetermined structural and cultural priorities requiring protection as well as to identify tactical and operational information, as necessary. This plan recognizes the capability of the local fire department and the contributions that can be made by local, regional and provincial fire service resources.

DISCLAIMER

The recommendations made in the Structure Protection Community Assessment are based on fire probabilities for the conditions observed at the time of the survey. It must be understood that all fire scenarios cannot be addressed and that the plan is not an absolute. The plan should be used as a guide and implemented in part or in whole as circumstances dictate. The key to continued credibility of a Structure Protection Community Assessment is the time and accuracy employed to maintain the information provided. The document should be reviewed by community officials or their designate and updated on an annual basis prior to wildfire season.

Communities looking for Community Structure Protection Assessments can contact BCWS Fire Services at SPCO@gov.bc.ca for further information.

Appendix 5: FireSmart Neighbourhood Recognition Programs (FireSmart Canada Neighbourhood Recognition Program or FireSmart BC Local FireSmart Collective Program) and Wildfire Mitigation Program

[The FireSmart Neighbourhood Recognition Programs](#) (FireSmart Canada Neighborhood Recognition Program or FireSmart BC Local FireSmart Collective Program) and the [Wildfire Mitigation Program](#) (WMP) are both excellent resources for communities and individual residents. However, it is important to understand the intent of each in order to apply for funding through the FireSmart Community Funding and Supports program.

Both the FireSmart Neighbourhood Recognition Programs and the Wildfire Mitigation Program can and should exist within a community. One focuses on **neighbourhood/collective** involvement, engagement and education and the WMP provides mitigation recommendations for the action of individual homeowners. Together the two programs can assist communities in becoming wildfire resilient.

FireSmart Neighbourhood Recognition Programs

Neighbourhood programs focus on engaging **neighbourhoods** and community organizations to encourage them to create a FireSmart action plan to protect their **neighbourhood** and/or shared spaces.

Additional information about the FireSmart BC Local FireSmart Collective Program is available at firesmartbc.ca.

Wildfire Mitigation Program

The Wildfire Mitigation Program is a collaboration between fire departments, local governments, Indigenous communities, the private sector and homeowners in B.C.

A Wildfire Mitigation Specialist (WMS) completes an assessment that provides residents with:

- An in-depth, on-site assessment conducted by experienced fire professionals.
- An opportunity for property owners to identify mitigation actions unique to their property.
- A detailed follow up report with customized mitigation actions designed to measurably reduce the wildfire risk to their property.
- An opportunity to earn FireSmart certification acknowledging mitigation achievements. The certificate is given upon successful completion of required mitigation actions and an on-site follow up inspection.
- This type of recognition can be used to enhance real estate transactions by reassuring prospective buyers that the appropriate level of wildfire risk reduction has been achieved on the property.
- The mitigation certificate can also be shared with local insurance providers to showcase mitigation activities and potentially increase a homeowner's ability to maintain insurance coverage.

Wildfire Mitigation Specialist "Train the Trainer"

New in 2026 - Introduced in 2025, the WMS "Train the Trainer" workshop is available to active WMS to be trained to instruct WMS workshops to staff within their community and neighbouring communities.

- Once a WMS has completed the WMS train the trainer workshop, they are certified as a WMS trainer.
- Certified trainers offer the training "in house" to staff from their community or neighbouring communities.
 - Up to \$2,000 can be applied for in order to cover local costs (facility rentals, coordination, etc.).
 - Up to four staff to travel to the workshop from outside the community (including accommodations and per diems).

- An approved applicant can only host two courses a year with a minimum of five participants per course.
- FNESS led training for First Nations
 - FNESS staff can deliver Wildfire Mitigation Specialist workshops during community visits at no cost to the community.
 - Up to \$2,000 can be applied for in order to cover local costs (facility rentals, coordination, etc.).
 - Participant's travel to attend a FNESS Wildfire Mitigation Specialist workshop from outside the community (including accommodations and per diems) is also eligible (up to four staff per eligible applicant).
- Under all circumstances, staff wages and costs related to back-filling positions are not eligible for funding.

Appendix 6: Funding Requirements for Wildland Live Fire Training

New in 2026 – Wildland Live Fire Training is an initiative designed to enhance cross-training and inter-agency collaboration between local fire services and BCWS. These projects are required to be developed in partnership with BCWS zone staff, who will assist in identifying suitable sites, securing necessary authorizations, developing burn plans, implementing live fire operations and completing a debrief to inform future training and project planning.

Approved applicants are responsible for ensuring compliance with all applicable legislative and regulatory requirements, including securing land use authorizations and burn approvals in accordance with the *Wildfire Act* and its regulations. All BCWS Prescribed fire processes and templates can be found on the [Planning a Burn](#) page.

The primary objectives of Wildland Live Fire Training are to:

- Strengthen cross-training and inter-agency collaboration between local fire services and BCWS.
- Build local capacity, operational knowledge, and response integration across jurisdictions.
- Support the coordination and delivery of prescribed burns while prioritizing the development and readiness of fire service personnel.
- Strengthen the development of localized cultural and prescribed fire burn programs.

Approved applicants are required to work in collaboration with BCWS zone staff to complete the following:

- Identify suitable site locations for training burns. Training sites do not need to overlap with areas designated for treatment in the CWRP. While sites must fall within the community's **AOI**, selection should prioritize safe, practical locations that support cross-training and hands-on learning.
- Obtain necessary authorizations to conduct burns from the designated land manager(s).
- Develop burn plans and secure all required approvals. Burn plans must be reviewed and endorsed by a CRx Wildfire Prevention Officer or BCWS certified Technical Specialist.
- Implement the burn project in coordination with BCWS and possibly other local fire departments. Local fire services may also partner through existing mutual aid agreements and utilize current systems to mobilize resources and support across communities.
- Complete a debrief or after-action review to evaluate training outcomes, identify lessons learned, and inform future training opportunities, project planning, and the development of regular maintenance or prescribed fire programs.

Site complexity will depend on the crew's experience, availability, capacity, and level of preparation. These small, prescribed burn projects typically target light, flashy fuels such as grass or needle cast. However, if a project involves more complex fuel structures and falls outside the scope of Wildland Live Fire Training objectives, it should be considered as a Fuel Management project under the Fuel Management Program Guide and would require submission and approval of Worksheet 2: Fuel Management Activities.

All proposed Wildland Live Fire Training projects must be discussed with a BCWS Wildfire Prevention Officer or Prevention Specialist and/or FNESS Wildfire Resiliency Advisor prior to submitting a request for allocation-based funding.

Application Requirements

Updated September 2025 - In addition to the required application materials for the FireSmart Community Funding and Supports program (refer to [Table 2](#)), applicants are required to submit:

- Project description for proposed wildland live fire activities, including location, rationale for selection of location (e.g., high-risk areas identified in CWRP) and readiness to implement (e.g., status of required authorizations and burn plan development).
- Learning objectives: describe the skills or competencies that participants will gain from the wildland live fire training as well as any other proposed learning objectives.

- Partnerships: provide information on local or regional fire departments that will participate.
- Budget for proposed wildland live fire activities.

Wildland Live Fire Training projects require preliminary approval in principle from BCWS Zone staff to confirm alignment with authorizations, resource capacity, connectivity to existing initiatives, and overall feasibility. Confirmation of approval in principle from BCWS Zone staff is required to be submitted before commencing work.

Final Report Requirements

Updated September 2025 - In addition to the required final report materials for the FireSmart Community Funding and Supports program (refer to [Table 5](#)), applicants are required to submit:

- Project summary of completed wildland live fire activities, including:
 - Overview: completed activities, lessons learned and summary of challenges and successes.
 - Fuel management: if the project included fuel management treatment prior to the training burn, provide a description of the fuel management that was undertaken and the total hectares treated.
 - Area burned: provide the total land area burned as part of wildland live fire training.
 - Training outcomes: describe the skills or competencies that participants gained from the wildland live fire training and the extent to which learning objectives were met.
 - Partnerships: provide information on local or regional fire departments that participated in the completed activities, including information on any mutual-aid agreements that may be in place.
 - Community impact: describe how the wildland live fire training provided broader benefits (e.g., increased community confidence, awareness or readiness) and how the completed project will contribute to long-term fire response capacity and readiness.
- Google Earth compatible KML file of boundary of total land area burned.
- Financial summary, based on approved budget, for completed wildland live fire activities.

Appendix 7: Funding Requirements for FireSmart Projects for Critical Infrastructure and Community Assets

For the purpose of funding, the following are not eligible as FireSmart Projects for Critical Infrastructure: roads and bridges, gas stations, hotels and transfer stations.

For critical infrastructure, eligible projects must be **First Nations owned buildings, publicly owned buildings or publicly or First Nations owned critical infrastructure** that are currently designated as critical to support effective emergency response to a wildfire event. This includes structures designated as Emergency Operations Centres or Emergency Support Services facilities (e.g., reception centres, group lodging locations for evacuees), water pump stations, communications towers, and electrical generating stations, but does not include all critical infrastructure identified through the Local Authority Emergency Plan.

For community assets, eligible projects must be buildings or properties owned by local non-profit groups or community associations that are currently designated as critical to support effective emergency response to a wildfire event. This includes structures designated as Emergency Operations Centres or Emergency Support Services facilities (i.e., reception centres, group lodging locations for evacuees).

In cases where critical infrastructure or community assets are located on **Provincial Crown Land** confirmation that the proposed activities are supported will be required from Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) to UBCM prior to commencing work.

FireSmart Projects for Critical Infrastructure and Community Assets can include:

- Completion of required initial [FireSmart Critical Infrastructure Assessment](#) before mitigation work is started (completed assessment must be submitted prior to commencing work but the cost is an eligible expense provided the assessment is completed within six months prior to the date of submission of allocation-based funding request).
- Retrofitting existing structures/properties.
- New construction, provided that:
 - Construction was completed within past 12 months from date of application.
 - Construction follows the [Wildfire-Resilience best-practice checklist for home construction, renovation and landscaping](#).
 - Only incremental FireSmart expenditures, limited to activities identified in Table 8, are eligible.
 - An eligible assessment is completed when construction is complete.
- Completion of a second required [FireSmart Critical Infrastructure Assessment](#) after mitigation work is complete.

Please note that all assessments must be conducted by a qualified Local FireSmart Representative (LFR) or a qualified Wildfire Mitigation Specialist (WMS).

Table 8: Eligible Activities FireSmart Projects for Critical Infrastructure and Community Assets

Buildings		
1	Roof material and construction	<ul style="list-style-type: none"> • Install class A UL/ASTM fire rated roof covering (e.g., Metal, rated hot lay, clay tile or asphalt shingles) • Remove unrated roof covering (including wood shakes and wood shingle roofs)

Buildings (Cont'd)		
2	Roof covering	<ul style="list-style-type: none"> Ensure there are no gaps, openings that expose combustible building components, or enclosed spaces where embers could accumulate, lodge, or penetrate.
3	Gutters (combustible or non-combustible)	<ul style="list-style-type: none"> Ensure there are non-combustible gutters (metal or aluminum, no exposed combustible fascia/roof covering above gutters, or no gutters). Remove combustible gutters (plastic, vinyl, wood) and/or exposed combustible fascia/roof covering above gutter. Install metal angle flashing or drip edge where gutters are installed to protect the roof and any exposed fascia from ignition.
4	Cleanliness of roof and gutters	<ul style="list-style-type: none"> Remove all needles, leaves, or other combustible materials.
5	Eaves	<ul style="list-style-type: none"> Ensure all eaves are closed or no eaves/no gaps or holes/no unprotected areas to attic/interior of building, vents with 3 mm (1/8") non-combustible screening, operational louvres and flaps/ASTM ember resistant rated vents.
6	HVAC/active ventilation systems	<ul style="list-style-type: none"> Ensure all HVAC/active ventilation systems have 24-hour onsite operator, or remote shut-down capability.
7	Exterior siding	<ul style="list-style-type: none"> Install ignition resistant (cement fibre board, log) or non-combustible siding (stucco, metals, concrete, brick/stone).
		<ul style="list-style-type: none"> Ensure there are no gaps or cracks, missing siding, or holes.
8	Walls	<ul style="list-style-type: none"> Ensure there is no less than 15 centimetres non-combustible vertical ground-to-siding surface consistently around the building.
9	Fire resistant windows or doors (including large doors/garage doors)	<ul style="list-style-type: none"> Install tempered glass in all doors and windows and have no gaps in ANY doors, OR no windows.
10	Underside of the balcony, deck, porch, other building extensions or open foundation	<ul style="list-style-type: none"> Ensure balcony, deck, porch, or other building extensions/open foundations are sheathed in with fire resistant/non-combustible materials, or non-combustible siding, no gaps or cracks, OR open heavy timber, non-combustible or fire-rated construction OR non-combustible surface and no combustible debris under deck/extension AND treated Immediate, Intermediate, and Extended Zones and slope set-back (if applicable).
11	Building set back from the edge of a slope	<ul style="list-style-type: none"> Ensure the building is located on flat ground that extends to the full distance of the Extended Zone.
Critical Structures – Utility Poles, Communications Towers, Pipeline Valve Stations		
12	Valve station/substation/propane tanks	<ul style="list-style-type: none"> Ensure a non-combustible surface is continuous under all combustible infrastructure.
13	Utility line poles	<ul style="list-style-type: none"> Ensure poles/support structures are constructed of non-combustible material (metal or concrete).
		<ul style="list-style-type: none"> Ensure non-combustible or combustible poles or support structures are free of petroleum/accelerant-based coatings, cracks, and gaps where embers may accumulate, lodge, or penetrate and a non-combustible surface is continuous under all combustible infrastructure.

Critical Structures – Utility Poles, Communications Towers, Pipeline Valve Stations (Cont'd)		
14	Critical component (weather stations, antennae masts)	<ul style="list-style-type: none"> Ensure critical components are not constructed of materials that are susceptible to damage from significant radiant or convective heat fluxes or critical components are constructed of materials that are susceptible to damage from significant radiant or convective heat fluxes and Immediate Zone, Intermediate Zone and/or Extended Zones are treated.
		<ul style="list-style-type: none"> Ensure critical components are not constructed of materials that are susceptible to damage from embers or critical components are constructed of materials that are susceptible to damage from embers but are free of any gaps, holes or areas where embers could accumulate, lodge, or penetrate.
FireSmart Immediate Zone (0 to 1.5 metres)		
15	1.5 metres from furthest extent of critical building or structure (includes overhangs, extensions and decks)	<ul style="list-style-type: none"> Replace combustible surfaces with non-combustible surfaces (mineral soil, gravel, paving stones etc.). Remove or mitigate combustible debris, materials, fences, or vegetation.
FireSmart Intermediate Zone (1.5 to 10 metres)		
16	Non-critical buildings and flammable substances or other combustible materials (vehicles, flammable liquids, debris, construction material etc.)	<ul style="list-style-type: none"> Ensure flammable substances are moved outside of the Intermediate Zone, or placed in an approved fire-resistant storage container. Ensure outbuildings and other combustible materials are mitigated to meet FireSmart guidelines or if left unmitigated, moved outside of the Intermediate Zone to a minimum of 15 m (50 feet).
17	Trees	<ul style="list-style-type: none"> Remove coniferous trees from this zone or mitigate mature conifers (limb to 2 metres or 1/3 of canopy, whichever is less, and ensure 3 metres crown spacing where ecologically appropriate). Promote deciduous trees that are resistant to wildfires.
18	Surface vegetation and combustible materials	<ul style="list-style-type: none"> Cut and maintain grass to less than 10 centimetres. Plant low-growing, well-spaced, fire-resistant plants and shrubs, avoid having any woody debris, including mulch. Ensure surface debris is kept to a minimum. Remove dead branches, excessive build-up of pine needles, and heavy accumulation of grass.
FireSmart Extended Zone (10 to 30 metres)		
19	Surface Vegetation	<ul style="list-style-type: none"> Reduce surface vegetation - long grass and flammable shrubs. Reduce accumulations of branches, logs and debris. Promote the growth of deciduous trees in this zone, or ensure that conifers are separated to 3 meters of crown spacing (where ecologically appropriate), and limbed to a minimum of 2 meters or 1/3 of canopy, whichever is less.

Appendix 8: Funding Requirements for FireSmart Projects for Cultural Sites and Green Spaces

Eligible applicants are strongly encouraged to engage with BCWS or FNESS as early as possible when considering FireSmart projects for **green spaces** or for **cultural sites**. Depending on the location, proposed activities, and size of treatment area, fuel management may need to be considered instead of **FireSmart vegetation management**.

Cultural Sites are locations of historical and cultural importance to Indigenous communities, preserving their heritage, traditions, and connection to the land. These include, but are not limited to, culturally modified trees, traditional dwellings, burial sites, and ceremonial sites.

In cases where **Cultural Sites** are located on **Provincial Crown Land** confirmation that the proposed activities are supported will be required from Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and must be submitted to UBCM prior to commencing work.

Green spaces include parks, gardens, cemeteries, naturalized spaces, trails and pathways, linear parks and greenways, rights-of-way and boulevards. **Green spaces** are limited to **First Nations owned land** or **publicly owned land**.

Updated in 2026 - For both cultural sites and green spaces, project locations are not required to be within the **Eligible WUI**.

Updated September 2025 - To be eligible for funding, all FireSmart Projects for Cultural Sites and Green Spaces projects must have a completed Checklist for CRI Requirements for Fuel Management Prescription, with Section B completed by BCWS or FNESS, and, if the checklist confirms the proposed area meets the requirements for funding, a completed FireSmart Cultural Sites and Green Spaces (CSGS) Assessment.

FireSmart Projects for **Cultural Sites** and **Green Spaces** include:

- [Checklist for CRI Requirements for Fuel Management Prescription](#) is required to be completed before CSGS Assessment is started (completed checklist must be submitted prior to commencing work but the cost is an eligible expense provided the assessment is completed within six months prior to the date of allocation-based funding request).
- Completion of [FireSmart CSGS Assessment](#) before mitigation work is started (completed assessment must be submitted prior to commencing work but the cost is an eligible expense provided the assessment is completed within six months prior to the date of allocation-based funding request).
- **FireSmart vegetation management** practices to decrease CSGS wildfire risk.
- Only incremental FireSmart expenditures, limited to activities identified in [Table 9](#), are eligible.

All assessments for CSGS are required to follow the [CSGS Guide](#) and be completed on the [CSGS Assessment](#) form before mitigation work begins. A secondary assessment is required to be completed after mitigation activities are undertaken.

Please note that all CSGS Assessments must be conducted by a qualified Wildfire Mitigation Specialist (WMS) that has current training qualifications from FireSmart BC or by a Forest Professional with LFR training, that is working within their scope of practice.

Table 9: Eligible Activities FireSmart Projects for Cultural Sites and Green Spaces

Cultural Site or Green Space		
1	Brushing of trees and shrubs	<ul style="list-style-type: none"> Remove conifers that are no greater than 2 metres in height. Ensure shrubs are spaced either individually or as clusters to break up fuel continuity. Ensure surface fuels are mitigated by removing heavy accumulation of dead branches, logs, leaves or needles, and wood chips.
2	Pruning of trees and shrubs	<ul style="list-style-type: none"> Ensure conifer trees are pruned to 2 metres above ground or 1/3 of canopy, whichever is less. Ensure flammable shrubs and excessive build up is removed from tree drip line.
3	Plant selection	<ul style="list-style-type: none"> Ensure there is a mix of deciduous and coniferous trees present if possible. Ensure flammable shrub species are replaced with FireSmart plant guide species (if culturally and/or ecologically appropriate). Prioritize native species to reduce maintenance and water use if replacing existing plants.
4	Hardscaping	<ul style="list-style-type: none"> Ensure landscaping timbers are properly mitigated, i.e., replace wooden ties with non-combustible material. Ensure bark mulch is replaced with non-combustible material.
5	Slope	<ul style="list-style-type: none"> Ensure extra measures are taken when CSGS has slope as a contributing risk factor (slope of 10% or greater could require a slope adjustment, whereby the zone distances with their corresponding mitigation requirements are doubled). Ensure horizontal and vertical vegetation fuels are broken up with appropriate spacing 3 metres of crown spacing (where ecologically appropriate), and limbed to a minimum of 2 metres or 1/3 of canopy, whichever is less. On steep slopes, the height of limbing requirements may increase.
Cultural Site (with a precise focal point)		
FireSmart Immediate Zone (0 to 1.5 meters)		
6	1.5 meters from furthest extent of focal point or specific value	<ul style="list-style-type: none"> Replace combustible surfaces with non-combustible surfaces. Remove combustible debris, materials, fences, or vegetation.
FireSmart Intermediate Zone (1.5 to 10 meters)		
7	Trees	<ul style="list-style-type: none"> Remove coniferous trees from this zone or mitigate mature conifers (limb to 2 metres and ensure 3 metres crown spacing where ecologically appropriate). Promote deciduous trees that are resistant to wildfires.

FireSmart Intermediate Zone (1.5 to 10 meters) – cont'd

8	Surface vegetation and combustible materials	<ul style="list-style-type: none">• Cut and maintain grass to less than 10 centimetres.• Plant low-growing, well-spaced, fire-resistant plants and shrubs. Avoid having any woody debris, including mulch.• Ensure surface debris is kept to a minimum. Remove dead branches, excessive build-up of pine needles, and heavy accumulation of grass.
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FireSmart Extended Zone (10 to 30 meters)

9	Trees	<ul style="list-style-type: none">• Mitigate or remove coniferous trees or replace with deciduous tree species.• Limb conifer tree branches within 2 metres of the ground or $\frac{1}{3}$ of canopy, whichever is less.
10	Surface vegetation and combustible materials	<ul style="list-style-type: none">• Reduce surface vegetation - long grass and flammable shrubs.• Reduce accumulations of branches, logs and debris.

Appendix 9: Funding Requirements for FireSmart Rebate Program and Mitigation Work for Seniors, Elders, People with Limited Mobility or Vulnerable Populations

Updated in 2026 - Approved applicants can use grant funding to offer local rebate programs and/or undertake eligible mitigation work for home and property owners, including farms and ranches, that complete eligible FireSmart activities on their properties in the FireSmart Home Ignition Zone (within 30 m of homes and structures).

Rebates and eligible mitigation work can include:

- Retrofitting existing homes, structures and properties.
- New construction, limited to items 1-4 in [Table 8](#), provided that:
 - Construction was completed within past 12 months from date of allocation-based funding request.
 - Construction follows the [Wildfire-Resilience best-practice checklist for home construction, renovation and landscaping](#).
 - Only incremental FireSmart expenditures, limited to activities identified in [Table 10](#), are eligible.
 - An eligible assessment is completed when construction is complete.

Rebate Program Requirements and Eligible Mitigation Work for Homes and Properties

Approved applicants are required to adhere to the following requirements:

- Updated September 2025 - Rebates are limited to 50% of the total cost of the eligible activities identified in [Table 10](#) and up to \$5,000 per property (note: higher funding requests will not be considered)².
- Updated September 2025 - Eligible mitigation work for homes and properties is limited to labour costs required to complete eligible activities outlined in [Table 10](#) and only available for:
 - Homes and properties owned by seniors (65 years of age or older), elders, people with limited mobility or vulnerable populations who cannot undertake mitigation activities themselves.
 - Band owned housing occupied by elders, people with limited mobility or vulnerable populations and who cannot undertake mitigation activities themselves.
- Areas of higher wildfire risk, such as **neighbourhoods** adjacent to the forested edge and/or areas that fall in an overall high to extreme category, should be prioritized for rebates and eligible mitigation work for homes and properties. Current plans should be used to decide where to prioritize FireSmart activities.
- The approved applicant must assess the FireSmart activities that are conducted by home or property owner and review costs (e.g., receipts and/or proof of labour) before approving rebates.
- The home or property owner must have one of the following:
 - [FireSmart Home Ignition Zone Assessment](#) of their property conducted by a qualified Local FireSmart Representative (LFR).
 - Assessment of the property through the [Wildfire Mitigation Program](#) by a qualified Wildfire Mitigation Specialist (WMS).
 - FireSmart Farm and Ranch Assessment of their property conducted by a qualified FireSmart Farm and Ranch Assessor.
- The qualified LFR, WMS, or Farm and Ranch Assessor must use the [FireSmart Assessment Work Hours Estimate Form](#) to outline mitigation recommendations to the home or property owner.
- For rebates, home or property owners can complete the recommended mitigation activities themselves, or hire others to complete the work.

² For strata properties, rebates are available for the common property and properties owned by individual owners.

- Only activities that are recommended in the completed assessment, and that are identified in [Table 10](#), are eligible for the rebate or eligible mitigation work for homes and properties.

Table 10: Eligible Activities for FireSmart Rebate Programs and Eligible Homes and Properties Mitigation Work		
Home or Structure		
1	Roof Materials Gutters Vents and Openings	<ul style="list-style-type: none"> • Install UL/ASTM fire-rated roofing (metal, clay, asphalt shingles). • Install non-combustible gutters and/or gutter covers. • Remove roof surface tree needles, debris or overhanging branches. • Install closed eaves and/or non-combustible fire-rated vents or vents with 3 mm screening, excluding dryer vents.
2	Building Exterior or Siding	<ul style="list-style-type: none"> • Install ignition resistant (fibre cement board or log) or non-combustible (stucco, metal, brick/stone) exterior siding material. • Repair gaps, cracks or holes where embers could lodge or penetrate. • Provide 15 cm non-combustible vertical ground-to-siding clearance.
3	Windows and Doors	<ul style="list-style-type: none"> • Install tempered glass in all doors and windows. • Replace single pane window glass with multi pane/thermal window glass. • Repair gaps in doors/garage doors where embers could accumulate or penetrate.
4	Balcony, deck, porch	<ul style="list-style-type: none"> • Install non-combustible or fire-rated, solid (no gaps or cracks) deck surface and support construction. • Close up open deck structures or remove all combustibles below deck.
FireSmart Immediate Zone (0 to 1.5 metres from Home)		
5	1.5 metres from furthest extent of home	<ul style="list-style-type: none"> • Replace combustible surfaces with non-combustible surfaces. • Remove combustible debris, materials, fences or plants.
FireSmart Intermediate Zone (1.5 to 10 metres from Home)		
6	Adjacent Combustibles	<ul style="list-style-type: none"> • Move woodpiles, building materials and all other combustibles into the Extended Zone or enclose in an approved outbuilding that meets FireSmart guidelines.
7	Outbuildings not meeting FireSmart guidelines	<ul style="list-style-type: none"> • Upgrade outbuildings to meet FireSmart guidelines or relocate outbuildings more than 10 metres from home. • Ensure any structures retained in this area are treated to the same standards as decks, and hardened against ember transfer. • Examples of outbuildings include woodsheds, external heat sources, smoke houses, outdoor kitchens, etc.
8	Trees	<ul style="list-style-type: none"> • Remove coniferous trees from this zone or mitigate mature conifers (limb to 2 metres or 1/3 of canopy, whichever is less and ensure 3 metre crown spacing where ecologically appropriate). • Promote deciduous trees that are resistant to wildfires.
9	Surface vegetation and combustible materials	<ul style="list-style-type: none"> • Cut and maintain grass to less than 10 centimetres or shorter. • Plant low-growing, well-spaced, fire-resistant plants and shrubs, avoid having any woody debris, including mulch. • Ensure surface debris is kept to a minimum. Remove dead branches, excessive build-up of pine needles, and heavy accumulation of grass.

FireSmart Extended Zone (10 to 30 metres from Home)

10	Trees	<ul style="list-style-type: none">• Thin coniferous trees or replace with deciduous tree species.• Remove conifer tree branches within 2 metres of the ground or 1/3 of canopy, whichever is less and ensure 3 metre crown spacing where ecologically appropriate).
11	Surface Vegetation	<ul style="list-style-type: none">• Reduce surface vegetation – long grass and flammable shrubs.• Reduce accumulations of branches, logs and debris.

Appendix 10: LGPS Online Application Tool

As outlined in [Section 7](#), applications are required to be submitted in two steps **prior to the application deadline**:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Allocation-based Funding Worksheet that must be completed as part of Step 2.
2. Allocation-based Funding Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

STEP ONE: LGPS Online Application Form

The following questions are required to be answered on the LGPS Online Application Form:

1. Name of the intake of the funding program that you want to apply for (select from menu).
2. Name of the Primary Applicant (select from menu). Please note: if the name of your organization is not included in the menu, contact UBCM in order to determine eligibility and next steps.
3. Primary and secondary contact information: name, position, phone, email.
4. Primary Applicant mailing address.
5. Project title. Project titles should be brief but include key project activities, the area where the work will be undertaken, and the intended outcome/deliverable.
6. Proposed start and end date.
7. Estimated total project budget.
8. Estimated total grant request.
9. Other funding amount and source.
10. Project summary (provide a brief summary, no more than 500 characters).
11. Progress to date. Provide an update on the status of previously approved projects if previously funded under same funding program/funding stream.
12. Certification that the information is complete and accurate.
13. Name and email of person submitting application.

When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Allocation-based Funding Worksheet that must be completed as part of Step 2.

STEP TWO: Allocation-based Funding Worksheet and Required Attachments

Allocation-based Funding Worksheet

The following questions will be required to be answered on the Allocation-based Funding Worksheet:

1. Recipient information
 - Recipient full name (First Nation or local government)
 - File number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted.)

2. Funding request
 - Year 1 and Year 2 funding amount request
3. Regional District recipients only
 - Identify which electoral areas you are requesting funding for
4. Wildfire risk and additional evidence:
 - WUI Wildfire Risk Class and Polygon Name
 - Additional Evidence
5. FireSmart Components and Eligibility Criteria:
 - Progress to date on past FCFS projects
 - Confirmation of FireSmart Components
 - FireSmart position (title of position(s), length position has been in place, general duties)
 - CWRP or CWPP (type of plan and date)
 - Community FireSmart and Resiliency Collaborative (host or participant, participating agencies)

Required Attachments

As outlined in [Tables 2-4](#)

Appendix 11: Requirements for Maps and Spatial Data for CWRP Reporting

Spatial data submissions and large format georeferenced PDF maps that clearly represent (at a suitable scale) the mandatory content are required as part of the final report requirements for CWRPs.

A. Summary of Map and Spatial Data Requirements

Table 11: Maps and Spatial Data		
	Mapping requirement	Spatial Data Layers and KMZ
ALL projects	Mandatory requirements for all maps: refer to Part B	KMZ required for all project types
CWRPs	<ul style="list-style-type: none"> • Area of Interest (AOI) and VAR • Local Fire Risk • Proposed Fuel Treatment Units • Refer to Part C 	<ul style="list-style-type: none"> • AOI • PROPOSED_TREATMENT • FCFS_WUI • Refer to Part D

B. Mandatory Requirements for All Maps

- Descriptive title
- Scale (as text or scale bar)
- North arrow
- Legend
- CRI/LGPS Project number and proponent name, consultant and GIS company name
- Date
- Reference data such as roads, railways, transmission lines, pipelines, water bodies and rivers/creeks
- Compress map files to reduce unnecessary large file sizes

C. Required Maps for CWRPs

MAP 1: Area of Interest (AOI) and VAR

- CWRP **Area of Interest (AOI)**. Refer to [Appendix 3](#) for more information on the eligible **AOI**.
- Land ownership and administrative boundaries (Municipal, Federal, **Private land**, Parks, **Provincial Crown Land**, etc.)
- Relevant tenures such as range, woodlots, community forest areas
- Fire Department Boundaries
- Proposed and completed fuel treatments
- FireSmart areas, Wildfire Hazard Development Permit Areas
- Values at risk (critical infrastructure)
- High environmental and cultural values
- Hazardous values at risk

MAP 2: Local Fire Risk

- CWRP **Area of Interest (AOI)**. Refer to [Appendix 3](#) for more information on the eligible **AOI**.
- PSTA Threat or Modified Local Level Polygons
- Hectares of each PSTA Threat Class or Modified Local Level Threat Class must be stated on the map in a table

MAP 3: Proposed Fuel Treatment Units

- CWRP **Area of Interest (AOI)**. Refer to [Appendix 3](#) for more information on the eligible **AOI**.
- CWRP FCFS **Eligible Wildland Urban Interface (WUI)** one-kilometre buffer. Refer to [Appendix 3](#) for more information on the **Eligible WUI**.
- Land Status and tenure overlaps e.g. range, woodlots, etc.
- Proposed fuel treatment units, labelled by PROPOSED_TREATMENT_ID
- Previously completed treatments, labelled by year
- Hectares of Proposed Fuel Treatments in a table on map (PROPOSED_TREATMENT_ID, AREAHA)
- WTA Plots (When Modified Local Level Polygons used)

D. Required Spatial Data for CWRPs:

Formats, conventions and standards: Spatial data must conform to the following general formats, naming conventions and standards.

1. Data Format and Naming Conventions:

Data for CWRPs must be submitted in a File Geodatabase (FGDB) and KMZ format and must conform to the conventions for feature dataset names, feature class names, attribute names, and attribute values as identified in the Specific Submission Requirements by Project Type section below. It is strongly recommended that you use the template FGDB in order to facilitate meeting this requirement.

FGDB and KMZ names must adhere to the following naming standard:

< Local Government/First Nation Band Number>_<ProjectTypeAndDescription>

For example: PrinceGeorge_CWRPNorthPG.gdb

PrinceGeorge_CWRPNorthPG.KMZ

FN699_CWRPNorthPG.gdb

FN699_CWRPNorthPG.KMZ

2. **FGDB Projection:** The projection standard is NAD_1983_BC_Environment_Albers (EPSG:3005), with parameters of:

Central meridian: -126.0° (126°00'00" West longitude)

Latitude of projection origin: 45.0 (45°00'00 North latitude)

First standard parallel: 50.0° (50°00'00" North latitude)

Second standard parallel: 58.5° (58°30'00" North latitude)

False easting: 1000000.0 (one million metres)

False northing: 0.0

Datum: NAD83, based on the GRS80 ellipsoid.

3. **Updated September 2025 - Compatibility:** The Province of BC uses ArcGIS PRO and all CWRP spatial data submissions must be compatible with ArcGIS PRO. In addition, some feature layers as identified below, are also required in a KMZ format.
4. **Data Quality:** Submitted data must meet general data quality guidelines to ensure corporate data quality standards are met. Data with slivers, gaps between adjacent polygons, and geometry or topology errors shown as overlaps will not be accepted.
5. **Metadata for CWRPs:** Metadata must be provided for all spatial layers. The metadata standard is FGDC and is required to be submitted in .xml format. Metadata must document the following:
 - a. A description of what each dataset represents for all datasets provided in addition to what is outlined in the individual project sections.
 - b. A description of each attribute and the codes/values used to populate it for all attributes provided in addition to what is outlined in the individual project sections.
 - c. Data Source information including where the data came from, the currency of the information and source contact details for potential follow-up.
 - d. For resultant datasets, metadata must also include the methodology and source data used in the creation of the resultant, the date of creation, and contact details for the person who created it.
6. **CWRP Submission:**
 - File geodatabase (FGDB) compressed into a zip file.
 - KMZ files saved with symbology (i.e. similar to what is displayed on the required maps).

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
AOI	YES	CWRP area of interest	DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 13	Text, 45
			AREAHA	Area in hectares	Double
FCFS_WUI <i>Updated September 2025 -</i>	YES	Fire Smart Community Funding and Supports program 1km WUI	DATA_SOURCE	Origin of FCFS_WUI source. e.g., "WUI 2020" or for updated buffers suffixed with applicant's name e.g., CWRP - Cariboo RD	Text, 75
			DATA_COLLECTION_DATE	Date the spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 13	Text, 45
			AREAHA	Area in hectares	Double

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
PROPOSED_TREATMENT	YES	Proposed gross treatment area	PROPOSED_TREATMENT_ID	Unique proposed treatment identifier	Text, 7
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 13	Text, 45
			AREAHA	Area in hectares	Double

Additional notes about CWRP submissions:

- All spatial layers in addition to those identified in this guide, that are a key component of the CWRP maps or plan, must be included as part of the spatial submission and must include metadata.
- If more than one data collection method was used, please choose the value that best represents how the information was captured.
- CWRP hectares on maps and documents must match those submitted spatially.
- The FCFS CWRP **AOI** and CWRP **WUI** must align with the definitions provided in [Appendix 1](#).

Please note: Spatial data submissions will be evaluated against these criteria. The final report and payment of grant funding will not be approved until all these criteria are met.

E. Attribute Value Reference Tables

DATA_COLLECTION_METHOD	DESCRIPTION
differentialGPS	The data was captured with a differential GPS unit, or was post-processed with information received from known reference stations, to improve data accuracy.
Digitizing	The data was converted from an analog map into a digital format using a digitizing tablet connected to a computer.
GISAnalysis	The data was created as a result of a GIS Analysis.
nondifferentialGPS	The data was captured with a GPS unit but was not post-processed or was captured with a GPS unit incapable of doing differential GPS.
orthoPhotography	The data was delineated from an orthophoto (aerial photography).
Photogrammetric	The data was delineated using photographs or images in stereo pairs.
satelliteImagery	The data was delineated from a satellite image.
sketchMap	The data was hand sketched, either on an analog map or on-screen.
tightChainTraverse	The data was surveyed with a hand compass and chain to create a closed traverse.



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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 12, 2025**

SUBJECT UBCM Community Emergency Preparedness Fund Grant: Volunteer and Composite Fire Departments Equipment and Training – 2025 Application

ISSUE SUMMARY

The Capital Regional District (CRD) is applying to the Union of British Columbia Municipalities (UBCM) for grant funding for fire department equipment and training under the Community Emergency Preparedness Fund program. The CRD operates seven eligible Electoral Area (EA) fire departments. UBCM requires that all grant applications be accompanied by a motion of support from the local government.

BACKGROUND

UBCM provides funding for a range of community-based projects, including volunteer-based fire departments. A 2025 grant opportunity is available to support equipment and training for volunteer and composite (mixed paid and volunteer) fire departments. The CRD administers seven eligible fire departments through delegated-authority commissions. Improvement district and society-operated departments are eligible to apply directly to UBCM. As part of the application process, UBCM requires a motion of support to receive and manage grant funding.

Protective Services staff coordinated this grant application with seven fire departments: Port Renfrew, Shirley, Otter Point, East Sooke, Willis Point, North Galiano and South Galiano. Grant funds would permit departments to upgrade equipment, such as personal protective gear and facilitate training courses to meet the new Provincial Minimum Training Standards.

The grant request breakdown by fire service area is below. Grant funding may be pooled between fire departments to increase efficiency and reduce overhead costs.

Fire Service Area	Funding Proposal
Port Renfrew	\$30,000
Otter Point	\$30,000
North Galiano	\$30,000
East Sooke	\$30,000
Shirley	\$30,000
Willis Point	\$30,000
South Galiano	\$30,000
Total	\$210,000

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board: That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all things necessary for accepting grant funds and overseeing grant management for CRD volunteer fire departments.

Alternative 2

That staff be directed to rescind the grant application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Fire Departments Equipment and Training program.

IMPLICATIONS

Financial Implications

The Volunteer and Composite Fire Departments Equipment and Training funding stream can contribute a maximum of 100% of the cost of eligible activities, to a maximum of \$30,000 per department. The applications presented propose 100% funding and do not include local cost sharing. Additionally, the grant will not be used to fund operational budgets but rather will be used to fund one-time projects that increase fire department capacity and resident safety.

Grants will be awarded in two payments: 50% when the signed Approval Agreement has been returned to UBCM, and the remainder when the project is complete and the final reporting requirements have been met.

CONCLUSION

The CRD supports fire prevention and response in its electoral areas. The UBCM Fire Departments Equipment and Training funding stream is an important resource to build fire department capacity in the capital region. If supported by the Board, UBCM will consider the CRD's grant application.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board: That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all things necessary for accepting grant funds and overseeing grant management for CRD volunteer fire departments.

Submitted by:	Shawn Carby, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: UBCM Community Emergency Preparedness Fund: Volunteer & Composite Fire Departments Equipment & Training – 2025 Application Worksheet

Community Emergency Preparedness Fund Volunteer and Composite Fire Departments Equipment and Training 2025 Application Worksheet

Please complete and return the worksheet with all required attachments by **October 31, 2025**. Applicants will be advised of the status of their application within 120 days of the application deadline.

All questions must be answered by typing directly in this form. **As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.**

For detailed instructions regarding application requirements, please refer to the 2025 Volunteer and Composite Fire Departments Equipment and Training Program and Application Guide.

If you have any questions, contact cepf@ubcm.ca or (604) 270-8226 ext. 220.

SECTION 1: Primary Applicant Information

First Nation, Local Government, or Fire Department Name:
Capital Regional District

File Number*: LGPS-12312

**Refer to the LGPS Online Application Form submission confirmation email.*

SECTION 2: Eligibility Requirements

1. Location of Proposed Activities. For the purpose of CEPF funding, fire halls must be a First Nation owned building or publicly owned building or owned by the primary applicant or a sub-applicant:

- Fire hall is a First Nations owned building (buildings owned by a Treaty First Nation or a First Nation band).
- Fire hall is a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).
- Fire hall is owned by the primary applicant or sub-applicant.

2. Requirement to be Volunteer or Composite Fire Department. For each eligible fire department that is included in this application, please provide the following information.

If multiple fire departments are included, please submit a separate summary document.

- a) Name of each fire department:
- b) Membership of each department(s): Volunteer Composite
Please describe: See below
- c) Declared level of service of each department:

Exterior Interior Full Service

Please describe: See below

- East Sooke Volunteer Fire Department - Volunteer - Interior
- North Galiano Volunteer Fire Department - Volunteer - Exterior
- South Galiano Volunteer Fire Department - Volunteer - Interior
- Otter Point Volunteer Fire Department - Volunteer - Interior
- Shirley Volunteer Fire Department - Volunteer - Exterior
- Willis Point Volunteer Fire Department - Volunteer - Exterior
- Port Renfrew Volunteer Fire Department - Volunteer - Exterior

Copies or extracts of the available evidence of declared level of service are required to be submitted with the application.

The BC Structure Firefighter Minimum Training Standards include the requirement for fire departments to declare their level of service. This applies to all local government, Treaty First Nation, and society-run fire departments. The training standards are not automatically applicable on federal reserve lands and, for the purpose of CEPF funding, non-Treaty First Nations are not required to declare their level of service if they are not prepared to do so. This will not impact the review or scoring of applications.

SECTION 3: Detailed Project Information

3. Operating Budget(s).

- a) Please indicate the annual operating budgets of each fire department included in this application.

East Sooke - \$712,360

North Galiano \$334,680

South Galiano \$634,717

Otter Point \$755,830

Shirley \$233,570

Willis Point \$163,520

Port Renfrew \$221,165

- b) Describe the extent to which the annual operating budget enables each fire department to purchase essential equipment and/or obtain training.

The CRD operates seven fire departments in the Juan de Fuca and Southern Gulf Islands Electoral Areas. The project would enable the departments to work towards compliance with the minimum structure firefighter equipment and training for all their volunteer members. Due to the rural nature and small size of the service areas, plus the increased costs of firefighting equipment (+25%) there is limited opportunity to purchase essential equipment and comply with minimum levels of equipment and training. As seen above, most departmental budgets do not permit significant paid positions or volunteer compensation. The overwhelming majority of budgets go towards equipment, training, overhead, and capital (apparatus and hall) costs.

4. Proposed Activities to Support Response to Structure Fire. What specific activities will be undertaken as part of the proposed project? Refer to Sections 4, 5, and 6 of the *Program and Application Guide* for eligibility.

- a) Purchase of essential equipment to support response to Structure Fire, including installation of and training for eligible equipment.

Equipment requests for the seven departments are based on individual need, and include basic personal protective equipment (PPE) and fire equipment (see attached budget worksheet for details per fire hall).

- b) Training to support response to structure fires. Where possible, please list specific courses.

Training is for members of the seven included departments only. All training is aimed at adopting and implementing the BC Structure Firefighter Minimum Training Standards, particularly competencies for Apparatus Operator, Team Leader, Officer, and Incident Commander.

Note: training is for fire department members only and not community members.

Detailed budget attached.

Where applicable, the detailed budget is required to include a clear separation of proposed activities and costs related to structure fire and activities and costs related to interface fire.

5. Proposed Activities to Support Response to Interface Fire. What specific activities will be undertaken as part of the proposed project? Refer to Sections 4, 5, and 6 of the *Program and Application Guide* for eligibility.

- a) Purchase of essential Interface Fire equipment, including installation of and training for eligible equipment.

Focus this year on the purchase of SCBA tanks and related equipment that run about \$12K per set, and SCBA refill equipment. Two of the departments are wanting thermal imaging cameras. Request for wildland protective clothing and turnout gear from four of the seven departments.

- b) Cross-training to support response to interface fires. Where possible, please list specific courses.

Note: training is for fire department members only and not community members.

WSPP WFF1 - Wildland Firefighter Level 1

ICS 100 - Incident Command System

FireSmart BC Wildfire Resiliency and Training Summit

Where applicable, the detailed budget is required to include a clear separation of proposed activities and costs related to structure fire and activities and costs related to interface fire.

6. Resiliency. Describe how the proposed project will enable volunteer fire departments and composite fire departments to prepare for and respond to emergencies through training and the purchase of essential equipment.

East Sooke, Shirley and Port Renfrew - The purchase of costly SCBA equipment will assist in providing these departments with basic equipment required for the departments to strive for compliance with the March 2024 BC Structure Firefighter Minimum Training Standards.

North and South Galiano - This project builds resiliency by providing training to members in Live Fire, Team Leader, Driver/Operator for Interior and Exterior Fire, ensuring that incidents are responded to in the most effective manner using modern firefighting principles. The purchase of

wildland fire shirts, pants and helmets will supplement and replace expired, ill-fitting and wornout gear currently used by members.

Otter Point and Willis Point - The additional nozzle and pump equipment will enable the departments to not only have more resources to deal with larger incidents more efficiently. Without the approved Turnout gear they are unable to respond appropriately to emergencies. These departments will also train members in Officer training.

7. Physical and Mental Well-Being. Describe the extent to which proposed training will specifically address the physical and mental wellbeing of eligible fire department staff and volunteers.

As a volunteer department it is important for members to know they are valued enough to have the proper safety equipment to do their job. As they enter many highly stressful situations with members that may have minimal training, it is very important for their mental health and well being to know that they have equipment that is up to the standard to properly protect them. Having old, hand me down and/or expired gear doesn't give the crew the confidence they need to psychologically do their job. Improved response, PPE and training will improve the confidence and mental wellbeing of fire department staff and volunteers.

8. Partnerships and Transferability. Describe the extent to which the proposed project will provide partnerships, transferability, or mutual aid to neighbouring jurisdictions.

Significant coordination will occur between the 11 Fire Services where CRD is Authority Having Jurisdiction. This project also benefits the Pacheedaht First Nation in that they provide 40% of funding for the Port Renfrew Fire Protection service area.

9. Additional Information. Please share any other information you think may help support your submission.

Costs have risen significantly over the past two years making it nearly impossible for the volunteer fire departments to house the firefighting and safety equipment they need for their volunteers to safely and effectively do their jobs. This grant of \$30K per volunteer department helps significantly in helping them fulfill their wish lists for equipment that they need but they don't have the budgets for.

SECTION 4: Required Attachments

The following separate attachments are required to be submitted as part of the application.

All applicants are required to submit:

- Evidence of declared service level (e.g. bylaw, resolution).
- Detailed budget:
 - Indicating the proposed expenditures from CEPF in alignment with the proposed activities outlined in the Application Worksheet (including a clear separation of proposed activities and costs related to structure fire and activities and costs related to interface fire).
 - Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified.
 - Applicants are encouraged to use the LGPS Budget and Financial Summary Tool.

First Nation, local government, or improvement district applicants must submit:

Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO, or CFO for applications that request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.

Legally incorporated society-run fire department applicants must submit:

Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management; and

Current Certificate of Good Standing.

Regional project applicants are required to submit:

Band Council, Treaty First Nation, or local government resolution from the primary applicant, indicating support for the current proposed activities and willingness to provide overall grant management; and,

Band Council, Treaty First Nation, or local government resolution from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf. Resolutions from sub-applicants must include this language.

SECTION 5: Signature This worksheet is required to be signed by an authorized representative of the applicant (i.e., staff member or elected official). Please note all application materials will be shared with the Province of BC.

I certify that: (1) to the best of my knowledge, all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) we understand that this project may be subject to a compliance audit under the program.

Name: Chris J. Vrabel	Title: Manager, Fire Services
Signature*: 	Date: October 28, 2025
*A certified digital or original signature is required.	

Documents should be submitted as Word, Excel, or PDF files.
Total file size for email attachments cannot exceed 20 MB.

**All documents should be submitted to Local Government Program Services,
 Union of BC Municipalities by email: cepf@ubcm.ca**

Please note "2025 Fire Departments" in the subject line.

**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 15, 2025**

SUBJECT **Mattress Recycling – Provincial Policy Update**

ISSUE SUMMARY

To provide an update on the recent exclusion of mattresses from a forthcoming amendment to the *BC Recycling Regulation*, including impacts for the Capital Regional District's (CRD) solid waste service.

BACKGROUND

In BC, Extended Producer Responsibility (EPR) is an environmental policy that holds producers accountable for the full lifecycle of their products, including the costs and logistics for end-of-life collection and recycling. In 2021, the BC Ministry of Environment & Parks released an action paper titled "Advancing Recycling in BC: Extended Producer Responsibility Five-Year Action Plan". This report called for the launch of several new EPR programs, including one for mattresses and foundations that was set to launch in 2025.

Local and regional governments across BC have long advocated for and supported the Ministry's plan to implement EPR for mattresses, including resolutions from the Union of BC Municipalities in both 2014 and 2020 that called for the inclusion of mattresses in any future update to EPR programs. Despite significant support from these stakeholders, the Ministry recently reversed its position in July 2025, informing regional districts, through the BC Product Stewardship Council, that mattresses had been removed from a forthcoming update to the *BC Recycling Regulation*.

The rationale for this policy reversal is a concern that EPR fees would appear to increase costs for consumers during a period of inflationary pressure. The Province's economic analysis determined that, to reflect the true cost of end-of-life management for mattresses, potential EPR fees could be as high as \$40-45 per unit. These would be charged at the time of purchase rather than disposal as they are now, potentially appearing as a cost increase to consumers due to this shift in timing. However, the Province also acknowledged that local and regional governments are currently subsidizing the disposal costs for these products to avoid illegal dumping—recognizing that the actual cost of recycling is already being covered by local governments and as a result, taxpayers, instead of the producers and consumers of these products.

DISCUSSION

Hartland Landfill currently accepts mattresses and their foundations as general refuse, charging \$155/tonne in 2025 plus a \$10 bin fee. Hartland also offers a voluntary mattress recycling program as part of its public drop-off area for the same cost as disposal. Through this voluntary program, the CRD shipped 280 tonnes of mattresses with metal springs for local processing in 2024 at a net cost of approximately \$162,000. These figures do not include processing and landfilling costs for the high volume of mattresses and foundations accepted at Hartland Landfill that were not suitable for recycling.

Staff at several regional districts across BC are seeking direction from their Boards to send letters to the Minister of Environment & Parks to express their objections to the exclusion of mattresses from the Province's forthcoming EPR program expansion. This advocacy aligns with the CRD's Solid Waste Management Plan Strategy #10, Action A to "Advocate to the Province to expand EPR programs".

Current Challenges in Mattress Disposal and Recycling

- Mattresses and their foundations are very expensive and difficult to landfill as they do not easily compress or compact, so they take up significant airspace.
- If not dismantled and shredded, the metal springs and wires in mattresses can cause significant damage to the wheels and tracks of heavy equipment, which in turn increases maintenance costs and decreases operational capacity due to machinery downtimes.
- Coordinating recycling options for mattresses and foundations is also challenging for individual landfills as they are bulky, heavy and difficult to store and transport.
- The recycling value of mattress components (e.g., metal, felt, foam, wood) is determined by the quality of the units, yet keeping these materials dry and clean to preserve their value requires significant covered storage that is cost prohibitive to maintain.
- Mattresses and their foundations can also be contaminated with biohazards, posing a risk for staff who are moving these materials on site.
- While some local deconstruction is possible for certain types of mattresses, foam mattresses have become a larger share of this product category and do not contain high-value materials, nor can they be deconstructed effectively.

Mattresses are frequently dumped illegally in public spaces, with clean-up and enforcement costs covered primarily by municipalities. Although the CRD has local mattress hauling and processing contracts in place, most mattresses brought to Hartland Landfill are currently processed for recycling or shredded on site to reduce costs, airspace consumption and the risk of equipment damage.

Benefits of an EPR Program for Mattresses

- An EPR program for mattresses will transfer the financial and logistical burdens of end-of-life collection and management from local and regional governments to the producers and consumers of these products through a user-pay model charged at the time the mattress is purchased.
- The economies of scale and logistics coordination benefits of a province-wide EPR program will reduce market vulnerability for mattress recycling businesses.
- Mattresses and their foundations could be disposed of for free at Hartland Landfill and other recycling depots, reducing the incentive for illegal dumping throughout the region.

If an EPR program for mattresses is implemented by the Province, the CRD would expect to receive a fee for collecting, storing and handling these materials from a stewardship organization much like other EPR programs in BC. Only mattresses deemed unsuitable for recycling would be shredded and landfilled, saving significant airspace and therefore extending the lifespan of Hartland Landfill.

ALTERNATIVES

Alternative 1

The Environmental Services Committee recommends to the Capital Regional District Board: That the Board Chair is authorized to send an advocacy letter to the Ministry of Environment & Parks expressing the Capital Regional District's objection to the recent exclusion of mattresses from its forthcoming update to the Province's *Recycling Regulation*.

Alternative 2

The Environmental Services Committee recommends to the Capital Regional District Board: That this report be referred back to staff for additional information.

IMPLICATIONS

Alignment with Existing Plans & Strategies

Advocating for the inclusion of mattresses in a future update to the Province's *Recycling Regulation* aligns with Strategy #10 in the CRD's Solid Waste Management Plan to "Support Existing and New Extended Producer Responsibility Programs".

Environmental Implications

Hartland Landfill currently receives a significant volume of mattresses and their foundations for disposal each year, both directly from residents and from municipalities that are retrieving illegally dumped materials. Although these products are currently being processed for recycling or shredded on site, continued disposal of these materials reduces the lifespan of Hartland Landfill.

Financial Implications

The CRD is currently subsidizing the cost of recycling for mattresses by approximately \$162,000 annually. This figure does not include processing and landfilling costs for the high volume of mattresses that are not suitable for recycling. A province-wide EPR program will remove this cost from Environmental Resource Management's operational budget and allow for the development of the local mattress recycling industry with no budget impact. Free disposal of mattresses and their foundations at Hartland Landfill under an EPR program would also reduce the incentive to dump these products illegally across the region, reducing cleanup and enforcement costs currently covered by municipalities.

CONCLUSION

The Capital Regional District (CRD) is currently subsidizing the cost of end-of-life collection, management and recycling for mattresses. An Extended Producer Responsibility (EPR) program for these products, as previously endorsed by the Province, will shift the financial and logistical burden of mattress disposal from the CRD to producers much like dozens of other products already under EPR stewardship. A new EPR program will also reduce illegal dumping, extend the life of Hartland Landfill and support the development of a circular economy by leveraging the economies of scale for mattress recycling. Staff recommend that the CRD Board respond to the Province's recent policy decision with an advocacy letter that reinforces CRD support for an EPR program that will reflect the true cost of managing mattresses.

RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board:
That the Board Chair is authorized to send an advocacy letter to the Ministry of Environment & Parks expressing the Capital Regional District's objection to the recent exclusion of mattresses from its forthcoming update to the Province's *Recycling Regulation*.

Submitted by:	Melanie Tromp Hoover, BA, Acting Senior Manager, Environmental Resource Management
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer



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REPORT TO THE FINANCE COMMITTEE MEETING OF WEDNESDAY, NOVEMBER 05, 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 August 20, 2025 and October 21, 2025.

BACKGROUND

This report summarizes activities and outcomes since the CRD External Grants Update was last presented in September 2025. The External Grants Dashboard (Appendix A) details applications submitted, updated, awarded and declined as of October 21, 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. \$175,000 through the Federation of Canadian Municipalities' Sustainable Affordable Housing Study Grant to create 119 units of affordable housing in the District of Saanich, Greater Victoria, British Columbia (BC). This project has a total cost of \$523,128.
2. \$175,000 through the Federation of Canadian Municipalities' Sustainable Affordable Housing Study Grant to make the 140 units of affordable and sustainable rental housing in Victoria, BC more energy efficient. This project has a total cost of \$425,000.
3. \$40,000 through the District of Saanich's Affordable Housing Reserve Fund to support the creation of 120 affordable housing units at the Swanlea housing project.
4. \$40,000 through the District of Saanich's Affordable Housing Reserve Fund to support the creation of 190 non-market housing units at 1800 McKenzie Road.
5. \$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.

There are three grants under news embargo.

Applications Submitted

1. \$7,000,000 through Union of BC Municipalities' (UBCM) Strategic priority fund to increase the hydraulic grade line of Regional Water Supply Main No. 1 and build/upgrade a series of pressure control stations along the water main to facilitate distribution from the increased main pressure. The project has a total cost of \$15,800,000.

2. \$7,000,000 through UBCM's Strategic Priorities Fund to install advanced biosolids processing infrastructure at its Residuals Treatment Facility to convert biosolids into biochar, ensuring long-term beneficial use in alignment with the CRD's legislated responsibilities and community-supported strategy. The project has a total cost of \$10,000,000.
3. \$1,750,000 through UBCM's Strategic Priorities Fund to renew the full building envelope of the Rainbow Recreation Centre on Salt Spring Island. The project has a total cost of \$1,800,000.
4. \$800,000 through the Green Municipal Fund's Local Leadership for Climate Adaptation program for a shoreline restoration project based on Green Shores principles at Coles Bay. This project has a total cost of \$1,000,000.
5. \$150,000 through UBCM's Strategic Priority fund to develop a long-term plan for recreation growth that is financially responsible. The SEAPARC strategic plan identified the need for a second arena, a large-span gymnasium and multi-use/classroom spaces to support the community need. Considerations for this plan will be existing infrastructure life expectancy, siting options, climate goals and community partnerships. The project has a total cost of \$180,000.
6. \$65,000 through the Ministry of Transportation and Transit's Transit Minor Betterments Grant program for a bus shelter at Salt Spring Islands visitor center. This project has a total cost of \$70,000.
7. \$25,000 through Employment and Social Development Canada's New Horizons for Seniors Program for the completion of a full half mile walking/running circuit in Dinner Bay Park on Mayne Island. This project has a total cost of \$50,000.

Service Delivery Implications

New Grant Opportunities

Sixteen 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 October 21, 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
Agriculture Water Infrastructure Program: Assessments, Engineering Studies or Plans – Investment Agriculture Foundation	2-Sep-25	Funding to increase adoption of efficient irrigation infrastructure and improve agricultural water supply and management.
Capital project: Construction of new sustainable municipal and community buildings – Green Municipal Fund	15-Sep-25	Funding for municipalities to design and construct new, high-efficiency, low-carbon community or municipal buildings.

Grant	Deadline	Information
Active Transportation Planning – UBCM	30-Sep-25	Funding to support local governments to incorporate or enhance active transportation components of formal planning documents (Official Community Plan, Sustainability Plan, Neighbourhood Plan, or Transportation Plan), including research, engagement and policy development.
Local Food Infrastructure Fund – Agriculture and Agri-Food Canada	24-Oct-25	This funding supports projects that strengthen local food security by increasing access to nutritious, culturally appropriate food. Funding focuses on purchasing and installing infrastructure or equipment for food production.
Community Resiliency Investment Program: FireSmart Community Funding and Supports – UBCM	30-Oct-25	Funding to reduce community wildfire risk.
Rural Economic Diversification and Infrastructure Program – Ministry of Jobs and Economic Growth	31-Oct-25	This grant funding program supports rural communities throughout BC to develop economic opportunities.
Community Emergency Preparedness Fund: Volunteer and Composite Fire Departments Equipment and Training – UBCM	31-Oct-25	This program provides funding to enhance the capacity and emergency response readiness of volunteer and composite fire departments in BC.
Tremendous Communities – Tree Canada	1-Dec-25	Funding for tree planting projects.
Edible Trees – Tree Canada	1-Dec-25	Funding for fruit and nut bearing trees to promote local food security, environmental health and community connections.

Grant	Deadline	Information
Community Emergency Preparedness Fund - UBCM	Various	The Community Emergency Preparedness Fund is a suite of funding streams intended to enhance the resilience of local governments, First Nations and communities in responding to emergencies and to reduce risks from future disasters due to natural hazards and climate-related risks. <ul style="list-style-type: none"> • Volunteer and Composite Fire Departments Equipment and Training • Emergency Support Services Equipment and Training • Indigenous Cultural Safety and Cultural Humility Training • Emergency Operations Centres Equipment and Training • Public Notification and Evacuation Route Planning
Feasibility study: Green Buildings Pathway – Green Municipal Fund	Continuous	This program provides funding for studies that explore energy-saving retrofits in municipal and community buildings to cut costs, reduce emissions and improve performance.
Business case: Community Energy Systems – Green Municipal Fund	Continuous	This funding supports viability assessments of community energy projects and their business models.

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 21-Oct-25)

 Approved	 Pending	 Declined
21	20	2
\$1,924,575	\$72,271,011	\$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

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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	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	2024 SSIPARC Canada Summer Jobs	15,000	2024

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Department	Grant Program	Project	Amount (\$)	Year Submitted
Parks, Recreation & Environmental Services	Police Equipment and Training Grants – BC Civil Forfeiture Office	2024 Park Ranger Equipment	4,462	2024
	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	Wildfire Table and Braided Knowledge Mobilization Initiative	345,000	2024

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Department	Grant Program	Project	Amount (\$)	Year Submitted
Housing, Planning & Protective Services (Cont'd)	Sustainable Affordable Housing Study Grant – Green Municipal Fund – Federation of Canadian Municipalities *New	Campus View Redevelopment Study	175,000	2023
	Sustainable Affordable Housing Study Grant – Green Municipal Fund *New	Village on the Green Affordable Housing Redevelopment Study	175,000	2023
	Saanich Affordable Housing Reserve Fund – District of Saanich *New	Swanlea Housing Project	40,000	2025
	Saanich Affordable Housing Reserve Fund – District of Saanich *New	1800 McKenzie Phase 1 Redevelopment	40,000	2025
	Compensation for Employers of Reservists Program – Employment and Social Development Canada *New	2025 Reservist Compensation	27,283	2025
Total			1,924,575	

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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
	New Horizons for Seniors Program – Employment and Social Development Canada <i>*New</i>	Dinner Bay Seniors Fitness Circuit Expansion and Programming (2025)	25,000	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
	Strategic Priorities Fund – Union of BC Municipalities <i>*New</i>	Rainbow Recreation Centre Building Envelope Renewal Project	1,750,000	2025
	Transit Minor Betterments Grants – Ministry of Transportation and Transit <i>*New</i>	SSI Visitor Center Bus Shelter	65,000	2025

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Department	Grant Program	Project	Amount (\$)	Year Submitted
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
	Strategic Priorities Fund – Union of BC Municipalities *New	Main No. 1 HGL Increase	7,000,000	2025
Parks, Recreation & Environmental Services	Forest Investment Program – 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	Thieves Bay Community Pavilion	40,000	2025
	Strategic Priorities Fund – Union of BC Municipalities *New	Advanced Biosolids Processing Project	7,000,000	2025
	Local Leadership for Climate Adaptation – Green Municipal Fund *New	Coles Bay Shoreline Restoration Project	800,000	2025
	Strategic Priorities Fund – Union of BC Municipalities *New	SEAPARC Recreation Infrastructure Growth Plan	150,000	2025

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Department	Grant Program	Project	Amount (\$)	Year Submitted
Housing, Planning & Protective Services	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	Salt Spring Island Community Health Needs Assessment 2025	15,000	2025
Total			72,271,011	

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	Hearing Loop Installation - SEAPARC	12,195	2024
Total			327,195	

APPENDIX B

2025 GRANT ALERTS

Open Grants as of 21-Oct-25 (Including CRD Applications Approved, Pending and Declined)

Approved 		Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION	
24-Oct-25	Local Food Infrastructure Fund – Agriculture and Agri-Food Canada [LINK] *New	This funding supports projects that strengthen local food security by increasing access to nutritious, culturally appropriate food. Funding focuses on purchasing and installing infrastructure or equipment for food production.	
28-Oct-25	Feasibility study: Adaptation in Action – Green Municipal Fund [LINK]	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.	
30-Oct-25	Community Resiliency Investment Program: FireSmart Community Funding and Supports – UBCM [LINK] *New	Funding to reduce community wildfire risk.	
31-Oct-25	Rural Economic Diversification and Infrastructure Program – Ministry of Jobs and Economic Growth [LINK] *New	This grant funding program supports rural communities throughout British Columbia to develop economic opportunities.	

APPENDIX B

Approved 	Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION
31-Oct-25	Community Emergency Preparedness Fund: Volunteer and Composite Fire Departments Equipment & Training – UBCM [LINK] *New	This program provides funding to enhance the capacity and emergency response readiness of volunteer and composite fire departments in BC.
1-Dec-25	Treemendous Communities – Tree Canada [LINK] *New	Funding for tree planting projects.
1-Dec-25	Edible Trees – Tree Canada [LINK] *New	Funding for fruit and nut bearing trees to promote local food security, environmental health and community connections.
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: <ol style="list-style-type: none"> 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> *New 	
Continuous	Foreign Credential Recognition Program – Employment and Social Development Canada [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> 	

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Approved 	Pending 	Declined 
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

Approved 	Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION
Continuous	Infrastructure Planning Grant Program – Province of BC [LINK]	Funding to help local governments develop or improve long-term comprehensive plans including, and not limited to: <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.

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Approved 	Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION
Continuous (limited funds)	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.

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Approved 	Pending 	Declined 
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 streams: 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	Community Economic Development and Diversification in British Columbia – Pacific Economic Development Canada [LINK]	Funds to respond to economic development opportunities or adjust to changing and challenging economic circumstances.
Continuous	Rental Protection Fund – Ministry of Housing [LINK]	Provides funding for affordable housing projects.

APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE		PROGRAM			DESCRIPTION			
Continuous		National Institute of Disability Management and Research (NIDMAR) Disability Management Program Assessment – NIDMAR – BC Workforce Development Agreement [LINK]			Provides BC workplaces with two levels of opportunity: <ol style="list-style-type: none"> 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.			
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.			

APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE		PROGRAM			DESCRIPTION			
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.			

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Approved 		Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION	
Continuous	Planning Stream: Early Support Grant for Sustainable Affordable Housing Projects – Green Municipal Fund [LINK]	Funds for deliverables required in applications for additional funding of energy efficient affordable housing <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 [LINK]	Funding for feasibility studies for projects that reduce or avoid fossil fuel use in any vehicle that delivers municipal services	
Continuous	Regional Innovation Ecosystems in BC – Pacific Economic Development Canada [LINK]	Funding to create, grow and nurture inclusive ecosystems that support business needs	
Continuous	Smart Renewables and Electrification Pathways Program – Natural Resources Canada [LINK]	Four funding streams: <ol style="list-style-type: none"> 1. Established Renewables 2. Emerging Technologies 3. Grid Modernization (the only eligible Applicants are Utilities and System Operators) 4. Strategic Dialogue Linked Projects 	
Continuous	Zero Emission Transit Fund – Infrastructure Canada [LINK]	Funding through two components to support public transit and school bus operators to electrify their fleets: <ol style="list-style-type: none"> 1. Planning projects 2. Capital projects 	

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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"> Executive Services, SSI Bus Shelters Executive Services, SSI Visitor Center Bus Shelter <i>*New</i> 				
Continuous	Feasibility study: Green Buildings Pathway – Green Municipal Fund [LINK] <i>*New</i>			This program provides funding for studies that explore energy-saving retrofits in municipal and community buildings to cut costs, reduce emissions, and improve performance.				
Continuous	Business case: Community Energy Systems – Green Municipal Fund [LINK] <i>*New</i>			This funding supports viability assessments of community energy projects and their business models.				

APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE	PROGRAM			DESCRIPTION				
Various	Community Emergency Preparedness Fund – UBCM [LINK] *New			<p>The Community Emergency Preparedness Fund (CEPF) is a suite of funding streams intended to enhance the resilience of local governments, First Nations and communities in responding to emergencies and to reduce risks from future disasters due to natural hazards and climate-related risks.</p> <ul style="list-style-type: none"> • Volunteer and Composite Fire Departments Equipment & Training • Emergency Support Services Equipment and Training • Indigenous Cultural Safety and Cultural Humility Training • Emergency Operations Centres Equipment and Training • Public Notification and Evacuation Route Planning 				

APPENDIX B

Closed Grants

Approved 			Pending 			Declined 		
DEADLINE	PROGRAM	DESCRIPTION						
9-Jan-25	Documentary Heritage Communities Program – Library and Archives Canada	Funding to support records and publications that reflect Canada's history.						
10-Jan-25	Codes Acceleration Fund – Natural Resources Canada	Support for energy code projects relating to reducing GHG emissions.						
30-Jan-25	Water Meter Pilot Program – Province of BC	Support for water meter purchasing and installation for smaller water services.						
31-Jan-25	Emergency Support Services Equipment and Training – UBCM	Funding to support eligible applicants to build local capacity to provide emergency support services through volunteer recruitment, retention and training. <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	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. <ul style="list-style-type: none"> • <i>Corporate Services, Dinner Bay Park Fitness Circuit Beautification</i> 						

APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE	PROGRAM	DESCRIPTION						
31-Jan-25	Municipal Climate Resiliency Grant – Intact Financial	Funding for practical solutions to protect people from effects of climate change and build more resilient communities.						
31-Jan-25	Community Grants Program – Insurance Corporation of BC	Funding to support road safety and injury recovery initiatives. <ul style="list-style-type: none"> • <i>Executive Services</i>, Merchant Mews Crosswalk Construction • <i>Executive Services</i>, Ganges Crosswalk Study • <i>Corporate Services</i>, 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	Support for community-based initiatives that create outdoor and nature based experiences. <ul style="list-style-type: none"> • <i>Corporate Services</i>, 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	Funding for active transportation capital projects. <ul style="list-style-type: none"> • <i>Parks, Recreation & Environmental Services</i>, Regional Trestles Renewal and Trails Widening and Lighting Project 						

APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE	PROGRAM		DESCRIPTION					
28-Feb-25	Emergency Operations Centres Equipment and Training (2025) – UBCM		Funding to support the purchase of equipment and supplies required to maintain or improve Emergency Operations Centres (EOC) and to enhance EOC capacity through training and exercises.					
13-Mar-25	Community Grants – Salt Spring Island Foundation		Funding to support local community initiatives. <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		Funding for planning or capital projects that would build or upgrade drinking water, wastewater, stormwater, or solid-waste infrastructure to enable more housing. <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		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>The call had two focus areas:</p> <ol style="list-style-type: none"> 1. Clean Fuels Production 2. Clean Fuels Transport and Storage 					
10-Apr-25	EcoAction Stream 2: Freshwater Sustainability and Innovation across Canada – Canada Water Agency		Funding to improve freshwater quality or ecosystem health, enable circular economy opportunities (e.g., nutrient recycling and/or recovery), or strengthen freshwater data available to decision-makers.					

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Approved 			Pending 			Declined 		
DEADLINE	PROGRAM		DESCRIPTION					
11-Apr-25	Next Generation 911 – UBCM		Funding to support local preparedness for the implementation of N9011, and to provide funding to eligible recipients to support the transition and operational readiness of existing 911 services to NG911.					
25-Apr-25	Public Notification and Evacuation Route Planning – UBCM		Funding for planning and implementation costs for emergency management. <ul style="list-style-type: none"> • <i>Housing, Planning and Protective Services, Evacuation Planning & Mapping for Electoral Areas</i> 					
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.					

APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE	PROGRAM	DESCRIPTION						
6-Jun-25	Jumpstart – Community Development Grants – Canadian Tire Jumpstart Charities	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: <ol style="list-style-type: none"> 1. Programming Support 2. Operational Support 						
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	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: <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, Salt Spring Island Community Health Needs Assessment 2025</i> 						
15-Jul-25	TD Friends of the Environment Foundation Grant – TD Bank Group	Funds to support schoolyard greening, park revitalization, community gardens, park programming and citizen science initiatives. <ul style="list-style-type: none"> • <i>Corporate Services, Henderson Park Sign and Interpretive Nature Trail Project</i> 						
30-Jul-25	FCC AgriSpirit Fund – Farm Credit Canada	Funding to support capital projects that enrich lives in communities of less than 150,000 people.						

APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE	PROGRAM		DESCRIPTION					
31-Jul-25	Community Housing Fund – BC Housing		Funding to build affordable rental homes for people with moderate and low incomes by 2031-32.					
2-Sep-25	Agriculture Water Infrastructure Program: Assessments, Engineering Studies or Plans – Investment Agriculture Foundation *New		Funding to increase adoption of efficient irrigation infrastructure and improve agricultural water supply and management.					
5-Sep-25	Community to Community Program – UBCM		Funding to support the advancement of First Nation/local government reconciliation and relationship building.					
9-Sep-25	Active Transportation Planning – UBCM		Funding to support local governments to incorporate or enhance active transportation components of formal planning documents, including research, engagement, and policy development.					

APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE	PROGRAM	DESCRIPTION						
12-Sep-25	Strategic Priorities Fund – UBCM	<p>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:</p> <ol style="list-style-type: none"> 1. Capital Infrastructure Stream 2. Capacity Building Stream <ul style="list-style-type: none"> • <i>Infrastructure & Water Services, Main No. 1 HGL Increase</i> *New • <i>Parks, Recreation & Environmental Services, Advanced Biosolids Processing Project</i> *New • <i>Executive Services, Rainbow Recreation Centre Building Envelope Renewal Project</i> *New • <i>Parks, Recreation & Environmental Services, SEAPARC Recreation Infrastructure Growth Plan</i> *New 						
15-Sep-25	Capital project: Construction of new sustainable municipal and community buildings – Green Municipal Fund *New	Funding for municipalities to design and construct new, high-efficiency, low-carbon community or municipal buildings.						
16-Sep-25	Climate-Ready Plans and Processes – Green Municipal Fund	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

Approved 			Pending 			Declined 		
DEADLINE	PROGRAM	DESCRIPTION						
17-Sep-25	New Horizons for Seniors Program – Community-Based Projects	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. <ul style="list-style-type: none"> • <i>Corporate Services, Dinner Bay Seniors Fitness Circuit (2025) *New</i> 						
18-Sep-25	Growing Canada's Community Canopies: Tree Planting – Green Municipal Fund	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	Funding for tree planting projects.						
30-Sep-25	FireSmart Community Resilience Investment Program – UBCM	Funding to reduce the risk of wildfires and mitigate their impacts on BC communities.						
30-Sep-25	Active Transportation Planning – UBCM <i>*New</i>	Funding to support local governments to incorporate or enhance active transportation components of formal planning documents (Official Community Plan, Sustainability Plan, Neighbourhood Plan, or Transportation Plan), including research, engagement, and policy development.						
1-Oct-25	Commemorate Canada – Canadian Heritage	Funding for national projects in Canada marking significant historical anniversaries with an educational component.						

APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE	PROGRAM		DESCRIPTION					
9-Oct-25	Implementation projects: Adaptation in Action – Green Municipal Fund		<p>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.</p> <ul style="list-style-type: none"> <i>Parks, Recreation & Environmental Services, Coles Bay Shoreline Restoration Project</i> *New 					
15-Oct-25	Operation ReLeaf – Tree Canada		Funding to support tree planting projects.					
17-Oct-25	Safe and Active School Routes – Green Municipal Fund		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.					



Making a difference...together

REPORT TO ROYAL AND MCPHERSON THEATRES SERVICES ADVISORY COMMITTEE MEETING OF WEDNESDAY, OCTOBER 15, 2025

SUBJECT **2026 Budget for the Royal Theatre Service and the McPherson Playhouse Service**

ISSUE SUMMARY

The Royal and McPherson Theatres Services Advisory Committee (RMTSAC) oversees the operating and capital funding provided to the Royal and McPherson Theatres Society for the Royal Theatre Service and the McPherson Playhouse Service.

BACKGROUND

On September 11th, 2024, the Capital Regional District (CRD) Board adopted amending Bylaw No. 4560 to modernize the Royal Theatre Service bylaw. This removed restrictions between operating and capital funding and introduced a formula to calculate the maximum allowable funding as the greater of the previous fixed maximum of \$580,000 or \$0.00590 per \$1000 of net taxable value of land and improvements. The recommended lift to the Royal Theatre Service to \$605,955 in the 2026 budget would be the second increase in funding to this service in the past 26 years. The proposed 1.8% increase to the funding of the Royal Theatre Service aligns to the service and financial planning guidelines approved by the CRD Board in May 2025.

The bylaw governing the McPherson Playhouse specifies a fixed maximum funding of \$750,000. These budget recommendations are based on the adopted bylaws for these subregional services (see Legal Implications below for details).

The CRD provides this funding, along with service agreements, to the Royal and McPherson Theatres Society (RMTS), a non-profit organization of theatre management professionals established for the purpose of operating the Royal Theatre and McPherson Playhouse and collaborating on the asset management of these facilities with CRD Engineering. Each year RMTS is required to provide audited financial statements to the CRD as part of their reporting requirements (Appendix A). RMTS also produces an annual report with information on programming and service delivery statistics (Appendix B).

The RMTSAC reports to the Finance Committee, which does not meet before the consideration of the provisional budget on October 29th, 2025. Input from RMTSAC on budget levels will flow through the Finance Committee to be considered as part of the final budget package.

ALTERNATIVES

Alternative 1

The Royal and McPherson Theatres Services Advisory Committee recommends the Finance Committee recommend to the Capital Regional District Board:

1. That the amount of \$605,955 be approved for the Royal Theatre Service; and
2. That the amount of \$750,000 be approved for the McPherson Playhouse Service.

Alternative 2

The Royal and McPherson Theatres Services Advisory Committee recommends the Finance Committee recommend to the Capital Regional District Board:

1. That the Royal Theatre Service Budget be approved as amended; and
2. That the McPherson Playhouse Service Budget be approved as amended.

IMPLICATIONS

Alignment with Board & Corporate Priorities

In the current CRD Corporate Plan (2023-2026), initiative 10b-2 states the CRD will “Scale up regional support for performing arts facilities within the region.” Increasing funding to the Royal Theatre Service is aligned to this goal.

Financial Implications

In addition to operational expenses, RMTS has also planned approximately \$2.2 million in building improvement capital expenses in 2026 for necessary repairs, asset management, and upgrades. These capital improvements include building envelope repairs, updated building condition assessment reports, electrical upgrades, and venue chamber renewal at both facilities (see Appendix C and D for complete lists of capital projects). RMTS collects a building improvement fee as part of its ticket sales and those proceeds also assist in funding capital projects.

Legal Implications

On August 22, 2023, amending Bylaw No. 4561 to modernize the parameters of the McPherson Playhouse Service was sent to the City of Victoria for council consent. If it receives council consent, then it would be sent to the Inspector of Municipalities at the Province of BC, and then to the CRD Board for adoption. The outcome of this amending bylaw is dependent on when the City of Victoria will consider the matter and the results of that deliberation. The timeline for receiving the results of this process is unknown at this time.

CONCLUSION

Annual funding of the Royal Theatre through Bylaw No. 2587 and for the McPherson Playhouse through Bylaw No. 2685 are part of the budget approval process. The Royal and McPherson Theatres Society has provided audited financial statements, and CRD staff have produced five-year capital plans for the Royal Theatre and McPherson Playhouse in collaboration with the operator to provide more context and rationale for the CRD funding levels.

RECOMMENDATION

The Royal and McPherson Theatres Services Advisory Committee recommends the Finance Committee recommend to the Capital Regional District Board:

1. That the amount of \$605,955 be approved for the Royal Theatre Service; and
2. That the amount of \$750,000 be approved for the McPherson Playhouse Service.

Submitted by:	Chris Gilpin, MPA, Manager, Arts & Culture
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: 2024 Audited Financial Statements for the Royal & McPherson Theatres Society
- Appendix B: 2024 Annual Report for the Royal & McPherson Theatres Society
- Appendix C: 2026 Budget for the Royal Theatre Service
- Appendix D: 2026 Budget for the McPherson Playhouse Service

Financial Statements of

**THE ROYAL AND MCPHERSON
THEATRES SOCIETY**

And Independent Auditor's Report thereon

Year ended December 31, 2024



KPMG LLP

St. Andrew's Square II
800-730 View Street
Victoria BC V8W 3Y7
Canada
Telephone 250 480 3500
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INDEPENDENT AUDITOR'S REPORT

To the Members of The Royal and McPherson Theatres Society

Report on the Audit of Financial Statements

Opinion

We have audited the financial statements of The Royal and McPherson Theatres Society (the Society), which comprise:

- the statement of financial position as at December 31, 2024
- the statement of operations and changes in fund balances for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements, present fairly, in all material respects, the financial position of the Society as at December 31, 2024, and its results of operations and changes in fund balances and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit

Report on Other Legal and Regulatory Requirements

As required by the Societies Act (British Columbia), we report that, in our opinion, the accounting policies applied in preparing and presenting the financial statements in accordance with Canadian public sector accounting standards have been applied on a basis consistent with that of the preceding year.

A handwritten signature in black ink that reads 'KPMG LLP' with a horizontal line underneath.

Chartered Professional Accountants

Victoria, Canada
April 4, 2025

THE ROYAL AND MCPHERSON THEATRES SOCIETY

Statement of Financial Position

December 31, 2024, with comparative information for 2023

	2024	2023
Assets		
Current assets:		
Cash and cash equivalents	\$ 2,561,896	\$ 4,113,116
Accounts receivable	3,000	3,533
Due from Capital Regional District	335,471	88,935
Inventory	14,380	17,449
Prepaid expenses	53,413	61,646
	<u>2,968,160</u>	<u>4,284,679</u>
Investments (note 2)	5,647,761	4,466,829
Capital assets (note 3)	471,553	449,161
	<u>\$ 9,087,474</u>	<u>\$ 9,200,669</u>

Liabilities and Fund Balances

Current liabilities:		
Accounts payable and accrued liabilities	\$ 443,534	\$ 704,316
Deferred revenue	6,700	6,700
Deferred ticket sales	2,945,573	3,710,114
	<u>3,395,807</u>	<u>4,421,130</u>
Deferred contributions (note 4)	347,671	260,798
Fund balances:		
Unrestricted:		
McPherson Playhouse Operating Fund	-	-
Royal Theatre Operating Fund	-	-
Invested in capital assets - capital asset fund	471,553	449,161
Internally restricted (note 5):		
McPherson Playhouse Operating Reserve Fund	176,775	112,648
Royal Theatre Operating Reserve Fund	1,694,339	1,272,323
McPherson Playhouse Capital Fund	245,338	198,244
Royal Theatre Capital Fund	2,755,991	2,486,365
	<u>5,343,996</u>	<u>4,518,741</u>
	<u>\$ 9,087,474</u>	<u>\$ 9,200,669</u>

See accompanying notes to financial statements.

On behalf of the Board:



Director



Director

THE ROYAL AND MCPHERSON THEATRES SOCIETY

Statement of Operations and Changes in Fund Balances

Year ended December 31, 2024, with comparative information for 2023

	McPherson Playhouse			Royal Theatre			Capital Asset Fund	Combined	
	Operating Fund	Reserve Fund	Capital Fund	Operating Fund	Reserve Fund	Capital Fund		Total 2024	Total 2023
Revenue (Schedule)	\$ 2,142,833	\$ -	\$ -	\$ 3,261,551	\$ -	\$ -	\$ -	\$ 5,404,384	\$ 5,426,596
Deferred contributions (note 4)	-	-	59,984	-	-	48,143	-	108,127	329,652
Interest income	-	5,677	7,945	-	62,183	115,607	-	191,412	157,586
	2,142,833	5,677	67,929	3,261,551	62,183	163,750	-	5,703,923	5,913,834
Expenses (Schedule)	(1,987,395)	-	-	(2,651,324)	-	-	-	(4,638,719)	(4,733,802)
Amortization of capital assets	-	-	-	-	-	-	(99,203)	(99,203)	(106,277)
Building and equipment:									
Owner (note 4)	-	-	(59,984)	-	-	(48,143)	-	(108,127)	(329,652)
Society funded	-	-	(2,185)	-	-	(30,434)	-	(32,619)	(426,438)
	(1,987,395)	-	(62,169)	(2,651,324)	-	(78,577)	(99,203)	(4,878,668)	(5,596,169)
Excess (deficiency) of revenue over expenses	155,438	5,677	5,760	610,227	62,183	85,173	(99,203)	825,255	317,665
Fund balances, beginning of year	-	112,648	198,244	-	1,272,323	2,486,365	449,161	4,518,741	4,201,076
Funding capital improvements	-	-	(55,654)	-	-	(65,941)	121,595	-	-
Transfer of user fees to capital funds (note 5)	(96,988)	-	96,988	(250,394)	-	250,394	-	-	-
Transfer to (from) reserve funds (from) to operating funds (note 5)	(58,450)	58,450	-	(359,833)	359,833	-	-	-	-
Fund balances, end of year	\$ -	\$ 176,775	\$ 245,338	\$ -	\$ 1,694,339	\$ 2,755,991	\$ 471,553	\$ 5,343,996	\$ 4,518,741

See accompanying notes to financial statements.

THE ROYAL AND MCPHERSON THEATRES SOCIETY

Statement of Cash Flows

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
Cash provided by (used in):		
Operations:		
Excess of revenue over expenses	\$ 825,255	\$ 317,665
Amortization of capital assets	99,203	106,277
Amortization of deferred contributions	(108,127)	(329,652)
Contributions received	195,000	189,000
Net change in non-cash working capital (note 6)	(1,260,024)	(215,916)
	(248,693)	67,374
Investing:		
Net change in investments	(1,180,932)	1,150,862
Purchase of capital assets	(121,595)	(11,004)
	(1,302,527)	1,139,858
Increase (decrease) in cash and cash equivalents	(1,551,220)	1,207,232
Cash and cash equivalents, beginning of year	4,113,116	2,905,884
Cash and cash equivalents, end of year	\$ 2,561,896	\$ 4,113,116

See accompanying notes to financial statements.

THE ROYAL AND MCPHERSON THEATRES SOCIETY

Notes to Financial Statements

Year ended December 31, 2024

The Royal and McPherson Theatres Society (the “Society”) operates and manages the McPherson Playhouse on behalf of the City of Victoria (the “owner”) and Royal Theatre on behalf of the Capital Regional District (the “owner”). The Society was incorporated under the Society Act of British Columbia on March 3, 1977 and transitioned into the new Societies Act (British Columbia) on June 28, 2017. The Society is a registered charity under the Income Tax Act and accordingly is exempt from income taxes, provided certain requirements of the Income Tax Act are met.

1. Significant accounting policies:

(a) Basis of presentation:

The financial statements have been prepared by management in accordance with Canadian Public Sector Accounting Standards including the standards for government not-for-profit organizations. The following is a summary of the significant accounting policies used in the preparation of the financial statements.

(b) Fund accounting:

Revenue and expenses related to operating the McPherson Playhouse are reported in the McPherson Playhouse Operating Fund. Revenue and expenses related to operating the Royal Theatre are reported in the Royal Theatre Operating Fund. The Capital Asset Fund reports the revenue and expenses on capital assets owned by the Society.

The McPherson Playhouse Capital Fund and the Royal Theatre Capital Fund report revenue and expenses related to capital expenses at the McPherson Playhouse and the Royal Theatre respectively. Building and other capital costs are not recorded as assets because the Society is the manager and not the owner of these venues. Fundraising amounts and capital expenses, relating to these facilities, are recorded as revenue and expenses in these funds.

The McPherson Playhouse Operating Reserve Fund and the Royal Theatre Operating Reserve Fund report assets held for the purpose of supporting day-to-day operations and managing risk associated with unforeseen shortfalls or disruption.

Donations are reported in the appropriate fund designated by the donor.

(c) Cash and cash equivalents:

Cash and cash equivalents include highly liquid investments with terms to maturity of three months or less at the date of purchase.

(d) Capital assets:

Purchased capital assets owned by the Society are recorded in the capital fund at cost. Contributed assets are recorded in the capital fund at estimated fair value at the date of the contribution. Amortization is provided on a straight-line basis over the assets’ estimated useful lives. Pianos are amortized over 25 years, box office ticketing enterprise system and website over 7 to 10 years, furniture and equipment over 5 years and office leasehold improvements over 10 years. Building and leasehold improvements, including stage and front of house equipment, are shown as expenses within the appropriate capital fund and not capitalized, as the benefit of the asset accrues to the owner.

THE ROYAL AND MCPHERSON THEATRES SOCIETY

Notes to Financial Statements

Year ended December 31, 2024

1. Significant accounting policies (continued):

(e) Revenue recognition:

The Society follows the deferral method of accounting for contributions. Restricted contributions are deferred and recognized as revenue of the appropriate fund in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue of the appropriate fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Revenue from production recoveries, box office, and theatre rentals are recognized once the event has occurred.

Restricted investment income is recognized as revenue of the appropriate fund in the year in which the related expenses are incurred. Unrestricted investment income is recognized in the appropriate operating fund when earned.

(f) Allocations:

Certain operations of the operating funds are conducted jointly. Revenue and expenses, which are not directly attributable to either operating fund, are allocated equally between the funds.

(g) Contributed services:

The Society receives certain benefits from volunteers. Due to the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

(h) Financial instruments:

Financial instruments are recorded at fair value on initial recognition and are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value. Management has not elected to record any financial instruments at fair value.

(i) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Items requiring the use of estimates include amortization of capital assets, valuation of gift certificate liabilities and the collectability of accounts receivable. Actual results could differ from these estimates.

(j) Change in accounting policies:

On January 1, 2024, the Society adopted Canadian Public Sector Accounting Standard PS 3400, Revenue ("PS 3400"). Under the new accounting standard, there are two categories of revenue – exchange and unilateral. If the transaction gives rise to one or more performance obligations, it is an exchange transaction. If no performance obligations are present, it is unilateral revenue. Management has assessed the impact of adopting PS 3400 on the financial statements of the Society and has found that there is no resulting impact to the financial statements.

THE ROYAL AND MCPHERSON THEATRES SOCIETY

Notes to Financial Statements

Year ended December 31, 2024

2. Investments:

Investments consist of bankers' acceptances and term deposits bearing interest at rates varying between 3.10% and 4.90% and maturity dates varying between 90 days and up to 18 months. It is the Society's intention to hold these assets on a long-term basis.

3. Capital assets:

			2024
	Cost	Accumulated amortization	Net book value
Furniture and equipment	\$ 708,228	\$ 656,661	\$ 51,567
Box office ticketing enterprise system and website	1,048,925	772,283	276,642
Pianos	188,568	141,790	46,778
Office leasehold improvements	241,418	144,852	96,566
	<u>\$ 2,187,139</u>	<u>\$ 1,715,586</u>	<u>\$ 471,553</u>

			2023
	Cost	Accumulated amortization	Net book value
Furniture and equipment	\$ 668,499	\$ 635,248	\$ 33,251
Box office ticketing enterprise system and website	967,059	726,181	240,878
Pianos	188,568	134,236	54,332
Office leasehold improvements	241,418	120,718	120,700
	<u>\$ 2,065,544</u>	<u>\$ 1,616,383</u>	<u>\$ 449,161</u>

The above tables only reflect those capital assets owned by the Society. Any building and other capital costs incurred by the Society are recorded as expenses in either the McPherson Playhouse Capital Fund or Royal Theatre Capital Fund in the year incurred.

THE ROYAL AND MCPHERSON THEATRES SOCIETY

Notes to Financial Statements

Year ended December 31, 2024

4. Deferred contributions:

Deferred contributions, received from the owners and reported in the McPherson Playhouse Capital Fund and the Royal Theatre Capital Fund, pertain to restricted contributions for each building.

The changes for the year in the deferred contributions balances reported in the McPherson Playhouse Capital Fund and the Royal Theatre Capital Fund are as follows:

	McPherson Playhouse Capital Fund	Royal Theatre Capital Fund	Total
Balance, December 31, 2022	\$ 224,261	\$ 177,189	\$ 401,450
Contributions	88,000	101,000	189,000
Amounts recognized to revenue	(110,658)	(218,994)	(329,652)
Balance, December 31, 2023	201,603	59,195	260,798
Contributions	90,000	105,000	195,000
Amounts recognized to revenue	(59,984)	(48,143)	(108,127)
Balance, December 31, 2024	\$ 231,619	\$ 116,052	\$ 347,671

5. Internally restricted fund balances:

The Society levies a user fee for all patrons attending performances at each theatre. The Board has internally restricted these resources to be expended subject to certain restrictions. These funds are transferred from the operating funds to the corresponding capital fund. In 2024, the Society transferred user fees totaling \$96,988 (2023 - \$82,816) to the McPherson Playhouse Capital Fund and \$250,394 (2023 - \$261,025) to the Royal Theatre Capital Fund respectively.

In 2019, the Society formally established the McPherson Playhouse Operating Reserve Fund and the Royal Theatre Operating Reserve Fund. The purpose of these Funds is to hold sufficient reserves to help ensure the operational stability and resilience of the Society. The Board has internally restricted these funds to be expended subject to certain restrictions. In 2019, the Society transferred \$505,202 from the McPherson Playhouse Operating Fund and \$1,131,211 from the Royal Theatre Operating Fund to establish the Reserve Fund balances. In 2024, the Society transferred \$58,450 from the McPherson Playhouse Operating Fund to the McPherson Playhouse Reserve Fund (2023 - \$5,909 transferred from the McPherson Playhouse Reserve Fund to the McPherson Playhouse Operating Fund) and \$359,833 (2023 - \$354,862) from the Royal Theatre Operating Fund to the Royal Theatre Reserve Fund.

THE ROYAL AND MCPHERSON THEATRES SOCIETY

Notes to Financial Statements

Year ended December 31, 2024

6. Net change in non-cash working capital:

	2024	2023
Accounts receivable	\$ 533	\$ 326
Due from Capital Regional District	(246,536)	45,366
Inventory	3,069	538
Prepaid expenses	8,233	39,313
Accounts payable and accrued liabilities	(260,782)	387,316
Deferred ticket sales	(764,541)	(688,775)
	<u>\$ (1,260,024)</u>	<u>\$ (215,916)</u>

7. Financial risks and concentration of credit risk:

It is management's opinion that the Society is not exposed to significant interest, currency or credit risks.

Liquidity risk is the risk that the Society will not be able to meet its financial obligations as they become due. The Society uses budgets to monitor actual and forecasted cash flows to ensure operations are within resources available and sufficient cash is generated to sustain operations. Liquidity risk is mitigated in part by maintaining adequate working capital and sufficient fund balances. It is management's opinion that the exposure to liquidity risk has not changed from 2023.

8. Pension plan:

The Society and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The board of trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2023, the Plan has about 256,000 active members and approximately 129,000 retired members. Active members include approximately 34 contributors from the Society.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

THE ROYAL AND MCPHERSON THEATRES SOCIETY

Notes to Financial Statements

Year ended December 31, 2024

8. Pension plan (continued):

The most recent actuarial valuation as at December 31, 2021 indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis. The next valuation will be as at December 31, 2024 with the results available later in 2025.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The Society paid \$152,508 (2023 - \$149,099) for employer contributions to the Plan in fiscal 2024.

9. Remuneration paid to directors, employees and contractors:

Under the British Columbia Societies Act, the Society is required to disclose in the annual financial statements all remuneration paid to directors and the annual remuneration paid to employees and contractors receiving greater than \$75,000.

For the fiscal year ending December 31, 2024, the Society paid total remuneration of nil (2023 - nil) to directors. The Society paid \$1,487,623 to 13 employees (2023 - \$965,867 to 10 employees) for services, each of whom received total annual remuneration of \$75,000 or greater. No contractors were paid a total annual remuneration of \$75,000 or greater in either 2024 or 2023.

10. Commitments:

The Society was committed to an operating lease agreement for office premises from April 2019 to March 2024. The Society renewed the lease in January 2024 for a term of two years from April 2024 to March 2026, with an option to renew for a further term of five years. Future minimum lease payments of the current and renewed lease agreement are as follows:

2025	\$ 52,206
2026	13,052

THE ROYAL AND MCPHERSON THEATRES SOCIETY

Notes to Financial Statements

Year ended December 31, 2024

11. Statement of Operations and Fund Balances comparative information:

The comparative information for the McPherson Playhouse and Royal Theatre operating funds is presented in the Schedule of Operating Fund Revenue and Expenses. The comparative information for the other funds is as follows:

	2023 McPherson Playhouse		2023 Royal Theatre		2023
	Reserve Fund	Capital Fund	Reserve Fund	Capital Fund	Capital Asset Fund
Revenue:					
Deferred contributions (note 4)	\$ -	\$ 110,658	\$ -	\$ 218,994	\$ -
Interest income	5,417	5,000	41,894	105,275	-
	5,417	115,658	41,894	324,269	-
Expenses:					
Amortization of capital assets	-	-	-	-	(106,277)
Building and equipment:					
Owner (note 4)	-	(110,658)	-	(218,994)	-
Society funded	-	(2,035)	-	(424,403)	-
	-	(112,693)	-	(643,397)	(106,277)
Excess (deficiency) of revenue over expenses	5,417	2,965	41,894	(319,128)	(106,277)
Fund balances, beginning of year	113,140	117,965	875,567	2,549,970	544,434
Funding capital improvements	-	(5,502)	-	(5,502)	11,004
Transfer of user fees to capital funds (note 5)	-	82,816	-	261,025	-
Transfer of operating funds to reserve fund (note 5)	(5,909)	-	354,862	-	-
Fund balances, end of year	\$ 112,648	\$ 198,244	\$ 1,272,323	\$ 2,486,365	\$ 449,161

THE ROYAL AND MCPHERSON THEATRES SOCIETY

Schedule of Operating Fund Revenue and Expenses

Year ended December 31, 2024, with comparative information for 2023

	McPherson Playhouse Operating Fund	Royal Theatre Operating Fund	Total 2024	McPherson Playhouse Operating Fund	Royal Theatre Operating Fund	Total 2023
Revenue:						
Production recoveries	\$ 529,277	\$ 1,059,589	\$ 1,588,866	\$ 450,954	\$ 1,175,550	\$ 1,626,504
Grants from owners	350,000	100,000	450,000	350,000	100,000	450,000
Box office charges	686,491	686,491	1,372,982	679,049	679,049	1,358,098
Rental income	216,365	592,867	809,232	173,845	587,229	761,074
User fee charges (note 5)	96,988	250,394	347,382	82,816	261,025	343,841
Concession sales	172,246	480,744	652,990	157,324	447,871	605,195
OnStage revenue	-	-	-	20,096	20,096	40,192
Interest income	53,496	53,496	106,992	63,398	63,398	126,796
Other	37,970	37,970	75,940	57,448	57,448	114,896
	<u>2,142,833</u>	<u>3,261,551</u>	<u>5,404,384</u>	<u>2,034,930</u>	<u>3,391,666</u>	<u>5,426,596</u>
Expenses:						
Administration:						
Salaries, contracts and benefits	572,981	572,981	1,145,962	616,033	616,033	1,232,066
Office	164,945	164,945	329,890	156,359	156,359	312,718
Professional fees	24,394	24,394	48,788	15,527	15,527	31,054
Conventions, conferences and travel	11,585	11,585	23,170	5,828	5,828	11,656
Administration and management fees	13,565	13,565	27,130	12,948	12,948	25,896
Bad debt expense	135	135	270	-	-	-
Production expenses	490,905	871,404	1,362,309	417,393	920,371	1,337,764
Box office operations	317,595	317,595	635,190	308,936	308,936	617,872
Building operations	114,031	209,101	323,132	122,704	207,274	329,978
Building maintenance	158,292	217,854	376,146	165,718	251,859	417,577
Concession operations	117,632	242,065	359,697	104,515	244,432	348,947
OnStage expenses	-	-	-	30,792	30,792	61,584
Community services	1,335	5,700	7,035	1,270	5,420	6,690
	<u>1,987,395</u>	<u>2,651,324</u>	<u>4,638,719</u>	<u>1,958,023</u>	<u>2,775,779</u>	<u>4,733,802</u>
Excess of revenue over expenses	155,438	610,227	765,665	76,907	615,887	692,794
Transfer of user fees to capital funds (note 5)	(96,988)	(250,394)	(347,382)	(82,816)	(261,025)	(343,841)
Change in operating funds before transfer from operating reserve funds (note 5)	\$ 58,450	\$ 359,833	\$ 418,283	\$ (5,909)	\$ 354,862	\$ 348,953

2024 Annual Report

Royal & McPherson Theatres Society

The People. The Place. The Experience.



VISION. Our community is enriched by sustainable theatres that bring people together to share in the wonder of performance experiences.

MISSION. We connect artist and audience, and provide professional stewardship of valued heritage theatres.



The Royal and McPherson Theatres Society respectfully acknowledges that the McPherson Playhouse and the Royal Theatre are located on the traditional territories of the Lekwungen peoples, now known as the Songhees and Esquimalt Nations.

The Royal and McPherson Theatres Society manages the Royal Theatre and McPherson Playhouse on behalf of the civic owners and residents of the region, with the goal of nurturing a lively cultural centre for our community and delivering top-notch theatrical experiences with professional excellence.

BOARD PRESIDENT REPORT

On behalf of the Board of Directors, I am pleased to present the 2024 Royal and McPherson Theatres Society (RMTS) Annual Report. This past year has been one of transition, growth, and renewed commitment to our mission of bringing exceptional live performances to our community.

First and foremost, I want to extend my deepest gratitude to our dedicated funders, whose unwavering support ensures that we can continue to operate and maintain these treasured theatres. I extend sincere thanks to the City of Victoria, the District of Oak Bay, the District of Saanich, the Capital Regional District, and the many individual donors whose generosity sustains our efforts. Your investment in the performing arts is invaluable, and we are truly grateful for your continued partnership.

This year, we experienced a significant change in leadership. Following a staff transition midway through the year, Mandy Niddrie stepped in as Acting Executive Director, providing the steady hand and clear vision needed to guide our organization through this period of change. Mandy was instrumental in ensuring that the RMTS remained focused on our mission, supporting staff and operations with exceptional leadership. I am personally indebted to her for her dedication, and I know the entire Board is incredibly grateful for her efforts.

With change comes opportunity, and I am thrilled to officially welcome our new Executive Director, Jennifer Johnson. Since joining us in March, Jennifer has brought a wealth of industry knowledge, strategic vision, and enthusiasm to the RMTS. We look forward to seeing her leadership shape the future of our organization as we continue to build on our successes and strengthen our impact within the community.

I would also like to take a moment to acknowledge and thank our Board of Directors - those who have completed their terms, those who are continuing on, and those newly joining us. Your dedication, time, and insight are crucial to the governance and sustainability of the RMTS. It is through your collective efforts that we can continue to offer exceptional live entertainment experiences to our audiences.

This past year has reaffirmed the importance of live performance in our community. We have seen audiences return with excitement, artists take to our stages with renewed passion, and our staff work tirelessly to ensure each performance is a success. The commitment of everyone involved—our funders, staff, board members, artists, and audiences—has made this year a remarkable one.

As we look ahead, we remain committed to maintaining the highest standards of financial stewardship, operational excellence, and artistic programming. With Jennifer Johnson at the helm, the support of our incredible team, and the enthusiasm of our community, I have no doubt that the RMTS will continue to thrive.

Thank you to everyone who has played a role in supporting the RMTS this year. Your dedication and passion for the performing arts make all the difference.

Hazel Braithwaite, Board President



ACTING EXECUTIVE DIRECTOR REPORT

2024 was a remarkable year of transition and achievement for the RMTS. With the departure of Executive Director Franz Lehrbass in July, I stepped into the role of Acting Executive Director until a new Executive Director was appointed.

The RMTS continued to provide a diverse range of arts and entertainment for our community, proudly supporting local non-profit and educational clients. 2024 was a busy and successful year for the Royal Theatre and McPherson Playhouse, with 234 performances and over 180,000 tickets sold.

Our dedicated staff focused on maintaining our historic theatres. Key projects included: Brick repointing at the Royal Theatre (Phase 1 completed) and McPherson Playhouse (starting this summer). ~ Emergency replacement of the main breaker at the Royal Theatre. ~ Replacement of stage monitors and loading area safety lighting upgrades at both theatres. ~ Assessment of concrete canopies and wireless microphone expansion at the McPherson Playhouse.

We also upgraded our box office ticketing system, Tessitura, adding significant new features and improvements.

Highlights of the year included: Amendment of Royal Theatre Bylaw #4560 approved by the Province of British Columbia and adopted by the CRD Board of Directors, ensuring appropriate capital funding. ~ Adoption of the Respectful Workplace Policy and Procedures by the RMTS Board, with training provided to staff and board members. ~ Participation in the Dylan Willows Celebration, a benefit concert for a local radio personality, where RMTS donated two nights of rent and staff contributed their time and money. ~ Welcoming new team members: Warren Busby as Technical Director, Gordon Heal as Assistant Technical Director, Kristen Iversen Front of House Manager, and the return of Jennifer Phillips and Tony LeMay to the administration team. ~ Recruitment of a new Executive Director: Jennifer Johnson, who started on March 3, 2025, and has been a wonderful addition to the team.



I am deeply grateful to the RMTS staff, board, and clients for their support during this transition. Special thanks to Hazel Braithwaite, Valla Tinney, and my colleagues for their guidance and support.

Mandy Niddrie, Acting Executive Director
(August 1, 2024, to February 28, 2025)

EXECUTIVE DIRECTOR REPORT

As I step into the role of Executive Director for the Royal and McPherson Theatres Society I am struck by the vision and foresight of our civic leaders to preserve these iconic Canadian theatres. It is a rare gift for a community to have not one, but two active heritage performing arts venues, and it is a privilege to be entrusted with their care for future generations.

Learning about the organization and the communities we serve, it is impressive to see the RMTS's post-pandemic success. In 2018, our last full pre-pandemic season, the Royal Theatre and McPherson Playhouse hosted 104 and 55 performances respectively. In 2024, the Royal Theatre hosted 127 performances, and the McPherson Playhouse 107. This stands as a testament to the dedication of community arts organizations, the hard work of our staff, and the participation of audience members.

What inspires me most about the RMTS is our unwavering commitment to connection through our core values of, "the People, the Place, the Experience." In an age where digital interactions easily replace face-to-face encounters, the magic of shared human experience becomes even more precious. At the heart of our humanity lies the instinct to tell our stories, to express ourselves, and to gather in moments of discovery and joy. This is the essence of the RMTS mission and the invaluable role we play in our community. Our theatres are more than buildings; they are living, breathing spaces that resonate with the memories of countless experiences—first dates and anniversaries, recitals and celebrations of life. We are the home of theatre, music, and dance in all their glorious forms, supporting local talent and welcoming national touring productions.

Thank you to everyone for your gracious welcome. It is a true privilege to join the RMTS and serve Greater Victoria through the thoughtful, sustainable, and visionary guardianship of our people, these places, and your experiences.

Jennifer Johnson, Executive Director



2024 BOARD OF DIRECTORS

Executive Committee

Councillor Hazel Braithwaite, *President*

Valla Tinney, *Vice President*

Marley Gibbons, *Treasurer*

Heather Burns, *Secretary*

Christopher Devlin, *Past President*

Directors

Ian Alexander

Cathy Arber

David Bouchard

Lindalee Brougham

Tom Burley

Councillor Matt Dell

Aurora Faulkner-Killam

Marcus Handman

Yves Mayrand

Jenny McLeod

John Myers

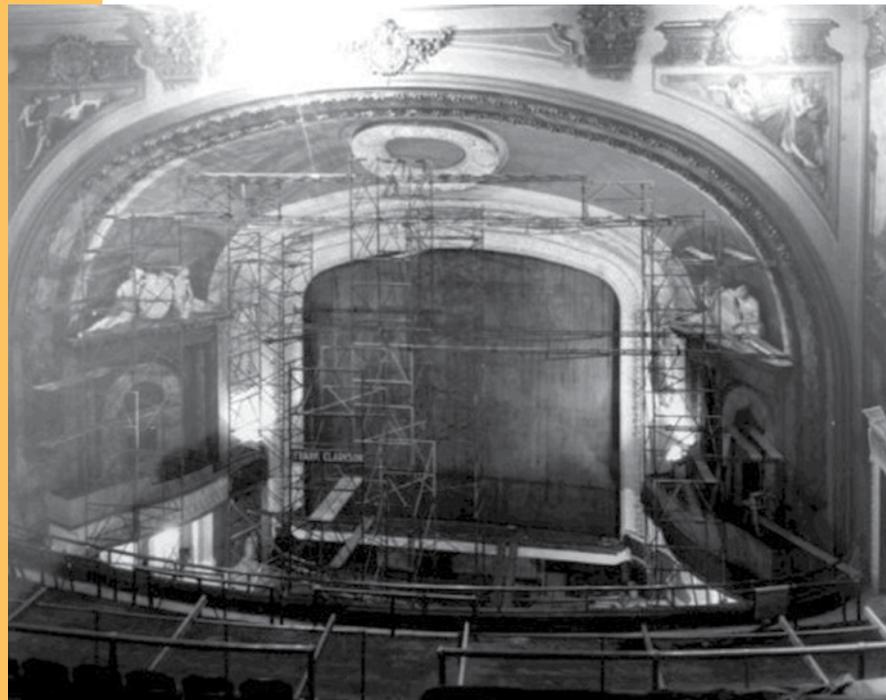
Marilyn Palmer

Councillor Teale Phelps Bondaroff

Sarah Reid

The Royal Theatre is owned by the Capital Regional District and receives funding from the municipalities of Saanich, Victoria, and Oak Bay. The McPherson Playhouse is owned by the City of Victoria and receives funding from the City of Victoria.

The RMTS is governed by a volunteer Board of Directors consisting of three Municipal Councillors, three to seven Elected Directors and three to five CRD Appointed Directors. The Board works to maintain, preserve, and further develop the Royal Theatre and McPherson Playhouse by providing governance and management to the organization's resources.



DID YOU KNOW? *The Royal & McPherson Theatres Society, previously known as the McPherson Foundation, has been the steward of the Royal Theatre and McPherson Playhouse on behalf of their civic owners and the citizens of the region for over 46 years.*

OUR TEAM

Full-Time Staff Members

Karen Ainey, *Manager of Information and Digital Technologies*

Warren Busby, *Technical Director*

Derek Cooper, *Box Office and Marketing Coordinator*

Nancy Downer, *Finance Manager*

Sheelagh Drever, *Payroll & Human Resources*

Gordon Heal, *Assistant Technical Director*

Tom Heemskerk, *Assistant Technical Director*

Kristen Iversen, *Front of House Manager*

Brian Johnson, *Custodian*

Anthony Le May, *Accounting Analyst and Venue Settlements*

Franz Lehrbass, *Executive Director*

Darcy Lipsey, *Client Services and Digital Content*

Blair Morris, *Technical Director*

Mandy Niddrie, *Manager of Client Services & Acting Executive Director*

Melissa O'Shea, *Box Office Manager*

Daniel Pedlow, *Assistant Technical Director*

Jennifer Phillips, *Executive Assistant*

Christine Richardson, *Front of House Manager*

Cameron Stewart, *Assistant Technical Director*

Kathleen Stewart, *Custodian Supervisor*

Vincent Swales, *Custodian*

Bo Xu, *Accountant*



The RMTS is comprised of a team of experienced, knowledgeable, and dedicated arts professionals who manage all aspects of the Royal Theatre and McPherson Playhouse. Our staff take pride in cultivating a vibrant cultural hub for our community.

The RMTS works closely with the International Alliance of Theatrical Stage Employees & Moving Picture Technicians, Artists and Allied Crafts (IATSE) Local 168, who represent all RMTS employees outside of the Administration Office.

In 2024, the RMTS employed 22 full-time professional staff members. The management team is supported by a casual staff of over 200 people.

2024 STRATEGIC FRAMEWORK

VISION. Our community is enriched by sustainable theatres that bring people together to share in the wonder of performance experiences.

MISSION. We connect artist and audience, and provide professional stewardship of valued heritage theatres.

VALUES. The People. The Place. The Experience.

Priority 1: Cohesive Team

Goal 1: We must prioritize people with a safe and supportive environment.

Goal 2: We must build trust to instill clarity, connection and confidence.

Priority 2: Strong Community

Goal 3: We must proactively strengthen relationships to achieve mutual goals in the cultural life of our community.

Goal 4: We must engage with partners to further reconciliation, inclusion and accessibility.

Priority 3: Effective Funding

Goal 5: We must develop a more sustainable, adaptable, diversified funding model.

Goal 6: We must work with partners to build a more compelling case for support.

Priority 4: Flourishing Venues

Goal 7: We must strive to maintain and improve our heritage buildings to meet evolving needs, being conscious of environmental sustainability.

Goal 8: We must take the lead in planning and implementing major capital projects, and seeking all resources to fund them.

AT A GLANCE

210,350
tickets issued



234
total number of performances



140
total number of productions

\$16,883
provided in community
opportunity support



donated tickets to **30**
community organizations

93
box office events outside
of our venues



19,383
OnStage subscribers



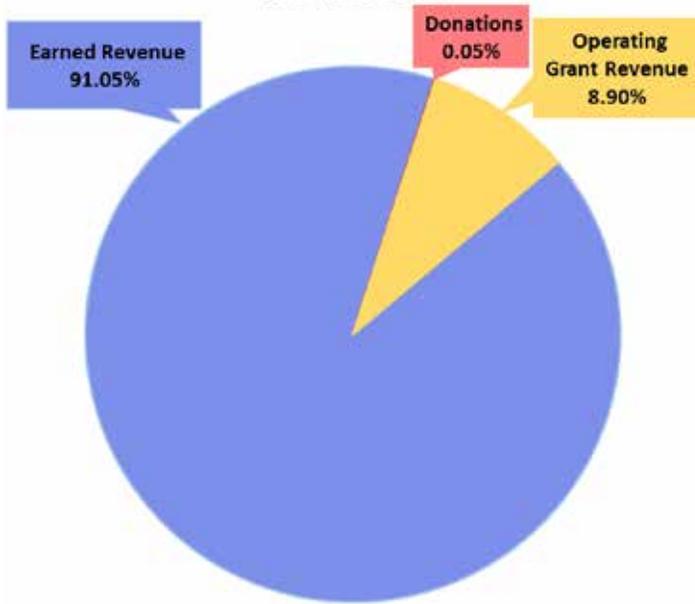
10,711
social media followers



676,885
unique website visitors



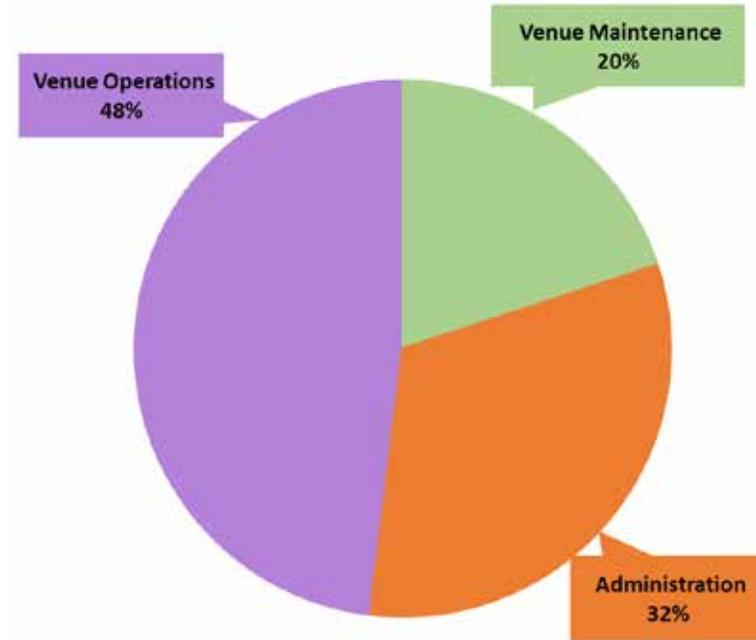
RMTS REVENUE 2024



Operating Grant Revenue for the Royal Theatre is **3.32%** and is supported by the *City of Victoria* and *Districts of Saanich and Oak Bay*.

Operating Grant Revenue for the McPherson Playhouse is **17.11%** and is supported by the *City of Victoria*.

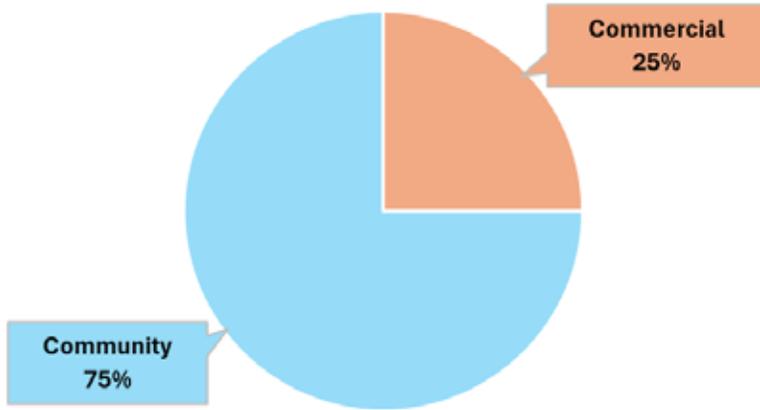
RMTS EXPENSES 2024



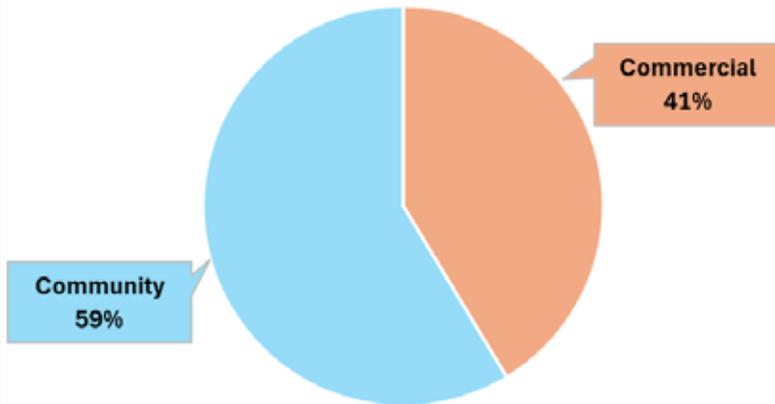
Administration Expenses include all resources required for both venues, ticketing services and the administrative office.

ROYAL THEATRE

2024 VENUE USE



2024 PERCENTAGE OF EARNED REVENUE



2024 at the *Royal Theatre*:

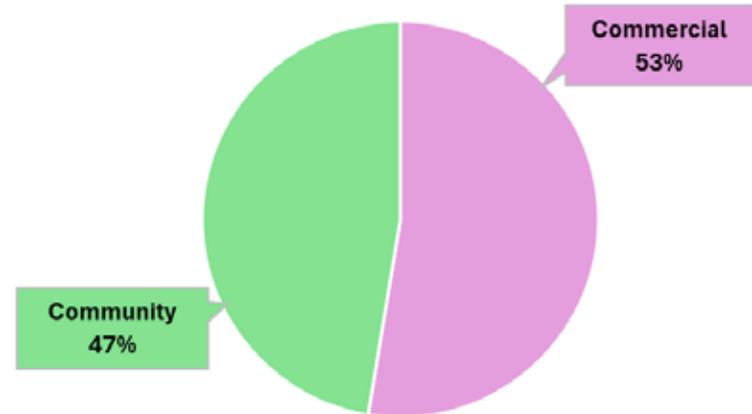
176 used days, **136,348 tickets** issued
127 performances across **71 productions**.

McPHERSON PLAYHOUSE

2024 VENUE USE



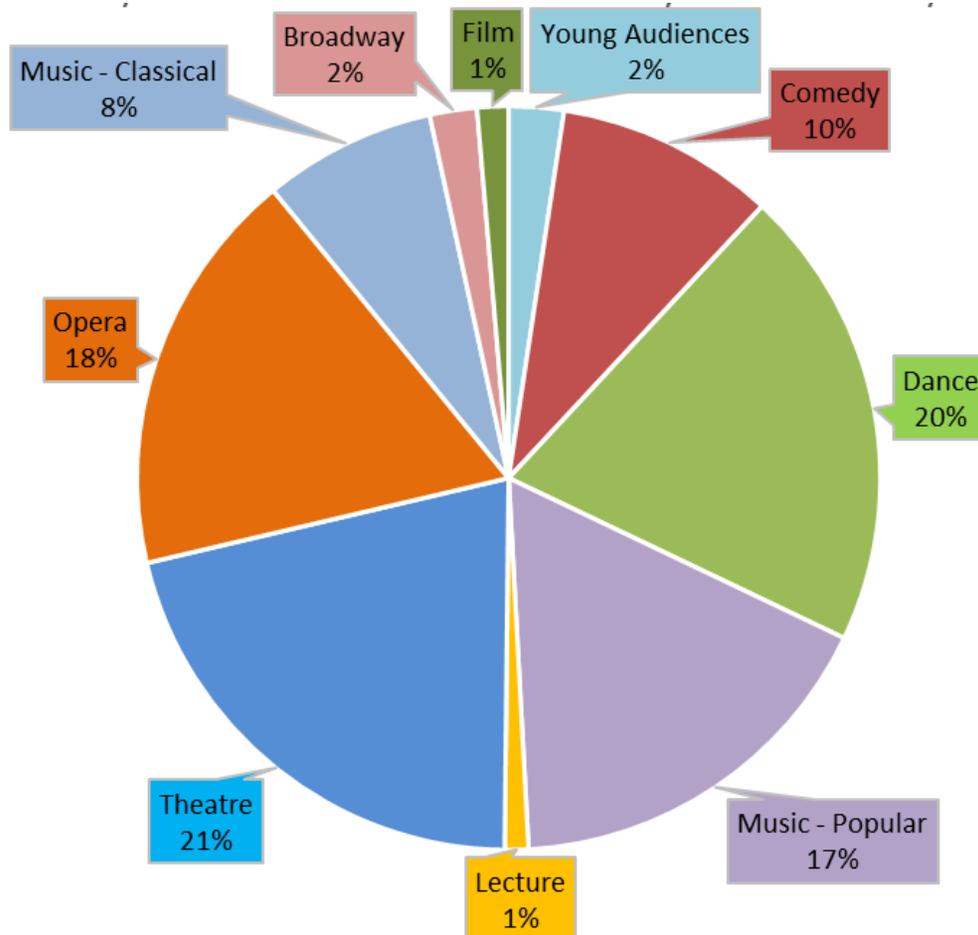
2024 PERCENTAGE OF EARNED REVENUE



2024 at the *McPherson Playhouse*:

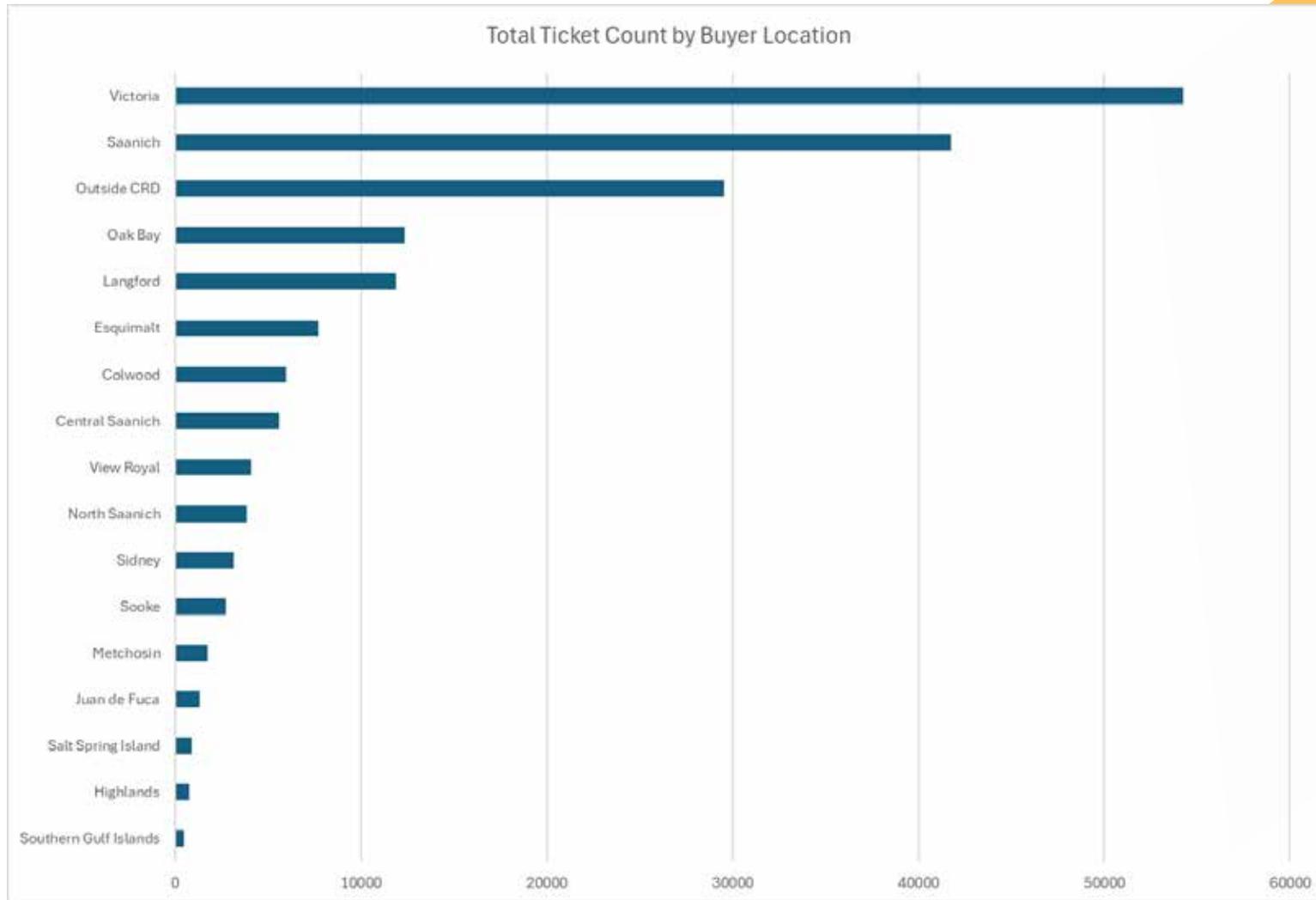
139 used days, **52,436 tickets** issued
107 performances across **69 productions**.

GENRE DIVERSITY ON OUR STAGES



50% of all productions at the McPherson Playhouse are **Theatre**, while **Opera** and **Dance** make up **30%** and **28%** (respectively) of all venue use at the Royal Theatre.

ATTENDANCE BY MUNICIPALITY



DID YOU KNOW?
Over **15%** of tickets purchased come from **outside the CRD**.

CAPITAL AND VENUE MAINTENANCE PROJECTS 2024

Heritage Preservation

Royal Theatre: Led by the CRD, phase one of exterior brick re-pointing. A preservation and structural integrity project.

McPherson Playhouse: Led by the CRD, an engineering study on the exterior concrete canopies to determine structural integrity and scope of repairs.

Facility Maintenance

Royal Theatre: Led by the RMTS, the necessary replacement of the building's main breaker. An extraordinary emergency project to upgrade and modify aging compatibility with current electrical code. During this time the theatre was run off generators 24/7 for approximately 700 hours requiring weekly fuel deliveries and overnight security. The project is now complete, and the theatre is reconnected to the hydro grid with the new breaker fully operational.

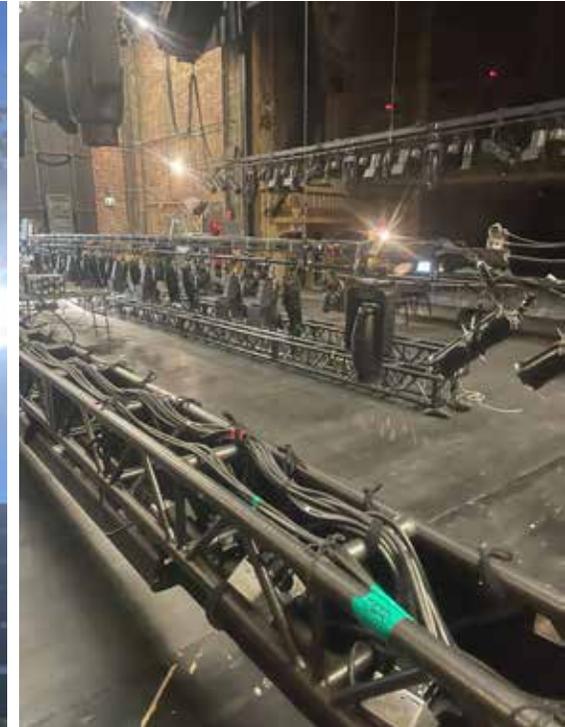
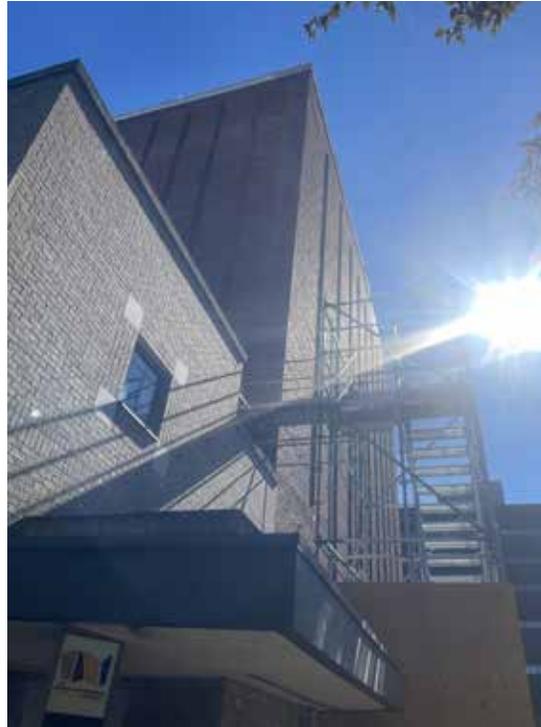
Stage Technology Upgrades

Royal Theatre

- Installation of new safety lighting in the loading bay area.
- Installation of two moving light fixtures.
- Completion of stage monitor replacement.

McPherson Playhouse

- Installation of new safety lighting in the loading bay area.
- Addition of eight new microphones to support our local musical theatre groups.
- Initiation of project to upgrade the architectural detail lighting which will include replacement of existing tungsten-based house lighting fixtures with LED fixtures and addition of fixtures to improve patron safety in the balcony.
- Completion of stage monitor replacement and the completion of repair of aging speakers, including two new speakers in the front rows of audience seating and the repair of six existing speakers.
- Purchase of a new lens for the stage projector to increase usability across our client base.
- Installation of two moving light fixtures.



The RMTS gratefully acknowledges the capital fund contributions from the owners for capital expenditures.

Capital project funds allocated for the upkeep and enhancement of the Royal Theatre and McPherson Playhouse are restricted from being used for operational expenses. These funds are managed by the Capital Regional District. Additionally, the RMTS supports capital projects for the theatres by supplementing these funds with earned revenue.

TECHNOLOGY UPDATES 2024

Our ticketing software infrastructure had a major upgrade, the largest in a decade, that rolled out a wealth of new features, enhancements, and improvements to the user experience. This new version was developed with a digital first focus that aligns with our technology goals to continuously improve and innovate, which allows us to stay on the cutting-edge of technology.

Project Goals

User Friendly Technology
Accessibility

Improve Productivity
Enhance Collaboration

Facilitate Innovation
Engagement Tools

New Feature Alignment

New modernized user interface that is easier to learn and navigate
Improvements to our e-commerce solution, which comply with the Web Content Accessibility Standard 2.1 AA

New scanning software and hardware
Greater flexibility with communications that will help us welcome the widest possible audience

Introduction of Mobile Wallet Passes
Overhaul of the fundraising and membership functionality that facilitate better acquisition and retention



TICKETING SERVICES 2024

The RMTS Box Office offers specialized ticketing services to support a vibrant community. In addition to exclusively ticketing for the Royal Theatre and McPherson Playhouse we also offer ticketing services for venues around town. Our skilled staff approach each event flexibly and we reliably build, sell, and settle events of all sizes and genres.

Highlights include: ~ 319 events built for sale. ~ Utilized the flexibility of our ticketing software to collaborate with the Victoria Symphony and expand ticketing to include their events at the Farquhar at UVic. ~ Leveraged technology to manage high volume on sales and reduce resellers and bots. ~ Implemented layers of protection to reduce fraud and bad actors. ~ Collaborated with Victoria On Stage to ticket sensory friendly performances.

2024 SEASON AT A GLANCE: ROYAL THEATRE

71 Unique Productions – 127 Performances - 176 Use Days

A Drag Queen Christmas, A.I.M by Kyle Abraham, Ainadamar, Alexandra Streliski, Bahamas, Ballets Jazz Montreal, Beethoven Symphony No 5, Best of Broadway, Bianca Del Rio, Booker T Stax Revue, Canada's Best Karate, Chris D'Elia, Christmas Pops, Circa, Compagnie Herve Koubi, Daniel Lapp's 21st Anniversary, Dansko Studios, David Sedaris, Dracula, Dylan Willows Celebration, Elevate Dance Centre, Feist, Frankenstein, Glenn Miller Orchestra, High Valley, Home Alone in Concert, Hyprov, Jann Arden Christmas, Jesse Roper, Jesus Christ Superstar, Jim Witter: Rock n Roll to Me, Jimbo's Drag Circus, Jon and Roy Holiday Special, Kluxen & Chooi, Kluxen-Strauss' 4 Last Songs, La clemenza di Tito, La Nef-Sea Songs & Shanties, Laura Ramoso, Mark Normand, Marriage of Figaro, Matt Rife, Michael Jackson History Show, Mini Pop Kids, Murdoch Mysteries in Concert, New Year's Day Celebration, Nrityagram Dance Ensemble, Ocie Elliott, Parker-Beethoven's Emperor, Protege Dance Project, Queen - It's A Kinda of Magic, Raffi, Relive the Music, Rimsky-Korsakov-Scheherazade, Robert Schumann Finale, RWB Nutcracker, Salvation Army Toy Drive, Simon & Garfunkel Story, Snowed In Comedy Tour, Swan Lake, Take 6 & Morgan James, Taylor Mania, Tchaikovsky Symphony No 4, The Cult, The Gift of the Nutcracker, Tommy Tiernan, Victoria in Love, Whose Live Anyway?, Zakir Hussain Trio, Ziggy Alberts

DID YOU KNOW?

34,571 unique households visited the Royal Theatre in 2024.

Of those, **28%** were **first time** ticket purchasers at the Royal Theatre.



2024 SEASON AT A GLANCE: McPHERSON PLAYHOUSE



69 Unique Productions – 107 Performances - 139 Use Days

Abra Cadabra, Alan Doyle, American Rock Legends, Anne of Green Gables, Annie Jr., Barbara Hannigan, Bob the Drag Queen, Bowie Forever, Bruce McCulloch, Cat Kid Comic Club, CBC Massey Lectures, Chris Thile, Completely Creedence, Dance Unlimited Recital, Donovan Woods, Drew Lynch, Folsom Prison Revisited, Golden Girls, Holly Jolly Christmas, Hot Flash Comedy, Investors Group, It's Just Drag, Jann Arden & Rick Mercer, Jim Cuddy, Jump - Van Halen Experience, Knotted, Led Zepagain, Legends Show, Luca Fogale, Mary Poppins, Mary Poppins Sensory, Menopause the Musical, Michael Kaeshammer, Murray McLauchlan, Music of the Night, Nick Carter, Okareka Dance Company, Passion and Performance, Pinky Patel, Prince Again, Ria Mae, Ron James, Rumours Fleetwood Mac Tribute, Russell Howard, Sin City Illusions, SLS presents Grease, SMUS Sr Something Rotten, Steph Tolev, Sweeney Todd, Take it to the Limit, TEDx Victoria, The Comic Strippers, The Life of Tom Petty, The Wilds, Thunderstorm, Veronica Swift, Veselka Ukrainian Dancers, Victoria Academy of Ballet, Walk Right Back, William Prince, Wonderheads Christmas Carol, Yellow Brick Road Experience, Yellowpoint Christmas

DID YOU KNOW?

15,608 unique households visited the McPherson Playhouse in 2024.

Of those, **27%** were **first time** ticket purchasers at the McPherson Playhouse.

COMMUNITY PARTNERS & PRESENTERS



Proudly supporting local organizations, the RMTS facilitates and prioritizes the use of the Royal Theatre and McPherson Playhouse for the above non-profit and local organizations. Please use the logo links to learn more about each of these organizations and how they enrich the cultural life of the community.

FROM OUR COMMUNITY

“... [The RMTS] are an amazing bunch of professionals that have made the *Broadway In Victoria* brand a reputable one and one that has been warmly embraced by the community. Thank you!”

- **Henry Kolenko**, *Broadway In Victoria*

“Seeing the community we’ve all had a hand in building over the years all together in one place for those two nights was purely magical. It’s not lost on us the incredible work and time that went in to pull an event like this together in such a short amount of time. Then to have both shows go off seamlessly... a true testament to you and the team assembled to pull it off.”

- **Dylan Willows**, *Dylan Willows Celebration*

“... A quick thank you for last weekend. It was our first time promoting a show at the venue, and everyone - the artists, fans, and my team - couldn’t have been happier.”

- **Nick Middleton**, *Westwood Recordings*

“Thanks for everything! The event was amazing and your entire staff are great!”

- **Lindsay Nielsen**, *Chek Media*

THANK YOU FOR THE SUPPORT

The symbiotic relationship among theatres, clients, performers, and audiences underscores the significance of supporting local venues, thereby nurturing the interconnected network of arts, culture, and entertainment within the community. The RMTS expresses gratitude for the unwavering support extended by the community in 2024, enabling us to take care of these cherished heritage theatres for future generations.



We gratefully acknowledge the continued support from our municipal funding partners.

The Royal Theatre receives a \$100,000 operating grant contributed by Oak Bay, Saanich and Victoria.

The McPherson Playhouse receives a \$350,000 operating grant from the City of Victoria.

The Royal and McPherson Theatres Society extends our gratitude to the City of Victoria for providing a permissive tax exemption for the McPherson Playhouse.

Thank you to our hotel partner.



Thank you to the individual donors who support the ongoing legacy of our venues.

McPHERSON PLAYHOUSE

3 Centennial Square
Victoria, BC V8W 1P5

ROYAL THEATRE

805 Broughton Street
Victoria, BC V8W 1E5

ADMINISTRATION OFFICE

#302 - 1005 Broad Street
Victoria, BC V8W 2A1

250.361.0800
Box Office: 250.386.6121



www.rmts.bc.ca



CAPITAL REGIONAL DISTRICT

2026 BUDGET

Royal Theatre

COMMITTEE OF THE WHOLE

Service: 1.290 Royal Theatre

Committee: Finance

DEFINITION:

The function of purchasing, maintaining, equipping, operating and selling the Royal Theatre in Victoria to the Capital Regional District. The function is for the purpose of pleasure, recreation and community use and includes all facilities and concessions associated with the Royal Theatre and a parking lot. Local Services Establishment Bylaw No. 2587, March 25, 1998.

SERVICE DESCRIPTION:

This is a service to provide funding for the support of the Royal Theatre in the City of Victoria as a community centre of art and education. Ownership was transferred to the CRD in 1998. The service operates under an agreement with the Royal and McPherson Theatres Society Board who manage the theatre in return for financial support.

PARTICIPATION:

City of Victoria, District of Saanich, and District of Oak Bay, apportioned 50% on converted value of land and improvements and 50% on the basis of population (see bylaw for details).

MAXIMUM LEVY:

Greater of \$580,000 or \$0.00590 per \$1000 of net taxable value of land and improvements.

Note: Grants in Lieu of Taxes paid to the Regional District will be held to the credit of the participant.

MAXIMUM CAPITAL DEBT:

NIL

COMMISSION:

Royal and McPherson Theatre Society reporting to a sub-committee of the Finance Committee.

FUNDING:

ROYAL THEATRE	BUDGET REQUEST						FUTURE PROJECTIONS			
	2025 BOARD BUDGET	2025 ESTIMATED ACTUAL	2026 CORE BUDGET	2026 ONGOING	2026 ONE-TIME	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL	2030 TOTAL
OPERATING COSTS:										
Third Party Payment	36,338	36,338	46,942	-	-	46,942	43,089	39,036	34,837	30,443
Insurance Costs	50,490	50,490	47,750	-	-	47,750	51,139	54,696	58,431	62,352
Standard Overhead Allocation	10,000	10,000	12,592	-	-	12,592	12,822	13,078	13,338	13,602
Arts Manager Allocation	7,814	7,814	8,071	-	-	8,071	8,305	8,545	8,749	8,958
Operating Cost - Other (Interest)	600	600	600	-	-	600	600	600	600	600
TOTAL OPERATING COSTS	105,242	105,242	115,955	-	-	115,955	115,955	115,955	115,955	115,955
*Percentage Increase		0.00%	10.18%			10.18%	0.00%	0.00%	0.00%	0.00%
CAPITAL / RESERVE										
Capital Equipment Purchase	105,000	105,000	105,000	-	-	105,000	109,000	109,000	113,000	113,000
Transfer to Capital Reserve Fund	385,000	385,000	385,000	-	-	385,000	381,000	381,000	377,000	377,000
TOTAL CAPITAL COSTS	490,000	490,000	490,000	-	-	490,000	490,000	490,000	490,000	490,000
TOTAL COSTS	595,242	595,242	605,955	-	-	605,955	605,955	605,955	605,955	605,955
		0.00%	1.80%			1.80%	0.00%	0.00%	0.00%	0.00%
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from current to Next year										
Balance C/F from Prior to Current year										
Revenue - Other	-	-								
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
REQUISITION	(595,242)	(595,242)	(605,955)	-	-	(605,955)	(605,955)	(605,955)	(605,955)	(605,955)

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2026 to 2030

Service No.	1.290	Carry Forward from 2025	2026	2027	2028	2029	2030	TOTAL
	Royal Theatre							

EXPENDITURE

Buildings	\$112,000	\$1,115,000	\$235,000	\$1,130,000	\$620,000	\$120,000	\$3,220,000
Equipment	\$0	\$315,000	\$180,000	\$116,500	\$0	\$0	\$611,500
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$112,000	\$1,430,000	\$415,000	\$1,246,500	\$620,000	\$120,000	\$3,831,500

SOURCE OF FUNDS

Capital Funds on Hand	\$112,000	\$112,000	\$0	\$0	\$0	\$0	\$112,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$380,000	\$0	\$0	\$380,000
Donations / Third Party Funding	\$0	\$375,000	\$0	\$380,000	\$0	\$0	\$755,000
Reserve Fund	\$0	\$943,000	\$415,000	\$486,500	\$620,000	\$120,000	\$2,584,500
	\$112,000	\$1,430,000	\$415,000	\$1,246,500	\$620,000	\$120,000	\$3,831,500

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2026 - 2030

Service #: 1.290
 Service Name: Royal Theatre

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2025	2026	2027	2028	2029	2030	5 - Year Total
20-03	New	Add Balcony & Pit Railings	Add railings to ensure patron safety and comfort	\$ 75,000	B	Res	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
21-12	Renewal	Repair Building Envelope	Repairing building envelope of the 1914 structure.	\$ 2,293,000	B	Res	\$ -	\$ 93,000	\$ -	\$ -	\$ -	\$ -	\$ 93,000
	Renewal	Repair Building Envelope	Repairing building envelope of the 1914 structure.		B	Other	\$ -	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ 375,000
	Renewal	Repair Building Envelope	Repairing building envelope of the 1914 structure.		B	Cap	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
21-13	Renewal	Plan, Rebuild and Expand Orchestra Pit	Plan, Rebuild and expand orchestra Pit to allow increased physical distancing of musicians and performers	\$ 115,000	B	Cap	\$ 112,000	\$ 112,000	\$ -	\$ -	\$ -	\$ -	\$ 112,000
23-01	Study	Study and plan main floor replacement including seats and aisle lights	Study and plan main floor replacement including seats and aisle lights	\$ 30,000	B	Res	→	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
24-01	Replacement	Repour and refinish concrete main floor and replacement of seats and aisle lights	Repour and refinish concrete main floor and replacement of seats and aisle lights	\$ 700,000	B	Other	→	\$ -	\$ -	\$ 280,000	\$ -	\$ -	\$ 280,000
	Replacement	Repour and refinish concrete main floor and replacement of seats and aisle lights	Repour and refinish concrete main floor and replacement of seats and aisle lights.		B	Grant	→	\$ -	\$ -	\$ 280,000	\$ -	\$ -	\$ 280,000
	Replacement	Repour and refinish concrete main floor and replacement of seats and aisle lights	Repour and refinish concrete main floor and replacement of seats and aisle lights.		B	Res	→	\$ -	\$ -	\$ 140,000	\$ -	\$ -	\$ 140,000
24-04	Renewal	Wardrobe Department Upgrade	Upgrade wardrobe department	\$ 83,000	B	Cap		\$ -	\$ -		\$ -	\$ -	\$ -
25-01	Replacement	Replace Seats and Aisle Lights in balcony	Replace 20 year old seats in balcony	\$ 250,000	B	Other	→	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
	Replacement	Replace Seats and Aisle Lights in Balcony	Replace 20 year old seats in balcony.		B	Grant	→	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
	Replacement	Replace Seats and Aisle Lights in Balcony	Replace 20 year old seats in balcony.		B	Res	→	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
25-06	Renewal	Add new storage in bar and concession	Add new storage in bar and concession for efficiency and security of inventory	\$ 20,000	B	Res	→	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
26-01	Replacement	Replace Switches	Replace network switches	\$ 55,000	E	Res	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000
26-02	Study	Building condition assessment	Building condition assessment	\$ 45,000	B	Res	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
26-03	Renewal	Annual Building Capital Improvements	Annual Minor Capital Improvement Projects	\$ 585,000	B	Res	\$ -	\$ 115,000	\$ 115,000	\$ 115,000	\$ 120,000	\$ 120,000	\$ 585,000
26-04	Renewal	Building Envelope Repairs	Interior Brickwork & Wall Repairs	\$ 125,000	B	Res	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000
26-05	Renewal	Roofing	Roofing Condition Assessment	\$ 2,095,000	B	Res	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

Service #:

1.290

Service Name:

Royal Theatre

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2025	2026	2027	2028	2029	2030	5 - Year Total
26-06	Renewal	Renovate Box Office	Renovate Box Office	\$ 30,000	B	Res	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
26-07	Replacement	Replace Bar & Concession Point of Sale System	Replace Bar and Concession Point of Sale System	\$ 50,000	E	Res	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
26-08	Renewal	Venue Chamber Renewal	Renew and Refresh Venue Chamber	\$ 50,000	B	Res	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 50,000
26-09	Replacement	Lighting System Replacement	Replace Lighting System: moving light fixtures, lighting console and followspots	\$ 425,000	E	Res	\$ -	\$ 175,000	\$ 150,000	\$ 100,000	\$ -	\$ -	\$ 425,000
26-10	Replacement	Replace Paging System	Replace Paging System Core Control	\$ 35,000	E	Res	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
26-11	Defer	Emergency Repairs	Unforeseen emergency repairs.	\$ 50,000	B	Res	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
27-01	Study	Asset Management Plan	Assets Management Plan	\$ 50,000	B	Res	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
27-02	Renewal	Building Envelope Repairs	Exterior Door Replacement	\$ 95,000	B	Res	\$ -	\$ -	\$ 30,000	\$ 65,000	\$ -	\$ -	\$ 95,000
27-03	Study	Accessibility Review	Review of building accessibility	\$ 15,000	B	Res	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
27-04	Replacement	Wayfinding Signage	Add and Replace Wayfinding Signage	\$ 30,000	E	Res	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
28-01	Replacement	Replace SRST	Replace Cisco phone communications system	16500.0	E	Res	\$ -	\$ -	\$ -	\$ 16,500	\$ -	\$ -	\$ 16,500
29-01	New	Lobby Heat Pumps	Add Heat Pumps to the Lobbies	\$ 500,000	B	Res	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000
													\$ -
													\$ -
			Grand Total	\$ 7,817,500			\$ 112,000	\$ 1,430,000	\$ 415,000	\$ 1,246,500	\$ 620,000	\$ 120,000	\$ 3,831,500

Service: 1.290 Royal Theatre

Project Number 20-03

Capital Project Title Add Balcony & Pit Railings

Capital Project Description Add railings to ensure patron safety and comfort

Project Rationale The addition of railings will ensure patron safety and comfort while moving to and from seats in the balcony area of the theatre.

Project Number 21-12

Capital Project Title Repair Building Envelope

Capital Project Description Repairing building envelope of the 1914 structure.

Project Rationale Flagged as immediate priority in Royal Theatre – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Repairing building envelope will ensure the 1914 structure will remain stable and will reduce energy consumption

Project Number 21-13

Capital Project Title Plan, Rebuild and Expand Orchestra Pit

Capital Project Description Plan, Rebuild and expand orchestra Pit to allow increased physical distancing of musicians and performers

Project Rationale Plan, rebuild and expand orchestra pit to align with professional standards of performing arts organizations.

Project Number 24-01

Capital Project Title Repour and refinish concrete main floor and replacement of seats and aisle lights

Capital Project Description Repour and refinish concrete main floor and replacement of seats and aisle lights

Project Rationale Repouring and refinishing concrete main floor for improved safety, hygiene and cleaning protocols. Replacing the seats and lights for patrons comfort and safety. New seating will improve cleaning protocols. Current seats reaching end of useful life.

Project Number 24-04

Capital Project Title Wardrobe Department Upgrade

Capital Project Description Upgrade wardrobe department

Project Rationale Upgrade wardrobe department with electrical upgrade, extensive plumbing upgrades, dropped ceiling and drywall to accommodate two more stacked washers and dryers in order to meet clients' requirements.

Project Number 25-01

Capital Project Title Replace Seats and Aisle Lights in balcony

Capital Project Description Replace 20 year old seats in balcony

Project Rationale Replacing the seats and lights for patrons comfort and safety. New seating will improve cleaning protocols. Current seats are reaching end of useful life.

Service: 1.290 Royal Theatre

Project Number 25-06 **Capital Project Title** Add new storage in bar and concession **Capital Project Description** Add new storage in bar and concession for efficiency and security of inventory
Project Rationale Adding new lockable storage cabinet in the bar and concession will improve efficiency and security of inventory.

Project Number 26-01 **Capital Project Title** Replace Switches **Capital Project Description** Replace network switches
Project Rationale Replace switches in the network infrastructure as required by CRD Information Technology replacement plan.

Project Number 26-02 **Capital Project Title** Building condition assessment **Capital Project Description** Building condition assessment
Project Rationale Perform full building condition assessment to inform 20 yr work plan.

Project Number 26-03 **Capital Project Title** Annual Building Capital Improvements **Capital Project Description** Annual Minor Capital Improvement Projects
Project Rationale Minor capital improvements

Project Number 26-04 **Capital Project Title** Building Envelope Repairs **Capital Project Description** Interior Brickwork & Wall Repairs
Project Rationale Repairing building envelope (interior) will ensure the 1914 structure will remain stable and will reduce energy consumption

Project Number 26-05 **Capital Project Title** Roofing **Capital Project Description** Roofing Condition Assessment
Project Rationale Conduct roof specific condition assessment.

Service: 1.290 Royal Theatre

Project Number 26-06 Capital Project Title Renovate Box Office Capital Project Description Renovate Box Office

Project Rationale Renovating the box office to update and refresh, address patron accessibility and redesign for efficient use of the space.

Project Number 26-07 Capital Project Title Replace Bar & Concession Point of Sale System Capital Project Description Replace Bar and Concession Point of Sale System

Project Rationale Replacing the Point of Sale System will provide increased functionality, efficiencies, updated technology and increased patron service. The required technology is out of date.

Project Number 26-08 Capital Project Title Venue Chamber Renewal Capital Project Description Renew and Refresh Venue Chamber

Project Rationale Renewal of Venue Chamber will enhance patron experience and increase sustainability of venue chamber.

Project Number 26-09 Capital Project Title Lighting System Replacement Capital Project Description Replace Lighting System: moving light fixtures, lighting console and followspots

Project Rationale Lighting System Replacement includes the replacement of moving lights originally purchased in 2002 with updated energy efficient units, replaces outdated computerized control console with modern control technology and replaces old followspot technology with new fully supported units.

Project Number 26-10 Capital Project Title Replace Paging System Capital Project Description Replace Paging System Core Control

Project Rationale The current paging system core system has reached its end of life and support. This is a primary life safety system for building evacuation and patron and artist messaging and communication.

Project Number 26-11 Capital Project Title Emergency Repairs Capital Project Description Unforeseen emergency repairs.

Project Rationale Capital funds to accommodate any emergency repairs to the building.

Service: 1.290 Royal Theatre

Project Number 27-01 Capital Project Title Asset Management Plan Capital Project Description Assets Management Plan

Project Rationale

Project Number 27-02 Capital Project Title Building Envelope Repairs Capital Project Description Exterior Door Replacement

Project Rationale Repairing building envelope exterior doors) will ensure the 1914 structure will remain stable and will reduce energy consumption

Project Number 27-03 Capital Project Title Accessibility Review Capital Project Description Review of building accessibility

Project Rationale Review building accessibility to ensure patron and performance meet current standard where applicable.

Project Number 27-04 Capital Project Title Wayfinding Signage Capital Project Description Add and Replace Wayfinding Signage

Project Rationale Add and replace wayfinding signage to direct patrons to amenities and improve safety and crowd management.

Project Number 28-01 Capital Project Title Replace SRST Capital Project Description Replace Cisco phone communications system

Project Rationale Replace Cisco phone communications as required by CRD Information Technology replacement plan.

Project Number 29-01 Capital Project Title Lobby Heat Pumps Capital Project Description Add Heat Pumps to the Lobbies

Project Rationale Adding heat pumps to the lobby for increased patron comfort and experience and energy efficiency.

**1.290 Royal Theatre
Asset and Reserve Summary
2026 - 2030 Financial Plan**

Asset Profile

Royal Theatre

Assets held by the Royal Theatre service consist of land, Royal Theatre built in 1913 as well as various equipment. Royal Theatre was renovated in 2003 and 2005.

Capital Reserve Fund Schedule

Reserve Fund: 1.290 Royal Theatre Capital Reserve Fund (Bylaw No. 2855)

Cost Centre: 101607 (PLO)

Capital Reserve Fund

Projected year end balance

Beginning Balance

Planned Capital Expenditure (Based on Capital Plan)

Transfer from Operating Budget

Interest Income**

Total projected year end balance

	Est Actual	Budget				
	2025	2026	2027	2028	2029	2030
	1,491,176	1,074,176	556,176	522,176	416,676	173,676
	(862,000)	(943,000)	(415,000)	(486,500)	(620,000)	(120,000)
	385,000	385,000	381,000	381,000	377,000	377,000
	60,000	40,000				
	1,074,176	556,176	522,176	416,676	173,676	430,676

** Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2026 BUDGET

McPherson Theatre

COMMITTEE OF THE WHOLE

Service: 1.295 McPherson Theatre

Committee: Finance

DEFINITION:

A local service established for the purpose of purchasing, maintaining, equipping and operating the McPherson Playhouse in Victoria, British Columbia. Local Services Establishment Bylaw No. 2685, March 10, 1999.

SERVICE DESCRIPTION:

This is a service to provide funding for the support of the McPherson Theatre in the City of Victoria. The service operates under an agreement with the Royal and McPherson Theatres Society Board who manage the theatre in return for financial support. This building operation was transferred to the CRD for ease of administration with the Royal & McPherson Theatres Society and to recognize the benefits of one organization operating the two theatres (one ticket system, ability to move acts between if financially beneficial, etc.)

PARTICIPATION:

The City of Victoria is the only participant.

MAXIMUM LEVY:

The maximum amount that may be requisitioned under section 816(1) of the Municipal Act (Section 803 of the Local Government Act) for the annual cost of the local service will be:

- (a) for capital expenditures including but not limited to, the renovation, reconstruction or rebuilding of a performing arts theatre, machinery and equipment, reserve fund transfer and annual debt servicing payments. The maximum amount will be \$400,000.
- (b) for annual operating expenditures which may also include expenditures of a nature referred to in (a) above, the maximum amount will be \$350,000.

MAXIMUM CAPITAL DEBT:

None

COMMISSION:

Royal and McPherson Theatre Society reporting to a sub-committee of the Finance Committee.

FUNDING:

McPHERSON PLAYHOUSE	BUDGET REQUEST						FUTURE PROJECTIONS			
	2025 BOARD BUDGET	2025 ESTIMATED ACTUAL	2026 CORE BUDGET	2026 ONGOING	2026 ONE-TIME	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL	2030 TOTAL
OPERATING COSTS:										
Third Party Payments	303,787	303,787	304,948	-	-	304,948	304,050	303,063	302,099	301,116
Standard Overhead Allocation	34,911	34,911	36,681	-	-	36,681	37,345	38,092	38,852	39,626
Arts Manager Allocation	7,814	7,814	8,071	-	-	8,071	8,305	8,545	8,749	8,958
Interest Charge	300	300	300	-	-	300	300	300	300	300
TOTAL OPERATING COSTS	346,812	346,812	350,000	-	-	350,000	350,000	350,000	350,000	350,000
*Percentage Increase		0.00%	0.92%			0.92%	0.00%	0.00%	0.00%	0.00%
CAPITAL / RESERVE										
Capital Equipment Purchases	90,000	90,000	90,000	-	-	90,000	94,000	94,000	98,000	98,000
Transfer to Reserve Fund	346,233	346,233	343,045	-	-	343,045	339,045	339,045	335,045	335,045
TOTAL CAPITAL / RESERVES	436,233	436,233	433,045	-	-	433,045	433,045	433,045	433,045	433,045
TOTAL COSTS	783,045	783,045	783,045	-	-	783,045	783,045	783,045	783,045	783,045
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from current to Next year		-	-	-	-					
Balance C/F from Prior to Current year		-	-	-	-					
Grants In Lieu of Taxes	(33,045)	(33,045)	(33,045)	-	-	(33,045)	(33,045)	(33,045)	(33,045)	(33,045)
TOTAL REVENUE	(33,045)	(33,045)	(33,045)	-	-	(33,045)	(33,045)	(33,045)	(33,045)	(33,045)
REQUISITION	(750,000)	(750,000)	(750,000)	-	-	(750,000)	(750,000)	(750,000)	(750,000)	(750,000)
*Percentage increase over prior year requisition		0.0%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2026 to 2030

Service No.	1.295 McPherson Theatre	Carry Forward from 2025	2026	2027	2028	2029	2030	TOTAL
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EXPENDITURE

Buildings	\$0	\$618,000	\$825,000	\$115,000	\$120,000	\$120,000	\$1,798,000
Equipment	\$0	\$265,000	\$180,000	\$141,500	\$0	\$0	\$586,500
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$883,000	\$1,005,000	\$256,500	\$120,000	\$120,000	\$2,384,500

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$883,000	\$1,005,000	\$256,500	\$120,000	\$120,000	\$2,384,500
	\$0	\$883,000	\$1,005,000	\$256,500	\$120,000	\$120,000	\$2,384,500

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2026 - 2030

Service #: 1.295
 Service Name: McPherson Theatre

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2025	2026	2027	2028	2029	2030	5 - Year Total
21-13	Renewal	Repair Building Envelope and Restore Façade	Repair building envelope and restore façade	\$ 1,163,000	B	Res	\$ -	\$ 238,000	\$ 190,000	\$ -	\$ -	\$ -	\$ 428,000
	Renewal	Repair Building Envelope and Restore Façade	Repair building envelope and restore façade		B	Cap	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26-01	Replacement	Replace Switches	Replace network switches	\$ 55,000	E	Res	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000
26-02	Study	Building Condition Assessment	Building Condition Assessment	\$ 45,000	B	Res	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
26-03	Renewal	Annual Building Capital Improvements	Annual Minor Capital Improvement Projects	\$ 585,000	B	Res	\$ -	\$ 115,000	\$ 115,000	\$ 115,000	\$ 120,000	\$ 120,000	\$ 585,000
26-04	Renewal	Washroom Upgrades	Washroom Fixture Replacement	\$ 75,000	B	Res	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00
26-05	Renewal	Electrical Upgrades	Main Breaker Replacement	\$ 150,000	B	Res	\$ -	\$ 25,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 325,000.00
26-06	Replacement	Lighting System Replacement	Replace Lighting System: moving light fixtures, lighting console and LED wash fixtures	\$ 400,000	E	Res	\$ -	\$ 125,000	\$ 150,000	\$ 125,000	\$ -	\$ -	\$ 400,000.00
26-07	Renewal	Inventory Storage Upgrades Bar & Concession	Increase and Update Inventory Storage in Bar and Concession	\$ 20,000	B	Res	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
26-08	Replacement	Replace Bar & Concession Point of Sale System	Replace Bar and Concession Point of Sale System	\$ 50,000	E	Res	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
26-09	New	Lobby Temperature Control	Add Automatic Blinds to Large Windows Facing Centennial Square and Lobby Air Conditioning.	\$ 125,000	B	Res	\$ -	\$ 25,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 125,000.00
26-10	Renewal	Venue Chamber Renewal	Renew and Refresh Venue Chamber	\$ 50,000	B	Res	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 50,000.00
26-11	Replacement	Replace Paging System	Replace Paging System Core Control	\$ 35,000	E	Res	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00
26-12	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$ 50,000	B	Res	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
27-01	Study	Asset Management Plan	Asset Management Plan	\$ 50,000	B	Res	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000.00
27-02	Study	Accessibility Review	Review of building accessibility	\$ 15,000	B	Res	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000.00
27-03	Renewal	Renovate Box Office	Renovate Box Office	\$ 30,000	B	Res	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000.00
27-04	Replacement	Wayfinding Signage	Add and Replace Wayfinding Signage	\$ 30,000	E	Res	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000.00
28-01	Replacement	Replace SRST	Replace Cisco phone communications system	\$ 16,500	E	Res	\$ -	\$ -	\$ -	\$ 16,500	\$ -	\$ -	\$ 16,500
													\$ -
													\$ -
			Grand Total	\$ 2,944,500			\$ -	\$ 883,000	\$ 1,005,000	\$ 256,500	\$ 120,000	\$ 120,000	\$ 2,384,500

Service: 1.295 McPherson Theatre

Project Number 21-13

Capital Project Title Repair Building Envelope and Restore Façade

Capital Project Description Repair building envelope and restore façade

Project Rationale Flagged as immediate priority in McPherson Playhouse – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Repairing building envelope will ensure the 1913 structure will remain stable and will reduce energy consumption. Restoring the 1913 façade will include point work on the bricks, gutter replacement and refinishing the fiberglass stonework around the historic wooden doors.

Project Number 26-01

Capital Project Title Replace Switches

Capital Project Description Replace network switches

Project Rationale Replace switches in the network infrastructure as required by CRD Information Technology replacement plan.

Project Number 26-02

Capital Project Title Building Condition Assessment

Capital Project Description Building Condition Assessment

Project Rationale Perform full building condition assessment to inform 20yr work plan.

Project Number 26-03

Capital Project Title Annual Building Capital Improvements

Capital Project Description Annual Minor Capital Improvement Projects

Project Rationale Minor capital improvements

Project Number 26-04

Capital Project Title Washroom Upgrades

Capital Project Description Washroom Fixture Replacement

Project Rationale

Project Number 26-05

Capital Project Title Electrical Upgrades

Capital Project Description Main Breaker Replacement

Project Rationale

Service: 1.295 McPherson Theatre

Project Number 26-06 Capital Project Title Lighting System Replacement Capital Project Description Replace Lighting System: moving light fixtures, lighting console and LED wash

Project Rationale Phase One replaces existing incandescent lighting fixtures and 18 year old technology with new LED energy efficient automated units that will not require working at heights to adjust. Phase Two replaces the outdated computerized control console with modern control technology. Phase Three replaces the original LED wash fixtures with updated units that allow additional colour mixing capability and additional efficiencies with new LED technology.

Project Number 26-07 Capital Project Title Inventory Storage Upgrades Bar & Concession Capital Project Description Increase and Update Inventory Storage in Bar and Concession

Project Rationale Increasing and adding new lockable storage cabinets in the bar and concession will improve efficiencies, increase service to patrons and increase security of inventory.

Project Number 26-08 Capital Project Title Replace Bar & Concession Point of Sale System Capital Project Description Replace Bar and Concession Point of Sale System

Project Rationale Replacing the Point of Sale System will provide increased functionality, efficiencies, updated technology and increased patron service. The required technology is out of date.

Project Number 26-09 Capital Project Title Lobby Temperature Control Capital Project Description Add Automatic Blinds to Large Windows Facing Centennial Square and Lobby Air

Project Rationale Phase One will add automatic blinds to the large windows facing Centennial Square to improve temperature control energy efficiency. Phase Two will add air conditioning to increase patron comfort and experience.

Project Number 26-10 Capital Project Title Venue Chamber Renewal Capital Project Description Renew and Refresh Venue Chamber

Project Rationale Renewal of Venue Chamber will enhance patron experience and increase sustainability of venue chamber.

Project Number 26-11 Capital Project Title Replace Paging System Capital Project Description Replace Paging System Core Control

Project Rationale The current paging system core system has reached its end of life and support. This is a primary life safety system for building evacuation and patron and artist messaging and communication.

Project Number 26-12 Capital Project Title Emergency Repairs Capital Project Description For Unforeseen Emergency Repairs

Project Rationale Capital funds to accommodate any emergency repairs to the building.

Service: 1.295 McPherson Theatre

Project Number 27-01 Capital Project Title Asset Management Plan Capital Project Description Asset Management Plan

Project Rationale

Project Number 27-02 Capital Project Title Accessibility Review Capital Project Description Review of building accessibility

Project Rationale

Project Number 27-03 Capital Project Title Renovate Box Office Capital Project Description Renovate Box Office

Project Rationale Renovating the box office to update and refresh, address patron accessibility, staff safety and evacuation and efficient use of the space.

Project Number 27-04 Capital Project Title Wayfinding Signage Capital Project Description Add and Replace Wayfinding Signage

Project Rationale Add and replace wayfinding signage to direct patrons to amenities and improve safety and crowd management.

Project Number 28-01 Capital Project Title Replace SRST Capital Project Description Replace Cisco phone communications system

Project Rationale Replace Cisco phone communications as required by CRD Information Technology replacement plan.

**1.295 McPherson Theatre
Asset and Reserve Summary
2026 - 2030 Financial Plan**

Asset Profile

McPherson Theatre

Assets held by the McPherson Theatre service consist of new upgrades to McPherson Theatre built in 1914 as well as various equipment.

Capital Reserve Fund Schedule

Reserve Fund: 1.295 McPherson Playhouse Capital Reserve Fund (Bylaw No. 3270)

Cost Centre: 101899 (PLO)

Capital Reserve Fund

Projected year end balance

	Est Actual	Budget				
	2025	2026	2027	2028	2029	2030
Beginning Balance	2,891,636	2,661,869	2,201,914	1,535,959	1,618,504	1,833,549
Planned Capital Expenditure (Based on Capital Plan)	(676,000)	(883,000)	(1,005,000)	(256,500)	(120,000)	(120,000)
Transfer from Operating Budget	346,233	343,045	339,045	339,045	335,045	335,045
Interest Income*	100,000	80,000				
Total projected year end balance	2,661,869	2,201,914	1,535,959	1,618,504	1,833,549	2,048,594

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.



Making a difference...together

REPORT TO REGIONAL PARKS COMMITTEE MEETING OF WEDNESDAY, OCTOBER 22, 2025

SUBJECT **Regional Parks Service – 2026 Operating and Capital Budget**

ISSUE SUMMARY

To provide an overview of the draft 2026 Regional Parks budget, including 2025 year-end budget projections and budget highlights.

BACKGROUND

Since its incorporation in 1966, the Capital Regional District (CRD) has provided and maintained regional parks and trails. As of 2025, the system includes 34 regional parks and 4 regional trails, covering over 13,370 hectares, with nearly 95 km of regional trails and over 375 km of internal park trails. Visitation has risen 42% since 2015, with over 4.1 million visits to trails and 5.1 million to parks in 2024.

In 2025, property taxes funded \$18.9 million of the \$21.3 million operating budget. The CRD Board supports this funding model while exploring ways to reduce taxpayer impact. Non-tax revenues—mainly from fees, permits, donations, fines, and grants—make up about 9% of the budget.

The draft 2026 budget is ready for review by the Regional Parks Committee and will go to the CRD Board, through the Committee of the Whole, on October 29, 2025. The draft budget, provided in Appendix A, includes operating costs for both parks and trails. Considerable efforts have been made to identify trail-related expenses, which will be reallocated to the new Regional Transportation Service. This upcoming change, to be finalized for final budget approval in March, will significantly alter the Regional Parks budget. The current draft does not reflect this transfer, but details will be provided at final budget approval in March 2026.

2025 Year-End Financial Projections

There is an estimated one-time favourable variance of \$781,000 for the Regional Parks 2025 operating budget. A portion of this variance will be carried forward into 2026 to reduce requisition, while the remaining amount will be transferred into the capital reserve and operating reserve at year-end. The bulk of the net variance is a result of:

- Reduced salary costs due to challenges filling vacant positions.
- Reduced contract for services costs due to capacity issues related to vacant positions.
- Timing of new debt payments for land acquisition and the Regional Trail Widening and Lighting Project.

Details can be found in Appendix A (page 4) under the 2025 Estimated Actual column.

As outlined in the CRD Board-approved 2025-2029 Capital Plan, 34 capital projects were scheduled for 2025, with a total budget allocation of \$19.4 million. Of that, approximately \$1.6 million is expected to carry forward into 2026. Funding for these projects has been sourced

through a mix of debt financing, reserves, grants, equipment replacement funds and existing capital allocations. The Capital Program is primarily focused on replacing aging critical infrastructure in regional parks and trails while also meeting dam safety regulatory requirements.

Key capital projects in 2025 included:

- Expansion of the Aylard Farm parking lot.
- Renewal of the Lochside Regional Trail section at North Weiler.
- Girder repairs on E&N Trail bridges.
- Installation of EV charging stations at high-use parks.
- Implementation of the Regional Trestles Renewal, Trail Widening and Lighting Project.

2026 Operating Budget

The Regional Parks budget for 2026 is set at \$22.5 million, reflecting a 5.73% increase over the 2025 budget. This total encompasses operating costs, capital and reserve transfers and debt servicing. The increase supports the continued delivery of park services while accounting for inflationary pressures and strategic adjustments across the organization.

Of the total budget, \$16.8 million is allocated to operations, representing a 6.42% increase from the previous year. This rise is attributed to both core operational needs and a mix of ongoing and one-time expenditures. The core operating budget alone accounts for \$16.5 million, a 4.79% increase over 2025. This growth is driven by nondiscretionary factors such as negotiated staff wages and salaries, corporate support services, and inflationary adjustments required to maintain consistent service levels.

Additionally, the core budget reflects internal service transfers resulting from CRD Evolves, specifically the integration of fleet and communications services. Beyond the core budget, ongoing and one-time operating items contribute 1.63% to the overall increase in operating costs. These items support temporary initiatives and project-specific needs that enhance service delivery without becoming permanent fixtures in the budget.

Ongoing:

- \$130,000 – George Hill – maintenance (auxiliary time and hazard tree)

One-time:

- \$2,500 Bylaw Initiative
- \$50,000 Dam Safety IBC
- \$75,000 George Hill – legal surveys and property assessments

Capital/Reserve Transfers

Total capital/reserve transfers are \$4.1 million in 2026, which is a -4.12% decrease over 2025. The decrease is a result of a reduction of a 2025 one-time \$250,000 transfer to reserves for the Royal Oak Golf Course.

Direct capital funding in 2026 is \$290,000. This is a direct transfer into the Capital Fund to support small annual infrastructure maintenance projects. The total transfers to reserves consist of transfers to the Operating Reserve Fund, Equipment Replacement Fund and Capital Reserve

Fund. The 2026 transfer to reserve budgets is \$3.8 million. The 2026 transfers include a one-time supplementary amount.

One-time:

- \$75,000 – Transfer to Annual Infrastructure Fund for George Hill site securement upgrades

Debt Servicing

Total debt charges for 2026 are projected at \$1.7 million, representing a 28.91% increase over the 2025 budget. Currently, Regional Parks has three loan authorization bylaws with the following debt servicing costs for 2026:

- Bylaw No. 4142 – E&N Rail Trail—Humpback Connector – \$570,000
- Bylaw No. 4506 – Land Acquisition – \$600,000
- Bylaw No. 4588 – Regional Trestles Renewal, Trail Widening and Lighting Project – \$540,000

The overall increase in debt charges reflects the addition of new ongoing and one-time servicing costs tied to the Land Acquisition Fund Strategy and regional trail investments, which were not part of the 2025 budget.

Ongoing:

- \$7,500 – Land Acquisition Fund (LAF) Principle and Interest (P&I) payments
- \$255,000 – Regional Trail Widening P&I payments

One-time:

- \$20,000 – LAF Municipal Finance Authority (MFA) Debt Reserve Fund
- \$100,000 – Regional Trail Widening and Lighting MFA Debt Reserve Fund

Table 1: 2026 Year-over-Year Budget Comparison

Expenditure Type	2026 Financial Plan	2025 Financial Plan	Change	% Change
Operations	16,765,836	15,754,300	1,011,536	6.42%
Capital / Reserve Transfer	4,055,252	4,229,641	-174,389	-4.12%
Debt Servicing	1,709,671	1,326,257	383,414	28.91%
Total	\$ 22,530,759	\$ 21,310,198	\$ 1,220,561	5.73%

Details can be found in Appendix A – Operating Budget.

2026 Capital Budget

The estimated replacement value of built infrastructure in regional parks and trails is \$120 million (2023). Regional trails make up \$40 million (33%), while dam infrastructure accounts for 45% of the parks' total. These figures are based on asset assessments and may rise due to inflation and material costs.

The 2026–2030 capital budget is set at \$92 million, with key investments in:

- Regional Trestles Renewal, Trail Widening and Lighting – \$47 million
- Regional Parks – \$12 million
- Trail Bridges and Surfaces – \$11 million
- Land Acquisition – \$10 million
- Dam Projects – \$6 million
- Vehicle and Equipment Replacement – \$6 million
- Regional Parks Headquarters Service Yard Improvements – \$1 million

The 2026 capital budget totals \$24.8 million, including \$1.6 million carried forward from 2025. Priorities include replacing aging infrastructure, meeting dam safety requirements and improving service delivery. Key projects: bridge replacements at Witty’s Lagoon, Beaver Lake Dam upgrades, new portal signs and shoreline restoration at Coles Bay.

Table 2: 2025 Capital Expenditures

Budget Component	2026	% of Total
Buildings	610,000	2.46%
Equipment	183,000	0.74%
Land	2,000,000	8.07%
Engineered Structures	19,918,862	80.33%
Vehicles	2,085,000	8.41%
Total	\$ 24,796,862	100%

Capital Funding Overview

The Capital Program is mainly supported by reserves from annual operating contributions and debt financing for long-term infrastructure and land acquisition. For 2026, funding includes:

- \$17 million in new debt
- \$5.7 million from reserve funds (ERF and Capital Reserve)
- \$500,000 in grants
- \$1.6 million in carry-forward capital from 2025

Current reserve levels and annual transfers are not sufficient to meet the growing infrastructure and maintenance needs of the Regional Parks Capital Program. As a result, debt financing has been identified as a necessary tool to bridge the funding gap and support key projects over the next five years.

For a detailed breakdown of expenditures and funding sources, refer to Appendix A (pages 5-9).

Reserve Funding

There are currently five reserve funds established by bylaw for this service. Reserves serve several purposes, including stabilizing revenue requirements and funding capital renewal and replacement.

The five reserve funds are:

- Legacy Reserve—Bylaw No. 4103: Established to set aside money received for specific purposes through bequests, charitable donations or otherwise given.
- Operating Reserve—Bylaw No. 4145: Established to help Regional Parks cover cyclical costs, unexpected expenses, special projects, and revenue fluctuations. Currently, transfers to the fund support cyclical expenses like visitor surveys and mountain bike trail assessments.
- Equipment Replacement Reserve Fund—Bylaw No. 945: Established to allow Regional Parks to save for replacing vehicles, machinery, and equipment. The 2026 contribution is \$750,000, a \$20,000 increase from 2025, to maintain scheduled replacements and support fleet decarbonization.
- Capital Reserve Fund—Bylaw No. 2313: Established for the purpose of setting aside funds for new infrastructure and renewal or replacement of existing assets. The 2026 contribution is \$3.3 million, \$50,000 more than 2025. Planned 2026 expenditures total \$3.4 million. Current transfers don't fully cover the needs to maintain aging Regional Parks infrastructure. The fund balance includes \$2.3 million restricted for the Land Acquisition Levy.
- Land Acquisition Reserve Fund—Bylaw No. 1831: A statutorily required reserve fund where funds received from the sale of designated park land are placed until they can be used for the purpose of purchasing land for regional park purposes.

Details of reserve fund balances and planned expenditures can be found in Appendix A (pages 23-30).

2026 Budget Context

Salaries and wages make up most of the annual operating budget, at approximately 45% of the total 2026 operating expenditures. Other key drivers are internal allocations for corporate services, consultant/contract for services, reserve transfers and debt servicing. Requisition is the main revenue source for Regional Parks, funding approximately 89.5% of the total operating costs.

The totals are summarized in Appendix A (page 4), along with the 2025 year-end estimated actuals and the 2027-2030 future projections.

Requisition

The 2026 requisition is set at \$20.2 million, reflecting a 6.94% increase over 2025. This includes a 4.95% rise in the core budget and 1.99% for ongoing and one-time items. The requisition for 2026 has been reduced by \$340,000 due to a carryforward of estimated surplus funds from 2025.

ALTERNATIVES

Alternative 1

The Regional Parks Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Operating & Capital Budget – Regional Parks Service, be approved as presented and form the basis of the Provisional 2026-2030 Financial Plan.

Alternative 2

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

That Appendix A, Operating & Capital Budget – Regional Parks Service, be approved as amended and form the basis of the Final 2026-2030 Financial Plan.

IMPLICATIONS

Financial Implications

The CRD's Regional Parks Division is planning for a growing and increasingly complex parks and trails system. Budget increases are driven by inflation, mandatory wage adjustments, the George Hill land acquisition, dam safety work, staffing needs and debt servicing for major capital projects such as the Regional Trestles Renewal, Trail Widening and Lighting Project.

The operating budget includes \$280,000 for the George Hill acquisition, covering \$130,000 in ongoing maintenance and \$150,000 for site securement and assessments. Without this funding, service levels in other areas may be reduced.

Additionally, a one-time \$50,000 request has been submitted to address dam safety through a risk assessment, which will help prioritize future investments and avoid impacts to other services.

The Regional Trestles Renewal, Trails Widening and Lighting Project has been included in the five-year capital plan and the debt servicing costs have been included in the five-year operating budget. The 2026 debt servicing for the project is estimated at \$535,000, which includes \$355,000 in new debt servicing costs.

Alignment with Board & Corporate Priorities

The 2023-2026 CRD Corporate Plan highlights the initiatives the CRD needs to deliver over the Board's four-year term to address the region's most important needs. The Corporate Plan identifies a number of initiatives under various priorities that fall under the regional parks and trails mandate. In addition to these initiatives, other Board-approved plans, such as the Regional Parks and Trails Strategic Plan 2022-2023, provide additional direction for the operating and capital budget.

CONCLUSION

To ensure long-term sustainability and safety across the regional parks system, replacing aging infrastructure remains a top priority. The Capital Reserve Fund, which includes \$2.3 million in restricted Land Acquisition Levy funds, plays a critical role in supporting these upgrades. Strategic investments such as the George Hill and Royal Oak Golf Course acquisitions, dam safety assessments, and the Regional Trestles Renewal Project reflect the CRD's commitment to maintaining service levels while addressing future growth. Continued refinement of the financial plan and pursuit of alternative funding sources will help balance infrastructure needs with fiscal responsibility.

RECOMMENDATION

The Regional Parks Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Operating & Capital Budget – Regional Parks Service, be approved as presented and form the basis of the Provisional 2026-2030 Financial Plan.

Submitted by:	Mike MacIntyre, Senior Manager, Regional Parks
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

ATTACHMENTS:

Appendix A: Capital Regional District 2026 Budget – Regional Parks
Presentation: 2026 – 2030 Financial Plan

CAPITAL REGIONAL DISTRICT

2026 BUDGET

Regional Parks

COMMITTEE OF THE WHOLE

Service: 1.280 Regional Parks

Committee: Regional Parks Committee & Transportation Committee

DEFINITION:

To establish an extended service of Regional Parks for all of the Regional District for the purpose of operating Regional Parks. Bylaw No. 1749 (November 1989); Amended Bylaw No. 2419 (October 1996).

Land Acquisition Fund: 2000 to 2009 Requisition increase equates to \$10 per average household each year.
2010 increased requisition equates to \$12 per average household.
2011-2014 increased requisition further \$2 per average household in each year.
2015-2019 requisition equates to \$20 per average household in each year.
2020 requisition equates to \$20 per average household in each year.
2021-2025 increased requisition further \$1 per average household in each year

SERVICE DESCRIPTION:

This is a service to administer and coordinate the provision of regional parks and trails systems for residents and visitors to the Capital Region. Services include planning and developing strategies for growth and protection of parks and trails, project management of capital facilities, environmental interpretation, conservation, education, security and parks operations of all regional parks and trails. The land acquisition fund acquires regionally significant natural areas to achieve the vision for future regional parks and trails systems. Land acquisition contributes to environmental, social and economic regional sustainability.

PARTICIPATION:

All member municipalities and electoral areas participate.

MAXIMUM LEVY:

Based on converted hospital assessed values for land and improvements.

CAPITAL BORROWING:

Authorized: Bylaw.4142 - Construction of E&N Trail Phase 3&4	\$ 6,100,000
Borrowed:	\$ (6,100,000)
Remaining	<u>\$ -</u>
Authorized: Bylaw.4506 - Acquiring Land for Regional Parks	\$ 25,000,000
Borrowed:	\$ (5,000,000)
Remaining	<u>\$ 20,000,000</u>
Authorized: Bylaw.4588 - Trestles Renewal, Trails Widening and Lighting	\$ 50,000,000
Borrowed:	\$ -
Remaining	<u>\$ 50,000,000</u>

Change in Budget 2025 to 2026
Service: 1.280 Regional Parks

	Total Expenditure	Comments
2025 Budget	21,310,198	
Change in Wages & Benefits:		
Base wages & benefits change	326,757	Inclusive of estimated collective agreement changes
Step increase/paygrade change	8,162	
2 FTE transfer	(208,044)	CRD Evolve transfer to 1.118 Communications
2 FTE transfer	(233,255)	CRD Evolve transfer to 2.670 Regional Water Supply (Fleet)
Increase auxiliary	125,000	George Hill acquisition
	<hr/>	
Total Change in Wages & Benefits	18,620	
Other Changes:		
Standard Overhead Allocation	37,082	Increase in 2025 operating costs
Human Resources Allocation	24,889	Increase in 2025 wages & benefits
Corp Communications Allocation	265,744	CRD Evolve transition new allocation for communications
Contract for services one time cost	50,000	Dam Safety initiative
Fleet Services Allocation	261,408	CRD Evolve transition new allocation for fleet maintenance
Transfer to Capital Reserve Fund	52,463	Inflationary growth in transfer
Regional Trails debt servicing	355,000	
LAF debt servicing	27,544	
2025 one time items	(385,000)	Royal Oak Golf Course
One time costs	150,000	George Hill acquisition
Other Costs	281,189	
	<hr/>	
Total Other Changes	1,120,319	
	<hr/>	
2026 Budget	22,449,137	

Summary of % Expense Increase

Base wages & benefits change	1.5%
Step increase/paygrade change	0.0%
CRD Evolve transfer to Communications	-1.0%
CRD Evolve transfer to Fleet	-1.1%
Increase auxiliary	0.6%
Standard Overhead Allocation	0.2%
Human Resources Allocation	0.1%
Corp Communications Allocation	1.2%
Contract for services one time cost	0.2%
Fleet Services Allocation	1.2%
Transfer to Capital Reserve Fund	0.2%
Regional Trails debt servicing	1.7%
LAF debt servicing	0.1%
2025 one time items	-1.8%
One time costs	0.7%
Other Costs	1.3%
% expense increase from 2025:	5.3%

% Requisition increase from 2025 (if applicable):

6.9%

Requisition funding is (89.5)% of service revenue

Overall 2025 Budget Performance

(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$781,000 (3.7%) due mainly to staff vacancies and debt servicing savings. This variance will be moved to Capital Reserve, which has an expected year end balance of \$5,900,000 before this transfer.

REGIONAL PARKS SUMMARY			BUDGET REQUEST				FUTURE PROJECTIONS			
	2025 BOARD BUDGET	2025 ESTIMATED ACTUAL	2026 CORE BUDGET	2026 ONGOING	2026 ONE-TIME	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL	2030 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	10,022,995	9,552,309	10,041,615	125,000	-	10,166,615	10,624,519	10,920,310	11,176,723	11,439,012
Internal Allocations	562,416	479,215	517,661	-	2,500	520,161	517,360	533,597	544,668	555,967
Standard Overhead Allocation	740,445	740,445	777,527	-	-	777,527	791,522	807,353	823,499	839,970
Human Resources Allocation	354,148	354,148	379,037	-	-	379,037	443,467	464,331	447,014	451,346
Fleet Services Allocation	-	-	261,408	-	-	261,408	267,944	274,643	281,509	288,546
Communications Allocation	-	-	265,744	-	-	265,744	276,540	283,978	294,992	301,760
Insurance Cost	91,460	91,460	89,715	-	-	89,715	94,201	98,911	103,858	109,052
Consultant and Contract for Services	1,255,616	1,116,790	1,354,752	5,000	125,000	1,484,752	1,394,707	1,402,201	1,430,246	1,458,851
Vehicles and Equipment	664,310	645,907	621,566	-	-	621,566	633,997	646,676	659,610	672,802
Parks Maintenance and Repairs	485,416	610,549	538,990	-	-	538,990	549,770	560,763	571,979	583,420
Utilities & Disposal Costs	241,553	280,401	269,858	-	-	269,858	275,254	280,761	286,373	292,102
Operating Supplies	592,614	748,630	635,509	-	-	635,509	587,018	598,761	610,732	622,948
Legal/Licences/Surveys Cost	66,743	59,308	66,188	-	-	66,188	67,513	68,863	70,240	71,643
Telecommunications&Training	182,275	195,944	179,036	-	-	179,036	182,619	186,267	189,994	193,794
Operating Cost - Other	494,309	428,864	509,730	-	-	509,730	519,924	535,323	546,027	556,948
TOTAL OPERATING COSTS	15,754,300	15,303,970	16,508,336	130,000	127,500	16,765,836	17,226,355	17,662,738	18,037,464	18,438,161
*Percentage increase over prior year		-2.9%	4.79%			6.42%	2.75%	2.5%	2.1%	2.2%
<u>CAPITAL / TRANSFER RESERVES</u>										
Transfer to Operating Reserve Fund	15,000	185,000	15,000	-	-	15,000	15,040	15,081	15,122	15,165
Transfer to Capital Fund	275,400	275,400	210,357	-	75,000	285,357	214,564	218,855	223,233	227,697
Land Acquisition Levy	-	-	-	-	-	-	-	-	-	-
Transfer to ERF Reserve	732,830	732,830	746,021	-	-	746,021	871,366	940,974	1,040,813	1,061,629
Transfer to Capital Reserve Fund	3,206,411	3,477,438	3,008,874	-	-	3,008,874	3,068,151	3,128,614	3,190,287	3,253,193
TOTAL CAPITAL / RESERVE TRANSFER	4,229,641	4,670,668	3,980,252	-	75,000	4,055,252	4,169,121	4,303,524	4,469,455	4,557,684
*Percentage increase over prior year		10.4%	-5.90%			-4.12%	2.81%	3.2%	3.9%	2.0%
*Percentage increase over prior year Ops and Cap			2.53%			4.19%	2.76%	2.7%	2.5%	2.2%
LAF Debt	574,999	472,543	574,999	7,544	20,000	602,543	791,193	1,019,843	1,344,493	1,734,143
Trail Widening Debt	180,000	20,000	180,000	255,000	100,000	535,000	1,728,251	3,026,502	4,323,003	5,241,253
E&N Trail Debt	571,258	571,258	572,128	-	-	572,128	572,128	572,128	572,128	572,128
Debt Charges	1,326,257	1,063,801	1,327,127	262,544	120,000	1,709,671	3,091,572	4,618,473	6,239,624	7,547,524
TOTAL COSTS	21,310,198	21,038,439	21,815,715	392,544	322,500	22,530,759	24,487,048	26,584,735	28,746,543	30,543,369
*Percentage increase over prior year			2.37%			5.73%	8.68%	8.6%	8.1%	6.3%
Internal Recoveries	(77,539)	(77,066)	(81,622)	-	-	(81,622)	(83,256)	(84,920)	(86,617)	(88,350)
OPERATING LESS RECOVERIES	21,232,659	20,961,373	21,734,093	392,544	322,500	22,449,137	24,403,792	26,499,815	28,659,926	30,455,019
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year	-	340,000	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	(535,000)	(535,000)	-	(17,500)	(322,500)	(340,000)	-	-	-	-
Fee Income	(796,816)	(804,530)	(877,913)	-	-	(877,913)	(892,094)	(906,558)	(921,311)	(936,360)
Rental Income	(106,090)	(113,090)	(108,212)	-	-	(108,212)	(110,376)	(112,584)	(114,835)	(117,132)
Transfer from Operating Reserve Fund	-	-	(20,000)	-	-	(20,000)	(20,000)	-	-	-
Payments - In Lieu of Taxes	(887,899)	(887,899)	(887,899)	-	-	(887,899)	(887,899)	(887,899)	(887,899)	(887,899)
Grants - Other	(60,000)	(114,000)	(60,000)	-	-	(60,000)	-	-	-	-
TOTAL REVENUE	(2,385,805)	(2,114,519)	(1,954,024)	(17,500)	(322,500)	(2,294,024)	(1,910,369)	(1,907,041)	(1,924,045)	(1,941,391)
REQUISITION	(18,846,854)	(18,846,854)	(19,780,069)	(375,044)	-	(20,155,113)	(22,493,423)	(24,592,774)	(26,735,881)	(28,513,628)
*Percentage increase over prior year requisition			4.95%			6.94%	11.60%	9.33%	8.71%	6.65%
PARTICIPANTS: Regional. AUTHORIZED POSITIONS:	83.4	83.4	83.4	-4.0	0.0	79.4	79.4	79.4	79.4	79.4

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2026 to 2030

Service No.	1.280	Carry Forward from 2025	2026	2027	2028	2029	2030	TOTAL
	Regional Parks							

EXPENDITURE

Buildings	\$350,000	\$610,000	\$1,250,000	\$1,000,000	\$1,300,000	\$0	\$4,160,000
Equipment	\$0	\$183,000	\$74,000	\$92,000	\$466,000	\$0	\$815,000
Land	\$0	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$10,000,000
Engineered Structures	\$1,043,862	\$19,918,862	\$21,315,000	\$20,175,000	\$7,070,000	\$4,180,000	\$72,658,862
Vehicles	\$0	\$2,085,000	\$650,000	\$788,000	\$560,000	\$568,000	\$4,651,000
	\$1,393,862	\$24,796,862	\$25,289,000	\$24,055,000	\$11,396,000	\$6,748,000	\$92,284,862

SOURCE OF FUNDS

Capital Funds on Hand	\$1,393,862	\$1,593,862	\$0	\$0	\$0	\$0	\$1,593,862
Debenture Debt (New Debt Only)	\$0	\$17,000,000	\$18,500,000	\$18,450,000	\$6,500,000	\$6,000,000	\$66,450,000
Equipment Replacement Fund	\$0	\$2,268,000	\$724,000	\$880,000	\$726,000	\$568,000	\$5,166,000
Grants (Federal, Provincial)	\$0	\$500,000	\$1,000,000	\$300,000	\$0	\$0	\$1,800,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$3,435,000	\$5,065,000	\$4,425,000	\$4,170,000	\$180,000	\$17,275,000
	\$1,393,862	\$24,796,862	\$25,289,000	\$24,055,000	\$11,396,000	\$6,748,000	\$92,284,862

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2026 - 2030

Service #: **1.280**

Service Name: **Regional Parks**

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2025	2026	2027	2028	2029	2030	5 - Year Total
19-05	Renewal	Repair GGRT Bridges (5)	Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban.	\$ 2,574,000	S	Cap	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19-05	Renewal	Repair GGRT Bridges (5)	Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban.		S	Res	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
20-03	Renewal	Park Facilities St. John Point	Constructing parking lot, pit toilet, information kiosk, and benches at St. John Point	\$ 163,000	S	Res	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
20-03	Renewal	Park Facilities St. John Point	Constructing parking lot, pit toilet, information kiosk, and benches at St. John Point		S	Cap	\$ 101,193	\$ 101,193	\$ -	\$ -	\$ -	\$ -	\$ 101,193
20-08	New	Develop Matthew's Point Facilities	Develop visitor facilities at Matthews Point Regional Park as identified in the management plan.	\$ 90,000	S	Res	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00
20-08	New	Develop Matthew's Point Facilities	Develop visitor facilities at Matthews Point Regional Park as identified in the management plan.		S	Cap	\$ 14,669	\$ 14,669	\$ -	\$ -	\$ -	\$ -	\$ 14,669.00
22-02	Renewal	Beaver Lake Dams - Upgrades and Improvements Program	Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through Regional Parks Dams Overview Assessment Report	\$ 1,675,000	S	Res	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
22-02	Renewal	Beaver Lake Dams - Upgrades and Improvements Program	Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through Regional Parks Dams Overview Assessment Report		S	Debt	\$ -	\$ -	\$ -	\$ 1,250,000	\$ -	\$ -	\$ 1,250,000
22-02	Renewal	Beaver Lake Dams - Upgrades and Improvements Program	Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through Regional Parks Dams Overview Assessment Report		S	Cap	\$ 120,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
22-04	Study	Sooke Potholes Lodge Feasibility Study	Feasibility study for removal and design to rehabilitate old lodge site at Sooke Potholes	\$ 200,000	B	Res	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 200,000
23-01	New	Purchase of New Genset for Mt. McDonald	New backup power supply required for emergency communication equipment on Mt. McDonald.	\$ 300,000	E	Res	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000
23-05	New	Design & Construct Salt Spring Island Regional Trail	Feasibility study, design and construct 5km of regional trail on Salt Spring Island.	\$ 4,690,000	S	Res	\$ -	\$ -	\$ 300,000	\$ 330,000	\$ -	\$ -	\$ 630,000
23-05	New	Design & Construct Salt Spring Island Regional Trail	Feasibility study, design and construct 5km of regional trail on Salt Spring Island.		S	Debt	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000	\$ 1,000,000	\$ 4,000,000
23-11	Renewal	Replace Two Bridges at Witty's Lagoon	Design and Construction of Two Bridges at Witty's Lagoon - Asset IDs 100 and 133	\$ 710,000	S	Res	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
23-11	Renewal	Replace Two Bridges at Witty's Lagoon	Design and Construction of Two Bridges at Witty's Lagoon - Asset IDs 100 and 133		S	Res	\$ -	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ 375,000
23-14	Replacement	Equipment Replacement	Equipment replacement of outdoor and indoor equipment and furniture.		NA	ERF	\$ -	\$ 183,000	\$ 74,000	\$ 92,000	\$ 166,000	\$ -	\$ 515,000
23-15	New	Potential Land Acquisition Transactions	Potential land acquisition transactions.		NA	Debt	\$ -	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 10,000,000
24-04	Renewal	Design & Construct Brookleigh Boat Launch	Improvements to the boat launch and dock at Brookleigh Beach with additional site improvements to enhance access, parking, and washrooms accessibility	\$ 750,000	S	Res	\$ -	\$ -	\$ 150,000	\$ -	\$ 500,000	\$ -	\$ 650,000
24-05	New	Regional Trestle Renewal, Trails Widening and Lighting Project	Design and construct renewal of 3 regional trail trestles and 6 km of trail widening and lighting.	\$ 50,000,000	S	Debt	\$ -	\$ 15,000,000	\$ 16,500,000	\$ 15,000,000	\$ -	\$ -	\$ 46,500,000
24-05	New	Regional Trestle Renewal, Trails Widening and Lighting Project	Design and construct renewal of 3 regional trail trestles and 6 km of trail widening and lighting.		S	Grant	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
24-07	Renewal	Site Planning for Regional Parks Operations	Development of site plans, design and construction activities at Regional Parks operational facilities	\$ 250,000	B	Res	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
24-11	New	Portal Signs	Replace portal signs or install new portal signs at main regional park and trail access points to align with Corporate Sign Strategy.	\$ 1,055,000	S	Res	\$ -	\$ 285,000	\$ 270,000	\$ 50,000	\$ -	\$ -	\$ 605,000
24-11	New	Portal Signs	Replace portal signs or install new portal signs at main regional park and trail access points to align with Corporate Sign Strategy.		S	Cap	\$ 170,000	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ 170,000
24-12	Replacement	Weed Harvester	Replace 2006 aquatic weed harvester	\$ 700,000	V	ERF	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000
24-13	Renewal	Durrance Lake Dam - Upgrades and Improvements Program	Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through Regional Parks Dams Overview Assessment Report	\$ 3,300,000	S	Res	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 300,000
24-13	Renewal	Durrance Lake Dam - Upgrades and Improvements Program	Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through Regional Parks Dams Overview Assessment Report		S	Debt	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000	\$ 3,000,000

Service #:

1.280

Service Name:

Regional Parks

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2025	2026	2027	2028	2029	2030	5 - Year Total
24-14	Replacement	Light Duty Vehicle Replacement 2024 Carryforward	Vehicle replacement based on a schedule for fleet vehicles- 2024 carryforward	\$ 200,000	V	ERF	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
25-02	Study	Options Analysis of Shoreline Stabilization	Options analysis for shoreline stabilization at Jordan River Regional Park and Island View Beach Regional Park	\$ 150,000	S	Res	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25-02	Study	Options Analysis of Shoreline Stabilization	Options analysis for shoreline stabilization at Jordan River Regional Park and Island View Beach Regional Park		S	Cap	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
25-04	Renewal	Design and Construct- Regional Trail Bridge Renewals (4)	Design and Construct Regional Trail bridge renewals for Bilston #3, Firehall, Charters, Interurban and Wilkinson bridges based on 20-year renewal plan.	\$ 2,175,000	S	Res	\$ -	\$ -	\$ 950,000	\$ 900,000	\$ -	\$ -	\$ 1,850,000
25-04	Renewal	Design and Construct- Regional Trail Bridge Renewals (4)	Design and Construct Regional Trail bridge renewals for Bilston #3, Firehall, Charters, Interurban and Wilkinson bridges based on 20-year renewal plan.		S	Cap	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000
25-05	Replacement	Implement Kiosk Strategy	Implement kiosk strategy for the purpose of replacing ageing information kiosks.	\$ 100,000	S	Res	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 80,000
25-06	Study	Beaver Lake Dams - IDSRMP	Develop Interim Dam Safety Risk Management Plan - Beaver Lake Dams	\$ 200,000	S	Res	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
25-07	New	Coles Bay Shoreline Restoration	Design shoreline restoration to protect cultural and ecological shoreline values and restore the traditional shellfish harvest in Coles Bay	\$ 1,350,000	S	Grant	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,000,000.00
25-07	New	Coles Bay Shoreline Restoration	Design shoreline restoration to protect cultural and ecological shoreline values and restore the traditional shellfish harvest in Coles Bay		S	Cap	\$ 188,000	\$ 188,000	\$ -	\$ -	\$ -	\$ -	\$ 188,000.00
25-08	Replacement	Royal Oak Golf Course Site Securement Fund	Replace the culvert between the two lower ponds and Remediate hydrocarbon-contaminated soils in the storage yard, building, and property fund at ROGC	\$ 250,000	S	Cap	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
25-09	Renewal	Upgrading electrical capacity and HVAC at Mill Hill Worksite	Upgrading electrical capacity, Installation of Fleet EV chargers and HVAC system upgrading for the building at Mill Hill worksite.	\$ 800,000	B	Res	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000
25-09	Renewal	Upgrading electrical capacity and HVAC at Mill Hill Worksite	Upgrading electrical capacity, Installation of Fleet EV chargers and HVAC system upgrading for the building at Mill Hill worksite.		B	Cap	\$ 350,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000.00
25-10	New	Spillway alterations and log boom installation	Design and construct Humpback and Thetis spillway log boom installation and Thetis spillway alterations	\$ 200,000	S	Res		\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
25-10	New	Spillway alterations and log boom installation	Design and construct Humpback and Thetis spillway log boom installation and Thetis spillway alterations		S	Cap	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00
25-11	Study	Killarney Lake Dam - Regulatory Compliance, Dam Safety Planning & Analyses	Ongoing projects involving studies, dam safety planning and regulatory requirements activities for Killarney Lake Dam. Outcomes from the various studies will inform future capital improvements.	\$ 80,000	S	Res	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
25-14	Replacement	Replace Wooden Culvert (Trail Way)	Replace Sooke Hills Wilderness Trail wooden culvert	\$ 230,000	S	Res	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
25-15	Replacement	F-450 Dump Truck Replacement	F-450 dump truck replacement based on a schedule for fleet vehicles	\$ 175,000	V	ERF	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000
25-16	Replacement	Light Duty Vehicle Replacement 2025 Carryforward	Vehicle replacement based on a schedule for fleet vehicles		NA	V	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
26-05	Renewal	Site Paving at Mill Hill Work Site	Site paving and related enhancements at Mill Hill work site.	\$ 200,000	S	Res	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
26-06	Renewal	Renewal of Elk Beaver Regional Park road surfacing	Full depth renewal and paving of Beaver Lake Road and new paving at Bear Hill Road	\$ 450,000	S	Res	\$ -	\$ -	\$ 300,000	\$ 150,000	\$ -	\$ -	\$ 450,000
26-07	Replacement	Design and Construct - Jordan River Regional Park Boardwalk	Design and Construct boardwalk at Jordan River Regional Park.	\$ 245,000	S	Res	\$ -	\$ 45,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 245,000
26-08	Renewal	Humpback Dam - Deficiency Resolution Program	Ongoing program to address dam safety deficiencies from the Dam Safety Risk Register, which have been identified through the 2023 Dam Safety Review & IDSRMP	\$ 300,000	S	Res	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
26-09	Study	Thetis Lake Dams - Regulatory Compliance, Dam Safety Planning & Analyses	Ongoing projects involving studies, dam safety planning and regulatory requirements activities for Thetis Lake Dams. Outcomes from the various studies will inform future capital improvements.	\$ 300,000	S	Res	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 300,000.00
26-10	Decommission	Bear Hill Regional Park Workshop Decommissioning	Decommission Bear Hill Regional Park workshop based on the Asset Retirement Obligation requirements.	\$ 160,000	B	Res	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000
26-11	New	Fleet EV chargers at 728 Work Site	Installation of Fleet EV chargers at 728 Work Site based on fleet electrification plan	\$ 200,000	S	Res	\$ -	\$ 50,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 200,000.00
26-12	Replacement	Regional Park and Trail Water Fountain Replacement	Supply and install replacement water fountains for 10 locations on the Regional Trails and 5 locations within Regional Parks	\$ 250,000	S	Res	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00
26-13	Replacement	Thetis Lake West beach parking lot - water drainage improvements and asphalt replacement	Rehabilitation of the existing parking lot experiencing significant asphalt erosion and cracking. Work includes replacement of the existing drainage pipe and installation of new asphalt and line painting	\$ 150,000	S	Res	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00
26-14	New	Haliburton Creek wetland	Design and construct new wetland habitat to expand and enhance the riparian corridor along Haliburton Creek.	\$ 280,000	S	Res	\$ -	\$ 50,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 80,000.00

Service #:

1.280

Service Name:

Regional Parks

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2025	2026	2027	2028	2029	2030	5 - Year Total
26-14	New	Haliburton Creek wetland	Design and construct new wetland habitat to expand and enhance the riparian corridor along Haliburton Creek.		S	Grant	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000.00
26-15	Replacement	John Deere 6105E Tractor Replacement	Replace 2022 John Deere 6105E Tractor	\$ 325,000	V	ERF	\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ 325,000
26-16	Replacement	Light Duty Vehicle Replacement	Vehicle replacement based on a schedule for fleet vehicles	NA	V	ERF	\$ -	\$ 435,000	\$ 650,000	\$ 788,000	\$ 560,000	\$ 568,000	\$ 3,001,000
27-02	Replacement	Replace pit toilet at Lone Tree Hill	Replace and standardize Lone Tree Hill toilet building that has exceeded its serviceable life span	\$ 150,000	B	Res	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000
27-03	New	Jordan River and Island View Beach Shoreline Stabilization	Design and Construct shoreline Stabilization at Jordan River Regional Park and Island View Beach Regional Park	\$ 1,500,000	S	Res	\$ -	\$ -	\$ -	\$ 750,000	\$ 750,000	\$ -	\$ 1,500,000
27-04	Replacement	Spring Slamon Place Toilet Upgrades	Replace the existing single wooden pit toilet and old tank at the north end of the campground along with the two-pack wooden toilet building near the cooking shelter	\$ 150,000	S	Res	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ 300,000.00
27-05	Decommission	Francis King Rental Bulding Decommissioning	Decommission existing rental bulding at Francis King Regional Park due its age, presence of mold and lack of operational or visitor experience value.	\$ 250,000	B	Res	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000.00
27-06	Replacement	Replace pit toilet at Francis King Regional Park	Replace existing double pit toilets at Francis King Regional Park that has exceeded its serviceable life span	\$ 150,000	B	Res	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000.00
27-07	Replacement	Pike and Iron Mine Bay Washroom Replacement	Replace and relocate the vault toilets at Pike Road and Iron Mine Bay that has exceeded its serviceable life span	\$ 250,000	S	Res	\$ -	\$ -	\$ 50,000	\$ 200,000	\$ -	\$ -	\$ 250,000.00
27-08	Renewal	Gonzales Hill Service Road Paving	Renewal and paving of service road in the park as the asphalt has reached the end on its service life	\$ 75,000	S	Res	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000.00
27-09	Replacement	Design and construct Technical Training Area at Mount Work Regional Park	Design and construct technical training area within the Designated Mountain Bike Area at Mount Work Regional Park	\$ 170,000	S	Res	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000.00
27-09	Replacement	Design and construct Technical Training Area at Mount Work Regional Park	Design and construct technical training area within the Designated Mountain Bike Area at Mount Work Regional Park		S	Grant	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000.00
27-10	Replacement	Thetis Lake Washroom Facility Replacement	Design and construct new accessible washroom facility at Thetis Lake, including demolition of the old washroom and decommissioning of the existing septic system off the dam.	\$ 2,250,000	B	Res	\$ -	\$ -	\$ 250,000	\$ 1,000,000	\$ 1,000,000		\$ 2,250,000
28-01	Renewal	Thetis Lake Dams - Upgrades and Improvements Program	Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through the Thetis Lake Dams - Regulatory, Planning & Analysis Program	\$ 150,000	S	Res	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ -	\$ 150,000
28-02	New	Washroom Replacement and Campground Accessibility Improvements at Island View	Remove the existing six-pack vault toilet, construct three new two-pack vault toilets and develop 3-4 accessible campsites to improve accessibility	\$ 550,000	S	Res	\$ -	\$ 150,000	\$ 400,000	\$ -	\$ -	\$ -	\$ 550,000
28-03	New	Assess and Repair Regional Trail Land Protection	Conduct culvert assessment and repairs.	\$ 550,000	S	Res	\$ -	\$ -	\$ -	\$ 250,000	\$ 300,000	\$ -	\$ 550,000
28-04	New	Upgrade Regional Trail surfacing	Upgrade Regional Trail surfacing to paved for Sooke Road to Aldene.	\$ 250,000	S	Res	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000
28-05	Renewal	Design and Construct- Regional Trail Bridge Renewals (4)	Design and Construct Regional Trail bridge renewals for Wildwood/Matheson, Hereward, Island Highway and Helmeken bridges based on 20-year renewal plan.	\$ 2,175,000	S	Res	\$ -	\$ -	\$ -	\$ 325,000	\$ 900,000	\$ -	\$ 1,225,000
28-07	Renewal	Renewal of Regional Trail surfacing - Juskun Road to Mt. Newton	Full depth renewal and paving of Lochside Regional Trail section from Juskun Road to Mt. Newton	\$ 1,700,000	S	Debt	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 1,500,000	\$ 1,700,000
29-01	Replacement	Hamsterly Beach Waterline Replacement	Replace the waterline at Hamsterly Beach	\$ 75,000	S	Cap	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00
29-02	Renewal	Renew Sitting Lady Falls Parking	Construct renewal to Witty's Lagoon - Sitting Lady Falls Parking that has exceeded its serviceable life span.	\$ 250,000	S	Res	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
29-03	Replacement	Replace pit toilet at Durrance-Mount Work Regional Park	Replace existing double pit toilets to improve location, accessibility and water protection/infiltration	\$ 150,000	B	Res	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000
30-01	New	Sooke Potholes Parking Lot 3 Upgrades	Upgrade the existing gravel road and Parking Lot #3 at Sooke Potholes	\$ 80,000	S	Res	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000
30-02	Renewal	Killarney Lake Dam - Upgrades and Improvements Program	Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through the Killarney Lake Dam - Regulatory, Planning & Analysis Program.	\$ 100,000	S	Res	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
													\$ -
													\$ -
			Grand Total	\$ 86,022,000			\$ 1,393,862	\$ 24,796,862	\$ 25,289,000	\$ 24,055,000	\$ 11,396,000	\$ 6,748,000	\$ 92,284,862

Service: 1.280 Regional Parks

Project Number 19-05

Capital Project Title Repair GGRT Bridges (5)

Capital Project Description Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban.

Project Rationale Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban bridges on the Galloping Goose Trail. The scope of work for the Interurban bridge is expected to continue through 2025, with an increased budget of \$150,000.

Project Number 20-03

Capital Project Title Park Facilities St. John Point

Capital Project Description Constructing parking lot, pit toilet, information kiosk, and benches at St. John Point

Project Rationale Design and construct parking lot, toilet, benches, and information kiosk The St. John Point to addresses actions identified in the Regional Park Management Plan.

Project Number 20-08

Capital Project Title Develop Matthew's Point Facilities

Capital Project Description Develop visitor facilities at Matthews Point Regional Park as identified in the management plan.

Project Rationale This project is to install facilities at Matthews Point including trail work, signs, kiosk, and toilet building.

Project Number 22-02

Capital Project Title Beaver Lake Dams - Upgrades and Improvements Program

Capital Project Description Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through Regional Parks Dams Overview Assessment Report

Project Rationale This is an ongoing program to be adaptable to addressing projects in the Beaver Lake Dams from the Dam Safety Risk Register. Some key projects in the near term include: Hydrotechnical and geotechnical assessment, Preliminary design of upgrades for Beaver Lake Dams, Beaver Lake Dam Upgrades – detailed design & construction

Project Number 22-04

Capital Project Title Sooke Potholes Lodge Feasibility Study

Capital Project Description Feasibility study for removal and design to rehabilitate old lodge site at Sooke Potholes

Project Rationale This project is to conduct a comprehensive feasibility study focusing on safety measures for the removal and design rehabilitation of the old lodge site which has been abandoned since the 1980s to ensure that all necessary precautions are taken to secure the site and evaluate the best approaches for its rehabilitation.

Service: 1.280 Regional Parks

Project Number 23-01

Capital Project Title Purchase of New Genset for Mt. McDonald

Capital Project Description New backup power supply required for emergency communication equipment on Mt. McDonald.

Project Rationale A new backup power supply is required for the emergency communication equipment located on Mount McDonald.

Project Number 23-05

Capital Project Title Design & Construct Salt Spring Island Regional Trail

Capital Project Description Feasibility study, design and construct 5km of regional trail on Salt Spring Island.

Project Rationale This project continues implementation of the Gulf Islands Regional Trail Plan to construct regional trails on each of the Gulf Islands. Grant dependent.

Project Number 23-11

Capital Project Title Replace Two Bridges at Witty's Lagoon

Capital Project Description Design and Construction of Two Bridges at Witty's Lagoon - Asset IDs 100 and 133

Project Rationale Replacement of Two Bridges at Witty's Lagoon (Asset IDs 100 and 133), including detailed design and construction.

Project Number 23-14

Capital Project Title Equipment Replacement

Capital Project Description Equipment replacement of outdoor and indoor equipment and furniture.

Project Rationale Regional Parks maintains an equipment replacement fund in order to replace equipment that is not captured within the vehicle replacement program. This includes office equipment and operational field equipment.

Project Number 23-15

Capital Project Title Potential Land Acquisition Transactions

Capital Project Description Potential land acquisition transactions.

Project Rationale Potential land acquisition transactions estimated at \$2 million per year.

Service:

1.280

Regional Parks

Project Number 24-04

Capital Project Title Design & Construct Brookleigh Boat Launch

Capital Project Description Improvements to the boat launch and dock at Brookleigh Beach with additional site improvements to enhance access, parking, and washrooms accessibility

Project Rationale Improve visitor experience and enhance safe access through improving the boat launch at Brookleigh Beach on Elk Lake so it more easily accommodates the type of boats that frequent the facility. In 2026, the scope will be extended to include site improvements at the Brookleigh boat launch to augment 2025 dock replacement, enhance the visitor experience, and improve accessibility. Proposed works include:

- Extend boat ramp as trailers are bottoming out during low water
- pave/formalize the parking to better accommodate trailer/boat launch access and use
- washroom upgrades to improve accessibility

Project Number 24-05

Capital Project Title Regional Trestle Renewal, Trails Widening and Lighting Project

Capital Project Description Design and construct renewal of 3 regional trail trestles and 6 km of trail widening and lighting.

Project Rationale Design and construct the renewal and enhancement of the Swan, Brett, and Selkirk Trestle, and widen and light 6 km of Regional Trail along priority sections of the Lochside and Galloping Goose Regional Trail.

Project Number 24-07

Capital Project Title Site Planning for Regional Parks Operations

Capital Project Description Development of site plans, design and construction activities at Regional Parks operational facilities

Project Rationale Long-term site planning, design and construction of building and improvements at the 728 work site, including office space capacity, electric service capacity, HVAC system and equipment storage based on 2025 feasibility study

Project Number 24-11

Capital Project Title Portal Signs

Capital Project Description Replace portal signs or install new portal signs at main regional park and trail access points to align with Corporate Sign Strategy.

Project Rationale Install new portal signs at regional park access points to align with Corporate Sign Strategy.

Project Number 24-12

Capital Project Title Weed Harvester

Capital Project Description Replace 2006 aquatic weed harvester

Project Rationale Replace 2006 weed harvester through the vehicle replacement fund as the equipment reaches end of serviceable life.

Service: 1.280 Regional Parks

Project Number 24-13 **Capital Project Title** Durrance Lake Dam - Upgrades and Improvements Program **Capital Project Description** Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through Regional Parks Dams Overview Assessment Report

Project Rationale This is an ongoing program to be adaptable to addressing projects in the Durrance Lake Dam from the Dam Safety Risk Register. Some key projects in the near term include: Design, public engagement, and implementation of the dam alteration plan for Durrance Lake Dam, including submission of the plan to the Provincial Dam Safety Office

Project Number 24-14 **Capital Project Title** Light Duty Vehicle Replacement - 2024 Carryforward **Capital Project Description** Vehicle replacement based on a schedule for fleet vehicles- 2024 carryforward

Project Rationale Replace vehicles using the vehicle replacement fund as reaching the end of their serviceable life

Project Number 25-02 **Capital Project Title** Options Analysis of Shoreline Stabilization **Capital Project Description** Options analysis for shoreline stabilization at Jordan River Regional Park and Island View Beach Regional Park

Project Rationale Options analysis for shoreline stabilization at Jordan River Regional Park and Island View Beach Regional Park, including an environmental study of the proposed options.

Project Number 25-04 **Capital Project Title** Design and Construct- Regional Trail Bridge Renewals (4) **Capital Project Description** Design and Construct Regional Trail bridge renewals for Bilston #3, Firehall, Charters, Interurban and Wilkinson bridges based on 20-year renewal plan.

Project Rationale Design and Construct Regional Trail bridge renewals, identified as a priority in the 20-year renewal plan. Bridges include the Bilston Creek Bridge #3, Firehall Creek Bridge, Charters Creek Trestle, Interurban Bridge, and Wilkinson Bridge.

Project Number 25-05 **Capital Project Title** Implement Kiosk Strategy **Capital Project Description** Implement kiosk strategy for the purpose of replacing ageing information kiosks.

Project Rationale This is a continuing project to replace ageing information kiosk structures in Regional Parks, project is anticipated to continue through to 2029.

Service: 1.280 Regional Parks

Project Number 25-06

Capital Project Title Beaver Lake Dams - IDSRMP

Capital Project Description Develop Interim Dam Safety Risk Management Plan - Beaver Lake Dams

Project Rationale Develop Interim Dam Safety Risk Management Plan for the Elk/Beaver Lake dams as required by the dam consultant and accepted by the Provincial Dam Safety Office

Project Number 25-07

Capital Project Title Coles Bay Shoreline Restoration

Capital Project Description Design shoreline restoration to protect cultural and ecological shoreline values and restore the traditional shellfish harvest in Coles Bay

Project Rationale Design and Construct shoreline restoration to protect cultural and ecological shoreline values and restore the traditional shellfish harvest in Coles Bay. This is an opportunity to build relationship with the Pauquachin First Nation.

Project Number 25-08

Capital Project Title Royal Oak Golf Course Site Securement Fund

Capital Project Description Replace the culvert between the two lower ponds and Remediate hydrocarbon-contaminated soils in the storage yard, building, and property fund at ROGC

Project Rationale Replace the culvert between the two lower ponds, Remove gate vane, vegetation clearing and remediate hydrocarbon-contaminated soils in the storage yard to ensure compliance with BC Contaminated Site Regulation, building, and property fund at ROGC.

Project Number 25-09

Capital Project Title Upgrading electrical capacity and HVAC at Mill Hill Worksite

Capital Project Description Upgrading electrical capacity, Installation of Fleet EV chargers and HVAC system upgrading for the building at Mill Hill worksite.

Project Rationale Upgrading the electrical capacity to support the EV fleet, HVAC system, and equipment storage and upgrading the building's HVAC system at Mill Hill Worksite to reduce energy consumption and greenhouse gas (GHG) emissions

Project Number 25-10

Capital Project Title Spillway alterations and log boom installation

Capital Project Description Design and construct Humpback and Thetis spillway log boom installation and Thetis spillway alterations

Project Rationale Design and construct Humpback and Thetis spillway log boom installation and Thetis spillway alterations based on Engineer inspection report recommendation

Service: 1.280 Regional Parks

Project Number 25-11 **Capital Project Title** Killarney Lake Dam - Regulatory Compliance, Dam Safety Planning & Analyses **Capital Project Description** Ongoing projects involving studies, dam safety planning and regulatory requirements activities for Killarney Lake Dam. Outcomes from the various studies will inform future capital improvements.

Project Rationale Capital funding will be used to resolve a prioritized list of issues from the Dam Safety Risk Register, identified during dam surveillance activities and Dam Safety Reviews / inspection. The issues to be resolved relate to dam safety analyses, dam safety planning and program work, and regulatory compliance including Breach Study, Inundation Mapping, and Consequence Classification

Project Number 25-14 **Capital Project Title** Replace Wooden Culvert (Trail Way) **Capital Project Description** Replace Sooke Hills Wilderness Trail wooden culvert

Project Rationale Design and construct replacement of Sooke Hills Wilderness Trail Wooden Culvert (Trail Way) . The bridge is closed to vehicles following an engineering assessment.

Project Number 25-15 **Capital Project Title** F-450 Dump Truck Replacement **Capital Project Description** F-450 dump truck replacement based on a schedule for fleet vehicles

Project Rationale Replace F-450 dump truck based on a schedule for fleet vehicles

Project Number 25-16 **Capital Project Title** Light Duty Vehicle Replacement - 2025 Carryforward **Capital Project Description** Vehicle replacement based on a schedule for fleet vehicles

Project Rationale Vehicle replacement based on a schedule for fleet vehicles

Project Number 26-05 **Capital Project Title** Site Paving at Mill Hill Work Site **Capital Project Description** Site paving and related enhancements at Mill Hill work site.

Project Rationale Site paving and related enhancements at the Mill Hill work site.

Service: **1.280** **Regional Parks**

Project Number 26-06 **Capital Project Title** Renewal of Elk Beaver Regional Park road surfacing **Capital Project Description** Full depth renewal and paving of Beaver Lake Road and new paving at Bear Hill Road

Project Rationale Full depth renewal and paving of the Elk Beaver Lake Regional Park road.

Project Number 26-07 **Capital Project Title** Design and Construct - Jordan River Regional Park Boardwalk **Capital Project Description** Design and Construct boardwalk at Jordan River Regional Park.

Project Rationale Design and Construct boardwalk that is approaching end of life at Jordan River Regional Park.

Project Number 26-08 **Capital Project Title** Humpback Dam - Deficiency Resolution Program **Capital Project Description** Ongoing program to address dam safety deficiencies from the Dam Safety Risk Register, which have been identified through the 2023 Dam Safety Review & IDSRMP

Project Rationale This is an ongoing program to be adaptable to addressing projects in the Humpback Dam from the Dam Safety Risk Register, which have been identified through the 2023 Dam Safety Review

Project Number 26-09 **Capital Project Title** Thetis Lake Dams - Regulatory Compliance, Dam Safety Planning & Analyses **Capital Project Description** Ongoing projects involving studies, dam safety planning and regulatory requirements activities for Thetis Lake Dams. Outcomes from the various studies will inform future capital improvements.

Project Rationale Capital funding will be used to resolve a prioritized list of issues from the Dam Safety Risk Register, identified during dam surveillance activities, Dam Safety audits, and legislated Dam Safety Reviews. The issues to be resolved relate to dam safety analyses, dam safety planning and program work, and regulatory compliance.

Service: 1.280 Regional Parks

Project Number 26-10 **Capital Project Title** Bear Hill Regional Park Workshop Decommissioning **Capital Project Description** Decommission Bear Hill Regional Park workshop based on the Asset Retirement Obligation requirements.

Project Rationale Decommission Bear Hill Regional Park workshop based on the Asset Retirement Obligation requirements.

Project Number 26-11 **Capital Project Title** Fleet EV chargers at 728 Work Site **Capital Project Description** Installation of Fleet EV chargers at 728 Work Site based on fleet electrification plan

Project Rationale Installation of Fleet EV chargers at 728 Work Site based on fleet electrification plan. Phases are as follows:
2026 - Design for the installation of six (6) level 2 chargers.
2027 - Installation of six (6) level 2 chargers on existing electrical infrastructure.

Project Number 26-12 **Capital Project Title** Regional Park and Trail Water Fountain Replacement **Capital Project Description** Supply and install replacement water fountains for 10 locations on the Regional Trails and 5 locations within Regional Parks

Project Rationale Supply and install replacement water fountains for 10 locations on the Regional Trails and 5 locations within Regional Parks. Current fountains are end of life with no sourcing for replacement parts. Source water fountains to meet accessible standards.

Project Number 26-13 **Capital Project Title** Thetis Lake West beach parking lot - water drainage improvements and asphalt replacement **Capital Project Description** Rehabilitation of the existing parking lot experiencing significant asphalt erosion and cracking. Work includes replacement of the existing drainage pipe and installation of new asphalt and line painting

Project Rationale The asphalt surface on the existing parking lot is eroded and cracking in many areas. This project would involve the removal of the existing pipe and collecton chambers, replacement of these components, backfilling, removal of the parking area asphalt and replacement with new asphalt and line painting.

Service:

1.280

Regional Parks

Project Number 26-14

Capital Project Title Haliburton Creek wetland

Capital Project Description Design and construct new wetland habitat to expand and enhance the riparian corridor along Haliburton Creek.

Project Rationale Design and construction of new wetland habitat to expand and enhance the riparian corridor along Haliburton Creek where it enters EBLRP from the highway. This work aligns with the Elk/Beaver Lake Watershed Management Plan. Wetland design would begin in 2026, with construction in 2028.

Project Number 27-02

Capital Project Title Replace pit toilet at Lone Tree Hill

Capital Project Description Replace and standardize Lone Tree Hill toilet building that has exceeded its serviceable life span

Project Rationale Replace and standardize Lone Tree Hill toilet building that has exceeded its serviceable life span.

Project Number 27-03

Capital Project Title Jordan River and Island View Beach Shoreline Stabilization

Capital Project Description Design and Construct shoreline Stabilization at Jordan River Regional Park and Island View Beach Regional Park

Project Rationale Design and Construct shoreline restoration to protect cultural and ecological shoreline values and restore the traditional shellfish harvest at Jordan River Regional Park and Island View Beach Regional Park

Project Number 27-04

Capital Project Title Spring Slamon Place Toilet Upgrades

Capital Project Description Replace the existing single wooden pit toilet and old tank at the north end of the campground along with the two-pack wooden toilet building near the cooking shelter

Project Rationale Replace the existing single wooden pit toilet and old tank with a new universal pit toilet at the north end of the campground. Additionally, replace the existing two-pack wooden toilet building near the cooking shelter with a new universal pit toilet building. Both toilet buildings are in poor condition, and upgrading them would enhance the visitor experience at the campground.

Service:

1.280

Regional Parks

Project Number 27-05

Capital Project Title Francis King Rental Bulding
Decommissioning

Capital Project Description Decommission existing rental bulding at Francis King Regional Park due its age, presence of mold and lack of operational or visitor experinece value.

Project Rationale This project would involve the demolition of the existing rental bulding at Francis King Regional Park. This bulding is showing signs of mold and has no operational or visitor experinece value to the location. Once removed, the location of the bulding will be filled and graded to provide additional parking spots and improved parking lot spacing for visitors to the park.

Project Number 27-06

Capital Project Title Replace pit toilet at Francis King Regional
Park

Capital Project Description Replace existing double pit toilets at Francis King Regional Park that has exceeded its serviceable life span

Project Rationale The existing double toilet has exceeded its serviceable life span and showing deterioration. The project would involve removal of the old toilets and construction of a new set of pump-out toilets near the same area.

Project Number 27-07

Capital Project Title Pike and Iron Mine Bay Washroom
Replacement

Capital Project Description Replace and relocate the vault toilets at Pike Road and Iron Mine Bay that has exceeded its serviceable life span

Project Rationale This project aims to replace the vault toilets at Pike Road and Iron Mine Bay, as ongoing slope stabilization issues threaten their long-term integrity. The project includes an archaeological impact assessment for Iron Mine Bay, the construction of two new vault toilets, the deconstruction of the existing ones, and site restoration at both locations. There is a possibility of salvaging and resusing both of the existing tanks.

Project Number 27-08

Capital Project Title Gonzales Hill Service Road Paving

Capital Project Description Renewal and paving of service road in the park as the asphalt has reached the end on its service life

Project Rationale This project is to renew the 60 m long service road in the park as the asphalt has reached the end on its service life. The project will start at the property line and extend up to the water service buiding, and will include the 3 stall parking area.

Project Number 27-09

Capital Project Title Design and construct Technical Training
Area at Mount Work Regional Park

Capital Project Description Design and construct technical training area within the Designated Mountain Bike Area at Mount Work Regional Park

Project Rationale Design and construction of a technical training area within the Designated Mountain Bike Area at Mount Work Regional Park. Area design to include community engagement through the South Island Mountain Bike Society, intergration of current risk management best practices and consideration for rider development.

Service: 1.280 Regional Parks

Project Number 27-10 **Capital Project Title** Thetis Lake Washroom Facility Replacement **Capital Project Description** Design and construct new accessible washroom facility at Thetis Lake, including demolition of the old washroom and decommissioning of the existing septic system off the dam.

Project Rationale This project involves the construction of a new washroom facility at Thetis Lake Regional Park to improve accessibility and visitor experience. The scope includes the full demolition of the existing aging washroom facility and the decommissioning of the associated septic system located off the dam. The new facility will be designed to meet current building codes and accessibility standards. The new washroom facility will be connected to sewer and hydro services and will include staff office space and staff EV chargers

Project Number 28-01 **Capital Project Title** Thetis Lake Dams - Upgrades and Improvements Program **Capital Project Description** Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through the Thetis Lake Dam Regulatory Planning

Project Rationale Budget to address capital improvements identified through the Dam Safety Risk Register

Project Number 28-02 **Capital Project Title** Washroom Replacement and Campground Accessibility Improvements at Island View Beach **Capital Project Description** Remove the existing six-pack vault toilet, construct three new two-pack vault toilets and develop 3-4 accessible campsites to improve accessibility

Project Rationale To improve visitor experience and accessibility at a park with high visitation that attracts a diverse range of users. This project include : Replacement of the six pack vault toilet on the Coast Loop Trail with 1 x 2 pack vault toilets. Construction of 2 x 2 pack vault toilets within the campground. Creation of 3-4 sites within the campground that meet accessibility standards, this includes but is not limited to; paving between the sites and the vault toilets and water tank, resurfacing of site, installation of accessible picnic tables, installation of updated signage.

Project Number 28-03 **Capital Project Title** Assess and Repair Regional Trail Land Protection **Capital Project Description** Conduct culvert assessment and repairs.

Project Rationale Assess and repair Regional Trails culvert infrastructure.

Project Number 28-04 **Capital Project Title** Upgrade Regional Trail surfacing **Capital Project Description** Upgrade Regional Trail surfacing to paved for Sooke Road to Aldene.

Project Rationale Upgrade the section of Galloping Goose Regional Trail, from Wale Road to Aldene Road, from gravel surface to paved surface, a priority section identified in the Regional Trails Management Plan.

Service: 1.280 Regional Parks

Project Number 28-05 **Capital Project Title** Design and Construct- Regional Trail Bridge Renewals (4) **Capital Project Description** Design and Construct Regional Trail bridge renewals for Wildwood/Matheson, Hereward, Island Highway and Helmeken bridges based on 20-year renewal plan.

Project Rationale Design and Construct Regional Trail bridge renewals, identified as a priority in the 20-year renewal plan. Bridges include the the Wildwood/Matheson Creek Bridge, Hereward Bridge, Island Highway Bridge and Helmeken Bridge.

Project Number 28-07 **Capital Project Title** Renewal of Regional Trail surfacing - Juskun Road to Mt. Newton **Capital Project Description** Full depth renewal and paving of Lochside Regional Trail section from Juskun Road to Mt. Newton

Project Rationale Full asphalt renewal of approximately 1,300m of trail between Juskun Road to Mt. Newton. Some sections may require full depth replacement. Considerations may include: trail widening (currently 2.5m), re-alignment over culverts to reduce safety risk.

Project Number 29-01 **Capital Project Title** Hamsterly Beach Waterline Replacement **Capital Project Description** Replace the waterline at Hamsterly Beach

Project Rationale Replace the waterline at Hamsterly Beach

Project Number 29-02 **Capital Project Title** Renew Sitting Lady Falls Parking **Capital Project Description** Construct renewal to Witty's Lagoon - Sitting Lady Falls Parking that has exceeded its serviceable life span.

Project Rationale Construct renewal to Witty's Lagoon - Sitting Lady Falls Parking that has exceeded its serviceable life span.

Service:

1.280

Regional Parks

Project Number 29-03

Capital Project Title Replace pit toilet at Durrance- Mount Work Regional Park

Capital Project Description Replace existing double pit toilets to improve location, accessibility and water protection/infiltration

Project Rationale Budget to address capital improvements identified through the Dam Safety Risk Register

Project Number 30-01

Capital Project Title Sooke Potholes Parking Lot 3 Upgrades

Capital Project Description Upgrade the existing gravel road and Parking Lot #3 at Sooke Potholes

Project Rationale Upgrade the existing gravel road and Parking Lot #3 at Sooke Potholes, extending to the Spring Salmon Place Campground gatehouse turnaround, from gravel to asphalt surfacing. Lot #3 upgrades will also include installing a two-pack vault toilet building. These improvements will enhance visitor experience, improve access, and increase accessibility within the park.

Project Number 30-02

Capital Project Title Killarney Lake Dam - Upgrades and Improvements Program

Capital Project Description Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through the Killarney Lake Dam - Regulatory, Planning & Analysis Program.

Project Rationale This is an ongoing program to be adaptable to addressing projects in the Killarney Lake Dam from the Dam Safety Risk Register. Some key projects include: Design, public engagement, and implementation of the dam alteration plan, including submission of the plan to the Provincial Dam Safety Office

**1.280 Regional Parks
Operating Reserve Summary
2026 - 2030 Financial Plan**

Profile

Regional Parks

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Summary

Reserve/Fund Summary Projected year end balance	Est Actual	Budget				
	2025	2026	2027	2028	2029	2030
Operating Reserve	312,948	310,948	305,988	321,069	336,191	351,356
Operating Reserve - Legacy Fund	19,731	20,431	20,431	20,431	20,431	20,431
Total projected year end balance	332,678	331,378	326,418	341,499	356,621	371,786

See attached reserve schedules for projected annual cash flows.

**1.280 Regional Parks
Operating Reserve Summary
2026 - 2030 Financial Plan**

Profile

Regional Parks

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule - FC 105500

Operating Reserve Schedule Projected year end balance	Est Actual	Budget				
	2025	2026	2027	2028	2029	2030
Beginning Balance	123,948	312,948	310,948	305,988	321,069	336,191
Planned Purchase	-	(20,000)	(20,000)	-	-	-
Transfer from Ops Budget	185,000	15,000	15,040	15,081	15,122	15,165
Interest Income*	4,000	3,000				
Total projected year end balance	312,948	310,948	305,988	321,069	336,191	351,356

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

**1.280 Regional Parks Legacy Fund
Operating Reserve Summary
2026 - 2030 Financial Plan**

Profile

Regional Parks Legacy Fund

Established by Bylaw No. 4103. Money received for specific purposes through bequests, charitable donations, or otherwise given will paid into this specified Legacy reserve fund.

Operating Reserve Schedule - FC 105102

Operating Reserve Schedule Projected year end balance	Est Actual	Budget				
	2025	2026	2027	2028	2029	2030
Beginning Balance	19,031	19,731	20,431	20,431	20,431	20,431
Planned Purchase						
Donation Received	-					
Interest Income*	700	700				
Total projected year end balance	19,731	20,431	20,431	20,431	20,431	20,431

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

1.280 Regional Parks
Asset and Reserve Summary Schedule
2026 - 2030 Financial Plan

Asset Profile

Regional Parks

Regional Parks and Trails consists of 31 parks and reserves with 400 km of hiking trails and 3 regional trails (100 km). Assets held by the Regional park service consist of lands, buildings, public washrooms as well as various park equipment and vehicles.

Summary

Regional Parks Reserve/Fund Summary	Est Actual	Budget				
	2025	2026	2027	2028	2029	2030
Projected year end balance						
- Land Acquisition Levy	2,628,739	2,728,739	2,728,739	2,728,739	2,728,739	2,728,739
- Infrastructure/SSI&SGI Trail/Dams	6,170,800	5,944,674	3,947,825	2,651,439	1,671,726	4,744,919
Total Capital Reserve Fund	8,799,539	8,673,413	6,676,564	5,380,178	4,400,465	7,473,658
Parks Statutory Land Acquisition Reserve	26,452	26,452	26,452	26,452	26,452	26,452
Equipment Replacement Fund	1,996,771	482,292	629,658	690,632	1,005,445	1,499,074
Total projected year end balance	10,822,762	9,182,157	7,332,674	6,097,262	5,432,362	8,999,184

See attached reserve schedules for projected annual cash flows.

**1.280 Regional Parks
Capital Reserve Fund Schedule
2026 - 2030 Financial Plan**

Capital Reserve Fund Schedule

Reserve Fund: 1.280 Regional Parks Capital Reserve Fund (Bylaw No. 2313)

- Capital Reserve Fund for Regional Parks Service was established in 1995 under Bylaw No. 2313.
- These reserves can only be used to fund capital expenditure.
- Funding for this reserve may be paid from "the current revenue or, as available, from general revenue surplus, or as otherwise provided in the Municipal Act".

**Cost Centre: 101469 (PLO)
Land Acquisition Levy Portion**

	Est Actual	Budget				
	2025	2026	2027	2028	2029	2030
Beginning Balance	2,528,739	2,628,739	2,728,739	2,728,739	2,728,739	2,728,739
Land Acquisition Expenditure	-	-	-	-	-	-
LAF Levy Net Contribution	-	-	-	-	-	-
Other proceeds Interest Income*	100,000	100,000				
Ending Balance \$ - Land Acquisition Levy Portion	2,628,739	2,728,739	2,728,739	2,728,739	2,728,739	2,728,739
Restricted	2,000,000	2,250,000	2,250,000	2,250,000	2,250,000	2,250,000
Unrestricted Balance	628,739	478,739	478,739	478,739	478,739	478,739

Assumptions/Background:

- A Regional Park Land Acquisition Requisition was established in 2000 for a ten year period (2000-2009) at a rate of \$10 per average residential household assessment. In 2010, the requisition was extended for another ten years(2010-2019) at a rate of \$12 per average residential household assessment starting in 2010 and increasing by \$2 per year to a maximum of \$20 in 2015 and then remaining at this rate until 2019. Program renewed for an additional 10 year 2020-2029 at \$20 per average residential household assessment. Beginning in 2021 the rate is to increase by \$1 per year until 2025. In 2022 the program was suspended in favor of debt financing for land acquisition.

1.280 Regional Parks
 Capital Reserve Fund Schedule
 2026 - 2030 Financial Plan

Capital Reserve Fund Schedule

Infrastructure Portion	Est Actual	Budget				
	2025	2026	2027	2028	2029	2030
Beginning Balance	7,582,362	6,170,800	5,944,674	3,947,825	2,651,439	1,671,726
Planned Capital Expenditure (Based on Capital Plan)	(5,139,000)	(3,435,000)	(5,065,000)	(4,425,000)	(4,170,000)	(180,000)
Transfer from Operating Budget						
--Other Infrastructure	2,118,931	1,645,697	1,700,210	1,755,814	1,812,531	1,870,888
--SSI/SGI Trails	233,507	238,177	242,941	247,800	252,756	257,305
--Dam/Bridge/Trestle	200,000	200,000	200,000	200,000	200,000	200,000
--Infrastructure Renewal Special	925,000	925,000	925,000	925,000	925,000	925,000
Interest Income*	250,000	200,000	-	-	-	-
Ending Balance \$ - Infrastructure Portion	6,170,800	5,944,674	3,947,825	2,651,439	1,671,726	4,744,919

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

1.280 Regional Parks
 Equipment Replacement Fund Schedule (ERF)
 2026 - 2030 Financial Plan

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.280 Regional Parks ERF (Bylaw No. 945)

Cost Centre: 101423 (PLO)
 Equipment Replacement Fund

	Est Actual	Budget				
	2025	2026	2027	2028	2029	2030
Beginning Balance	1,901,196	1,996,771	482,292	629,658	690,632	1,005,445
Planned Purchase (Based on Capital Plan)	(644,755)	(2,268,000)	(724,000)	(880,000)	(726,000)	(568,000)
Transfer from Operating Budget	732,830	746,021	871,366	940,974	1,040,813	1,061,629
Disposal Proceeds		-	-	-	-	-
Interest Income*	7,500	7,500				
Ending Balance \$	1,996,771	482,292	629,658	690,632	1,005,445	1,499,074

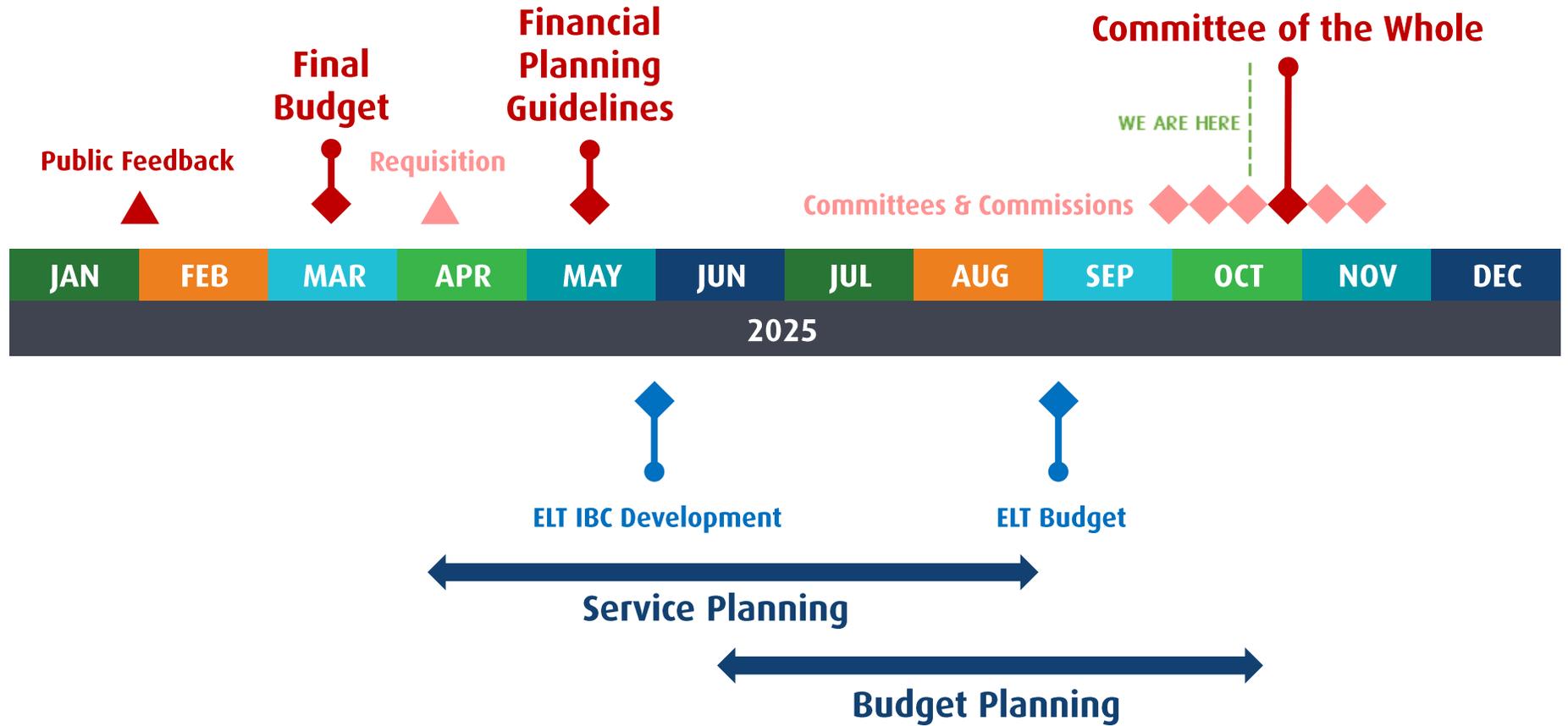
* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

2026 – 2030 Financial Plan

Regional Parks
October 22, 2025

Background Process & Timeline

2026 Planning



Background

The Capital Regional District (CRD) has managed regional parks and trails since 1966.

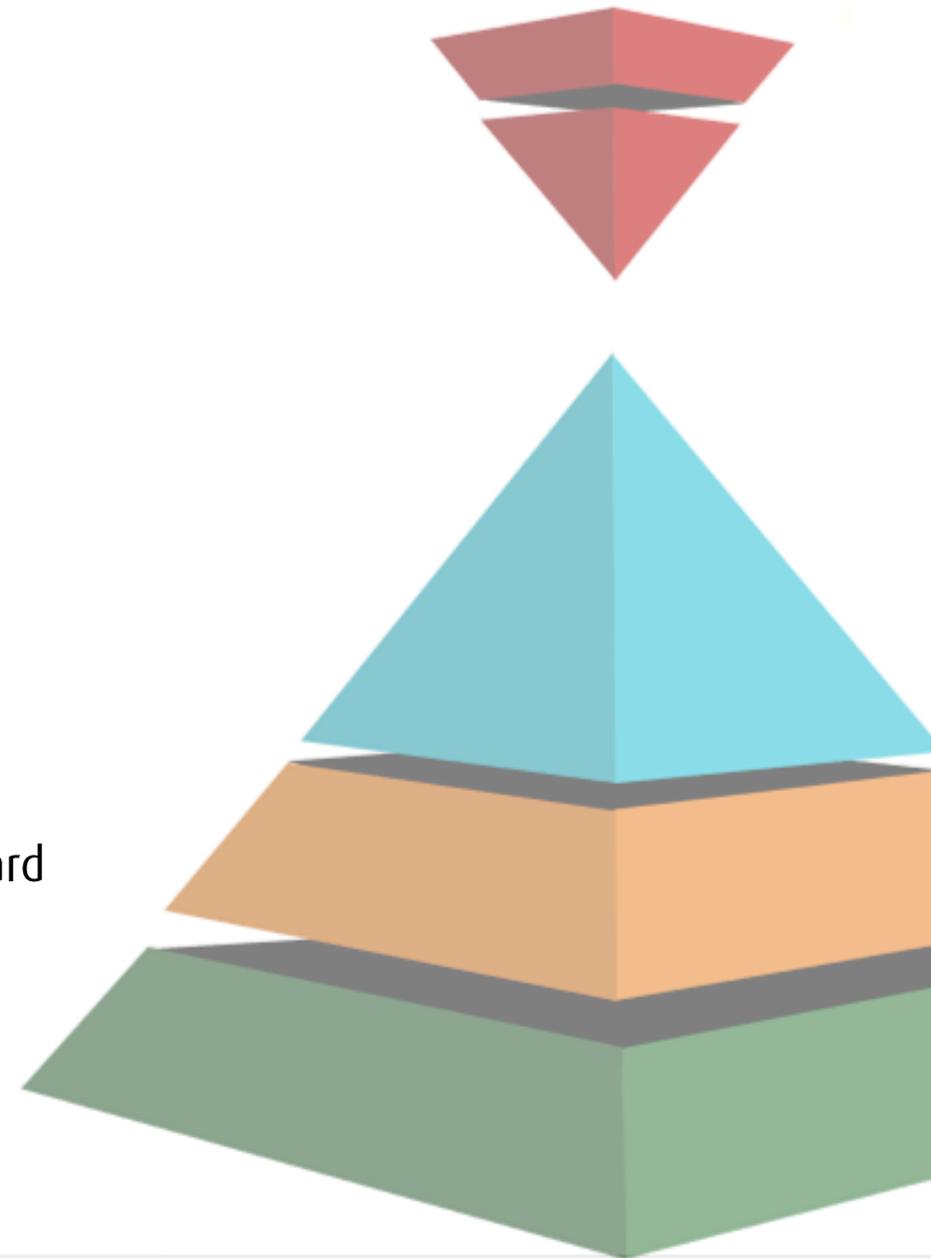
- As of 2025, the CRD system includes:
 - 34 regional parks
 - 4 regional trails
 - Over 13,370 hectares of land
 - Nearly 95 km of regional trails
 - Over 375 km of internal park trails
- Park and trail visitation in 2024:
 - 5.1 million park visits
 - 4.1 million trail visits
 - 42% increase in visitation since 2015
- In 2025, the CRD's parks operating budget was \$21.3 million:
 - \$18.9 million (89%) funded by requisition
 - 9% from non-tax revenues (fees, permits, donations, fines, grants)
- Preliminary budget includes both regional parks and trails expenditures.

2025 Year-End Projections

2025 BOARD BUDGET

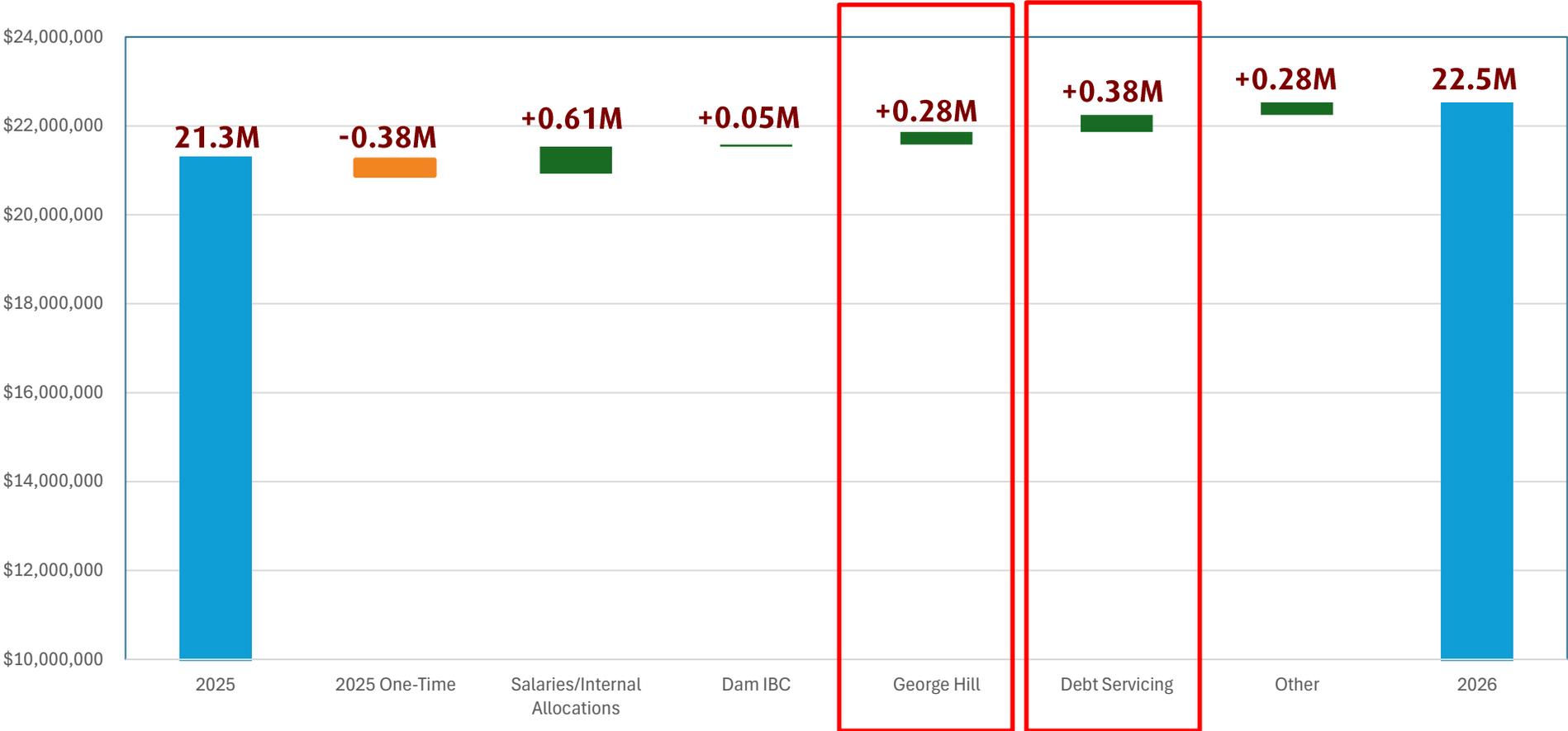
Operating \$ | \$21.3M
Capital \$ | \$19.4M
Operating Δ | 8.3%
Requisition Δ | 4.8%

- Estimated operating surplus \$781K
- Approximately \$1.6M capital carry forward
- Completion of key capital projects



2026 Operating Expenditures increased by \$1.22M or 5.7%

2026 Operating Budget Changes



~41% of increase = land acquisition O&M and debt servicing (acquisition + regional trails project)

Operating Expenditures increased by \$1.22M or 5.7%

Operating Budget Changes

2025 One-Time Costs -\$0.38 (-1.8%)	Reduction of 2025 one-time costs for Royal Oak site securement and carryforward of ongoing contracts from 2024.
Salaries/Allocations \$0.61M (2.9%)	Non-discretionary salary/wage increases based on the current collective agreement. Reduction of four FTE related to CRD Evolves offset by increased internal allocations.
Dam Safety - \$0.05M (0.2%)	Supplementary costs required to conduct a Portfolio Risk Assessment of dam infrastructure.
George Hill - \$0.28M (1.3%)	Acquisition costs for George Hill as presented to the CRD Board—\$130K ongoing maintenance costs and \$150K one-time site securement/legal assessments.
Debt Servicing - \$0.38M (1.8%)	New debt servicing costs relating to land acquisition (Loan Authorization Bylaw No. 4506) and the Regional Trestle Renewal, Trails Widening and Lighting Project (Loan Authorization Bylaw No. 4588).
Other - \$0.28M (1.3%)	Inflationary increases to core operating and maintenance expenditures (\$0.11M), Elk/Beaver oxygenator O&M (\$0.06), software licenses (\$0.03M), hazard tree program (\$0.02M) and annual Equipment Replacement Fund and Capital Reserve contributions (\$0.06M).

Operating Budget Changes

2026 Draft Budget – Requisition Δ 11.2% | Operating Δ 7.9%



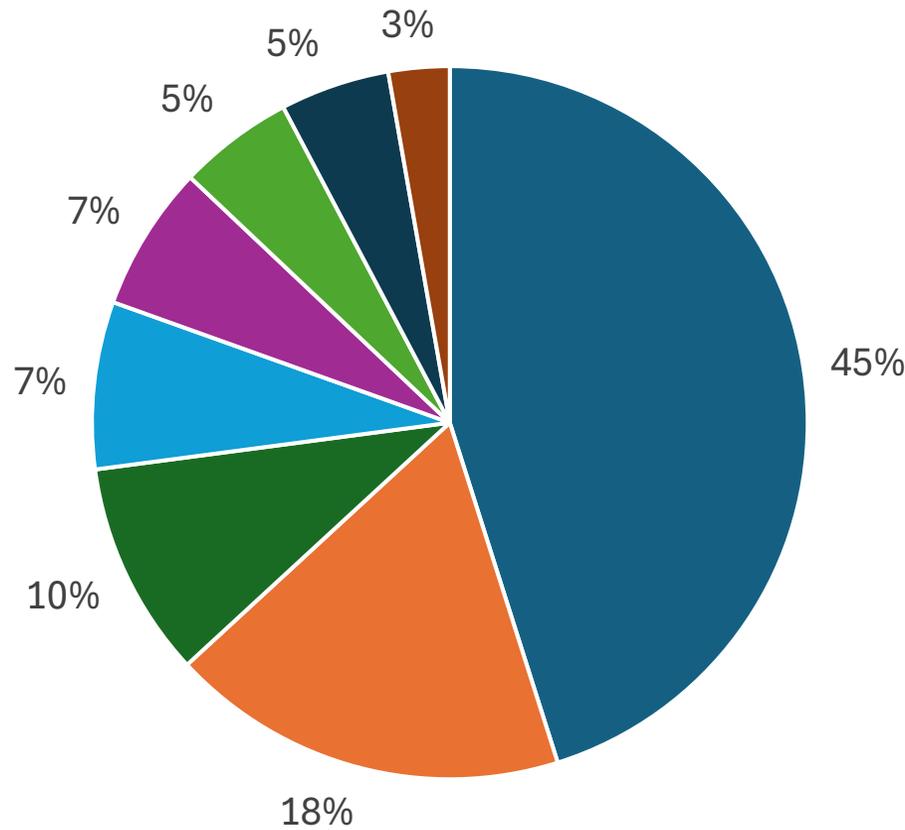
2026 Preliminary Budget – Requisition Δ 6.9% | Operating Δ 5.7%

ELT Review – Directed reductions to reduce requisition by 0.8M (4.27%):

- No new Full-Time Equivalent (FTE) positions added
- Allocated surplus funds from 2025 operating budget to offset 2026 one-time cost increases
- Deferred Capital reserve transfer for Royal Oak Golf Course
- Reduced dams IBC by 0.1M

Operating Budget Expenditures

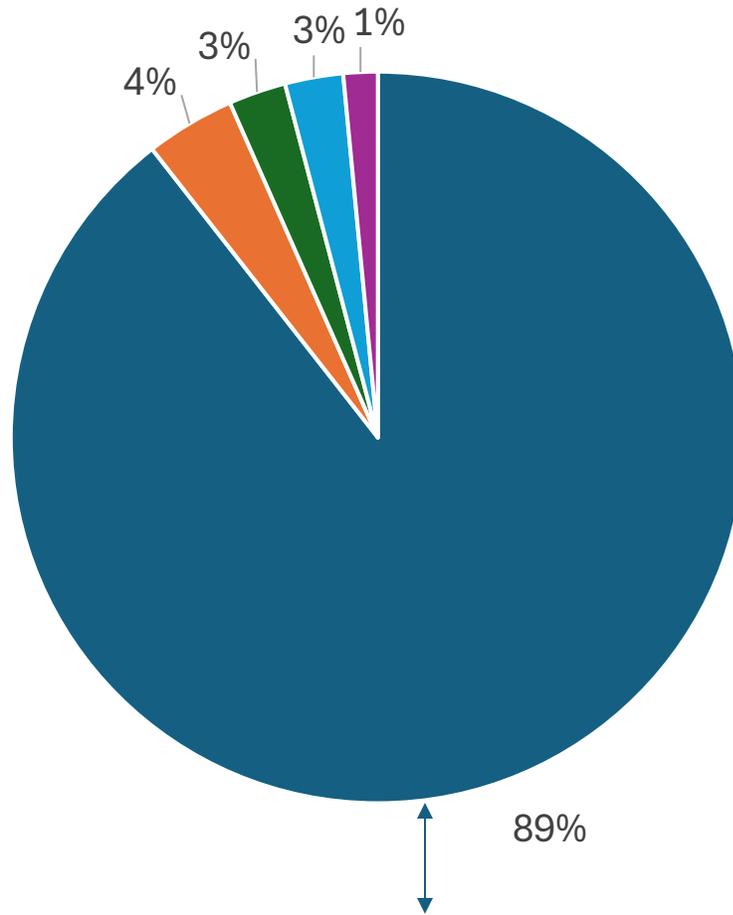
2026 Expenditures by Type



Salaries/Wages	10.2
Capital/Reserve Transfers	4.1
Internal Allocations	2.2
Debt Servicing	1.7
Consultants/Contract for Services	1.5
Park Maintenance and Supplies	1.2
Other Operating Costs	1.1
Vehicles & Equipment	0.6
Total	\$22.5M

Operating Budget Revenue

2026 Revenue Sources

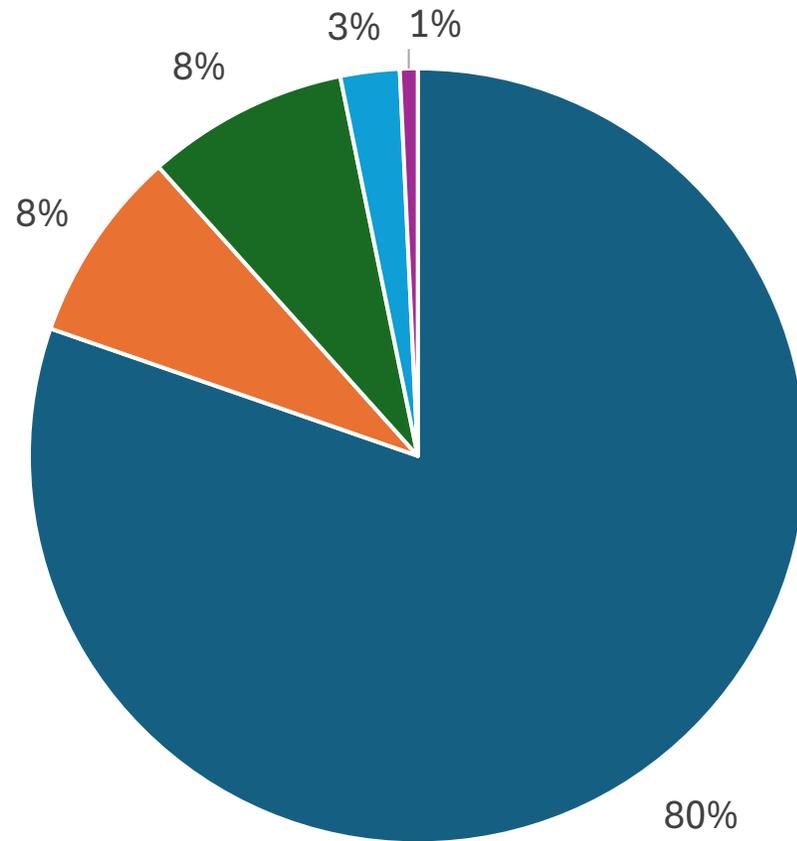


Municipal Requisition	20.2
Payments in Lieu of Taxes	0.9
Parking/Camping Fees	0.6
Other Fees/Recoveries	0.6
2025 Surplus	0.3
Total	\$22.5M

2025 Final Budget	2026 Preliminary	Δ \$	Δ %
\$18.85M	\$20.15M	\$1.3M	6.94%

2026 Capital Expenditures by Asset Class

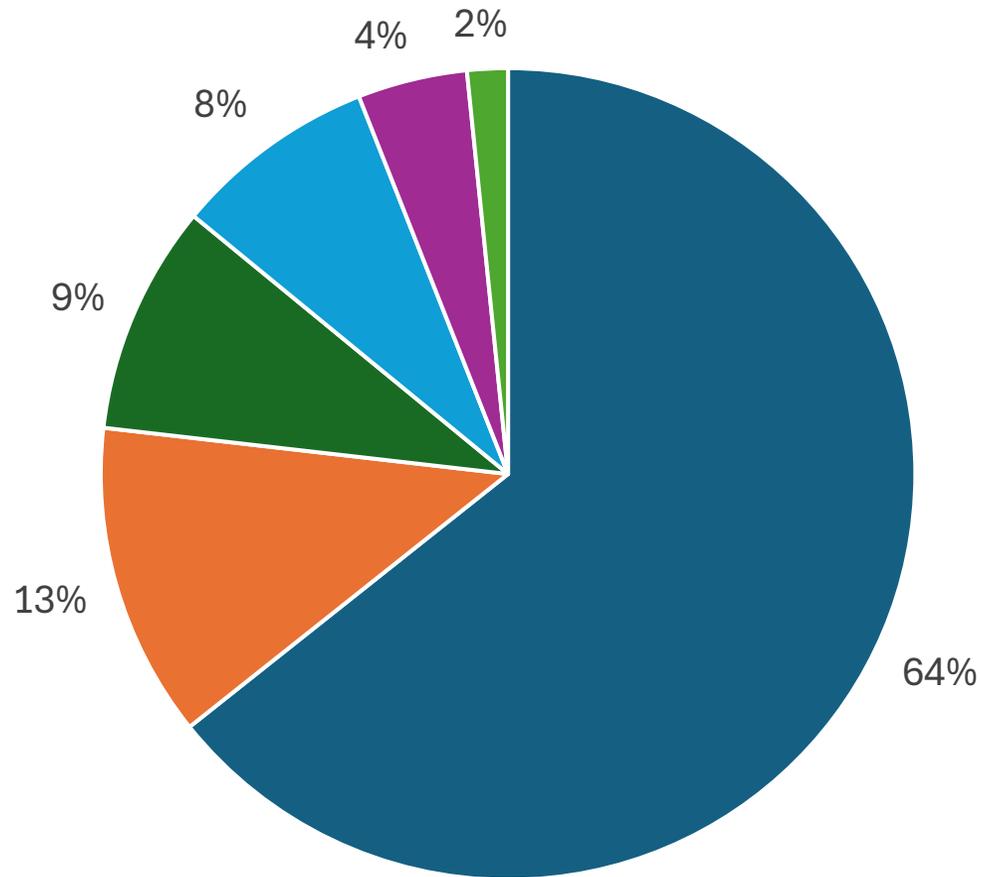
Capital Budget Expenditures



Engineered Structures	19.9
Land	2.0
Vehicles	2.1
Buildings	0.6
Equipment	0.2
Total	\$24.8M

2026 Capital Expenditures by Program

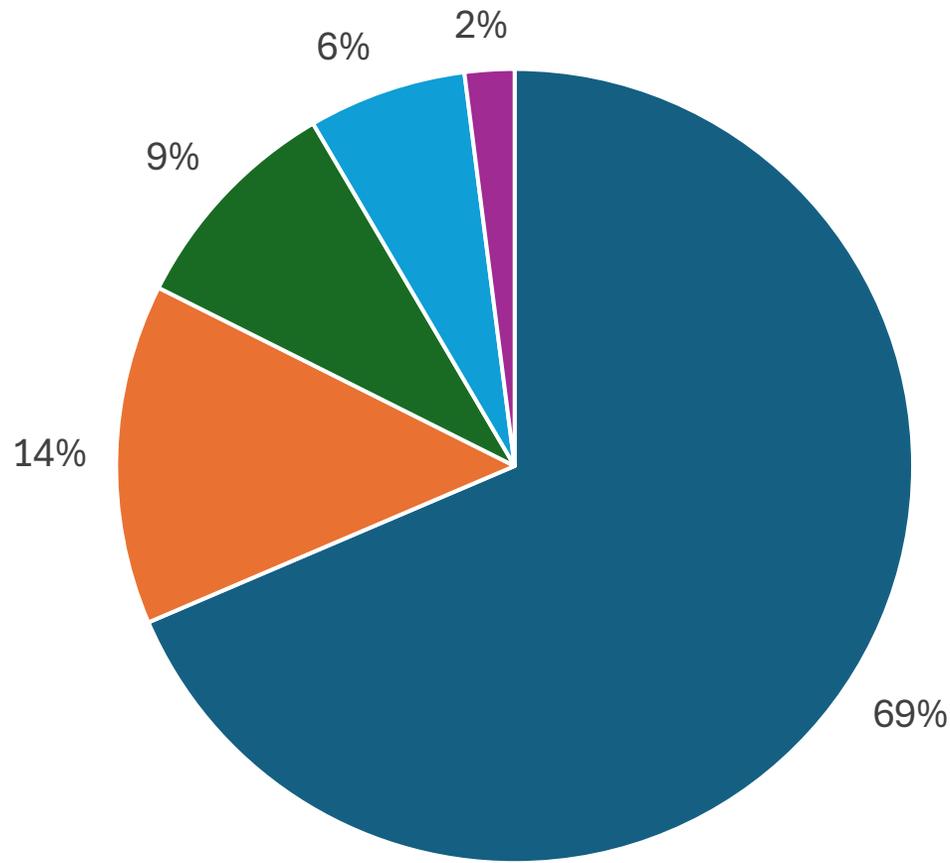
Capital Budget Expenditures



Regional Trails	15.9
Regional Parks	3.1
Fleet	2.0
Land Acquisition	2.3
Dams	1.1
HQ/Service Yard	0.4
Total	\$24.8M

2026 Capital Funding

Capital Budget Source of Funds

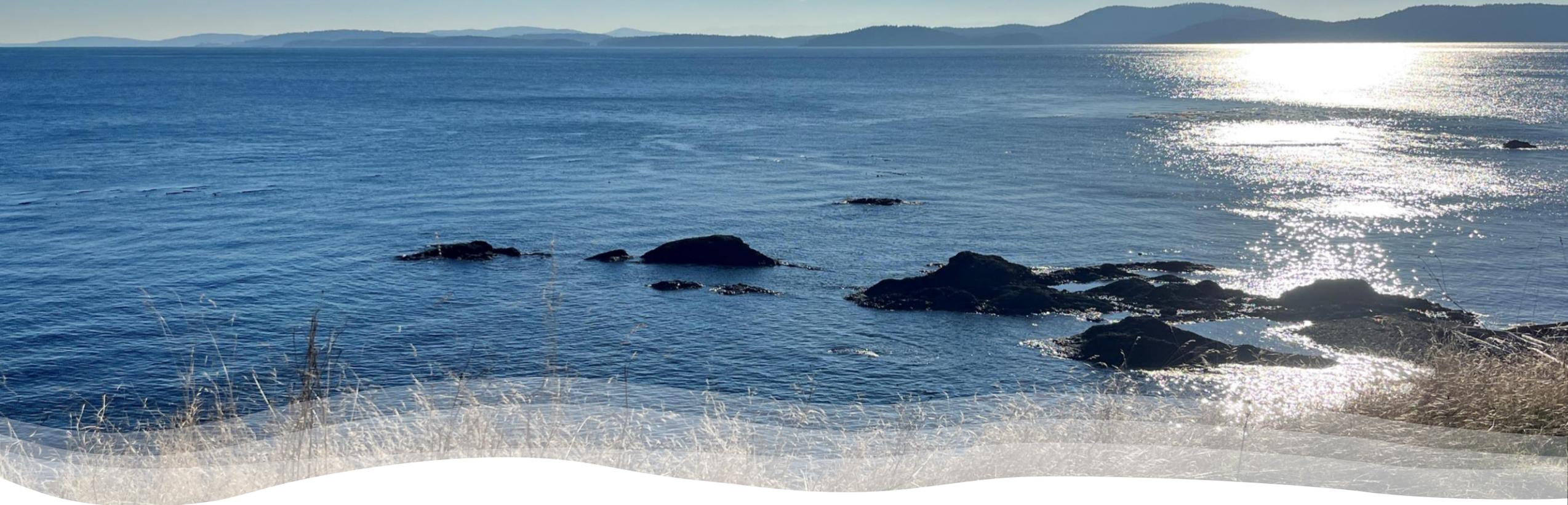


Debt	17.0
Reserve Fund	3.4
Equipment Replacement	2.3
Capital Funds on Hand	1.6
Grants	0.5
Total	\$24.8M

Preliminary Budget Summary

2026 Draft Budget Highlights

- 2026 preliminary operating budget includes a 5.7% increase to operating expenditures and a 6.9% increase to requisition.
 - Reflects a **\$0.38 million** reduction from 2025 one-time budget items.
 - Offset by **\$1.6 million** in new budget increases, of which 41% is for Board-driven initiatives and 38% is for non-discretionary wage and internal allocation increases.
 - ELT directed revisions **reduced draft operating expenditures and requisition by 2.2% and 4.3%**, respectively.
- 2026 preliminary capital budget is **24.8 million**.
 - Regional Trestle Renewal, Trails Widening and Lighting Project (\$15.5M)
 - Other Regional Parks and Trails projects (\$4.4M)
 - Vehicles, equipment & HQ upgrades (\$2.9M)
 - Land Acquisition (\$2.2M)
 - Key funding sources: Debt \$17M (69%) and Reserves \$5.7M (23%)



Thank you

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Making a difference...together

REPORT TO TRANSPORTATION COMMITTEE MEETING OF WEDNESDAY, OCTOBER 22, 2025

SUBJECT Regional Transportation Advisory Committee Terms of Reference

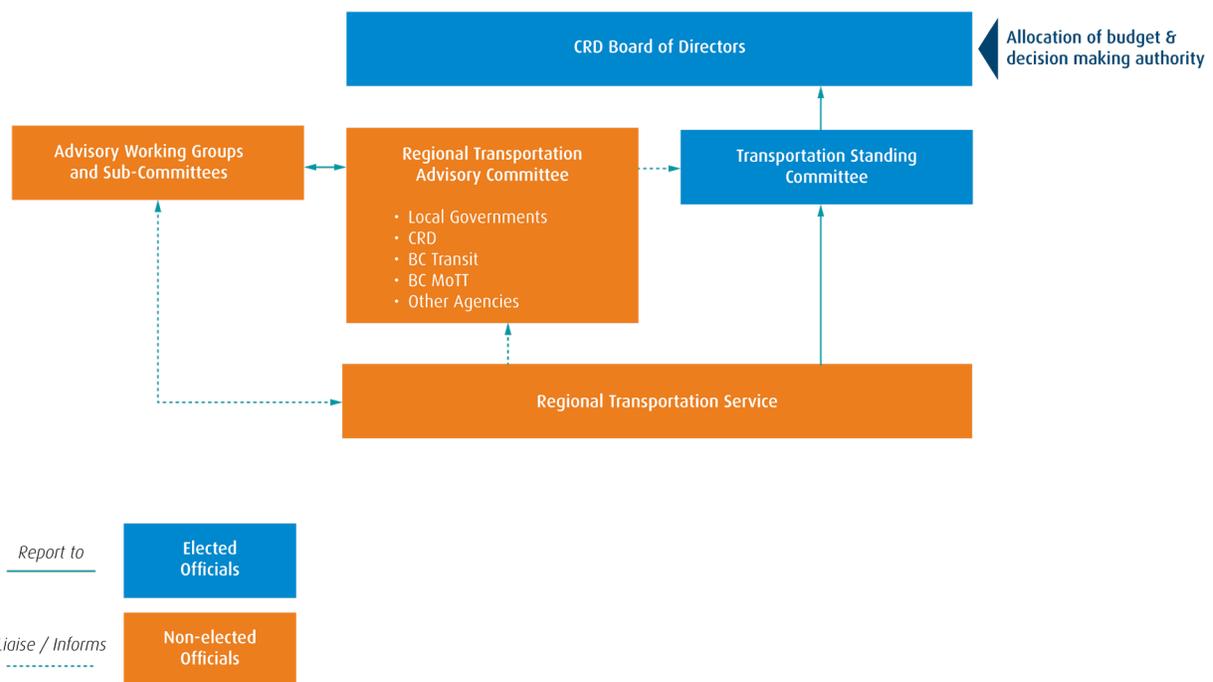
ISSUE SUMMARY

The purpose of this report is to approve the Terms of Reference (ToR) for the Regional Transportation Advisory Committee (RTAC), dissolve the Transportation Working Group (TWG), and update the ToR for the Transportation Committee.

BACKGROUND

On July 11, 2025, the Capital Regional District (CRD) Board directed staff to develop a ToR (Appendix A) for the establishment of a RTAC and supporting working groups and sub-committees and report back in the third quarter of 2025. The development of the RTAC was identified as a key action in the stepwise approach to changes in transportation governance in the region, and the implementation of the recently approved Regional Transportation Service (RTS).

Proposed Base Case Governance Framework



RTAC is proposed to replace and expand the existing mandate of the TWG, including additional membership and the establishment of sub-committees. Future sub-committees, such as one dedicated to safety, may be established by the RTAC to address specialized areas of work. Working groups are formed for a specific purpose and in this case the TWG was to support

transportation coordination in absence of a service, including the consideration of a new service. With the RTS approved by the Board, it is appropriate to dissolve the TWG and replace it with the more formal structure of the RTAC.

The RTAC's mandate is to provide strategic advice and input to the Transportation Committee and CRD staff on regional transportation matters, including the development and implementation of the Regional Transportation Plan (RTP), governance of the RTS, and advocacy and advancement of regional multi-modal transportation priorities. The Committee reports progress to the Transportation Committee through the General Manager of Housing, Planning and Protective Services. CRD staff will act as liaison and provide agenda coordination, minutes, and other administrative support.

Proposed membership includes one senior staff representative from each participating RTS area (13 municipalities and 3 electoral areas), with additional non-voting participants from CRD Regional Planning and Transportation, the Ministry of Transportation and Transit (MoTT), BC Transit, BC Ferries, Victoria Airport Authority, Greater Victoria Harbour Authority, the Insurance Corporation of British Columbia, Island Corridor Foundation, and Island Health or Provincial Health Services Authority. First Nations will be welcomed at their discretion and interest to attend RTAC.

The Transportation Committee ToR have been updated to reference the new RTAC and remove reference to the TWG and Traffic Safety Commission (see Appendix B).

ALTERNATIVES

Alternative 1

The Transportation Committee recommends to the Capital Regional District Board:

1. That the Regional Transportation Advisory Committee Terms of Reference be approved as attached as Appendix A;
2. That the updated 2025 Terms of Reference for the Transportation Committee be approved as attached as Appendix B.
3. That the Transportation Working Group be dissolved.

Alternative 2

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

IMPLICATIONS

Alignment with Board & Corporate Priorities

The actions in this report align with the 2023-2026 CRD Board strategic priority to present options for changes in governance for transportation in the region, including the electoral areas. Additionally, they align with, Initiative 4a-1 in the CRD Corporate Plan to develop governance options, including consideration of a new transportation authority.

First Nations Implications

The ToR explicitly allows First Nations staff to attend the Committee meetings at their discretion.

Intergovernmental Implications

The RTAC provides opportunity for senior level staff at local governments, agencies and authorities to collaborate and provide strategic advice on regional transportation matters, and to guide the long-term implementation and governance of the RTS.

Service Delivery Implications

The establishment and ongoing administration of the Committee can be absorbed within existing service and financial resources. Any new planning, project or program initiatives identified by the Committee to implement transportation priorities would be considered by the Transportation Committee and Board, and should additional resources be required, advanced through the service and financial planning process.

CONCLUSION

On July 11, 2025, the CRD Board directed staff to develop Terms of Reference for a Regional Transportation Advisory Committee (RTAC). The RTAC will provide strategic advice and recommendations to the Transportation Committee on regional transportation matters, replacing the Transportation Working Group with broader membership and scope. It will meet bi-monthly.

RECOMMENDATION

The Transportation Committee recommends to the Capital Regional District Board:

1. That the Regional Transportation Advisory Committee Terms of Reference be approved as attached as Appendix A;
2. That the updated 2025 Terms of Reference for the Transportation Committee be approved as attached as Appendix B.
3. That the Transportation Working Group be dissolved.

Submitted by:	Patrick Klassen, MCIP, RPP, Senior Manager, Regional Planning and Transportation
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning and Protective Services
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: Terms of Reference - Regional Transportation Advisory Committee
- Appendix B: Revised Terms of Reference - Transportation Committee

Terms of Reference

CRD

Regional Transportation Advisory Committee

PREAMBLE

The Capital Regional District (CRD) Regional Transportation Advisory Committee (RTAC, or the “Committee”) is an advisory committee established by the CRD Board and will oversee and make recommendations to the Transportation Committee regarding multi-modal transportation issues of regional significance.

The Committee will also provide advice to the Transportation Committee on matters relating to the Regional Transportation Service (RTS), which was established with the goal of advancing regional connectivity and integrated mobility. The RTS granted the CRD expanded authority to develop policies and plans, manage regional trails, acquire and hold land, acquire and distribute grant funding, create programs, and develop project offerings and services in relation to transportation. These functions will support unified advocacy, regional consistency, better integration between land use and transportation, and improved road and trail safety. Through the RTS, the CRD will collaborate with local governments, the Province and other agencies in advancing the development of a robust Regional Multi-modal Network (RMN).

The Committee’s official name is to be:

Regional Transportation Advisory Committee

1.0 PURPOSE

The Committee is the principal forum for senior staff of CRD member jurisdictions and partner agencies to provide strategic input and advice on multi-modal transportation issues of regional significance.

RTAC's purpose is to:

- a) **Provide Strategic Advice:** Act as a senior-level advisory body to the Transportation Committee and CRD staff on regional transportation matters, including the development and implementation of the Regional Transportation Plan (RTP), governance of the RTS, engagement with senior government including advocating for regional transit priorities to the Victoria Regional Transit Commission (VRTC), and integrating multi-modal transportation with other regional districts on Vancouver Island.
- b) **Foster Collaboration:** Enable collaboration, engagement, and information-sharing between member agencies and CRD staff on advancing transportation initiatives of regional significance.
- c) **Support Policy Alignment:** Promote alignment between local, regional, and provincial transportation priorities and multi-modal policies, including the integration of land use, active transportation, transit, road and trail safety, and regional mobility objectives.

- d) Advise on Major Initiatives: Discuss and provide input on key CRD transportation initiatives, strategic plans, and funding programs, including advancing the RMN and prioritization of capital projects of regional significance. Resolutions may be brought forward to inform CRD staff reports to committees, the CRD Board, or external agencies.
- e) Identify Priorities: Annually review upcoming transportation-related initiatives, agree on key focus areas for the Committee's work, and establish ongoing sub-committees or ad-hoc working groups to support focusing the Committee on strategic-level discussions.

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Transportation Committee will receive regular minutes of the Committee proceedings. The CRD Board is the final decision-making authority.
- b) The Committee will report on progress toward the delivery of its mandate to the Transportation Committee, through the General Manager of Housing, Planning and Protective Services.
- c) The Committee may form sub-committees or task-specific working groups to provide advice to the Committee on issues of interest for detailed discussion or technical review. Sub-committee membership may consist of Committee members (both voting and non-voting) as well as membership from external organizations and residents at-large, as needed. Membership of sub-committees shall be voted upon by the Committee.
- d) The Committee may request a revision to the Terms of Reference for consideration and approval by the CRD Board, including the composition of voting members and non-voting participants.

3.0 COMPOSITION

Appointments: Members of the Committee will be appointed by the Board.

Voting Members: The Committee will include one senior staff representative from each of the participating areas in the RTS, which includes the 13 CRD municipalities and the three electoral areas.

Non-Voting Members:

- i. CRD Regional Planning and Transportation
 - ii. Ministry of Transportation and Transit (MoTT)
 - iii. BC Transit
 - iv. BC Ferries
 - v. Victoria Airport Authority
 - vi. Greater Victoria Harbour Authority
 - vii. Insurance Corporation of British Columbia
 - viii. Island Corridor Foundation
 - ix. Vancouver Island Health Authority or Provincial Health Services Authority
- a) Members: Each organization will designate one Member to attend Committee meetings and participate in discussions. The CRD may have multiple staff present as needed based on agenda items, and to support and coordinate. Organizations are responsible for providing updates to the CRD liaison whenever the Member changes.

- b) Guests: Other individuals or organization representatives with relevant expertise may be invited as guests by the Committee Chair or CRD liaison to attend specific meetings (or portions of).
- c) First Nations: Staff are permitted to participate in committee meetings at their discretion, where the Nation has an interest in matters being considered by the Committee. However, such representatives do not contribute to a voting quorum and cannot participate in any votes.
- d) Liaison: The CRD will provide support to the Committee, including agenda coordination, meeting logistics, minute-taking, record-keeping, and follow-up.
- e) Terms: The term of any person shall not exceed three (3) years.
- f) Chair and Vice Chair: A Chair and Vice Chair for the Committee shall be elected from among the Committee Members for a 1-year term. The vote for the new Chair and Vice Chair will be administered by the CRD liaison and will occur every year.
- g) Duties of the Chair and Vice Chair: The Chair shall preside over meetings of the Committee and are responsible for ensuring the effective conduct of its business. In carrying out these duties, the Chair shall:
 - i. Preside over meetings in a fair, impartial, and orderly manner;
 - ii. Ensure that the deliberations of the Committee are focused on advancing regional transportation objectives, rather than the specific interests of any single jurisdiction or agency;
 - iii. Facilitate full and equitable participation of all Members in discussions and decision-making; and
 - iv. Collaborate with CRD liaison in the preparation of meeting agendas, ensuring that items brought forward are consistent with the Committee's mandate and strategic priorities.
 - v. In the absence of the Chair, the Vice Chair shall assume the duties of the Chair.

4.0 PROCEDURES

- a) The Committee shall meet every two months, or as required, at the call of the Chair.
- b) The agenda will be finalized by staff in consultation with the Chair. Any Committee member may make a request to place a matter within the mandate of the Committee on the agenda to the Chair.
- c) Quorum is the majority of the voting membership and is required to conduct Committee business.
- d) Decision making by vote is by majority of voting members present.

5.0 RESOURCES AND SUPPORT

- a) The CRD Regional Planning and Transportation Division is the liaison to the Committee and is responsible for administration related to the Committee.
- b) Minutes and agendas will be prepared and distributed by the CRD.

Terms of Reference



TRANSPORTATION COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Transportation Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding matters related to regional transportation including the establishment of a transportation service for the region.

The Committee's official name is to be:

Transportation Committee

1.0 PURPOSE

- a) The mandate of the Committee includes overseeing, providing advice and/or making recommendations to the Board regarding the following functions:
 - i. Regional transportation matters including regional transportation policies, plans, programs, projects, and studies including but not limited to public transit, active transportation, mobility hubs, transportation demand management, and road and trail safety.
 - ii. Encouraging a strong regional voice on regional transportation governance and matters including the regional multi-modal network, goods movement, transit, active transportation, multi-use regional trails, inter-regional transportation, and grant funding for infrastructure projects of regional significance.
 - iii. Regional trails matters including land acquisition, capital planning, policy, management, construction, operations and programs for the Galloping Goose, the Lochside, and the E&N trails.
- b) The Committee may also make recommendations to the Board to:
 - i. Advocate to senior levels of government to support major multi-modal transportation plans and projects which support the region's transportation, climate action and sustainability goals.
 - ii. Advocate for regional transit priorities to the Victoria Regional Transit Commission.
 - iii. Work with other Vancouver Island Regional Districts to support major multi-modal inter-regional transportation which support the mobility of people transportation and the flow of goods on Vancouver Island.
- c) The following committees will report through the Transportation Committee:
 - i. ~~Traffic Safety Commission~~ Regional Transportation Advisory Committee
 - ii. ~~Transportation Working Group~~ Any other advisory body established by the Committee
 - iii. ~~Any other advisory body established by the Committee~~

CRD Transportation Committee 2025 Terms of Reference

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

- a) Committee members will be appointed CRD Board Members;
- b) At least one member of the committee should be a liaison member of the Regional Parks Committee, the Environmental Services Committee and the Planning and Protective Services Committee;
- c) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- d) First Nation members are permitted to participate in standing committee meetings at their pleasure, in accordance with the CRD Procedures Bylaw, where the Nation has an interest in matters being considered by the committee.

4.0 PROCEDURES

- a) The Committee shall meet on a bi-monthly basis and have special meetings as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

- a) The General Manager of Housing, Planning and Protective Services Department will act as a liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board ~~July 9~~, 2025

Background

In 2019, the City of Victoria implemented a free youth bus pass program for residents aged 13 to 18, allowing them to ride the Victoria Regional Transit System for free. This program has been extremely successful and approximately 70% of youths in Victoria use the youth pass system. It is helping to build the next generation of transit users, and thereby support an expanded transit system with improved service for everyone.

At the same time, criticism is often voiced that this program does not exist for youths across other communities in the region. In an age of soaring household costs, free youth bus passes can have a significant positive impact on families.

The success of the Victoria program suggests that extending this program equitably across the region would deliver more value for CRD residents and increase transit ridership. The Victoria Regional Transit Commission has set an ambitious target of 15% ridership by 2050, and that target requires more youths to become habitual transit users. A regional youth bus pass program would align with CRD climate, transportation, accessibility, and equity goals, and would better enable young people to access school, work, and recreation opportunities.

Recommendation

That the CRD Transportation Committee recommends to the CRD Board to direct staff to investigate and report back on the costs, benefits, and implications of creating a region-wide free youth bus pass program under the CRD transportation service in collaboration with BC Transit.

Director Dave Thompson

Director Jeremy Caradonna



Making a difference...together

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, NOVEMBER 12, 2025**

SUBJECT **Bylaw Nos. 4731, 4732 and 4733: Updates to Water Supply, Bulk Water Fees and Charges and Water Distribution Bylaws**

ISSUE SUMMARY

To update the Capital Regional District (CRD) water supply, water distribution and bulk water fees and charges schedules for 2026.

BACKGROUND

On October 29, 2025 the Board approved the 2026 Provisional Financial Plan, inclusive of the commission approved budgets for:

- Saanich Peninsula Water Service
- Juan de Fuca Water Distribution Service
- Regional Water Supply Service

Each service recovers costs through fees and charges for the delivery of water supply. Annually and for the upcoming year, fee schedules are updated based on the approved financial plan. This report transmits the following amending bylaws as described:

- 1) Saanich Peninsula Water Service: Bylaw No. 4731 to amend Bylaw No. 376, "Bulk Water Rates By-law, 1977", by deleting Schedule "A" in its entirety and substituting the attached Schedule "A", effective January 1, 2026.
- 2) Juan de Fuca Water Distribution Service: Bylaw No. 4732 to amend Bylaw No. 3889, "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013", by deleting Schedule "C" in its entirety and substituting the attached Schedule "C", effective January 1, 2026.
- 3) Regional Water Supply Service: Bylaw No. 4733 to amend Bylaw No. 2570, "Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997", by deleting Schedule "A" in its entirety and substituting the attached Schedule "A", effective January 1, 2026.

Once approved, the bylaws establish the 2026 Fees and Charges for each of the water services listed above.

ALTERNATIVES

Alternative 1

1. That Bylaw No. 4731, “Bulk Water Rates By-law, 1977, Amendment Bylaw No. 45, 2025”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4731 be adopted.
3. That Bylaw No. 4732, “Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 15, 2025”, be introduced and read a first, second and third time; and
4. That Bylaw No. 4732 be adopted.
5. That Bylaw No. 4733, “Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 27, 2025”, be introduced and read a first, second and third time; and
6. That Bylaw No. 4733 be adopted.

Alternative 2

That the one or more proposed fees and charges amending bylaws be referred back to staff for additional information.

IMPLICATIONS

Financial Implications and Service Delivery Implications

The bylaws are required to provide the necessary authority for services to charge the updated fees and charges to customers receiving water supply, wholesale water and water distribution. The proposed fees and charges are included in each bylaw for approval and are attached as Appendix A, B and C. The adjusted fees and charges have been recommended by the respective commissions.

CONCLUSION

On October 29, 2025, the Board approved the 2026 Provisional Financial Plan, inclusive of the commission approved budgets for the Saanich Peninsula Water Service, the Juan de Fuca Water Distribution Service and the Regional Water Supply Service. Amending Bylaws Nos. 4731, 4732 and 4733 increase rates charged for water supply, bulk water and water distribution. Approval of these bylaws updates the rate schedules consistent with the 2026 Board approved financial plan effective January 1, 2026.

RECOMMENDATION

1. That Bylaw No. 4731, “Bulk Water Rates By-law, 1977, Amendment Bylaw No. 45, 2025”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4731 be adopted.
3. That Bylaw No. 4732, “Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 15, 2025”, be introduced and read a first, second and third time; and
4. That Bylaw No. 4732 be adopted.
5. That Bylaw No. 4733, “Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 27, 2025”, be introduced and read a first, second and third time; and
6. That Bylaw No. 4733 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:	Alicia Fraser, P. Eng., General Manager, Infrastructure and Water Services
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: Bylaw No. 4731, “Bulk Water Rates By-law, 1977, Amendment Bylaw No. 45, 2025”, with Schedule “A”
- Appendix B: Bylaw No. 4732, “Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 15, 2025”, with Schedule “C”
- Appendix C: Bylaw No. 4733, “Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 27, 2025”, with Schedule “A”

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4731

A BYLAW TO AMEND BULK WATER RATES (BYLAW NO. 1977)
(SAANICH PENINSULA WATER)

WHEREAS:

- A. By Supplementary Letters Patent issued the 22 December 1976, the Capital Regional District Board was granted the function of water supply for the area comprised of all lands within the boundaries of the Corporation of the District of Central Saanich, the District of North Saanich and the Town of Sidney;
- B. Under Bylaw No. 376, "Bulk Water Rates By-law, 1977", the Regional District may fix rates and charges for the supply of water to the said municipalities for distribution only within their municipal boundaries except with the 'consent' of the Regional District;
- C. On October 29, 2025 the Board approved the 2026 Provisional Financial Plan, inclusive of the commission-approved budget for the Saanich Peninsula Water Service, to recover costs through fees and charges for the delivery of water supply. Annually and for the upcoming year, fee schedules are updated based on the approved financial plan; and
- D. The Board wishes to amend Bylaw No. 376 to include updated fees and charges approved by the Saanich Peninsula Water & Wastewater Commissions.

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

- 1. Bylaw No. 376, "Bulk Water Rates By-law, 1977", is hereby amended as follows:
 - (a) by replacing Schedule "A" in its entirety with Schedule "A" attached to this bylaw.
- 2. This Bylaw shall take effect January 1, 2026.
- 3. This Bylaw may be cited as "Bulk Water Rates By-law, 1977, Amendment Bylaw No. 45, 2025".

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

CHAIR

CORPORATE OFFICER

SCHEDULE "A"

For each cubic metre of water supplied to the District of Central Saanich, the District of North Saanich and the Town of Sidney, the rate of \$1.3593 is effective January 1, 2026.

For each cubic metre of water supplied to the Department of Agriculture Research Station, located at 8801 East Saanich Road, Sidney, BC, the rate of \$1.3945 is effective January 1, 2026.

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4732

A BYLAW TO AMEND WATER DISTRIBUTION
LOCAL SERVICE CONDITIONS, FEES AND CHARGES (BYLAW NO. 3889)
(JUAN DE FUCA WATER DISTRIBUTION)

WHEREAS:

- A. Under Bylaw No. 2538, "Water Distribution Local Service Area Establishment Bylaw No. 1, 1997", the Capital Regional District established a local service to supply water to participating areas in the Local Service Area;
- B. Under Bylaw No. 3889, "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013", the Board may impose fees and other charges within the Local Service Area, consistent with Section 397 of the *Local Government Act*;
- C. On October 29, 2025 the Board approved the 2026 Provisional Financial Plan, inclusive of the commission-approved budget for the Juan de Fuca Water Distribution Services, to recover costs through fees and charges for the delivery of water supply. Annually and for the upcoming year, fee schedules are updated based on the approved financial plan; and
- D. The Board wishes to amend Bylaw No. 3889 to include updated fees and charges approved by the Juan de Fuca Water Distribution Commission.

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

- 1. Bylaw No. 3889, "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013", is hereby amended as follows:
 - (a) by replacing Schedule "C" in its entirety with Schedule "C" attached to this bylaw.
- 2. This Bylaw shall take effect January 1, 2026.
- 3. This Bylaw may be cited as "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 15, 2025".

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

ADOPTED THIS

day of

20__

CHAIR

CORPORATE OFFICER

SCHEDULE "C"

Water Rates

- 1. Effective:** The rates set out in Section 3 of this Schedule are the Water Charges for invoices received from the Capital Regional District for water consumption in the applicable areas described in Section 2 of this Schedule, effective 1 January 2026.
- 2. Applicable:** The rates are applicable to water supplied within the Town of View Royal, the City of Langford, the City of Colwood, the District of Metchosin, the District of Highlands, the District of Sooke, the Juan de Fuca Electoral Area, the Songhees First Nation and the T'sou-ke First Nation.
- 3. Water Rates:** The applicable Water Charges are set out below:

 - (a) Subject to sections 3(b) and (c) of this Schedule, the Water Charge for all water supplied by the Capital Regional District shall be \$3.0368 per cubic metre or part thereof.
 - (b) The Water Charge for which water has been supplied by the Capital Regional District to a Community Allotment Garden shall be \$0.2105 per cubic metre or part thereof.
 - (c) The Water Charge for which water has been supplied by the Capital Regional District to a Wild Animal Rehabilitation Facility shall be \$0.9314 per cubic metre or part thereof.

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4733

A BYLAW TO AMEND WATER SUPPLY LOCAL
SERVICE AREA FEE AND CHARGE (BYLAW NO. 2570)
(REGIONAL WATER SUPPLY)

WHEREAS:

- A. Under Bylaw No. 2570, "Water Supply Local Service Area Establishment Bylaw No. 1, 1997", the Capital Regional District established a local service to supply water to participating areas in the Local Service Area;
- B. On October 29, 2025 the Board approved the 2026 Provisional Financial Plan, inclusive of the commission-approved budget for the Regional Water Supply Service to recover costs through fees and charges for the delivery of water supply. Annually and for the upcoming year, fee schedules are updated based on the approved financial plan; and
- C. The Board wishes to amend Bylaw No. 2570 to to include updated fees and charges approved by the Regional Water Supply Commission.

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

- 1. Bylaw No. 2570, "Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997", is hereby amended as follows:
 - (a) by replacing Schedule "A" in its entirety with Schedule "A" attached to this bylaw.
- 2. This Bylaw shall take effect January 1, 2026.
- 3. This Bylaw may be cited for all purposes as "Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 27, 2025".

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

CHAIR

CORPORATE OFFICER

SCHEDULE "A"

For each cubic metre of water supplied to the District of Oak Bay, the District of Saanich, the City of Victoria/Town of Esquimalt, the Juan de Fuca Water Distribution service and the Saanich Peninsula Water Service.

1. Bulk Water	\$ 0.9314
2. Agriculture Water	\$ 0.2105

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, NOVEMBER 12, 2025**

SUBJECT Biosolids Beneficial Use Management – October 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 October 2025, the CRD Residuals Treatment Facility produced 338 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 as a soil amendment 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 October were managed at the Cassidy quarry site, while 28 tonnes were beneficially used at a tree nursery in the Fraser Valley. The tree nursery does not require biosolids for the remainder of 2025. Shipments are expected to resume in spring 2026.

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 from \$1.2 million to \$2.8 million for biosolids management. As of October 29, 2025, year to date expenses were \$2.45 million. The forecasted volume and costs for the balance of the year are expected to be in line with budget.

Advanced Thermal Processing Project Updates

The CRD's Long-Term Biosolids Management Strategy identifies advanced thermal processing as the preferred option for the beneficial use of biosolids. Following Board direction in April 2023, staff led a robust and competitive procurement process that confirmed leading technologies could manage all CRD biosolids at full scale. In June 2025, the CRD announced the selection of Australian company Pyrocal PTY Ltd. as the preferred proponent to design and build an Advanced Thermal Biosolids Beneficial Use Facility.

Staff are working to advance the Project and conduct the next phases of engineering, permitting and engagement work, and negotiations with the selected proponent.

Staff met with the Proponent, Pyrocal, on-site at Hartland Landfill in early October to discuss next steps on the Project.

A plan for public engagement was presented to the Core Area Liquid Waste Management Committee in October. Detailed engagement is planned for early 2026. The engagement plan has been designed to inform residents about:

- what biosolids are, how they are created and how they are managed for beneficial use in alignment with the CRD's Long-Term Biosolids Management Strategy
- current biosolids management practices and their limitations, as well as previous engagement results about top-of-mind interests and concerns
- an overview of the selected technology benefits including environmental and climate change benefits, and the potential for the technology to destroy contaminants of emerging concern found in CRD produced biosolids
- project details including facility location, Proponent, regulatory requirements and funding requirements
- environmental monitoring and reporting
- operational considerations and neighbourhood integration
- potential uses of biochar

Engagement with First Nations will occur through a separate but parallel process, with timelines and approaches tailored to the interests and decision-making processes of each Nation. CRD staff will ensure coordination between public and First Nations engagement while maintaining distinct processes.

Staff and technical consultants continue to develop the permit application package and anticipate submitting the final application in early 2026.

Pending the results of public engagement, engagement with First Nations and permitting, staff anticipate returning to the Board for a final decision to proceed with construction in early 2027.

CONCLUSION

Throughout October, 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. The project to procure a Biosolids Beneficial Use Advanced Thermal Facility remains on track.

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:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer



Making a difference...together

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, NOVEMBER 12, 2025**

SUBJECT West Shore RCMP Detachment Expansion Service Establishment and Loan Authorization Bylaws

ISSUE SUMMARY

This report brings forward two bylaws: a Service Establishment Bylaw to create a sub-regional service with Colwood, Langford and View Royal to enable the expansion of the West Shore RCMP detachment; and a Loan Authorization Bylaw to permit borrowing of up to \$103 million for construction of the project, located at 698 Atkins Avenue in Langford.

BACKGROUND

The West Shore RCMP Detachment is housed at 698 Atkins Avenue in Langford on land owned jointly by the City of Langford (46.32%), the City of Colwood (35.08%) and the Town of View Royal (18.60%). The existing facility is approximately 37,000 ft² (10,600 ft² from the 1960s building and 26,400 ft² from the 1999 addition) and serves Langford, Colwood, View Royal, Highlands, Metchosin, Songhees Nation and Kosapsum (Esquimalt) Nation.

The detachment is now operating at capacity, despite previous upgrades. Due to population growth and evolving policing requirements (specialized units and modern technology), a larger fit-for-purpose facility is required to ensure compliance with the BC *Police Act*, maintain operational effectiveness, and improve officer and public safety.

The three municipalities (Colwood, Langford and View Royal) engaged WA Architects and Colliers Project Leaders in 2020 to conduct site surveys, space-needs analyses conceptual designs and an options review for redevelopment versus relocation. The analyses concluded that redeveloping (expanding to between 92,000 and 94,000 ft²) the existing site would best meet the 20-year growth horizon. Early construction cost estimates total \$82 million; applying a standard 25% contingency yields a project ceiling of \$103 million.

In February 2023 the municipalities established a Joint Police Facilities Steering Committee to finalize scope and preliminaries. Each council then passed a resolution asking the CRD to create a sub-regional “Building Service” to debt-finance this expansion.

On July 10, 2025, the CRD Board received a report with letters from the three municipalities requesting CRD's assistance in establishing a sub-regional service (Appendix B). At that meeting, the Board passed the following motion:

That CRD continue to engage in discussions with staff from the municipalities of Colwood, Langford and View Royal to explore the creation of a sub-regional service to expand the West Shore RCMP detachment.

The four parties continued to engage in discussions that culminated in drafting a Memorandum of Understanding (MOU), attached at Appendix A. Under the proposed agreement, the CRD would borrow \$103 million through the Municipal Finance Authority (MFA) and transfer those

funds to the City of Langford in trust, with the CRD retaining title to the completed building until repayment. Langford would manage land acquisition, design, construction, lien and insurance requirements; once those obligations are satisfied, full ownership would revert to the municipalities in their agreed proportions. The MOU is recommended for approval by the CRD Board.

The following bylaws are proposed:

Service Area	Action	Purpose	Bylaw
West Shore RCMP Detachment Expansion Service	Service Establishment Bylaw	To create a sub-regional service to finance the expansion of the West Shore RCMP detachment.	Bylaw No. 4692, “West Shore RCMP Detachment Expansion Service Establishment Bylaw No. 1, 2025”
West Shore RCMP Detachment Expansion Service	Loan Authorization Bylaw	To authorize borrowing up to \$103 million through the sub-regional service on behalf of Colwood, Langford and View Royal for the design and construction of the new facility.	Bylaw No. 4693, “West Shore RCMP Detachment Expansion Loan Authorization Bylaw No. 1, 2025”

ALTERNATIVES

Alternative 1

1. That the West Shore RCMP Building Cost Sharing Memorandum of Understanding, attached at Appendix A, be approved;
2. That Bylaw No. 4692, “West Shore RCMP Detachment Expansion Service Establishment Bylaw No. 1, 2025”, be introduced, and read a first, second, and third time;
3. That Bylaw No. 4693, “West Shore RCMP Detachment Expansion Loan Authorization Bylaw No. 1, 2025”, be introduced, and read a first, second, and third time; and
4. That participating area approval for Colwood, Langford and View Royal be obtained by municipal council consent-on-behalf, and if successful, that Bylaws No. 4692 and 4693 be submitted to the Inspector of Municipalities for approval.

Alternative 2

1. That the West Shore RCMP Building Cost Sharing Memorandum of Understanding, attached at Appendix A, be approved;
2. That Bylaw No. 4692, “West Shore RCMP Detachment Expansion Service Establishment Bylaw No. 1, 2025”, be introduced, and read a first, second, and third time;
3. That Bylaw No. 4693, “West Shore RCMP Detachment Expansion Loan Authorization Bylaw No. 1, 2025”, be introduced, and read a first, second, and third time;
4. That Bylaw No. 4692 and 4693 be submitted to the Inspector of Municipalities for approval; and

5. That upon Inspector approval, participating area approval be obtained for the entire service area by alternative approval process.

Alternative 3

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

IMPLICATIONS

Legislative

Adoption of the Service Establishment and Loan Authorization bylaws requires three readings by the Board and participating area approval in Colwood, Langford and View Royal. This can occur via referendum, a sub-regional alternative approval process (AAP), or by municipal council consent on behalf of electors.

Municipal council consent on behalf is the recommended approval process in this instance. The request to create the sub-regional service was initiated by resolution of the municipal councils and the RCMP detachment expansion is necessary to provide the infrastructure to support public safety in the West Shore service area. For council consent on behalf, the municipal councils of Langford, Highlands and View Royal must each consent by resolution to the Service Establishment and Loan Authorization Bylaws, or alternatively if the council wishes to engage the public it may elect to undertake individual AAPs or referendums to obtain consent of the electors. Where each municipal council undertakes its own consent process, all three process must be successful for the bylaws to move forward.

Alternately the Board could endorse approval by way of a sub-regional AAP for the entire service area. While this approach has the benefit of a single approval process for all three participants, it requires approximately 6-months to complete, it would require more staff time to execute and is more costly to undertake than municipal council consent on behalf, by way of council resolution. Any costs incurred during the AAP process would be recovered back from the service once established.

Once participating area approval is obtained, the bylaws must be submitted to the Inspector of Municipalities for approval before returning to the CRD Board for adoption.

Financial

Once the service is established, a Financial Plan amendment will need to be enacted and approved to add planned expenditures for the service. The Loan Authorization Bylaw permits borrowing up to \$103 million from the MFA. Debt servicing costs will be recovered through requisition apportioned equally between property value and population across Colwood, Langford and View Royal.

Before adoption by the Board, a loan authorization bylaw requires three readings, elector approval and approval by the Inspector of Municipalities. Upon final approval, borrowings of \$103 million will be authorized and timing dependent, staff will advance either a temporary borrowing or security issue bylaw and any required amendments to the financial plan.

With MFABC's current indicative interest rate for a 25-year amortization term at 4.56%, the

estimated annual long-term debt servicing payments (principal and interest) are \$7.3 million. The total cost of financing are expected to be approximately \$183 million.

Colwood, Langford and View Royal will each remit their share of all debt servicing costs to the CRD through requisition or by invoice. CRD will hold the title to the facility until the loan is fully repaid. This structure ensures all financing requirements are met and that costs are borne consistently by the three participating municipalities.

Once the bylaws are approved by the Inspector and adopted by the Board, a Temporary Borrowing Bylaw may be introduced to fund cash-flow until long-term financing is arranged.

In accordance with section 339(1) of the Local Government Act, the maximum amount that may be requisitioned annually for the cost of the service is the greater of:

- (a) \$9,100,000 or
- (b) An amount equal to the amount that could be raised by a property value tax of \$0.28782 per one thousand dollars (\$1,000) that, when applied to the net taxable value of land and improvements in the service area, will yield the maximum amount that may be requisitioned for the service.

With a project cost estimate of \$103 million, including contingency, the annual operating budget impact is projected to be \$9.1 million. Other associated costs with the facility have not been quantified at this stage.

Service Delivery

Establishment of the Building Service enables the CRD to act as the owner of the new facility until loan repayment, while Langford remains responsible for design, construction and ongoing operations. This structure preserves operational continuity for policing services and allows the three municipalities to cooperate through a sub-regional service structure, while still maintaining decision-making control over the construction and operation of the facility. Additional details about how the parties will manage the construction and operation of the facilities are outlined in the MOU at Appendix A.

Risk and Governance

The MOU obligates the CRD and the municipalities to adhere to the agreed cost-sharing and governance framework. Failure to secure elector assent or provincial approval would delay project financing and could jeopardize the delivery timeline. Joint ongoing oversight through the Steering Committee will help mitigate schedule and cost risks.

CONCLUSION

The municipalities of Langford, Colwood and View Royal support the establishment of a sub-regional service that will enable the construction of an expanded West Shore RCMP detachment in Langford that will service the West Shore communities as well as the Songhees and Kosapsum Nations. Two bylaws are being presented for introduction and readings by the Board: Bylaw No.

4692, “West Shore RCMP Detachment Expansion Service Establishment Bylaw No. 1, 2025,” and Bylaw No. 4693, “West Shore RCMP Detachment Expansion Loan Authorization Bylaw No. 1, 2025”. These bylaws are required to establish the sub-regional service and authorize borrowing of up to \$103 million to fund the expansion.

RECOMMENDATION

1. That the West Shore RCMP Building Cost Sharing Memorandum of Understanding, attached at Appendix A, be approved;
2. That Bylaw No. 4692, “West Shore RCMP Detachment Expansion Service Establishment Bylaw No. 1, 2025”, be introduced, and read a first, second, and third time;
3. That Bylaw No. 4693, “West Shore RCMP Detachment Expansion Loan Authorization Bylaw No. 1, 2025”, be introduced, and read a first, second, and third time; and
4. That participating area approval for Colwood, Langford and View Royal be obtained by municipal council consent-on-behalf, and if successful, that Bylaws No. 4692 and 4693 be submitted to the Inspector of Municipalities for approval.

Submitted by:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: West Shore RCMP Building Cost Sharing Memorandum of Understanding
- Appendix B: Staff Report July 10, 2024, “Creation of a Sub-regional Service for Expansion of the West Shore RCMP Detachment”
- Appendix C: Bylaw No. 4692, “West Shore RCMP Detachment Expansion Service Establishment Bylaw No. 1, 2025”
- Appendix D: Bylaw No. 4693, “West Shore RCMP Detachment Expansion Loan Authorization Bylaw No. 1, 2025”

**MEMORANDUM OF UNDERSTANDING
WEST SHORE RCMP BUILDING COST SHARING**

Dated for reference May 29, 2025, is

BETWEEN:

CITY OF LANGFORD

(“**Langford**”)

AND:

CITY OF COLWOOD

(“**Colwood**”)

AND:

TOWN OF VIEW ROYAL

(“**View Royal**”)

AND:

CAPITAL REGIONAL DISTRICT

(the “**CRD**”)

WHEREAS:

- A. The Royal Canadian Mounted Police (“RCMP”) provide police services to Langford, Colwood and View Royal (together, the “Municipalities” and each a “Municipality”) from a building located on the land bearing civic address 698 Atkins Avenue, Langford, BC, and legally described as:

PID: 025-105-671

LOT A SECTION 72 ESQUIMALT DISTRICT PLAN VIP72543

(the “Land”);

- B. The Land is owned by the Municipalities as tenants in common with Langford owning a 4,632/10,000 interest, Colwood owning a 3,508/10,000 interest and View Royal owning a 1,860/10,000 interest;
- C. The Municipalities wish to construct a building measuring between 92,000 and 94,400 square feet (the “Building”) to replace the building referred to in Recital A;
- D. The Building will be constructed on the Land and the adjacent lands purchased by Langford for that purpose which are legally described as:

PID: 006-737-501

LOT 12, SECTION 72, ESQUIMALT DISTRICT, PLAN 1954

PID: 004-188-969

LOT 15, SECTION 72, ESQUIMALT DISTRICT, PLAN 1954

PID: 000-306-100

LOT 1, SECTION 72, ESQUIMALT DISTRICT, PLAN 34830

PID: 000-306-118

LOT 2, SECTION 72, ESQUIMALT DISTRICT, PLAN 34830

(the “Additional Lands”);

- E. Colwood and View Royal have agreed to repay a portion of Langford’s cost of acquiring the Additional Lands in exchange for a proportionate interest in the Additional Lands as tenants in common;
- F. The CRD, as a regional district, may create a sub-regional service with the Municipalities as participants (the “Building Service”), and this service, if its establishing bylaw and associated loan authorization bylaw are approved by the participants and the Inspector of Municipalities, may borrow to acquire the Additional Lands and construct the Building and associated improvements through a loan from the Municipal Finance Authority (the “Loan”); and
- G. The parties have agreed, and it is a requirement of the ability of the Building Service to borrow for capital under the *Local Government Act* that until such time as the Loan is fully repaid, the CRD’s Building Service shall own the Building, notwithstanding its affixation to the Lands and the Additional Lands.

This Memorandum of Understanding (“MOU”) sets out the parties’ agreement regarding the above-noted matters.

1. **Loan** – Conditional on participant and Inspector of Municipalities approval of any establishment and loan authorization bylaw and successful creation of the service, the CRD’s Building Service will borrow from the Municipal Finance Authority (“MFA”) on behalf of the Municipalities one hundred-three million dollars (\$103,000,000.00) (the “Loan”), being the estimated cost of acquiring the Additional Lands and constructing the Building and associated improvements on the Land and the Additional Lands.
2. **Funds** – Upon receipt of the funds borrowed under section 1 the CRD shall transfer the funds to Langford, in trust, as described in this MOU. Such funds shall be advanced as a single lump-sum advance in the full value of the Loan.
3. **Use of Funds** – Langford shall be responsible for and shall use the funds received under section 2 only for the purposes of funding:
 - (a) the acquisition of the Additional Lands; and

- (b) construction of the Building and associated improvements on the Land and the Additional Lands.

4. Repayment of Loan

- (a) The Municipalities shall together pay to the CRD an amount equal to each installment due on the Loan until the Loan is fully repaid, under the CRD's Building Service, either by way of invoice in lieu of requisition or by way of requisition. The annual debt serving costs including interests and principle shall be apportioned among the Municipalities as follows:

- i. Fifty (50) percent of the costs shall be recovered based on the converted property value of land and improvements in the Municipalities; and
- ii. Fifty (50) percent of the costs shall be recovered based on the population of the Municipalities.

- (b) For clarity, the converted property value, using the Hospital Assessment, of all taxable properties in the Municipalities located in that Municipality will be updated annually according to BC Assessment. The population for the purpose of this section is the population estimate as determined annually by the Regional Planning department of the Capital Regional District.

5. Construction of Building

- (a) Langford shall use the funds received under section 2 to pay the costs of constructing the Building and associated improvements on the Land and the Additional Lands as such costs are invoiced by the contractor(s) and consultant(s) engaged for that purpose. As between the CRD and Langford, Langford shall act as the responsible party to deliver design and construction of the Building, as if it were a vendor for the purposes of delivering construction services to the CRD, given the restrictions in the *Local Government Act*, which requires CRD to borrow only for a capital asset it constructs.
- (b) Langford shall be responsible for administering the builder's lien trust associated with the work and acting as or appointing a payment certifier. Any construction contract utilized by Langford shall have a "no liens" clause for sub-contractors. Langford shall be responsible to discharge any liens taken on the Additional Lands, or surrounding private lands, by its contractors or sub-contractors, without additional cost or expense to CRD. Should CRD need to take steps to discharge a lien after reasonable written notice to

Langford, such costs shall be payable by Langford on demand, or alternatively, requisitioned from the Building Service.

6. **Ownership of Building** – The parties agree that the CRD, through the Building Service, shall own all right in and title to the Building notwithstanding its affixation to the Land and the Additional Lands. Upon the Loan being fully repaid, CRD shall take steps to dissolve the Building Service (subject to outstanding liabilities) and, once insurance of the building is verified by the Municipalities, shall transfer all right and title to the Building irrevocably to the Municipalities in the proportions set out in section 7.
7. **Additional Lands** – Within 30 days of receipt of funds under section 2, Langford shall execute and deliver a Form A transfer prepared by Colwood transferring a fractional interest as a tenant in common to Colwood and a Form A transfer prepared by View Royal transferring a fractional interest as a tenant in common to View Royal, in each legal parcel comprising the Additional Lands. The fractional interest transferred to each of Colwood and View Royal shall be equal to that party's proportionate responsibility for repayment of the Loan calculated under section 4 as at the date of execution of this Agreement. Within 7 days of its receipt of the executed Form A transfer, each of Colwood and View Royal shall submit the executed Form A transfer for registration in the Land Title Office. The transferees shall bear all taxes, legal fees, registration fees, and all other costs associated with completing the transactions contemplated in this section.

Upon Colwood's and View Royal's respective solicitors being satisfied after conducting a post-filing search of title to the Additional Lands that discloses only the pending numbers to the transfers and the encumbrances shown on the title searches attached to this MOU, each of Colwood and View Royal shall authorize Langford to transfer funds received under section 2, and held in trust, to Langford's general accounts to cover Langford's total cost of acquiring the Additional Lands. The parties agree that the total cost of acquiring the Additional Lands is \$4,199,240, and each of Colwood and View Royal agree to authorize Langford to transfer funds equal to that amount multiplied by that party's proportionate responsibility for repayment of the Loan calculated under section 4 as at the date of execution of this Agreement.

8. **Lease of Building** – It is the intent of the parties that the CRD Building Service will lease the Building to the Municipalities and the Municipalities shall sublease or licence the Building to the RCMP for use as the West Shore RCMP detachment. As between the Municipalities and the CRD, all maintenance, operation, asset management, and upkeep shall be coordinated by and paid by the Municipalities. The parties agree that nothing in this section requires the Municipalities to replace the Building or to install anything that would constitute a betterment to the Building and that this obligation to maintain is not intended to, and does not, constitute a

liability of a capital nature. In the unlikely event of a shortfall of revenue to cover the maintenance, operation, asset management, or upkeep, the Building Service may requisition to offset such costs.

9. **Insurance of Building – Construction and Wrap-up** – Langford shall cause to be obtained appropriate construction period insurance for the Building and shall insure appropriately any owner-supplied materials, as well as appropriate wrap-up insurance covering all parties after occupancy for a minimum two-year period. Langford shall ensure that the insurance requirements attached to this MOU as Schedule “B” are complied with by any general contractor or sub-contractor as appropriate.
10. **Insurance of Building – Property Insurance** – At least 60 days prior to obtaining occupancy, Langford shall inform CRD such that CRD’s Building Service may obtain property insurance on the Building. The parties acknowledge that the building will not be included in CRD’s self-insurance or property program, given the high-replacement-value of the asset, and as such, a separate policy may be obtained and paid for by way of requisition from the Building Service or by invoice to the Municipalities.
11. **Construction Contract Security** – For the purpose of ensuring construction completion, Langford will ensure any general contractor will have bonding or other acceptable form of contract security as a performance and labour and materials guarantee in the amount of 50% of the total contract price. Administration of this contract security shall fall to Langford to make determinations whether to enforce the security or take such other steps relating to its use.
12. **Disputes & Claims** – In the event of a dispute between Langford and the contractors or suppliers for the construction of the Building, the parties understand and acknowledge that Langford shall assume responsibility for resolving the dispute. It shall be up to Langford’s discretion how to handle, dispose of, litigate, or settle such claims.
13. **Costs of Disputes, Claims** – The parties acknowledge and agree that all costs, including legal costs, associated with resolving disputes related to the construction of the Building shall constitute costs of constructing the Building and that Langford may use the funds received under section 2 of this Agreement for such purposes.
14. **Cost Overruns** – In the event that the cost of constructing the Building exceeds the funds received by Langford under section 2 of this Agreement, each Municipality shall be responsible for a portion of the cost overruns equal to that Municipality’s proportionate responsibility for repayment of the Loan calculated under section 4, as of the date the Loan monies are exhausted, or alternatively, the CRD Building Service may requisition the participating municipalities to pay such amounts and CRD shall remit these to Langford as if they were funds under section 2 of the Agreement. If the Municipalities collectively agree to proceed with collection by invoice and not

through the CRD Building Service, Colwood and View Royal shall pay their portions of such cost overruns to Langford within 30 days receipt of an invoice.

15. **Costs of Project Generally** – The Municipalities agree that it is their shared intent that all costs associated with constructing the Building be shared. Each Municipality agrees that, except for matters in respect of which a cost-sharing formula is expressly set out in this Agreement, it shall be responsible for a portion of any cost, expense or liability of any nature arising from or associated in any way with the construction, operation and maintenance of the Building equal to that Municipality's proportionate responsibility for repayment of the Loan calculated under section 4, as of the date the cost, expense or liability arises.
16. **Adoption of Bylaws** – The parties acknowledge and agree that the obligations set out in this MOU are contingent upon the parties adopting all bylaws under the *Community Charter* and the *Local Government Act* necessary to facilitate the borrowing contemplated under this MOU.
17. **No Derogation** – Nothing contained or implied in this MOU will impair or affect any party's rights and powers in the exercise of its functions pursuant to the *Community Charter* or the *Local Government Act* or any other enactment and all such powers and rights may be fully exercised as if this MOU had not been entered into between the parties.
18. **Further Acts** – The parties will execute and deliver all such further documents, deeds and instruments, and do and perform such other acts, as may be reasonably necessary to give full effect to the intent and meaning of this MOU.
19. **Time** – Time is of the essence in this MOU.
20. **Assignment** – No party may assign all or any part of this MOU, or the benefit hereof, without the prior written consent of the other parties, which may be withheld arbitrarily and without reason.
21. **Benefit** – This MOU enures to the benefit of and is binding upon the parties and their respective heirs, executors, administrators, successors and assigns.

22. **Modification** – This MOU may not be modified except by an instrument signed in writing by the parties.

IN WITNESS WHEREOF the parties have affixed the signatures of their authorized signatories as of the dates written below.

CAPITAL REGIONAL DISTRICT

by its authorized signatories:
signatories:

Name:

Name:

Date _____

CITY OF LANGFORD

by its authorized

Name:

Name:

Date _____

CITY OF COLWOOD

by its authorized signatories:
signatories:

Name:

Name:

Date _____

TOWN OF VIEW ROYAL

by its authorized

Name:

Name:

Date _____

SCHEDULE A

[attach titles for Additional Lands]

SCHEDULE B

Insurance Requirements

Insurance Type	Coverages
<p>Pre-construction</p> <p>*For the period when Wrap-Up Insurance is not in force</p>	<p>Commercial General Liability Insurance with a limit of not less than FIVE MILLION (\$5-million), inclusive per occurrence against bodily injury and property damage, adding the Capital Regional District and the Municipalities as additional insured and include a cross-liability clause. This insurance shall be primary and not require the sharing of any loss by any insurer of the CRD.</p>
<p>Construction Period</p>	
<p>Automobile Liability</p>	<p>Any contractor or construction manager shall provide, without limiting its obligations or liabilities, Automobile Liability Insurance in respect of all owned or leased vehicles if used directly or indirectly in performance of services provided or construction of the Building, subject to limits of not less than TWO MILLION DOLLARS (\$2,000,000) inclusive per occurrence. This insurance shall be maintained continuously from commencement of the services and kept in force until the Building is ready for use or is being used for the purposes intended, whichever occurs first, and is so confirmed in writing by Langford, in consultation with the Capital Regional District.</p>
<p>Contractor's Pollution Liability Insurance</p>	<p>Where the construction manager's performance or any contractor's performance of the work is associated with hazardous materials clean up, removal, and/or containment, transit, or disposal. This insurance must have a limit of liability not less than TWO MILLION (\$2,000,000) inclusive per occurrence insuring against bodily injury, death, and damage to property including loss of use thereof.</p> <p>Any insurance under this section must name CRD and the Municipalities as additional insured, but only in respect of liability arising out of a contractor's performance of the work. Such insurance must include sudden and accidental and gradual pollution events for third party liability including ongoing and completed operations and shall not be impaired by any, biological contaminants (without limitation, mould and bacteria), asbestos, or lead exclusions. Any 'insured vs. insured' exclusion shall not prejudice coverage for the CRD or the Municipalities and shall not affect the CRD or the</p>

	<p>Municipalities's ability to bring suit against the contractors as a third party.</p> <p>This insurance shall be maintained continuously from commencement of the work involving hazardous materials clean-up, removal and/or containment, transit and disposal until such work is completed and including a twenty-four (24) month extended reporting period if any such insurance is provided on a claims-made basis.</p>
<p>CGL – Wrap-up Insurance</p>	<p>Commercial General Liability - Wrap Up Insurance with a limit of not less than TEN MILLION DOLLARS (\$10,000,000.00), inclusive per occurrence, TWENTY MILLION DOLLARS (\$20,000,000.00) general aggregate for bodily injury, death, and damage to property including loss of use thereof, product/completed operations hazard liability with a limit of not less than TEN MILLION DOLLARS (10,000,000.00) aggregate.</p> <p>This insurance shall cover the CRD, the Municipalities, the Construction Manager, Subcontractors, Consultant, sub-consultants and anyone employed by them to perform a part or parts of the Project, excluding suppliers whose only function is to supply and/or transport products to the project site, or security protection persons or organizations providing site protection on or at the insured project. The insurance does not extend to any activities, works, jobs or undertakings of the insureds other than those directly related to the Project of this Contract. The insurance shall preclude subrogation claims by the insurer against anyone insured hereunder.</p> <p>Such insurance shall include, but not be limited to:</p> <ul style="list-style-type: none"> • .01 Premises and Operations Liability; • .02 Products and Completed Operations Liability (24 months); • .03 Blanket Written Contractual Liability; • .04 Cross Liability and/or Severability of Interests; • .05 Contingent Employer’s Liability; • .06 Personal Injury Liability; • .07 Shoring, Blasting, Excavating, Underpinning, Demolition, Piledriving, Subsurface and Grading, as applicable; • .08 Limited Pollution Liability (TWO MILLION DOLLARS (\$2,000,000))

	<ul style="list-style-type: none"> • .09 Broad Form Tenants Legal Liability (ONE MILLION DOLLARS (\$1,000,000)) • .10 Operation of Attached Machinery • .11 Forest Fire Fighting Expenses (ONE MILLION DOLLARS (\$1,000,000)) <p>There will be a deductible not exceeding FIFTY THOUSAND DOLLARS (\$50,000) per occurrence except with respect to completed operations, to which a deductible not exceeding ONE HUNDRED THOUSAND DOLLARS (\$100,000) per occurrence will apply. This insurance will be maintained continuously from commencement of the Work and kept in force until the Project is ready for use or being used for the purpose intended, whichever occurs first, and is so confirmed in writing by the Langford, in consultation with the Construction Manager and the CRD, plus with respect to completed operations cover a further period of twenty-four (24) months.</p>
<p>Course of Construction (Builder’s Risk)</p>	<p>Course of Construction (Builders Risk) against “All Risks” of physical loss or damage including the peril of equipment breakdown, and will cover all materials, property, structures and equipment purchased for, entering into, or forming part of the Work whilst located anywhere within Canada and continental United States of America (excluding Alaska) during construction, erection, installation, testing and commissioning, but such coverage shall be subject to off-site storage and transit exposure sub-limits and shall not include coverage for the Construction Manager’s and Subcontractor’s equipment of any description.</p> <p>There will be a deductible not exceeding:</p> <p>FIFTY THOUSAND DOLLARS (\$50,000) for each and every occurrence where the project value exceeds TEN MILLION (\$10,000,000)</p> <p>except for the following perils:</p> <ul style="list-style-type: none"> • Earthquake with a deductible not exceeding FIVE PERCENT (5%) of the total project value at the time of the loss, subject to a minimum TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000); • Water Damage perils (includes Flood and Sewer and Drain Back Up) with a deductible not exceeding ONE HUNDRED THOUSAND DOLLARS (\$100,000);

	<ul style="list-style-type: none"> • Soft Costs with a one day waiting period for each month of the estimated project term subject to a minimum waiting period of 30 days will apply with respect to soft costs. <p>The coverage shall include as a protected entity, the CRD, the Municipalities, any Construction Manager, Consultant and each Subcontractor who is engaged in the Project. The coverage will contain a waiver of the Owner’s rights of subrogation against all protected entities except that rights of subrogation will be retained against architects, engineers and manufacturers (who are not employees of a protected entity) for liability in the event of loss caused by or resulting from any error in design or any other professional error or omission pertaining to the subject of this insurance. The Construction Manager (or Langford, if acting as Construction Manager) shall, at its own expense, take precautions to prevent fires occurring in or about the Project and shall observe, and comply with, all insurance policy warranties and all laws and regulations in force respecting fires.</p> <p>This insurance will be maintained continuously from commencement of the Work and will be kept in force until the Project is ready for use or is being used for the purpose intended and is so confirmed in writing by Langford, in consultation with the Construction Manager and the CRD.</p>
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Notes and Conditions

1. The description of the insurance described above is not a statement of the actual policy terms and conditions.
2. The parties (being those insured under the policy, excepting CRD and the Municipalities), shall pay their share of deductible amounts in direct proportion to their responsibility in regards to any loss for which coverage is placed and insurance is required to pay. Where CRD or the Municipalities are required to pay a deductible, that will be paid from the Building Service by requisition, unless under a Municipality’s specific policy.
3. Proof of insurance must be provided to CRD or the Municipalities upon request.



Making a difference...together

REPORT TO GOVERNANCE COMMITTEE MEETING OF WEDNESDAY, JULY 10, 2024

SUBJECT **Creation of a Sub-regional Service for Expansion of the West Shore RCMP Detachment**

ISSUE SUMMARY

The communities of Colwood, Langford and View Royal are requesting CRD create a sub-regional service to expand the West Shore RCMP detachment.

BACKGROUND

The municipalities of Langford, Colwood and View Royal jointly own the West Shore RCMP building located at 698 Atkins Avenue in Langford. This facility was originally constructed in the 1960s, with an expansion built in 1999. The RCMP detachment serves the communities of Langford, Colwood, View Royal, Highlands and Metchosin, as well as the Songhees and Esquimalt reserve lands. The existing facility is nearing capacity and with current and projected growth in the West Shore communities, there is a need to construct a new facility with more space that will accommodate a larger staff contingent and modern facilities that will support specialized and diversified policing services.

In February of 2023, Colwood, Langford and View Royal created a Joint Police Facilities Steering Committee to define the scope of a new, expanded RCMP facility. Early estimates indicate the cost of a new detachment building will be approximately \$82 million, with a 25% contingency, bringing the potential total cost to \$103 million.

In order to finance the construction, Colwood, Langford and View Royal Councils have passed resolutions requesting CRD create a sub-regional service for the purpose of debt financing the West Shore RCMP Detachment Expansion, to a maximum of \$103 million. Correspondence from the three municipalities is attached to this staff report as Appendices A, B, and C. A memorandum containing detailed background information on the RCMP building and the current expansion plans is attached at Appendix D.

ALTERNATIVES

Alternative 1

The Governance Committee recommends to the Capital Regional District Board:

That CRD continue to engage in discussions with staff from the municipalities of Colwood, Langford and View Royal to explore the creation of a sub-regional service to expand the West Shore RCMP detachment.

Alternative 2

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

IMPLICATIONS

Service Delivery Implications

Service Establishment and Loan Authorization bylaws are subject to elector approval and approval by the Provincial Inspector of Municipalities. Staff have undertaken some preliminary discussions with policy and finance staff at the Ministry of Municipal Affairs to determine the feasibility of CRD creating the service. Initial feedback from the Ministry is that it is not possible for the service to exist simply for the purpose of debt financing, however, CRD could create a sub-regional service for the construction, operation and maintenance of the RCMP detachment building, with the three municipalities as service participants.

Neither CRD or the municipalities have any interest in CRD leading the design, construction, operation and maintenance of the building. This can be overcome by CRD's ability to enter into comprehensive legal agreements to assign the responsibilities of design, construction, operation and maintenance to the three municipalities. Those agreements would contain release and indemnity clauses to protect CRD for any potential liabilities arising from its ownership of the building and provide exclusive possession to the municipalities for the term of the debt, with a provision that the ownership of the building would transfer to the three municipalities once the debt was retired. Staff would seek to have these agreements negotiated prior to adoption of the service establishment and loan authorization bylaws and require these agreements be endorsed as a condition of creating the service.

Elector Approval Implications

To establish this service and to borrow for construction of the facility, participating area approval is required. This can be obtained by municipal consent on behalf, which must be unanimous; alternative approval process, whereby 10% of voters in the participating areas are not opposed; or elector assent, also known as referendum.

Given this is a service requested by councils, the recommended elector approval method is municipal consent on behalf. This will ensure the requirement for unanimity is met for this undertaking.

Financial Implications

The estimated borrowing for the project is \$82 million but the total cost could be up to \$103 million, to be debt serviced over the term of the loan by the municipalities of Colwood, Langford, and View Royal. Debt servicing would be based on a proportional cost share, to be determined between the three municipalities. The CRD understands that land acquisition costs will be addressed amongst the three municipalities.

A subregional service is not the only way to fund the expansion. Each of the three municipalities could pursue a proportional share of borrowing and undertake debt service individually, however, individual borrowing would require each municipality to conduct its own elector approval process and have the required borrowing capacity, whereas a subregional service approval can be obtained by one combined approval process which is more efficient and potentially more likely to achieve a unified result.

One important difference in funding the building through a sub-regional CRD service where CRD owns the building, as opposed to each of the municipalities securing their own borrowing, is that the municipalities are not able to create a development cost charge (DCC) program – i.e. those fees payable by developers of property within a specific area – if CRD owns the building. The three municipalities have expressed a desire to explore establishing a DCC program for this service. There is the potential for CRD to establish DCCs to fund the growth-related capital cost of construction of the building, however, administration of a development cost charge program on behalf of the municipalities would require CRD staff resources and is a higher level of CRD involvement than was initially anticipated. Staff will continue to engage in discussions with staff from the municipalities to further investigate this issue.

Alignment with Board & Corporate Priorities

A regional district provides those services which its constituent municipalities and electoral areas request it to provide, as approved by the Regional Board and the Province. The request to create a sub-regional service for constructing and debt servicing a building, paid for by those municipalities requesting the service, is consistent with the purpose and function of a regional district.

First Nations Implications

The detachment serves the Songhees and Esquimalt reserve lands through a combination of federal and provincial funding. An expanded West Shore RCMP building will provide more space for additional RCMP officers to address the current and future policing needs in those growing communities.

Climate Implications

Construction of the building, if built by CRD, would be subject to the CRD's Green Building Policy. Consultation will be required with the municipal participants if the standards set out in this policy would be applicable to the construction of this facility.

CONCLUSION

CRD has been asked to create a subregional service to provide financing for an expanded West Shore RCMP detachment. On the Province's advice, CRD is able to establish a subregional service for design, construction, operation, and maintenance of a new RCMP detachment, and may do so with consent of the participating municipalities. CRD would contract all responsibility for the design, construction, operation, and maintenance to the participating municipalities and enter into agreements that would ensure ownership of the building would transfer to the three municipalities on completion of the debt term.

RECOMMENDATION

The Governance Committee recommends to the Capital Regional District Board:
That CRD continue to engage in discussions with staff from the municipalities of Colwood, Langford and View Royal to explore the creation of a sub-regional service to expand the West Shore RCMP detachment.

Governance Committee – July 10, 2024

Creation of a Sub-regional Service for Expansion of the West Shore RCMP Detachment 4

Submitted by:	Kristen Morley, J.D., General Manager, Corporate Services and Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: November 23, 2023 Letter from View Royal

Appendix B: November 28, 2023 Letter from Langford

Appendix C: November 29, 2023 Letter from Colwood

Appendix D: Backgrounder on West Shore RCMP Building



TOWN OF VIEW ROYAL

45 View Royal Avenue, Victoria, BC, Canada V9B 1A6

Ph. 250-479-6800 • Fx. 250-727-9551 • E. info@viewroyal.ca • www.viewroyal.ca

November 23, 2023

Capital Regional District
625 Fisgard Street
PO Box 1000
Victoria, BC
V8W 2S6

**Attention: Nelson Chan, Chief Financial Officer
Kristen Morley, General Manager, Corporate Services**

Dear Mr. Chan and Ms. Morley:

RE: West Shore RCMP Detachment Expansion Project Funding

At the November 21, 2023 Council meeting, Council was in receipt of a staff report regarding the West Shore RCMP Detachment Expansion Project funding, and passed the following resolution:

“THAT a letter be sent to the Capital Regional District (CRD) requesting that the CRD establish a subregional service for the purpose of funding a joint West Shore RCMP Detachment Expansion capital project up to \$103 million.”

Also, please find attached a certified resolution.

If you have any questions regarding the above matter, please do not hesitate to contact this office.

Sincerely,
TOWN OF VIEW ROYAL

Elena Bolster
Deputy Corporate Officer

Attachment



City of Langford

2023/11/28

Kristen Morley
 General Manager, Corporate Services
 Capital Regional District
 625 Fisgard Street
 Victoria, BC V8W 1R7

Via email: kmorley@crd.bc.ca

Dear Ms. Morley

RE: Request for Capital Regional District Sub-Regional Service Establishment – Funding for a Joint Capital Project (RCMP Detachment Financing)

We are writing with respect to a joint sub-regional project to expand the current West Shore RCMP facility. As you know, the West Shore Detachment serves the municipalities of Langford, Colwood, View Royal, Highlands, Metchosin and the Songhees and Esquimalt First Nations out of an existing facility which is located in Langford. The original facility was constructed in the 1960s (the “Original Building”) and was subsequently expanded through the addition of a second separate but connected building in or about 1999 (the “Expansion”).

The municipalities of Langford, Colwood and View Royal (the “Owners”) jointly own the West Shore RCMP Detachment located at 698 Atkins Avenue in Langford. This existing detachment is nearing capacity and projections show as the communities grow, so too does the need for specialized and diversified policing services, increased use of technology, modern facilities, and a larger staff contingent to maintain the current policing level of service in the region. In order to meet these needs, the Owners are seeking to expand the existing facility through removal of the Original Building and construction of a new building in its location while maintaining the Expansion.

The municipalities of Langford, Colwood and View Royal formed a Joint Police Facilities Steering Committee in February 2023 and have been working to further define the scope of the project. Early estimates indicate that the cost will be approximately \$82 million, with a 25% contingency bringing the estimated total cost to \$103 million.

One of the many complex factors associated with a capital project of this size, especially given the number of municipalities involved, is how to best debt finance the project.

Through discussions internally with the three communities, in addition to discussions with the Municipal Finance Authority, the option of a sub-regional CRD service was brought forward as a possibility. As a result, at its meeting held November 20, 2023, the City of Langford Council passed the following resolution:

THAT Council direct staff to write a letter to the Capital Regional District (CRD) requesting that the CRD establish a subregional service for the purposes of funding a joint capital project up to \$103M.

I understand that both Colwood and View Royal have approved a resolution seeking the same as above. Therefore, the City of Langford requests that the Capital Regional District establish a sub-regional service as outlined above to allow the communities of Langford, Colwood, and View Royal to support the West Shore RCMP Facility Expansion Project. This will allow the important work and community support undertaken by the West Shore RCMP to continue, grow, and evolve. The City looks forward to a response on this matter, including a proposed timeline for establishing the service, from the CRD.

Sincerely,

Marie Watmough
Corporate Officer
Deputy Director of Corporate Services
City of Langford

CC: City of Colwood
Town of View Royal
Nelson Chan, CRD Chief Financial Officer



File: 0400-50

Date: November 29, 2023

Capital Regional District
Corporate Services
625 Fisgard Street
Victoria, BC V8W 2S6

ATTENTION: Kristen Morley, Corporate Officer and General Manager, Corporate Services

Dear Ms. Morley,

**RE: Request for Capital Regional District Sub-Regional Service Establishment
– Funding for a Joint Capital Project (RCMP Detachment Financing)**

We are writing with respect to a joint sub-regional project to expand the current West Shore RCMP facility. As you know, the West Shore Detachment serves the municipalities of Langford, Colwood, View Royal, Highlands, Metchosin and the Songhees and Esquimalt First Nations out of an existing facility which is located in Langford. The original facility was constructed in the 1960s (the “Original Building”) and was subsequently expanded through the addition of a second separate but connected building in or about 1999 (the “Expansion”).

The municipalities of Langford, Colwood and View Royal (the “Owners”) jointly own the West Shore RCMP Detachment located at 698 Atkins Avenue in Langford. This existing detachment is nearing capacity and projections show as the communities grow, so too does the need for specialized and diversified policing services, increased use of technology, modern facilities, and a larger staff contingent to maintain the current policing level of service in the region. To meet these needs, the Owners are seeking to expand the existing facility through removal of the Original Building and construction of a new building in its location while maintaining the expansion.

The municipalities of Langford, Colwood and View Royal formed a Joint Police Facilities Steering Committee in February 2023 and have been working to further define the scope of the project. Early estimates indicate that the cost will be approximately \$82 million, with a 25% contingency bringing the estimated total cost to \$103 million.

COLWOOD CITY HALL

3300 Wishart Road
Colwood, BC V9C 1R1

CONTACT

Phone: 250-478-5999
Fax: 250 478-7516
info@colwood.ca

OFFICE HOURS

8:00 am – 4:30 pm
Monday – Friday
except stat holidays

www.colwood.ca

One of the many complex factors associated with a capital project of this size, especially given the number of municipalities involved, is how to best debt finance the project.

Through discussions internally with the three communities, in addition to discussions with the Municipal Finance Authority, the option of a sub-regional CRD service was brought forward as a possibility. As a result, at its meeting held November 27, 2023, the City of Colwood Council passed the following resolution:

THAT the City of Colwood issue a letter to the Capital Regional District (CRD) requesting that the CRD establish a sub-regional service for the purpose of debt financing the West Shore RCMP Detachment Expansion, to a maximum of \$103M.

I understand that both Langford and View Royal have approved a resolution seeking the same as above. Therefore, the City of Colwood requests that the Capital Regional District establish a sub-regional service as outlined above to allow the communities of Colwood, Langford and View Royal to support the West Shore RCMP Facility Expansion Project. This will allow the important work and community support undertaken by the West Shore RCMP to continue, grow, and evolve. The City looks forward to a response on this matter, including a proposed timeline for establishing the service, from the CRD.

Sincerely,



Jenn Hepting
Chief Financial Officer
City of Colwood

CC. City of Langford
Town of View Royal



WEST SHORE RCMP DETACHMENT BACKGROUNDER

Jointly owned by the City of Langford, the City of Colwood, and the Town of View Royal (“the Communities”), the West Shore RCMP Detachment is located at 698 Atkins Avenue in Langford. The West Shore detachment also serves the District of Metchosin, the District of Highlands, Songhees Nation, and Xwsepsum Nation. The existing detachment is approximately 37,000 ft², comprised of two largely separate facilities: one built in the 1960s (approx. 10,600 ft²), and a newer structure built in 1999 (approx. 26,400 ft²). Investments have been made to the current detachment, but the facility is nearing capacity. Projections by the RCMP show an immediate need for increased space. As each of the communities continue to grow, so too does the need for specialized and diversified policing services, increased use of technology, modernized facilities, and a larger staff contingent to maintain the current level of service. Preliminary work to define an option for redevelopment of the existing site was completed by WA Architects in November 2020, in the form of a concept site and building plan, based on a preliminary site survey completed in June 2020. An updated version of WA Architect’s conceptual design, entitled Feasibility Study 9, was completed in November 2021. A preliminary space needs analysis was also completed by the RCMP in July 2019 and updated in December 2020. In early 2021, Colliers Project Leaders was engaged to prepare an options analysis report that explored redevelopment of the existing site versus options to relocate elsewhere within the Communities. A recommendation was returned to remain at, and redevelop, the existing location on Atkins Avenue, as it was deemed to be more appropriate than relocating and building new. It was noted to be the preferred site over alternative options due to its central location and ease of access to major transportation routes. The feasibility study also returned a recommendation to redevelop to a 20-year planning horizon that would meet West Shore RCMP staffing and space needs to 2045.

Project Requirements, Goals & Constraints

The objectives of the Project are to:

- Provide a detachment that will meet RCMP accommodation needs to effectively service current and future growth of the communities to the year 2045.
- Redevelop the existing site at 698 Atkins Avenue and incorporate four adjacent residential properties.
- Enable demolition and new construction to take place in such a way as to allow the West Shore RCMP Detachment to remain fully operational for the duration of construction.
- Renovate and seismically upgrade the existing 1999 structure to meet the need for increased use of technology, up-to-date facilities, and a larger staff contingent.
- Replace the obsolete 1960s structure with net-new space, integrated with the existing 1999 structure, to provide efficient, flexible, and modern facilities that meet the demands of 21st century policing.

The project's requirements, goals, and constraints are:

- To achieve project completion an owners' budget of \$90M-\$103M has been identified as a result of a 2022 Class D cost estimate that has been updated to reflect current conditions. (While it is understood that Class D estimates typically have a +-25% accuracy, this updated estimate will be used as the entry point for the IPD team to evaluate and validate as part of the IPD [Integrated Project Delivery] process.)
- To achieve occupancy in Q1 2027.
- To minimize disruption to neighboring residents throughout construction.
- To minimize future operating costs through construction of energy efficient, durable, and sustainable spaces.
- Phasing of demolition and construction work on site allowing for uninterrupted operation of the RCMP Detachment for the duration of construction, including secure parking for police vehicles with two means of vehicular egress.

BASE PROGRAM

The Validation phase of this procurement process will be focused on identifying and detailing all functional requirements. The program for this project includes three key elements:

- Site redevelopment of 698 Atkins Avenue and adjacent properties
- Renovation of existing 1999 structure
- Demolition and replacement of existing 1960s structure

Total gross space required for a redeveloped West Shore RCMP Detachment is approximately 92,000 ft², to accommodate an anticipated staffing contingent of 281 FTEs (210 RCMP members, 70 administrative support positions) by 2045. It is estimated, however, that approximately 25%-35% of the space could be leased to complementary tenants for 10- to 15-year terms, until such time as the full staffing contingent is reached and the space is required by the RCMP. Revenue from leased space is anticipated to help offset ongoing costs.

SCOPE OF WORK

Scope of work associated with the redevelopment of the Atkins Avenue site includes amalgamation of the following four adjacent, residential properties to provide sufficient land for increased surface parking requirements:

- 678 Atkins Avenue
- 674 Atkins Avenue
- 2788 Winster Road
- 2792 Winster Road

Re-zoning from an R2 zone (One- and Two-Family Residential) to a P2 zone (Community Institutional) will be required for these four properties, along with demolition (already complete) of up to five (5) residential structures and several smaller outbuildings. Some hazardous materials abatement is assumed, given the relative ages of the residential buildings, and a hazardous materials assessment will be conducted. Site separation between the residential demolition work and the fully operational RCMP Detachment will be necessary. Site preparation and some upgrading of site services will also be required to allow for elements such as parking lot lighting, irrigation, and motorized, secured gates

and fencing, dependent upon final design. A topographical survey, geotechnical report, and environmental assessment will be required.

Future parking requirements include a total of 297 surface parking stalls, with an allowance of 370 ft² per stall, inclusive of drive aisles and entries/exits. Stalls reserved for police vehicles are expected to be larger than typically allowed for due to the specialized nature of these vehicles. Consideration will also be given for provision of accessible stalls and allowing for two means of vehicular egress from the secured police vehicle parking at all times. The parking lot surface is assumed to be standard asphalt with line painting and complementary landscaping features.

WA Architect's updated Feasibility Study 9 shows the potential for up to 125 stalls on the merged properties, which, along with approximately 120 leased stalls beside the adjacent railway line, provides for 245 of the required 297 stalls.

The shortfall of 52 stalls will need to be addressed through revisions to site design, additional leased land along the rail line, or additional land acquisition on the east side of Winster Road. A combination of the above three options may also satisfy the shortfall issues, along with consideration for future transport modal shifts which may reduce the total number of required stalls.

Scope of work associated with the existing 1999 RCMP building assumes a reconfiguration and retrofit of approximately 25% of the facility to meet future program requirements. The existing structure consists of three (3) levels, roughly 8,800 ft² each, for a total of approximately 26,400 ft². Exact measurements will be verified through a combination of site visits and a careful evaluation of existing floor plans. Retrofitting will be to a Class A Office standard with an allowance for some new furniture, fixtures, and equipment (FF&E). It is anticipated that some hazardous materials may be encountered during the renovation of this building and a hazardous materials assessment should be conducted.

This existing structure will also require seismic upgrading to enable useful life up to and beyond 2045, and allow for a physical connection to the proposed new building, as well as the desire for this RCMP complex to act as a post-disaster facility.

Scope of work associated with the existing 1960s facility includes demolition of the structure in its entirety. The facility is assumed to be approximately 10,667 ft², over one and a half floors. Exact sizing and dimensions will be verified by site visits and detailed review of existing floor plans. Given its age, hazardous materials are anticipated, and a hazardous materials assessment will be conducted prior to the start of any work. An updated topographical survey (following rezoning of the adjacent properties) and a geotechnical report and environmental assessment will also be required.

New construction to replace this facility is anticipated to be approximately 66,000 ft² over multiple floor levels. When combined with the existing 1999 structure of approximately 26,400 ft², a total of 92,000 ft² will be provided on the newly redeveloped Atkins Avenue site. WA Architect's updated Feasibility Study 9 indicates conceptual design of a basement with four stories above; however, this requires review and possible redesign to align with the proposed square footage and to fit within the current Class D estimate of \$90M-\$103M.

It is assumed that some furniture, fixtures, and equipment (FF&E) can be re-used and/or re-purposed from this facility; however, allowance for some new FF&E will also be required.

An outline functional program for the newly constructed and newly renovated facilities includes general spaces for public access, vehicle bays, general duty offices, administrative and operational support, mail room, prisoner security, and volunteers and auxiliary staff. More specialized spaces include a Major/Serious Crimes unit (homicide, traffic, drugs, police dogs, Emergency Response Team/Gangs, crime prevention and reduction) and Special Unit (forensic identification suite, internet/cyber/tech crimes, sex crimes, enhanced exhibit suite). A detailed review and update of the functional program and space allocations will be undertaken during re-design.

The redeveloped RCMP complex on Atkins Avenue will be designated as a post-disaster facility and will require specialized design and/or modifications to accommodate this requirement. Consideration will also be given to achieving net zero carbon design, and options to reach this goal will be explored in greater detail.

Due to the need for the West Shore RCMP Detachment to remain fully operational throughout demolition and construction, phasing of work will be required. Secure police vehicle parking, complete with two means of vehicular egress, will need to be maintained at all times. Site safety for all RCMP and support personnel, as well as the public, will be of paramount importance.

The following items are considered not part of the base program of this project:

- Underground parking
- Site works above and beyond what has been identified above
- Outbuilding storage facilities on the site
- Mechanical or electrical upgrades to the 1999 building, other than re-design due to reconfiguration of spaces or designation as a post-disaster facility
- Owner-supplied items
- AV/IT equipment
- RCMP internal administrative costs
- Langford, Colwood and View Royal administrative costs

PROJECT BUDGET

A Class D cost estimate of \$82.4M was prepared in 2022 for the base program, which has been updated to current conditions of \$90M-\$103M. This will be termed the owners' initial 'Maximum Allowable Budget' for the IPD team to work within as they engage together in Validation phase work. The IPD team works towards collectively developing and a project budget and corresponding execution strategy working within the owner's maximum allowable budget to achieve all requirements of the program. This is done by understanding both the market-typical estimated or expected costs and refining this to a base target cost. Once the team does this, it is captured in the Validation report. If the team is not able to validate this (including all variables), their results are also captured accordingly.

The base target cost breakdown and the corresponding execution plan is what provides certainty for the owner (given that IPD does not engage the typical change order processes unless the overarching functional, base project program is changed or pre-identified significant unforeseen events occur).

The base target cost, established from early collaboration (which may include additional conceptual design work), will include both hard and soft costs as well as contingency. Hard costs are the construction costs associated with both the site and the building, while soft costs include consulting fees (e.g., IPD advisor, architect, engineers, cost consultant, geotechnical reports, hazardous materials reports, land surveyor), as well as permitting fees, insurance, temporary owners relocation costs and administrative costs. These costs are organized for IPD team execution to support collaborative cluster working groups that are set up to further innovate, breakdown internal barriers between roles and remove wasteful activity for the project.

It is anticipated that approximately \$1,200,000 (1.5% of the cost estimate) will be required to complete the validation phase. This involves only the work is necessary to validate the project from the owners' perspective which often includes any early release of work plans, early construction operational execution planning, early logistical and supply chain planning as well as the early design concepts that encompass base program and support these other aspects holistically. This work is already contained in the 2024 Financial Plans of the Communities.

After approval, and during the remaining detailed design and construction documentation phase, the team will focus on collaborative cluster group delivery that innovatively focused on meeting program requirements and getting below the base target cost within the schedule expectations. A final target cost will be confirmed (below base target cost) at the conclusion of final procurement activities (when the contingency from these risk items is recovered).

The City of Langford, City of Colwood and Town of View Royal have requested that the Capital Regional District (CRD) establish a subregional service to fund the capital costs of building the new RCMP facility. If established, the subregional service would requisition the debt servicing costs which would be recovered by a separate CRD property tax levy.

INTEGRATED PROJECT DELIVERY (IPD) PROJECT BUDGET

IPD is a shared risk/reward contract model and emerging project delivery approach. IPD brings all parties onto the project at the start in a single relational contractual agreement which has joint and transparent operating systems such as cost, planning and risk management.

It is important to note that IPD teams waive liability amongst the IPD signatories to avoid finger pointing and blame, which allows designer/consultants to talk about means and methods and allows constructors to provide detailed input to design. Throughout project execution, the owners and other IPD signatories agree to share all aspects of the project the risk and reward including design liability, design/construction interface, cost escalations and schedule delays.

The project has a single joint project management and governance structure for IPD that integrates all members of the signatory group including the owner. This includes a Senior Management Team (SMT), a Project Management Team (PMT) and multi-disciplinary work clusters called Project Implementation Teams (PITs).

This IPD team collective manages the contractual process and unique operating systems using the 'Lean' business approach that is focused on maximizing value, creating improved flows of value-

adding work, and minimizing waste. This means that the team uses all collective talents to innovate from beginning to completion and achieve what is 'Best for Project'. There are multiple standard IPD contracts in use in Canada, the contract used for this project will be CCDC 30-2018.

MANAGING SCOPE, COST, RISK AND SCHEDULE

Scope Management

IPD signatories (Who sign the single contract with the owner) will not be focused on individual scopes of work, individual profits, claims or liability between themselves. Their focus will be on 'Best for Project', with alignment with the owners' values. Their motivation will be on creating the most effective and optimized overall project design and delivery so that they meet owners value proposition, and everyone (including the owner) can mutually benefit from the shared profit pool.

The IPD team will manage the scope holistically by first focusing on the overarching project base program, developed by the owner either before and during Pre-Validation. In Validation, the team uses this base project program (project scope) to jointly develop the design, construction practices, schedule, costs, and risks as a holistic picture. This allows the team to innovate throughout the project and have flexibility to adapt the design-plan-construction work (including material supply chain availability) in an optimal way to address all challenges. Responsibilities for all work is clearly identified and assigned for execution.

The IPD singular contract is an intentional departure from today's methods that have bilateral and linear contracts and individual party scope tendering. In IPD, there are no typical change orders (unless base scope changes or contractually articulated unforeseen event). There is only a smaller percentage of the project costs that are managed through stipulated sum contracts (5-25%) by selected IPD Team members.

Cost Management

When IPD teams join the contract, they provide negotiated pricing terms that break out 'true' labor costs (salary and labor burden only), and calculated company overheads and profit expectations (as a percentage).

This pricing method is key to IPD, as all parties are expected to honestly put their profit at risk (no mark-ups or pricing buffers). IPD participants pricing will be audited by a 3rd party at the start of the project. This pricing is then carried into the cost modelling and iterative estimation process to determine the base Target Cost during Validation.

After Validation, the IPD team will jointly manage the budget and cost in a real-time and transparent manner to ensure the team is on track to meet or exceed the base Target cost using a Target Value Design and Delivery process. This will be occurring in concert with continual risk mitigation activities to protect the project and manage contingency (profit pool) wisely. Budget allocations will be manipulated fluidly to optimize the whole and deliver against what was committed in the Validation

report. The PMT will manage this process in entirety with support from the SMT who get regular updates on forecasted costs.

The IPD Team will be reimbursed direct costs throughout the project (no profit), using a streamlined invoicing and payment process that is integrated with the owners' process. Since profits are not part of any of the regular progress payments, there is a rapid turnaround of payment with no traditional Payment Certifier process. The IPD team will follow the IPD profit progress payment program that will be discussed during initial contract negotiations and finalized during the Validation process. Guidance for this entire process is provided by an IPD Advisor.

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4692

**A BYLAW TO CONSTRUCT AND EXPAND A POLICE BUILDING TO
SERVICE LANGFORD, COLWOOD, AND VIEW ROYAL**

WHEREAS:

- A. The Board of the Capital Regional District wishes to establish a service to acquire land, design, expand, and construct a building, and lease such property for the purposes of the West Shore Royal Canadian Mounted Police detachment;
- B. Participating area approval is required and assent of the electors has been obtained by municipal council consent on behalf pursuant to s. 346 of the *Local Government Act*;
- C. The approval of the Inspector of Municipalities has been obtained under s.343(1)(a) of the *Local Government Act*;

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

Service

- 1. The service established by this Bylaw is a service for the design, construction, expansion, and operation of a police building and associated facilities (collectively, the "Facility").
- 2. In providing the service established by this Bylaw, the Regional District may, without limiting the generality of section 1:
 - (a) Acquire, design, construct, operate, maintain, renovate, renew, decommission, demolish, clean-up, restore, and administer the Facility, associated assets and buildings, and works;
 - (b) Enter into an agreement with a participating municipality for the municipality to undertake on behalf of the Regional District the design, construction, operation, and maintenance of the Facility; and
 - (c) Coordinate and pay operation and maintenance costs, where not paid by or recoverable from the anticipated lessee, or the City of Langford, City of Colwood, and Town of View Royal.

Boundaries

- 3. The boundaries of the service area are the boundaries of the City of Langford, City of Colwood, and Town of View Royal.

Participating Area

- 4. The participating areas for this service are the City of Langford, City of Colwood, and Town of View Royal.

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4693

A BYLAW TO AUTHORIZE THE BORROWING OF ONE HUNDRED AND THREE MILLION DOLLARS [\$103,000,000] FOR THE DESIGN, CONSTRUCTION, AND EXPANSION OF THE WEST SHORE RCMP DETACHMENT

WHEREAS:

- A. The Board of the Capital Regional District adopted Bylaw No. 4692, "West Shore RCMP Detachment Expansion Service Establishment Bylaw No. 1, 2025", to provide the function of designing, constructing, and maintaining an RCMP detachment expansion;
- B. On behalf of the service participants, the Board of the Capital Regional District wishes to borrow to acquire land, design and construct the RCMP detachment and expansion (the "Facility"), and do all things necessary to equip and complete the Facility and associated works;
- C. The estimated cost of the real property, construction costs, fixtures, furniture, and equipment and all other necessary costs for the Facility, total the sum of one hundred and three million dollars (\$103,000,000), which is the amount of debt intended to be authorized by this bylaw;
- D. The Facility is required by the participants, as they are required to provide suitable facilities for the West Shore RCMP pursuant to the *Police Act*, RSBC 1996, c 367.
- E. Pursuant to Section 407(3)(c) of the *Local Government Act*, participating area approval is required and shall be obtained by council consent on behalf per Section 346 of the *Local Government Act*;
- F. The approval of the Inspector of Municipalities is required under Section 403 of the *Local Government Act*; and
- G. It is proposed that the financing of the Project is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between that Authority and the Capital Regional District.

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

- 1. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the purchase of real and other property and the design and construction of the West Shore Royal Canadian Mounted Police Detachment expansion in connection with the service established under Bylaw No. 4692, "West Shore RCMP Detachment Expansion Service Establishment Bylaw No. 1, 2025", and to do all things necessary in connection with the Facility and without limiting the generality of the foregoing:
 - (a) To borrow upon the credit of the Regional District a sum not exceeding one hundred and three million dollars [\$103,000,000];

- (b) To acquire all such real property, easements, rights-of-way, leases, licenses, rights or authorities as may be requisite or desirable for or in connection with the planning, study, design and construction of the Facility.
- 2. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is twenty-five (25) years.
- 3. This Bylaw may be cited as "West Shore RCMP Detachment Expansion Loan Authorization Bylaw No. 1, 2025".

READ A FIRST TIME THIS	day of	20__
READ A SECOND TIME THIS	day of	20__
READ A THIRD TIME THIS	day of	20__
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	day of	20__
RECEIVED PARTICIPATING AREA APPROVAL UNDER SECTION 346 OF THE <i>LOCAL GOVERNMENT ACT</i> THIS	day of	20__
ADOPTED THIS	day of	20__

CHAIR

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS day of 20__



Making a difference...together

**REPORT TO SOUTHERN GULF ISLANDS HARBOURS COMMISSION
MEETING OF THURSDAY, OCTOBER 2, 2025**

SUBJECT Bylaw No. 4709: Southern Gulf Islands Small Craft Harbours Regulation Amendment

ISSUE SUMMARY

To advance Bylaw No. 4709, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 10, 2025”, to revise fees included in Bylaw No. 2844, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000”.

BACKGROUND

Under Order-in-Council 100/97, dated January 24, 1997, and within the *Capital Regional District Regulation*, the Capital Regional District (CRD) was granted the additional power to establish, acquire, and operate a service of small craft harbour facilities. The service was established under Bylaw No. 2614, “Small Craft Harbour Facilities Local Service Establishment Bylaw No. 1, 1998”.

The CRD Board established a system of regulations and operations for the function of small craft harbours in the Southern Gulf Islands under Bylaw No. 2844, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000”.

An amending bylaw was last approved at the December 4, 2024 meeting of the Southern Gulf Islands Harbours Commission, which included a revision of moorage and related fees with an approximate increase of 15% that became effective January 1, 2025.

At the May 29, 2025 meeting of the Southern Gulf Islands Harbours Commission, the existing fees were discussed in advance of preparing the 2026 budget and 5-year financial plan. Staff have prepared an amending bylaw to be approved with proposed increases of between 5% and 17% based on the 2025 fees, for the different moorage rates and related fees. The annual charge for the water taxis and float planes will be simplified from a \$70 administration fee and \$830 license fee (\$900 per dock) to a straight \$990 for a 10% increase. The 2026 bylaw amendment would be effective January 1, 2026.

ALTERNATIVES

Alternative 1:

The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4709, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 10, 2025”, be introduced and read a first, second, and third time.
2. That Bylaw No. 4709 be adopted.

Alternative 2:

That the report be referred to staff for additional information.

IMPLICATIONS

Governance Implications

The updated fee schedule for 2026 is revised to be more consistent with industry standards and to account for inflation and cost escalations associated with operating the service. Updated fees will continue to be collected from the users of the facilities. Combined, these changes will further improve the ability to manage the service and increase the financial resources available. The Southern Gulf Islands Harbours Commission’s budget for 2026 is structured based on a 10% increase in the revenues, which is based on the budgeted revenue for each dock from the 2025 moorage revenue.

Financial Implications

In general, compared to the 2025 amendment fees, the moorage and related fees have been increased between 5% and 17% (inclusive of applicable taxes), with variations due to rounding. For a streamlined process the fee structure for water taxis, charter boats and seaplanes are now aligned rather than having two fee structures. The monthly fee option for water taxis and charter boats has been removed as it was not being used. The annual licence fee for water taxis, charter boats, and seaplanes are now combined with the charge, rather than a separate fee and charge.

CONCLUSION

Bylaw No. 4709 amends “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000” to update the moorage and related fees for 2026. Updating the bylaw will ensure moorage rates and related fees are appropriate for the current industry standards and provide additional funds to maintain, repair, and operate the docks.

RECOMMENDATION

The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4709, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 10, 2025”, be introduced and read a first, second, and third time.
2. That Bylaw No. 4709 be adopted.

Submitted by:	Stephen Henderson, MBA, P.G.Dip Eng, BSc, General Manager, Electoral Area Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer
Concurrence:	Ted Robbins, BSc, CTech, Chief Administrative Officer

ATTACHMENTS

- Appendix A: Bylaw No. 4709, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 10, 2025”
- Appendix B: Bylaw No. 2844, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000”, unofficial consolidation redlined showing changes
- Appendix C: Southern Gulf Islands Harbours Proposed Rates (2026)

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4709**

A BYLAW TO AMEND THE HARBOURS FEES AND CHARGES BYLAW (BYLAW NO. 2844)

WHEREAS:

- A. Under Bylaw No. 2844, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000", the Regional Board established a commission to acquire and operate small craft harbour facilities;
- B. The Bylaw requires updating to revise the existing fee schedule which has been in place since January 2025; and
- C. The Board wishes to amend Bylaw No. 2844 to ensure industry-appropriate moorage rates and fees are being charged and provide additional funds to maintain, repair, and operate the services;

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

- 1. Bylaw No. 2844, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000", is hereby amended as follows, with an effective date of January 1, 2026:
 - (a) By replacing the word "two" in section 25(4) with the word "three";
 - (b) By replacing Schedule "A" in its entirety with the Schedule "A" attached to this bylaw.
- 2. This bylaw may be cited for all purposes as "Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 10, 2025".

READ A FIRST TIME THIS	th	day of	202_
READ A SECOND TIME THIS	th	day of	202_
READ A THIRD TIME THIS	th	day of	202_
ADOPTED THIS	th	day of	202_

CHAIR

CORPORATE OFFICER

SCHEDULE "A"
Bylaw No. 2844

Capital Regional District Southern Gulf Islands Harbours

FEES AND LICENSES

1. DEFINITIONS

“charter boat” means any vessel or watercraft used to transport passengers who have paid a fee for tourism services including, but not limited to, fishing, whale watching, sightseeing or diving;

“dinghy” means an open boat with a maximum length of 12 feet, excluding outboard motor, having a beam of no more than 6 feet and a motor of not more than 25 horsepower and the dry weight/hull weight is at, or under, 300 pounds;

“emergency service vessel” means a police, fire, search and rescue, or ambulance vessel and any other vessel acting in the aforementioned capacities;

“length” means the overall length of a vessel or watercraft as determined by the Ports Manager or wharfinger;

“month” means a period commencing on a date in one month and terminating on the day immediately preceding the same date in the next month or, if there is no corresponding date in the next month, terminating on the last day of that month;

“moorage” means a charge for mooring;

“quarter” means three months;

“reserved berth” means a section of a dock identified by a ‘Reserved’ sign on the tie-rail;

“resident” means person who satisfies the conditions of residency established in section 67 of the *Local Government Act* in respect of the Southern Gulf Islands Electoral Area;

“short-term zone” means a section of a dock identified by a “short-term zone” sign on the tie rail;

“springline” means a special moorage arrangement where the vessel is bow tied to the dock and stern tied to an approved, weighted pulley line.

“water taxi” means any vessel or watercraft used to transport passengers or material for a fee.

2. MOORAGE FEES (All moorage fees include applicable taxes)

- (a) (i) Moorage Fees from 3 to 12 hours, normally commencing and ending between **8:00 AM** and **8:00 PM** of the same day:

\$0.70 per lineal foot per day.

- (ii) Moorage Fees from 12+ to 24 hours or overnight:

\$1.25 per linear foot.

(b) Prepaid Long-Term Moorage Fees

- (i) The prepaid monthly moorage fee is \$7.50 per lineal foot per month.
- (ii) The prepaid quarterly moorage fee is \$20.00 per lineal foot per quarter.
- (iii) The prepaid annual moorage fee is \$70.50 per lineal foot per year.
- (iv) Despite subsections (i), (ii) and (iii), no person in control of a vessel or watercraft shall moor at a Short-Term Zone or at the Swartz Bay dock for longer than 72 consecutive hours in a 30-day period.
- (v) Where a resident has obtained a monthly, quarterly or annual moorage license prescribed in Schedule "C", that resident may apply for a monthly, quarterly or annual moorage for the same vessel at a second dock for an additional payment of one half the moorage fee paid at the first dock.

(c) Long-term moorage fees for a dinghy bow-tied at a dock area posted with a sign saying "dinghies only" shall be as follows:

- (i) The prepaid monthly moorage fee is \$40.00.
- (ii) The prepaid quarterly moorage fee is \$100.00.
- (iii) The prepaid annual moorage fee is \$350.00.

(d) Springline Moorage Fees

Where a springline moorage system has been approved by the CRD the following rates will apply for boats up to 14 feet in length and 8 feet wide:

- (i) Monthly fee is \$100.00 per month.
- (ii) Quarterly fee is \$265.00 per quarter.

(e) Short-Term Zone Fees

Where a short-term zone exists on a dock, the daily rate will apply. No monthly, quarterly or annual rates are available for these zones.

3. WATER TAXI AND CHARTER BOATS MOORAGE FEES

(a) A person in control of a water taxi or charter boat mooring or landing at a dock shall obtain from the CRD in the form prescribed in Schedule "D" an annual license and pay an annual fee set out in section 3(b) and (c) below.

(b) (i) Loading and Unloading Water Taxis and Charter Boats:

Landings Per Year Per Dock	Annual Fee Per Dock
0 - 5	\$25.00 per landing
6 - 49	\$400.00
50 -199	\$680.00
200+	\$990.00

(ii) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

(c) The moorage fees for water taxis or charter boats are the same as prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) and 2(d) except the monthly, quarterly and annual fees, moorage coupon books and commuter passes are available only to an operator of a water taxi or charter boat who is a resident of the Southern Gulf Islands Electoral Area.

(d) Where a person has obtained a license to operate a water taxi or charter boat and pays annual landing fees and provides a regularly scheduled published service between two docks listed in Schedule "B" using the same vessel no landing fees are required on the second dock.

4. SEAPLANES

(a) A person in control of a seaplane shall obtain from the CRD an annual license prescribed in Schedule "E" and pay an annual fee set out in section 4(b) below.

(b) (i) Loading and Unloading Seaplanes:

Landings Per Year Per Airport	Annual Fee per Airport
0 – 5	\$25.00 per landing
6 – 49	\$400.00
50 -199	\$680.00
200+	\$990.00

(ii) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

(c) Seaplane Moorage Fees: Not Available

5. EMERGENCY VESSEL MOORAGE FEES

- (a) A person in control of an emergency services vessel shall apply for a license as prescribed in Schedule “D” each year.
- (b) Emergency Service Vessels, when not performing emergency services, shall be subject to the same moorage fees as prescribed in Schedule “A” sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).
- (c) Emergency Service Vessels, while actively performing emergency services, will not be subject to the fees prescribed in Schedule “A” sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).

6. RESERVED BERTHS

The moorage fee for reserved berths is 1.5 times the applicable (quarterly and annual) moorage fee as prescribed in Schedule “A”.

7. REMOVAL AND IMPOUNDMENT

The following fees, costs and expenses shall be paid by the owner of a vessel, chattel or obstruction removed, detained or impounded pursuant to Sections 39 to 44 of this Bylaw:

(a)	Impoundment Fee	\$200.00 or actual cost
(b)	Towing Fee per hour (for towing or removal to storage location)	\$350.00 or actual cost
(c)	Hauling Out Fee per hour	\$350.00 or actual cost
(d)	Fee for Placing on Blocks/Removal from Trailer (fee per hour)	\$350.00 or actual cost
(e)	Salvage Fee \$/hour	\$540.00 or actual cost
(f)	Storage Costs for Vessel (rate per day per foot)	\$6.50 or actual cost

At CRD’s option, it can select the fee or the actual cost, whichever is greater. “Actual cost” is the actual cost if provided directly by CRD or by a third party contractor, calculated on a cost recovery basis, including any applicable fees, charges, or taxes. CRD may charge an additional 10% on top of fees or actual costs to cover administrative tasks and time spent.

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 2844**

**CAPITAL REGIONAL DISTRICT
SOUTHERN GULF ISLANDS SMALL CRAFT HARBOURS
REGULATION BYLAW NO. 1, 2000**

(As Amended by Bylaws No. 2905, 3233, 3295, 3417, 3586, 3651, 3814, 4469, [4655](#), [4709](#))

*A Bylaw to Regulate Docks Operated by the Capital Regional District on the
Southern Gulf Islands*

For technical enquiries regarding this bylaw, please contact:

CRD, Manager of Southern Gulf Island Small Craft Harbours
Telephone 250-360-3000

For reference to original bylaws and amendments, or for further details,
please contact Legislative Services, Capital Regional District,
625 Fisgard Street, PO Box 1000, Victoria, BC V8W 2S6

CAPITAL REGIONAL DISTRICT

BYLAW NO. 2844

Capital Regional District Southern Gulf Islands Harbours Commission Regulation Bylaw

WHEREAS the Capital Regional District has established the local service to acquire and operate small craft harbour facilities;

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

1.1. DEFINITIONS IN THIS BYLAW

- “abandoned” means leaving a vessel or watercraft at a dock without payment of moorage for a period in excess of 45 days or within a 30 day notice period failure to remove the vessel under its own power for a period of at least 1 hour in the presence of the wharfinger or CRD;
- “airport” means a dock or portion of a dock designated for use by seaplanes and identified by a red triangle on the dock surface, or yellow painted tie rail or other identifying marking;
- “authorized personnel” includes the wharfingers, Royal Canadian Mounted Police and Capital Regional District bylaw enforcement officers;
[Bylaw 4469]
- “berth” means a location at a dock where a vessel or watercraft may be moored;
- “Board” means the Board of Directors of the Capital Regional District;
- “business” means a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit;
- “Commission” means the Southern Gulf Islands Harbours Commission as established by the Southern Gulf Islands Harbour Commission Bylaw, 2002, whose duties include planning, acquisition, development, restructure maintenance and operation of said harbours to serve the residents of the Southern Gulf Islands;
- “CRD” means the Capital Regional District;
- “dangerous goods” means dangerous goods as defined in section 1 of the *Transport of Dangerous Goods Act*;
- “dock” means a landing pier for vessels and watercraft, including a wharf, floating or fixed structures, and includes those facilities listed in Schedule “B”;
[Bylaw 4469]
- “emergency personnel” includes any person, group or organization required by provincial or federal statute to respond to emergency situations;

- “emergency vehicle” means police vehicle, ambulance or fire department vehicle;
- “explosive” has the same meaning as in the *Explosives Act*, RSC 1985, c E-17;
- “overall length of vessel” means the overall measurement of the vessel’s length, including bowsprit and engine, and includes any other extensions or attachments of the vessel from the bow or stern, including pod engines, tenders, or attachments.
- “liquor” has the same meaning as in the *Liquor Control and Licensing Act*, SBC 2015 c 19 of British Columbia;
- “loading zone” means that area of a dock used solely for loading and unloading, emergency use, passengers, supplies or freight and identified by a yellow painted tie-rail or other identifying marking;

[Bylaw 4469]

- “moor” means to secure a vessel or watercraft by means of lines, cables or anchors;
- “Service” means the CRD service established under Bylaw No. 2614, “Small Craft Harbour Facilities Local Service Establishment Bylaw No. 1, 1998”;

[Bylaw 4469]

- “Southern Gulf Islands Electoral Area” means the area of land defined as the Southern Gulf Islands Electoral Area in the Capital Regional District Letters Patent;
- “proof of residency” means:
 - (a) a British Columbia drivers license containing an address in the Southern Gulf Islands Electoral Area; or
 - (b) a real property tax notice issued under the *Local Government Act* or the *Taxation (Rural Area) Act* to an address in the Southern Gulf Islands Electoral Area; or
 - (c) a utility bill issued for the supply of electricity, natural gas, water, telephone services or cable services to an address in the Southern Gulf Islands Electoral Area;
- “resident” means a person who satisfies the conditions of residency established in section 67 of the *Local Government Act* in respect of the Southern Gulf Islands Electoral Area;

[Bylaw 4469]

- “raft” means the mooring of one vessel or watercraft along side another;
- “seaplane” means an aircraft on floats whether operated privately or commercially;
- “springline” means a special moorage arrangement where the vessel is bow tied to the dock and stern tied to an approved, weighted pulley line;
- “transient moorage” means that area of a dock used solely for short-term moorage of not greater than 3 consecutive days, or 7 days in a month, and identified by a blue painted tie-rail or other identifying markings;

[Bylaw 4469]

- “vessel” means any ship or boat or any other description of vessel which is or can be propelled by machinery, except a seaplane, and used or designed to be used in navigation;
- “watercraft” means any ship or boat or any other description of vessel that is not propelled by machinery and is used or designed to be used in navigation;
- “wharfinger” means a person contracted or appointed by the CRD to collect moorage and to conduct day to day operation of a dock or docks.

[Bylaw 4469]

APPLICATION

- 1.2. This bylaw applies to all docks, waterlots and other facilities or lands owned, operated, leased, or licenced by CRD for the purposes of the Service.

[Bylaw 4469]

ENFORCEMENT POWERS

2. All authorized personnel may enforce this bylaw in the course of their duties.
3. Any authorized personnel may order a person who does anything contrary to this bylaw to leave a dock immediately, or within a period of time specified by the authorized personnel, and every person so ordered shall comply with the order and leave the dock immediately or within the specified time period.
4. No person shall hinder, oppose, molest or obstruct authorized personnel in the discharge of their duties.
5. Authorized personnel and emergency personnel, while acting in the course of their duties, as well as emergency vehicles, are exempt from the provisions of this bylaw.

FINES

6. A person who contravenes this bylaw commits an offence and is liable on conviction to a fine of not less than \$50.00 and not more than the maximum prescribed by the *Offence Act*.

PUBLIC CONDUCT

7. No person shall obstruct or interfere with any person, vessel or watercraft lawfully using a dock.
8. No person shall behave in a disorderly, dangerous or offensive manner including, but not limited to, diving or jumping from a dock, wharf or pier or swimming in the water-lot around the dock.

NOISY ACTIVITIES

9. No person shall while on or moored at a dock, or while in the waterlot around a dock, make or cause noises or sounds including the playing of musical instruments, radios, tape players, compact disc players or similar devices or operate any equipment, vehicles, vessels, watercraft or machinery which disturbs or tends to disturb the quiet, peace, enjoyment and comfort of other persons.

[Bylaw 4469]

LIQUOR

10. No person shall possess an open container of liquor on a dock.

SIGNS

11. No person shall place, post or erect a sign on a dock unless with permission of the CRD.

[Bylaw 4469]

DAMAGE

12. No person shall remove, destroy or damage any dock or structure or sign attached to a dock.
13. No person shall remove, destroy or damage any notices, rules or regulation posted on a dock by or under the authority of the CRD.
14. No person shall deposit or leave any garbage, refuse, empty or broken bottles, cans, paper, animal excrement or other waste material on a dock or in the water surrounding a dock.

STORAGE

15. No person shall store any material of any kind, including a watercraft, to or on the surface of a dock unless it is designated by a sign as a storage area.

LOADING ZONE

16. No person shall cause a vessel or watercraft to be left unattended at a loading zone.
17. No person shall cause a vessel or watercraft to remain moored in a loading zone for a period in excess of 15 minutes and every person not in possession of a valid Schedule "D" licence shall immediately vacate a loading zone to make room for a person in possession of a Schedule "D" licence.

AIRPORT

18. No person shall moor to an airport, except where the airport includes a loading zone.
19. Notwithstanding section 18, where an airport includes a loading zone, the person having control of a vessel or watercraft being moored in the airport which includes the loading zone shall immediately vacate the loading zone upon the approach of an aircraft intending to use the airport.

VEHICLES

20.
 - (1) No person shall drive a vehicle on a dock except for the express purpose of loading or unloading or the vehicle is being used for the purpose of repairing or maintaining the dock.
 - (2) Despite section 20.(1), the CRD may cause to be posted a sign prohibiting a person from driving a vehicle on a dock for any purpose.
21. No person shall park a vehicle or leave a vehicle unattended on a dock.

COMMERCIAL SERVICES

22. No person shall sell, expose or display for sale any goods or materials including refreshments, or conduct any business on a dock except where authorized by the CRD.
23. Persons conducting any business authorized by the CRD shall obtain and pay for a license in accordance with Schedule "A".

CONSTRUCTION

24. No person shall build upon or place any structure on a dock except where authorized by the CRD.

FEES

25.
 - (1) A person in control of a vessel or watercraft, which is moored at a dock for less than three hours in any 24-hour period, shall not pay a moorage fee.
 - (2) A person in control of a vessel or watercraft moored at a dock in excess of three hours but less than 12 hours in a 24 hour period shall pay to the CRD the moorage fees prescribed in Schedule "A" section 2(a)(i), shall pay with a coupon as prescribed in Schedule "A" section 2(b) or shall pay with a commuter pass as prescribed in Schedule "A" section 2(c).
 - (3) A person in control of a vessel or watercraft moored at a dock in excess of 12 hours in any 24-hour period or after 8 p.m. shall pay to the CRD the moorage fees prescribed in Schedule "A" section 2(a)(ii).
 - (4) A person in control of a vessel or watercraft moored at a dock shall pay to the CRD all applicable moorage fees within ~~two~~three hours of mooring the vessel or watercraft to a dock.
 - (5) A person in control of a vessel or watercraft who is a resident of the Southern Gulf Islands Electoral Area and can show proof of residency to the CRD and who intends to moor at a dock in excess of 24 hours may obtain from the CRD a monthly, quarterly or annual license as prescribed in Schedule "C" and pay to the CRD the moorage fees as prescribed in Schedule "A" section 2(d), (e) or (f) whichever section is applicable.
 - (6) A person in control of a seaplane, water taxi, emergency vessel, or charter vessel or watercraft, intending to use a dock shall obtain from the CRD a license as prescribed in Schedules "D" or "E" and pay to the CRD the fees prescribed in Schedule "A" section 3, section 4 or section 5 whichever section is applicable.

DANGEROUS GOODS

26. No vessel or watercraft carrying dangerous goods or explosives shall moor at a dock for longer than is necessary to effect immediate loading or unloading.
27. No vessel or watercraft carrying dangerous goods or explosives moored at a dock shall be left unattended.

RESPONSIBILITY

28. For the purpose of these regulations, the person having charge of a vessel or watercraft is deemed to be responsible for the vessel or watercraft and the action of its crew or passengers, as directed by signage at the facility.

RESERVED BERTH

29. At the discretion of the CRD, a section of dock may be reserved for the exclusive use of a vessel or watercraft on condition that the person in control of the vessel or watercraft obtain a license from the CRD prescribed in Schedule C or D and pay to the CRD the moorage fees prescribed in Schedule “A”, section 6.

DOCK MANAGEMENT

30. In order to facilitate the proper management, control and use of a dock, the CRD may establish specific mooring conditions to various sections of a dock, and a Wharfinger or CRD may order a vessel or watercraft to move or alter its position.
31. The wharfinger or CRD, at their discretion, may order that any vessel or watercraft is not allowed to moor to the dock.
32. When required by limited mooring space any person in charge of a vessel or watercraft may raft the vessel or watercraft provided that no more than two vessels or watercrafts are rafted or such lower or higher number of vessels or watercrafts as specified by the CRD and sign posted at the dock.

[Bylaw 4469]

ABANDONMENT

33. No person shall abandon a vessel or watercraft at a dock.
34. Where the CRD or wharfinger believes a vessel or watercraft has been abandoned at a dock, and has made reasonable efforts to obtain the name and address of the owner or person last in charge of the vessel or watercraft, the wharfinger shall make a report to the CRD with recommendations for the removal of the abandoned vessel or watercraft.

[Bylaw 4469]

OBSTRUCTION

35. The CRD or a wharfinger may direct the position, time, place and manner in which a vessel or watercraft may be moored, loaded or unloaded at a dock.
36. Except as permitted by the CRD or wharfinger, no person shall moor a vessel or watercraft at a dock in such a manner as to unduly obstruct the movement of other vessels or watercraft.
37. Except as permitted by the CRD or wharfinger, the lines fastening a vessel or watercraft to a dock shall not cross the dock or be attached to anything other than the fastenings provided for the purpose.
38. Except as permitted by the CRD or wharfinger, no person shall:
- (1) use the surface of a dock for any major maintenance or repair work; or
 - (2) do any other thing in such a manner as to impede the use of the dock.

[Bylaw 4469]

REMOVAL AND IMPOUNDMENT OF VESSELS, WATERCRAFT, CHATTELS, AND OBSTRUCTIONS

39. The CRD and wharfinger is authorized to remove and impound, or cause to be removed and impounded, any vessel, chattel or obstruction that occupies a dock or waterlot in contravention of this Bylaw.

[Bylaw 4469]

40. Any vessel, chattel or obstruction removed and impounded under this section may be recovered by the owner upon presenting proof of ownership and upon payment in full of all costs incurred by the CRD in removing and impounding (including storing) and any fines owing by the owner under this Bylaw.

41. If a vessel, chattel or obstruction is removed and impounded, the CRD shall make reasonable efforts to obtain the name and address of the owner of the vessel, chattel or obstruction and:

(1) If the name and address of the owner is determined, the CRD shall give written notice delivered in person to the owner or sent by registered mail to the owner advising the owner of the removal and impoundment, the sum payable to release the vessel, chattel or obstruction and the date for sale by public auction, other means preferred by CRD, or disposition under section 42, as applicable, if unclaimed; or

(2) if the identity of the owner is not determined or if delivery under 41(1) cannot be confirmed, the CRD shall cause a notice to be posted at the relevant wharf advising of the removal and impoundment, the sum payable to release the vessel and the planned date for sale by public auction, other means preferred by CRD, or disposition under section 42, as applicable, if unclaimed.

[Bylaw 4469]

42. The fees, costs and expenses payable by the owner of a vessel, chattel or obstruction removed and impounded under this section are set out in Schedule "A" to this Bylaw.

43. A sign at each wharf shall notify the public that vessels, chattels and obstructions occupying the wharf and surrounding waterlot in contravention of this Bylaw, may be removed and impounded by or on behalf of the CRD at the cost of the owner and may be sold at public auction or means preferred by CRD, or otherwise disposed of if unclaimed. The failure to post such a sign or ensure it remains posted shall not impair the CRD's ability to recover fees, costs, or expenses under this bylaw nor shall it impair the ability to remove, impound, sell, or otherwise dispose of vessels, chattels, and obstructions.

44. The CRD may engage the services of a bailiff to remove, impound and auction or otherwise dispose of vessels, chattels and other obstructions under this section and sections 45 to 48.

[Bylaw 3586, 4469]

PUBLIC AUCTION AND SALE

45. Any vessel, chattel or obstruction not claimed by its owner, including where the CRD has been unable to determine the owner's identity, within 30 days of notice under section 41 may be sold at a public auction and such auction shall be advertised at least once in a newspaper distributed at least bi-monthly in the Southern Gulf Island Electoral Area.

[Bylaw 4469]

46. The proceeds of such auction sale shall be applied firstly to the cost of the sale, secondly to all unpaid fees, costs and expenses levied in accordance with this Bylaw.

47. If any vessel, chattel or obstruction is not offered for sale or purchased at public auction under this section, the expenses incurred in the removal, impoundment or disposal, are recoverable as a debt due to the CRD from the owner.
48. If the CRD considers that a vessel, chattel or obstruction removed and impounded from a wharf is of insufficient value to warrant an auction or that other means are preferred by CRD to dispose of the property, such as private sale or sale through a broker, subsequent to the Commission’s approval by resolution, the CRD may dispose of the vessel, chattel or obstruction if unclaimed after 2 months following notice under section 41 and any money obtained through such disposition shall be dealt with in accordance with section 40.

[Bylaw 4469]

CRD AND WHARFINGER

- 49.
- (1) The wharfinger, under the direction of the CRD, is responsible for the operational oversight and administration of the docks and may post notices and give such orders, in respect of the operation of the dock, as are authorized by these regulations.
 - (2) No person shall contravene:
 - (a) an order of the CRD or a wharfinger given under subsection (1); or
 - (b) the directions or instructions on any sign posted under subsection (1).
 - (3) Where a vessel, watercraft or goods are not removed from a dock immediately after the removal thereof is ordered by the CRD or a wharfinger, the CRD or wharfinger may have the vessel, watercraft or goods removed from the dock at the owner’s expense.
 - (4) An order of the CRD prevails over an order of a wharfinger.
 - (5) The wharfinger is authorized to administer and sign on behalf of the CRD the License Agreements contained in Schedules “C”, “D” and “E”.
 - (6) The Wharfingers are authorized to administer and sign on behalf of the CRD the License Agreement contained in Schedule “C”.

[Bylaw 4469]

SEVERANCE

50. If a section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid, by the decision of any Court, such decision shall not affect the validity of the remaining portions of this Bylaw.

SCHEDULES

51. Schedules “A” to “E” inclusive of this Bylaw are attached hereto and form part of this Bylaw.

CITATION

52. This Bylaw may be cited as “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000”.

READ A FIRST TIME THIS	22nd	day of	November	2000
READ A SECOND TIME THIS	22nd	day of	November	2000

~~SCHEDULE "A"~~
~~Bylaw No. 2844~~

(Bylaw 4469)

~~Capital Regional District Southern Gulf Islands Harbours~~

FEES AND LICENSES

~~1. DEFINITIONS~~

~~“charter boat” means any vessel or watercraft used to transport passengers who have paid a fee for tourism services including, but not limited to, fishing, whale watching, sightseeing or diving;~~

~~“dinghy” means an open boat with a maximum length of 12 feet, excluding outboard motor, having a beam of no more than 6 feet and a motor of not more than 25 horsepower and the dry weight/hull weight is at, or under, 300 pounds;~~

~~“emergency service vessel” means a police, fire, search and rescue, or ambulance vessel and any other vessel acting in the aforementioned capacities;~~

~~“length” means the overall length of a vessel or watercraft as determined by the Ports Manager or wharfinger;~~

~~“month” means a period commencing on a date in one month and terminating on the day immediately preceding the same date in the next month or, if there is no corresponding date in the next month, terminating on the last day of that month;~~

~~“moorage” means a charge for mooring;~~

~~“quarter” means three months;~~

~~“reserved berth” means a section of a dock identified by a ‘Reserved’ sign on the tie rail;~~

~~“resident” means person who satisfies the conditions of residency established in section 67 of the *Local Government Act* in respect of the Southern Gulf Islands Electoral Area;~~

~~“short term zone” means a section of a dock identified by a “short term zone” sign on the tie rail;~~

~~“springline” means a special moorage arrangement where the vessel is bow tied to the dock and stern tied to an approved, weighted pulley line.~~

~~“water taxi” means any vessel or watercraft used to transport passengers or material for a fee.~~

~~2. MOORAGE FEES (All moorage fees include applicable taxes)~~

~~(a) (i) Moorage Fees from 3 to 12 hours, normally commencing and ending between **8:00 AM** and **8:00 PM** of the same day:~~

~~_____ \$0.60 per lineal foot per day.~~

~~(ii) Moorage Fees from 12+ to 24 hours or overnight:~~

~~_____ \$1.15 per linear foot.~~

~~(b) Prepaid Long Term Moorage Fees~~

~~(i) The prepaid monthly moorage fee is \$6.70 per lineal foot per month.~~

~~(ii) The prepaid quarterly moorage fee is \$18.00 per lineal foot per quarter.~~

~~(iii) The prepaid annual moorage fee is \$64.00 per lineal foot per year.~~

~~(iv) Despite subsections (i), (ii) and (iii), no person in control of a vessel or watercraft shall moor at a Short Term Zone or at the Swartz Bay dock for longer than 72 consecutive hours in a 30 day period.~~

~~(v) Where a resident has obtained a monthly, quarterly or annual moorage license prescribed in Schedule "C", that resident may apply for a monthly, quarterly or annual moorage for the same vessel at a second dock for an additional payment of one half the moorage fee paid at the first dock.~~

~~(c) Long term moorage fees for a dinghy bow tied at a dock area posted with a sign saying "dinghies only" shall be as follows:~~

~~(i) The prepaid monthly moorage fee is \$35.00.~~

~~(ii) The prepaid quarterly moorage fee is \$90.00.~~

~~(iii) The prepaid annual moorage fee is \$325.00.~~

~~(d) Springline Moorage Fees~~

~~Where a springline moorage system has been approved by the CRD the following rates will apply for boats up to 14 feet in length and 8 feet wide:~~

~~(i) Monthly fee is \$87.00 per month.~~

~~(ii) Quarterly fee is \$242.00 per quarter.~~

~~(e) Short Term Zone Fees~~

~~Where a short term zone exists on a dock, the daily rate will apply. No monthly, quarterly or annual rates are available for these zones.~~

~~3. WATER TAXI AND CHARTER BOATS MOORAGE FEES~~

~~(a) A person in control of a water taxi or charter boat mooring or landing at a dock shall obtain from the CRD in the form prescribed in Schedule "D" a license at a cost of \$70.00 per annum in addition to the fees set out in section 3(b) and (c) below.~~

~~(b) (i) Loading and Unloading Water Taxis and Charter Boats:~~

~~Landings/month/dock Monthly Fee Annual Fee~~

~~0-2 No charge N/A~~

3-15 ————— \$31.00 ————— \$300.00

16-30 ————— \$52.00 ————— \$510.00

31+ ————— \$85.00 ————— \$830.00

(ii) — The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

— (c) — The moorage fees for water taxis or charter boats are the same as prescribed in Schedule “A” sections 2(a)(i) and (ii), 2(b), 2(c) and 2(d) except the monthly, quarterly and annual fees, moorage coupon books and commuter passes are available only to an operator of a water taxi or charter boat who is a resident of the Southern Gulf Islands Electoral Area.

— (d) — Where a person has obtained a license to operate a water taxi or charter boat and pays monthly or annual landing fees and provides a regularly scheduled published service between two docks listed in Schedule “B” using the same vessel no landing fees are required on the second dock.

4. SEAPLANES

— (a) — The loading and unloading fee for casual use by seaplanes is \$23.00 per landing in excess of 2 landings per airport per year.

— (b) — A person in control of a seaplane shall obtain from the CRD a license prescribed in Schedule “E” for a fee of \$70.00 per annum and in addition, may pay to the CRD the following prepaid annual fee for recurring use:

Landings per year per Airport	Annual Fee per Airport
3-48	\$310.00
49-200	\$600.00
200+	\$830.00

— (c) — The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

— (d) — Seaplane Moorage Fees: — Not Available

5. EMERGENCY VESSEL MOORAGE FEES

— (a) — A person in control of an emergency services vessel shall apply for a license as prescribed in Schedule “D” each year.

— (b) — Emergency Service Vessels, when not performing emergency services, shall be subject to the same moorage fees as prescribed in Schedule “A” sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).

— (c) — Emergency Service Vessels, while actively performing emergency services, will not be subject to the fees prescribed in Schedule “A” sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).

6. RESERVED BERTHS

— The moorage fee for reserved berths is 1.5 times the applicable (quarterly and annual) moorage fee as prescribed in Schedule “A”.

7. REMOVAL AND IMPOUNDMENT

The following fees, costs and expenses shall be paid by the owner of a vessel, chattel or obstruction removed, detained or impounded pursuant to Sections 39 to 44 of this Bylaw:

(a)	Impoundment Fee	\$175.00 or actual cost
(b)	Towing Fee per hour (for towing or removal to storage location)	\$320.00 or actual cost
(c)	Hauling Out Fee per hour	\$320.00 or actual cost
(d)	Fee for Placing on Blocks/Removal from Trailer (fee per hour)	\$320.00 or actual cost
(e)	Salvage Fee \$/hour	\$490.00 or actual cost
(f)	Storage Costs for Vessel (rate per day per foot)	\$6.05 or actual cost

At CRD's option, it can select the fee or the actual cost, whichever is greater. "Actual cost" is the actual cost if provided directly by CRD or by a third party contractor, calculated on a cost recovery basis, including any applicable fees, charges, or taxes. CRD may charge an additional 10% on top of fees or actual costs to cover administrative tasks and time spent.

SCHEDULE "A"
Bylaw No. 2844

Capital Regional District Southern Gulf Islands Harbours

FEES AND LICENSES

1. DEFINITIONS

"charter boat" means any vessel or watercraft used to transport passengers who have paid a fee for tourism services including, but not limited to, fishing, whale watching, sightseeing or diving;

"dinghy" means an open boat with a maximum length of 12 feet, excluding outboard motor, having a beam of no more than 6 feet and a motor of not more than 25 horsepower and the dry weight/hull weight is at, or under, 300 pounds;

"emergency service vessel" means a police, fire, search and rescue, or ambulance vessel and any other vessel acting in the aforementioned capacities;

"length" means the overall length of a vessel or watercraft as determined by the Ports Manager or wharfinger;

"month" means a period commencing on a date in one month and terminating on the day immediately preceding the same date in the next month or, if there is no corresponding date in the next month, terminating on the last day of that month;

"moorage" means a charge for mooring;

"quarter" means three months;

"reserved berth" means a section of a dock identified by a 'Reserved' sign on the tie-rail;

“resident” means person who satisfies the conditions of residency established in section 67 of the *Local Government Act* in respect of the Southern Gulf Islands Electoral Area;

“short-term zone” means a section of a dock identified by a “short-term zone” sign on the tie rail;

“springline” means a special moorage arrangement where the vessel is bow tied to the dock and stern tied to an approved, weighted pulley line.

“water taxi” means any vessel or watercraft used to transport passengers or material for a fee.

2. MOORAGE FEES (All moorage fees include applicable taxes)

- (a) (i) Moorage Fees from 3 to 12 hours, normally commencing and ending between **8:00 AM** and **8:00 PM** of the same day:

_____ \$0.70 per lineal foot per day.

- (ii) Moorage Fees from 12+ to 24 hours or overnight:

_____ \$1.25 per linear foot.

(b) Prepaid Long-Term Moorage Fees

- (i) The prepaid monthly moorage fee is \$7.50 per lineal foot per month.

- (ii) The prepaid quarterly moorage fee is \$20.00 per lineal foot per quarter.

- (iii) The prepaid annual moorage fee is \$70.50 per lineal foot per year.

- (iv) Despite subsections (i), (ii) and (iii), no person in control of a vessel or watercraft shall moor at a Short-Term Zone or at the Swartz Bay dock for longer than 72 consecutive hours in a 30-day period.

- (v) Where a resident has obtained a monthly, quarterly or annual moorage license prescribed in Schedule “C”, that resident may apply for a monthly, quarterly or annual moorage for the same vessel at a second dock for an additional payment of one half the moorage fee paid at the first dock.

- (c) Long-term moorage fees for a dinghy bow-tied at a dock area posted with a sign saying "dinghies only" shall be as follows:

- (i) The prepaid monthly moorage fee is \$40.00.

- (ii) The prepaid quarterly moorage fee is \$100.00.

- (iii) The prepaid annual moorage fee is \$350.00.

(d) Springline Moorage Fees

Where a springline moorage system has been approved by the CRD the following rates will apply for boats up to 14 feet in length and 8 feet wide:

- (i) Monthly fee is \$100.00 per month.

(ii) Quarterly fee is \$265.00 per quarter.

(e) Short-Term Zone Fees

Where a short-term zone exists on a dock, the daily rate will apply. No monthly, quarterly or annual rates are available for these zones.

3. WATER TAXI AND CHARTER BOATS MOORAGE FEES

(a) A person in control of a water taxi or charter boat mooring or landing at a dock shall obtain from the CRD in the form prescribed in Schedule “D” an annual license and pay an annual fee set out in section 3(b) and (c) below.

(b) (i) Loading and Unloading Water Taxis and Charter Boats:

<u>Landings Per Year Per Dock</u>	<u>Annual Fee Per Dock</u>
<u>0 - 5</u>	<u>\$25.00 per landing</u>
<u>6 - 49</u>	<u>\$400.00</u>
<u>50 -199</u>	<u>\$680.00</u>
<u>200+</u>	<u>\$990.00</u>

(ii) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

(c) The moorage fees for water taxis or charter boats are the same as prescribed in Schedule “A” sections 2(a)(i) and (ii), 2(b), 2(c) and 2(d) except the monthly, quarterly and annual fees, moorage coupon books and commuter passes are available only to an operator of a water taxi or charter boat who is a resident of the Southern Gulf Islands Electoral Area.

(d) Where a person has obtained a license to operate a water taxi or charter boat and pays annual landing fees and provides a regularly scheduled published service between two docks listed in Schedule “B” using the same vessel no landing fees are required on the second dock.

4. SEAPLANES

(a) A person in control of a seaplane shall obtain from the CRD an annual license prescribed in Schedule “E” and pay an annual fee set out in section 4(b) below.

(b) (i) Loading and Unloading Seaplanes:

<u>Landings Per Year Per Airport</u>	<u>Annual Fee per Airport</u>
<u>0 – 5</u>	<u>\$25.00 per landing</u>
<u>6 – 49</u>	<u>\$400.00</u>
<u>50 -199</u>	<u>\$680.00</u>

200+

\$990.00

(ii) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

(c) Seaplane Moorage Fees: Not Available

5. EMERGENCY VESSEL MOORAGE FEES

(a) A person in control of an emergency services vessel shall apply for a license as prescribed in Schedule "D" each year.

(b) Emergency Service Vessels, when not performing emergency services, shall be subject to the same moorage fees as prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).

(c) Emergency Service Vessels, while actively performing emergency services, will not be subject to the fees prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).

6. RESERVED BERTHS

The moorage fee for reserved berths is 1.5 times the applicable (quarterly and annual) moorage fee as prescribed in Schedule "A".

7. REMOVAL AND IMPOUNDMENT

The following fees, costs and expenses shall be paid by the owner of a vessel, chattel or obstruction removed, detained or impounded pursuant to Sections 39 to 44 of this Bylaw:

(a)	<u>Impoundment Fee</u>	<u>\$200.00 or actual cost</u>
(b)	<u>Towing Fee per hour (for towing or removal to storage location)</u>	<u>\$350.00 or actual cost</u>
(c)	<u>Hauling Out Fee per hour</u>	<u>\$350.00 or actual cost</u>
(d)	<u>Fee for Placing on Blocks/Removal from Trailer (fee per hour)</u>	<u>\$350.00 or actual cost</u>
(e)	<u>Salvage Fee \$/hour</u>	<u>\$540.00 or actual cost</u>
(f)	<u>Storage Costs for Vessel (rate per day per foot)</u>	<u>\$6.50 or actual cost</u>

At CRD's option, it can select the fee or the actual cost, whichever is greater. "Actual cost" is the actual cost if provided directly by CRD or by a third party contractor, calculated on a cost recovery basis, including any applicable fees, charges, or taxes. CRD may charge an additional 10% on top of fees or actual costs to cover administrative tasks and time spent.

SCHEDULE "C"
Bylaw No. 2844

(Bylaw 3417, 3586, 3651, 4469)

Capital Regional District Southern Gulf Islands Harbours
MOORAGE LICENSE AGREEMENT ("the Agreement")

This non-assignable license is granted by the Capital Regional District ("the CRD") on: _____
(date)

TO: Name _____

Address _____ City _____ Prov. _____

Postal Code _____ Telephone (home) _____ (cell) _____

("the Licensee")

Name of Vessel _____ Registration No. _____

Length _____ Port of Registry _____ Boat Make _____

("the Vessel")

For permission to moor the Vessel to a dock or docks operated by the CRD and known as:

_____ **("the Dock")**

For the period of _____ to _____ **("the Term")**

Emergency Contact _____ Phone _____

Moorage Fees Paid \$ _____

1. In consideration of the payment of the fees as prescribed in Schedule "A" of Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000 (**"the Bylaw"**), the CRD grants the Licensee permission to moor the Vessel at the Dock during the Term. The Licensee may on 30 days notice, cancel use of any unused portion of prepaid fees and receive a pro rata refund of the prepaid fees.
2. In consideration of this license, the Licensee agrees that:
 - a. No transfer or assignment of the Agreement or of any rights hereunder will be made by the Licensee;
 - b. Any reference to the Licensee in this Agreement will be deemed to be a reference also to the person in charge of the Vessel where such person is not included in the Agreement;
 - c. All fees are payable in advance of berthing the Vessel;
 - d. The Licensee must obey all orders of the CRD, and the wharfingers whether verbal or in writing and must obey all signs posted by the CRD, or the wharfingers;
 - e. The Licensee must comply with and conform to the requirements of all lawful rules, regulations and bylaws of local government or any other government enactment in any manner affecting the Vessel or Licensee at the Dock;
 - f. The CRD may terminate this Agreement immediately in the event of any failure to comply with the Bylaw or any other local government, provincial or federal enactment which applies;
 - g. The CRD reserves the right to terminate this Agreement immediately in the event of an emergency, or for any reason on 30 days notice to the Licensee. In the event of a termination by the CRD, the CRD shall provide a pro rata refund of prepaid fees.
 - h. The Licensee acknowledges that moorage fees paid to the CRD are only for the rental of the water space occupied by the Vessel and in no way creates a tenancy or any obligation on the part of the CRD or any of its employees or agents for the care, custody and/or safety of the Vessel, its contents or any of its occupants;
 - i. The Licensee releases and must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which the Licensee or anyone else may incur, suffer or allege by reason of the use of the Dock by the Licensee or by any person carrying on at the Dock any activity in relation to the Licensee's use of the Dock;

Schedule "C" to Bylaw No. 2844 (cont'd.)

- j. The Licensee must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which may be caused to the CRD by the presence of the Vessel at the Dock;
- k. When requested the Licensee must provide proof of comprehensive liability insurance in the amount of not less than two million dollars per single occurrence and regardless of whether proof is requested the Licensee must maintain said policy for the duration of the Term;
- l. The Licensee affirms that the Vessel is fit for its intended purpose, does not pose an environmental risk to the Dock or the area surrounding the Dock, and shore power is not required to keep the Vessel afloat. Where the Vessel is unfit or poses a risk to the Dock, and the CRD has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Vessel, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Vessel from the Dock and impound, store, auction, sell by other means preferred by CRD, or dispose of the Vessel in accordance with the Bylaw.
- m. In the event that the Vessel runs aground, sinks or if goods fall overboard in the area of the Dock, the Licensee must remove such forthwith. If the Licensee fails to do so, the CRD may remove the Vessel or goods at the Licensee's expense and risk.
- n. The CRD reserves the right to rearrange the position of the Vessel while moored at the Dock or as necessary for the efficient operation of the marina facility, or for other causes such as safety or emergency or for any other reason, without previous notice to the Licensee and at the Licensee's expense and risk;
- o. The Licensee must not do or permit to be done anything which may damage or injure the Dock and the Licensee must, at the Licensee's own expense, maintain and repair the Dock whenever it is damaged as a result of the permission hereby given, other than ordinary wear and tear as determined by the CRD;
- p. The Licensee shall at all times keep the Vessel in a sanitary, clean and tidy condition, in all respects to the entire satisfaction of the CRD;
- q. No garbage, refuse, empty or broken bottles, cans, paper, animal excrement, litter or other waste material will be thrown overboard, discharged, or left on the Dock except in the receptacles provided for such a purpose;
- r. No gasoline or other flammable liquids, oily rags, or other combustible material will be stored or left on the Dock. Any spillage of environmentally hazardous substances must be reported immediately to the Coast Guard and CRD or a wharfinger, and cleaned up immediately by and at the expense of the Licensee. The Licensee must indemnify the CRD from and against any and all costs including penalties and fines associated with the containment and cleanup of any environmentally hazardous substances that originate from the Vessel or any act or omission of the Licensee;
- s. When required by the CRD or a wharfinger, the Licensee must raft the Vessel alongside another vessel, provided that no more than two vessels are rafted, or such lower or higher number as specified by the CRD or any sign posted at the Dock;
- t. The Licensee must not leave the Vessel unattended in a loading zone, and must not remain moored in a loading zone for more than 15 minutes;
- u. The Licensee must not moor to an airport, except where the airport includes a loading zone. The Vessel must not be left unattended in a loading zone and the Licensee must vacate the loading zone immediately on the approach of an aircraft intending to use the airport;
- v. The Licensee and his/her guests shall not carry or permit to be carried on any activity that, in the opinion of the CRD, may be detrimental to the safety or enjoyment of others using the CRD's facilities, or be deemed a nuisance or disturbance, including but not limited to diving or jumping from a dock, wharf or pier or swimming in the water-lot around the Dock;
- w. If the Vessel is moored at the Dock without payment of moorage fees for a period in excess of 45 days or, within a 30 day notice period the Vessel is not removed from the Dock under its own power for a period of at least one hour in the presence of a wharfinger or the CRD, the Vessel will be deemed to be abandoned;
- x. Where the CRD believes a Vessel has been abandoned as defined in Section "w" above, and has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Vessel, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Vessel from the Dock and impound, store, auction, sell by other means preferred by CRD, or dispose of the Vessel in accordance with the Bylaw.
- y. Live-boards are not permitted at the docks unless authorized in writing by the CRD.

Signature of Licensee _____

Date _____

Issued per CRD _____

Date _____

(CRD or wharfinger)

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the issuing of this license agreement and for the management of docks operated by the CRD. Enquiries about the collection or use of information in this form can be directed to the Freedom of Information and Protection of Privacy contact: Capital Regional District, Senior Coordinator, FOIPP (250) 360-3000.

SCHEDULE "D"
Bylaw No. 2844

(Bylaw 3417, 3586, 3651, 4469)

Capital Regional District Southern Gulf Islands Harbours
WATER TAXI, CHARTER BOAT, EMERGENCY SERVICES VESSEL OR BUSINESS MOORAGE AND
LICENSE AGREEMENT ("the Agreement")

This non-assignable license is granted by the Capital Regional District ("the CRD") on: _____
(date)

TO: Name _____

Address _____ City _____ Prov. _____

Postal Code _____ Telephone (home) _____ (cell) _____

("the Licensee")

Name of Vessel _____ Registration No. _____

Length _____ Port of Registry _____ Boat Make _____

("the Vessel")

For permission to moor the Vessel to a dock or docks operated by the CRD and known as:

_____ **("the Dock")**

For the period of _____ to _____ **("the Term")**

Moorage Fees Paid \$ _____

1. In consideration of the payment of the fees as prescribed in Schedule "A" of Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000 ("**the Bylaw**"), the CRD grants the Licensee permission to moor or land the Vessel at the Dock during the Term. The Licensee may on 30 days notice, cancel use of any unused portion of prepaid fees and receive a pro rata refund of the prepaid fees.
2. In consideration of this license, the Licensee agrees that:
 - a. No transfer or assignment of the Agreement or of any rights hereunder will be made by the Licensee;
 - b. Any reference to the Licensee in this Agreement will be deemed to be a reference also to the person in charge of the Vessel where such person is not included in the Agreement;
 - c. All fees are payable in advance of berthing the Vessel. Prepaid annual fees as prescribed in Schedule "A" of the Bylaw are based on estimated annual usage. Usage is subject to audit and the CRD may make an adjustment to the fee based on actual usage;
 - d. The Licensee must obey all orders of the CRD, and the wharfingers whether verbal or in writing and must obey all signs posted by the CRD, or the wharfingers;
 - e. The Licensee acknowledges that moorage fees paid to the CRD are only for the rental of the water space occupied by the Vessel and in no way creates a tenancy or any obligation on the part of the CRD or any of its employees or agents for the care, custody and/or safety of the Vessel, its contents or any of its occupants;
 - f. The Licensee must comply with and conform to the requirements of all lawful rules, regulations and bylaws of local government or any other government enactment in any manner affecting the Vessel or Licensee at the Dock;
 - g. The CRD may terminate this Agreement immediately in the event of any failure to comply with the Bylaw or any other local government, provincial or federal enactment which applies;
 - h. The CRD reserves the right to terminate this Agreement immediately in the event of an emergency, or for any reason on 30 days notice to the Licensee. In the event of a termination by the CRD, the CRD shall provide a pro rata refund of prepaid fees.
 - i. The Licensee releases and must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which the Licensee or anyone else may incur, suffer or allege by reason of the use of the Dock by the Licensee or by any person carrying on at the Dock any activity in relation to the Licensee's use of the Dock;

Schedule "D" to Bylaw No. 2844 (cont'd.)

- j. The Licensee must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which may be caused to the CRD by the presence of the Vessel at the Dock;
- k. The Licensee must provide proof of a policy of commercial general liability insurance against claims for bodily injury, death or property damage arising out of the use of the Dock by the Licensee in the amount of not less than three million dollars per single occurrence and must maintain said policy for the duration of the Term;
- l. The Licensee affirms that the Vessel is fit for its intended purpose, does not pose an environmental risk to the Dock or the area surrounding the Dock, and shore power is not required to keep the Vessel afloat. Where the Vessel is unfit or poses a risk to the Dock, and the CRD has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Vessel, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Vessel from the Dock and impound, store, auction, sell by other means preferred by CRD, or dispose of the Vessel in accordance with the Bylaw.
- m. In the event that the Vessel runs aground, sinks or if goods fall overboard in the area of the Dock, the Licensee must remove such forthwith. If the Licensee fails to do so, the CRD may remove the Vessel or goods at the Licensee's expense and risk.
- n. The Licensee is responsible for the actions of his or her crew, agents and/or employees;
- o. The CRD reserves the right to rearrange the position of the Vessel while moored at the Dock or as necessary for the efficient operation of the marina facility, or for other causes such as safety or emergency or for any other reason, without previous notice to the Licensee and at the Licensee's expense and risk;
- p. The Licensee must not do or permit to be done anything which may damage or injure the Dock and the Licensee must, at the Licensee's own expense, maintain and repair the Dock whenever it is damaged as a result of the permission hereby given, other than ordinary wear and tear as determined by the CRD;
- q. The Licensee must comply with any direction from the CRD regarding the position, time, place and manner in which in which a vessel or watercraft may be moored, loaded or unloaded at a dock;
- r. No garbage, refuse, empty or broken bottles, cans, paper, animal excrement, litter or other waste material will be thrown overboard, or discharged, or left on the Dock except in the receptacles provided for such a purpose;
- s. No gasoline or other flammable liquids, oily rags, or other combustible material will be stored or left on the Dock. Any spillage of environmentally hazardous substances must be reported immediately to the Coast Guard and CRD or a wharfinger, and cleaned up immediately by and at the expense of the Licensee. The Licensee must indemnify the CRD from and against any and all costs including penalties and fines associated with the containment and cleanup of any environmentally hazardous substances that originate from the Vessel or any act or omission of the Licensee;
- t. When required by the CRD or a wharfinger, the Licensee must raft the Vessel alongside another vessel, provided that no more than two vessels are rafted, or such lower or higher number as specified by the CRD or any sign posted at the Dock;
- u. The Licensee must not leave the Vessel unattended in a loading zone, and must not remain moored in a loading zone for more than 15 minutes;
- v. The Licensee must not moor to an airport, except where the airport includes a loading zone. Vessels must not be left unattended in a loading zone and the Licensee must vacate the loading zone immediately on the approach of an aircraft intending to use the airport;
- w. The Licensee shall not carry or permit to be carried on any activity that, in the opinion of the CRD, may be detrimental to the safety or enjoyment of others using the CRD's facilities, or be deemed a nuisance or disturbance, including but not limited to diving or jumping from a dock, wharf or pier or swimming in the water-lot around the Dock;
- x. If the Vessel is moored at the Dock without payment of moorage fees for a period in excess of 45 days or, within a 30 day notice period the Vessel is not removed from the Dock under its own power for a period of at least one hour in the presence of a wharfinger or the CRD, the Vessel will be deemed to be abandoned;
- y. Where the CRD believes a Vessel has been abandoned as defined in Section "x" above, and has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Vessel, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Vessel from the Dock and impound, store, auction, sell by other means preferred by CRD, or dispose of the Vessel in accordance with the Bylaw.

Signature of Licensee _____

Date _____

Issued per CRD _____
(CRD)

Date _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the issuing of this license agreement and for the management of docks operated by the CRD. Enquiries about the collection or use of information in this form can be directed to the Freedom of Information and Protection of Privacy contact: Capital Regional District, Senior Coordinator, FOIPP (250) 360-3000.

SCHEDULE "E"
Bylaw No. 2844

(Bylaw 3586, 3651, 4469)

Capital Regional District Southern Gulf Islands Harbours
SEAPLANE LICENSE AGREEMENT ("the Agreement")

This non-assignable license is granted by the Capital Regional District ("the CRD") on: _____
(date)

TO: Name _____
Address _____ City _____ Prov. _____
Postal Code _____ Telephone (home) _____ (cell) _____
(**"the Licensee"**)

For permission to moor the Seaplane to any dock or portion of a dock operated by the CRD that has been designated for use by seaplanes and identified by a red triangle on the dock surface (**"the Airport"**)

For the period of _____ to _____ (**"the Term"**)

Annual Fee Paid \$ _____

1. In consideration of the payment of the annual fee as prescribed in Schedule "A" of Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000 (**"the Bylaw"**) the CRD grants the Licensee permission to land the Seaplane at an Airport during the Term. The Licensee may on 30 days notice, cancel use of any unused portion of prepaid annual fee and receive a pro rata refund of the prepaid annual fee.
2. In consideration of this license, the Licensee agrees that:
 - a. No transfer or assignment of the Agreement or of any rights hereunder will be made by the Licensee;
 - b. Any reference to the Licensee in this Agreement will be deemed to be a reference also to the person in charge of the Seaplane where such person is not included in the Agreement;
 - c. The Licensee shall not land, moor, load or unload the Seaplane at any dock other than a designated Airport. The Licensee must comply with any direction from the CRD, and the wharfingers regarding the position, time, place and manner in which a Seaplane may be moored, loaded or unloaded at an Airport;
 - d. All fees are payable in advance of berthing the Seaplane. Prepaid annual fees as prescribed in Schedule "A" of the Bylaw are based on estimated annual usage. Actual usage is subject to audit and the CRD may make an adjustment to the fee based on actual usage;
 - e. The Licensee must obey all orders of the CRD, and the wharfingers whether verbal or in writing and must obey all signs posted by the CRD, or the wharfingers;
 - f. The Licensee acknowledges that moorage fees paid to the CRD are only for the rental of the water space occupied by the Seaplane and in no way creates a tenancy or any obligation on the part of the CRD or any of its employees or agents for the care, custody and/or safety of the Seaplane, its contents or any of its occupants;
 - g. The Licensee must comply with and conform to the requirements of all lawful rules, regulations and bylaws of local government or any other government enactment in any manner affecting the Seaplane or Licensee while at a dock or docks owned by the CRD, including those portions designated as an Airport (**"the Dock"**);
 - h. The CRD may terminate this Agreement immediately in the event of any failure to comply with the Bylaw or any other local government, provincial or federal enactment which applies;

Schedule "E" to Bylaw No. 2844 (cont'd.)

- i. The CRD reserves the right to terminate this Agreement immediately in the event of an emergency, or for any reason on 30 days notice to the Licensee. In the event of a termination by the CRD, the CRD shall provide a pro rata refund of prepaid fees.
- j. The Licensee releases and must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which the Licensee or anyone else may incur, suffer or allege by reason of the use of the Dock by the Licensee or by any person carrying on at the Dock any activity in relation to the Licensee's use of the Dock;
- k. The Licensee must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which may be caused to the CRD by the presence of the Seaplane at the Dock;
- l. The Licensee must provide proof of a policy of commercial general liability insurance against claims for bodily injury, death or property damage arising out of the use of the Seaplane by the Licensee in the amount of not less than five million dollars per single occurrence and must maintain said policy for the duration of the Term;
- m. The Licensee must not do or permit to be done anything which may damage or injure the Dock and the Licensee must, at the Licensee's own expense, maintain and repair the Dock whenever it is damaged as a result of the permission hereby given, other than ordinary wear and tear as determined by the CRD;
- n. No garbage, refuse, empty or broken bottles, cans, paper, animal excrement, litter or other waste material will be thrown overboard, or discharged, or left on the Dock except in the receptacles provided for such a purpose;
- o. No gasoline or other flammable liquids, oily rags, or other combustible material will be stored or left on the Dock. Any spillage of environmentally hazardous substances must be reported immediately to the Coast Guard and CRD or a wharfinger, and cleaned up immediately by and at the expense of the Licensee. The Licensee must indemnify the CRD from and against any and all costs including penalties and fines associated with the containment and cleanup of any environmentally hazardous substances that originate from the Seaplane or any act or omission of the Licensee;
- p. The Licensee must not leave the Seaplane unattended in an Airport, and must not remain moored in an Airport for more than 30 minutes;
- q. The Licensee shall not carry or permit to be carried on any activity that, in the opinion of the CRD, may be detrimental to the safety or enjoyment of others using the CRD's facilities, or be deemed a nuisance or disturbance, including but not limited to diving or jumping from a dock, wharf or pier or swimming in the water-lot around the Dock;
- r. The CRD may, at its discretion, determine whether the Seaplane is too large, too heavy or is otherwise unsuitable to use or occupy an Airport.
- s. The Licensee affirms that the Seaplane is fit for its intended purpose, does not pose an environmental risk to the Dock or the area surrounding the Dock, and shore power is not required to keep the Seaplane afloat. Where the Seaplane is unfit or poses a risk to the Dock, and the CRD has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Seaplane, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Seaplane from the Dock and impound, store, or auction the Seaplane in accordance with the Bylaw.
- t. In the event that the Seaplane runs aground, sinks or if goods fall overboard in the area of the Dock, the Licensee must remove such forthwith. If the Licensee fails to do so, the CRD may remove the Seaplane or goods at the Licensee's expense and risk.

Signature of Licensee _____

Date _____

Issued per CRD _____

(CRD)

Date _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the issuing of this license agreement and for the management of docks operated by the CRD. Enquiries about the collection or use of information in this form can be directed to the Freedom of Information and Protection of Privacy contact: Capital Regional District, Senior Coordinator, FOIPP (250) 360-3000.

APPENDIX C

SOUTHERN GULF ISLANDS HARBOURS PROPOSED RATES (2026)

2. MOORAGE FEES (include applicale taxes)		CURRENT	PROPOSED		Percent Increase
		Per Lineal Foot	Per Lineal Foot		
3 to 12 hours, between 8 AM to 8 PM	\$	0.60	\$ 0.70	per lineal foot per day	17%
12+ to 24 hours, or overnight	\$	1.15	\$ 1.25	per lineal foot	9%

Prepaid Long-Term Moorage Fees		CURRENT	PROPOSED	Translating the Proposed to a MONTHLY Per Lineal Foot	Percent Increase
		Per Lineal Foot	Per Lineal Foot		
Monthly	\$	6.70	\$ 7.50		11%
Quarterly	\$	18.00	\$ 20.00	\$6.67	11%
Annual	\$	64.00	\$ 70.50	\$5.88	5%

Long-term Moorage Fees (Dinghy)		CURRENT	PROPOSED	Percent Increase
Monthly	\$	35.00	\$ 40.00	14%
Quarterly	\$	90.00	\$ 100.00	11%
Annual	\$	325.00	\$ 350.00	8%

Springline Moorage Fees		CURRENT	PROPOSED	Percent Increase
Monthly	\$	87.00	\$ 100.00	15%
Quarterly	\$	242.00	\$ 265.00	10%

3. WATER TAXI AND CHARTER BOATS MOORAGE FEES					
	CURRENT	CURRENT	CURRENT	PROPOSED	PROPOSED
Frequency of Use - Landings per year per dock	Annual Fee Per Dock		Admin License Fee	Frequency of Use - Landings per year per dock	Annual Fee Per Dock
1 to 2	N/A			1 to 5	\$ 25.00
3 to 49	\$ 300.00		+\$70 Fee	6 to 49	\$ 400.00
50 to 199	\$ 510.00		+\$70 Fee	50 to 199	\$ 680.00
200 plus	\$ 830.00		+\$70 Fee	200 plus	\$ 990.00

4. SEAPLANES					
	CURRENT	CURRENT	CURRENT	PROPOSED	PROPOSED
Frequency of Use - Landings per year per airport	Annual Fee Per Airport		Admin License Fee	Frequency of Use - Landings per year per dock	Annual Fee Per Dock
	N/A			1 to 5	\$25 per landing
3 to 48	\$ 310.00		+\$70 Fee	6 to 49	\$ 400.00
49 to 199	\$ 600.00		+\$70 Fee	50 to 199	\$ 680.00
200 plus	\$ 830.00		+\$70 Fee	200 plus	\$ 990.00
Moorage Fees		N/A			

6. RESERVED BERTHS

Reserved berths - 1.5 times the applicable (Quarterly and Annual moorage fees)

7. REMOVAL AND IMPOUNDMENT		CURRENT	PROPOSED	
Impoundment Fee	\$	175.00	\$ 200.00	
Towing Fee (for towing or removal to storage location)	\$	320.00	\$ 350.00	per hour
Hauling Out Fee	\$	320.00	\$ 350.00	per hour
Fee for Placing on Blocks/Removal from Trailer	\$	320.00	\$ 350.00	per hour
Salvage Fee \$/hour	\$	490.00	\$ 540.00	per hour
Storage Costs for Vessel	\$	6.05	\$ 6.50	per day per foot

*or actual cost, whichever is greater

**CRD may charge an additional 10% on top of fees or actual costs to cover administrative task and time spent



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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 12, 2025**

SUBJECT **Bylaw No. 4718: Delegation of Salt Spring Island Grant-in-Aid Approval to Salt Spring Island Local Community Commission**

ISSUE SUMMARY

To finalize the delegation to the Salt Spring Island Local Community Commission (LCC) of Salt Spring Island Electoral Area grant-in-aid (GIA) approval.

BACKGROUND

The Capital Regional District (CRD) has converted the function of making GIA to three separate services exercised under establishing bylaws for each electoral area (EA), as detailed in the report contained in Appendix A.

Before exercising GIA power, the CRD must receive written consent from the relevant EA Director. In 2023, the residents of Salt Spring Island requested the CRD create the LCC to broaden elected oversight and administration of certain Salt Spring Island local services, so that decisions regarding these services are more locally transparent and reflect the local public interest. GIA requests have been going to the LCC for review and approval however, the requirement for EA Director approval prior to issuing a GIA could allow the EA Director to veto an LCC vote, contrary to the intent of the EA Director and the LCC.

The GIA power was converted to three separate services for the purpose of transferring the SSI Electoral Area Director's power of decision to the SSI LCC.

An amending bylaw has been prepared (Appendix B), Bylaw No. 4718, "Capital Regional District Delegation Bylaw No. 1, 2017, Amendment Bylaw No. 6, 2025". Appendix C provides a redline version of the bylaw amendments.

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4718, "Capital Regional District Delegation Bylaw No. 1, 2017, Amendment Bylaw No. 6, 2025", be introduced and read a first, second, and third time;
2. That Bylaw No. 4718 be adopted.

Alternative 2

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

IMPLICATIONS

Alignment with Existing Plans & Strategies

Removal of the requirement of EA Director approval from the establishing bylaws has occurred to allow the Board to delegate approval of Salt Spring Island GIAs to the LCC, which is closely aligned

with the purpose of the local commission and avoid the risk of a Salt Spring Island EA Director “veto” of an LCC decision.

CONCLUSION

Adoption of Bylaw No. 4718 is the culmination of the Board’s intention to convert the electoral area grant-in-aid powers to three separate service establishing bylaws and serves to empower the Salt Spring Island Local Community Commission to make decisions on such grants on behalf of the Salt Spring Island community.

RECOMMENDATION

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

1. That Bylaw No. 4718, “Capital Regional District Delegation Bylaw No. 1, 2017, Amendment Bylaw No. 6, 2025”, be introduced and read a first, second, and third time;
2. That Bylaw No. 4718 be adopted.

Submitted by:	Steven N. Carey, B.Sc., J.D., Senior Manager, Legal Services and Risk Management
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Stephen Henderson, MBA, BSc., General Manager, Electoral Area 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: Staff Report June 11, 2025 – Electoral Grants-in-Aid Conversion of Letters Patent to Establishing Bylaws
- Appendix B: Bylaw No. 4718, “Capital Regional District Delegation Bylaw No. 1, 2017, Amendment Bylaw No. 6, 2025”
- Appendix C: Bylaw No. 4186, “Capital Regional District Delegation Bylaw No. 1, 2017” (Unofficial Redlined Consolidation)



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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JUNE 11, 2025**

SUBJECT **Bylaws No. 4696, 4697, 4698 Electoral Area Grants-in-Aid: Conversion of Letters Patent to Establishing Bylaws**

ISSUE SUMMARY

To convert the function of making grants-in-aid (GIA), currently operated under Supplementary Letters Patent (SLP), to three separate services exercised under establishing bylaws for each electoral area (EA), and to ensure the Salt Spring Island Local Community Commission (LCC) must consent when an SSI GIA is made.

BACKGROUND

By SLP Division XIX, OIC 1013/1977, as amended by OIC 722/1985, the Capital Regional District (CRD) was given the authority to make a GIA to any organization deemed by the Board to be contributing to the general interests and advantage of the service areas. The only remaining participants in the service are the Salt Spring Island, Juan de Fuca, and Southern Gulf Islands Electoral Areas.

The GIA function provides critical support to community initiatives, in cases where no other community funding source exists, from funding non-profit organizations' day-to-day work to ensuring projects benefitting the community can be completed, from playgrounds to public works.

Before exercising GIA power, the CRD must receive written consent from the relevant Electoral Area Director. In 2023, the residents of Salt Spring Island requested CRD create the SSI LCC to broaden elected oversight and administration of certain Salt Spring Island local services, so that decisions regarding these services are more locally transparent and reflect the local public interest. GIA requests have been going to the LCC for review and approval however, the requirement for EA Director approval prior to issuing a GIA effectively allows the EA Director to veto an LCC vote, contrary to the intent of the EA Director and the LCC.

Finally, the GIA service has three EAs contained within it – three services in one – which is not a typical way of organizing modern regional district services. Over the years, other issues have been experienced relating to the exercise of this power and other amendments have been proposed to make clear that a GIA may be used to assist with operating and capital expenses; may be applied for more than once, or even on a multi-year basis (subject to the approved annual financial plan and the ability of the Board to cancel a grant agreement); and may be awarded to an individual, an unincorporated association, or a corporation.

Before amending these powers, the *Local Government Act* requires the Board to convert the Service currently operated under the SLP, as amended, to a service exercised under the authority of an establishing bylaw. The bylaws before the Board set out the separation of the services; the removal of the requirement for EA Director consent (to be moved to Bylaw No. 4186, as amended for the LCC); and clarifications on who may receive GIA funding and what the funding may be used for.

ALTERNATIVES

Alternative 1

That the Electoral Areas Committee recommend to the Capital Regional District Board:

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

Alternative 2

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

IMPLICATIONS

Alignment with Existing Plans & Strategies

Removal of the requirement of EA Director approval from the establishment bylaws will allow the Board to delegate approval of SSI GIAs to the LCC, which is closely aligned with the purpose of the local commission and avoid the risk of an SSI EA Director “veto” of an LCC decision. It will also modernize the GIA powers by splitting each service by EA, and clarify the purpose and use of GIA funding. The new service authority continues to permit more than one EA to contribute to a project benefitting more than one electoral area. The delegation will now occur in CRD’s Bylaw No. 4186, “Capital Regional District Delegation Bylaw No. 1, 2017”, with an amendment to be put forward once the bylaws received Inspector of Municipalities approval.

Legal Implications

Modernizing the SLP to three separate service establishing bylaws will allow the CRD the ability to amend the services on an as needed basis to better meet the needs of EA residents. As this is a single SLP being converted to multiple services, the consent of each Electoral Area Director is required for each proposed bylaw, to meet the two-thirds consent requirement of conversion under the *Local Government Act*. Future amendments to the power, if any, will only require one Electoral Area Director (as applicable).

Financial Implications

The GIA function supports organizations outside of existing CRD services and funds a variety of projects that benefit the community. Under the current SLP, the maximum requisition is \$0.05 per \$1,000 assessed value. This rate has been deemed sufficient for the proposed establishment

bylaws based on historical GIA spending and potential future service growth in each of the 3 electoral areas. Modernizing the establishing bylaws will also permit services to raise funds not only by requisition, but also by way of donations and grants.

CONCLUSION

The three separate bylaws allow the CRD to convert the SLP function of grant-in-aid to services exercised under Establishment Bylaws and remove the requirement for the Board to obtain written approval from the EA Director, allowing approval authority to be exercised by a local commission.

RECOMMENDATION

That the Electoral Areas Committee recommend to the Capital Regional District Board:

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

Submitted by:	Steven N. Carey, B.Sc., J.D., Senior Manager, Legal Services and Risk Management
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Bylaw No. 4696, “Juan de Fuca Grant-In-Aid Service Conversion Bylaw No. 1, 2025”

Appendix B: Bylaw No. 4697, “Salt Spring Island Grant-In-Aid Service Conversion Bylaw No. 1, 2025”

Appendix C: Bylaw No. 4698, “Southern Gulf Islands Grant-In-Aid Service Conversion Bylaw No. 1, 2025”

Appendix D: SLP Division XIX, OIC 1013/1977 and OIC 722/1985

Appendix E: DRAFT Bylaw No. 4186, “Capital Regional District Delegation Bylaw No. 1, 2017” language

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4718

A BYLAW TO AMEND THE DELEGATION OF AUTHORITY FOR APPROVAL OF ELECTORAL AREA GRANTS IN AID (BYLAW NO. 4186)

WHEREAS:

- A. Under Bylaw No. 4186, "Capital Regional District Delegation Bylaw No. 1, 2017", the Capital Regional District Board delegated the transactional authority for electoral area grants-in-aid to the Chief Administrative Officer and the Chief Financial Officer, only to be made with the applicable electoral area director's written approval; and
B. The Board wishes to amend Bylaw No. 4186 to affirm the Salt Spring Island Local Community Commission is empowered with endorsing Salt Spring Island Electoral Area grants-in-aid, in place of the Salt Spring Island Electoral Area Director;

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

- 1. Bylaw No. 4186, "Capital Regional District Delegation Bylaw No. 1, 2017", is hereby amended by replacing clause 7.1(b) in its entirety as follows:

7.1 (b) No grant-in-aid shall be made

- i) for the Southern Gulf Islands Electoral Area or the Juan de Fuca Electoral Area, without the applicable electoral area director's prior written approval; or
ii) for the Salt Spring Island Electoral Area, without a resolution in support from the Salt Spring Island Local Community Commission.

- 2. This bylaw may be cited for all purposes as "Capital Regional District Delegation Bylaw No. 1, 2017, Amendment Bylaw No. 6, 2025".

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

CHAIR

CORPORATE OFFICER



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BYLAW NO. 4186

CAPITAL REGIONAL DISTRICT DELEGATION BYLAW NO. 1, 2017

**Consolidated for Public Convenience
(This bylaw is for reference purposes only)**

ORIGINALLY ADOPTED MAY 10, 2017
(Consolidated with Amending Bylaws 4295, 4310, 4348, 4429, 4668, **4671**)

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. 4186**

**A BYLAW TO DELEGATE POWERS, DUTIES & FUNCTIONS
OF THE CAPITAL REGIONAL DISTRICT BOARD**

WHEREAS under section 263(1)(e) and 229(1) of the *Local Government Act* the Board may, by bylaw adopted by at least two thirds of the votes cast, delegate its powers, duties and functions, including those specifically established by an enactment, to its officers and employees, its committees or its members, or to other bodies established by the Board;

AND WHEREAS the Board of the Capital Regional District wishes to delegate certain powers, duties and functions;

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

Definitions

1. In this Bylaw

- (a) "Act" means the *Local Government Act*;
- (b) "District" means the Capital Regional District, a regional district incorporated under the *Local Government Act*;
- (c) "Board" means the Board of the Capital Regional District;
- (d) "Charge" means a charge as defined in the *Land Title Act* (British Columbia);
- (e) "General Manager" means an Officer designated as a General Manager in Bylaw No. 3343;
- (f) "Land and Land Use Agreement" means an instrument, deed or other agreement affecting title to or granting a right in relation to the use of real property and improvements including:
 - i. a transfer of a fee simple interest in real property;
 - ii. the creation, modification, assignment, or release of a charge;
 - iii. a licence or permit;
- (g) "Total Purchase Price" means the total purchase price payable for goods, services, and construction under the contract over the entire term of the contract (but not including options to purchase additional goods or services during the term which may or may not be exercised and not including applicable taxes).

Delegation Includes Deputy or Acting

2. (a) A delegation of a power, duty, or function under this bylaw includes a delegation to a person who is from time to time the deputy or the delegate or is appointed by the Board to act in the capacity of the delegate in the delegate's absence.
- (b) For certainty, a delegation of authority under subsection (a) includes a delegation to a person appointed to a position held on an interim basis.

(Bylaw 4348)

Delegation of Purchasing Power

3. (a) The Board hereby delegates to the District's Chief Administrative Officer and Chief Financial Officer all of the powers, duties and functions of the Board under section 263(1)(a) and 263(1)(b) of the Act to make agreements respecting the District's activities, works or services, but subject to the approved annual financial plan.
- (b) The Board hereby delegates to the District's officers, employees, and volunteers, the authority to acquire and purchase goods and services on behalf of the District, subject to the District's purchasing policies and procedures, the approved annual financial plan, and the following Total Purchase Price limits:
 - (i) for the Chief Administrative Officer: \$5,000,000;
 - (ii) for the Chief Financial Officer: \$500,000;
 - (iii) for General Managers: \$500,000; and
 - (iv) for all other staff and volunteers, subject to the approval of the applicable General Manager and/or the Chief Financial Officer, the lesser of \$100,000 or the amount listed on their approved signing authority form held by the department of Finance & Technology.

(Bylaw 4348)

- (c) Notwithstanding section 3(b) of this Bylaw, Chief Administrative Officer has authority to increase a contract or agreement by way of a change order or amendment provided that the Total Purchase Price of the contract or agreement including all change orders or amendments in any given calendar year does not exceed the funding available in the approved annual financial plan.

(Bylaw 4348)

Delegation of Authority in Relation to Land and Land Use Agreements

4. (a) The Board hereby delegates to the District's officers and employees listed below all of the powers, duties and functions on behalf of the Board under section 263(1)(d) of the Act to acquire, hold, manage and dispose of land or improvements or any interest or right in or with respect to that property in connection with the District's activities, works or services, but subject to the approved annual financial plan, the District's purchasing policies and procedures, and the following signing authority limitations:
 - (i) for the Chief Administrative Officer: \$500,000;
 - (ii) Chief Financial Officer and General Managers: \$100,000.

- (b) The Board hereby delegates to the District's staff and volunteers, subject to the approval of the applicable General Manager, the power to approve and execute Land Use Agreements for recreation centres, community centres, and parks facilities, provided the term of the agreement is less than 30 days and the value does not exceed \$5,000.
- (c) The power delegated under section 4(a) includes the power to execute Land and Land Use Agreements on behalf of the District and all agreements, instruments and documents, including amendments.
- (d) The power delegated in section 4(a) includes the power to agree on behalf of the District to the creation of covenants registrable under s.219 of the *Land Title Act*.

Delegation to Commissions and Committees

5. (a) The Board hereby delegates to the Board Commissions listed below, all of the powers, duties and functions of the Board under section 263(1)(a) and 263(1)(b)(i) of the Act to make agreements respecting the District's activities, works or services relating to the service administered by the Commission to the extent that such authority is not delegated under section 3, provided that the revenue or expenditure is included in the approved annual financial plan:
- (i) Regional Water Supply Commission
 - (ii) Juan de Fuca Water Distribution Commission
 - (iii) Saanich Peninsula Water Commission
 - (iv) Saanich Peninsula Wastewater Commission
 - (v) Peninsula Recreation Commission
- (b) The Board hereby delegates to the Board Commissions listed below, all of the powers, duties and functions of the Board on behalf of the District under section 263(1)(d) of the Act to acquire, hold, manage and dispose of land or improvements or any interest or right in or with respect to that property in connection with the operation of any service or services administered by the Commission to the extent that such authority has not been delegated under section 4 of this bylaw, provided that the revenue or expenditure is included in the approved annual financial plan and subject to the District's purchasing policies and procedures:
- (i) Regional Water Supply Commission
 - (ii) Juan de Fuca Water Distribution Commission
 - (iii) Saanich Peninsula Water Commission
 - (iv) Saanich Peninsula Wastewater Commission
 - (v) Peninsula Recreation Commission
- (c) Where a Commission is delegated the authority under this section, the Commission Chair and the applicable General Manager are authorized to execute an agreement approved by the Commission.

Delegation of Hearings

6. The Board hereby delegates to the Electoral Area Services Committee the powers, duties, and functions of the Board:
- (a) under sections 57 and 58 of the *Community Charter*, including the power to hold a hearing in relation to the matter;
 - (b) to agree on behalf of the District to the modification, assignment or release of covenants registrable under section 219 of the *Land Title Act*.
- 6.1 The Board hereby delegates to the Juan de Fuca Land Use Committee the powers, duties, and functions of the Board pursuant to the *Liquor Control and Licensing Act*, SBC 2015, c 19 and the *Cannabis Control and Licensing Act*, SBC 2018, c 29, to give comments and recommendations as required and gather the views of residents by one or more of the methods permitted by enactment. (Bylaw 4310)

Delegation of Authority in Relation to Grant Applications

7. (a) Subject to subsection (b), the Board hereby delegates to the District's officers and employees listed below all of the Board's powers, duties and functions under section 263(1)(a) and 263(1)(b) to make grant applications and enter into agreements respecting the receipt and use of grants:
- The Chief Administrative Officer, the Chief Financial Officer, and all General Managers, to a maximum of \$500,000 where this is consistent with the approved financial plan of the Capital Regional District.
- (b) The authority under subsection (a) does not include authority delegated under section 5(a) of this Bylaw.

Delegation of Electoral Area Grants-in-Aid

- 7.1 (a) The Board delegates to the officers and employees below all of its powers, duties, and functions to provide assistance under section 263(1)(c) in the form of an electoral area grant-in-aid:
- the Chief Administrative Officer; and
 - the Chief Financial Officer.
- (b) ~~No grant-in-aid shall be made without the applicable electoral area director's prior written approval. No grant-in-aid shall be made~~
- i) for the Southern Gulf Islands Electoral Area or the Juan de Fuca Electoral Area, without the applicable electoral area director's prior written approval; or
 - ii) for the Salt Spring Island Electoral Area, without a resolution in support from the Salt Spring Island Local Community Commission.
- (c) The authority under this section does not include the provision of assistance to business, unless permitted by the *Local Government Act*. (Bylaw 4295, 4718)

Delegation of legal settlement authority

- 7.2 The Board delegates to the Chief Administrative Officer the ability to settle any action, claim, or demand up to a maximum value of \$2-million per claim. (Bylaw 4429)

Delegation of Authority in Relation to Community Works Fund Agreements

7.3

- (a) The Board delegates to the Chief Administrative Officer and the Chief Financial Officer the decision-making authority of the Board to allocate Community Works Fund contributions under agreement with the Union of British Columbia Municipalities. (Bylaw 4668)
- (b) No allocation shall be made without the applicable Electoral Area Director's prior written approval. (Bylaw 4668)

Delegation to Fire Chiefs

8. The Board hereby delegates to the District's Fire Chiefs, for fire departments operating under the authority of the Board, all of the powers, duties and functions of the Board under section 263(1)(a) of the Act to make agreements to participate as required in the Ministry of Forests' "Operating Guidelines for Wildfire Suppression with Local Governments" and with the Provincial Emergency Program for road rescue services, but subject to the approved financial plan.

Delegation of Contract Signing Authority-Electoral Areas

9. An Electoral Area Director is authorized to execute a contract approved by the Board in place of the Board Chair where the contract affects only the interests of the Electoral Area represented by that Director.

Delegation of Authority in Relation to Appointments of Officials under the Environmental Management Act

10. The Board hereby delegates to the Board Chair all of the Board's powers, duties and functions to appoint, and to rescind appointments of, a Deputy Sewage Control Manager and a Municipal Sewage Control Officer under Section 29 of the *Environmental Management Act*.

Scope of Bylaw

11. For clarity, subject to the Act, unless a power, duty or function of the Board has been expressly delegated by this Bylaw or another District bylaw, all of the powers, duties and functions of the Board remain with the Board.

No Delegation by a Delegate

12. For clarity, a person to whom a power, duty or function has been delegated under this Bylaw has no authority to further delegate to another person any power, duty or function that has been delegated by this Bylaw.

Repeal

13. Bylaw No. 2864, the "Capital Regional District Delegation Bylaw No. 1, 2001" is

hereby repealed.

Citation

14. This Bylaw may be cited as "Capital Regional District Delegation Bylaw No. 1, 2017".

READ A FIRST TIME THIS 10th day of May 2017

READ A SECOND TIME THIS 10th day of May 2017

READ A THIRD TIME THIS 10th day of May 2017

ADOPTED by 2/3 of the votes cast this 10th day of May 2017

CHAIR

CORPORATE OFFICER



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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 12, 2025**

SUBJECT: Bylaw No. 4721 to Amend Bylaw No. 3654 – Fire Commissions

ISSUE SUMMARY

To introduce an amendment to Bylaw No. 3654 – Fire Commissions, to enable the conversion of some Capital Regional District (CRD) electoral area fire chiefs to CRD employees, and to consolidate the governance and operation of the North and South Galiano Local Fire Services Areas.

BACKGROUND

On February 10, 2021, the CRD Board directed staff to report back with operational, administrative and governance strategies to meet and sustain regulatory compliance for fire services in the CRD electoral areas.

In November 2022, the CRD procured contractor Tim Pley & Associates to facilitate a review of roles, responsibilities and governance models in CRD fire services.

In October 2023, the Fire Services Governance Report was released, including 36 recommendations. Staff were directed to distribute the report and to engage the fire commissions and fire societies and to report back to the Committee with an implementation plan.

On May 8, 2024, the implementation plan found in Appendix A was approved by the Board.

On October 8, 2025, the Otter Point Fire Protection and Emergency Response Services Commissions passed the following motion:

That the Board amend Bylaw 3654 to change the authority for the Otter Point Fire Protection and Emergency Response Service Commission from Administrative to Advisory regarding the Appointment of a Fire Chief and Deputy Fire Chief.

On October 26, 2025, the North Galiano Fire Protection and Emergency Response Services Commission passed the following motions:

1. *That the Board amend Bylaw 3654 to change the authority for the North Galiano Fire Protection and Emergency Response Service Commission from Administrative to Advisory regarding the Appointment of Chief Fire Officers.*
2. *That the Board amend Bylaw 3654 to change the name of the North Galiano Fire Protection and Emergency Response Service Commission to Galiano Island Fire Protection and Emergency Response Service Commission, and that its service area represent both the North and South Galiano local fire service areas effective January 1, 2026.*

Amending Bylaw No. 4721 enables for the conversion of some electoral area fire chiefs to CRD employees. It also enables the consolidation of the North and South Galiano local fire service areas to be represented by one commission and one fire department. The amendments to Bylaw No. 3654 are effective January 1, 2026.

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4721, “Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 3, 2025” be introduced and read a first, second and third time; and
2. That Bylaw No. 4721 be adopted.

Alternative 2

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

IMPLICATIONS

Alignment with Board & Corporate Priorities

A CRD Board priority for the 2023-2026 term is the effective advocacy, coordinated and collaborative governance, and leadership in organizational performance and service delivery:

- Initiative 16e-3 in the CRD Corporate Plan is to continue to review committees and commissions to find efficiencies and improve consistency.
- Initiative 16g-3 is to review and modernize fire and emergency management programs.

Financial Implications

The conversions of fire chiefs to CRD staff, and the consolidation of the two Galiano Island local fire Service areas, have been addressed through the annual financial planning process for each service area.

Service Delivery Implications

The proposed shift of the responsibility for fire operations to CRD staff while the fire commissions retain oversight of the remaining fire service responsibilities and governance was the result of the consultations with the fire commission’s membership.

Amending Bylaw No. 4721 will result in the sustainable delivery of fire protection services to Galiano Island in a manner compliant with regulatory requirements, which provides the highest possible level of safety for firefighters and residents.

Social Implications

The delivery of fire services in the electoral areas is community driven and there has been extensive communication and engagement with stakeholders in the Otter Point and North and South Galiano Local Fire Service Areas.

CONCLUSION

The amendment changes the authority of the Otter Point and North Galiano Fire Commissions to Advisory regarding the appointment of a fire chief. It also enables the consolidation of the North and South Galiano local fire service areas to be represented by one commission and one fire department. The bylaw amendments would be effective January 1, 2026.

RECOMMENDATION

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

1. That Bylaw No. 4721, “Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 3, 2025” be introduced and read a first, second and third time; and
2. That Bylaw No. 4721 be adopted.

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

ATTACHMENTS

- Appendix A: Fire Services Governance Review – Recommendations
- Appendix B: Bylaw No. 4721, “A Bylaw to Amend Advisory and Administrative Authority of Certain Fire Commissions”
- Appendix C: Consolidated Bylaw No. 3654, Including Amendments of Bylaw No. 4721 – Redlined

**FIRE SERVICES GOVERNANCE REVIEW
RECOMMENDATIONS**

Year	Recommendation Topic	Number	Notes
2024	Occupational Health & Safety Programs	1 to 5,11 & 20	Complete
	CVRD/Malahat Service Agreement	13	Complete
	Bylaw No. 3654 Amendment	14, 15, 17	Complete
	Fire Chiefs reporting to CRD Manager	18	Complete
	Fire Chiefs Employment Status	19	Underway
	South Galiano Service Agreement	22	Complete
	Create CRD Manager, Fire Services Position	25	Complete
	North Galiano Station 2 Ownership	28	Complete
	Status of Paid on Call firefighters	32	Complete
2025	Response to <i>Fire Safety Act</i> Update	7 to 9	Underway
	CRD Fire Service Operational Powers Bylaw	6 &16	Underway
	Pender Island Service Agreement	21	Underway
	Expand Fire Admin Assistant to Full Time	26	Complete
	Pacheedaht First Nation Service Agreement	29 to 31	Not started
	Risk Assessment – Training Centres	33 & 34	Underway
	Saturna Island Service Agreement	35 & 36	Underway
2026	Galiano Island Consolidated Fire Service	23	Underway
2027	Durrance Road Service Agreement	12	Not started
	Create Fire Coordination/Training Position	27	Underway
Recommendations Not Included in the Current Implementation Plan			
	Consolidation of Fire Commissions	24	No support from Commissions

as of November 2025

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4721

A BYLAW TO AMEND ADVISORY AND ADMINISTRATIVE AUTHORITY OF CERTAIN FIRE COMMISSIONS

WHEREAS:

- A. Under Bylaw No. 3654, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010", the Capital Regional District established or continued a number of fire protection and emergency response service commissions and established a consolidated bylaw for local fire protection and emergency response commissions;
B. In 2023, the Capital Regional District conducted consultations and studies relating to modernizing fire protection and emergency service delivery and continues to draft and consult modernization bylaws, but is engaged in modernization of certain services commissions that desire to proceed with hiring and consolidation activities while consultations continue;
C. The Board wishes to amend Bylaw No. 3654 to make minor changes to advisory and administrative authority of certain fire commissions, as well as other changes, to begin the process of fire service and emergency response modernization;

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

- 1. Bylaw No. 3654, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010" is hereby amended as follows:
(a) By inserting into section 9, Advisory Authority of a Commission, after section 9(2), the following:
(3) The Otter Point Fire Protection and Emergency Response Service Commission and the North Galiano Fire Protection and Emergency Response Service Commission shall advise on the appointment of a Fire Chief.
(b) By inserting into section 10, Administrative Authority of a Commission, after section 10(2), as section 10(3), the following:
(3) Section 10(1)(a) [Confirm Fire Chief Appointment] does not apply to the Otter Point Fire Protection and Emergency Response Service Commission and the North Galiano Fire Protection and Emergency Response Service Commission.
4. Schedule "F" - North Galiano, of Bylaw No. 3654 is hereby amended as follows:
(a) By inserting as section 2.1, Transitional - Membership, the following

2.1 Transitional - Membership

- (a) As of January 1, 2026, the Commission shall represent both the service areas of both Bylaw No. 1852, "North Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1990" and Bylaw No. 2148, "South Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1993".
 - (b) Despite section 3(a) and (b) of this bylaw, and section 2 of this Schedule, as of January 1, 2026, Commission membership, the Commission's membership shall consist of seven (7) members as follows:
 - a. The Director representing the Electoral Area; and
 - b. Six (6) individuals appointed by Resolution of the Regional Board or as deemed appointed under this Schedule who must have the following qualities:
 - i. Up to three individuals representing the North Galiano Fire Protection Service Area, who own property or reside in that area;
 - ii. Up to three individuals representing the South Galiano Fire Protection Service Area, who own property or reside in that area;
 - (c) Despite 2.1(b), only one member of the Volunteer Fire Department may be a member of the Commission. None of the Commission members shall be the fire chief or any officer.
 - (d) Unless otherwise appointed or replaced by resolution of the Board, the transitional directors for a two-year term of the combined Galiano Fire Commission as of January 1, 2026 shall be as follows:
 - a. Three individuals, selected by resolution from among their number by the North Galiano Fire Commission, who would otherwise qualify under this Schedule;
 - b. Three individuals, selected by resolution from among their number by the directors of the South Galiano Fire Society, who would otherwise qualify under this Schedule;
 - (e) The individuals serving as transitional commissioners must accept their nomination in writing in advance of or by appearance at the first combined commission meeting.
5. Effective January 1, 2026, Bylaw No. 3654 is hereby amended as follows:
- (a) By inserting as section 2, Volunteer Fire Department Commission, 2(f), the following:
 - 2(f) As of January 1, 2026, the North Galiano Fire Protection and Emergency Response Service Commission shall be known as the Galiano Island Fire Protection and Emergency Response Service Commission, and its Service Area shall be those local service areas set out in Bylaws No. 1852, "North Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1990" and Bylaws No. 2148, "South

Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1993".

- (b) By removing sections 3(c) and 3(d) and re-alphabetizing the remaining subparagraphs.
 - (c) In sections 9(3) and 10(3), by replacing reference to "North Galiano Fire Protection and Emergency Response Service Commission" with "Galiano Island Fire Protection and Emergency Response Service Commission".
6. Effective January 1, 2026, Schedule "F" – North Galiano, of Bylaw No. 3654 is hereby amended as follows:
- (a) Replace the definition of "COMMISSION" with the following:

"COMMISSION" means the Galiano Island Fire Protection and Emergency Response Service Commission.
 - (b) Replace the definition of "SERVICE AREA" with the following:

"SERVICE AREA" means the area comprising the North Galiano Fire Protection Service Area as described in Bylaw No. 1852, "North Galiano island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1990", and the area comprising the South Galiano Fire Protection Service Area as described in Bylaw No. 2148, "South Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1993";
 - (c) Replace the definition of "VOLUNTEER FIRE DEPARTMENT" with the following:

"VOLUNTEER FIRE DEPARTMENT" means the Galiano Island Volunteer Fire Department.
7. This Bylaw may be cited for all purposes as Bylaw No. 4721, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 3, 2025".

READ A FIRST TIME THIS	12 th	day of	November	2025
READ A SECOND TIME THIS	12 th	day of	November	2025
READ A THIRD TIME THIS	12 th	day of	November	2025
ADOPTED THIS	12 th	day of	November	2025

CHAIR

CORPORATE OFFICER



Making a difference...together

BYLAW NO. 3654

**FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE
COMMISSIONS BYLAW, 2010**

**Consolidated for Public Convenience
(This bylaw is for reference purposes only)**

ORIGINALLY ADOPTED

(Consolidated with Amending Bylaws 3707, ~~and 4608~~, ~~and 472134~~)

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 3654**

**A BYLAW TO CONVERT LOCAL FIRE PROTECTION AND EMERGENCY RESPONSE
SERVICE COMMITTEES INTO COMMISSIONS AND TO ESTABLISH A CONSOLIDATED
BYLAW FOR EXISTING LOCAL FIRE PROTECTION AND EMERGENCY RESPONSE
SERVICE COMMISSIONS AND CONVERTED COMMITTEES**

WHEREAS:

- A. The Regional Board may establish a commission under section 176 (1)(g) of the *Local Government Act* to operate Regional District Services, undertake operation and enforcement in relation to the Regional Board’s exercise of its regulatory authority, and manage property or an interest in property held by the Regional District;
- B. The Regional Board established Committees to operate Volunteer Fire Departments and wishes to convert the Committees to Commissions under section 176(1) (g) of the *Local Government Act*; and
- C. The Capital Regional District wishes to establish a consolidated bylaw for the management of Electoral Area Volunteer Fire Departments.

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

1. Interpretation

- (a) This bylaw includes the Schedules annexed hereto and the Schedules are hereby declared to form part of this bylaw.
- (b) Definitions

In this bylaw unless the context otherwise requires:

“ADMINISTRATIVE AUTHORITY” means the ability to administer the service within the existing framework of bylaws and policies established by the Board;
(Bylaw 4608)

“ADVISORY AUTHORITY” means a commission may only make recommendations to the Board through the appropriate standing committee;
(Bylaw 4608)

“BUDGET” means the 5-year financial plan (operating and capital) in respect of a service;

“COMMISSION” means a commission established by the Regional District under this Bylaw, or another Bylaw of the Regional District;

“COMMITTEE” means a committee established by the Regional District under this Bylaw, or another Bylaw of the Regional District for the operation of a service referred to in Schedules A to E of this bylaw;

“CORPORATE OFFICER” means the person having responsibility for corporate administration under section 198 of the *Local Government Act*.

“DIRECTOR” means the Electoral Area Director for the Electoral Area in which the Commission is established;

“FINANCIAL OFFICER” means the person having responsibility for financial administration under section 199 of the *Local Government Act*;

“OVERSEE” means to provide oversight, watch or supervise that the operational, maintenance, and regulatory functions of the service is performed in conformance with Regional District Policy or government regulation; (Bylaw 4608)

“REGIONAL BOARD” means the Board of Directors of the Capital Regional District Board;

“REGIONAL DISTRICT” means the Capital Regional District;

“SCHEDULES” means the schedules or a schedule attached to and forming part of this Bylaw;

“SERVICE AREA” means the area designated to a Commission in the Schedules;

“STAFF” means the CRD employees assigned by the applicable General Manager to oversee and supervise the operational, maintenance, and regulatory functions of the applicable Fire Services, in accordance with applicable laws and CRD policies and procedures; (Bylaw 4608)

“VOLUNTEER FIRE DEPARTMENT” means a volunteer fire department established by the Regional District under this bylaw, or another bylaw of the Regional District to carry out the function contemplated in the establishing bylaw for the service.

2. Volunteer Fire Department Commission

- (a) The Committees established under the “Committee Establishing Bylaws” listed below in column 1 are continued and renamed as per “New, Renamed Commissions” set out in column 2:

Committee Establishing Bylaw	New, Renamed Commission
East Sooke Fire Protection Service Area Management Bylaw No. 1, 2007	East Sooke Fire Protection and Emergency Response Service Commission
Otter Point Fire Protection Service Area Management Bylaw No. 1, 2003	Otter Point Fire Protection and Emergency Response Service Commission
Port Renfrew Fire Protection Local Service Area Fire Department Management By-law No. 1, 1990	Port Renfrew Fire Protection and Emergency Response Service Commission <i>(Bylaw 3707)</i>
Port Renfrew Local Community Services Committee Bylaw No. 1, 2005 and any amendments thereto	
Shirley Fire Protection Service Area Management Bylaw No. 1, 2008	Shirley Fire Protection and Emergency Response Service Commission
Willis Point Fire Protection Facilities Local Service Area Management Bylaw, 1995	Willis Point Fire Protection and Recreation Facilities Commission
North Galiano Fire Protection Service Area Management Bylaw No. 1, 2004	North Galiano <u>Island</u> Fire Protection and Emergency Response Service Commission <u>(Bylaw 472134)</u>

- (b) The Commission established by Willis Point Fire Protection and Recreation Facility Commission Bylaw No. 1, 1995 is dissolved and discontinued.
- (c) The Fire Protection Local Service Commission established by Shirley Fire Protection Service Area Management Bylaw No. 1, 2008 is hereby continued and known as the “Shirley Fire Protection and Emergency Response Service Commission”.
- (d) The Regional Board hereby establishes a Commission in each of the Service Areas named in the Schedules to manage a Volunteer Fire Department in that Service Area.
- (e) The terms of office of the existing members of the Commissions shall continue until their expiry under Bylaw No. 3399; Bylaw No. 3173; Bylaw No. 3115; Bylaw No. 3280 and any amendments thereto; Bylaw No. 3584; and Bylaw No. 2336.
- (f) As of January 1, 2026, the North Galiano Fire Protection and Emergency Response Service Commission shall be known as the Galiano Island Fire Protection and Emergency Response Service Commission, and its Service Area shall be those local service areas set out in Bylaws No. 1852, “North Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1990” and Bylaws No. 2148, “South Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1993”.
(Bylaw 472134)

3. Membership

- (a) Unless otherwise specified in the Schedules, a Commission shall consist of seven (7) members as follows:
- (i) The Director representing the Electoral Area; and
 - (ii) Six (6) individuals appointed by resolution of the Regional Board and representing the Service Area; only one member of the Volunteer Fire Department in the Service Area may be a member of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.
- (b) Despite subsection 3(a)(ii) and any Schedule to this bylaw, only in Service Areas with an estimated census population of 750 persons or less, a maximum of two (2) members of the Volunteer Fire Department in the Service Area may be members of the Commission but none of the aforesaid Commission members shall be the fire chief or any officer.
- ~~(c) Despite subsection 3(a), and any Schedule to this bylaw, the number of members of a Commission continues to be the number serving as of the date of the adoption of this bylaw until such time as the appointment of members under a previous bylaw expires, at which time the Commission shall consist of seven (7) members.~~
- ~~(d) In the case of the Committee established by North Galiano Fire Protection Service Area Management Bylaw No. 1, 2004 and renamed the North Galiano Fire Protection and Emergency Response Service Commission, the term of office for members with a term set to expire on June 30th is hereby extended to December 31st of the same year.~~
- (Bylaw 472134)*
- (e) Other than the Director, Commission members shall be persons owning property or residing within the Service Area.
- (f) The Corporate Officer shall, following each census, determine the estimated population of the service area for the purpose of this section.

4. Term of Office

The term of office for a member of a Commission other than the Director representing the Electoral Area shall be for a two (2) year period commencing the first day of January following each such appointment or until their successors are appointed.

5. Nominations

- (a) A Commission shall hold an Annual General Meeting on or before the last day of November in each year to which the owners or occupiers of real property within a

Service Area shall be invited to attend by written notice posted at least 30 days prior to the date of the Annual General Meeting.

- (b) A Commission must accept nominations for the members of the Commission to be appointed effective the following 1st of January from individuals present at the Annual General Meeting, and if more nominations are received than there are positions to fill, a Commission must poll the owners or occupiers of real property within the Service Area who are present at the meeting.
- (c) The names of persons nominated or the results of the poll under subsection (b) must be forwarded immediately after the Annual General Meeting to the Electoral Area Director of the Regional District.

6. Appointment

- (a) All vacancies on a Commission must be advertised or posted locally at least thirty (30) days in advance of the Annual General Meeting.
- (b) The Director shall seek recommendations for all appointments from the Commission but is not bound by a Commission's recommendation and may consult with other persons.
- (c) The Director must provide the name of a person to the Board to fill a vacancy or in the case of a person whose appointment is to expire.
- (d) Before the 1st of January every year, the Regional Board shall appoint or re-appoint members to a Commission to fill the terms of office of the members whose terms expire as of the 31st of December in each year.
- (e) In the event of death, resignation or disqualification of a member of a Commission, the Regional Board shall appoint a successor for the remainder of such member's term.
- (f) The Board may terminate the appointment of a Commission member who fails to attend three (3) consecutive regular meetings without the permission of a Commission.
- (g) Without limiting paragraph (f), the Board may terminate the appointment of a Commission member who moves from the Service Area or ceases to own property in the Service Area where such person has ceased to attend at least one half of the regular meetings of the Commission.

7. Commission Procedure

- (a) A Commission must, at its first meeting in January of each year, by secret ballot, elect a Chair and Vice Chair from among its members.
- (b) For the conduct of business each member of a Commission shall have one vote.
- (c) The rules, policies, procedures and the Delegation Bylaw which govern the Regional Board shall apply to a Commission where applicable.

- (d) Meetings are open to the public.
- (e) A quorum of a Commission is a majority of its members.
- (f) If, as a result of members of a Commission declaring a conflict of interest in relation to a matter and, as a consequence, there is no longer a quorum of members of the Commission to decide on a particular issue, the issue shall be referred to the Regional Board for a decision.

8. Delegation of Powers and Duties

- (a) The Regional Board hereby delegates to a Commission, subject to: (a) the policies and procedures of the Regional Board; and (b) limitations in the Capital Regional District Delegation Bylaw, a combination of administrative and advisory powers of the Regional Board, described in sections 9 and 10, respectively relating to the development, maintenance and operation of a volunteer fire department within the Service Area whether acquired before or after the adoption of this bylaw.
(Bylaw 4608)
- (b) The operational, maintenance and regulatory functions of this service shall be performed in conformance with Regional District policy or government regulation.
- (c) For clarity, subject to the Local Government Act, RSBC 2015 c 1, unless a power, duty or function of the Capital Regional District Board has been expressly delegated by this bylaw or another CRD bylaw, all the powers, duties and functions of the CRD Board remain with the CRD Board, and the Commission may not further delegate powers, duties, or functions to another individual or body. Individual Commissioners have no delegated authority outside the body of the Commission in open meeting assembled, acting as a whole. *(Bylaw 4608)*

9. Advisory Authority of the Commission

- (1) In collaboration and by consensus with staff, a Commission shall:
 - (a) Identify and advise on any contracted services necessary to run the day-to-day operations of the service;
 - (b) Set the size of the fire force for the Volunteer Fire Department within the Local Service Area;
 - (c) Review five-year financial operating and capital budgets and submit to the Regional District in the manner required by Section 12;
 - (d) Encourage the Fire Chief and members of the fire department to attend commission meetings to provide input to the decision making process; and
 - (e) Propose amendments of service levels for the Service Area.*(Bylaw 4608)*

- (2) For clarity, advisory authority includes advising on the needs of the Volunteer Fire Department, as well as providing advice and recommendations on matters related to the Fire Service referred by the Fire Chief, CRD Staff, or the Regional Board. It does not include service delivery decisions which are otherwise managed or delivered by the Fire Chief, the Volunteer Fire Department, or CRD Staff.

(Bylaw 4608)

- (3) The Otter Point Fire Protection and Emergency Response Service Commission and the North Galiano Island Fire Protection and Emergency Response Service Commission shall advise on the appointment of a Fire Chief.

(Bylaw 472134)

10. Administrative Authority of a Commission

- 1) A Commission shall, in the administration of a Volunteer Fire Department:
- a) Confirm the appointment of a Fire Chief;
 - b) Not expend any funds whatsoever except those first approved by the Regional Board under Section 12;
 - c) Review and adopt operational rules and procedures for the organization and conduct of the Fire Protection Service, which rules and procedures shall be proposed by the Fire Chief and with the concurrence of Staff; and
 - d) Review and adopt procedures and allocations of funds required for the maintenance and upkeep of the Fire Hall and any and all firefighting machinery, equipment and protective clothing, which procedures and allocations of funds shall be proposed by the Fire Chief and with the concurrence of Staff.
- (Bylaw 4608)*
- 2) For clarity, administrative authority means acting as the directing mind for those aspects of the service delegated by the Regional Board to the Commission. It does not include service delivery decisions which are otherwise managed or delivered by the Fire Chief, the Volunteer Fire Department, or CRD Staff, nor may it be exercised in a manner inconsistent with CRD policies, procedures, or other delegation instruments.
- (Bylaw 4608)*

- 3) Section 10(1)(a) [Confirm Fire Chief Appointment] does not apply to the Otter Point Fire Protection and Emergency Response Service Commission and the North Galiano Island Fire Protection and Emergency Response Service Commission

(Bylaw 472134)

11. Reporting

A Commission shall,

- (a) By the 30th day of November in each year, submit a written report to the Board of the Regional District outlining the operation the Volunteer Fire Department for that calendar year; and
- (a) By December 31 of each year, submit to the Board the minutes of the annual general meeting.

12. Budget

- (a) A Commission shall, per the timeline established by the Financial Officer in each year, submit five-year operating and capital budgets covering all anticipated costs and revenues of the Volunteer Fire Department in the operation and maintenance of the assets of the Capital Regional District utilized by the Volunteer Fire Department. *(Bylaw 4608)*
- (b) The Budget shall:
 - (i) Be prepared by the Fire Chief with the concurrence of staff in a form approved by the Financial Officer; *(Bylaw 4608)*
 - (ii) Provide for the necessary funds for the administration, development, training, maintenance, debt servicing and operational expenses of the Volunteer Fire Department;
 - (iii) Allow for contributions to reserve funds recommended by the Finance Officer;
 - (iv) Be submitted for consideration of the Regional Board; and
 - (v) If requested by the Regional Board, be altered to the satisfaction of the Board.

13. Unauthorized Expenditures

A Commission shall not authorize an expenditure other than an expenditure provided for in the Budget as included in the approved financial plan of the Regional District.

14. Borrowing and Additional Funding

A Commission shall not accept funds advanced from any source other than the Regional District without prior approval from the Regional District.

15. Facilities and Equipment

Any facilities or equipment acquired by the Commission shall be acquired in the name of the Regional District, shall be the property of the Regional District and shall not be disposed of without the approval of the Regional District.

16. Contracts

The Commission shall not enter into contracts on behalf of the Regional District except:

- (a) where the Commission has been granted authority to do so under the Delegation Bylaw; and
- (b) in the name of the Regional District.

17. Regional Board Responsibilities

The Regional Board:

- (a) may advance sums required under the approved budget for an expenditure in relation to the administration, development, maintenance and operation of the Volunteer Fire Department pending collection of any rate, tax or charge levied for the purpose of raising the necessary funds to meet the expenses set out in the approved budget; and
- (b) requisition the necessary funds under Section 806.1 of the *Local Government Act* within the fire regulation unit and Service Area.

18. Fire Chief Responsibilities

In addition to the duties customarily performed by a fire chief of a Volunteer Fire Department and as required by law, by employment or volunteer agreement, or CRD policy and procedure, the Fire Chief shall:

- (a) Appoint volunteer members to the Volunteer Fire Department;
- (b) Prepare the annual budget of the Service in collaboration with CRD Staff and the Commission;
- (c) Advise on matters relating to the operation, maintenance, and strategic development of the Service and Volunteer Fire Department; and
- (d) Discharge the duties of a Fire Chief consistent with all applicable laws and standards. *(Bylaw 4608)*

19. Staff Responsibilities

Staff shall:

- (a) Ensure the Fire Chief supervises, directs, controls and regulates the members of the Volunteer Fire Department subject to the provisions of the *Fire Services Act* and any applicable Provincial, Federal or Regional District enactments that apply;
- (b) Authorize expenditures on behalf of the Volunteer Fire Department as required for the operation of the Volunteer Fire Department which have first been approved by the Regional District under Section 12;
- (c) Oversee the preparation of five-year financial plans, provide advice to the Fire Chief and the Commission on the preparation and submission of five-year financial plans;

- (d) Oversee and assist with development and maintenance of long-term equipment replacement plans;
- (e) Oversee and support the Fire Chief in all areas of Volunteer Fire Department administration consistent with CRD policy, procedure, and applicable legislation;
- (f) Ensure the Volunteer Fire Department is compliant with all applicable enactments, including the *Fire Services (Safety) Act*, and *Workers Compensation Act*, RSBC 2019, c1, minimum training standards, including the Office of the Fire Commissioner Minimum Structure Firefighter Training Standard, and CRD policies and procedures;
- (g) Provide the Commission with financial expenditure reports for the purpose of Commission oversight of operating and capital expenditures;
- (h) Facilitate salaried employee and contractor recruitment processes, and supervise volunteer firefighter recruitment and appointment processes; and
- (i) Facilitate and assist with strategic planning processes. (Bylaw 4608)

20. Repeal

- (a) Bylaw No. 3399, cited as “East Sooke Fire Protection Service Area Management Bylaw No. 1, 2007” is hereby repealed;
- (b) Bylaw No. 3115, cited as “Otter Point Fire Protection Service Area Management Bylaw No. 1, 2003” is hereby repealed;
- (c) Bylaw No. 1806, cited as “Port Renfrew Fire Protection Local Service Area Fire Department Management By-law No.1, 1990” is hereby repealed;
- (d) Bylaw No. 3280, cited as “Port Renfrew Local Services Committee Bylaw No. 1, 2005” is hereby repealed;
- (e) Bylaw No. 3584, cited as “Shirley Fire Protection Service Area Management Bylaw No. 1, 2008” is hereby repealed;
- (f) Bylaw No. 2333, cited as “Willis Point Fire Protection and Recreation Facility Commission Bylaw No. 1, 1995” is hereby repealed;
- (g) Bylaw No. 2336, cited as “Willis Point Fire Protection Facilities Local Service Area Management Bylaw, 1995” is hereby repealed;
- (h) Bylaw No. 3173, cited as “North Galiano Fire Protection Service Area Management Bylaw No. 1, 2004” is hereby repealed.

21. Citation

This bylaw may be cited as “Fire Protection and Emergency Response Service Commissions Bylaw, 2010”. (Bylaw 3707)

READ A FIRST TIME THIS	14 th	day of	April	2010
READ A SECOND TIME THIS	14 th	day of	April	2010
READ A THIRD TIME THIS	14 th	day of	April	2010
ADOPTED THIS	14 th	day of	April	2010

Original signed by Geoff Young
CHAIR

Original signed by Carmen Thiel
CORPORATE OFFICER

Schedule "A" - East Sooke

1. Definitions

In this bylaw, as applies to the East Sooke Fire Protection and Emergency Response Service Commission, unless context otherwise requires:

"DIRECTOR" means the Electoral Area Director for Juan de Fuca;

"EAST SOOKE COMMUNITY HALL" means the former fire station building located at 1397 Coppermine Road, East Sooke and owned by the CRD;

(Bylaw 4608)

"COMMISSION" means the East Sooke Fire Protection and Emergency Response Service Commission;

"SERVICE AREA" means the East Sooke Fire Protection Service Area as more particularly described in East Sooke Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 2006;

"VOLUNTEER FIRE DEPARTMENT" means the East Sooke Volunteer Fire Department.

2. Membership

Despite Section 3 (a) of this bylaw, membership shall consist of eight (8) members as follows:

- (a) The Director representing the Electoral Area; and
- (b) Seven (7) individuals appointed by resolution of the Regional Board and representing the Service Area. Only one member of the Volunteer Fire Department in the Service Area may be a member of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.

3. Delegation of Powers and Duties

- (a) In addition to the powers delegated in Section 8 of this bylaw, the Regional Board hereby delegates to the Commission, subject to the policies and procedures of the Regional Board and limitations defined in the Capital Regional Delegation Bylaw, administrative powers of the Regional Board with respect to the equipment, maintenance, management and operation of the East Sooke Community Hall, and without limiting the generality of the foregoing, the Commission shall establish a scale of admission charges, appoint staff, determine operational rules, procedures and recreational programs and the collection of all revenues from, and payment of expenses of, the said operation.
- (b) Notwithstanding the provisions of (a) above, the Regional Board retains the right of approval of the operational rules, procedures and policies. *(Bylaw 4608)*

4. Administration

In addition to the provisions of Section 10 of this bylaw, the Commission shall:

- (a) review and adopt operational rules and procedures for the organization and operation of the East Sooke Community Hall; and
- (b) review and adopt procedures and allocation of funds required for the maintenance and upkeep of the East Sooke Community Hall and any and all machinery, equipment, furniture and fixtures in conjunction with it. *(Bylaw 4608)*

5. Budget

In addition to the provisions of Section 12 of this bylaw, the Budget shall provide for the necessary funds for the administration, development, maintenance and operational expenses of the East Sooke Community Hall. *(Bylaw 4608)*

Schedule "B" - Otter Point

1. Definitions

In this bylaw, as applies to the Otter Point Fire Protection Commission, unless context otherwise requires:

"DIRECTOR" means the Electoral Area Director for Juan de Fuca;

"COMMISSION" means the Otter Point Fire Protection and Emergency Response Service Commission;

"SERVICE AREA" means the Otter Point Fire Protection Local Service Area as more particularly described in Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992, as amended;

"VOLUNTEER FIRE DEPARTMENT" means the Otter Point Volunteer Fire Department.

2. Membership

Despite Section 3 (a) of this bylaw, membership shall consist of eight (8) members as follows:

- (a) The Director representing the Electoral Area; and
- (b) Seven (7) individuals appointed by resolution of the Regional Board and representing the Service Area. Only one member of the Volunteer Fire Department in the Service Area may be a member of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.

1. Definitions

In this bylaw, as applies to the Port Renfrew Fire Protection and Emergency Response Service Commission, unless context otherwise requires:

"DIRECTOR" means the Electoral Area Director for Juan de Fuca;

"COMMISSION" means the Port Renfrew Fire Protection and Emergency Response Service Commission;

"SERVICE AREA" means the Port Renfrew Fire Protection Local Service Area as more particularly described in Port Renfrew Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1989, as amended;

"VOLUNTEER FIRE DEPARTMENT" means the Port Renfrew Volunteer Fire Department.

2. Membership

Despite Section 3 of this bylaw, membership shall consist of seven (7) members as follows:

- (a) The Director representing the Electoral Area;
- (b) Three (3) individuals who shall be owners of real property within the Fire Protection and Emergency Response Local Service Area;
- (c) Three (3) individuals who may be owners of real property, or residents within the Fire Protection and Emergency Response Local Service Area. One (1) of these individuals shall represent the Pacheedaht First Nation when service agreements for fire protection and/or solid waste are in place with the Pacheedaht and there have been no violations to the terms and conditions of the agreements.
- (d) For Service Areas with an estimated census population of 750 persons or less, a maximum of two (2) members of the Volunteer Fire Department in the Service Area may be members of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.

3. Nomination

Despite Section 5(b) of this bylaw:

- (a) The Commission shall, at its regularly scheduled meeting in September:
 - (i) Submit to the Electoral Area Director its nominations for the members of the committee for the following term, with the exception of the Pacheedaht representative;

- (ii) Invite residents or owners of real property in the Fire Protection and Emergency Response Local Service Area to submit additional nominations, on forms provided at the meeting, to the Electoral Area Director on or before 14 days from the date of the meeting; and
 - (iii) Schedule the Annual General Meeting which shall be held no sooner than 15 days from the date of the meeting, but in all cases shall be before the last day of October.
- (b) The Pacheedaht First Nation shall submit their nomination for the member representing the band to the Electoral Area Director, the first appointment to be effective immediately with a term to expire on December 31, 2010.

4. Procedure

In accordance with Section 7 of this bylaw, the Commission shall:

- (a) Hold a meeting quarterly or at the call of the Chair. In January of each year, establish a schedule of meetings which shall be posted on the community notice board situated at the transfer station, the post office and on the CRD website.

Schedule "D" - Shirley

1. Definitions

In this bylaw, as applies to the Shirley Fire Protection and Emergency Response Service Commission, unless context otherwise requires:

"DIRECTOR" means the Electoral Area Director for Juan de Fuca;

"COMMISSION" means the Shirley Fire Protection and Emergency Response Service Commission;

"SERVICE AREA" means the Shirley Fire Protection and Emergency Response service Area as more particularly described in Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991;

"VOLUNTEER FIRE DEPARTMENT" means the Shirley Volunteer Fire Department.

Schedule "E" - Willis Point

1. Definitions

In this bylaw, as applies to the Willis Point Fire Protection and Recreation Facilities Commission, unless context otherwise requires:

"DIRECTOR" means the Electoral Area Director for Juan de Fuca;

"COMMISSION" means the Willis Point Fire Protection and Recreation Facilities Commission;

"SERVICE AREA" means the Willis Point Local Service Area created under Willis Point Fire Protection, Emergency Response and Recreation Service Establishment Bylaw No. 1, 1991;

"VOLUNTEER FIRE DEPARTMENT" means the Willis Point Volunteer Fire Department;

"WILLIS POINT COMMUNITY CENTRE" means the recreation facilities adjoining the fire hall in the Service Area and owned by the Regional District.

2. Membership

Despite Section 3 of this bylaw, membership shall consist of eight (8) members as follows:

- (a) The Director representing the Electoral Area;
- (b) Seven (7) individuals appointed by resolution of the Regional Board and representing the Service Area;
- (c) For Service Areas with an estimated census population of 750 persons or less, a maximum of two (2) members of the Volunteer Fire Department in the Service Area may be members of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.
- (d) Other than the Director, Commission members shall be persons owning property or residing within the Service Area.

3. Delegation of Powers and Duties

- (a) In addition to the powers delegated in Section 8 of this bylaw, the Regional Board hereby delegates to the Commission, subject to the policies and procedures of the Regional Board and limitations defined in the Capital Regional Delegation Bylaw, administrative powers of the Regional Board with respect to the equipment, maintenance, management and operation of the Willis Point Community Centre, and without limiting the generality of the foregoing, the Commission shall establish a scale of admission charges, appoint staff, determine operational rules, procedures and recreational programs and the collection of all revenues from, and payment of expenses of, the said operation.

- (b) Notwithstanding the provisions of (a) above, the Regional Board retains the right of approval of the operational rules, procedures and policies.

4. Administration

In addition to the provisions of Section 10 of this bylaw, the Commission shall:

- (a) review and adopt operational rules and procedures for the organization and operation of the Willis Point Community Centre; and
- (b) review and adopt procedures and allocation of funds required for the maintenance and upkeep of the Willis Point Community Centre and any and all machinery, equipment, furniture and fixtures in conjunction with it.

5. Budget

In addition to the provisions of Section 12 of this bylaw, the Budget shall provide for the necessary funds for the administration, development, maintenance and operational expenses of the Willis Point Community Centre.

Schedule "F" - North Galiano

1. Definitions

In this bylaw, as applies to the ~~North~~-Galiano Island Fire Protection and Emergency Response Service Commission, unless context otherwise requires:

"DIRECTOR" means the Electoral Area Director for the Southern Gulf Islands;

"COMMISSION" means the ~~North~~-Galiano Fire Protection and Emergency Response Service Commission;

(Bylaw 4734)

~~"SERVICE AREA" means the North Galiano Fire Protection Local Service Area as more particularly described in North Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1990, as amended; means the area comprising the North Galiano Fire Protection Service Area, as described in Bylaw No. 1852, "North Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1990", and the area comprising the South Galiano Fire Protection Service Area, as described in Bylaw No. 2148, "South Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1993";~~

"VOLUNTEER FIRE DEPARTMENT" means the ~~North~~-Galiano Island Volunteer Fire Department.

(Bylaw 4734)

2. Membership

Despite Section 3 (a) and (b) of this bylaw, membership shall consist of seven (7) members as follows:

- (a) The Director representing the Electoral Area; and
- (b) Six (6) individuals appointed by resolution of the Regional Board and representing the Service Area. Only one member of the Volunteer Fire Department in the Service Area may be a member of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.

2.1 Transitional – Membership

- (a) As of January 1, 2026, the Commission shall represent both the service areas of both Bylaw No. 1852, "North Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1990" and Bylaw No. 2148, "South Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1993".
- (b) Despite section 3(a) and (b) of this bylaw, and section 2 of this Schedule, as of January 1, 2026, Commission membership, the Commission's membership shall consist of seven (7) members as follows:
 - a. The Director representing the Electoral Area; and

- b. ~~A s~~Six (6) individuals appointed by Resolution of the Regional Board or as deemed appointed under this Schedule who must have the following qualities:
- i. Up to three individuals representing the North Galiano Fire Protection Service Area, who own property or reside in that area;
 - ii. Up to three individuals representing the South Galiano Fire Protection Service Area, who own property or reside in that area;
- (c) Despite 2.1(b), only one member of the Volunteer Fire Department may be a member of the Commission. None of the Commission members shall be the fire chief or any officer.
- (d) Unless otherwise appointed or replaced by resolution of the Board, the transitional directors for a two-year term of the combined Galiano Fire Commission as of January 1, 2026 shall be as follows:
- a. Three individuals, selected by resolution from among their number by the North Galiano Fire Commission, who would otherwise qualify under this Schedule;
 - b. Three individuals, selected by resolution from among their number by the directors of the South Galiano Fire Society, who would otherwise qualify under this Schedule;
- (e) The individuals serving as transitional commissioners must accept their nomination in writing in advance of or by appearance at the first combined commission meeting.

(Bylaw 4734)

3. Commission Procedure

Despite Section 7 (a) of this bylaw, a Commission must, at its first meeting in January of each year, by secret ballot, elect a Chair, Vice Chair and Treasurer from among its members.



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**REPORT TO THE FINANCE COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 05, 2025**

SUBJECT **Bylaw No. 4717: 2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 4, 2025**

ISSUE SUMMARY

The 2025 to 2029 Financial Plan was adopted on March 12, 2025 then subsequently approved amendments on May 14, July 9 and September 10, 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 and then amendment bylaws on May 14 (Bylaw No. 4676, “2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 1, 2025”), July 9 (Bylaw No. 4695, “2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 2, 2025”) and September 10 (Bylaw No. 4710, “2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 3, 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
Surfside Park Estates Water	Replacement of Ultraviolet (UV) Equipment	Capital	Reserves	7,500	Surfside Park Estates Water Service Committee, June 26, 2025
	Deferral of Source Water Surveillance Project from 2025 to 2026	Capital	Reserves	(7,500)	Surfside Park Estates Water Service Committee, June 26, 2025
Galiano Parks	Morning Beach Trail Improvements	Capital	Reserves	(15,000)	Galiano Parks and Recreation Commission, September 4, 2025

Service	Description	Budget	Funding	Net Impact \$	Committee / Commission Approval
Galiano Parks	Scorpion Beach Access Improvements	Capital	Reserves	8,000	Galiano Parks and Recreation Commission, September 4, 2025
	Cayzer Beach Access Improvements	Capital	Reserves	7,000	Galiano Parks and Recreation Commission, September 4, 2025
Juan de Fuca Community Planning	Vehicle Replacement	Capital	Reserves	25,000	Staff Directed
Magic Lake Estates Sewer	Wastewater Improvements - Pump Station and Treatment Plant Upgrades	Capital	Capital on Hand	300,550	Staff Directed

The proposed financial plan amendment Bylaw No. 4717 incorporates the changes in Table 1 and is attached as Appendix A, inclusive of an updated Schedule B.

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4717, “2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 4, 2025”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4717 be adopted.

Alternative 2

That Bylaw No. 4717 be deferred pending further analysis by Capital Regional District staff.

IMPLICATIONS

Financial Implications

Surfside Park Estates Water

The budget for the Replacement of UV Equipment project needs to be increased by \$7,500 due to cost escalation of required UV system components. At the June 26, 2025 meeting, the Surfside Estates Water Service Commission approved an amendment to increase the budget from \$7,500 to \$15,000, funded from the Capital Reserve Fund by deferring \$7,500 of the Source Water Surveillance project from 2025 to 2026.

Galiano Parks

At the September 4, 2025 meeting, the Galiano Island Parks and Recreation Commission approved an amendment to add two new shovel-ready projects to the 2025 capital plan, funded by the Capital Reserve Fund. The Scorpion Beach Access Improvement project (\$8,000 budget) would repair a footpath to avoid further degradation, and the Cayzer Beach Access Improvement project (\$7,000 budget) would repair a staircase that is a safety risk.

To offset the spending on these new projects and due to archaeological and permit delays affecting the start of the Morning Beach Trail Improvement project, the Commission approved an amendment to reduce the 2025 budget from \$35,000 to \$20,000, funded by the Capital Reserve Fund.

Community Planning – Juan de Fuca

The 2025 capital plan includes \$40,000 for a vehicle replacement. Staff are directing a \$25,000 increase in the budget, for a total of \$65,000, due to the higher cost of an electric vehicle. This change is in alignment with the CRD's vehicle replacement policy and will be funded from the Equipment Replacement Fund.

Magic Lake Estates Sewer System

In September 2024, the New Schooner Wastewater Treatment Plant was partially commissioned and handed over to the CRD Operations Team. As the commissioning phase continued, operational staff identified several additional improvements that are directly related to the capital project completion. These improvements include facility treatment process optimization, labour for programming adjustments, additional onsite field technical equipment to monitor the new treatment process, and correction of several treatment plant operating deficiencies. In addition, several safety items needed for compliance with WorkSafe BC regulatory requirements were identified. These additional items require a budget increase of \$300,550, for a total amended project budget of \$11,953,815, to be funded by uncommitted capital on hand.

CONCLUSION

In compliance with the *LGA*, the proposed amending Bylaw No. 4717 authorizes changes required to Bylaw No. 4665, "2025 to 2029 Financial Plan Bylaw, 2025", which the CRD Board approved on March 12, 2025.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4717, "2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 4, 2025", be introduced and read a first, second and third time; and
2. That Bylaw No. 4717 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. 4717, “2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 4, 2025”, with Schedule B



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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	29,312,062	14,721,279	10,731,753	6,046,670	6,772,031	67,583,795
Land	37,783,000	7,130,000	3,025,000	4,695,000	2,865,000	55,498,000
Engineered Structures	182,392,208	112,978,975	131,123,888	141,414,275	96,833,000	664,742,346
Vehicles	9,014,250	3,802,000	4,365,000	3,799,500	2,127,500	23,108,250
	314,781,645	148,368,409	156,410,141	157,701,445	111,120,031	888,381,671
SOURCE OF FUNDS						
Capital Funds on Hand	100,984,011	32,151,883	31,039,472	32,494,000	36,898,000	233,567,366
Debenture Debt	132,740,508	78,492,155	88,116,163	100,403,594	59,451,000	459,203,420
ERF	14,032,304	8,113,618	6,698,610	6,923,650	5,635,531	41,403,713
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	25,003,275	25,487,895	10,415,420	8,556,500	108,277,135
Other	10,471,963	1,030,000	225,000	-	200,000	11,926,963
	314,781,645	148,368,409	156,410,141	157,701,445	111,120,031	888,381,671



2025 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING					TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other		Capital Reserves
1.011	Board Expenditures	751,000					751,000			751,000				751,000
1.014	CAO / Corporate Services	5,754					5,754			5,754				5,754
1.015	Real Estate	-					-			-				-
1.016	Human Resources	9,590					9,590			9,590				9,590
1.017	Finance	30,182		100,000			130,182	100,000		30,182				130,182
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				3,970,453
1.024	GM - Planning & Protective Services	-					-			-				-
1.025	Corporate Emergency	14,000					14,000			14,000				14,000
1.027	First Nations Relations	-					-			-				-
1.105	Facilities Management	35,000	165,000				200,000			200,000				200,000
1.106	Facilities and Risk	300,000		465,000	25,000		790,000	300,000				490,000		790,000
1.107	Corporate Satellite Facilities			3,050,000			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				24,900
1.118	Corporate Communications	116,701					116,701			5,754		110,947		116,701
1.123	Family Court Building			1,361,795			1,361,795	46,795			700,000	615,000		1,361,795
1.137	Galliano Island Community Use Building			42,000			42,000					42,000		42,000
1.141	SSI Public Library			140,000			140,000			110,000		30,000		140,000
1.226	Health Facilities - VIHA	440,000		3,687,760	75,000		4,202,760	1,057,760			835,000	2,310,000		4,202,760
1.235	SGI Small Craft Harbour Facilities			40,000	623,000		663,000	327,000			40,000	296,000		663,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				250,000		250,000	30,000			95,000	125,000		250,000
1.238A	Community Transit (SSI)				175,000		175,000	105,000			60,000	10,000		175,000
1.238B	Community Transportation (SSI)				871,000		871,000	235,000			536,000	100,000		871,000
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		20,672,400
1.290	Royal Theatre	345,000		1,231,000			1,576,000	222,000				375,000	979,000	1,576,000
1.295	McPherson Theatre	122,000		891,500			1,013,500	337,500				676,000		1,013,500
1.297	Arts Grants and Development	-					-			-				-
1.309	Climate Action and Adaptation	1,433,257					1,433,257	668,236			765,021			1,433,257
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		26,058,000
1.313	Animal Care Services	23,000	50,000	100,000	45,000		218,000	155,000		63,000				218,000
1.318	Building Inspection	72,000	125,000				197,000			197,000				197,000
1.323	ByLaw Services	4,000	75,000				79,000			79,000				79,000
1.324	Regional Planning Services	48,000					48,000			48,000				48,000
1.325	Community Planning	68,290			550,000		618,290			68,290	550,000			618,290
1.326	Foodland Access	175,000					175,000					175,000		175,000
1.335	Geo-Spatial Referencing	250,000					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		152,250
1.352	South Galliano Fire	45,200	120,000				165,200	5,000		125,200		35,000		165,200
1.353	Otter Point Fire	15,000		50,000			65,000			15,000		50,000		65,000
1.356	Pender Island Fire	5,000		35,000			40,000			5,000		35,000		40,000
1.357	East Sooke Fire	52,500	450,000				502,500			502,500				502,500
1.358	Port Renfrew Fire	47,000		10,000			57,000	15,000		32,000		10,000		57,000
1.359	North Galliano Fire	180,000		20,000			200,000			180,000		20,000		200,000
1.360	Shirley Fire Department	10,000					10,000			10,000				10,000
1.370	JDF Emergency Program	4,100					4,100			4,100				4,100
1.371	SSI Emergency Program	31,700					31,700			1,700	10,000	20,000		31,700
1.372	Emergency Planning Coordination	2,500					2,500			2,500				2,500
1.373	SGI Emergency Program	78,000					78,000	53,000				25,000		78,000
1.375	Hazardous Material Incident Response	75,000					75,000			75,000				75,000
1.377	JDF Search and Rescue		205,000				205,000			92,000		113,000		205,000
1.405	JDF EA Community Parks & Recreation	45,000			412,000	100,000	557,000	292,000			265,000			557,000
1.408	JDF EA Community Recreation			100,000	25,000		125,000				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		2,503,000
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		9,733,312
1.455	SSI Community Parks	50,000	90,000		305,000		445,000	155,000		45,000	200,000	5,000	40,000	445,000
1.458	SSI Community Recreation	30,000			260,000		290,000			5,000	150,000	135,000		290,000
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	1,683,000
1.465	Satuma Island Community Parks				52,000		52,000	2,000				50,000		52,000
1.475	Mayne Island Community Parks	9,500		92,734	31,000		133,234	26,734			45,000	61,500		133,234
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	2,291,101
1.495	Galliano Community Parks	2,616			91,037		93,653	31,037		2,616		60,000		93,653



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	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
1.521	Environmental Resource Management	455,000			27,918,523	-	28,373,523	14,018,523	8,650,000	455,000			5,250,000	28,373,523
1.523	Port Renfrew Refuse Disposal				334,500		334,500	292,500				42,000		334,500
1.575	Environmental Administration Services	6,000					6,000			6,000				6,000
1.576	Environmental Engineering Services	40,000	155,000				195,000	45,000		150,000				195,000
1.577	Wastewater Operations	55,000	1,537,000				1,592,000			1,592,000	-			1,592,000
1.578	Environmental Protection	438,971	180,000				618,971	300,000		318,971				618,971
1.579	Environmental Water Quality	10,766					10,766			10,766				10,766
1.911	911 Call Answer													
2.610	Saanich Peninsula Water Supply	660,000			16,140,000		16,800,000		12,900,000	240,000		100,000	3,560,000	16,800,000
2.620	Highland Water (SSI)				10,000		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	1,119,000
2.622	Cedars of Tuam Water (SSI)	15,000			116,000		131,000	15,000	-		92,000		24,000	131,000
2.624	Beddis Water (SSI)	19,000			400,000		419,000	54,000	220,000		-		145,000	419,000
2.626	Fulford Water (SSI)	161,000			86,000		247,000	98,000	-		90,000		59,000	247,000
2.628	Cedar Lane Water (SSI)				343,000		343,000	80,000	143,000		110,000		10,000	343,000
2.630	Magic Lake Estates Water (Pender)				270,000		270,000	120,000	-				150,000	270,000
2.640	Lyal Harbour Boot Cove Water (Satuma)	-			780,000		780,000	270,000	460,000		30,000		20,000	780,000
2.642	Skana Water (Mayne)	60,000			42,000		102,000	27,000	50,000				25,000	102,000
2.650	Port Renfrew Water	-			185,000		185,000	175,000	-		-		10,000	185,000
2.665	Sticks Allison Water (Galliano)				5,000		5,000		-		-		5,000	5,000
2.667	Surfside Park Estates (Mayne)	12,500			80,000		92,500		50,000				42,500	92,500
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		107,359,750
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	26,638,000
2.682	Seagirt Water System				-		-		-					-
2.691	Wilderness Mountain Water Service	20,000			54,000		74,000	4,000	-		50,000		20,000	74,000
3.701	Millstream Site Remediation					658,000	658,000	401,500			256,500			658,000
3.705	SSI Septage / Composting				319,196		319,196	75,000	120,000		60,000	33,196	31,000	319,196
3.718	Saanich Peninsula Wastewater	1,090,000			4,505,000		5,595,000		3,000,000	1,023,000	-		1,572,000	5,595,000
3.750	L.W.M.P. - Core and West Shore				1,888,000		1,888,000	788,000	1,100,000					1,888,000
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	28,424,508
3.810	Ganges Sewer Utility (SSI)	539,248	77,000		310,000		926,248	764,000	-		75,000		87,248	926,248
3.820	Malview Sewer Utility (SSI)				1,713,000		1,713,000	102,000	601,000		950,000		60,000	1,713,000
3.830	Magic Lake Sewer Utility (Pender)	60,000			760,550		760,550	500,550	-		200,000		60,000	760,550
3.850	Port Renfrew Sewer				190,000		190,000	175,000	-				15,000	190,000
Total		29,312,062	9,014,250	56,280,125	182,392,208	37,783,000	314,781,645	100,984,011	132,740,508	14,032,304	17,738,814	10,471,963	38,814,045	314,781,645



2026 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING						
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
1.011	Board Expenditures	55,000					55,000			55,000				55,000
1.014	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	349,736					349,736			3,836		345,900		349,736
1.017	Finance	32,754					32,754			32,754				32,754
1.018	Health & Capital Planning Strategies	3,836					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				2,125
1.025	Corporate Emergency	7,000					7,000			7,000				7,000
1.027	First Nations Relations	4,043					4,043			4,043				4,043
1.105	Facilities Management	10,000	75,000				85,000			85,000				85,000
1.106	Facilities and Risk			370,000			370,000					370,000		370,000
1.107	Corporate Satellite Facilities													
1.109	JDF Admin. Expenditures	2,000					2,000			2,000				2,000
1.110	SJI Admin. Expenditures	2,800					2,800			2,800				2,800
1.111	SSI Admin. Expenditures	15,900					15,900			15,900				15,900
1.118	Corporate Communications	11,508					11,508			11,508				11,508
1.123	Family Court Building													
1.137	Galliano Island Community Use Building													
1.141	SSI Public Library			10,000			10,000					10,000		10,000
1.226	Health Facilities - VIHA			937,500			937,500				200,000	737,500		937,500
1.235	SJI Small Craft Harbour Facilities				360,000		360,000	50,000			35,000	275,000		360,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				60,000		60,000					60,000		60,000
1.238A	Community Transit (SSI)				70,000		70,000				55,000	15,000		70,000
1.238B	Community Transportation (SSI)				1,640,000		1,640,000		320,000		1,095,000	225,000		1,640,000
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		18,192,700
1.290	Royal Theatre	55,000		1,043,000			1,098,000				380,000	380,000		1,098,000
1.295	McPherson Theatre	44,000		238,000			282,000					282,000		282,000
1.297	Arts Grants and Development	3,800					3,800			3,800				3,800
1.309	Climate Action and Adaptation	792,961					792,961	211,483			581,478			792,961
1.310	Land Banking and Housing	10,000		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 Galliano Fire	45,800					45,800			10,800		35,000		45,800
1.353	Otter Point Fire	20,000	300,000	50,000			370,000			320,000		50,000		370,000
1.356	Pender Island Fire	80,000		30,000			110,000			80,000		30,000		110,000
1.357	East Sooke Fire	65,160					65,160	3,300		53,860		8,000		65,160
1.358	Port Renfrew Fire	16,000					16,000			16,000				16,000
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	18,000					18,000			1,000	12,000	5,000		18,000
1.372	Emergency Planning Coordination	2,500					2,500			2,500				2,500
1.373	SJI 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		2,428,500
1.44x	Panorama Recreation	483,909		573,000			1,056,909			483,909		573,000		1,056,909
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	25,000	2,581,155		50,000	2,706,155		2,496,155	40,000	70,000	100,000		2,706,155
1.465	Saturna Island Community Parks				8,225		8,225	2,000				6,225		8,225
1.475	Mayne Island Community Parks	9,000		18,000			27,000					27,000		27,000
1.485	Pender Island Community Parks	25,000			120,000		145,000	2,100			50,000	92,900		145,000
1.495	Galliano Community Parks	2,000			10,000		12,000			2,000		10,000		12,000
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		12,510,000
1.523	Port Renfrew Refuse Disposal				27,500		27,500					27,500		27,500
1.575	Environmental Administration Services	6,000					6,000			6,000				6,000
1.576	Environmental Engineering Services	40,000	55,000				95,000			95,000				95,000
1.577	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		
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 (Galiano)				30,000		30,000				30,000			30,000
2.667	Surfside Park Estates (Mayne)	7,500			1,550,000		1,557,500		1,550,000				7,500	1,557,500
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	Mallview 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		14,721,279	3,802,000	9,736,155	112,978,975	7,130,000	148,368,409	32,151,883	78,492,155	8,113,618	3,577,478	1,030,000	25,003,275	148,368,409



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
1.011	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	-	725,710
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	SJI 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	-	-	-	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	-	10,000
1.226	Health Facilities - VHA	-	-	-	-	-	-	-	-	-	-	-	-	-
1.235	SJI 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	15,000	-	70,000
1.238B	Community Transportation (SSI)	-	-	-	30,000	-	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	-	18,592,800
1.290	Royal Theatre	-	-	-	-	-	-	-	-	-	-	-	-	-
1.295	McPherson Theatre	-	-	190,000	-	-	190,000	-	-	-	-	190,000	-	190,000
1.297	Arts Grants and Development	-	-	-	-	-	-	-	-	-	-	-	-	-
1.309	Climate Action and Adaptation	164,023	-	-	-	-	164,023	43,745	-	-	120,278	-	-	164,023
1.310	Land Banking and Housing	-	-	-	-	-	-	-	-	-	-	-	-	-
1.313	Animal Care Services	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	By-Law 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	Wills Point Fire	6,000	-	-	-	-	6,000	-	-	6,000	-	-	-	6,000
1.352	South Galiano Fire	44,700	-	-	-	-	44,700	-	-	9,700	-	35,000	-	44,700
1.353	Otter Point Fire	20,000	-	50,000	-	-	70,000	-	-	20,000	-	50,000	-	70,000
1.356	Pender Island Fire	20,000	-	15,000	-	-	35,000	-	-	20,000	-	15,000	-	35,000
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	SJI 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	-	1,917,600
1.44x	Panorama Recreation	360,400	-	3,395,000	350,000	-	4,105,400	-	-	260,400	-	3,845,000	-	4,105,400
1.455	SSI Community Parks	35,000	90,000	-	30,000	-	155,000	-	-	30,000	75,000	-	50,000	155,000
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	-	50,000	110,000	-	-	40,000	-	70,000	-	110,000
1.465	Saturna Island Community Parks	-	-	-	7,502	-	7,502	1,727	-	-	-	5,775	-	7,502
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	-	4,000
1.521	Environmental Resource Management	385,000	-	-	6,600,000	-	6,985,000	-	-	385,000	-	6,600,000	-	6,985,000
1.523	Port Renfrew Refuse Disposal	-	-	-	-	-	-	-	-	-	-	-	-	-
1.575	Environmental Administration Services	9,000	-	-	-	-	9,000	-	-	9,000	-	-	-	9,000
1.576	Environmental Engineering Services	40,000	-	-	-	-	40,000	-	-	40,000	-	-	-	40,000
1.577	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	Lyll 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 Boot 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 (Galiano)	-	-	-	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 / Compoeling	-	-	-	-	-	-	-	-	-	-	-	-	-
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

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	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	TOTAL
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	-	-	625,000	
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 (Galiano)	-	-	-	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	-	-	11,780,500	
2.682	Seagirt Water System	-	-	-	-	-	-	-	-	-	-	-	-	
2.691	Wilderness Mountain Water Service	-	-	-	-	-	-	-	-	-	-	-	-	
3.701	Millstream Site Remediation	-	-	-	-	-	-	-	-	-	-	-	-	
3.705	SSI Septage / Composting	-	-	-	-	-	-	-	-	-	-	-	-	
3.718	Saanich Peninsula Wastewater	50,000	-	-	2,400,000	-	2,450,000	-	1,700,000	200,000	-	550,000	2,450,000	
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	6,250,000	
3.810	Ganges Sewer Utility (SSI)	-	-	-	-	-	-	-	-	-	-	-	-	
3.820	Mallview 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	111,120,031



Making a difference...together

**REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 05, 2025**

SUBJECT **Bylaw Nos. 4722 and 4723: Amendments to Operating Reserve Fund Bylaw Nos. 4146 and 4102**

ISSUE SUMMARY

To amend Capital Regional District (CRD) Board approval of Bylaws Nos. 4722 and 4723 relating to the administration of Operating Reserve Funds.

BACKGROUND

In 2016, the CRD Board approved establishment of two Operating Reserve Fund bylaws. Bylaw No. 4146, "Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2026", was approved on December 14, 2016 and Bylaw No. 4102, "Capital Regional District Regional Services Operating Reserve Fund Bylaw, No. 1, 2026 ", was approved on June 8, 2016. The bylaws enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses and special one-time operating projects, as well as mitigate the fluctuations in revenue. Contained in each of these bylaws is the list of services for which operating reserve funds are authorized.

At the May 10, 2023 Board meeting Operating Reserve Guidelines were introduced in addition to the Capital Reserve Guidelines adopted in July 2021. These guidelines provide measures to evaluate the health of operating reserves and set targets to support sustainable service delivery, aligning with the corporate plan priority. CRD service areas are advised to maintain reserves for unforeseen events, revenue fluctuations, cyclical maintenance and operating programs. Specific reserve target levels have been recommended for each type of reserve, such as revenue stabilization and emergency/contingency.

In summary, the target range for revenue stabilization reserves is a minimum of half (1/2) a month to a maximum of four (4) months' operating expenses, emergency or contingency reserves between half (1/2) a month to one (1) month's operating expenses and targets for cyclical maintenance are determined by the lifecycle plan and associated costs.

On March 12, 2025, the Board approved the 2025 to 2029 CRD Financial Plan inclusive of reserve transfers. Transfer amounts are established through evaluation of the operating reserve guidelines, with some new reserves required before December 31, 2025.

It is proposed that the following bylaws be amended, and reserves be created:

Bylaw No.	Bylaw Title	Amendment
4146	Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw, No. 1, 2016	Bylaw No. 4722 Add: 'Willis Point Fire Protection and Recreation' 'Otter Point Fire Protection' 'East Sooke Fire Protection' 'Port Renfrew Fire Protection' 'Shirley Fire Protection' 'JDF EA - Community Parks' 'Joint Electoral Area Admin' 'Electoral Area Fire Inspection and Investigation'
4102	Capital Regional District Regional Services Operating Reserve Fund Bylaw No. 1, 2016	Bylaw No. 4723 Add: 'Environmental Stewardship and Biodiversity' 'Foodlands Access' 'Regional Transportation'

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4722, “Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 6, 2025”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4722 be adopted.
3. That Bylaw No. 4723, “Capital Regional District Regional Services Operating Reserve Fund Bylaw, No. 1, 2016, Amendment Bylaw No. 6, 2025, be introduced and read a first, second and third time; and
4. That Bylaw No. 4723 be adopted.

Alternative 2

That Bylaws Nos. 4722 and 4723 be deferred pending further information from staff.

IMPLICATIONS

Financial Implications

The proposed bylaw amendments will enable the transfer of funds to reserves for future operating expenditures and revenue stabilization as required. Funds transferred to and from these reserves will be approved by the Board as part of the annual financial planning process and will be held in separate funds for each service. Monies set aside in reserve can only be used for purposes as per the bylaw.

Bylaw No. 4722: The establishment of operating reserves for Willis Point Fire Protection and Recreation, Otter Point Fire Protection, East Sooke Fire Protection, Port Renfrew Fire Protection, Shirley Fire Protection and JDF EA - Community Parks will be used to fund one-time maintenance and program costs and to mitigate future fluctuations in requisition. The operating reserve for Electoral Area Fire Inspection and Investigation service will be used to stabilize future requisition over time as service expenditures fluctuate based on volume of inspection or investigation services required. The operating reserve for the Joint Electoral Area Admin service will be used to fund one-time program costs and to mitigate future fluctuations in requisition.

Bylaw No. 4723: The addition of an operating reserve for Environmental Stewardship and Biodiversity will stabilize future requisition over time as service expenditures and revenues fluctuate based on level of regional biodiversity and environmental stewardship services provided. Foodlands Access and Regional Transportation are new services established in 2025, operating reserves will be used to fund one-time program costs and to stabilize requisition over time as the service levels are established.

CONCLUSION

Bylaws Nos. 4146 and 4102 enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as mitigate the fluctuations in revenue. Contained in these bylaws is the list of services for which operating reserve funds are authorized. The recommendation is to amend these bylaws to include the additional services with Bylaw Nos. 4722 and 4723. Funds transferred to and from these reserves will be approved by the Board as part of the annual financial planning process and will be held in separate funds for each service.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4722, “Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 6, 2025”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4722 be adopted.
3. That Bylaw No. 4723, “Capital Regional District Regional Services Operating Reserve Fund Bylaw, No. 1, 2016, Amendment Bylaw No. 6, 2025, be introduced and read a first, second and third time; and
4. That Bylaw No. 4723 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

ATTACHMENTS

Appendix A: Bylaw No. 4722: “Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 6, 2025”

Appendix B: Bylaw No. 4723: “Capital Regional District Regional Services Operating Reserve Fund Bylaw, No. 1, 2016, Amendment Bylaw No. 6, 2025”

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4722

A BYLAW TO AMEND THE CAPITAL REGIONAL DISTRICT
ELECTORAL AREA SERVICES OPERATING RESERVE FUNDS BYLAW
(BYLAW NO. 4146)

WHEREAS:

- A. The Capital Regional District, pursuant to supplementary Letters Patent, bylaws, or the *Local Government Act* have established Electoral Area services;
- B. Pursuant to Section 377 of the *Local Government Act*, the Board of the Regional District is empowered by Section 188 of the *Community Charter*, to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the Reserve fund;
- C. Under Bylaw No. 4146, "Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016", the Regional Board established separate operating reserves for certain Capital Regional District services to help offset fluctuations in operating revenues, special projects and cover operational expenditures as required; and
- D. The Board wishes to amend Bylaw No. 4146 to incorporate the changes outlined in Schedule A.

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

- 1. Bylaw No. 4146, "Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016" is hereby amended by replacing Schedule A in its entirety with the Schedule A attached to this bylaw.
- 2. This Bylaw may be cited as "Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 6, 2025".

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

CHAIR

CORPORATE OFFICER

Schedule A

- 1) Durrance Road Fire
- 2) SGI Emergency Program
- 3) SSI Emergency Program
- 4) Nuisance and Unsightly Premises
- 5) Electoral Area Fire Services
- 6) Soil Deposit and Removal
- 7) Noise Control
- 8) Animal Care Services
- 9) Community Planning (Juan De Fuca)
- 10) SSI Community Transit and Transportation
- 11) SSI Economic Development
- 12) Building Inspection
- 13) Emergency Planning Coordination
- 14) SGI Electoral Area Administration
- 15) SGI Economic Development Commission
- 16) SSI Community Parks
- 17) SSI Community Recreation
- 18) SSI Pool and Park Land
- 19) JDF Electoral Area Administration
- 20) SSI Electoral Area Administration
- 21) SSI Street Lighting
- 22) Galiano Parks
- 23) SSI Arts
- 24) JDF Emergency Program
- 25) SSI Small Craft Harbour Facilities (Fernwood Dock)
- 26) SGI Small Craft Harbour Facilities
- 27) Willis Point Fire Protection and Recreation
- 28) Otter Point Fire Protection
- 29) East Sooke Fire Protection
- 30) Port Renfrew Fire Protection
- 31) Shirley Fire Protection
- 32) JDF EA - Community Parks
- 33) Joint Electoral Area Admin
- 34) Electoral Area Fire Inspection and Investigation

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4723**

**A BYLAW TO AMEND THE CAPITAL REGIONAL DISTRICT
REGIONAL SERVICES OPERATING RESERVE FUNDS BYLAW
(BYLAW NO. 4102)**

WHEREAS:

- A. The Capital Regional District, pursuant to supplementary Letters Patent, bylaws, or the *Local Government Act* have established regional services;
- B. Pursuant to Section 377 of the *Local Government Act*, the Board of the Regional District is empowered by Section 188 of the *Community Charter*, to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the Reserve fund;
- C. Under Bylaw No. 4102, "Capital Regional District Regional Services Operating Reserve Fund Bylaw, No. 1, 2016", the Regional Board established separate operating reserves for certain Capital Regional District services to help offset fluctuations in operating revenues, special projects and cover operational expenditures as required; and
- D. The Board wishes to amend Bylaw No. 4102 to update the list of Capital Regional District services.

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

- 1. Bylaw No. 4102, "Capital Regional District Regional Services Operating Reserve Fund Bylaw, No. 1, 2016", is hereby amended as follows:

By deleting Section 1 in its entirety and replacing it with the following:

- 1. The Regional District hereby establishes a separate operating reserve fund for each of the following Capital Regional District regional and sub-regional services:
 - a) Legislative and Government
 - b) Regional Parks
 - c) Regional Planning Services
 - d) Regional Growth Strategy
 - e) Climate Action and Adaptation
 - f) Regional Source Control
 - g) Land Assembly, Housing and Land Banking
 - h) Hazardous Materials Incident Response
 - i) Emergency Response Telephone
 - j) Regional Emergency Program
 - k) Community Health
 - l) Geo-Spatial Referencing System
 - m) Regional Goose Management
 - n) Fire Dispatch
 - o) Bylaw Enforcement
 - p) Environmental Stewardship and Biodiversity

**REPORT TO THE FINANCE COMMITTEE
 MEETING OF WEDNESDAY, NOVEMBER 5, 2025**

SUBJECT **Bylaw Nos. 4724, 4725, 4726, 4727, 4728 and 4729: Capital Reserve Fund Bylaws**

ISSUE SUMMARY

There is a need to establish capital reserve funds for Foodlands Access Service, Regional Transportation Service, Animal Control Service and Juan de Fuca Emergency Program Act Extended Service as well as land acquisition reserve funds for Galiano Island Community Parks Service and Mayne Island Community Parks Service.

BACKGROUND

Capital Regional District (CRD) services use capital reserve funds established by bylaw to accumulate resources for future capital expenditures. Periodically, services transfer either budgeted or surplus funds to their respective capital reserve fund.

Capital Reserve Guidelines were adopted at the July 7, 2021 meeting of the Regional Board. These guidelines provide measures to evaluate the health of capital reserves and set targets to support sustainable service delivery, aligning with the corporate plan. The practice of building capital reserves for funding ongoing infrastructure renewal, expanding service levels and funding unexpected capital investments is essential to ensuring long-term sustainability of infrastructure-dependent CRD services.

As part of the financial planning process, transfers to capital reserves were identified resulting in the need to create new capital reserve bylaws, with establishment of the new reserves before December 31, 2025.

Land acquisition reserve funds are required by bylaw to be maintained as a separate fund, receiving funding from cash in lieu of park land dedication and disposition of existing park land in the service area. These reserve funds are restricted for the sole purpose of acquiring park land.

It is proposed that the following bylaws be approved, and reserves be created:

Bylaw No.	Bylaw Title	Service Participant
4724	Foodlands Access Service Capital Reserve Fund Bylaw No. 1, 2025	Regional
4725	Regional Transportation Service Capital Reserve Fund Bylaw No. 1, 2025	Regional
4726	Galiano Island Community Parks Services Land Acquisition Reserve Fund Bylaw No. 1, 2025	Local Service – Southern Gulf Islands (SGI)
4727	Mayne Island Community Parks Services Land Acquisition Reserve Fund Bylaw No. 1, 2025	Local Service - SGI

Bylaw No.	Bylaw Title	Service Participant
4728	Juan de Fuca Emergency Program Act Extended Service Capital Reserve Fund Bylaw No. 1, 2025	Local Service – Juan de Fuca
4729	Animal Control Service Capital Reserve Fund Bylaw No. 1, 2025	Sub-Regional

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4724, “Foodlands Access Service Capital Reserve Fund Bylaw No. 1, 2025”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4724 be adopted.
3. That Bylaw No. 4725, “Regional Transportation Service Capital Reserve Fund Bylaw No. 1, 2025”, be introduced and read a first, second and third time; and
4. That Bylaw No. 4725 be adopted.
5. That Bylaw No. 4726, “Galiano Island Community Parks Services Land Acquisition Reserve Fund Bylaw No. 1, 2025”, be introduced and read a first, second and third time; and
6. That Bylaw No. 4726 be adopted.
7. That Bylaw No. 4727, “Mayne Island Community Parks Services Land Acquisition Reserve Fund Bylaw No. 1, 2025”, be introduced and read a first, second and third time; and
8. That Bylaw No. 4727 be adopted.
9. That Bylaw No. 4728, “Juan de Fuca Emergency Program Act Extended Service Capital Reserve Fund Bylaw No. 1, 2025”, be introduced and read a first, second and third time; and
10. That Bylaw No. 4728 be adopted.
11. That Bylaw No. 4729, “Animal Control Service Capital Reserve Fund Bylaw No. 1, 2025”, be introduced and read a first, second and third time; and
12. That Bylaw No. 4729 be adopted.

Alternative 2

That Bylaws Nos. 4724, 4725, 4726, 4727, 4728 and 4729 be deferred pending further information from staff.

IMPLICATIONS

Financial Implications

Capital reserve funds provide a source of funding for future capital expenditures. Funds transferred to and from these reserves will be approved by the Board as part of the annual financial planning process and will be held in a separate fund for each individual service.

Establishment of capital reserve funds for the Foodlands Access, Regional Transportation, Juan de Fuca Emergency Program and Animal Control Services will enable the accumulation of funds for future capital projects required to maintain and expand service levels.

Funds received from the sale of park land and cash in lieu of park dedication must be held in a land acquisition reserve fund and are restricted for the purpose of acquiring park land.

The establishment of a land acquisition reserve fund for the Galiano Community Parks Service is required to hold a \$75,750 cash in lieu of park land payment received in 2025 and is to be used for the future acquisition of park land.

A land acquisition reserve fund for the Mayne Island Community Parks Service will enable receipt of funds for the future purchase of park land.

CONCLUSION

The practice of building capital reserves for funding ongoing infrastructure renewal is essential to ensuring the long-term sustainability of infrastructure-dependent CRD services. As with all capital reserve funds, the resources to build the proposed capital reserve funds can either be part of the respective service budget or result from an operating surplus. Funds transferred to and from these reserves will be approved by the Board as part of the annual financial planning process and will be held in a separate fund for each individual service.

Land acquisition reserve funds accumulate resources from cash in lieu of park land dedication and disposition of existing park land in the service area. Funds spent from these reserves for the acquisition of community park land will be approved by the Board as part of the annual financial planning process and will be held in a separate fund for each service.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4724, "Foodlands Access Service Capital Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
2. That Bylaw No. 4724 be adopted.
3. That Bylaw No. 4725, "Regional Transportation Service Capital Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
4. That Bylaw No. 4725 be adopted.
5. That Bylaw No. 4726, "Galiano Island Community Parks Services Land Acquisition Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
6. That Bylaw No. 4726 be adopted.
7. That Bylaw No. 4727, "Mayne Island Community Parks Services Land Acquisition Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
8. That Bylaw No. 4727 be adopted.
9. That Bylaw No. 4728, "Juan de Fuca Emergency Program Act Extended Service Capital Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
10. That Bylaw No. 4728 be adopted.
11. That Bylaw No. 4729, "Animal Control Service Capital Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
12. That Bylaw No. 4729 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

ATTACHMENTS

Appendix A: Bylaw No. 4724, “Foodlands Access Service Capital Reserve Fund Bylaw No. 1, 2025”

Appendix B: Bylaw No. 4725, “Regional Transportation Service Capital Reserve Fund Bylaw No. 1, 2025”

Appendix C: Bylaw No. 4726, “Galiano Island Community Parks Services Land Acquisition Reserve Fund Bylaw No. 1, 2025”

Appendix D: Bylaw No. 4727, “Mayne Island Community Parks Services Land Acquisition Reserve Fund Bylaw No. 1, 2025”

Appendix E: Bylaw No. 4728, “Juan de Fuca Emergency Program Act Extended Service Capital Reserve Fund Bylaw No. 1, 2025”

Appendix F: Bylaw No. 4729, “Animal Control Service Capital Reserve Fund Bylaw No. 1, 2025”

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4724**

**A BYLAW TO ESTABLISH A CAPITAL RESERVE FUND
FOR THE FOODLANDS ACCESS SERVICE**

WHEREAS:

- A. Under Bylaw No. 4602, “Foodlands Access Service Establishment Bylaw No. 1, 2024”, the Capital Regional District established a service to preserve access to farmland for agricultural use, and to promote regional food security in the Capital Regional District;
- B. Pursuant to section 377 of the *Local Government Act* and section 188 of the *Community Charter*, the Capital Regional District Board may establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund; and
- C. The Board wishes to establish a reserve fund for the Foodlands Access Service for the purposes specified in this bylaw.

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

- 1. Pursuant to section 188 of the *Community Charter*, a capital reserve fund to be known as the “Foodlands Access Service Capital Reserve Fund” is hereby established.
- 2. Surplus money from the operation of the Foodlands Access Service may be paid from time to time into the Foodlands Access Service Capital Reserve Fund.
- 3. Money in the Foodlands Access Service Capital Reserve Fund, including interest earned on it, must be used only to provide for:
 - (a) the acquisition of new capital works;
 - (b) the acquisition of machinery and equipment necessary for capital works;
 - (c) the extension or renewal of existing capital works;
 - (d) planning, study, design, construction of facilities, and land acquisition; and
 - (e) debt servicing payments to finance expenditures under subsections (a) to (d).

4. This Bylaw may be cited as the “Foodlands Access Service Capital Reserve Fund Bylaw No. 1, 2025”.

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

CHAIR

CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4725

A BYLAW TO ESTABLISH A CAPITAL RESERVE FUND
FOR THE REGIONAL TRANSPORTATION SERVICE

WHEREAS:

- A. Under Bylaw No. 4630, “Regional Transportation Service Establishment Bylaw No. 1, 2024”, the Capital Regional District established a service for the purpose of addressing transportation needs within the Capital Regional District;
- B. Pursuant to section 377 of the *Local Government Act* and section 188 of the *Community Charter*, the Capital Regional District Board may establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund; and
- C. The Board wishes to establish a reserve fund for the Regional Transportation Service for the purposes specified in this bylaw.

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

- 1. Pursuant to section 188 of the *Community Charter*, a capital reserve fund to be known as the “Regional Transportation Service Capital Reserve Fund” is hereby established.
- 2. Surplus money from the operation of the Regional Transportation Service may be paid from time to time into the Regional Transportation Service Capital Reserve Fund.
- 3. Money in the Regional Transportation Service Capital Reserve Fund, including interest earned on it, must be used only to provide for:
 - (a) the acquisition of new capital works;
 - (b) the acquisition of machinery and equipment necessary for capital works;
 - (c) the extension or renewal of existing capital works;
 - (d) planning, study, design, construction of facilities, and land acquisition; and
 - (e) debt servicing payments to finance expenditures under subsections (a) to (d).

4. This Bylaw may be cited as the “Regional Transportation Service Capital Reserve Fund Bylaw No. 1, 2025”.

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

CHAIR

CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4726

A BYLAW TO ESTABLISH A LAND ACQUISITION RESERVE FUND
FOR THE GALIANO ISLAND COMMUNITY PARKS SERVICE

WHEREAS:

- A. Under Bylaw No. 4156, "Galiano Island Community Parks Services, Conversion Bylaw No. 1, 2027", the Capital Regional District established a service for the purpose of acquiring, developing, operating and maintaining community parks on Galiano Island;
B. Pursuant to ss. 287 and 377 of the Local Government Act and ss. 27 and 188 of the Community Charter, the Capital Regional District Board must place funds received in place of a contribution of park land or from disposition of community park land to the credit of a reserve fund established for park land acquisition; and
C. The Board wishes to establish a reserve fund for the Galiano Island Community Parks Service for the purposes specified in this bylaw.

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

- 1. Pursuant to section 188(2)(b) of the Community Charter, a land acquisition reserve fund to be known as the "Galiano Island Community Parks Service Land Acquisition Reserve Fund" is hereby established.
2. This Bylaw may be cited as the "Galiano Island Community Parks Service Land Acquisition Reserve Fund Bylaw No. 1, 2025".

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

CHAIR

CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4727

A BYLAW TO ESTABLISH A LAND ACQUISITION RESERVE FUND
FOR THE MAYNE ISLAND COMMUNITY PARKS SERVICE

WHEREAS:

- A. Under Bylaw No. 4159, "Mayne Island Community Parks Services Conversion Bylaw No. 1, 2017", the Capital Regional District established a service for the purpose of acquiring, developing, operating and maintaining community parks on Mayne Island;
- B. Pursuant to ss. 287 and 377 of the *Local Government Act* and ss. 27 and 188 of the *Community Charter*, the Capital Regional District Board must place funds received in place of a contribution of park land or from disposition of community park land to the credit of a reserve fund established for park land acquisition; and
- C. The Board wishes to establish a reserve fund for the Mayne Island Community Parks Service for the purposes specified in this bylaw.

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

- 1. Pursuant to section 188(2)(b) of the Community Charter, a land acquisition reserve fund to be known as the "Mayne Island Community Parks Service Land Acquisition Reserve Fund" is hereby established.
- 2. This Bylaw may be cited as the "Mayne Island Community Parks Services Land Acquisition Reserve Fund Bylaw No. 1, 2025".

READ A FIRST TIME THIS	day of	,	20__
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ADOPTED THIS	day of	,	20__

CHAIR

CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4728

A BYLAW TO ESTABLISH A CAPITAL RESERVE FUND
FOR THE SOOKE EMERGENCY PROGRAM ACT EXTENDED SERVICE

WHEREAS:

- A. Under Bylaw No. 2109, "Sooke Emergency Program Act Extended Service Bylaw No. 1, 1993", the Capital Regional District established an extended service for emergency programs in and for the now Juan de Fuca Electoral Area;
- B. Pursuant to section 377 of the *Local Government Act* and section 188 of the *Community Charter*, the Capital Regional District Board may establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund; and
- C. The Board wishes to establish a reserve fund for the Sooke Emergency Program Act Extended Service for the purposes specified in this bylaw.

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

- 1. Pursuant to section 188 of the *Community Charter*, a capital reserve fund to be known as the "Juan de Fuca Emergency Program Act Extended Service Capital Reserve Fund" is hereby established.
- 2. Surplus money from the operation of the Sooke Emergency Program Act Extended Service may be paid from time to time into the Juan de Fuca Emergency Program Act Extended Service Capital Reserve Fund.
- 3. Money in the Juan de Fuca Emergency Program Act Extended Service Capital Reserve Fund, including interest earned on it, must be used only to provide for:
 - (a) the acquisition of new capital works;
 - (b) the acquisition of machinery and equipment necessary for capital works;
 - (c) the extension or renewal of existing capital works;
 - (d) planning, study, design, construction of facilities, and land acquisition; and
 - (e) debt servicing payments to finance expenditures under subsections (a) to (d).

- 4. This Bylaw may be cited as the “Juan de Fuca Emergency Program Act Extended Service Capital Reserve Fund Bylaw No. 1, 2025”.

READ A FIRST TIME THIS	day of	, 20__
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CHAIR

CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4729

A BYLAW TO ESTABLISH A CAPITAL RESERVE FUND
FOR THE ANIMAL CONTROL SERVICE

WHEREAS:

- A. Under Bylaw No. 4416, "Animal Control Service Establishing Bylaw, 2021", the Capital Regional District established a regulatory animal control service for all electoral areas in the regional district;
- B. Pursuant to section 377 of the *Local Government Act* and section 188 of the *Community Charter*, the Capital Regional District Board may establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund; and
- C. The Board wishes to establish a reserve fund for the Animal Control Service for the purposes specified in this bylaw.

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

- 1. Pursuant to section 188 of the *Community Charter*, a capital reserve fund to be known as the "Animal Control Service Capital Reserve Fund" is hereby established.
- 2. Surplus money from the operation of the Animal Control Service may be paid from time to time into the Animal Control Service Capital Reserve Fund.
- 3. Money in the Animal Control Service Capital Reserve Fund, including interest earned on it, must be used only to provide for:
 - (a) the acquisition of new capital works;
 - (b) the acquisition of machinery and equipment necessary for capital works;
 - (c) the extension or renewal of existing capital works;
 - (d) planning, study, design, construction of facilities, and land acquisition; and
 - (e) debt servicing payments to finance expenditures under subsections (a) to (d).

4. This Bylaw may be cited as the "Animal Control Service Capital Reserve Fund Bylaw No. 1, 2025".

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ADOPTED THIS	day of	, 20__

CHAIR

CORPORATE OFFICER



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**REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 05, 2025**

SUBJECT **Bylaw No. 4730: Revenue Anticipation (General Purpose) Bylaw No. 1, 2025**

ISSUE SUMMARY

Approval of a Revenue Anticipation (General Purpose) Bylaw authorizing borrowing of up to \$113 million, if required, in advance of 2026 requisition and other anticipated receipts.

BACKGROUND

Under Section 404 of the *Local Government Act* (LGA), regional districts may adopt a revenue anticipation borrowing bylaw to secure short-term funding needed to meet financial obligations in advance of expected revenues. The section requires that all funds borrowed be repaid upon receipt of revenues.

The Capital Regional District (CRD) raises funds each year for operating and capital expenditures from multiple revenue sources, including fees and charges, requisition and grants. The timing of these revenue receipts varies throughout the year, and in many cases, they are delayed from the associated service delivery expenditures. As a result, CRD services may experience short-term borrowing requirements during the year.

Annually, both the CRD and the Capital Regional Hospital District (CRHD) present revenue anticipation borrowing bylaws for Board approval. For the CRHD, the benchmark borrowing limit is set at four-twelfths (4/12) of the approved annual budgeted expenditures, while for the CRD, the benchmark is two-twelfths (2/12).

The higher ratio for the CRHD reflects the nature of its cashflow cycle. The Hospital District primarily funds capital commitments to Island Health and Municipal Financing Authority (MFA) debt payments, while its principal revenue inflow (the annual requisition) is collected once per year in August. In contrast, the CRD has a much larger and more diversified budget, supported by ongoing inflows from user fees, service charges and grants received throughout the year. As a result, the CRHD's borrowing ratio is higher to bridge the extended revenue gap, whereas the CRD's ratio remains lower due to its access to multiple continuous sources of working capital.

The proposed CRD revenue anticipation bylaw authorizes short-term borrowing of up the equivalent of two (2) months of average budgeted expenditures, providing liquidity to ensure uninterrupted service delivery and cost-effective financing. For 2026, based on current cashflow forecasts, the recommended borrowing limit is \$113 million. This is equal to approximately two-twelfth (2/12) of the approved 2026 provisional budget for operating and capital of \$678 million.

When utilized, the CRD will borrow funds using existing overdraft arrangements within current banking agreements or through the MFA. As of October 14, 2025, the Royal Bank of Canada's overdraft rate is 4.70%, while the MFA's short-term borrowing rate is 3.14% (both are variable rates).

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4730, “Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2025”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4730 be adopted.

Alternative 2

That Bylaw No. 4730 be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

Historically, staff have presented the revenue anticipation bylaw as an annual fiscal risk management tool. The bylaw provides authority for short-term borrowing to manage temporary cashflow timing differences between expenditures and revenues.

In 2025, the CRD utilized this borrowing authority for the first time to effectively manage working capital. The facility was accessed on a short-term basis to support cashflow continuity and was fully repaid upon receipt of anticipated revenues. As of the date of this Board report, no amount remains outstanding.

This approach remains cost-effective due to the brief borrowing duration. Additionally, elevated short-term investment rates can make revenue anticipation borrowing advantageous by allowing the CRD to maintain, or in some cases, increase interest earnings on reserves held for future use.

Effective January 1, 2026, the proposed revenue anticipation bylaw limit of \$113 million will allow the CRD to leverage short-term borrowing to address working capital needs based on anticipated requisition and other revenue sources. These funds will only be accessed when necessary and will be repaid upon receipt of anticipated revenues, in compliance with Section 404 of the LGA. Adoption of this bylaw will permit cost-effective borrowing to manage revenue timing variations and optimize overall working capital management for the upcoming fiscal year.

CONCLUSION

This proposed bylaw is brought forward annually for consideration. Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2025 is necessary to authorize borrowing to cover short term expenditures in 2026 if required, pending receipt of anticipated revenues.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4730, “Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2025”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4730 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. 4730: “Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2025”

READ A THIRD TIME THIS

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20__

ADOPTED THIS

day of

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CHAIR

CORPORATE OFFICER



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REPORT TO TRANSPORTATION COMMITTEE MEETING OF WEDNESDAY, OCTOBER 22, 2025

SUBJECT **Bylaw Nos. 4711 and 4719: Dissolution of Traffic Safety Commission and Service**

ISSUE SUMMARY

To recommend transfer of Traffic Safety Commission (TSC) assets and remaining unallocated funds to the Regional Transportation Service (RTS), and to dissolve the TSC and repeal its service establishing bylaw.

BACKGROUND

The approval by the Capital Regional District (CRD) Board of the new RTS under Bylaw No. 4630, "Regional Transportation Service Establishment Bylaw No. 1, 2024", has changed the framework for how regional transportation matters will be governed and implemented.

The goal of the RTS is to improve efficiency and integration for transportation across the region. Implementation of the RTS is underway, including preparations for the consolidation of the CRD's existing regional transportation planning and policy functions with the management and coordination of regional trail functions. Governance considerations have also been included within the RTS implementation, including the role of the Transportation Working Group (TWG) and the Traffic Safety Commission (TSC).

The TSC Service was established under bylaw in 1990 with the objectives to:

- a) Review Traffic Safety problems in the Capital Regional District and make recommendations to the Capital Regional District Board through the Administration Committee for the purpose of reducing or eliminating the problems;
- b) plan and operate Traffic Safety education programs within the Capital Regional District as provided for in the annual budget for the Commission, as approved by the Board of the Capital Regional District; and,
- c) administer an annual Scholarship program to be called the Constable Sarah Beckett Memorial Scholarship with a maximum \$2,000 value, to be awarded to a youth entering a career in law enforcement, applying criteria approved by the Capital Regional District Board.

The establishment of the RTS, with safety included as a core mandate, has created overlap with the TSC. The RTS service establishment bylaw specifically includes scope around road and trail safety, inclusive of planning, design and behaviour change. It is the intention of the RTS to incorporate and broaden the scope and responsibility for safety in the region. New governance structures will strengthen coordination on road safety by bringing together the topics previously considered by the TSC and Transportation Working Group (TWG) under a single body, the Regional Transportation Advisory Committee (RTAC). This structure will include consideration for thematic subcommittees and will be supported and resourced by CRD staff through the RTS. The outcome will ensure the continuance of the current TSC scope with the ability to provide greater resources and coordination. More details of the RTAC are presented in the staff report titled *Regional Transportation Advisory Committee Terms of Reference*.

As part of developing and implementing the RTS (as noted in the June 2025 Transportation Committee staff report on Transportation Governance), staff have engaged with both the TWG and the TSC on potential governance changes. Engagement with these groups reflected a commitment to integrating existing bodies and fostering a more coordinated, region-wide approach to transportation planning and safety.

Staff engagement with the TSC included a survey on operations and governance to ensure its perspectives were considered. Staff reported back with a summary of findings to the TSC in July. Responses emphasized the Commission's contributions in public education, scholarships, and grassroots safety initiatives, while also identifying opportunities for an expanded mandate under the RTS to include Vision Zero, Safe Systems approaches, data analysis, and engineering expertise.

In September staff shared the intent embodied within the recommendations of this report with the TSC. While there was general understanding for the rationale of transitioning to a new model, some expressed concern about the potential loss of the Commission's independent road safety voice. These perspectives reinforce the importance of ensuring road safety remains a priority within any new governance structure. Should the Board endorse the recommendations within this report, staff will coordinate with the TSC to make use of remaining meetings to advise RTAC on identified priorities. Staff will also coordinate with RTAC to consider the establishment of a new safety subcommittee, with an emphasis on the carry forward of identified priorities.

To dissolve the TSC, two bylaws and a resolution are proposed:

- **Dissolve Commission** – Bylaw No. 4711, "Traffic Safety Commission Dissolution Bylaw No. 1, 2025", dissolves the current commission. As a governance bylaw, it may be amended by three readings and adoption at a CRD Board meeting without consent of participants or Inspector of Municipalities approval;
- **Resolve to Transfer Assets and Obligations of the TSC to the Transportation Service** – A resolution of the Board that the assets and obligations of the TSC will be undertaken by the Transportation Service.
- **Repeal Establishing Bylaw** – Bylaw No. 4719, "Traffic Safety Commission Establishment Bylaw No. 1, 1990, Amendment Bylaw No. 5, 2025", repeals the establishment bylaw for the TSC service.

ALTERNATIVES

Alternative 1

The Transportation Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4711, "Traffic Safety Commission Dissolution Bylaw No. 1, 2025" be introduced and read a first, second and third time;
2. That Bylaw No. 4711 be adopted;
3. That the assets and obligations of the Traffic Safety Commission Service under Bylaw No. 1828, "Traffic Safety Commission Establishment Bylaw No. 1, 1990", be assumed and maintained by the Transportation Service under Bylaw No. 4630, "Regional Transportation Service Establishing Bylaw No. 1, 2024", including that funds held for the Constable Sarah Beckett Memorial Scholarship continue to be used for that purpose;
4. That Bylaw No. 4719, "Traffic Safety Commission Establishment Bylaw No. 1, 1990, Amendment Bylaw No. 5, 2025", be read a first, second, and third time;
5. That participating area approval be obtained by way of municipal and electoral area director consent; and
6. That if successful by two-thirds consent of participants, Bylaw No. 4719 be forwarded to the

Inspector of Municipalities for approval.

Alternative 2

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

IMPLICATIONS

Alignment with Board & Corporate Priorities

The actions in this report align with the 2023-2026 CRD Board strategic priority to present options for changes in governance for transportation in the region, including the electoral areas. Additionally, they align with, Initiative 4a-1 in the CRD Corporate Plan to develop governance options, including consideration of a new transportation authority.

Financial Implications

The 2026 budget of \$76,982 for the traffic safety function will be transferred to the RTS budget. Surplus funds from 2025 operations and \$16,000 of donated funds for the Sarah Beckett Memorial Scholarship held by the Traffic Safety Commission Service will be transferred to the RTS.

Service Delivery Implications

The services currently delivered by the TSC will continue to be delivered by the RTS and can be accommodated with existing staffing. Engagement with the TSC identified a lack of dedicated staff resources as an issue. Integrating the TSC's responsibilities with the RTS will enable more resources to be dedicated to safety programming. Additionally, the TSC is a sub-regional service and whereas RTS safety programming can now be delivered regionally.

Social Implications

The TSC holds funds donated for the Sarah Beckett Memorial Scholarship and annually adjudicates this program to an eligible youth pursuing a career in policing. Without the TSC, the decision-making mind reverts to the CRD Board, acting as a whole. While some grants are administered by Executive Services and others by Committee, staff are exploring options which would delegate the scholarship nomination and selection to a third party or a sub-committee of RTAC, with the scholarship to be granted by the Board from the remaining funds available for the scholarship.

Legal Implications

The TSC as a governance commission, may be dissolved by bylaw by way of three readings and adoption by the CRD Board. The TSC service is an "extended service", an older term for a service which a regional district was empowered to create either by regulation or Order-in-Council. Should CRD choose to amend or dissolve the TSC service, it would require two-thirds consent of participants. The preferred approach would be by way of municipal and electoral area director consent, rather than alternative approval process, as this would be the more cost-effective method.

CONCLUSION

The TSC has served its function of advocating and working as a community body since the 1990s. The new Transportation Service may absorb this mandate. Should the Board choose to dissolve the TSC service, municipal consent and Inspector of Municipalities approval would be necessary.

RECOMMENDATION

The Transportation Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4711, “Traffic Safety Commission Dissolution Bylaw No. 1, 2025” be introduced and read a first, second and third time;
2. That Bylaw No. 4711 be adopted;
3. That the assets and obligations of the Traffic Safety Commission Service under Bylaw No. 1828, “Traffic Safety Commission Establishment Bylaw No. 1, 1990”, be assumed and maintained by the Transportation Service under Bylaw No. 4630, “Regional Transportation Service Establishing Bylaw No. 1, 2024”, including that funds held for the Constable Sarah Beckett Memorial Scholarship continue to be used for that purpose;
4. That Bylaw No. 4719, “Traffic Safety Commission Establishment Bylaw No. 1, 1990, Amendment Bylaw No. 5, 2025”, be read a first, second, and third time;
5. That participating area approval be obtained by way of municipal and electoral area director consent; and
6. That if successful by two-thirds consent of participants, Bylaw No. 4719 be forwarded to the Inspector of Municipalities for approval.

Submitted by:	Patrick Klassen, MCIP, RPP, Senior Manager, Regional Planning and Transportation
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning and Protective Services
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
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: Bylaw No. 4711
- Appendix B: Bylaw No. 4719

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4711

A BYLAW TO REPEAL BYLAW NO. 3520, TRAFFIC SAFETY COMMISSION GOVERNANCE BYLAW

WHEREAS:

- A. By Bylaw No. 3520, "Traffic Safety Commission Bylaw No. 1, 2008", the Regional Board continued the Traffic Safety Commission, a body to exercise the powers under the extended service created by way of Order In Council 285/1990 and by Bylaw No. 1828, "Traffic Safety Commission Establishment Bylaw No. 1, 1990"; and
B. The Board of the Capital Regional District wishes to repeal Bylaw No. 3520, as the function of traffic safety and requisition for its purposes may be assumed by the CRD's transportation service under Bylaw No. 4630, "Regional Transportation Service Establishment Bylaw No. 1, 2024".

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

- 1. Bylaw No. 3520, "Traffic Safety Commission Bylaw No. 1, 2008", is repealed.
2. This Bylaw may be cited for all purposes as "Traffic Safety Commission Dissolution Bylaw No. 1, 2025"

READ A FIRST TIME THIS th day of 202_
READ A SECOND TIME THIS th day of 202_
READ A THIRD TIME THIS th day of 202_
ADOPTED THIS th day of 202_

CHAIR

CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4719

A BYLAW TO REPEAL BYLAW NO. 1828, TRAFFIC SAFETY COMMISSION SERVICE ESTABLISHMENT BYLAW

WHEREAS:

- A. Under Order In Council 285/1990, and by Bylaw No. 1828, "Traffic Safety Commission Establishment Bylaw No. 1, 1990", the Capital Regional District established a Traffic Safety Commission Extended Service;
B. The Board of the Capital Regional District wishes to repeal Bylaw No. 1828, as the function of traffic safety and requisition for its purposes may be assumed by the CRD's transportation service under Bylaw No. 4630, "Regional Transportation Service Establishment Bylaw No. 1, 2024"; and
C. Consent of the participants has been obtained under ss. 346 and 349 of the Local Government Act, and the approval of the Inspector of Municipalities is required for the repeal of this extended service bylaw.

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

- 1. Bylaw No. 1828, "Traffic Safety Commission Establishment Bylaw No. 1, 1990", is repealed.
2. This Bylaw may be cited for all purposes as "Traffic Safety Commission Establishment Bylaw No. 1, 1990, Amendment Bylaw No. 5, 2025".

READ A FIRST TIME THIS th day of 202_
READ A SECOND TIME THIS th day of 202_
READ A THIRD TIME THIS th day of 202_
RECEIVED PARTICIPATING AREA APPROVAL UNDER SS. 346 AND 349 OF THE LGA THIS th day of 202_
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS th day of 202_
ADOPTED THIS th day of 202_

CHAIR

CORPORATE OFFICER