



Notice of Meeting and Meeting Agenda Environmental Services Committee

Wednesday, November 19, 2025

9:30 AM

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

B. Desjardins (Chair), S. Tobias (Vice Chair), J. Brownoff, J. Caradonna, G. Holman,
D. Kobayashi, C. Plant, M. Tait, D. Thompson, A. Wickheim, C. McNeil-Smith (Board Chair, ex-officio)

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

- 3.1. [25-1237](#) Minute of the Environmental Services Committee meeting of October 15, 2025

Recommendation: That the minutes of the Environmental Services Committee meeting of October 15, 2025 be adopted as circulated.

Attachments: [Minutes - October 15, 2025](#)

4. Chair's Remarks

5. Presentations/Delegations

- 5.1. [25-1249](#) Delegation - Martin Segger; Representing The Greater Victoria UNESCO Biosphere Project Working Group: Re: Agenda Item 6.2. Potential UNESCO Urban Biosphere Reserve Nomination Process
- 5.2. [25-1250](#) Delegation - Jacques Sirois; Representing Greater Victoria NatureHood & Comossung Urban Biosphere Project: Re: Agenda Item 6.2. Potential UNESCO Urban Biosphere Reserve Nomination Process
- 5.3. [25-1251](#) Delegation - Patricia Dijak; Representing Friends of Bowker Creek Society, Garry Oak Meadow Preservation Society, and Community Association of Oak Bay: Re: Agenda Item 6.2. Potential UNESCO Urban Biosphere Reserve Nomination Process

6. Committee Business

6.1. [25-1188](#) 2024 Regional Greenhouse Gas Emissions Inventory

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

Attachments: [Staff Report: 2024 Regional Greenhouse Gas Emissions Inventory](#)
 [Appendix A: CRD 2024 GPC Basic+ GHG Inventory](#)
 [Appendix B: CRD 2007–2024 Energy & GHG Inventory](#)
 [Appendix C: Capital Region CO2e Emissions Per Capita](#)
 [Presentation: 2024 Regional Greenhouse Gas Emissions Inventory](#)

6.2. [25-1192](#) Potential UNESCO Urban Biosphere Reserve Nomination Process

Recommendation: The Environmental Services Committee recommends to the Capital Regional District Board:
That the matter of a nomination for a UNESCO Urban Biosphere Reserve designation for the Capital Regional District be referred to the 2027-2031 Board strategic planning process for consideration and potential inclusion in the 2028 service planning process.

Attachments: [Staff Report: UNESCO Biosphere Nomination Process](#)
 [Appendix A: General Information on Biosphere Reserves](#)
 [Appendix B: General Process to Nominate an Area as A Biosphere Reserve](#)

6.3. [25-1199](#) Service Contracts for Salt Spring and Southern Gulf Islands Recycling Depots

Recommendation: The Environmental Services Committee recommends to the Capital Regional District Board:
That the Chief Administrative Officer be authorized to approve new Galiano, Pender and Salt Spring Island recycling service agreements as prepared by staff for continued service until December 31, 2029.

Attachments: [Staff Report: Service Contracts - SSI & SGI Recycling Depots](#)
 [Appendix A: CRD BRD Minutes – SSI & GI Recycling Agrmt. \(Oct 14, 2015\)](#)
 [Appendix B: 2025 Recycling Depot Agreements – Galiano, Pender & SSI](#)

6.4. [25-1190](#) Previous Minutes of Other CRD Committees and Commissions for Information

Recommendation: There is no recommendation. The following minutes are for information only.
a) Climate Action Inter-Municipal Task Force minutes of September 12, 2025
b) Solid Waste Advisory Committee minutes of October 10, 2025

Attachments: [Minutes: Climate Action Task Force - September 12, 2025](#)
 [Minutes: Solid Waste Advisory Committee - October 10, 2025](#)

7. Notice(s) of Motion**8. New Business****9. Motion to Close the Meeting**

9.1. [25-1243](#) Motion to Close the Meeting

- Recommendation:**
1. That the meeting be closed for contract negotiations in accordance with Section 90(1)(k) of the Community Charter. [1 item]
 2. That such disclosures could reasonably be expected to harm the interest of the Regional District. [1 item]
 3. That the meeting be closed for intergovernmental negotiations in accordance with Section 90(2)(b) of the Community Charter. [1 item]

10. Adjournment

The next meeting will be held in 2026.

To ensure quorum, please advise Jessica Dorman (jdorman@crd.bc.ca) if you or your alternate cannot attend.

Meeting Minutes

Environmental Services Committee

Wednesday, October 15, 2025

9:30 AM

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

PRESENT

Directors: B. Desjardins (Chair), S. Tobias (Vice Chair), J. Brownoff, J. Caradonna, G. Holman (EP), D. Kobayashi, C. Plant (EP), M. Tait (EP)(9:34 am), D. Thompson, A. Wickheim, C. McNeil-Smith (Board Chair, ex-officio)

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer/General Manager, Finance and Technology; L. Jones, General Manager, Parks, Recreation and Environmental Services; R. Smith, Senior Manager, Environmental Resource Management; K. Jo, Senior Financial Advisor, Financial Services; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

The meeting was called to order at 9:30 am.

1. Territorial Acknowledgement

Vice Chair Tobias provide a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Kobayashi, **SECONDED** by Director Thompson,
That the agenda for the Environmental Services Committee meeting of October 15, 2025 be approved.
CARRIED

3. Adoption of Minutes

- 3.1. [25-1075](#) Minutes of the Environmental Services Committee Meeting of September 17, 2025

MOVED by Director Kobayashi, **SECONDED** by Director Tobias,
That the minutes of the Environmental Services Committee meeting of September 17, 2025 be adopted as circulated.
CARRIED

4. Chair's Remarks

Chair Desjardins spoke about the mattress recycling report that streamed from UBCM and suggestions for advocacy.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [25-1055](#) Mattress Recycling - Provincial Policy Update

R. Smith presented Item 6.1.

Director Tait joined the meeting electronically at 9:34 am.

Discussion ensued on the following:

- cost differential and cost implications
- inflationary pressures
- municipal waste collections and impacts
- mattress deconstruction process
- material diversion and waste streams
- extended producer responsibility programs
- implications to overall mattress sales and illegal dumping

**MOVED by Director Tobias, SECONDED by Director Caradonna,
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.

MOVED by Director Plant, SECONDED by Director Tobias,

That the main motion be amended by adding the words "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."

CARRIED

Discussion ensued on the following:

- collaboration and combined support with other regional districts
- landfill lifespan and current and future separation of materials

Director Wickheim left the meeting at 9:57 am.

The question was called on the main motion as amended.

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.

CARRIED

6.2. [25-1061](#) Environmental Resource Management - 2026 Operating and Capital Budget

R. Smith spoke to Item 6.2.

Director Holman left the meeting at 10:00 am.

Discussion ensued on the following:

- biosolids and beneficial uses and effects
- thermal processing, diversion and future forecasting
- cost of diversion versus landfilling
- segregation of materials
- tipping fees and price signals
- revenue drivers and deficits, requisition and reserve funds
- landfill life expectancy and management
- environmental resource management programming
- collaboration with first nations
- RecycleBC stewardship program revenue
- solid waste management plan progress report
- shifts in operating reserves, revenue, and expenses
- decrease in construction and out of region materials waste streams
- price elasticity in tipping fees

**MOVED by Director Kobayashi, SECONDED by Director Tobias,
The Environmental Services Committee recommends the Committee of the
Whole recommend to the Capital Regional Board:
That Appendix A, 2026 Operating and Capital Budget - Environmental Resource
Management be approved as presented and form the basis of the Provisional
2026-2030 Financial Plan.
CARRIED**

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

There was no new business.

9. Adjournment

**MOVED by Director Kobayashi, SECONDED by Director Thompson,
That the Environmental Services Committee meeting of October 15, 2025 be
adjourned at 10:34 am.
CARRIED**

CHAIR

RECORDER

**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 19, 2025**

SUBJECT **2024 Regional Greenhouse Gas Emissions Inventory**

ISSUE SUMMARY

To present the results of the 2024 Capital Regional District (CRD) regional community greenhouse gas (GHG) emissions inventory.

BACKGROUND

The CRD's 2018 Regional Growth Strategy (RGS) targets a reduction in community greenhouse gas (GHG) emissions of 61% from 2007 levels by 2038. In October 2021, the CRD Board approved the CRD Climate Action Strategy, which includes a commitment to prepare a regional GHG inventory every two years. This report presents the outcomes and implications of the regional GHG emissions inventory for 2024.

Inventory Framework

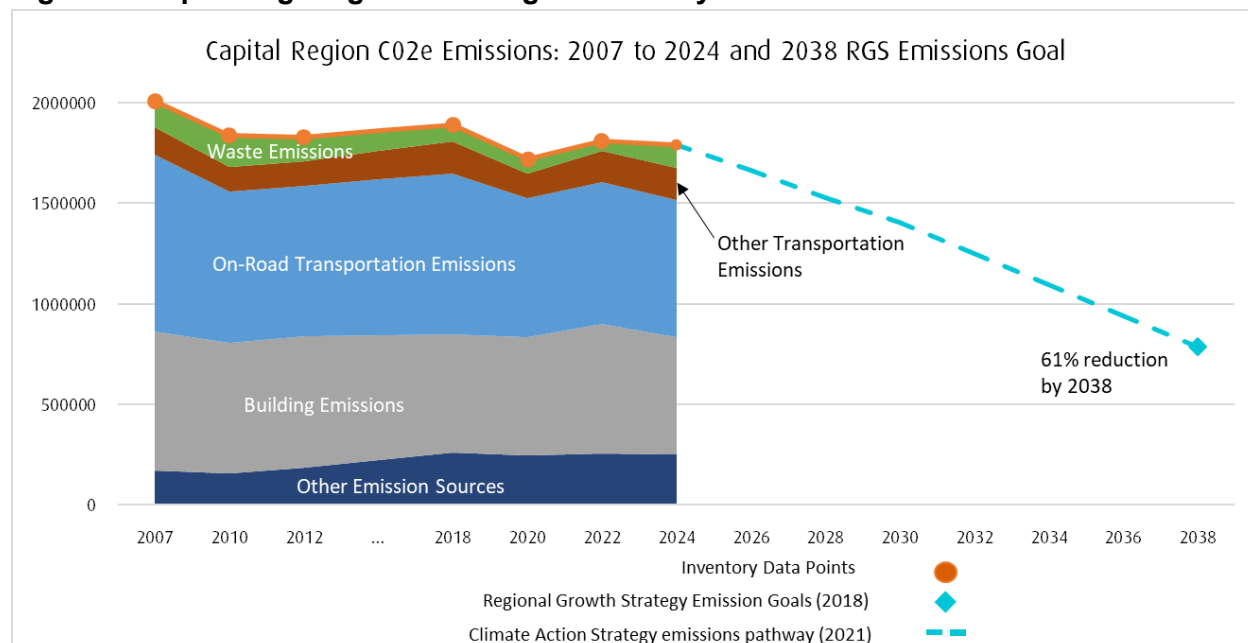
The CRD has adopted the international standard for local government GHG inventorying and reporting: the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC) for Cities Basic+ framework. The GPC Basic+ framework includes GHG emission sources from on-road transportation, buildings, waste, as well as estimates for off-road transportation, agriculture, industrial production and product use across the region. The GPC Basic+ framework does not include emissions associated with consumption of consumer products like food and textiles in the region. While the inventory discloses an estimate of emissions associated with land use changes, this number is not included in the calculation of the CRD's GHG emissions reductions target. The regional and CRD member local government emission inventories were completed for the 2024 calendar year and are included as Appendix A and B respectively.

Results

Figure 1 below charts the results of regional GHG emission inventories since the target baseline year of 2007. The 2024 inventory indicates that the capital region emitted approximately 1.8 million tonnes of CO₂e (a measure of various greenhouse gases converted into a common unit based on their global warming potential relative to carbon dioxide). GHG emissions in 2024 were approximately 11% (215,000 tonnes CO₂e) below the 2007 baseline and decreased approximately 1% (21,000 tonnes CO₂e) since 2022. The capital region's population has grown by almost one-third since 2007 (105,000 people). On a per capita basis, regional GHG emissions have decreased by 30% since 2007 (Appendix C), which indicates that growth is decoupling from GHG emissions.

As part of the Climate Action and Adaptation Service provided by the CRD, greenhouse gas inventories have also been prepared for the capital region's thirteen municipalities and three electoral areas (Appendix B).

Figure 1: Capital region greenhouse gas inventory results since 2007



Source-specific trends from the inventory are noted as follows:

- On-road regional transportation.** The GHG emissions from on-road transportation continue to contribute the greatest share (38%) of regional emissions. However, this emissions source decreased by 22% since 2007 driven by greater adoption of electric and hybrid vehicles and increased use of renewable fuels. Since the last inventory in 2022, on-road vehicle emissions have decreased by 3% (19,000 tonnes CO₂e).
- Buildings.** Buildings account for 33% of regional GHG emissions, with natural gas used for space and water heating contributing roughly two-thirds of building-related emissions. The remaining one-third is comprised of heating oil, propane, wood and other fuels. Natural gas use decreased in 2024 by approximately 3% since 2022 despite a 2% increase in natural gas user connections over the same period. Overall, emissions from buildings in 2024 were 16% (111,000 tonnes CO₂e) below 2007 levels. This decrease is attributed to reductions in heating oil use and the decarbonization of the electricity grid in BC.
- Waste.** Waste-related GHG emissions are an anomaly in the 2024 inventory due to significant construction activities for the new phase of the Hartland Landfill which restricted the CRD's ability to capture methane gas. As a result, emissions specific to waste sources were more than double those of 2022, which accounts for 6% (115,000 tonnes CO₂e) of the total regional inventory. Waste emissions in future inventories will decrease significantly below 2022 levels from ongoing gas-capture and upgrading at the landfill.
- Other.** Other emission sources include Industrial Processes and Product Use, Agriculture, Forestry and other Land Use categories. These emission estimates are derived from the Canadian National Inventory Report and have increased by almost 50% (81,000 tonnes CO₂e) since 2007 because of refrigerant use in an increasing number of air conditioning applications, and other halocarbons used in foam blowing agents and aerosols. These items are regulated federally by the Ozone-depleting Substances and Halocarbon Alternatives Regulations with limited authority for local government intervention.

Implications

Overall, regional emissions continue to trend downward, with a modest reduction in GHG emissions since 2022. The emissions reductions observed since the baseline year of 2007 can be attributed to climate action policies implemented at all levels of government including those that have supported the adoption of low- or zero-emission technologies by residents and businesses, such as heat pumps, electric and hybrid vehicles, and the decarbonization of the BC electrical grid.

Although the current inventory indicates that the region is sustaining its trend of absolute and per capita GHG reductions, significant work remains to maintain progress toward the 2038 target, especially given the recent elimination of the consumer carbon tax, which had been demonstrated to be an effective and impactful policy tool contributing to significant GHG reductions in BC.

To meet the GHG target in the CRD Regional Growth Strategy, the capital region will need to achieve an additional 50% (1,000,000 tonnes CO₂e) reduction in annual emissions by 2038. Together, building and transportation-related carbon emissions comprised 71% of the region's total emissions in 2024, emphasizing the need for continued reductions in natural gas use and an accelerated shift to zero-emission transportation to meet the regional target.

Next Steps

Throughout 2025, CRD staff have been working to update the Climate Action Strategy. The goal of the update is to provide the CRD with a strategy that focuses on initiatives with a material impact on corporate and regional GHG emissions and resilience. The updated strategy will continue critical programs that support GHG reduction, including electric vehicle charging and building energy and emissions benchmarking, while also focusing to new initiatives identified as strategic opportunities to have a demonstrable impact on regional GHG emissions. The updated Climate Action Strategy will be presented to the CRD Board in early 2026.

Starting in 2026, the CRD will publish its GHG inventory through a new interactive dashboard creating clear, engaging and accessible GHG emissions information for local governments and the public. This dynamic tool will allow staff, elected officials, and communities to explore results and understand methodologies with the objective of strengthening collaboration across the region and driving informed, collective climate action.

CONCLUSION

The Capital Regional District completes regional and local government greenhouse gas emission inventories every two years. Results for the regional inventory for the 2024 calendar year indicate an 11% decrease in emissions since 2007 and a 1% decrease from 2022. Significant work remains for the capital region to meet its 2038 emissions target. The CRD, through the Climate Action and Adaptation Service and an updated Climate Action Strategy, will continue to work with local governments and the community to advance climate action initiatives towards meeting the ambitious greenhouse gas reduction targets established in the CRD's Regional Growth Strategy.

RECOMMENDATION

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

Submitted by:	Matt Greeno, Acting Manager, Climate Action Programs
Concurrence:	Rory Tooke, PhD, Senior Manager, Environmental Innovation
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: The Capital Regional District 2024 GPC Basic+ Community Greenhouse Gas (GHG) Emissions Inventory Report, Stantec Consulting Ltd. (October 15, 2025)

Appendix B: Capital Regional District – Municipalities and Electoral Areas, 2007 Base Year and 2024 Reporting Year Energy & GHG Emissions Inventory, Stantec Consulting Ltd. (October 15, 2025)

Appendix C: Capital Region CO₂e Emissions Per Capita (October 2025)

Presentation: 2024 GHG Inventory, Environmental Services Committee (November 19, 2025)



**THE CAPITAL REGIONAL DISTRICT 2024
GPC BASIC+ COMMUNITY GREENHOUSE
GAS (GHG) EMISSIONS INVENTORY
REPORT**

Final Report

October 15, 2025

Prepared for:
Capital Regional District
625 Fisgard Street, PO Box 1000
Victoria, BC V8W 2S6

Prepared by:
Stantec Consulting Ltd.
200-325 25 Street SE
Calgary, AB T2A 7H8

Project Number: 160925361

The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report
October 15, 2025

The conclusions in the Report titled The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report are Stantec's professional opinion, as of the time of the Report, and concerning the scope described in the Report. The opinions in the document are based on conditions and information existing at the time the scope of work was conducted and do not take into account any subsequent changes. The Report relates solely to the specific project for which Stantec was retained and the stated purpose for which the Report was prepared. The Report is not to be used or relied on for any variation or extension of the project, or for any other project or purpose, and any unauthorized use or reliance is at the recipient's own risk.

Stantec has assumed all information received from The Capital Regional District (the CRD) and third parties in the preparation of the Report to be correct. While Stantec has exercised a customary level of judgment or due diligence in the use of such information, Stantec assumes no responsibility for the consequences of any error or omission contained therein.

This Report is intended solely for use by the CRD in accordance with Stantec's contract with the CRD. While the Report may be provided by the CRD to applicable authorities having jurisdiction and to other third parties in connection with the project, Stantec disclaims any legal duty based upon warranty, reliance or any other theory to any third party, and will not be liable to such third party for any damages or losses of any kind that may result.

Prepared by: **Daniel Hegg** Digitally signed by Daniel Hegg
Date: 2025.10.15
06:53:29 -06'00'

Daniel Hegg, B.Comm., MSc

Reviewed by: **Flanagan, Nicole** Digitally signed by Flanagan, Nicole
Date: 2025.10.15
08:23:26 -04'00'

Nicole Flanagan, MSc. P.Eng.

Table of Contents

1	INTRODUCTION	1
2	GLOBAL PROTOCOL FOR COMMUNITY (GPC) SCALE EMISSION INVENTORIES PROTOCOL.....	5
3	GHG ASSESSMENT BOUNDARIES.....	15
4	GHG METHODOLOGIES.....	26
5	2024 GHG REPORTING YEAR RESULTS	51
6	QUALITY ASSURANCE & QUALITY CONTROL.....	68
7	RECOMMENDATIONS	69
8	REFERENCES	74

List of Tables

Table 1	Summary of GHG Inventory Scope Differences	2
Table 2	GPC Protocol Recalculation Thresholds.....	13
Table 3	GPC Protocol Data Quality Assessment Notation Keys	14
Table 4	Inventory Information.....	16
Table 5	Original And Updated BASIC+ Base Year	17
Table 6	Summary of Emissions Scope and GPC Protocol Reporting Sector	20
Table 7	GPC Protocol Summary Table	22
Table 8	Stationary Energy Data Source Quality Assessment.....	28
Table 9	Residential & Commercial Buildings Stationary Energy GHG Emission Factors	30
Table 10	Transportation Data Quality Assessment.....	33
Table 11	CRD On-Road In-Boundary/Transboundary Split	33
Table 12	Vehicle GHG Emission Factors.....	34
Table 13	Aircraft Type, Estimated Percentage of Total Reported Movements, And Estimated Fuel Use	36
Table 14	Aviation GHG Emission Factors.....	37
Table 15	Aircraft Type, Estimated Percentage of Total Reported Movements, And Estimated Fuel Use	38
Table 16	Marine Aviation GHG Emission Factors.....	38
Table 17	BC Ferries GHG Emission Factors	39
Table 18	Personal Watercraft GHG Emission Factors.....	40
Table 19	Waste Data Quality Assessment.....	42
Table 20	Composting Emission Factors.....	43
Table 21	IPPU Data Quality Assessment.....	44
Table 22	AFOLU Data Quality Assessment	47
Table 23	Spatial Data Sources Representing Land Cover For The CRD Study Area	47
Table 24	IPCC Land Use Classification Cross-References	48
Table 25	Land-Use Change Emission Factors.....	49
Table 26	Breakdown of the CRD's 2024 GHG Emissions in GPC Reporting Format	52

The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report

October 15, 2025

Table 27	Breakdown of the CRD's 2024 BASIC+ GHG Emissions in the GPC Protocol Reporting Format	53
Table 28	Total Energy and GHG Emissions Per Person by Sector	55
Table 29	Change in GHG Emissions Between 2007 & 2024 Reporting Years.....	57
Table 30	2024 Energy and GHG Emissions by Stationary Energy Sector	59
Table 31	Stationary Energy—Energy and GHG Emissions Trends.....	61
Table 32	2024 On-Road Transportation Energy And GHG Emissions by Fuel Type	61
Table 33	2024 Aviation, Waterborne, and Off-Road Transportation Energy and Emissions by Fuel Type	63
Table 34	Summary of Waste Sub-Sector GHG Emissions	64
Table 35	Product Use GHG Emissions for the 2007 and 2024 Reporting Years	65
Table 36	Summary of Land Area & GHG Emissions By Land Use Sector	66
Table 37	Summary of Livestock and Aggregate Sources and Non-CO2 Emissions Sources On Land	
Change GHG	Emissions Between 2007 and 2024.....	66
Table 38	Summary of GHG Inventory Assumptions, Estimated Impacts, and Recommended Improvements	69

List of Figures

Figure 1	Sources and Boundaries of a City's GHG Emissions (GPC 2014)	8
Figure 2	GHG Boundary	15
Figure 3	2024 GHG Emissions Summary by GPC Reporting Level	51
Figure 4	CRD BASIC+ GHG Emissions by Emissions Scope	57
Figure 5	Stationary Energy GHG Emissions Contribution to the GHG Inventory	60
Figure 6	2024 GHG Emissions from Waste	64

Executive Summary

There is increasing evidence that global climate change resulting from emissions of carbon dioxide (CO₂) and other greenhouse gases (GHGs) is having a significant impact on the ecology of the planet. Delayed actions to respond to the effects of climate change are expected to have serious negative impacts on global economic growth and development.

Beyond the costs associated with delayed climate action, there are cost savings to be realized through efforts to improve energy efficiency, conserve energy, and reduce GHG emissions intensity. To make informed decisions on reducing energy use and GHG emissions at the community scale, community managers must have a good understanding of these sources, the activities that drive them, and their relative contribution to the total. This requires the completion of an energy and GHG emissions inventory. To allow for credible and meaningful reporting locally and internationally, the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (the GPC Protocol) was developed. The GPC Protocol has been adopted by the Global Covenant of Mayors—an agreement led by community networks to undertake a transparent and supportive approach to measure GHG emissions community-wide. The Global Covenant of Mayors and the Federation of Canadian Municipalities promotes the use of the GPC Protocol as a standardized way for municipalities to collect and report their actions on climate change.

This project set out to compile a detailed GHG inventory for the Capital Regional District (CRD) for the 2007 base year and the 2024 reporting year using the GPC Protocol. The CRD has historically relied on the Provincial 2007, 2010 and 2012 Community Energy and Emissions Inventories (CEEI) to baseline and track community GHG emissions. However, there have been some limitations to the CEEI which has resulted in the CRD preparing a GPC BASIC+ inventory. Following the requirements of the GPC Protocol, the GHG inventories considered emissions from all reporting Sectors, including Stationary Energy, Transportation, Waste, Industrial Process and Product Use (IPPU), and Agriculture, Forestry and Other Land Use (AFOLU). The purpose of this document is to describe the quantification methodologies used to calculate GHG emissions for the 2024 reporting year, and to present the CRD's 2024 community GHG emissions.

In 2024, the CRD's BASIC+ GHG emissions totaled 1,783,513 tonnes of carbon dioxide equivalent (tCO₂e). On an absolute basis, this is an 11% decrease from the 2007 base year GHG emissions and a decline of 30.0% on a per capita basis. Due to limitations in how to quantify GHG emissions resulting from land use change (e.g., residential development) and ecosystem sequestration, these GHG emissions have been disclosed but excluded from the CRD's GHG emissions inventory, until a more robust measurement methodology can be developed.

A summary of the 2024 GHG emissions is presented in Table E-1 and Figure E-1.



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report
October 15, 2025

Table E-1 BASIC+ 2007 Base & 2024 Reporting Year GHG Emissions

Sector	Sub-Sector	2007 GHG Emissions (tCO₂e)	2024 GHG Emissions (tCO₂e)
Stationary Energy	Residential Buildings	422,256	230,418
	Commercial & Institutional Buildings	270,524	349,497
	Manufacturing Industries & Construction	0	0
	Energy Industries	418	5,518
	Agriculture, Forestry & Fishing Activities	89,497	123,176
	Fugitive Emissions	1,003	1,622
Transportation	In-Boundary On-road Transportation	864,570	678,140
	Trans-Boundary On-road Transportation	13,256	6,159
	Waterborne Navigation	48,218	56,498
	Aviation	26,097	20,250
	Off-road Transportation	60,629	79,596
Waste	Solid Waste	110,955	104,017
	Biological Treatment of Waste	73	6,387
	Wastewater Treatment & Discharge	18,998	4,414
IPPU	IPPU	70,418	114,034
AFOLU	Land-Use: Emissions Sequestered (Disclosure Only - Not Included In Total)	-396,487	-401,842
	Land-Use: Emissions Released (Disclosure Only - Not Included In Total)	151,516	89,610
	Livestock	6,867	3,449
	Non-CO2 Land Emission Sources	849	338
GHG Emissions from Reporting year		2,004,628	1,783,513
Change in GHG Emissions from 2007 Reporting year			-11.0%
GHG Emissions Per Capita		5.6	3.9
Change in Per Capita GHG Emissions from 2007 Reporting year			-30.0%

Data in the table above is depicted in Figure E-1.



**The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions
Inventory Report**
October 15, 2025

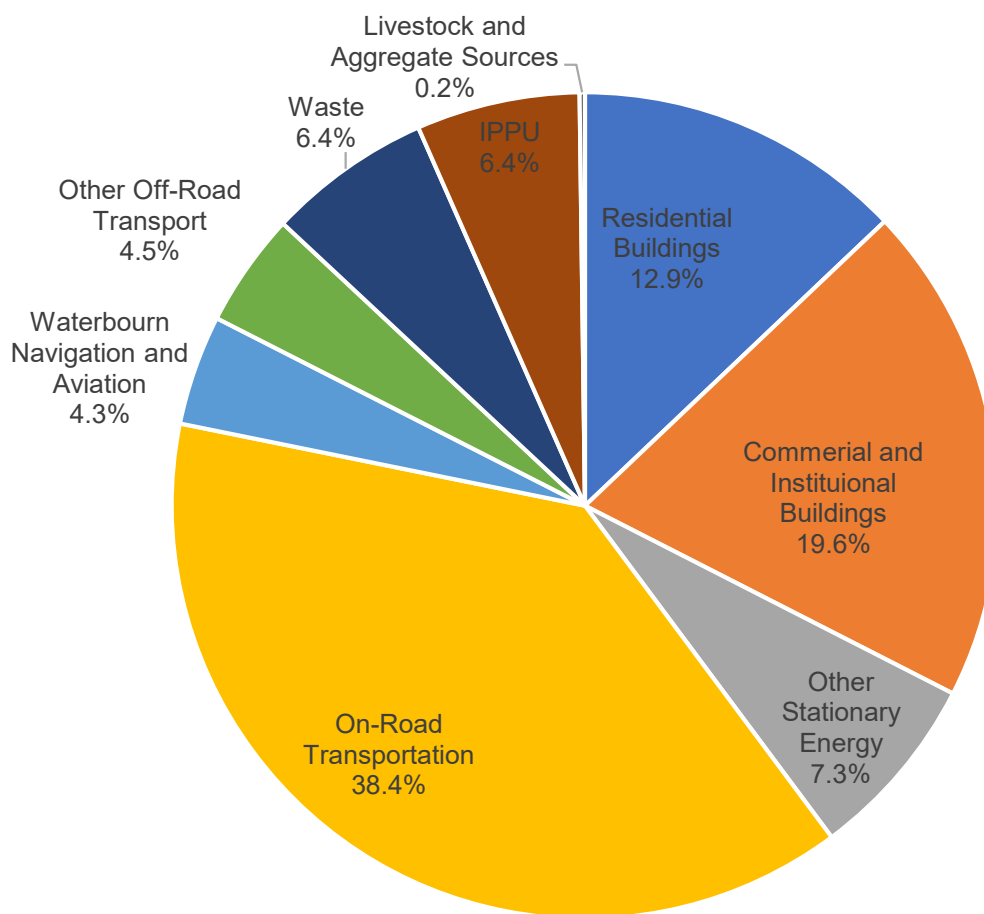


Figure E-1 CRD's 2024 BASIC+ GHG Emissions Profile (Excluding Land-Use)



Abbreviations

ACI	Annual Crop Inventory
AFOLU	Agriculture, Forestry, and Other Land Use
BC	British Columbia
C40	C40 Cities Climate Leadership Group
CH ₄	Methane
CO ₂	carbon dioxide
CO ₂ e	carbon dioxide equivalents
CEEI	Community Energy and Emissions Inventories
CRD	Capital Regional District
eMWh	megawatt hours equivalents
FCM	Federation of Canadian Municipalities
GDP	gross domestic product
GHG	greenhouse gas
GJ	Gigajoules
GPC	Global Protocol for Community-Scale Greenhouse Gas Emission Inventories
GWP	global warming potentials
HDV	Heavy Duty Vehicle
HFC	Hydrofluorocarbons



**The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions
Inventory Report**
October 15, 2025

ICBC	Insurance Corporation of BC
ICLEI	International Council for Local Environmental Initiatives
IE	included elsewhere
IPCC	Intergovernmental Panel on Climate Change
IPPU	Industrial Process and Product Use
ISO	International Organization for Standardization
kg	Kilograms
kW	Kilowatt
kWh	kilowatt hours
L	Litres
LDT	Light Duty Truck
LDV	Light Duty Vehicle
MWh	megawatt hours
N ₂ O	nitrous oxides
NE	not estimated
NIR	National Inventory Report
NPRI	National Pollutant Release Inventory
NO	not occurring
ORVE	Off-Road Vehicle and Equipment
PCP	Partnership for Climate Protection



**The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions
Inventory Report**
October 15, 2025

PFC	Perfluorocarbons
SC	Other Scope 3
SF ₆	sulfur hexafluoride
T	Tonnes
VIA	Victoria International Airport
WIP	waste-in-place
WRI	World Resources Institute



Glossary

Air pollution	The presence of toxic chemicals or materials in the air, at levels that pose a human health risk.
Reporting year	This is the reference or starting year to which targets and GHG emissions projections are based.
BASIC	An inventory reporting level that includes all Scope 1 sources except from energy generation, imported waste, IPPU, and AFOLU, as well as all Scope 2 sources (GPC, 2014).
BASIC+	An inventory reporting level that covers all GPC BASIC sources, plus Scope 1 AFOLU and IPPU, and Scope 3 in the Stationary Energy and Transportation Sectors (GPC, 2014).
Biogenic emissions	Emissions produced by living organisms or biological processes, but not fossilized or from fossil sources (GPC, 2014).
Carbon dioxide equivalent (CO ₂ e)	The amount of carbon dioxide (CO ₂) emissions that would cause the same integrated radiative forcing, over a given time horizon, as an emitted amount of a greenhouse gas (GHG) or a mixture of GHGs. The CO ₂ e emission is obtained by multiplying the emission of a GHG by its Global Warming Potential (GWP) for the given time horizon. For a mix of GHGs, it is obtained by summing the CO ₂ e emissions of each gas (IPCC 2014).
Climate change	Climate change refers to a change in the state of the climate that can be identified by changes in the mean and/or the variability of its properties and that persists for an extended period, typically decades or longer. Climate change may be due to natural internal processes or external forces such as modulations of the solar cycles, volcanic eruptions, and persistent anthropogenic changes in the composition of the atmosphere or in land use (IPCC, 2014).
Emission	The release of GHGs into the atmosphere (GPC, 2014).
Emission factor(s)	A factor that converts activity data into GHG emissions data (GPC, 2014).
Flaring	The burning of natural gas that cannot be used.
Fossil fuels	A hydrocarbon deposit derived from the accumulated remains of ancient plants and animals which is used as an energy source.
Fugitive emission	Emissions that are released during extraction, transformation, and transportation of primary fossil fuels. These GHG emissions are not combusted for energy.
Geographic boundary	A geographic boundary that identifies the spatial dimensions of the inventory's assessment boundary. This geographic boundary defines the physical perimeter separating in-boundary emissions from out-of-boundary and transboundary emissions (GPC, 2014).



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report
October 15, 2025

Gigajoule (GJ)	<p>A gigajoule (GJ), one billion joules, is a measure of energy. One GJ is about the same energy as:</p> <ul style="list-style-type: none"> • Natural gas for 3-4 days of household use • The electricity used by a typical house in 10 days
Global warming	A gradual increase in the Earth's temperature which is attributed to the greenhouse effect caused by the release of greenhouse gas (GHG) emissions into the atmosphere.
Global warming potential (GWP)	An index measuring the radiative forcing following an emission of a unit mass of a given substance, accumulated over a chosen time horizon, relative to that of the reference substance, carbon dioxide (CO ₂). The GWP thus represents the combined effect of the differing times these substances remain in the atmosphere and their effectiveness in causing radiative forcing. The Kyoto Protocol is based on global warming potentials over a 100-year period (IPCC 2014).
Greenhouse gas (GHG)	GHGs are the seven gases covered by the UNFCCC: carbon dioxide (CO ₂); methane (CH ₄); nitrous oxide (N ₂ O); hydrofluorocarbons (HFCs); perfluorocarbons (PFCs); sulphur hexafluoride (SF ₆); and nitrogen trifluoride (NF ₃) (GPC, 2014).
GHG intensity	The annual rate to which GHG emissions are released in the atmosphere, relative to a specific intensity.
Gross domestic product (GDP)	An economic measure of all goods and services produced in an economy.
In-boundary	Occurring within the established geographic boundary (GPC, 2014).
Reporting year	The year for which emissions are reported (GPC, 2014).
Scope 1	Emissions that physically occur within a community.
Scope 2	Emissions that occur from the use of electricity, steam, and/or heating/cooling supplied by grids which may or may not cross Community boundaries.
Scope 3	Emissions that occur outside a community but are driven by activities taking place within a community's boundaries.
Tonne of CO ₂ e	<p>A tonne of greenhouse gases (GHGs) is the amount created when we consume:</p> <ul style="list-style-type: none"> • 385 litres of gasoline (about 10 fill-ups) • Enough electricity for three homes for a year (38,000 kWh)
Transboundary GHG emissions	Emissions from sources that cross the geographic boundary (GPC, 2014). These include GHG emissions from on-road trips where the vehicle crosses municipal boundaries. For example, if travelling from Comox to Nanaimo, the on-road transportation GHG emissions in Nanaimo would be considered transboundary as the origin of the trip occurred in Comox.



1 Introduction

Climate Change & Greenhouse Gas (GHG) Emissions

Since the industrial revolution, human activities such as burning fossil fuels, deforestation, agricultural practices, and other land use changes have resulted in the release of unnaturally large volumes of greenhouse gas (GHG) emissions into the Earth's atmosphere causing global climate systems to change. In its sixth assessment report, the Intergovernmental Panel on Climate Change (IPCC) concluded that “the scale of recent changes across the climate system as a whole and the present state of many aspects of the climate system are unprecedented over many centuries to many thousands of years.”¹ To substantially reduce the risks and effects of climate change, and limit global warming to 1.5°C, scientists and policy makers have come to the agreement that global society must dramatically reduce greenhouse gas (GHG) emissions 50–60% by 2030, 80% by 2040, more than 90% by 2050 with the remaining emissions being offset or neutralized (e.g., direct air capture, reforestation, etc.) and be net negative in the second half of the century. Recognizing the importance and benefits to addressing climate change, many governments – including the Government of Canada and Province of British Columbia, and the CRD as well as publicly traded organizations representing more than \$23 trillion in market capitalization have now committed to these GHG reduction targets.²

Communities & GHG Emissions

Communities are centers of communication, commerce, and culture. They are, however, also a significant and growing source of energy consumption and GHG emissions. On a global scale, communities are major players in GHG emissions. They are responsible for more than 70% of global energy-related carbon dioxide emissions and thus represent the single greatest opportunity for tackling climate change.

¹ <https://www.ipcc.ch/assessment-report/ar6/>

² sciencebasedtargets.org/news/more-than-1000-companies-commit-to-science-based-emissions-reductions-in-line-with-1-5-c-climate-ambition



For a community to act on mitigating climate change and monitor its progress, it is crucial to have good quality GHG emissions data to build a GHG inventory. Such an inventory enables cities to understand the breakdown of their emissions and plan for effective climate action. The Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC Protocol) seeks to support exactly that, by giving cities the standards and tools that are needed to measure the emissions, build more effective emissions reduction strategies, set measurable and more ambitious emission reduction goals, and to track their progress more accurately and comprehensively.

Until recently there has been no internationally recognized way to measure community-level emissions. Inventory methods that community managers have used to date around the globe vary significantly. This inconsistency has made comparisons between cities and over the years difficult. The GPC Protocol offers an internationally accepted, credible emissions accounting and reporting practice that will help communities to develop comparable GHG inventories.

Variance from Community Energy & Emissions Inventories (CEEI)

The CRD has historically relied on annual Provincial Community Energy and Emissions Inventories (CEEI) to track community GHG emissions. Because the current CEEI does not fully meet the requirements of the GPC Protocol BASIC+ reporting requirements, the CRD has prepared its own GHG emissions inventory which relies on the CEEI data as well as external data sources. A high-level summary of the differences between the CEEI and GPC Protocol inventories are presented in Table 1.

Table 1 Summary of GHG Inventory Scope Differences

Reporting Sector	CEEI	GPC BASIC	GPC BASIC+
Residential Buildings	✓	✓	✓
Commercial And Institutional Buildings And Facilities	✓	✓	✓
Manufacturing Industries And Construction	✓	✓	✓
Energy Industries		✓	✓
Energy Generation Supplied To The Grid		✓	✓
Agriculture, Forestry And Fishing Activities		✓	✓
Non-Specified Sources		✓	✓



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report
October 15, 2025

Reporting Sector	CEEI	GPC BASIC	GPC BASIC+
Fugitive Emissions From Mining, Processing, Storage, And Transportation Of Coal		✓	✓
Fugitive Emissions From Oil And Natural Gas Systems		✓	✓
On-Road Transportation	✓	✓	✓
Railways		✓	✓
Waterborne Navigation		✓	✓
Aviation		✓	✓
Off-Road Transportation	✓	✓	✓
Solid Waste	✓	✓	✓
Biological Waste	✓	✓	✓
Incinerated And Burned Waste		✓	✓
Wastewater		✓	✓
Emissions From Industrial Processes			✓
Emissions From Product Use			✓
Emissions From Livestock	✓		✓
Emissions From Land			✓
Emissions From Aggregate Sources And Non-CO ₂ Emission Sources On Land	✓		✓

Report Purpose

The purpose of this document is to describe the quantification methodologies used by the CRD to calculate its BASIC+ GHG emissions for the 2007 base and 2024 reporting years. The focus of this report is on the 2024 reporting year. The CRD has elected to prepare a BASIC+ GHG emissions inventory to align with global best practices in community GHG emissions and to provide its members with the more comprehensive GHG emissions inventory database.



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report

October 15, 2025

This document also supports the preparation of future community GHG emissions inventories, by:

- Defining GHG emissions data sources to be used for future inventory work
- Establishing quantification methods and assumptions.
- Evaluating the quality of the data sources and emission factors.
- Supporting consistent quantification of the inventory results over time.



2 Global Protocol For Community (GPC) Scale Emission Inventories Protocol

Overview

The GPC Protocol is the result of a collaborative effort between the GHG Protocol at the World Resources Institute (WRI), C40 Cities Climate Leadership Group (C40), and ICLEI—Local Governments for Sustainability (ICLEI). The GPC Protocol is recognized as one of the first set of standardized global rules for cities to measure and publicly report city-wide GHG emissions. It sets out requirements and provides guidance for calculating and reporting city-wide GHG emissions, consistent with the 2006 IPCC guidelines on how to estimate GHG emissions (IPCC, 2014). Specifically, the GPC Protocol seeks to:

- Help cities develop a comprehensive and robust GHG inventory to support climate action planning.
- Help cities establish a base year GHG emissions inventory, set GHG reduction targets, and track performance.
- Ensure consistent and transparent measurement and reporting of GHG emissions between cities, following internationally recognized GHG accounting and reporting principles.
- Enable city-wide GHG inventories to be aggregated at subnational and national levels.
- Demonstrate the important role that cities play in tackling climate change and facilitate insight through benchmarking—and aggregation—of comparable GHG data.



GPC Protocol Structure

The GPC Protocol sets several assessment boundaries which identify the restrictions for gases, emission sources, geographic area, and time span covered by a GHG inventory:

- The GHG inventory is required to include all seven Kyoto Protocol GHGs occurring within the geographic boundary of a city. These include:
 - Carbon dioxide (CO₂)
 - Methane (CH₄)
 - Nitrous oxide (N₂O)
 - Hydrofluorocarbons (HFCs)
 - Perfluorocarbons (PFCs)
 - Sulfur hexafluoride (SF₆)
 - Nitrogen trifluoride (NF₃)
- The GHG emissions from city-wide activities must be organized and reporting under the following five sectors, based on the selected reporting level:
 - Stationary Energy
 - Transportation
 - Waste
 - Industrial Processes and Product Use (IPPU)
 - Agriculture, Forestry, and Other Land Use (AFOLU)
 - Other Scope 3 (Optional)

The GPC Protocol also requires that a city define an inventory boundary, identifying the geographic area, time span, gases, and emission sources.

Under the GPC Protocol, the CRD has the option of reporting GHG emissions under three different levels:

- Territorial - The CRD reports only on GHG emissions that occur within its geographic boundaries.
- Community-Induced – The CRD accounts for all GHG emissions resulting from activities occurring within the region. Under the Community-Induced framework, there are two levels of reporting available to cities - BASIC and BASIC+
 - BASIC—This level covers stationary energy and transportation GHG emissions that physically occur within a community (Scope 1) and those that occur from the use of electricity, steam, and/or heating/cooling supplied by grids which may or may not cross



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report

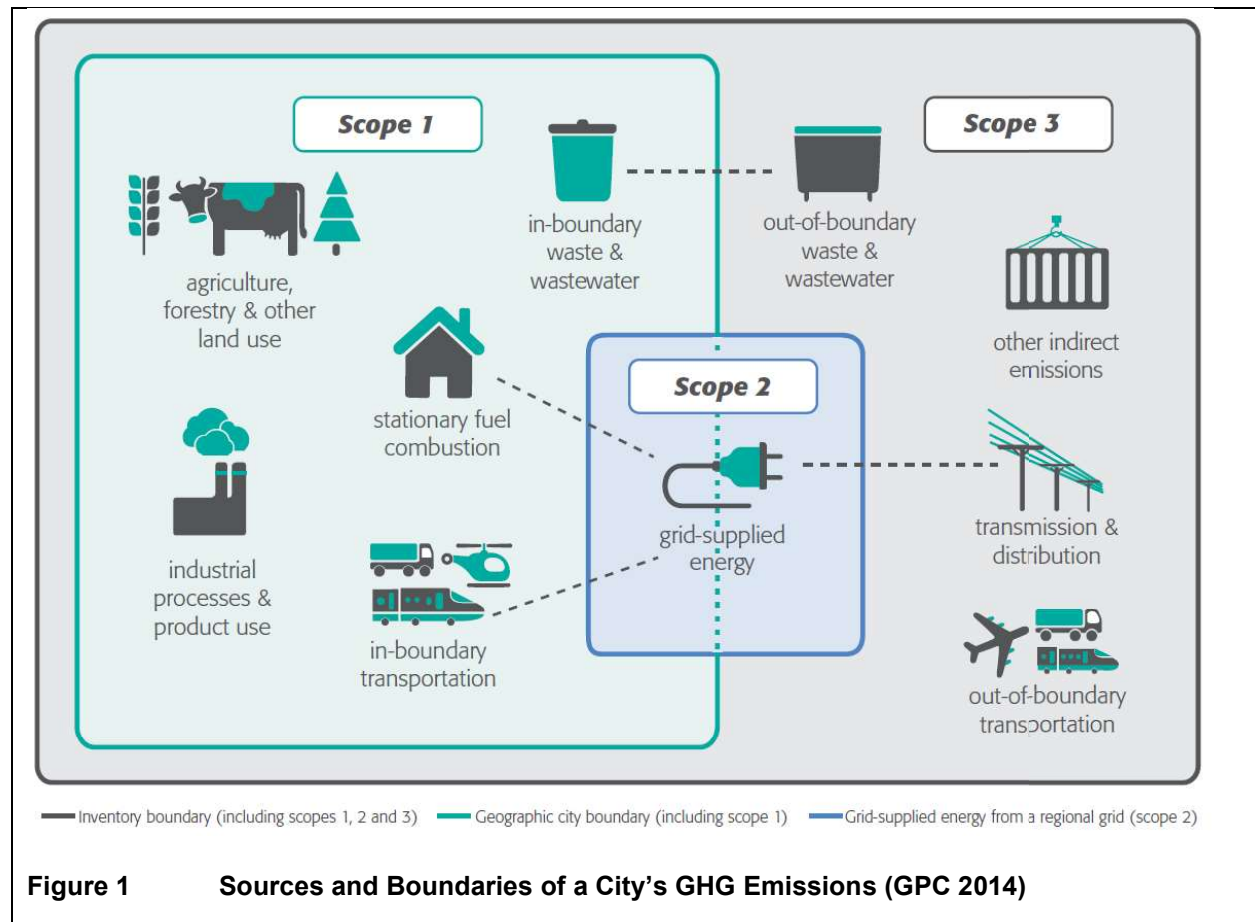
October 15, 2025

city boundaries (Scope 2). The BASIC level also includes waste GHG emissions that may occur outside of a community but are driven by activities taking place within a community's boundaries (Scope 3). The BASIC level aligns with the current GHG reporting requirements of most voluntary reporting programs for local governments.

- BASIC+—This level covers the same scopes as BASIC and includes more in-depth and data dependent methodologies. Specifically, it expands the reporting scope to include Scope 1 emissions from Industrial Process and Product Use (IPPU), Agriculture, Forestry, and Other Land-Use (AFOLU), and Scope 3 GHG emissions from transboundary transportation. The sources covered in BASIC+ also align with sources required for national reporting in IPCC guidelines.

Activities taking place within the CRD can generate GHG emissions that occur inside its geographic boundary as well as outside of it. To distinguish between these, the GPC Protocol groups emissions into three categories based on where they occur: Scope 1, Scope 2, or Scope 3 emissions. The GPC Protocol distinguishes between emissions that physically occur within the CRD (Scope 1), from those that occur outside the region but are driven by activities taking place within its boundaries (Scope 3), and from those that arise from the use of electricity, steam, and/or heating/cooling supplied by grids that may or may not cross regional boundaries (Scope 2). Scope 1 emissions may also be termed “territorial” emissions, because they are produced solely within the territory defined by the geographic boundary (see Figure 1).





GHG Emission Categories

As noted previously, the GPC Protocol requires that different emission sources to be categorized into a total of five reporting sectors. These high-level categories are described in more detail below. More information on how GHG emissions are captured within the GPC Protocol is available on the [Greenhouse Gas Protocol website](#).



Stationary Energy

Stationary energy sources are typically one of the largest contributors to a city's GHG emissions. In general, these emissions come from fuel combustion and fugitive emissions. They include the emissions from energy to heat and cool residential, commercial, and industrial buildings, as well as the activities that occur within these residences and facilities. Emissions associated with distribution losses from grid-supplied electricity/steam/heating/cooling are also included, as are some fugitive emissions from sources such as coal piles, natural gas pipelines, and related Off-road Transportation GHG emission sources.

The Stationary Energy sector includes the following sub-sectors:

- Residential buildings
- Commercial and institutional buildings and facilities
- Manufacturing industries and construction
- Energy industries
- Energy generation supplied to the grid*
- Agriculture, forestry, and fishing activities
- Non-specific sources
- Fugitive emissions from mining, processing, storage, and transportation of coal
- Fugitive emissions from oil and natural gas systems

* Emissions related with electricity generation activities occurring within a community's boundaries are to be reported; however, the GHG emissions from these sources are not reported separately as they are accounted for elsewhere and to prevent double counting (GPC 2014).

Under the GPC Protocol, cities are to report off-road GHG emissions under the Off-road Transportation Sub-Sector if and only if the GHG emissions are occurring at transportation facilities (e.g., airports, harbors, bus terminals, train stations, etc.). Other off-road transportation GHG emissions that occur on industrial premises, construction sites, agriculture farms, forests, aquaculture farms, and military premises, etc., are to be reported under the most relevant Stationary Energy Sub-Sector (GPC, 2014). For example, GHG emissions from commercial building off-road construction equipment would be included in the Commercial And Institutional Buildings And Facilities Sub-Sector, whereas GHG emissions from residential lawn mowers would be reported under the Residential Buildings Sub-Sector.

Transportation

The GHGs released to the atmosphere to be reported in the Transportation sector are those from combustion of fuels in journeys by on-road, railways, waterborne navigation, aviation, and off-road. GHG emissions are produced directly by the combustion of fuel and indirectly using grid-supplied electricity.



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report

October 15, 2025

Unlike the Stationary Energy sector, transit is mobile and can pose challenges in both accurately calculating GHG emissions and allocating them to a specific sub-sector. This is particularly true when it comes to transboundary transportation, which includes GHG emissions from trips that either start or finish within a city's boundaries (e.g., departing flight emissions from an airport outside the community boundaries) (GPC, 2014). Transboundary GHG emissions are only required for GPC BASIC+ GHG reporting.

The Transportation sector includes the following sub-sectors:

- On-road
- Railways
- Waterborne
- Aviation
- Off-road

As noted previously, cities are to report off-road GHG emissions under the Off-road Transportation sub-sector if and only if the GHG emissions are occurring at transportation facilities (e.g., airports, harbors, bus terminals, train stations, etc.). For example, off-road railway maintenance support equipment GHG emissions are reported under the Off-Road Transportation Sub-Sector.

Waste

Cities produce GHG emissions that arise from activities related to the disposal and management of solid waste. Waste does not directly consume energy, but releases GHG emissions because of decomposition, burning, incineration, and other management methods.

The Waste sector includes the following sub-sectors:

- Solid waste disposal
- Incineration and open burning
- Biological treatment of waste
- Wastewater treatment and discharge

Under the GPC Protocol, the Waste sector includes all GHG emissions that result from the treatment or decomposition of waste regardless of the source of the waste (e.g., another community's waste in the local landfill). However, the GHG emissions that are associated with waste from outside a City's boundary that is treated or decomposes within the community boundary are deemed to be "reporting only" emissions and do not contribute to the GHG inventory (GPC 2014).

Any GHG emissions that result from the combustion of waste or waste related gases to generate energy, such as a methane capture and energy generation system at a landfill, are reported under Stationary Energy Generation Supplied to The Grid Sub-Sector (GPC, 2014). Any waste related GHG emissions that



are combusted but not related to energy generation are reported in the appropriate Waste Sub-Sector. Lastly, any waste GHG emissions that are released to the atmosphere are also captured in the appropriate Waste Sub-Sector.

Industrial Processes & Product Use (IPPU)

Emissions from this sector are only required for BASIC+ GHG reporting under the GPC Protocol. This sector encompasses GHG emissions produced from industrial processes that chemically or physically transform materials and using products by industry and end-consumers (e.g., refrigerants, foams, aerosol cans) (GPC, 2014).

The IPPU sector includes the following sub-sectors:

- Industrial processes
- Product use

Any GHG emissions associated with energy use for industrial processes are not reported in the IPPU Sector; rather, they are reported under the appropriated Stationary Energy sub-category.

Agriculture, Forestry & Other Land Use (AFOLU)

Emissions from the AFOLU sector are only required for BASIC+ GHG reporting. AFOLU GHG emissions are those that are captured or released because of land-management activities. These activities can range from the preservation of forested lands to the development of crop land. Specifically, this sector includes GHG emissions from land-use change, manure management, livestock, and the direct and indirect release of nitrous oxides (N₂O) from soil management, rice cultivation, biomass burning, urea application, fertilizer, and manure application (GPC, 2014).

The AFOLU sector includes the following sub-sectors:

- Livestock
- Land
- Aggregate sources and non-CO₂ emission sources on land

Other Scope 3 Emissions

Communities, by their size and connectivity, inevitably give rise to GHG emissions beyond their boundaries – often referred to as Other Scope 3 GHG emissions under the GPC Protocol. In the community context, Other Scope 3 GHG emissions include upstream GHG emissions, such as fuel extraction, production, and transportation GHG emissions, as well as cradle to-gate GHG emissions associated with the consumption of goods and services like food and drink, water, construction materials,



and other goods and services that are estimated to make a material contribution to a community's GHG inventory. The GPC Protocol already includes the following Scope 3 emissions in other Sectors:

- On-road, waterborne, and aviation transboundary transportation
- Transmission and distribution losses associated with grid-supplied energy
- Solid waste disposal
- Biological treatment of solid waste
- Wastewater treatment and discharge

Cities may voluntarily report on Other Scope 3 emissions as they are estimated. In the case of the CRD, no other Scope 3 GHG emissions, other than those listed above, have been estimated.

Accounting & Reporting Principles

All GHG inventories following the GPC Protocol are required to meet GHG accounting principles. Specifically, these inventories should be relevant, consistent from year to year, accurate and transparent about methodologies, assumptions, and data sources. The transparency of inventories is fundamental to the success of replication and assessment of the inventory by interested parties.

The GHG inventories must also properly account for key energy and GHG emission sinks, sources, and reservoirs (SSR) that are occurring within municipal boundaries. The SSRs are a convenient way to identify and categorize all the GHG emissions to determine if they should be included or excluded from a GHG inventory. A "Source" is something that releases GHG emissions to the atmosphere, such as a diesel generator. A "Sink" is a process or item that removes GHGs from the atmosphere, such as photosynthesis and tree growth. Finally, a "Reservoir" is a process or item with the capability to store or accumulate a GHG removed from the atmosphere by a GHG sink, such as a wetland or a peat bog. By assessing and reporting on the applicable SSRs, users of the GHG inventory can have confidence that the inventory is complete and representative of the types and quantities of the GHGs being released within community limits.

Base Year & Reporting Year Recalculations

As cities grow and expand, significant changes to the GHG emissions profile of a community can alter materially thus making it difficult to meaningfully assess GHG emission trends and changes over time. The



GPC Protocol has requirements on how to treat changes in a community's GHG profile—this is summarized in Table 2.

Table 2 GPC Protocol Recalculation Thresholds

Threshold	Example Change	Recalculation Needed	No Recalculation Needed
Changes in the assessment boundary	A community is annexed in or removed from a city's administrative boundary	X	
	Change in protocol reporting method (e.g., from BASIC to BASIC+, addition of GHGs reported, etc.)	X	
	Shut down of a power plant		X
	Building a new cement factory		X
Changes in calculation methodology or improvements in data accuracy	Change in calculation methodology for landfilled municipal solid waste (MSW)	X	
	Adoption of a more accurate local emission factor, instead of a national average emission factor.	X	
	Change in electricity emission factor due to energy efficiency improvement and growth of renewable energy utilization		X
Discovery of significant errors	Discovery of mistake in unit conversion in formula used	X	

Data Quality

Data collection and the assessment of its quality is an integral component of compiling any GHG inventory. Like the IPCC, the GPC Protocol requires users to establish first whether a source exists and then assess the data availability and quality. To support GHG reporting, the following notation keys are used.

- If the GHG sink, source or reservoir does not exist, a “NO” is used to indicate it is “not occurring”.
- If the GHG sink, source or reservoir does occur, and data is available, then the emissions are estimated. However, if the data is also included in another emissions source category or cannot be disaggregated, the notation key “IE” would be used to indicate “included elsewhere” to avoid double counting.



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report

October 15, 2025

- When GHG emissions are occurring in the CRD, but data is not available, then the notation key “NE” would be used to indicate “not estimated”.

For GHG data that does exist, in accordance with the GPC Protocol, an assessment of quality is also made on emission factors and GHG estimation methodologies deployed. The GPC Protocol data quality assessment notation keys are summarized in Table 3.

Table 3 GPC Protocol Data Quality Assessment Notation Keys

Data Quality	Activity Data	Emission Factor
High (H)	Detailed activity data	Site-specific emission factors
Medium (M)	Modeled activity data using robust assumptions	More general emission factors
Low (L)	Highly modeled or uncertain activity data	Default emission factors



3 GHG Assessment Boundaries

This section sets out the reporting boundaries of the CRD's GHG inventory.

Spatial Boundaries

This GHG inventory is defined geographically by the capital region of British Columbia jurisdictional boundaries. As shown in Figure 2, this region consists of 13 municipalities and 3 electoral areas. For the purposes of this report, only the CRD GHG emissions are presented. A breakdown of GHG emissions by each CRD municipality and electoral area has been presented in a separate report.

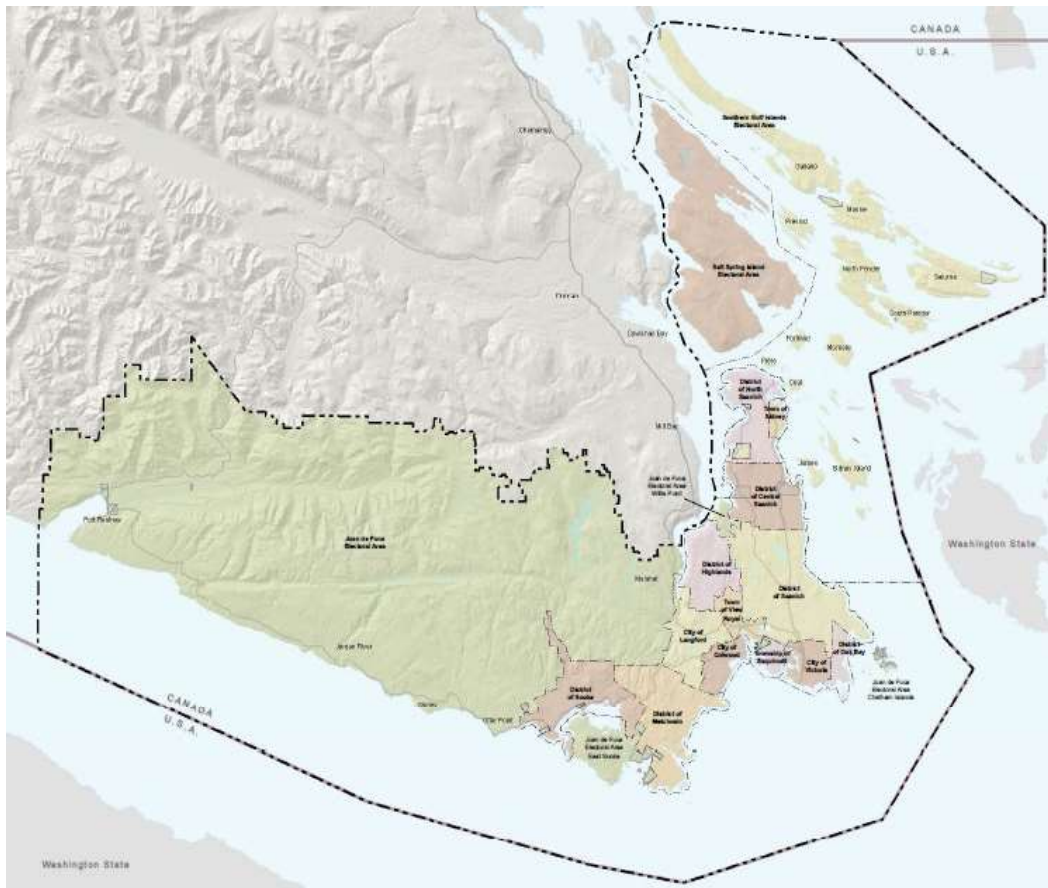


Figure 2 GHG Boundary



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report
October 15, 2025

Additional GHG inventory related information is presented in Table 4.

Table 4 Inventory Information

Inventory Boundary	Additional Information
Name of Community / District	Capital Regional District
Municipality / Electoral Area	<ul style="list-style-type: none"> • District of Central Saanich • City of Colwood • Township of Esquimalt • District of Highlands • Juan de Fuca Electoral Area • City of Langford • District of Metchosin • District of North Saanich • District of Oak Bay • District of Saanich • Salt Spring Island Electoral Area • Town of Sidney • District of Sooke • City of Victoria • Town of View Royal • Southern Gulf Islands Electoral Area
Country	Canada
Inventory Year	2024
Geographic Boundary	See Figure 2
Land Area (hectares)	2,310.18
Resident population	452,069
GDP (CAN\$)	Unknown at time of reporting
Composition of Economy	Government



Temporal Boundaries

Federal and provincial initiatives and legislation have been implemented to support local governments in acting to advance energy efficiency, promote energy conservation, and reduce GHG emissions. The CRD and its local governments have already been working to address sustainability and climate change through several initiatives for many years. The CRD’s Regional Growth Strategy set an absolute regional GHG reduction target of 61% by 2038 (below 2007 levels).

To maintain consistency with the current reporting year, and as required by the GPC Protocol, the CRD has updated its 2007 GHG base year GHG emissions profile to be consistent with the GPC Protocol BASIC+ reporting level. Between the current reporting year and the 2007 base year, there were no boundary changes (e.g., annexes) and thus no additional modifications were made. All methods and assumptions, adjusted for the 2007 reporting year, are the same.

Due to limitations in how to quantify GHG emissions resulting from land use change (e.g., residential development) and sequestration, these GHG emissions have been excluded from the CRD’s 2007 and 2024 GHG emissions inventories, but have been disclosed, until a more robust measurement methodology can be developed.

Table 5 presents the prior 2007 and the updated 2007 base year GHG emissions reported as tonnes of carbon dioxide equivalent (tCO₂e).

Table 5 Original And Updated BASIC+ Base Year

Aspect	Quantification Protocol	2007 GHG Base Year (tCO ₂ e)
Original Base Year	CEEI Protocol	1,563,000
Updated Base Year	GPC Protocol BASIC+	2,004,628

GHG Reduction Target

Recognizing the role that the CRD plays in achieving a significant and immediate reduction in global GHG emissions, the CRD has set a regional GHG reduction target of 61% (from 2007 levels) by 2038. With the CRD’s 2007 base year GHG emissions being 2,004,628 tCO₂e, a 61% reduction would require a reduction of approximately 1,222,823 tCO₂e. On a per capita basis, this amounts to reducing emissions from approximately 3.9 tCO₂e per person in 2024 to 2.4 tCO₂e per person by 2038.

In February 2019, the CRD declared a climate emergency and committed to regional carbon neutrality.



2024 GHG Boundary

This inventory covers all in-scope GHG emissions for the 2024 reporting year. Where 2024 data was not available, the most recent year's data have been used, and the timescale noted accordingly. These are as follows:

- Global Warming Potentials (GWP). The BC government has communicated that is adopting GWPs from the fifth IPCC report. On this basis, the CRD is applying GWPs from the fifth IPCC report.
- Stationary Energy: Residential, Commercial and Institutional Buildings. Propane, and wood GHG emissions were estimated using linear regression methods. The data used in the estimates included historical propane and wood energy data published in the 2007-2021 CEEIs, and heating degree days (HDD) published by Environment and Climate Change Canada.
- Stationary Energy: Residential, Commercial and Institutional Buildings. The CRD used real-estate sales data between 2021 and 2025 to estimate the number of heating oil tanks and average household consumption for the 2024 reporting year.
- Stationary Energy: Other Off-Road. The ECCC 2025 NIR prepared for the Province of BC for the 2023 reporting year was used to estimate GHG emissions for:
 - Off-road agriculture and forestry GHG emissions
 - Off-road commercial and institutional GHG emissions
 - Off-road manufacturing, mining, and construction GHG emissions
 - Off-road residential GHG emissions

These GHG emissions were assigned to the CRD on a per capita basis.

- Stationary Energy: Fugitives. Fortis BC provided total fugitive emissions for the 2020 reporting year at the CRD level. Since no historical numbers were provided, the 2020 value was used to estimate the 2024 emissions.
- Transportation: On-Road. The on-road transportation emissions are based on the total estimated fuel sales in the CRD, and the number of registered vehicles. Insurance Corporation of BC (ICBC) compiles data on an January 1 to December 31 basis, and thus the current on-road GHG emission estimate is based on the number of registrations from January 1, 2024 – December 31, 2024.
- Transportation: Aviation. 2024 aviation GHG emissions were estimated using 2015 aircraft flight profiles (the last available data), and the total number of aircraft movements reported in 2024.



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report

October 15, 2025

- **Transportation: Waterborne Recreational Watercraft.** GHG emissions from recreational watercraft and US/Canada ferries were estimated based on a publicly available year 2000 study for the Victoria, Vancouver, and Washington harbors.
- **Transportation: Cruise Ships.** The Greater Victoria Harbour Authority (GVHA) reported on cruise ship emissions for the 2018 reporting year but did not provide an estimate for 2024. As a result, the 2018 GHG emissions estimate and number of cruise ship visits to Ogden Point was used to create a proxy to estimate 2024 cruise ship emissions.
- **Waste: Solid Waste.** To quantify GHG emissions from the Hartland Landfill, the CRD utilized the waste-in-place (WIP) method which is accepted under the GPC Protocol. The WIP assigns landfill emissions based on total waste deposited during that year. It counts GHGs emitted that year, regardless of when the waste was disposed. Except for the City of Victoria, who claims 31% of the CRD's landfill GHG emissions, the remaining landfill GHG emissions were allocated to each local government on a per capita basis. Using this allocation method, the CRD members may over, or underestimate associated solid waste GHG emissions as the current year landfill GHG emissions are based upon cumulative waste over time, and each member may have contributed more waste in past years than the current year (and vice versa).
- **AFOLU: Aggregate Sources And Non-CO₂ Emission Sources On Land.** These emissions are based on the 2025 NIR as prepared by ECCC and the total area of farmland BC in 2021 as reported by Statistics Canada. These GHG emissions were assigned to each local government on a per hectare (ha) of cropland basis.
- **AFOLU: Land-Use.** The land cover change analysis requires a consistent land-use category attribution and spatial data. For parts of the CRD, spatial data was available for the 2007, 2011 and 2019 reporting years. Differences between these data sets in terms of resolution and their timing of collection increase the uncertainty as to the accuracy of the land-use classifications. For example, the 2007 and 2011 land use data was collected at different times of the year and may not accurately reflect tree cover. Furthermore, no land use spatial data was collected for the Juan de Fuca, Salt Spring Island and Gulf Islands and thus Annual Crop Inventory (ACI) settlement data collected by Agriculture Canada was used to inform the analysis. The challenge in utilizing this data is that it is provided in a 30m resolution. Furthermore, since annual data is not available, the change between land cover data years (2007-2011, 2011-2019) for all areas was averaged and may not represent actual changes in each year. Since no data was available for 2024, the 2019 estimates were applied.

Due to limitations in how to quantify GHG emissions resulting from land use change (e.g., residential development), these GHG emissions have been excluded from the CRD's GHG emissions inventory, but have been disclosed, until a more robust measurement methodology can be developed.



GHG Emission Sources & Scopes

Table 6 summarizes the CRD's emissions by source and GHG emission scope.

Table 6 Summary of Emissions Scope and GPC Protocol Reporting Sector

GHG Emissions Scope	GPC Protocol Reporting Sector
Scope 1	<p>The GHG emissions occurring from sources located within the CRD's limits:</p> <ul style="list-style-type: none"> • Stationary fuel combustion: <ul style="list-style-type: none"> – Residential buildings – Commercial and institutional buildings and facilities – Manufacturing industries and construction – Energy industries – Energy generation supplied to the grid. – Agriculture, forestry and fishing activities – Fugitive emissions from oil and natural gas systems • Transportation: <ul style="list-style-type: none"> – On-road transportation – Railways – Waterborne navigation – Aviation – Off-road transportation • Waste: <ul style="list-style-type: none"> – Solid waste generated in the CRD. – Biological waste generated in the CRD. – Incinerated and burned waste generated in the CRD. – Wastewater generated in the CRD. – Solid waste generated outside the CRD. • Industrial processes and product use (IPPU): <ul style="list-style-type: none"> – Emissions from industrial processes occurring in the CRD boundary. • Agriculture, Forestry, and Other Land Use (AFOLU): <ul style="list-style-type: none"> – Land-use: emissions sequestered (<i>reported, but not included in the total</i>) – Livestock – Aggregate sources and non-CO₂ emission sources on land
Scope 2	<p>The GHG emissions occurring from using grid-supplied electricity, heating and/or cooling within the CRD's boundary:</p> <ul style="list-style-type: none"> • Stationary fuel combustion: <ul style="list-style-type: none"> – Residential buildings – Commercial and institutional buildings and facilities • Transportation: <ul style="list-style-type: none"> – On-road



GHG Emissions Scope	GPC Protocol Reporting Sector
Scope 3	<p>Other GHG emissions occurring outside of the CRD's limits as a result of the CRD's activities:</p> <ul style="list-style-type: none"> • Stationary Energy: <ul style="list-style-type: none"> – Residential buildings – Commercial and institutional buildings and facilities • Transportation: <ul style="list-style-type: none"> – On-Road: Transboundary

GHG Reporting

Both the GPC Protocol and the PCP outline principles and rules for compiling community GHG emissions inventories, but neither require tools or software to be used to produce emissions data. Where relevant, the GPC Protocol and PCP recommend using methodologies aligned with the 2006 IPCC Guidelines for National Greenhouse Gas Inventories.

The GHG inventory is required to include all seven Kyoto Protocol GHGs occurring within the geographic boundary of the CRD. These include:

- Carbon Dioxide (CO₂)
- Methane (CH₄)
- Nitrous oxide (N₂O)
- Hydrofluorocarbons (HFCs)
- Perfluorocarbons (PFCs)
- Sulfur hexafluoride (SF₆)
- Nitrogen trifluoride (NF₃)

Each GHG listed above has a different global warming potential (GWP) due to its ability to absorb and re-emit infrared radiation. This chemical property is recognized by the GWP set out by the IPCC Fourth Assessment Report. A larger GWP value means the substance has a greater affinity to absorb and re-emit infrared radiation. The GWP of these GHGs are CO₂ = 1.0, CH₄ = 28, N₂O = 265 (IPCC, 2014).

No GHG emissions from HFCs, PFCs, SF₆ or, NF₃ were estimated due to the lack of available data.



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report

October 15, 2025

Total GHG emissions are normally reported as CO₂e, whereby emissions of each of the GHGs are multiplied by their GWP and are reported as tonnes of CO₂e.

The GHG inventory results following the GPC Protocol reporting table format are presented in Appendix A. The GPC Protocol reporting format is presented in Table 7 below which also indicates the reporting level (BASIC / BASIC+) for each source.

Table 7 GPC Protocol Summary Table

GPC Protocol Reference Number	Reporting Level	Emissions Scope	GHG Emissions Source
I	Stationary Energy Sources		
I.1	Residential Buildings		
I.1.1	BASIC	1	Emissions from in-boundary fuel combustion
I.1.2	BASIC	2	Emissions from consumption of grid-supplied energy
I.1.3	BASIC+	3	Transmission and distribution losses from grid-supplied energy
I.2	Commercial and Institutional Buildings/Facilities		
I.2.1	BASIC	1	Emissions from in-boundary fuel combustion
I.2.2	BASIC	2	Emissions from consumption of grid-supplied energy
I.2.3	BASIC+	3	Transmission and distribution losses from grid-supplied energy
I.3	Manufacturing Industry and Construction		
I.3.1	BASIC	1	Emissions from in-boundary fuel combustion
I.3.2	BASIC	2	Emissions from consumption of grid-supplied energy
I.3.3	BASIC+	3	Transmission and distribution losses from grid-supplied energy
I.4	Energy Industries		
I.4.1	BASIC	1	Emissions from in-boundary production of energy used in auxiliary operations
I.4.3	BASIC+	3	Transmission and distribution losses from grid-supplied energy
I.5	Agriculture, Forestry, and Fishing Activities		



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report

October 15, 2025

GPC Protocol Reference Number	Reporting Level	Emissions Scope	GHG Emissions Source
I.5.1	BASIC	1	Emissions from in-boundary fuel combustion
I.5.2	BASIC	2	Emissions from consumption of grid-supplied energy
I.5.3	BASIC+	3	Transmission and distribution losses from grid-supplied energy
I.7	Fugitive Emissions from Mining, Processing, Storage, And Transportation of Coal		
I.7.1	BASIC	1	In-boundary fugitive emissions
I.8	Fugitive Emissions from Oil and Natural Gas Systems		
I.8.1	BASIC	1	In-boundary fugitive emissions
II	Transportation		
II.1	On-road Transportation		
II.1.1	BASIC	1	Emissions from in-boundary transport
II.1.2	BASIC	2	Emissions from consumption of grid-supplied energy
II.1.3	BASIC+	3	Emissions from transboundary journeys
II.2	Railways		
II.2.1	BASIC	1	Emissions from in-boundary transport
II.2.2	BASIC	2	Emissions from consumption of grid-supplied energy
II.2.3	BASIC+	3	Emissions from transboundary journeys
II.3	Water-borne Navigation		
II.3.1	BASIC	1	Emissions from in-boundary transport
II.3.2	BASIC	2	Emissions from consumption of grid-supplied energy
II.3.3	BASIC	3	Emissions from transboundary journeys
II.4	Aviation		
II.4.1	BASIC	1	Emissions from in-boundary transport
II.4.2	BASIC	2	Emissions from consumption of grid-supplied energy



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report

October 15, 2025

GPC Protocol Reference Number	Reporting Level	Emissions Scope	GHG Emissions Source
II.4.3	BASIC+	3	Emissions from transboundary journeys
II.5	Off-road		
II.5.1	BASIC	1	Emissions from in-boundary transport
II.5.2	BASIC	2	Emissions from consumption of grid-supplied energy
III	Waste		
III.1	Solid Waste Disposal		
III.1.1	BASIC	1	Emissions from waste generated and treated within the CRD
III.1.2	BASIC	3	Emissions from waste generated within but treated outside of the CRD
III.2	Biological Treatment of Waste		
III.2.1	BASIC	1	Emissions from waste generated and treated within the CRD
III.2.2	BASIC	3	Emissions from waste generated within but treated outside of the CRD
III.3	Incineration and Open Burning		
III.3.1	BASIC	1	Emissions from waste generated and treated within the CRD
III.3.2	BASIC	3	Emissions from waste generated within but treated outside of the CRD
III.4	Wastewater Treatment and Discharge		
III.4.1	BASIC	1	Emissions from wastewater generated and treated within the CRD
III.4.2	BASIC	3	Emissions from wastewater generated within but treated outside of the CRD
IV	Industrial Processes and Product Use (IPPU)		
IV.1	BASIC+	1	In-boundary emissions from industrial processes
IV.2	BASIC+	1	In-boundary emissions from product use
V	Agriculture, Forestry, and Other Land Use (AFOLU)		
V.1	BASIC+	1	In-boundary emissions from livestock



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report

October 15, 2025

GPC Protocol Reference Number	Reporting Level	Emissions Scope	GHG Emissions Source
V.1	BASIC+	1	In-boundary emissions from land
V.1	BASIC+	1	In-boundary emissions from other agriculture
VI	Other Scope 3 Emissions		
VI.1	BASIC / BASIC+	3	Other indirect emissions



4 GHG Methodologies

The following sections describe the reporting source category, assumptions, activity data applied, and the quantification methodology.

Stationary Energy

Stationary energy sources are one of the largest contributors to the CRD's GHG emissions. For the CRD, the Stationary Energy Sector encompasses the following GHG emissions scopes and sub-sectors:

- Scope 1 Emissions:
 - Residential buildings
 - Commercial and institutional buildings and facilities
 - Manufacturing industries and construction
 - Energy industries
 - Energy generation supplied to the grid
 - Agriculture, forestry and fishing activities
 - Fugitive emissions from oil and natural gas systems
- Scope 2 Emissions:
 - Emissions from the consumption of grid-supplied electricity, steam, heating, and cooling.
- Scope 3 Emissions:
 - Transmission and distribution losses of electricity, steam, heating, and cooling.

There are GHG emissions from construction of buildings and infrastructure as the capital region grows and changes. However, these GHG emissions have not been quantified due to a lack of available data. ECCC does estimate BC GHG emissions for manufacturing industries, mining and construction, but these GHG emission sources are not disaggregated and cannot reasonably be applied to the CRD (there is no mining and limited manufacturing activities). As a result, the notation "Not Estimated (NE)" is reported.



Activity Data

BC Hydro and Fortis BC provided the Province of BC 2024 electricity and natural gas consumption data itemized by community in MWh and GJ, respectively. Based on the utility provider descriptions of the data, each is categorized as follows:

- Residential Buildings based on the BC Hydro and Fortis BC descriptor: “Residential”
- Commercial and Institutional Buildings/Facilities based on BC Hydro and Fortis BC descriptor: “Commercial”

Fortis BC also provided the number of natural gas connections.

The Province developed 2007-2021 residential, propane and wood GHG energy use estimates from the number and type of dwellings and the average dwelling consumption by authority and region from the BC Hydro Conservation Potential Review. In conjunction with heating degree days data, this provincial data was used to estimate the 2024 reporting year propane and wood GHG emissions for all CRD members.

The CRD provided 2024 heating oil consumption estimates for all member municipalities.

Fugitive emissions from the natural gas distribution network within the CRD is based on the Fortis fugitive emission factor for the 2020 reporting year for the Capital Regional District. This factor was used to estimate 2007-2024 fugitive emissions for residential natural gas use in the CRD and assumes a direct change with the number of reported natural gas connections (as reported by Fortis BC).

The CRD provided landfill gas data from the Hartland landfill.

Off-road GHG emissions associated with residential, commercial, and institutional buildings—such as those from residential lawn mowers—are included in the Stationary Energy sector and are based on the 2025 NIR prepared by ECCC. These emissions are allocated to the CRD on a per capita basis.

Off-road GHG emissions from agriculture, forestry, fishing, manufacturing, and construction sectors, also included in the Stationary Energy sector, are likewise based on the 2025 NIR. These emissions are distributed to the CRD according to employment figures for each sector, using data from Statistics Canada.

Assumptions & Disclosures

The following assumptions were made in the calculation of the 2024 GHG emissions:

- The natural gas and electricity energy data was provided to the CRD in draft form and may be subject to change.
- BC Hydro estimates that the combined energy losses- transmission and distribution- to be approximately 6.28%. This value was used to calculate the Scope 3 emissions for each Stationary Energy Sub-Sector. It is assumed that this is accurate.



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report

October 15, 2025

- Fugitive emissions from the natural gas distribution network within the CRD is based on the Fortis fugitive emission factor for the 2020 reporting year. This factor was used to estimate 2024 fugitive emissions for residential natural gas use in the CRD and assumes a direct change with the number of reported natural gas connections (as reported by Fortis BC). This value is assumed to be stable and has been applied to the 2024 reporting year.
- Propane and wood GHG emissions were estimated using linear regression methods. The data used in the estimate included historical propane and wood energy data published in the 2007-2021 CEEIs by the Province of BC, and heating degree days (HDD) as published by Environment and Climate Change Canada.
- The CRD fuel oil estimates are based on the percentage of homes sold (relative to the total number of homes in each municipality) with heating oil systems between 2018 and 2025. Using this year average, and BC assessment data, the CRD estimated the size and number of homes with heating oil for each member municipality for the 2024 reporting year. The guiding assumption is that oil systems are not increasing overtime; they are stable or decreasing in number.

Data Quality Assessment

Table 8 presents the activity data quality assessment for the stationary energy sources.

Table 8 Stationary Energy Data Source Quality Assessment

Data	Quality Assessment Rating
Residential, Commercial and Industrial Electricity	Medium for Source Category; Low for Distribution between CRD Members
Residential, Commercial and Industrial Natural Gas	Medium for Source Category; Low for Distribution between CRD Members
Residential Heating Oil, Wood and Propane Energy Use	Medium
Agriculture, Forestry & Fishing Activity GHG Emissions	Low
Manufacturing Industries & Construction GHG Emissions	Low
Fugitive Emissions	Medium
Transmission, Distribution & Line Losses	Medium
Off-Road Transportation Emissions	Low
Landfill Gas Volumes Utilized / Flared	High



Residential & Commercial Buildings GHG Emissions Calculation Methodology

The Province of BC developed residential propane and wood GHG energy use estimates using heating degree days (HDD), the number and type of dwellings and the average dwelling consumption by authority and region contained in the BC Hydro Conservation Potential Review. To estimate the 2024 propane and wood energy use, historical 2021 values and the number of heating degree days (HDD) were linearly regressed to estimate future propane and wood energy use using reporting year HDD values. These values were prorated to each local government.

The CRD provided 2024 fuel oil estimates for all member municipalities based on the percentage of homes sold (relative to the total number of homes in each municipality) with heating oil systems between 2018 and 2025.

To calculate GHG emissions from electricity, natural gas, heating oil, propane, and wood, the total net annual energy values (where applicable, less transmission, distribution, and line losses of 6.28%) were multiplied by applicable emissions factors. These values were then multiplied by the pollutant's GWP to give total CO₂e emissions in tonnes. These values were then multiplied by the pollutant's GWP to give total CO₂e emissions in tonnes.

These quantification methods are captured as follows:

$$\text{Energy}_{\text{Stationary Energy - Electricity}} = \text{Electricity} * (1 - \text{Line Loss (\%)})$$

$$\text{Energy}_{\text{Stationary Energy - Transmission, Distribution, and line Losses}} = \text{Electricity} * \text{Line Loss (\%)}$$

$$\text{Emissions}_{\text{Stationary Energy - Electricity}} = \text{Fuel (MWh)} * EF_{\text{CO}_2\text{e}}$$

$$\text{Emissions}_{\text{Stationary Energy - Natural Gas}} = (\text{Fuel (GJ)} * EF_{\text{CO}_2}) + (\text{Fuel (GJ)} * EF_{\text{CH}_4} * GWP_{\text{CH}_4}) + (\text{Fuel (GJ)} * EF_{\text{N}_2\text{O}} * GWP_{\text{N}_2\text{O}})$$

$$\text{Emissions}_{\text{Stationary Energy - Propane}} = (\text{Fuel (GJ)} * EF_{\text{CO}_2}) + (\text{Fuel (GJ)} * EF_{\text{CH}_4} * GWP_{\text{CH}_4}) + (\text{Fuel (GJ)} * EF_{\text{N}_2\text{O}} * GWP_{\text{N}_2\text{O}})$$

$$\text{Emissions}_{\text{Stationary Energy - Wood}} = (\text{Fuel (GJ)} * EF_{\text{CO}_2}) + (\text{Fuel (GJ)} * EF_{\text{CH}_4} * GWP_{\text{CH}_4}) + (\text{Fuel (GJ)} * EF_{\text{N}_2\text{O}} * GWP_{\text{N}_2\text{O}})$$

$$\text{Emissions}_{\text{Stationary Energy - Heating Oil}} = (\text{Fuel (GJ)} * EF_{\text{CO}_2}) + (\text{Fuel (GJ)} * EF_{\text{CH}_4} * GWP_{\text{CH}_4}) + (\text{Fuel (GJ)} * EF_{\text{N}_2\text{O}} * GWP_{\text{N}_2\text{O}})$$

The emission factors used in the 2024 reporting year are summarized in Table 9.



Table 9 Residential & Commercial Buildings Stationary Energy GHG Emission Factors

Emission Factor	Units	tCO ₂ e	Quality Assessment Rating
Electricity (BC Hydro)	tCO ₂ e / MWh	0.0099000	Medium
Natural Gas	tonne CO ₂ e / m ³	0.0019570	Medium
Propane	tonne CO ₂ e / L	0.0015443	Medium
Heating Oil	tonne CO ₂ e / GJ	0.0683456	Medium
Wood	tonne CO ₂ e / kg	0.0003930	Medium

Flaring GHG Emissions Calculation Methodology

In 2024, the Hartland Landfill captured fugitive landfill methane and flared it. These GHG emissions are reported under the Solid Waste category. To quantify GHG emissions related to landfill fugitive gas combustion, the following methodology is deployed.

$$\text{Emissions}_{\text{Fugitive Landfill Gas}} = \text{LFG Volume}_{\text{m}^3} * \text{LFG Methane Content}_{\text{Percent}} * \text{Density of methane at 25}^\circ\text{C and 1.0 Atmosphere} * \text{Combustion Efficiency (99.7\%)} * \text{GWP}_{\text{CH}_4}$$

Transportation

Transportation covers all GHG emissions from combustion of fuels in journeys by on-road, railways, waterborne navigation, aviation, and off-road. GHG emissions are produced directly by the combustion of fuel and indirectly using grid-supplied electricity. For the CRD, the Transportation Sector encompasses the following GHG emissions scopes and Sub-Sectors:

- Scope 1 Emissions:
 - On-road: In Boundary
 - Waterborne
 - Aviation
 - Off-road
- Scope 2 Emissions:



- Emissions from the consumption of grid-supplied electricity.
- Scope 3 Emissions:
 - On-road: Transboundary
 - Waterborne
 - Aviation
 - Off-road

Activity Data

ICBC provided 2024 vehicle registration data to the CRD.

The Province of BC provided clear gasoline and diesel fuel sold data for the Victoria Transit Region.

BC Transit provided total diesel and gasoline fuel use. This data was used to estimate GHG emissions from busses serving the CRD.

The 2022 CRD Origin Destination Travel Survey was used to estimate on-road in-boundary and transboundary split for registered vehicles and busses. The CRD Origin Destination Travel Survey is based on travel patterns observed in the Capital Regional District (CRD) level. The City of Victoria and District of Saanich provided an estimate of vehicle kilometer travelled (VKT) data for light duty and heavy vehicles. This data is based on survey's completed in prior years.

Transport Canada provided total domestic and international itinerant movements, by type of operation, airports with NAV CANADA flight service stations for the Victoria International Airport and the Victoria Harbour. The Victoria International Airport provided 2015 GHG emissions estimates; this was used to estimate the 2024 emissions data.

Marine watercraft GHG emissions were estimated using published BC Ferries 2022 GHG emissions estimates. GHG emissions from the Coho Ferry, the Victoria Clipper Ferry, personal and commercial watercraft, were estimated based on a Study entitled "Marine Vessel Air Emissions in BC and Washington State Outside of the GVRD and FVRD for the Year 2000". The Transport Canada Vessel Registration System provided the total number of registered waterborne vehicles for the reporting year. The Greater Victoria Harbor Authority provided 2018 GHG emissions estimates per cruise ship and the number of 2024 cruise ships docked in Victoria Harbor.

Other off-road transportation emissions are based on the 2025 NIR.

Assumptions & Disclosures

The following assumptions were made in the calculation of the Transportation Sector GHG emissions:



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report

October 15, 2025

- The on-road transportation emissions are based on the total estimated fuel sales in the CRD, and the number of registered vehicles. Insurance Corporation of BC (ICBC) compiles data on an January 1 to December 31 basis, and thus the current on-road GHG emission estimate is based on the number of registrations from January 1, 2024 – December 31, 2024.
- Vehicle fuel consumption rates and Vehicle Kilometer Travelled (VKT) were taken from the activity data summary for British Columbia on-road transportation from the 2025 NIR. Based on the clear diesel and clear gasoline consumption values reported by the Province of BC for the Victoria region, the VKT and fuel efficiency values are reasonable and result in a similar estimate of fuel consumption for the Region.
- Gasoline and diesel GHG emissions from BC Transit busses are pro-rated to the CRD based on the proportion of population in each municipality within the CRD. A more accurate estimation method would be to prorate fuel use based on total bus service kilometers in the CRD. However, this data is not available, and thus the method applied provides the best estimate at the time of reporting.
- It is assumed that the 2015 aircraft flight profiles at the Victoria International Airport are representative of the 2024 reporting year.
- Victoria harbour aviation GHG emissions were estimated using Victoria harbor aircraft movement statistics, estimated taxi times, and estimated fuel use for the DHC-6 Twin Otter type of plane.
- All aviation GHG emissions are prorated based on the total Victoria population relative to the CRD population.
- As there is currently no publicly available energy or GHG related information on the operation of the Coho and the Victoria Clipper Ferries, it was assumed that the GHG emissions for these ferries calculated in the Study entitled “Marine Vessel Air Emissions in BC and Washington State Outside of the Greater Victoria Regional District (GVRD) and FVRD for the Year 2000”.
- Cruise ship emissions were based on the Greater Victoria Harbor Authority’s 2018 GHG emissions estimates per cruise ship and the number of 2024 cruise ships reported to dock in Victoria Harbor.
- BC Ferries did not disclose its total reported fuel use for 2024 but did publish 2022 GHG emissions by Scope. Fuel consumption was back calculated using passenger numbers and emissions factors.
- The Transport Canada Vessel Registration System provided the total number of registered waterborne vehicles for the reporting year; however, it does not provide any detail on the type, size, use, and owner of the watercraft. It was therefore assumed that the watercraft would have been similar to those in the referenced study.
- All marine emissions are prorated to each member municipality relative to population with the exception of the GHG emissions associated with the Coho Ferry and Cruise ships, which are apportioned to the City of Victoria.
- No railway GHG emissions are occurring in the CRD.



- The off-road transportation emissions are based on the 2025 NIR. This is deemed to be the best available data.

Data Quality Assessment

Table 10 presents the activity data quality assessment for the transportation data sources.

Table 10 Transportation Data Quality Assessment

Data	Quality Assessment Rating
Split Between In-Boundary and Transboundary Traffic	Medium-High
Vehicle Registry Data	High
Vehicle Kilometers Travelled (VKT) Data	Medium-Low
Aviation GHG Data	Medium-Low
Waterborne GHG Data	Low
Other Off-Road Transportation GHG Data	Low

On-Road Calculation Methodology

The GPC Protocol identifies several methods for determining on-road emissions. The vehicle kilometers travelled (VKT) methodology and fuel sales methods were utilized to estimate the GHG emissions from on-road transportation (Scope 1) and transboundary transportation (Scope 3). The VKT uses the number and type of vehicles registered in a geopolitical boundary, the estimated fuel consumption rate of individual vehicles, and an estimate of the annual vehicle kilometres traveled (VKT) by various vehicle classes. ICBC provided the number of registered vehicles in the CRD by style and by fuel type for 2025. To estimate the split between on-road in-boundary and transboundary traffic, data from the 2022 CRD Origin Destination Survey was applied.

Results for the CRD are shown in Table 11.

Table 11 CRD On-Road In-Boundary/Transboundary Split

Aspect	CRD
Estimated proportion of on-road in-boundary travel	99.3%
Estimated proportion of on-road transboundary travel	0.7%



To quantify the 2007 and 2024 reporting year on-road and transboundary GHG emissions, the following steps were taken:

1. Sort the ICBC vehicle registration data by postal code.
2. Review each vehicle model and fuel type and assign it to one of 4 classes (for each fuel type): LDV, LDT, HDV, ORVE
3. Assign estimated NRCan vehicle fuel consumption rates and estimated VKT to each vehicle class.
4. Estimate total fuel use by vehicle classification.
5. Summate and allocate estimated fuel use, by vehicle class using the applicable in-boundary and transboundary split.
6. Pro-rate the gasoline and diesel fuel use from busses.
7. Summate and allocate estimated bus fuel use using the applicable in-boundary and transboundary split.
8. Compare fuel estimated fuel volumes to the regional fuel sales volumes reported by the CRD. Adjust the VKTs as needed to make sure that the fuel estimate is at least above the fuel sales volumes reported in the region.

The GHG quantification method is captured, for all fuel types, is as follows:

$$Emissions_{On-road} = In-Boundary\ Split\ \% * ((Vol.\ Fuel * EF_{CO_2}) + (Vol.\ Fuel * EF_{CH_4} * GWP_{CH_4}) + (Vol.\ Fuel * EF_{N_2O} * GWP_{N_2O}))$$

$$Emissions_{Transboundary} = Transboundary\ Split\ \% * ((Vol.\ Fuel * EF_{CO_2}) + (Vol.\ Fuel * EF_{CH_4} * GWP_{CH_4}) + (Vol.\ Fuel * EF_{N_2O} * GWP_{N_2O}))$$

The emission factors used in the reporting year GHG inventory are from the Province of BC.³ These are summarized in Table 12.

Table 12 Vehicle GHG Emission Factors

Vehicle Class	Units	tCO ₂ e	Quality Assessment Rating
Gasoline-LDV	tonne CO ₂ e / L	0.00220168	Medium
Gasoline-LDT	tonne CO ₂ e / L	0.00220168	Medium
Gasoline-HDV	tonne CO ₂ e / L	0.00224684	Medium
Gasoline-ORVE	tonne CO ₂ e / L	0.00235126	Medium
Gasoline-Hybrid-LDV	tonne CO ₂ e / L	0.00220168	Medium

³ [Data methods for the Community Energy and Emissions Inventory - Province of British Columbia](#)



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report
October 15, 2025

Vehicle Class	Units	tCO ₂ e	Quality Assessment Rating
Gasoline-Hybrid-LDT	tonne CO ₂ e / L	0.00220168	Medium
Gasoline-Hybrid-HDV	tonne CO ₂ e / L	0.00224684	Medium
Gasoline-Hybrid-ORVE	tonne CO ₂ e / L	0.00235126	Medium
Electric-LDV	tonne CO ₂ e / kWh	0.00000990	Medium
Electric-LDT	tonne CO ₂ e / kWh	0.00000990	Medium
Electric-HDV	tonne CO ₂ e / kWh	0.00000990	Medium
Electric-ORVE	tonne CO ₂ e / kWh	0.00000990	Medium
Diesel-LDV	tonne CO ₂ e / L	0.00263301	Medium
Diesel-LDT	tonne CO ₂ e / L	0.00263348	Medium
Diesel-HDV	tonne CO ₂ e / L	0.00261638	Medium
Diesel-ORVE	tonne CO ₂ e / L	0.00263538	Medium
Hydrogen-Hybrid-LDV	tonne CO ₂ e / L	-	Medium
Hydrogen-LDV	tonne CO ₂ e / L	-	Medium
Hydrogen-LDT	tonne CO ₂ e / L	-	Medium
Natural Gas-LDV	tonne CO ₂ e / kg	0.00000312	Medium
Natural Gas-LDT	tonne CO ₂ e / kg	0.00000312	Medium
Natural Gas-HDV	tonne CO ₂ e / kg	0.00000312	Medium
Natural Gas-ORVE	tonne CO ₂ e / kg	0.00000312	Medium
Propane-LDV	tonne CO ₂ e / L	0.00154034	Medium
Propane-LDT	tonne CO ₂ e / L	0.00154034	Medium
Propane-HDV	tonne CO ₂ e / L	0.00154034	Medium
Propane-ORVE	tonne CO ₂ e / L	0.00154034	Medium
Propane-Hybrid-LDV	tonne CO ₂ e / L	0.00154034	Medium
Motorcycle - Non catalyst	tonne CO ₂ e / L	0.00222439	Medium



Vehicle Class	Units	tCO ₂ e	Quality Assessment Rating
Motorcycle - Electric	tonne CO ₂ e / L	0.00000990	Medium

Aviation

Victoria International Airport

The Victoria International Airport (VIA) estimated its 2015 airplane GHG emissions following the ACI ACERT standard. This includes GHG emissions from aircraft and GHG emissions from auxiliary power units (APU). APUs provides electricity to the aircraft prior to the engine start up. Within the ACERT model, it is assumed all aircraft have APUs and the duration of the APU operation (of five minutes per aircraft) was generically applied to every landing take-off (LTO) cycles. It should also be noted that the EIA has quantified aircraft GHG emissions from planes up to 3,000 ft. to avoid double counting with other airports and cities. This is consistent with the ACERT standard.

The CRD's 2024 aviation emissions estimate is based on the 2015 aircraft flight profiles, which included the estimated landing and takeoff (LTO) and auxiliary power unit (APU) fuel use, and an estimated percentage allocation of total flights to the following aviation class groupings (Table 13). The total reported flight movements for the reporting year and the aircraft flight profile data was used to estimate aviation GHG emissions for the reporting year at the VIA.

Table 13 Aircraft Type, Estimated Percentage of Total Reported Movements, And Estimated Fuel Use

Aviation Class	Aircraft Type	Estimated Percentage of Annual Movements	Estimated LTO Fuel Use by Aircraft Type (kg)	Estimated APU Fuel Use by Aircraft Type (kg/min)
Jet	Large: 2-aisle, long-haul	0.01%	1,853	4.00
	Medium: 2-aisle, medium-haul	0.01%	1,321	4.00
	Small: 1-aisle, small/medium haul	7.95%	565	1.78
	Regional: 1-aisle, short-haul	0.01%	315	1.78
	Business: 2-eng business jets	0.01%	41	1.78
Turboprop	Turboprop (all engines)	22.29%	46	1.78
Piston	Piston (all engines)	66.30%	41	0.00



Aviation Class	Aircraft Type	Estimated Percentage of Annual Movements	Estimated LTO Fuel Use by Aircraft Type (kg)	Estimated APU Fuel Use by Aircraft Type (kg/min)
Helicopter	Helicopter small (1 engine/turbine)	1.72%	13	0.00
	Helicopter large (2 engine/turbine)	1.72%	8	0.00

Calculating fuel use for each aviation class applied the following equation:

$$\text{Fuel Use Per Aviation Class} = \text{Number of Aircraft Movements} * (\text{LTO Fuel Use} + (\text{APU Fuel Use} * 15 \text{ minutes}))$$

The GHG quantification method, that was applied to each aviation class, is as follows:

$$\text{Emissions Per Aviation Class} = (\text{Vol. Fuel} * \text{Aviation Class } EF_{CO_2}) + (\text{Vol. Fuel} * \text{Aviation Class } EF_{CH_4} * GWP_{CH_4}) + (\text{Vol. Fuel} * \text{Aviation Class } EF_{N_2O} * GWP_{N_2O})$$

The ACERT GHG calculator used by the VIA utilized emission factors from the 2025 NIR. Actual airplane emission factors are from the International Civil Aviation Organization (ICAO) GHG database. These are summarized in Table 14.

These GHG emissions were reported in the Scope 3 category as directed by the GPC Protocol.

Table 14 Aviation GHG Emission Factors

Airplane Type	Units	tCO ₂ e	Quality Assessment Rating
Jet	tCO ₂ e/kg fuel	0.0032254	Medium-Low
Turbo Propeller	tCO ₂ e/kg fuel	0.0032254	Medium-Low
Piston	tCO ₂ e/kg fuel	0.0034154	Medium-Low
Helicopter	tCO ₂ e/kg fuel	0.0032254	Medium-Low



Aviation

Victoria Harbour

Victoria harbor aviation emissions were estimated using 2024 NAV Canada airplane movement statistics, estimated taxi times, and estimated fuel use for the DHC-6 Twin Otter type of plane (Table 15).

Table 15 Aircraft Type, Estimated Percentage of Total Reported Movements, And Estimated Fuel Use

Aviation Class	Aircraft Type	Estimated Percentage of Annual Movements	Estimated LTO Fuel Use by Aircraft Type (kg)	Estimated APU Fuel Use by Aircraft Type (kg/min)
Turboprop	DHC-6 Twin Otter	100%	56	0.00

Calculating aviation fuel use in the Victoria harbor for applied the following equation:

$$\text{Fuel Use Per Aviation Class} = \text{Number of Aircraft Movements} * (\text{LTO Fuel Use} + (\text{APU Fuel Use} * 15 \text{ minutes}))$$

The GHG quantification method is as follows:

$$\text{Emissions Per Aviation Class} = \text{CRD Population} * ((\text{Vol. Fuel} * \text{Aviation Class } EF_{CO_2}) + (\text{Vol. Fuel} * \text{Aviation Class } EF_{CH_4} * GWP_{CH_4}) + (\text{Vol. Fuel} * \text{Aviation Class } EF_{N_2O} * GWP_{N_2O}))$$

The airplane emission factors are from the International Civil Aviation Organization (ICAO) GHG database. These are summarized in Table 16.

Table 16 Marine Aviation GHG Emission Factors

Units	tCO ₂ e	Quality Assessment Rating
Turbo Propeller	0.0032163	Medium-Low

As there is no publicly available origin traveler data for harbor flights, the aviation GHG emissions were prorated based on the local government populations relative to the CRD population. These were reported in the Scope 3 category.



Waterborne Transportation GHG Emissions Calculation Methodology

BC Ferries

Marine waterborne transportation emissions encompass GHG emissions from the use of the BC Ferries. BC Ferries reported their 2022 GHG emissions which were pro-rated based on total service populations. The GHG emissions reported by BC Ferries are based on provincially derived GHG emissions factors (Table 17).

Table 17 BC Ferries GHG Emission Factors

Aspect	Units	tCO ₂ e	Quality Assessment Rating
Ferry: Diesel	tonne CO ₂ e / L	0.0028777	Medium
Ferry: Natural Gas	tonne CO ₂ e / L	0.0014140	Medium

As BC Ferries operate outside of the CRD's boundary, the GHG emissions were allocated to Scope 3 based on the proportion of the CRD population relative to the total Vancouver Island and Mainland / Southwest populations. The GHG quantification method, that was applied to the BC Ferries and other watercraft was as follows:

$$Emissions_{Waterborne} = (CRD\ Population / Vancouver\ Island;\ Mainland;\ Southwest\ Population) * ((Vol.\ Fuel * EF_{CO_2}) + (Vol.\ Fuel * EF_{CH_4} * GWP_{CH_4}) + (Vol.\ Fuel * EF_{N_2O} * GWP_{N_2O}))$$

Cruise Ships

Cruise ship GHG emissions were estimated by the Greater Victoria Harbour Authority.⁴ The Greater Victoria Harbour Authority (GVHA) reported on cruise ship emissions for the 2018 reporting year but did not derive an estimate for 2024. As a result, the 2018 GHG emissions estimate and number of cruise ship visits to Ogden Point in 2024 was used to create a proxy to estimate 2024 cruise ship emissions.

The GHG quantification method to estimate 2024 GHG emissions from the Odgen Point cruise ship terminal was as follows:

$$Emissions_{Waterborne} = (GVHA\ Reported\ Emissions_{2018} / Cruise\ Ship\ Visits_{2018}) * Cruise\ Ship\ Visits_{2022}$$

⁴ <https://gvha.ca/wp-content/uploads/2019/10/EmissionsInventory-2019.pdf>



Personal Watercraft

The Transport Canada Vessel Registration System provided the total number of registered waterborne vehicles; however, the registration system does not provide any detail on the type, size, use, and owner of the watercraft. It was therefore assumed that 50% of the boats are sail (60% diesel; 40% gas) and 50% are power (25% diesel, 75% gas). To estimate the GHG emissions, the estimated annual fuel consumption rates from the Victoria Harbour Study “Marine Vessel Air Emissions in BC and Washington State Outside of the GVRD and FVRD for the Year 2000” and BC based emission factors were applied (Table 18).

Table 18 Personal Watercraft GHG Emission Factors

Aspect	Units	tCO ₂ e	Quality Assessment Rating
Marine Gasoline	tonne CO ₂ e / L	0.0022539	Medium-Low
Marine Diesel	tonne CO ₂ e / L	0.0026083	Medium-Low

The GHG quantification method, that was applied to personal watercraft was as follows:

$$Emissions_{Waterborne} = Total\ Boats * FuelPercent * ((Vol.\ Fuel * EF_{CO_2}) + (Vol.\ Fuel * EF_{CH_4} * GWP_{CH_4}) + (Vol.\ Fuel * EF_{N_2O} * GWP_{N_2O}))$$

Off-Road Transportation GHG Emissions Calculation Methodology

Currently, there is limited data available to estimate off-road GHG emissions. As such, a GHG emissions estimate for each off-road category was developed using Provincial emissions data from the 2025 NIR, and population and employment statistics from Statistics Canada.

Residential, commercial, and institutional building related off-road GHG emissions are based on the 2025 NIR estimates for BC and were pro-rated to the CRD on a per capita basis.

Agriculture, forestry and fishing related off-road GHG emissions are based on the 2025 NIR estimates for BC and were pro-rated to the CRD on a per hectare of agricultural land basis.

Manufacturing industries and construction, and manufacturing, mining and construction related off-road GHG emissions are based on the 2025 NIR estimates for BC and were pro-rated to the CRD based on the number of employees in each of the reported sectors.

Other off-road GHG emissions are based on the 2025 NIR estimates for BC and were pro-rated to the CRD on a per capita basis. These GHG emissions were reported in the Transportation Other Off-Road Sub-Sector.



The GHG quantification method is presented below:

$$\text{Emissions}_{\text{Off-Road}} = (\text{NIR Off-Road GHG Emissions}_{\text{BC}} / \text{BC Population}_{\text{BC}}) * \text{Current Reporting Year Population}_{\text{CRD}}$$

$$\text{Emissions}_{\text{Agriculture, Forestry And Fishing}} = (\text{NIR Off-Road GHG Emissions}_{\text{BC}} / \text{BC Lands in Agriculture}_{\text{HA}}) * \text{CRD Lands in Agriculture}_{\text{HA}}$$

$$\text{Emissions}_{\text{Manufacturing Industries And Construction \& Manufacturing, Mining and Construction Off-Road}} = (\text{NIR Off-Road GHG Emissions}_{\text{BC}} / \text{BC Employment Statistics}_{\text{BC}}) * \text{Current Reporting Year Employment Statistics}_{\text{CRD}}$$

$$\text{Emissions}_{\text{Other Off-Road}} = (\text{NIR Off-Road GHG Emissions}_{\text{BC}} / \text{BC Population}_{\text{BC}}) * \text{Current Reporting Year Population}_{\text{CRD}}$$

Waste

Cities produce GHG emissions because of the disposal and management of solid waste, incineration and open burning of waste, the biological treatment of waste, and through wastewater treatment and discharge. Waste does not directly consume energy, but releases GHG emissions because of decomposition, burning, incineration, and other management methods.

For the CRD, the Waste Sector encompasses the following GHG emissions scopes and Sub-Sectors:

- Scope 3: Emissions:
 - Solid waste disposal
 - Biological treatment of waste
 - Wastewater treatment and discharge

Some GHG emissions from incineration and open burning are likely to be occurring in the CRD but cannot readily be estimated. This the notation key for “Not Estimated” has been used to indicate this.

Activity Data

The CRD provided landfill gas volumes, energy and GHG related data for the Hartland landfill (fugitives and flaring), total CRD wastewater volumes, average biological oxygen demand (BOD) and Total Kjeldal Nitrogen (TKN) annual average values (mg/L) from the wastewater for all relevant outfalls. The wastewater volumes are based on total budgeted sewer costs.



Assumptions & Disclosures

The following assumptions were made in the calculation of the 2024 GHG emissions:

- To quantify GHG emissions from the Hartland Landfill, the CRD utilized the waste-in-place method which is accepted under the GPC Protocol. The Waste-in-place (WIP) assigns landfill emissions based on total waste deposited during that year. It counts GHGs emitted that year, regardless of when the waste was disposed. GHG emissions from the Hartland Landfill for the reporting year are allocated based upon the percentage of Community waste, relative to total waste received at to the Hartland Landfill. It is assumed that the GHG emissions data provided is reasonably accurate and the method deployed correct.
- It is assumed that the landfill gas has a constant higher heating value (HHV) of 0.01865 (GJ/m³).
- Composting GHG emissions are estimated based on the total tonnage estimated by the CRD. It is assumed that all compost is treated aerobically.

Data Quality Assessment

Table 19 presents the activity data quality assessment for the waste data sources.

Table 19 Waste Data Quality Assessment

Data	Quality Assessment Rating
Landfill fugitive methane and flaring data	Medium-High
Landfill tonnages sent to landfill by CRD member data	Medium-Low
Wastewater volume data	High
Wastewater BOD and TKN data	High
Composting waste data (compost and biosolids)	Medium

Solid Waste GHG Emissions Calculation Methodology

The Hartland Landfill has a landfill gas (LFG) collection and destruction system at the Hartland Landfill operating specifically for 2024 only to which the LFG is combusted in a flare. The GHG emissions associated with energy generation are reported as a reporting only GHG emission under Stationary Energy: Energy Industries Reporting Only and are not included in the total GHG emissions estimate. The GHG emissions associated with flaring of the landfill gas are reported under Stationary Energy: Energy Industries Scope 1.

The GHG quantification method for Stationary Energy: Energy Industries is as follows:



$$\text{Emissions}_{\text{Stationary Energy: Energy Industries}} = (\text{LFG Consumed}_{m3} * \text{HHV}_{\text{LFG}} * \text{EF}_{\text{RNG CH}_4} * \text{GWP}_{\text{CH}_4}) + (\text{LFG Consumed}_{m3} * \text{HHV}_{\text{LFG}} * \text{EF}_{\text{RNG N}_2\text{O}} * \text{GWP}_{\text{N}_2\text{O}})$$

The fugitive landfill GHG emissions estimates were generated by the CRD using the waste-in-place (WIP) method which is accepted under the GPC Protocol. The WIP assigns landfill emissions based on emissions during that year. It counts GHGs emitted that year, regardless of when the waste was disposed.

Biological Treatment of Solid Waste GHG Emissions Calculation Methodology

The CRD provided composting data which is assumed to be treated aerobically. The composting emission factors used in the estimation of GHG emissions was derived from the 2006 IPCC Guidelines for National Greenhouse Gas Inventories (Volume 5, Chapter 4: Biological Treatment of Solid Waste) (Table 20).

Table 20 Composting Emission Factors

Emission Factor	Units	tCO ₂ e	Quality Rating Assessment
Composting: Anaerobic	tCO ₂ e / kg waste	0.00019150	Low
Composting: Aerobic	tCO ₂ e / kg waste	0.00002800	Low

To quantify GHG emissions from the biological treatment of solid waste, the following GHG quantification methods was deployed:

$$\text{Emissions}_{\text{Anaerobic Waste}} = \text{Compost Waste}_{\text{Total}} * \text{EF}_{\text{CH}_4} * \text{GWP}_{\text{CH}_4}$$

Wastewater Treatment And Discharge: Treatment Systems GHG Emissions Calculation Methodology

Wastewater is currently treated prior to discharge. To estimate GHG emissions, the total wastewater volumes (m³), the average BOD and the average Total Kjeldal Nitrogen TKN in treated wastewater area used. IPCC default wastewater methane (CH₄) producing capacity (0.6 kg CH₄/kg BOD) and methane correction factor (MCF) (0.1 – unitless) were used to estimate CH₄ from the wastewater. To estimate N₂O from the wastewater, the Total Kjeldal Nitrogen (TKN) annual average in conjunction with the total wastewater volumes to calculate the total TKN in the wastewater. The IPCC default conversion value of 0.01 kg N₂O-N/kg sewage-N was used to estimate N₂O from the wastewater. These factors used are for treated wastewater being deposited into deep or moving waters. It is likely that ocean sequesters more CH₄ than what has been estimated.



To quantify GHG emissions from the wastewater treatment, the following GHG quantification method is deployed:

$$Emissions_{Wastewater\ CH4} = ((Wastewater_{m3} * (BOD_{m/L} / 1000) * (0.018_{kg\ CH4/kg\ BOD} * 0.01)) / 1000) * GWP_{CH4}$$
$$Emissions_{Wastewater\ N2O} = ((Wastewater_{m3} * (TKN_{m/L} / 1000) * 0.01_{kg\ N2O-N/kg\ sewage-N}) / 1000) * GWP_{N2O}$$

Industrial Processes and Product Use (IPPU)

Emissions from the IPPU Sector are only required for BASIC+ GHG reporting under the GPC Protocol. This Sector encompasses GHG emissions produced from industrial processes that chemically or physically transform materials and using products by industry and end-consumers (e.g., refrigerants, foams, and aerosol cans) (GPC, 2014).

For the CRD, the IPPU encompasses the following GHG emissions scopes and Sub-Sectors:

- Scope 1 Emissions:
 - Product use

No significant GHG emissions from Industrial Processes, like the release of chemicals and refrigerants because of manufacturing or processing of materials, are reported to be occurring and thus the notation key for “Not Occurring” has been used to indicate this. It should be noted that the reporting threshold for the BC government is 10,000 tCO₂e so it is possible that there are small industrial GHG emissions sources occurring within the CRD, but there is no data to support a conclusion.

Activity Data

The IPPU data was derived from the 2025 NIR.

Data Quality Assessment

Table 21 presents the activity data quality assessment for the IPPU data sources.

Table 21 IPPU Data Quality Assessment

Data	Quality Assessment Rating
Industrial process emissions data	Low



Data	Quality Assessment Rating
Industrial product use emissions data	Low

Assumptions & Disclosures

The following assumptions were made in the calculation of the 2024 GHG emissions:

- The product use emissions are based on the 2025 NIR product use GHG emissions as prepared by ECCC. These are applied to the CRD on a per capita basis.
- The NIR uses the Tier 1 methodology to estimate these emissions and thus uncertainty around their accuracy remains quite high.

Product Use Emissions GHG Emissions Calculation Methodology

For the 2024 reporting year, only the emissions estimated were production and consumption of halocarbons, SF₆ and NF₃ were estimated for the province. To estimate product use GHG emissions for the CRD, a per capita estimate was developed using the Provincial emissions data from the 2025 NIR, and BC’s NIR reporting year population from Statistics Canada. This value was applied to the 2024 reporting year CRD population to estimate the total product use emissions.

The GHG quantification method is presented below:

$$Emissions_{Product\ Use} = (NIR_{Product\ Use\ GHG\ Emissions\ BC} / NIR_{Population\ BC}) * Current\ Reporting\ Year\ Population$$

Agriculture, Forestry, and Other Land Use (AFOLU)

The AFOLU Sector includes emissions from livestock, land-use, and all other agricultural activities occurring within a community’s boundaries. For the CRD, the AFOLU encompasses the following GHG emissions scopes and Sub-Sectors:

- Scope 1 Emissions:
 - Land (*reported, but not included in the GHG totals*)
 - Livestock
 - Aggregate Sources and Non-CO₂ Emissions Sources On Land



Activity Data

The CRD provided remotely sensed imagery to estimate land-cover change. This data included:

- Habitat Acquisition Trust (HAT) Land Cover Mapping (2007 and 2011)
- Annual Crop Inventory (ACI), Agriculture Canada
- Satellite Imagery interpretation (2011 and 2019), CRD
- Vegetation Resources Inventory (VRI), British Columbia Government.
- Earth Observation for Sustainable Development of Forests (EOSD) Land Cover Classification, Service Natural Resources Canada

Livestock and aggregate sources and non-CO₂ emissions sources on land were estimated using GHG emissions data from the 2025 NIR, and land-use data from the 2021 Statistics Canada Census of Agriculture, to create a GHG emissions per hectare value.

Assumptions & Disclosures

The following assumptions were made in the calculation of the 2024 GHG emissions:

- It is conservatively assumed that all cropland is used for livestock and agricultural purposes.
- Infrequent and small source open burning may be occurring, but there is no data to estimate this emissions source.
- The land cover change analysis requires a consistent land-use category attribution and spatial data. For parts of the CRD, spatial data was available for the 2007, 2011 and 2019 reporting years. Differences between these data sets in terms of resolution and their timing of collection increase the uncertainty as to the accuracy of the land-use classifications. For example, the 2007 and 2011 land use data was collected at different times of the year and may not accurately reflect tree cover. Furthermore, no land use spatial data was collected for the Juan de Fuca, Salt Spring Island or Gulf Islands and thus Annual Crop Inventory (ACI) settlement data collected by Agriculture Canada was used to inform the analysis. The challenge in utilizing this data is that it is provided in a 30m resolution. Furthermore, since annual data is not available, the change between land cover data years (2007-2011, 2011-2019) for all areas was averaged and may not represent actual changes in each year. Lastly, due to limitations in how to quantify GHG emissions resulting from land use change (e.g., residential development), these GHG emissions have been excluded from the CRD's GHG emissions inventory, but have been disclosed, until a more robust measurement methodology can be developed. Since no data was available for 2024, the 2019 estimates were applied.



Data Quality Assessment

Table 22 presents the activity data quality assessment for the AFOLU data sources.

Table 22 AFOLU Data Quality Assessment

Data	Quality Assessment
Land-use data	Medium
Urea application GHG data	Low
Direct, indirect, and manure nitrous oxide (N ₂ O) GHG data	Low
Livestock data	Medium

Land Use GHG Emissions Calculation Methodology

Remotely sensed imagery was used to estimate land-cover changes during the 2007-2019 reporting periods. Using the remotely sensed imagery an annual average land-use change between land classes (e.g. cropland forestland, etc.) was determined and applied to BC-based emission factors to estimate GHG emissions resulting from changes between land-uses for the reporting year.

The following table identifies the data sources used for the reporting years for each of the study area's geographies.

Table 23 Spatial Data Sources Representing Land Cover For The CRD Study Area

		CRD Study Area Geography											
		CRD Core				Gulf Islands				Juan de Fuca Region			
Reporting Year	2007	2005	HAT	Land	Cover	2001	EOSD	Land	Cover	2011	HAT	Land	Cover
		Mapping				Classification				Mapping ²			
	2011	2011	HAT	Land	Cover	2001	EOSD	Land	Cover	2011	HAT	Land	Cover
		Mapping				Classification	+ 2011	ACI		Mapping ²	+ 2011	ACI	
						'Settlement'				'Settlement'			
	2022	2019	HAT	Land	Cover	2001	EOSD	Land	Cover	2011	HAT	Land	Cover
		Mapping	+ 'Settlement'			Classification	+ 2019	ACI		Mapping ²	+ 2019	ACI	
		satellite image interpretation ¹				'Settlement'				'Settlement'			



CRD Study Area Geography		
CRD Core	Gulf Islands	Juan de Fuca Region

Notes:

¹ Settlements land cover category is a combination of i) municipality provided building footprint as acquired mostly from digitizing roofline from satellite and orthoimagery, ii) new roads (ParcelMap BC parcel with parcel start dates > 2011 and parcel class = 'road') and iii) and theoretical building footprints (average building footprint areas as buffered centroids of new ParcelMap BC parcel with start dates > 2011 with a residential parcel class)

² The 2011 land cover classification was interpreted mostly from 2005 imagery in the Juan de Fuca region making it more suitable for the 2007 reporting year.

The spatial data sources representing land cover in this analysis include more categories than the 6 IPCC land-use categories. To align with the IPCC land classification definitions (as required by the GPC Protocol), the following data categories were re-assigned to the most appropriate IPCC land class.

Table 24 IPCC Land Use Classification Cross-References

IPCC Land Cover	EOSD Land Cover	HAT Land Cover	Annual Crop Inventory
Cropland	Annual Cropland, Perennial Cropland And Pasture	Agricultural Fields	-
Forest	Broadleaf Dense, Broadleaf Open, Coniferous Dense, Coniferous Open, Coniferous Sparse	Tree	-
Grassland	Grassland, Herb, Shrub Low	Grass, Herb	-
Settlement	Developed	Pavement/Building	Developed
Wetland	Wetland - Herb, Wetland - Shrub, Wetland - Treed	Riparian Tree, Riparian Herb, Pond	-
Other	Water, Exposed Land	Shadow, Ocean, Lake, River, Sand/Gravel Shoreline, Bedrock Shoreline, Exposed Soil, Exposed Bedrock	-

The analysis resulted in an estimate of an annual average change in hectares' value for each land class. Once the land use change values were determined for the reporting year, BC-based and IPCC emission factors were applied to estimate reported and disclosed (not-reported) GHG emissions from land use (Table 25).



Table 25 Land-Use Change Emission Factors

Land-Use Classification	Emission Factor	Units	Quality Assessment Rating
Forestland	224.1	tCO ₂ e / ha	Low
Shrubland/Scrubland	112.0	tCO ₂ e / ha	Low
Grasslands	205.7	tCO ₂ e / ha	Low
Wetlands	471.5	tCO ₂ e / ha	Low
Cropland	237.8	tCO ₂ e / ha	Low
Settlements	0	tCO ₂ e / ha	Low
Other	0	tCO ₂ e / ha	Low
Forestland	1.8	tCO ₂ e / ha / year	Low
Shrubland/Scrubland	0.1	tCO ₂ e / ha / year	Low
Grasslands	2.6	tCO ₂ e / ha / year	Low
Wetlands	3.3	tCO ₂ e / ha / year	Low
Croplands	0.4	tCO ₂ e / ha / year	Low
Settlements	0	tCO ₂ e / ha / year	Low
Other	0	tCO ₂ e / ha / year	Low

The GHG quantification methods for land use change is presented below:

$$Emissions_{Lands\ Not\ Converted} = Land\ Type_{ha} * EF_{Sequester}$$

$$Emissions_{Lands\ Converted} = Land\ Type_{ha} * (EF_{Release} / (Current\ Land\ Reporting_{Year} - Last\ Land\ Reporting_{Year} + 1))$$

Aggregate Sources and Non-CO2 Emission Sources on Land GHG Emissions Calculation Methodology

Emissions from Aggregate Sources and Non-CO₂ Emission Sources on Land includes direct N₂O emissions from agricultural soil management and indirect N₂O emissions from applied nitrogen. To estimate these GHG emissions, the total area of farmland for BC is used in conjunction with 2024 NIR data to develop a tCO₂e / ha value. This is then be applied to the total crop land in hectares to derive a GHG emissions estimate.



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report

October 15, 2025

The GHG quantification method is presented below:

$$Emissions_{Direct \& Indirect N_2O} = ((BC_{Direct N_2O Emissions} + BC_{Indirect N_2O Emissions} + BC_{Indirect N_2O Manure Management Emissions}) / BC_{Land In Crops ha}) * CRD Cropland_{ha}$$

$$Emissions_{Urea Application} = CRD Cropland_{ha} * 0.06 tCO_2e / ha$$



5 2024 GHG Reporting Year Results

This section presents the 2024 reporting year GHG emissions for the CRD.

GPC GHG Emissions Summary

Total BASIC, and BASIC+ emissions for the CRD for the 2024 reporting year are presented in Figure 3 below.

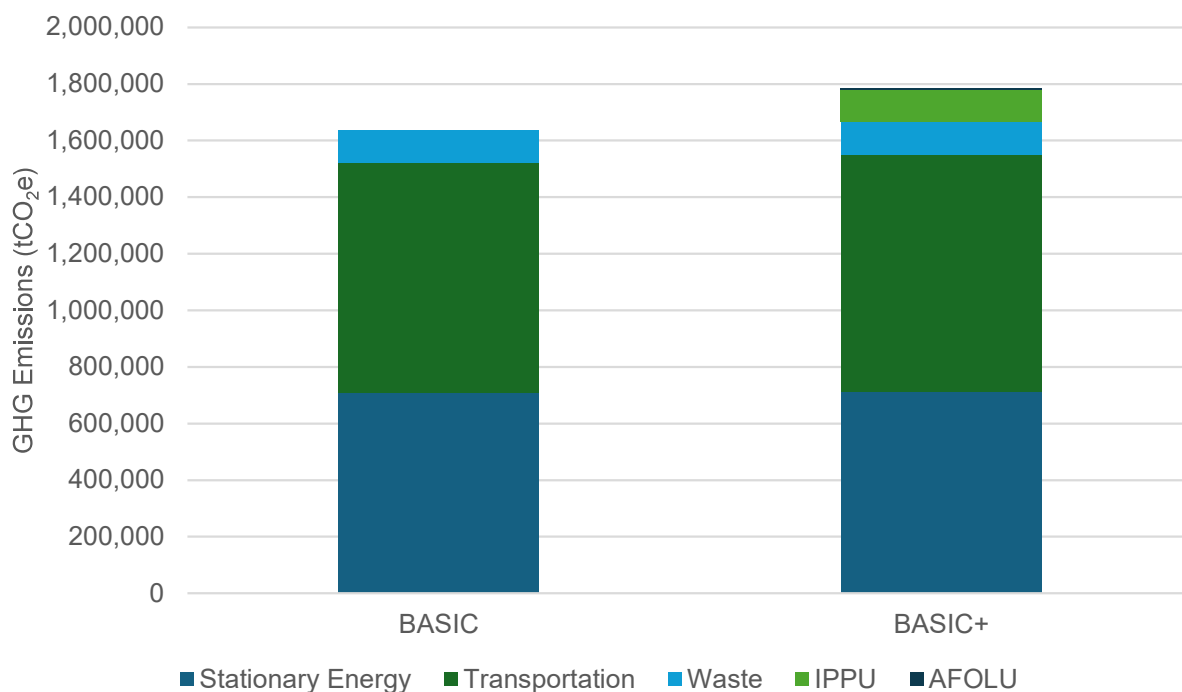


Figure 3 2024 GHG Emissions Summary by GPC Reporting Level

Emissions by reporting level are presented in Table 26 below which shows a difference in GHG emissions under the GPC Protocol's BASIC, and BASIC+ reporting levels. This is due to the inclusion of additional sources in BASIC+ which are very significant for almost any growing community. These additional emissions include transboundary emissions, industrial and product use emissions, and emissions from land-use change. Under the GPC Protocol, emissions included within each higher reporting level are cumulative from lower levels.



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report
October 15, 2025

Table 26 Breakdown of the CRD's 2024 GHG Emissions in GPC Reporting Format

GHG Emissions Source (by Sector)		Total GHGs (metric tonnes CO ₂ e)					
		Scope 1	Scope 2	Scope 3	BASIC	BASIC+	BASIC+ S3
Stationary Energy	Energy use (all emissions except I.4.4)	676,532	31,582	2,116	708,115	710,231	710,231
	Energy generation supplied to the grid (I.4.4)	8,340					
Transportation	(all II emissions)	813,966	271	26,407	814,236	840,643	840,643
Waste	Waste generated in the Community (III.X.1 and III.X.2)	114,818		0	114,818	114,818	114,818
	Waste generated outside community (III.X.3)	NO					
IPPU	(all IV emissions)	114,034				114,034	114,034
AFOLU	(all V emissions)	3,786				3,786	3,786
Other Scope 3 (S3)	(all VI emissions)			NE			NE
TOTAL		1,723,137	31,853	28,523	1,637,170	1,783,513	1,783,513

Notation Keys: IE = Included Elsewhere; NE = Not Estimated; NO = Not Occurring.

Cells in green are required for BASIC reporting; Cells in green and blue are required for BASIC+ reporting; Cells in purple are for disclosure purposes only but are not included in the summary totals as required by the GPC Protocol; Cells in orange are not required for BASIC or BASIC+ reporting.

Table 27 presents the breakdown of the CRD's BASIC+ GHG emissions by Sector and Sub-Sector.



Table 27 Breakdown of the CRD's 2024 BASIC+ GHG Emissions in the GPC Protocol Reporting Format

GPC ref No.	GHG Emissions Source (by Sector and Sub-Sector)	Total GHGs (metric tonnes CO ₂ e)			
		Scope 1	Scope 2	Scope 3	Total
I	Stationary Energy				
I.1	Residential buildings	208,152	20,868	1,398	230,418
I.2	Commercial and institutional buildings and facilities	338,064	10,715	718	349,497
I.3	Manufacturing industries and construction	NE	NE	NE	NE
I.4.1/2/3	Energy industries	5,518	NO	NO	5,518
I.4.4	Energy generation supplied to the grid	8,340			
I.5	Agriculture, forestry, and fishing activities	123,176	IE	IE	123,176
I.6	Non-specified sources	IE	IE	IE	IE
I.7	Fugitive emissions from mining, processing, storage, and transportation of coal	NO			NO
I.8	Fugitive emissions from oil and natural gas systems	1,622			1,622
Sub-Total	(community induced framework only)	676,532	31,582	2,116	710,231
II	Transportation				
II.1	On-road transportation	677,872	271	6,156	684,299
II.2	Railways	NO	NO	NO	NO
II.3	Waterborne navigation	56,498	IE	IE	56,498
II.4	Aviation	IE	IE	20,250	20,250
II.5	Off-road transportation	79,596	IE	IE	79,596
Sub-total	(community induced framework only)	813,966	271	26,407	840,643
III	Waste				
III.1.1/2	Solid waste generated in the Community	104,017		NO	104,017
III.2.1/2	Biological waste generated in the Community	6,387		NO	6,387



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report

October 15, 2025

GPC ref No.	GHG Emissions Source (by Sector and Sub-Sector)	Total GHGs (metric tonnes CO ₂ e)			
		Scope 1	Scope 2	Scope 3	Total
III.3.1/2	Incinerated and burned waste generated in the Community	NO		NO	
III.4.1/2	Wastewater generated in the Community	4,414		IE	4,414
III.1.3	Solid waste generated outside the Community	NO			
III.2.3	Biological waste generated outside the Community	NO			
III.3.3	Incinerated and burned waste generated outside community	NO			
III.4.3	Wastewater generated outside the Community	NO			
Sub-total	(community induced framework only)	114,818		0	114,818
IV	Industrial Processes and Product Uses				
IV.1	Emissions from industrial processes occurring in the Community boundary	NE			NE
IV.2	Emissions from product use occurring within the Community boundary	114,034			114,034
Sub-Total	(community induced framework only)	114,034			114,034
V	Agriculture, Forestry, and Other Land Use				
V.1	Emissions from livestock	3,449			3,449
V.2	Emissions from land (not included in total)	-312,232			-312,232
V.3	Emissions from aggregate sources and non-CO ₂ emission sources on land	338			338
Sub-Total	(community induced framework only)	3,786			3,786
VI	Other Scope 3				
VI.1	Other Scope 3			NE	NE

NOTES:

Cells in green are required for BASIC reporting.

Cells in green and blue are required for BASIC+ reporting.

Cells in purple are for disclosure purposes only but are not included in the summary totals as required by the GPC Protocol.

Cells in orange are not required for BASIC or BASIC+ reporting



Breakdown of Energy & GHG Emissions

Under the BASIC+ method, the CRD's GHG emissions totaled 1,783,243 tCO₂e. On a per capita basis, this works out to 3.9 tCO₂e per person (Table 28).

Table 28 Total Energy and GHG Emissions Per Person by Sector

Sector	Sub-Sector	Energy (GJ)	GHG Emissions (tCO ₂ e)	GJ Per Capita	tCO ₂ e Per Capita
Stationary Energy	Residential Buildings	12,632,670	230,418	34	0.5
	Commercial & Institutional Buildings	10,427,644	349,497	28	0.8
	Manufacturing Industries & Construction	-	-	-	-
	Agriculture, Forestry & Fishing activities	-	5,518	-	0.0
	Non-Specified Sources	1,940,981	123,176	5	0.3
	Fugitive Emissions	-	1,622	-	0.0
Transportation	In-Boundary On-road Transportation	11,451,687	678,140	31	1.5
	Trans-Boundary On-road Transportation	104,001	6,159	0	0.0
	Waterborne Navigation	772,682	56,498	2	0.1
	Aviation	272,462	20,250	1	0.0
	Off-road Transportation	1,254,247	79,596	3	0.2
Waste	Solid Waste		104,017		0.2
	Biological Treatment of Waste		13		0.0
	Wastewater Treatment & Discharge		4,414		0.0
IPPU	Product Use		114,034		0.3



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report
October 15, 2025

Sector	Sub-Sector	Energy (GJ)	GHG Emissions (tCO ₂ e)	GJ Per Capita	tCO ₂ e Per Capita
AFOLU	Land-Use: Emissions Sequestered		(401,842)		(0.9)
	Land-Use: Emissions Release		89,610		0.2
	Livestock		3,449		0.0
	Non-CO ₂ Land Emission Sources		338		0.0
Total		38,856,375	1,783,513	104.4	3.9

Total GHG emissions for 2024 are 1,783,513 tCO₂e and have decreased 11.0% from the 2007 reporting year. Scope 1 and 2 Emissions are 96.6% and 1.8% of the total GHG inventory. Scope 1 emissions are the GHG emissions that result from the combustion of fuel in sources within the CRD's boundaries, primarily from Stationary Energy and Transportation. Scope 1 GHG emissions also include IPPU and some AFOLU GHG emissions. Scope 2 emissions result from the use of electricity supplied to the CRD which includes emissions associated with the generation of electricity and other forms of energy (e.g., heat and steam). Scope 2 emissions are low compared to other geographies, due to the predominance of hydroelectric generation technologies in BC. Scope 3 emissions are emissions from electricity line losses, transboundary traffic, and emissions associated with the CRD that are occurring outside of the CRD's boundaries. For 2024, Scope 3 GHG emissions make up 1.6% of the GHG inventory. This breakdown by emission scope is depicted in Figure 4.



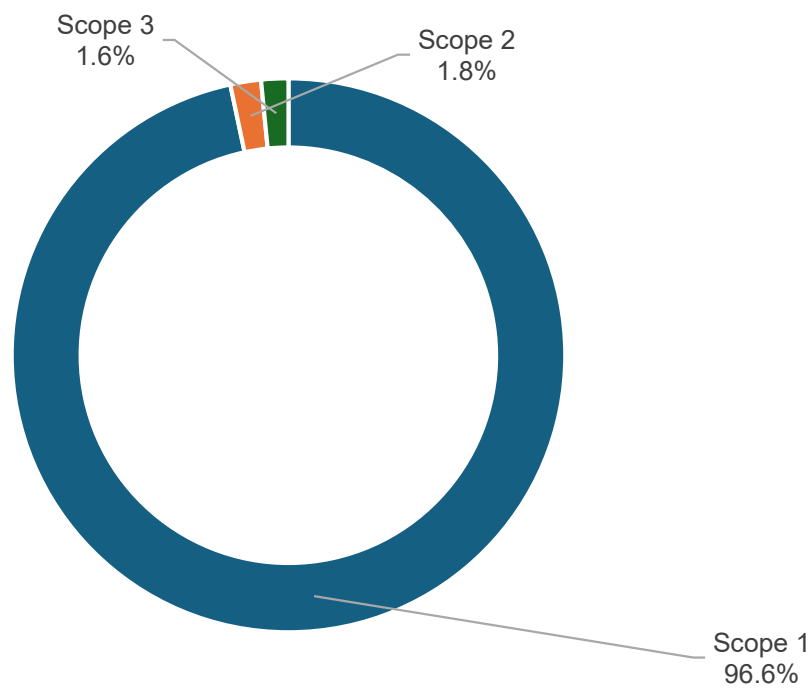


Figure 4 CRD BASIC+ GHG Emissions by Emissions Scope

A breakdown of GHG emissions by reporting scope for the 2007 and 2024 reporting years are presented in Table 29.

Table 29 Change in GHG Emissions Between 2007 & 2024 Reporting Years

Emissions Scope	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change
Scope 1	1,841,365	1,723,137	-6.4%
Scope 2	116,129	31,853	-72.6%
Scope 3	47,134	28,523	-39.5%
Total	2,004,628	1,783,513	-11.0%



Sectoral GHG Emissions Analysis

The following sections present an overview of the GHG emissions within each of the GPC sectors.

Stationary Energy

Stationary energy sources are one of the largest contributors to the CRD's GHG emissions. In 2024, excluding sequestered GHG emissions, it contributed 39.8% of the community's GHG emissions. In general, stationary energy emissions include the energy to run manufacturing processes and other industrial activities (e.g., compressor stations), energy to heat and cool residential, commercial, and industrial buildings, as well as the activities that occur within these residences and facilities. Fugitive methane emissions from natural gas pipelines and other distribution facilities, and related off-road GHG emissions, are also reported in this Sector. The table below shows the breakdown of energy use in the stationary energy reporting category.

Table 30 summarizes the energy and GHG emissions for the 2024 reporting year.



Table 30 2024 Energy and GHG Emissions by Stationary Energy Sector

Sector	Electricity (tCO ₂ e)	Natural Gas (tCO ₂ e)	Heating Oil (tCO ₂ e)	Propane (tCO ₂ e)	Wood (tCO ₂ e)	Other Sources (tCO ₂ e)	Total GHG Emissions (tCO ₂ e)	Total Energy (GJ)
Residential Buildings	22,266	132,703	18,804	24,914	23,905	7,826	230,418	12,632,670
Commercial & Institutional Buildings	11,433	230,930	1,880			105,254	349,497	10,427,644
Energy Industries						5,518	5,518	
Agriculture, Forestry & Fishing activities						123,176	123,176	1,940,981
Fugitive Emissions						1,622	1,622	
Total GHG Emissions (tCO ₂ e)	33,699	363,633	20,684	24,914	23,905	243,397	710,231	
Total Energy (GJ)	12,253,985	7,218,582	302,639	408,321	1,094,904	3,722,864		25,001,295

It can be seen in Figure 5 that natural gas use contributed 51.2% of the CRD's total Stationary Energy GHG emissions.



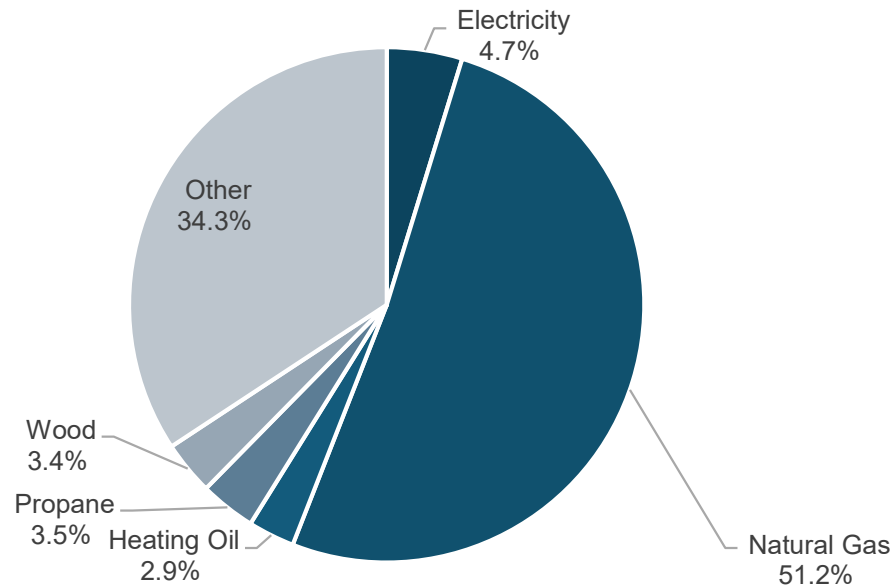


Figure 5 Stationary Energy GHG Emissions Contribution to the GHG Inventory

Figure 6 shows that the stationary GHG emissions largely arise from the operation of residential and commercial buildings.

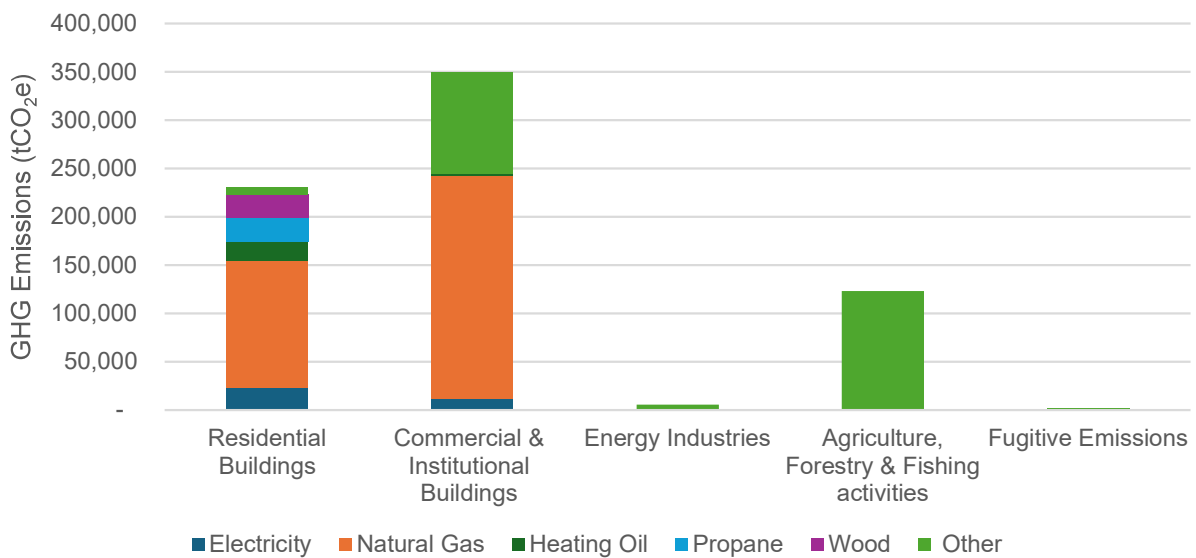


Figure 6 Total Stationary Energy Use By Sub-Sector



Stationary energy GHG emissions have decreased 9.4% as compared to the 2007 base year and 4.4% as compared to the 2023 reporting year (Table 31).

Table 31 Stationary Energy—Energy and GHG Emissions Trends

Sector	Change in tCO ₂ e: 2007 & 2024	Change in tCO ₂ e: 2023 & 2024
Residential Buildings	-45.4%	-8.9%
Commercial & Institutional Buildings	29.2%	-1.4%
Energy Industries	1220.1%	-42.4%
Agriculture, Forestry & Fishing activities	37.6%	-0.7%
Fugitives	61.8%	2.7%
Total	-9.4%	-4.4%

Transportation

Transportation covers all emissions from combustion of fuels in journeys by road, rail, water, and air, including inter-community and international travel. For the 2024 reporting year, transportation GHG emissions accounted for 47.1% of the CRD GHG inventory with the bulk of transportation GHG emissions resulting from the on-road transportation sub-sector (81.4%). The transportation GHG emissions are produced directly by the combustion of fuel or indirectly because of the use of grid-supplied electricity. Unlike stationary emission sectors, transit is mobile and can pose challenges in both accurately calculating emissions and allocating them to the cities linked to the transit activity. The following sections summarize energy and GHG emissions by on-road transportation, which is then followed by off-road transportation (marine, aviation, and other).

Table 32 summarizes the on-road energy and GHG emissions for the 2024 reporting year.

Table 32 2024 On-Road Transportation Energy And GHG Emissions by Fuel Type

Fuel Type	Number of Registered Vehicles	Total Fuel Use	Fuel Use Units	Energy (GJ)	GHG Emissions (tCO ₂ e)
Electricity	13,999	27,351,645	kWh	98,465	271
Gasoline	276,769	277,027,960	Liters (L)	9,601,789	565,689
Diesel	16,304	47,586,774	Liters (L)	1,840,656	117,501



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report
October 15, 2025

Fuel Type	Number of Registered Vehicles	Total Fuel Use	Fuel Use Units	Energy (GJ)	GHG Emissions (tCO ₂ e)
Propane	256	577,033	Liters (L)	14,732	836
Hydrogen	4	-	Liters (L)	-	-
Natural Gas	78	843,497	Kilograms (kg)	45	2
Total	307,410	N/A	N/A	11,555,688	684,299

Overall, GHG emissions from on-road transportation has decreased by 22.1% compared to the 2007 reporting year. Figure 7 provides a breakdown of GHG emisisions by vehicle classification. More than 80% of the on-road GHG emissions come from light duty vehicles, motorcycles and and trucks.

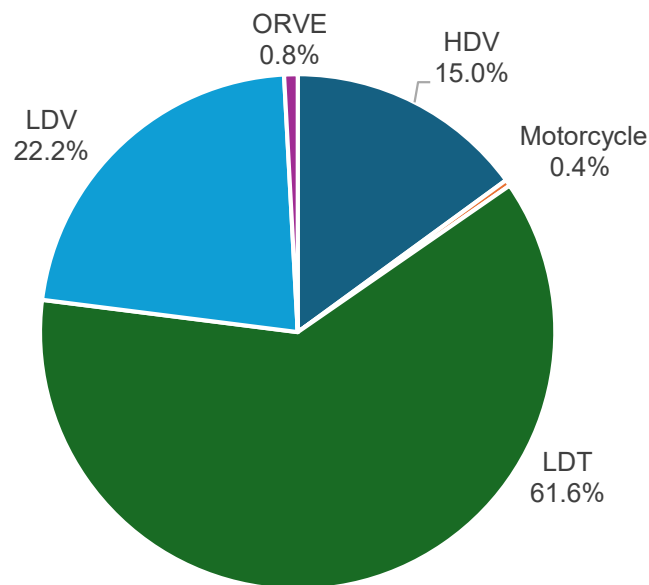


Figure 7 Breakdown of On-Road GHG Emissions by Vehicle Type

Table 33 summarizes the waterborne, and off-road transportation energy and emissions by fuel type. These GHG emissions contribute to 18.6% of the total transportation GHG emissions and 8.8% to the total inventory, after excluding for land use sequestration (Figure 8).



Table 33 2024 Aviation, Waterborne, and Off-Road Transportation Energy and Emissions by Fuel Type

Fuel Type	Total	Units	Energy (GJ)	GHG Emissions (tCO ₂ e)
Marine Gasoline	6,844	Liters (L)	237	15
Marine Diesel	18,505,126	Liters (L)	715,778	53,252
Marine Natural Gas	1,458,596	Liters (L)	56,666	3,230
Aviation Jet Fuel	7,851,934	Liters (L)	272,462	20,250
Other Off-Road Transportation Diesel	32,426,249	Liters (L)	1,254,247	79,596
Total	N/A	N/A	2,299,392	156,344

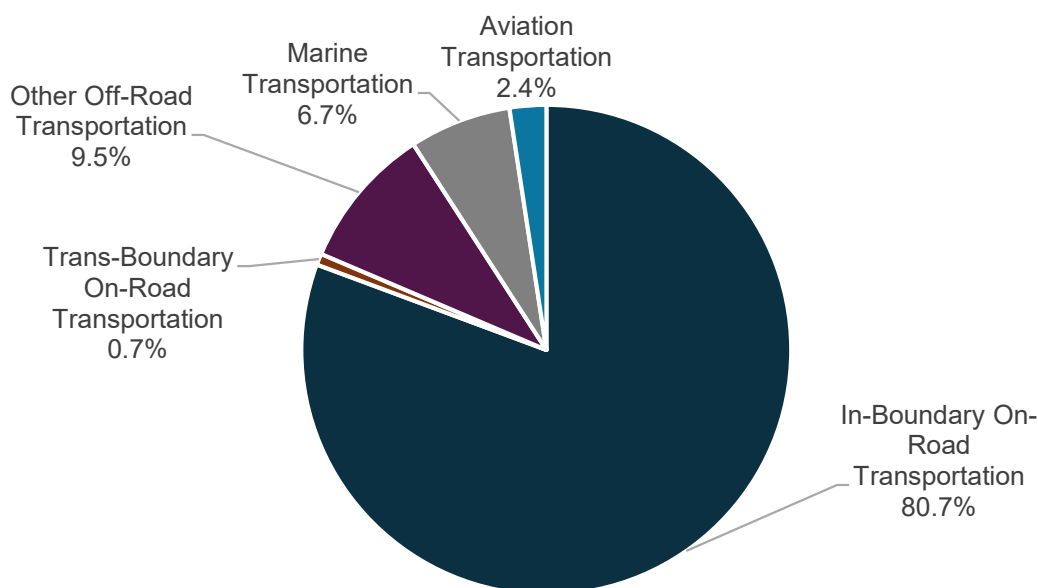


Figure 8 Summary of Transportation GHG Emissions by Sub-Sector

Waste

Communities produce solid waste, compost, and wastewater. Waste does not directly consume energy, but when deposited into landfills, or left exposed to the atmosphere, it decomposes and releases methane (CH₄) gas which is a potent GHG. The GHG emissions from the solid waste, composting, and wastewater



facilities for the reporting year is summarized in the following table. For the 2024 reporting year, waste emissions contributed 6.4% to the GHG inventory after excluding sequestration GHG emissions. A breakdown of the Waste Sub-Sector GHG emissions is presented in Table 34.

Table 34 Summary of Waste Sub-Sector GHG Emissions

Sector	2024 GHG Emissions (tCO ₂ e)	GHG Emissions Per Capita (tCO ₂ e / Capita)	Change from Reporting year (2007)
Wastewater Treatment & Discharge	4,414	0.01	-76.8%
Biological Treatment of Solid Waste	6,387	0.01	8631%
Solid Waste	104,017	0.23	-6.3%
Total	114,818	0.25	-11.7%

For the 2024 reporting year, in scope GHG emissions from waste have decreased by 11.7% compared to the 2007 reporting year. Fluctuations in waste will occur over the reporting periods as waste is driven by both the population, as well as economic prosperity in the region. In 2024 waste emission increase because of shift in operations at Hartland landfill. The Solid Waste Sub-Sector contributes just over 90% of total waste GHG emissions (Figure 6).

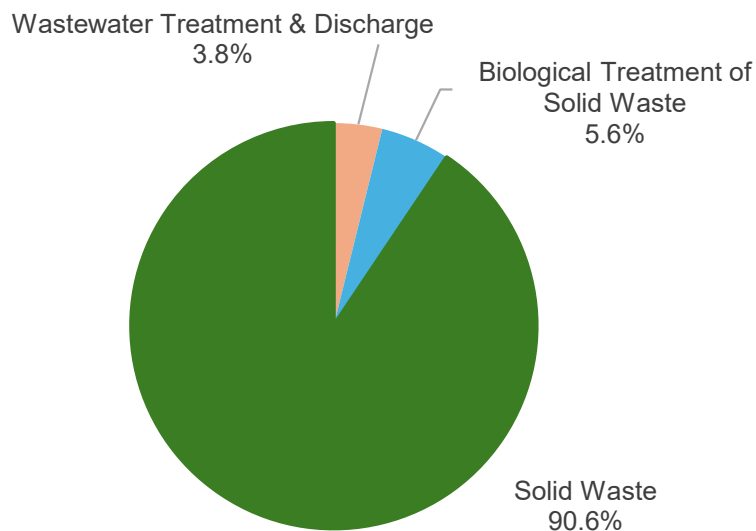


Figure 6 2024 GHG Emissions from Waste



Industrial Processes & Product Use (IPPU)

Reporting on IPPU GHG emissions is required for BASIC+ reporting only. Industrial GHG emissions are produced from a wide variety of non-energy related industrial activities which are typically released from industrial processes that chemically or physically transform materials. During these processes, many different GHGs can be produced. It is not clear if there are industrial GHG emissions occurring within the CRD’s boundaries and thus a “Not Estimated” notation is used in the GPC tables.

Also included in the IPPU Sector is Product Use GHG emissions. Certain products used by industry and end-consumers, such as refrigerants, foams, or aerosol cans, also contain GHGs which can be released during use and disposal and thus, as with best-practice, must be accounted for. For the reporting year, only the emissions estimated were production and consumption of halocarbons, SF₆ and NF₃ were estimated for the CRD on the basis that other GHG emissions sources identified in the NIR are not likely to be occurring in the CRD. The sources of these GHG emissions are typically fridges, heat pumps, and air conditioners.

Between the 2007 and 2024 reporting years, IPPU GHG emissions have increased by 61.9% (Table 35). The increase in GHG emissions is largely related to ECCC’s estimate of GHG emissions for BC which is allocated to the CRD on a per capita basis.

Table 35 Product Use GHG Emissions for the 2007 and 2024 Reporting Years

Sub-Sector	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change
Product Use Emissions	70,418	114,034	61.9%

Agriculture, Forestry, & Other Land Use (AFOLU)

The AFOLU Sector includes GHG emissions from livestock, land use, and all other agricultural activities occurring within the CRD’s boundaries.

The following information is provided for disclosure purposes only. Using remotely sensed imagery, land cover data was used to estimate land use changes between the reporting years. In 2024, the CRD’s greenspace is estimated to have sequestered and stored 401,842 tCO₂e (Table 36) and released 89,610 tCO₂e for a net effect of 312,232 tCO₂e. Upon review, the result was deemed to contradict expectations relative known trends of development in the region. Therefore, it was excluded from the total inventory calculations.



Table 36 Summary of Land Area & GHG Emissions By Land Use Sector

Land Type	Total Hectares (Ha)	GHG Emissions Sequestered (tCO ₂ e)	GHG Emissions Released (tCO ₂ e)
Forest Land	171,008.8	(312,121.9)	-
Cropland	6,347.2	(2,714.9)	-
Grassland	15,864.1	(43,300.6)	-
Wetlands	12,511.1	(43,704.2)	-
Settlements	11,821.8	-	46,066.8
Other Land	13,439.6	-	43,542.9
Total	230,992.6	(401,841.6)	89,609.7

In addition to land use change, GHG emissions from the AFOLU Sector are produced through a variety of non-land use pathways, including livestock (enteric fermentation and manure management), and aggregate sources and non-CO₂ emission sources on land (e.g., fertilizer application). Under this Sector, the CRD reports on GHG emissions from the following sources, and Sub-Sectors:

- Scope 1 GHG Emissions:
 - Livestock:
 - Methane (CH₄) Emissions from Enteric Fermentation
 - Methane (CH₄) Emissions from Manure Management
 - Direct Nitrous Oxide (N₂O) GHG Emissions
 - Aggregate Sources and Non-CO₂ Emissions Sources on Land
 - Direct Nitrous Oxide (N₂O) Emissions from Agricultural Soil Management
 - Indirect Nitrous Oxide (N₂O) Emissions from Applied Nitrogen

The GHG emissions from this source is presented in Table 37. Compared to the 2007 base year, these GHG emissions have decreased 50.9%.

Table 37 Summary of Livestock and Aggregate Sources and Non-CO2 Emissions Sources On Land Change GHG Emissions Between 2007 and 2024

Land Type	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change From 2007
Livestock	6,867	3,449	-49.8%



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report

October 15, 2025

Land Type	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change From 2007
Aggregate Sources and Non-CO ₂ Emissions Sources On Land	849	338	-60.2%
Total	7,716	3,786	-50.9%



6 Quality Assurance & Quality Control

Quality Assurance and Quality Control (QA/QC) procedures are applied to add confidence that all measurements and calculations have been made correctly and to reduce uncertainty in data. Examples include:

- Checking the validity of all data before it is processed, including emission factors.
- Performing recalculations to reduce the possibility of mathematical errors.
- Recording and explaining any adjustments made to the raw data.
- Documenting quantification methods, assumptions, emission factors and data quality

With respect to the GHG inventory, the data was subject to various quality assurance and quality control checks throughout the collection, analysis, and reporting phases. Specifically, the following procedures were followed:

- Upon receipt of data from the CRD, the data was checked for completeness (e.g., all months of data are present), relevancy (e.g., the correct calendar year is presented), and reasonableness (e.g., comparing similar transportation data sets). Incorrect or incomplete datasets were queried directly with the data provider.
- Where estimates were used (e.g., fuel oil consumption), all possible data sources were considered for their accuracy and relevance to the community before a final method and data source was selected.
- All manual data transfers were double-checked for data transfer accuracy.
- The inventory was compared to other third-party inventories (e.g., CEEI) to assess for reasonableness of the estimates.
- The inventory underwent internal CRD reviews to confirm assumptions, data and reasonableness of the estimates.



7 Recommendations

To remain accurate and reflective of the current community conditions, the CRD should revise and improve its GHG emissions inventory either annually or in line with capital planning cycles (i.e., every 3-4 years), focusing on these general aspects:

- Improving activity data collection and management, including Sector and Sub-Sector allocations.
- Performing recalculations, where applicable, and tracking GHG emissions over time.
- Reviewing methodologies and data to assess for opportunities to improve the estimates.
- Assessing changes to boundaries, methodologies, assumptions, or data that may be material and require a reporting year restatement.

The next section provides a summary of specific GHG inventory improvement recommendations.

Inventory Assumptions, Assessment, & Recommendations

In the preparation of the 2024 GHG emissions inventory, there are several assumptions were made in the analysis that will have some influence on accuracy of the CRD's estimate of GHG emissions. Most emission sources have been calculated with a high level of confidence, due to the presence of utility records, and direct energy and emissions data being provided by stakeholders. Data sources and assumptions with medium to high uncertainty are presented in Table 38 which summarizes the main assumptions, possible impacts on the data, and recommended improvement. It is recommended that the CRD prioritize improvements that are likely to have a material (>5%) influence on the GHG inventory estimate.

Table 38 Summary of GHG Inventory Assumptions, Estimated Impacts, and Recommended Improvements

Sector	Issue / Assumption	Possible Impact on The GHG Inventory	Recommended Improvements
Stationary Energy	Fortis BC provides energy in lump sum amounts for: residential, commercial, and industrial. As such, other sectors, like agricultural	No impact on the GHG inventory. The change would only happen between emission sub-sectors.	Work with the Province and FortisBC to get a more detailed breakdown of energy use by sub-sector.



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report

October 15, 2025

Sector	Issue / Assumption	Possible Impact on The GHG Inventory	Recommended Improvements
	buildings, could not be split out. A related accuracy issue is the assignment of mixed-use buildings without separate metering.		
Stationary Energy	Propane and wood GHG emissions were estimated by the Province to which the accuracy of the estimates remain unknown.	Immaterial impact on the GHG inventory (<5%)	Consider completing a residential energy labelling program. With such a program, an energy and fuel profile for buildings could be developed so that a reasonable estimate of other fuel use be determined.
Stationary Energy	The CRD estimated heating oil consumption for the member municipalities (except for Saanich and Victoria) using real-estate sales data and an estimated consumption factor.	Immaterial impact on the GHG inventory (<5%)	Consider completing a residential energy labelling program. With such a program, an energy and fuel profile for buildings could be developed so that a reasonable estimate of other fuel use be determined.
Stationary Energy	FortisBC provided a total estimate of fugitive emissions for the CRD region for 2024; however, this did not include upstream fugitive emissions as suggested as best practice by the GPC Protocol.	Immaterial impact on the GHG inventory (<1%)	Work with FortisBC to refine this estimate.
Transportation	The CRD is relying on ECCC data and models applied at a Provincial level to estimate off-road fuel consumption (e.g., construction, etc.). These emissions are assigned on a per capita basis. It is likely that this approach is over-estimating and possibly double counting GHG emissions.	Possibly material (>10%) impact to the GHG inventory.	Work with member municipalities to estimate infrastructure and building construction GHG emissions for different project types. Use this information with building and infrastructure construction data to estimate these GHG emissions.
Transportation	The Victoria International Airport does not report on GHG emissions from tenants or aircraft. Keeping in line with the GPC Protocol, only	Immaterial impact on the GHG inventory (<5%)	The Victoria International Airport will not be collecting or reporting on GHG emissions from tenants or



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report

October 15, 2025

Sector	Issue / Assumption	Possible Impact on The GHG Inventory	Recommended Improvements
	the aircraft GHG emissions were estimated using NAV Canada airplane movement statistics, estimated taxi times, and estimated fuel use. The fuel use only accounts for departing and arriving planes up to 3,000ft to avoid double counting with other cities.		aircraft. This is the best available data at this point.
Transportation	The GHG emissions from recreational watercraft and US/Can ferries were estimated based on a publicly available year 2000 study for the Victoria, Vancouver, and Washington harbors.	Immaterial impact on the GHG inventory (<5%)	Work with the Victoria Harbor Master as they begin to deploy a database tracking the types and number of boats entering the Victoria harbor.
Transportation	The GHG emissions from marine aviation are estimated based on Victoria Harbor NAV Canada air traffic movements and an estimate of fuel consumption for a typical plane.	Immaterial impact on the GHG inventory (<5%)	Work with Harbour Air and other marine aircraft companies to provide fuel consumption volumes.
Transportation	The GHG inventory does not include refrigerant losses from vehicles. Derive a method to estimate these GHG emissions.	Immaterial impact on the GHG inventory (<5%)	Develop a method to estimate these GHG emissions.
Waste	There is tracking to the origin of solid waste but is based on reported origin which may or may not be accurate. For example, some haulers will identify that they are hauling waste from Victoria when in fact the waste is originating from Saanich.	There is no impact to the GHG Inventory for the CRD but will have impacts to the CRD member inventories.	Work with waste haulers to devise a better system to track waste origination.
Waste	The inventory does not estimate the fugitive emissions from septic tanks.	Immaterial impact on the GHG inventory (<1%)	Work with member municipalities to inventory the number of homes on septic systems so that an estimate can be derived.



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report

October 15, 2025

Sector	Issue / Assumption	Possible Impact on The GHG Inventory	Recommended Improvements
Waste	The inventory does estimate open burning GHG emissions.	Immaterial impact on the GHG inventory (<1%)	Work with member municipalities to estimate the likely occurrence of open burning in their jurisdictions so that an estimate can be derived.
IPPU	Product use emissions were estimated on a per capita basis using the 2025 NIR estimates. The product use emissions were estimated by the NIR using an IPCC Tier 1 approach and thus will have high uncertainty. There are many emission sources in this category, but the largest one is likely from building air conditioner and heat pump units.	Immaterial impact on the GHG inventory (<5%)	Explore the use of using LIDAR to estimate the number of air conditioners on buildings, and other means to collection information on how many residential buildings have heat pumps and air conditioners. Use this information to estimate refrigerant losses.
AFOLU	GHG estimates for land use change are based on a period of years (2011-2019) and thus were averaged for each period. As there was no current data, land use change for the reporting year was estimated using the average value between the data years.	Immaterial impact on the GHG inventory (<5%)	Work with the planning department to track land-use change annually so that a more refined estimate can be made.
AFOLU	The land-use sequestration and storage GHG emission factors are taken from the literature, for BC ecozones, and may not reflect the productivity, or lack thereof, of land uses in the CRD. The land-change emission factors for changes between land types were derived by the Province. These are average values by ecozone and are based on a 20-year horizon. Since land-use change in the CRD is typically related to development, it was assumed that the loss of emissions is	Possibly a material impact on the GHG inventory (>10%)	Work with the Province and the post-secondary institutions to derive refined sequestration emission factors.



The Capital Regional District 2024 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report

October 15, 2025

Sector	Issue / Assumption	Possible Impact on The GHG Inventory	Recommended Improvements
	immediate which may overestimate GHG emission losses. In both emission factor applications, the use of non-site emission factors may result in an over or underestimate of GHG emissions.		



8 References

- Environment and Climate Change Canada. 2025. National Inventory Report 1990 to 2023: Greenhouse Gas Sources and Sinks in Canada. Part 1-3. April 2025. Available at:
https://unfccc.int/national_reports/annex_i_ghg_inventories/national_inventories_submissions/items/8812.php
- GPC. 2014. Global Protocol for Community-Scale Greenhouse Gas Emission Inventories: An Accounting and Reporting Standard for Cities"; World Resources Institute, C40 Cities Climate Leadership Group, and ICLEI – Local Governments for Sustainability.
- IPCC. 2014. Climate Change 2014: Synthesis Report. Contribution of Working Groups I, II and III to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change [Core Writing Team, R.K. Pachauri and L.A. Meyer (eds.)]. IPCC, Geneva, Switzerland, 151 pp.
- World Resource Institute/ World Business Council for Sustainable Development. 2004. The Greenhouse Gas Protocol. A Corporate Accounting and Reporting Standard. Revised Edition. Available at:
<http://www.ghgprotocol.org>



Capital Region District – Municipalities and Electoral Areas
**2007 Base Year and 2024 Reporting Year Energy & GHG
Emissions Inventory**

Prepared for:

Capital Regional District
625 Fisgard Street, PO Box 1000
Victoria, BC V8W 2S6

Prepared by:

Stantec Consulting Ltd.
200-325 25 Street SE
Calgary, AB T2A 7H8

Project #: 160925361

Date: October 15, 2025

Limitation of Liability

This document entitled Capital Region District – Municipalities and Electoral Areas 2007 Base Year and 2024 Reporting Year Energy & GHG Emissions Inventory Report was prepared by Stantec Consulting Ltd. (“Stantec”) for the account of Capital Regional District (the “Client”). Any reliance on this document by any third party is strictly prohibited. The material in it reflects Stantec’s professional judgment in light of the scope, schedule and other limitations stated in the document and in the contract between Stantec and the Client. The opinions in the document are based on conditions and information existing at the time the document was published and do not take into account any subsequent changes. In preparing the document, Stantec did not verify information supplied to it by others. Any use which a third party makes of this document is the responsibility of such third party. Such third party agrees that Stantec shall not be responsible for costs or damages of any kind, if any, suffered by it or any other third party as a result of decisions made or actions taken based on this document.

TABLE OF CONTENTS

Summary	5
1 Introduction	7
1.1 GHG Emissions & Climate Change	7
1.2 GPC Protocol	8
1.3 Variance from Community Energy and Emissions Inventories (CEEI)	8
1.4 Purpose of Document	9
2 Inventory Scope	10
2.1 GPC BASIC+ Inventory Scope	10
2.2 GHG Emissions Boundary	11
2.3 Assumptions & Disclosures	11
3 Capital Regional District Energy & GHG Emissions	14
3.1 Base Year (2007) Energy & GHG Emissions	14
3.2 CRD GHG Reduction Target	17
3.3 Reporting Year (2024) Energy & GHG Emissions	17
3.4 Energy & GHG Emissions Trends	21
4 District of Central Saanich	25
4.1 2024 Profile	25
4.2 Energy & GHG Emissions	25
5 City of Colwood	28
5.1 2024 Profile	28
5.2 Energy & GHG Emissions	28
6 Township of Esquimalt	31
6.1 2024 Profile	31
6.2 Energy & GHG Emissions	31
7 District of Highlands	34
7.1 2024 Profile	34
7.2 Energy & GHG Emissions	34
8 Juan de Fuca Electoral Area	37
8.1 2024 Profile	37
8.2 Energy & GHG Emissions	37
9 City of Langford	40

9.1	2024 Profile	40
9.2	Energy & GHG Emissions	40
10	District of Metchosin	43
10.1	2024 Profile	43
10.2	Energy & GHG Emissions	43
11	District of North Saanich	46
11.1	2024 Profile	46
11.2	Energy & GHG Emissions	46
12	District of Oak Bay	49
12.1	2024 Profile	49
12.2	Energy & GHG Emissions	49
13	The District of Saanich	52
13.1	2024 Profile	52
13.2	Energy & GHG Emissions	52
14	Salt Spring Electoral Area	55
14.1	2024 Profile	55
14.2	Energy & GHG Emissions	55
15	Town of Sidney	58
15.1	2024 Profile	58
15.2	Energy & GHG Emissions	58
16	District of Sooke	61
16.1	2024 Profile	61
16.2	Energy & GHG Emissions	61
17	City of Victoria	64
17.1	2024 Profile	64
17.2	Energy & GHG Emissions	64
18	Town of View Royal	67
18.1	2024 Profile	67
18.2	Energy & GHG Emissions	67
19	Southern Gulf Islands Electoral Area	70
19.1	2024 Profile	70
19.2	Energy & GHG Emissions	70

SUMMARY

Climate change has emerged as the next unprecedented social, economic, and environmental challenge facing society today. It poses a serious threat to quality of life, jobs, and physical and natural assets. Scientists believe that the human-production of greenhouse gas (GHG) emissions since pre-industrial times have already surpassed the Earth's "carrying capacity" of natural systems and pose significant future risks to human well-being.

Recognizing the role that Capital Regional District (CRD) plays in achieving a significant and immediate reduction in global GHG emissions, the CRD set a regional GHG reduction target of 61% (from 2007 levels) by 2038. In February 2019, the CRD declared a climate emergency and committed to regional carbon neutrality. Local governments across the region have also set similar ambitious GHG reduction targets and commitments.

To meet these climate commitments, the CRD seeks a better understanding of the energy and GHG emissions at the regional level, as well as at the local government level which includes 13 municipalities and 3 electoral areas. The following document presents a summary of energy and GHG emissions at both the CRD and local government level for the 2007 and 2024 reporting years. This document compliments a 2024 inventory report which describes the methodologies and data sources applied to derive the estimate of GHG emissions for the CRD and local governments. A summary of the 2007 and 2024 GHG emissions and energy by local government is presented in **Table 1** and **Table 2**, respectively.

Table 1. Summary of GHG Emissions By CRD Local Government

Local Government	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change (%)
District of Central Saanich	100,771	99,940	-0.8%
City of Colwood	84,132	84,215	0.1%
Township of Esquimalt	96,206	72,051	-25.1%
District of Highlands	11,901	14,462	21.5%
Juan de Fuca Electoral Area	63,610	30,104	-52.7%
City of Langford	137,319	211,697	54.2%
District of Metchosin	28,165	22,951	-18.5%
District of North Saanich	65,819	58,530	-11.1%
District of Oak Bay	90,308	69,795	-22.7%
District of Saanich	593,359	484,073	-18.4%
Salt Spring Island Electoral Area	50,023	46,785	-6.5%
Town of Sidney	64,104	56,204	-12.3%
District of Sooke	52,539	62,426	18.8%
City of Victoria	483,269	392,117	-18.9%
Town of View Royal	51,087	50,140	-1.9%
Southern Gulf Islands Electoral Area	32,015	28,023	-12.5%
Total GHG Emissions	2,004,628	1,783,513	-11.0%

Table 2. Summary of Energy Use By CRD Local Government

Local Government	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)
District of Central Saanich	1,899,678	2,110,960	11.1%
City of Colwood	1,564,731	1,762,731	12.7%
Township of Esquimalt	1,790,634	1,578,325	-11.9%
District of Highlands	224,145	305,885	36.5%
Juan de Fuca Electoral Area	1,293,256	926,079	-28.4%
City of Langford	2,642,187	4,414,990	67.1%
District of Metchosin	525,440	509,414	-3.1%
District of North Saanich	1,345,969	1,405,254	4.4%
District of Oak Bay	1,671,340	1,469,654	-12.1%
District of Saanich	11,256,692	10,189,419	-9.5%
Salt Spring Island Electoral Area	1,079,295	1,174,834	8.9%
Town of Sidney	1,258,133	1,248,490	-0.8%
District of Sooke	983,346	1,326,119	34.9%
City of Victoria	9,876,133	8,571,049	-13.2%
Town of View Royal	982,469	1,077,326	9.7%
Southern Gulf Islands Electoral Area	766,699	785,847	2.5%
Total Energy	39,160,148	38,856,375	-0.8%

1 INTRODUCTION

1.1 GHG Emissions & Climate Change

There is overwhelming evidence that global climate change resulting from emissions of carbon dioxide and other greenhouse gases (GHGs) is having a significant impact on the ecology of the planet. In addition, climate change is expected to have serious negative impacts on global economic growth and development. In 2005, the UK government commissioned an independent economic review called the Stern Review, which states that the “costs of stabilizing the climate are significant but manageable; delay would be dangerous and much more costly”.

Beyond the costs associated with delayed action, there are cost savings to be realized through efforts to conserve energy and to use it more efficiently, and economic opportunities available to communities that develop local energy supply and infrastructure. Actions to encourage energy efficiency and conservation and to promote implementation of renewable energy will assist local governments in developing energy resilient communities, in addition to mitigating climate change. Local governments are at the forefront of global action on climate change, setting both ambitious commitments and targets while going about the difficult task of reducing emissions. Per the latest report from the C40 Cities Climate Leadership Group, ICLEI Local Governments for Sustainability, UN Habitat, and others, most GHG reduction commitments are set for 2030 or 2050 and range from a 10% to 100% reduction (**Figure 1**).

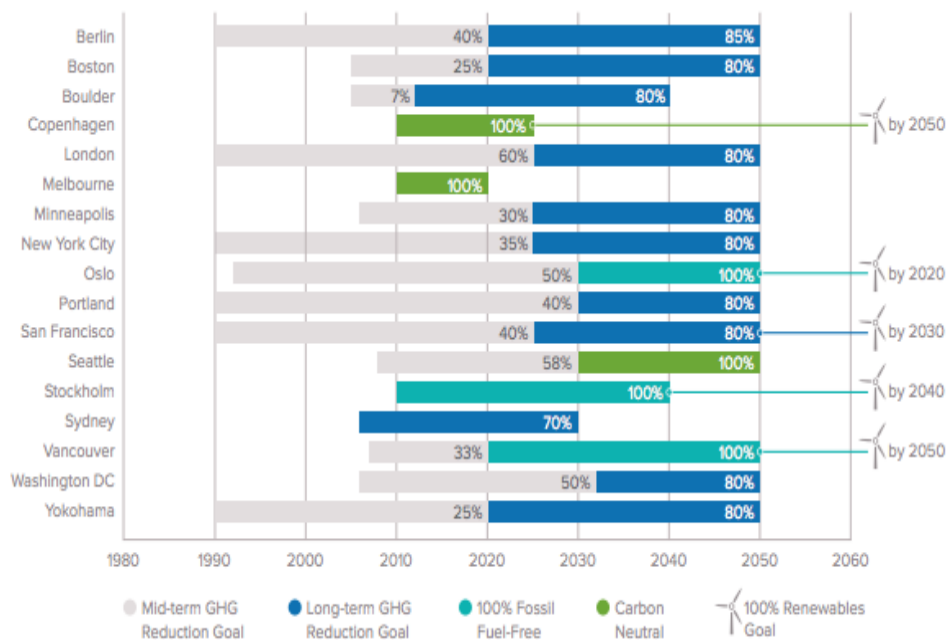


Figure 1. Summary of Long-Term Global GHG Emission Reduction Targets¹

¹ <http://www.c40.org/>

1.2 GPC Protocol

To make informed decisions on reducing energy use and GHG emissions at the regional and local government scale, community managers must have a good understanding of these sources, the activities that drive them, and their relative contribution to the total. This requires the completion of an energy and GHG emissions inventory. To allow for credible and meaningful reporting locally and internationally, the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (the GPC Protocol) was developed as a partnership between ICLEI-Local Governments for Sustainability, The World Resources Institute (WRI) and C40 Cities Climate Leadership Group (C40), with additional collaboration by the World Bank, United Nations Environment Program (UNEP) and UN-Habitat. The GPC Protocol has now become recognized as the standardized way for local governments to collect and report their actions on climate change. Over 9,000 cities have committed to using the GPC Protocol.

The Protocol has two established levels of reporting: BASIC and BASIC+ which are defined as the following:

- The BASIC level covers scope 1 and scope 2 emissions from stationary energy and in-boundary transportation, as well as scope 1 and scope 3 emissions from waste.
- The BASIC+ level covers the same scopes as BASIC and includes more in-depth and data dependent methodologies. Specifically, it expands the reporting scope to include emissions from industrial process and product use (IPPU), agriculture, forestry and other land-use (AFOLU), and transboundary transportation.

1.3 Variance from Community Energy and Emissions Inventories (CEEI)

The CRD has historically relied on annual Provincial Community Energy and Emissions Inventories (CEEI) to track community GHG emissions. However, there have been some limitations to the CEEI in that it is an in-boundary inventory. The CEEI Protocol does not fully meet the requirements of the GPC Protocol BASIC or BASIC+ reporting requirements which is the required reporting standard for local governments that have committed to the Global Covenant of Mayors (GCoM)—an agreement led by city networks to undertake a transparent and supportive approach to measure GHG emissions community-wide. The minimum GCoM reporting requirement requires quantifying and reporting on building stationary energy, on-road transportation, and waste GHG emissions. A high-level summary of the differences between the CEEI and GPC Protocol inventories are presented in **Table 3**.

Table 3. Summary of GHG Inventory Scope Differences

Reporting Sector	2007-2022 CEEI's	GPC BASIC	GPC BASIC+
Residential Buildings	✓	✓	✓
Commercial And Institutional Buildings And Facilities	✓	✓	✓
Manufacturing Industries And Construction	✓	✓	✓
Energy Industries		✓	✓
Energy Generation Supplied To The Grid		✓	✓
Agriculture, Forestry And Fishing Activities		✓	✓
Non-Specified Sources		✓	✓

Reporting Sector	2007-2022 CEEI's	GPC BASIC	GPC BASIC+
Fugitive Emissions From Mining, Processing, Storage, And Transportation Of Coal		✓	✓
Fugitive Emissions From Oil And Natural Gas Systems		✓	✓
On-Road Transportation	✓	✓	✓
Railways		✓	✓
Waterborne Navigation		✓	✓
Aviation		✓	✓
Off-Road Transportation		✓	✓
Solid Waste	✓	✓	✓
Biological Waste	✓	✓	✓
Incinerated And Burned Waste		✓	✓
Wastewater		✓	✓
Emissions From Industrial Processes			✓
Emissions From Product Use			✓
Emissions From Livestock	✓		✓
Emissions From Land			✓
Emissions From Aggregate Sources And Non-CO ₂ Emission Sources On Land	✓		✓

1.4 Purpose of Document

The purpose of this document is to provide the 2007 and 2024 GPC BASIC+ energy and GHG emissions inventories at the regional and local government level. This document compliments a 2024 inventory report which describes the methodologies and data sources applied to derive the estimate of GHG emissions for the CRD region and local governments.

2 INVENTORY SCOPE

2.1 GPC BASIC+ Inventory Scope

In accordance with the GPC Protocol, the 2007 and 2024 BASIC+ GHG inventories presented herein accounts for GHG emissions from the following Reporting Sectors:

- **Stationary Energy** – These are GHG emissions from fuel combustion, fugitive emissions, and some off-road transportation sources (e.g., construction equipment, residential mowers, etc.). They include the emissions from energy to heat and cool residential, commercial, institutional, and light/heavy industrial buildings, as well as the activities that occur within these residences and facilities.
- **Transportation** – These are GHG emissions from the combustion of fuels as a result of vehicular on-road, off-road, including marine, aviation, and other off-road, and trans-boundary journeys.
- **Waste** – These are GHG emissions from the disposal and management of solid waste, the biological treatment of waste, and wastewater treatment and discharge. Waste does not directly consume energy, but releases GHG emissions because of decomposition, burning, and other management methods.
- **Industrial Process and Product Use (IPPU)** – These are GHG emissions from products such as refrigerants, foams or aerosol cans can release potent GHG emissions, known as product use GHG emissions. There are no known industrial process emissions in the CRD.
- **Agriculture, Forestry and Other Land-Use (AFOLU)** – These are GHG emissions that are captured or released as a result of land-management activities. These activities can range from the preservation of forested lands to the development of crop land. This Sector includes GHG emissions from land-use change, manure management, livestock, and the direct and indirect release of nitrous oxides (N₂O) from soil management, urea application, fertilizer and manure application.

Due to limitations in how to quantify GHG emissions resulting from land use change (e.g., residential development), these GHG emissions have been excluded from the GHG emissions inventories presented herein but have been disclosed.

2.2 GHG Emissions Boundary

The GHG inventories are defined geographically by the capital region of British Columbia, which includes 13 municipalities and 3 electoral areas, as shown in Figure 2.

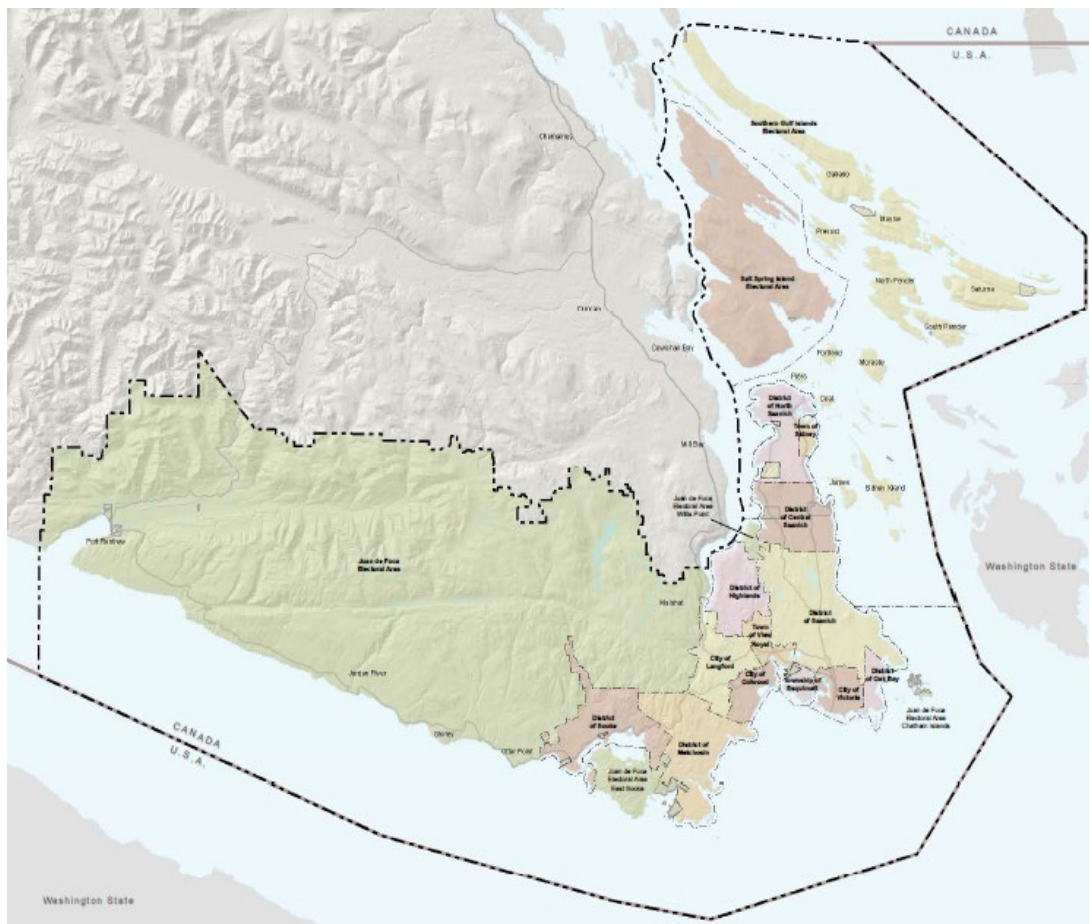


Figure 2 Regional GHG Boundary

2.3 Assumptions & Disclosures

The following inventories covers all GHG emissions for the 2007 and 2024 reporting years. Where data was not available, the most recent year of available data has been used, and the timescale noted accordingly. These disclosures are as follows:

- Global Warming Potentials (GWP). The BC government has communicated that is adopting GWPs from the fifth IPCC report. On this basis, the CRD is applying GWPs from the fifth IPCC report.
- Stationary Energy: Residential, Commercial and Institutional Buildings. Propane, and wood GHG emissions were estimated using linear regression methods. The data used in the estimates included historical propane and wood energy data published in the 2007-2021 CEEIs, and heating degree days (HDD) published by Environment and Climate Change Canada.

- Stationary Energy: Residential, Commercial and Institutional Buildings. The CRD used real-estate sales data between 2021 and 2025 to estimate the number of heating oil tanks and average household consumption for the 2024 reporting year.
- Stationary Energy: Other Off-Road. The ECCC 2025 NIR prepared for the Province of BC for the 2023 reporting year was used to estimate GHG emissions for:
 - Off-road agriculture and forestry GHG emissions
 - Off-road commercial and institutional GHG emissions
 - Off-road manufacturing, mining, and construction GHG emissions
 - Off-road residential GHG emissions

These GHG emissions were assigned to the CRD on a per capita basis.

- Stationary Energy: Fugitives. Fortis BC provided total fugitive emissions for the 2020 reporting year at the CRD level. Since no historical numbers were provided, the 2020 value was used to estimate the 2024 emissions.
- Transportation: On-Road. The on-road transportation emissions are based on the total estimated fuel sales in the CRD, and the number of registered vehicles. Insurance Corporation of BC (ICBC) compiles data on an January 1 to December 31 basis, and thus the current on-road GHG emission estimate is based on the number of registrations from January 1, 2024 – December 31, 2024.
- Transportation: Aviation. 2024 aviation GHG emissions were estimated using 2015 aircraft flight profiles (the last available data), and the total number of aircraft movements reported in 2024.
- Transportation: Waterborne Recreational Watercraft. GHG emissions from recreational watercraft and US/Canada ferries were estimated based on a publicly available year 2000 study for the Victoria, Vancouver, and Washington harbors.
- Transportation: Cruise Ships. The Greater Victoria Harbour Authority (GVHA) reported on cruise ship emissions for the 2018 reporting year but did not provide an estimate for 2024. As a result, the 2018 GHG emissions estimate and number of cruise ship visits to Ogden Point was used to create a proxy to estimate 2024 cruise ship emissions.
- Transportation: BC Ferries did not disclose its total reported fuel use for 2024 but did publish 2022 GHG emissions by Scope. Fuel consumption was back calculated using passenger numbers and emissions factors.
- Transportation: All marine emissions are prorated to each member municipality relative to population with the exception of the GHG emissions associated with the Coho Ferry and Cruise ships, which are apportioned to the City of Victoria.
- Waste: Solid Waste. To quantify GHG emissions from the Hartland Landfill, the CRD utilized the waste-in-place (WIP) method which is accepted under the GPC Protocol. The WIP assigns landfill emissions based on total waste deposited during that year. It counts GHGs emitted that year, regardless of when the waste was disposed. Except for the City of Victoria, who claims 31% of the CRD's landfill GHG emission, the remaining landfill GHG emissions were allocated to each local government on a per capita basis. Using this allocation method, the CRD members may over, or underestimate associated solid waste GHG emissions as the current year landfill GHG emissions are based upon cumulative waste over time, and each member may have contributed more waste in past years than the current year (and vice versa).

- AFOLU: Aggregate Sources And Non-CO₂ Emission Sources On Land. These emissions are based on the 2025 NIR as prepared by ECCC and the total area of farmland BC in 2021 as reported by Statistics Canada. These GHG emissions were assigned to each local government on a per hectare (ha) of cropland basis.
- AFOLU: Land-Use. The land cover change analysis requires a consistent land-use category attribution and spatial data. For parts of the CRD, spatial data was available for the 2007, 2011 and 2019 reporting years. Differences between these data sets in terms of resolution and their timing of collection increase the uncertainty as to the accuracy of the land-use classifications. For example, the 2007 and 2011 land use data was collected at different times of the year and may not accurately reflect tree cover. Furthermore, no land use spatial data was collected the Juan de Fuca, Salt Spring Island and Gulf Islands and thus Annual Crop Inventory (ACI) settlement data collected by Agriculture Canada was used to inform the analysis. The challenge in utilizing this data is that it is provided in a 30m resolution. Furthermore, since annual data is not available, the change between land cover data years (2007-2011, 2011-2019) for all areas was averaged and may not represent actual changes in each year. Since no data was available for 2024, the 2019 estimates were applied.

Details surrounding all GHG emissions sources quantification methods, assumptions, and assessment of uncertainties are contained in a complimentary GHG emissions methodology document and are not presented herein.

3 CAPITAL REGIONAL DISTRICT ENERGY & GHG EMISSIONS

3.1 Base Year (2007) Energy & GHG Emissions

In 2007, the CRD's Regional GHG BASIC+ emissions totaled 2,004,628 tCO₂e. Buildings were the CRD's second largest GHG emissions source at 35%, with 38% of those GHG emissions coming from natural gas for heating and cooling, 20% from heating oil for heating, 16% from electricity use, 7% from wood and propane use for heating and the remainder from other-related off-road activities like residential lawn mowing. On-road transportation GHG emission sources contributed 45% to the GHG inventory, almost all of which came from passenger vehicles, light trucks, and SUVs (83%). Off-road transportation, which includes marine, aviation, and other off-road emission sources contributed 7% to the overall GHG inventory. Solid waste, organic waste treatment methods, and wastewater treatment and discharge accounted for 7% of the total community GHG emissions. IPPU emissions accounted for 4% of total GHG emissions while AFOLU GHG emissions resulted for less than 1% of community GHG emissions.

A summary of the GHG emissions by sector and energy use by source is presented in the Table 4.

Table 4. Base Year (2007) CRD Regional GHG Energy & GHG Emissions by Source

Source	Type	Consumption	Units	Energy (GJ)	GHG Emissions (tCO ₂ e)
Stationary Energy					
Residential Buildings	Electricity	2,102,967	MWh	7,570,620	75,076
	Natural Gas	2,639,980	GJ	2,639,980	131,578
	Fuel Oil	83,335	L	2,147,821	146,807
	Propane	10,747	L	424,600	25,823
	Wood	1,144,369	GJ	1,144,369	29,398
Commercial & Industrial Buildings	Electricity	1,367,919	MWh	4,924,469	48,835
	Natural Gas	3,352,456	GJ	3,352,456	167,089
	Fuel Oil	6,272	L	161,638	11,048
Other Stationary Energy Building Emissions Sources	Diesel	20,035,942	L	774,990	57,126
Energy Industries	LFG Combustion				418
Agriculture, Forestry And Fishing Activities	Diesel	31,389,167	L	1,214,133	89,497
Natural Gas Fugitive Emissions					1,003
Total				24,355,075	783,698
On-Road Transportation					
Electric Vehicles	Electricity	51,201	MWh	0	0

	Type	Consumption	Units	Energy (GJ)	GHG Emissions (tCO ₂ e)
Hydrogen Vehicles	Hydrogen	0	L	0	0
Passenger Vehicles	Gasoline + Diesel	163,062,222	L	5,673,042	381,743
Light Trucks, Vans, SUVs	Gasoline + Diesel	142,617,615	L	5,003,722	340,885
Heavy Duty Vehicles	Gasoline + Diesel	59,156,416	L	2,230,995	150,270
Propane Vehicles	Propane	1,322,222	L	33,756	2,037
Natural Gas Vehicles	Natural Gas	0	kg	0	0
Motorcycles	Gasoline	1,208,124	L	41,874	2,891
Total On-Road Transportation				12,983,390	877,826
Off-Road Transportation					
Marine, Aviation and Other Off-Road Vehicles	Marine Gasoline + Marine Diesel + Jet Fuel	48,137,749	L	1,821,683	134,944
Total Off-Road Transportation				1,821,683	134,944
Waste					
Wastewater					18,998
Composting					73
Solid Waste					110,955
Total Waste					130,026
Agriculture Forestry & Other Land Use (AFOLU)					
Land-Use: Emissions Sequestered (Disclosure Only - Not Included In Total)					-396,487
Land-Use: Emissions Released (Disclosure Only - Not Included In Total)					151,516
Livestock, Aggregate Sources and Non-CO ₂ Emission Sources on Land					7,716
Total AFOLU					7,716
Industrial Process & Product Use (IPPU)					
Process Use Emissions					70,418
Total IPPU					70,418

Energy consumption and GHG emissions by source are shown in **Figure 3**, **Figure 4** and **Figure 5**. On-road and transboundary transportation (82%) account for most of the energy consumption in the region.

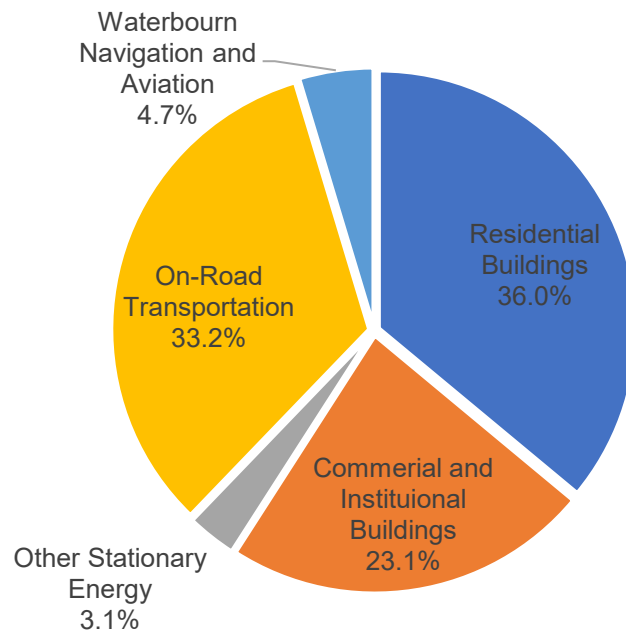


Figure 3. 2007 Regional Energy Consumption By Sector

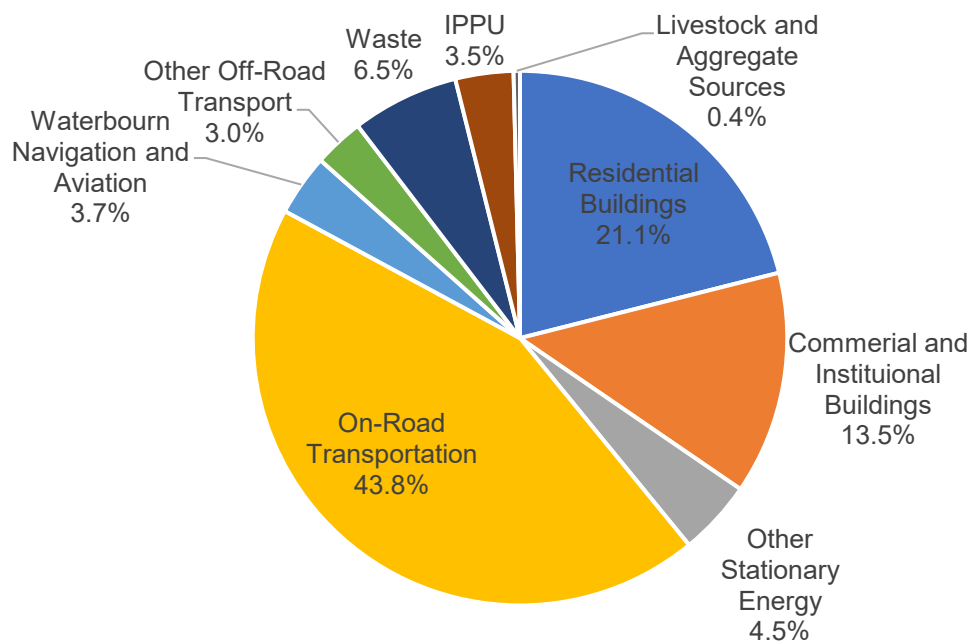


Figure 4. 2007 Regional GHG Emissions By Sector

GHG emissions by fuel type is presented in **Figure 5**.

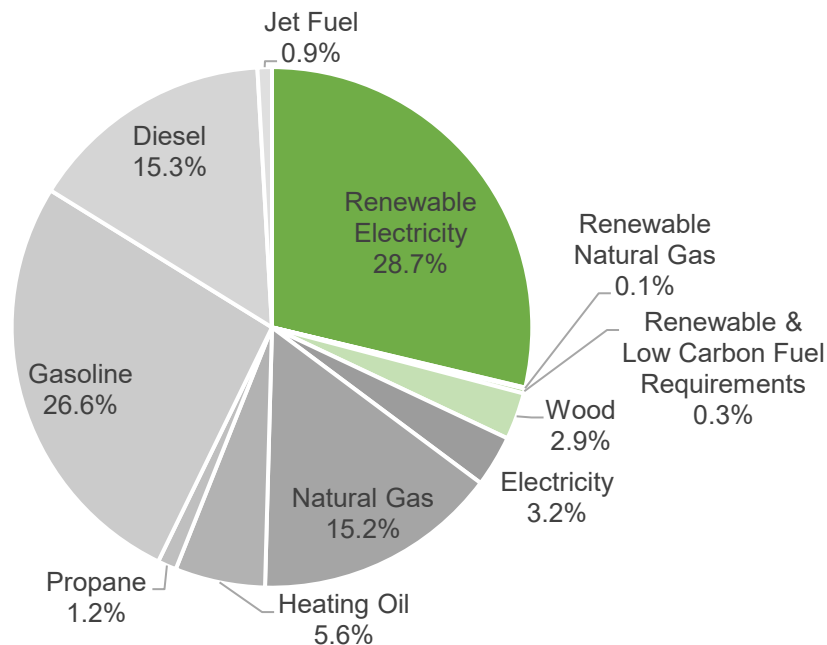


Figure 5. 2007 Regional GHG Emissions By Fuel Type

3.2 CRD GHG Reduction Target

Recognizing the role that the CRD plays in achieving a significant and immediate reduction in global GHG emissions, the CRD has set a regional GHG reduction target of 61% (from 2007 levels) by 2038. With the CRD's 2007 base year GHG emissions being 2,004,628 tCO₂e, a 61% reduction would require a reduction of approximately 1,222,823 tCO₂e. On a per capita basis, this amounts to reducing emissions from approximately 3.9 tCO₂e per person in 2024 to 2.4 tCO₂e per person by 2038.

In February 2019, the CRD declared a climate emergency and committed to regional carbon neutrality.

3.3 Reporting Year (2024) Energy & GHG Emissions

In 2024, the CRD's Regional BASIC+ GHG emissions totaled 1,783,513 tCO₂e. On an absolute basis, this is a 11.0% decline from the 2007 base year GHG emissions and a decline of about 30% on a per capita basis.

Similar to the 2007 base year, buildings are the second largest GHG emissions source at 31.5%, with 51% of those GHG emissions coming from natural gas for heating and cooling, 3% from heating oil for heating, 5% from electricity use, 7% from wood and propane use for heating, and the remainder from other-related off-road activities like residential lawn mowing. On-road transportation GHG emission sources contributed 38%, almost all of which came from passenger vehicles, light trucks, and SUVs (83%). Off-road transportation, which includes marine, aviation, and other off-road emission sources, contributed 9% to the overall GHG inventory. Solid waste, organic waste treatment methods, and wastewater treatment and discharge accounted for 6% of the total community GHG emissions. IPPU emissions accounted for 6% of total GHG emissions while AFOLU GHG emissions contributed to less than 1% of community GHG emissions.

A summary of the 2024 GHG emissions by sector and energy use by source is presented in the following table and figures.

Table 5. Reporting Year (2024) CRD Regional GHG Energy & GHG Emissions by Sector

Source	Type	Consumption	Units	Energy (GJ)	GHG Emissions (tCO _{2e})
Stationary Energy					
Residential Buildings	Electricity	2,249,094	MWh	8,096,674	22,266
	Natural Gas	2,634,321	GJ	2,634,321	132,703
	Fuel Oil	10,675	L	275,126	18,804
	Propane	10,335	L	408,321	24,914
	Wood	1,094,904	GJ	1,094,904	23,905
Commercial & Industrial Buildings	Electricity	1,154,818	MWh	4,157,312	11,433
	Natural Gas	4,584,261	GJ	4,584,261	230,930
	Fuel Oil	1,067	L	27,513	1,880
Other Stationary Energy Building Emissions Sources	Diesel	46,067,289	L	1,781,883	113,080
Energy Industries	LFG Combustion				5,518
Agriculture, Forestry And Fishing Activities	Diesel	50,180,481	L	1,940,981	123,176
Natural Gas Fugitive Emissions					1,622
Total				25,001,295	710,231
On-Road Transportation					
Electric Vehicles	Electricity	163,226	MWh	98,465	271
Hydrogen Vehicles	Hydrogen	0	L	0	0
Passenger Vehicles	Gasoline + Diesel	73,936,602	L	2,570,176	151,561
Light Trucks, Vans, SUVs	Gasoline + Diesel	202,331,527	L	7,090,917	421,040
Heavy Duty Vehicles	Gasoline + Diesel	47,034,870	L	1,735,887	107,843
Propane Vehicles	Propane	577,033	L	14,732	836
Natural Gas Vehicles	Natural Gas	843,497	kg	45	2
Motorcycles	Gasoline	1,311,735	L	45,465	2,746
Total On-Road Transportation				11,555,688	684,299
Off-Road Transportation					
Marine, Aviation and Other Off-Road Vehicles	Marine Gasoline + Marine Diesel + Jet Fuel	60,248,749	L	2,299,392	156,344
Total Off-Road Transportation				2,299,392	156,344
Waste					
Wastewater					4,414
Composting					6,387

Source	Type	Consumption	Units	Energy (GJ)	GHG Emissions (tCO ₂ e)
Solid Waste					104,017
Total Waste					114,818
Agriculture Forestry & Other Land Use (AFOLU)					
Land-Use: Emissions Sequestered (Disclosure Only - Not Included In Total)					-401,842
Land-Use: Emissions Released (Disclosure Only - Not Included In Total)					89,610
Livestock, Aggregate Sources and Non-CO ₂ Emission Sources on Land					3,786
Total AFOLU					3,786
Industrial Process & Product Use (IPPU)					
Process Use Emissions					114,034
Total IPPU					114,034

Energy consumption and GHG emissions by source are shown in **Figure 6**, **Figure 7** and **Figure 8**.

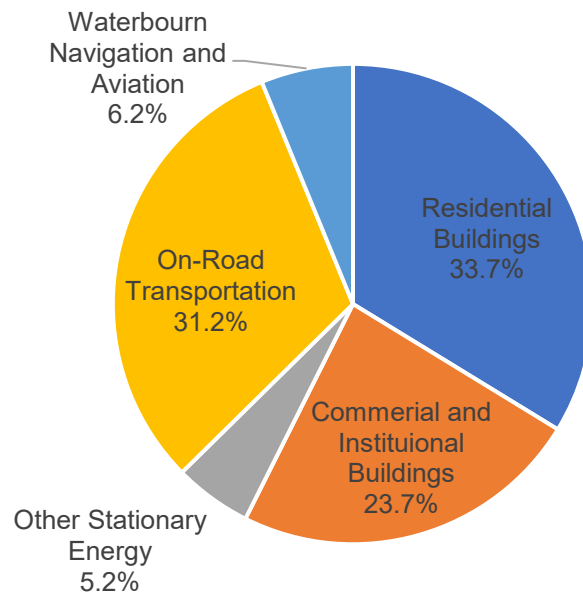


Figure 6. 2024 Regional Energy Consumption By Sector

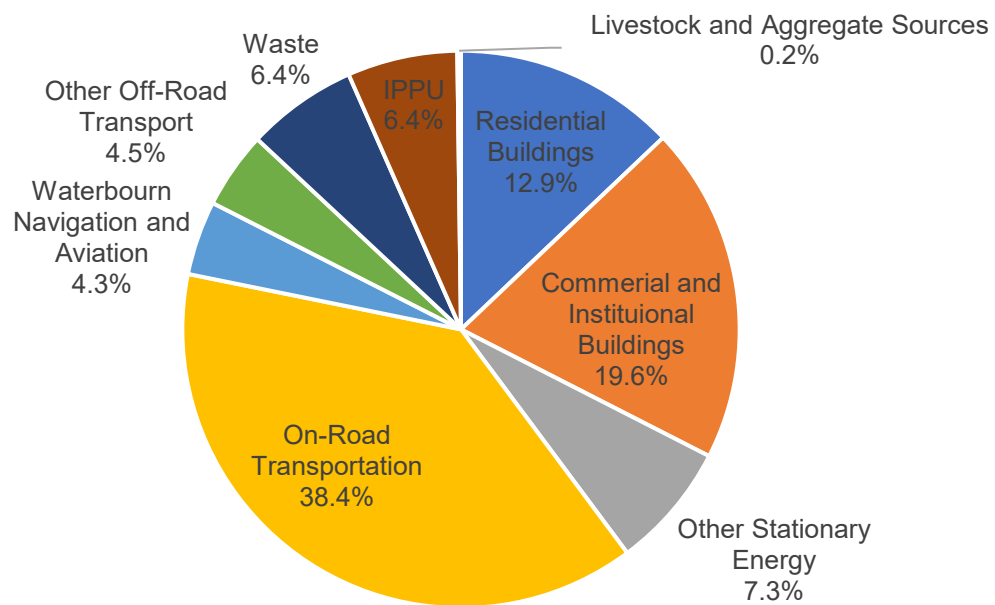


Figure 7. 2024 Regional GHG Emissions By Sector

GHG emissions by fuel type is presented in **Figure 8**.

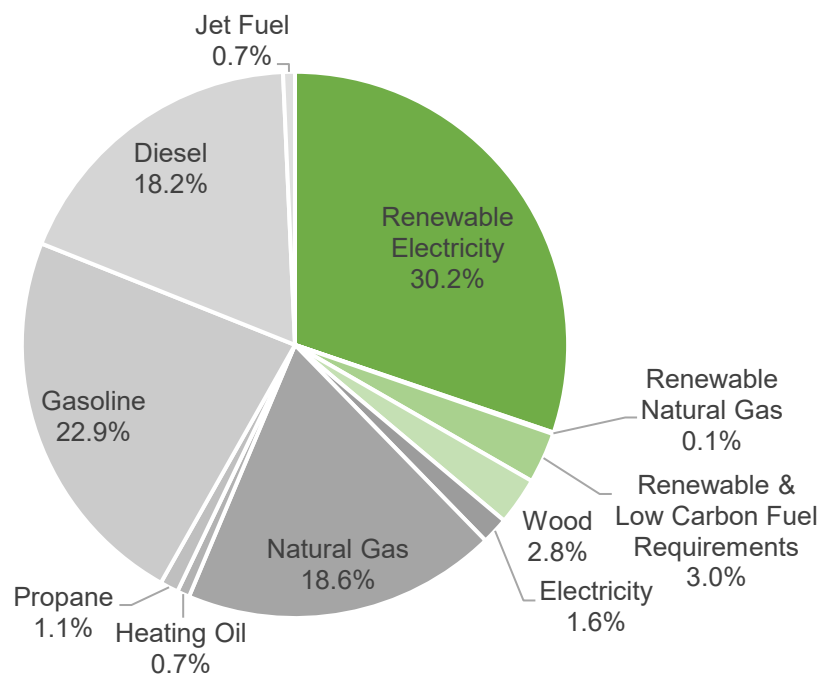


Figure 8. 2024 Regional GHG Emissions By Fuel Type

3.4 Energy & GHG Emissions Trends

Table 6 presents the changes between the 2007 and 2024 reporting years. Compared to the 2007 GHG emissions inventory, the 2024 GHG emissions have declined by 11%. Overall, GHG emissions related to buildings and transportation decreased due to lower emission factors (applicable to electricity), commuting behavior changes such as more people working from home and driving less, improved vehicle fuel efficiency, and a shift away from inefficient vehicles towards electric vehicles and other modal changes.

The table below shows that residential building energy consumption decreased by 3% while related GHG emissions decreased by 38%. Commercial building energy consumption increased by 11% while related GHG emissions decreased by 29%. The reduction in building GHG emissions is not only related to the greening of the electrical grid, with the provincial electricity emission factor declining by 12%, but also to fuel switching and reduced reliance on higher emitting fuels. For example, as compared to 2007, residential fuel oil use declined by 87%. Smaller decreases were also seen in propane (4%) and wood (19%) emissions.

Industry GHG emissions increased by 38% between 2007 and 2024. The largest driver was greater natural gas use in commercial and industrial buildings, which rose by 37% in energy terms and by 38% in GHG emissions. Diesel use in commercial and industrial buildings also rose significantly, with emissions increasing by 98%. Agriculture, forestry and fishing activities contributed to the increase as well, with diesel GHG emissions rising by 38%. Fugitive emissions from natural gas systems also increased by 62%. These increases are partly masked at the regional scale by reductions in residential and commercial building emissions.

On road transportation GHG emissions decreased by 22% between 2007 and 2024. Passenger vehicle emissions declined by 59%, showing fewer light duty fossil fuel powered passenger vehicles on the road and evidence of declining vehicle kilometers traveled. In contrast, GHG emissions from light duty trucks, vans and SUVs increased by 23%, reflecting a shift in consumer preference towards larger vehicles. Heavy duty vehicle GHG emissions decreased by 28%, which is consistent with efficiency gains in freight transport. Electric vehicles are now a visible part of the total number of light duty vehicles. In 2024, they contributed only 271 tCO₂e despite growing adoption, highlighting their role in lowering emissions. Propane vehicles decreased by 59%, while motorcycle emissions declined slightly by 5%.

Off road transportation emissions increased by 16% between 2007 and 2024, reflecting higher marine and aviation activity associated with population growth and increased tourism and regional travel.

There was a decrease in GHG emissions from solid waste (6%) and a decline in composting and wastewater GHG emissions. The reduction in solid waste GHG emissions is directly related to CRD and municipal efforts to divert organic waste away from landfill and to capture and utilize landfill gas. Wastewater GHG emissions declined as a result of the implementation of wastewater treatment systems.

Although not accounted for in the totals, land use change GHG emissions estimates show a release of ecosystem carbon. Refinement in data and methodology is required to identify the root cause.

Industrial process and product use (IPPU) GHG emissions, which include solvent use and refrigerant release from air conditioning systems, increased between 2007 and 2024. This increase is largely the result of Environment and Climate Change Canada refining its estimation methodology, which more than doubled the estimate, leading to a 62% increase in reported IPPU emissions.

Table 6. Change in CRD GHG Energy & GHG Emissions

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change (%)
Stationary Energy							
Residential Buildings	Electricity	7,570,620	8,096,674	6.9%	75,076	22,266	-70.3%
	Natural Gas	2,639,980	2,634,321	-0.2%	131,578	132,703	0.9%
	Fuel Oil	2,147,821	275,126	-87.2%	146,807	18,804	-87.2%
	Propane	424,600	408,321	-3.8%	25,823	24,914	-3.5%
	Wood	1,144,369	1,094,904	-4.3%	29,398	23,905	-18.7%
Commercial & Industrial Buildings	Electricity	4,924,469	4,157,312	-15.6%	48,835	11,433	-76.6%
	Natural Gas	3,352,456	4,584,261	36.7%	167,089	230,930	38.2%
	Fuel Oil	161,638	27,513	-83.0%	11,048	1,880	-83.0%
		774,990	1,781,883	129.9%	57,126	113,080	97.9%
Energy Industries	LFG Combustion			-	418	5,518	1220.1%
Agriculture, Forestry And Fishing Activities	Diesel	1,214,133	1,940,981	59.9%	89,497	123,176	37.6%
Natural Gas Fugitive Emissions				-	1,003	1,622	61.8%
Total		24,355,075	25,001,295	2.7%	783,698	710,231	-9.4%
On-Road Transportation							
Electric Vehicles	Electricity	-	98,465	-	-	271	-
Hydrogen Vehicles	Hydrogen	-	-	-	-	-	-
Passenger Vehicles	Gasoline + Diesel	5,673,042	2,570,176	-54.7%	381,743	151,561	-60.3%
Light Trucks, Vans, SUVs	Gasoline + Diesel	5,003,722	7,090,917	41.7%	340,885	421,040	23.5%
Heavy Duty Vehicles	Gasoline + Diesel	2,230,995	1,735,887	-22.2%	150,270	107,843	-28.2%
Propane Vehicles	Propane	33,756	14,732	-56.4%	2,037	836	-58.9%

Natural Gas Vehicles	Natural Gas	-	45		-	2	
Motorcycles	Gasoline	41,874	45,465		2,891	2,746	
Total On-Road Transportation		12,983,390	11,555,688		877,826	684,299	
Off-Road Transportation							
Marine, Aviation and Other Off-Road Vehicles	Gasoline + Diesel + Jet Fuel	1,821,683	2,299,392	26.2%	134,944	156,344	15.9%
Total Off-Road Transportation		1,821,683	2,299,392	26.2%	134,944	156,344	15.9%
Waste							
Wastewater					18,998	4,414	-76.8%
Composting					73	6,387	8630.8%
Solid Waste					110,955	104,017	-6.3%
Total Waste					130,026	114,818	-11.7%
Agriculture Forestry & Other Land Use (AFOLU)							
Land-Use: Emissions Sequestered (Disclosure Only - Not Included In Total)					-396,487	-401,842	1.4%
Land-Use: Emissions Released (Disclosure Only - Not Included In Total)					151,516	89,610	-40.9%
Livestock, Aggregate Sources and Non-CO ₂ Emission Sources on Land					7,716	3,786	-50.9%
Total AFOLU					7,716	3,786	-50.9%
Industrial Process & Product Use (IPPU)							
Process Use Emissions					70,418	114,034	61.9%
Total IPPU					70,418	114,034	61.9%
TOTAL		39,160,148	38,856,375	-0.8%	2,004,628	1,783,513	-11.0%

Table 7 presents the changes between the 2007 and 2024 years for each CRD local government.

Table 7. Change in Member GHG Energy & GHG Emissions

Member	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change (%)
District of Central Saanich	1,899,678	2,110,960	11.1%	100,771	99,940	-0.8%
City of Colwood	1,564,731	1,762,731	12.7%	84,132	84,215	0.1%
Township of Esquimalt	1,790,634	1,578,325	-11.9%	96,206	72,051	-25.1%
District of Highlands	224,145	305,885	36.5%	11,901	14,462	21.5%
Juan de Fuca Electoral Area	1,293,256	926,079	-28.4%	63,610	30,104	-52.7%
City of Langford	2,642,187	4,414,990	67.1%	137,319	211,697	54.2%
District of Metchosin	525,440	509,414	-3.1%	28,165	22,951	-18.5%
District of North Saanich	1,345,969	1,405,254	4.4%	65,819	58,530	-11.1%
District of Oak Bay	1,671,340	1,469,654	-12.1%	90,308	69,795	-22.7%
District of Saanich	11,256,692	10,189,419	-9.5%	593,359	484,073	-18.4%
Salt Spring Island Electoral Area	1,079,295	1,174,834	8.9%	50,023	46,785	-6.5%
Town of Sidney	1,258,133	1,248,490	-0.8%	64,104	56,204	-12.3%
District of Sooke	983,346	1,326,119	34.9%	52,539	62,426	18.8%
City of Victoria	9,876,133	8,571,049	-13.2%	483,269	392,117	-18.9%
Town of View Royal	982,469	1,077,326	9.7%	51,087	50,140	-1.9%
Southern Gulf Islands Electoral Area	766,699	785,847	2.5%	32,015	28,023	-12.5%
Total	39,160,148	38,856,375	-0.8%	2,004,628	1,783,513	-11.0%

4 DISTRICT OF CENTRAL SAANICH

4.1 2024 Profile

Profile	
Population	18,594
Dwellings	8,194
Registered Vehicles	19,411
Energy (Thousands of GJ)	2,111
GHG Emissions (tCO ₂ e)	99,940

4.2 Energy & GHG Emissions

Table 8 presents a summary comparison of the District of Central Saanich's 2007 and 2024 energy and GHG emissions.

Table 8. Estimated Energy and GHG Emissions By Reporting Source

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change (%)
Stationary Energy							
Residential Buildings	Electricity	400,574	360,170	-10.1%	3,972	990	-75.1%
	Natural Gas	101,999	149,508	46.6%	5,084	7,531	48.1%
	Fuel Oil	18,644	12,984	-30.4%	1,274	887	-30.4%
	Propane	3,220	3,084	-4.2%	196	188	-3.9%
	Wood	7,150	6,778	-5.2%	184	148	-19.4%
Commercial & Industrial Buildings	Electricity	231,056	244,229	5.7%	2,291	672	-70.7%
	Natural Gas	152,986	171,577	12.2%	7,625	8,643	13.4%
	Fuel Oil	-	1,298	-	-	89	-

Other Stationary Energy Building Emissions Sources	Diesel	35,753	73,291		2,635	4,651	
Energy Industries	LFG Combustion				-	-	
Agriculture, Forestry And Fishing Activities	Diesel	83,613	115,743		6,163	7,345	
Natural Gas Fugitive Emissions					57	84	
Total		1,034,994	1,138,663	10.0%	29,482	31,229	5.9%
On-Road Transportation							
Electric Vehicles	Electricity	-	6,169	-	-	17	-
Hydrogen Vehicles	Hydrogen	-	-		-	-	
Passenger Vehicles	Gasoline + Diesel	278,538	143,845		18,746	8,488	
Light Trucks, Vans, SUVs	Gasoline + Diesel	324,185	448,186		22,087	26,760	
Heavy Duty Vehicles	Gasoline + Diesel	179,813	287,023		12,135	17,687	
Propane Vehicles	Propane	2,375	1,094		143	62	
Natural Gas Vehicles	Natural Gas	-	0		-	0	
Motorcycles	Gasoline	2,245	2,347		155	142	
Total On-Road Transportation		787,157	888,665		53,267	53,157	
Off-Road Transportation							
Marine, Aviation and Other Off-Road Vehicles	Gasoline + Diesel + Jet Fuel	77,527	83,632	7.9%	5,741	5,616	-2.2%
Total Off-Road Transportation		77,527	83,632	7.9%	5,741	5,616	-2.2%
Waste							
Wastewater					668	171	-74.4%
Composting					0	132	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	Emissions	2024 GHG Emissions (tCO ₂ e)	Change (%)
Solid Waste					5,119	3,813	-25.5%
Total Waste					5,786	4,116	-28.9%
Land-Use: Emissions Sequestered (Disclosure Only - Not Included In Total)					-5,014	-4,844	-3.4%
Land-Use: Emissions Released (Disclosure Only - Not Included In Total)					5,925	154	-97.4%
Livestock, Aggregate Sources and Non-CO ₂ Emission Sources on Land					3,246	1,132	-65.1%
Total AFOLU					3,246	1,132	-65.1%
Industrial Process & Product Use (IPPU)							
Process Use Emissions					3,249	4,690	44.4%
Total IPPU					3,249	4,690	44.4%
TOTAL		1,899,678	2,110,960	11.1%	100,771	99,940	-0.8%

5 CITY OF COLWOOD

5.1 2024 Profile

Profile	
Population	21,646
Dwellings	7,999
Registered Vehicles	16,176
Energy (Thousands of GJ)	1,763
GHG Emissions (tCO ₂ e)	84,215

5.2 Energy & GHG Emissions

Table 9 presents a summary comparison of the City of Colwood's 2007 and 2024 energy and GHG emissions.

Table 9. Estimated Energy and GHG Emissions By Reporting Source

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change (%)
Stationary Energy							
Residential Buildings	Electricity	304,680	382,292	25.5%	3,021	1,051	-65.2%
	Natural Gas	100,740	173,424	72.1%	5,021	8,736	74.0%
	Fuel Oil	65,936	20,798	-68.5%	4,507	1,421	-68.5%
	Propane	11,388	10,909	-4.2%	693	666	-3.9%
	Wood	25,284	23,968	-5.2%	650	523	-19.4%
Commercial & Industrial Buildings	Electricity	159,630	127,691	-20.0%	1,583	351	-77.8%
	Natural Gas	94,097	124,629	32.4%	4,690	6,278	33.9%
	Fuel Oil	-	2,080	-	-	142	-

Other Stationary Energy Building Emissions Sources	Diesel	34,217	85,319		2,522	5,414	
Energy Industries	LFG Combustion				-	-	
Agriculture, Forestry And Fishing Activities	Diesel	80,021	134,738		5,899	8,551	
Natural Gas Fugitive Emissions					61	161	
Total		875,994	1,085,848	24.0%	28,646	33,295	16.2%
On-Road Transportation							
Electric Vehicles	Electricity	-	5,483	-	-	15	-
Hydrogen Vehicles	Hydrogen	-	-		-	-	
Passenger Vehicles	Gasoline + Diesel	233,329	137,722		15,699	8,119	
Light Trucks, Vans, SUVs	Gasoline + Diesel	265,308	372,072		18,074	22,120	
Heavy Duty Vehicles	Gasoline + Diesel	112,318	61,032		7,572	3,812	
Propane Vehicles	Propane	1,441	789		87	45	
Natural Gas Vehicles	Natural Gas	-	34		-	1	
Motorcycles	Gasoline	2,145	2,395		148	145	
Total On-Road Transportation		614,540	579,526		41,580	34,257	
Off-Road Transportation							
Marine, Aviation and Other Off-Road Vehicles	Gasoline + Diesel + Jet Fuel	74,196	97,357	31.2%	5,494	6,538	19.0%
Total Off-Road Transportation		74,196	97,357	31.2%	5,494	6,538	19.0%
Waste							
Wastewater					397	144	-63.6%
Composting					0	78	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	Emissions	2024 GHG Emissions (tCO ₂ e)	Change (%)
Solid Waste					4,899	4,438	-9.4%
Total Waste					5,296	4,661	-12.0%
Land-Use: Emissions Sequestered (Disclosure Only - Not Included In Total)					-2,536	-3,254	28.3%
Land-Use: Emissions Released (Disclosure Only - Not Included In Total)					2,482	2,755	11.0%
Livestock, Aggregate Sources and Non-CO ₂ Emission Sources on Land					6	0	-102.1%
Total AFOLU					6	0	-102.1%
Industrial Process & Product Use (IPPU)							
Process Use Emissions					3,109	5,465	75.8%
Total IPPU					3,109	5,465	75.8%
TOTAL		1,564,731	1,762,731	12.7%	84,132	84,215	0.1%

6 TOWNSHIP OF ESQUIMALT

6.1 2024 Profile

Profile	
Population	19,189
Dwellings	9,607
Registered Vehicles	11,800
Energy (Thousands of GJ)	1,578
GHG Emissions (tCO ₂ e)	72,051

6.2 Energy & GHG Emissions

Table 10 presents a summary comparison of the Township of Esquimalt's 2007 and 2024 energy and GHG emissions.

Table 10. Estimated Energy and GHG Emissions By Reporting Source

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change (%)
Stationary Energy							
Residential Buildings	Electricity	282,544	275,578	-2.5%	2,802	758	-73.0%
	Natural Gas	133,315	84,348	-36.7%	6,644	4,249	-36.1%
	Fuel Oil	116,338	18,154	-84.4%	7,952	1,241	-84.4%
	Propane	20,190	19,341	-4.2%	1,228	1,180	-3.9%
	Wood	44,358	42,049	-5.2%	1,140	918	-19.4%
Commercial & Industrial Buildings	Electricity	167,991	191,587	14.0%	1,666	527	-68.4%
	Natural Gas	323,843	362,594	12.0%	16,141	18,265	13.2%
	Fuel Oil	-	1,815	-	-	124	-

Other Stationary Energy Building Emissions Sources	Diesel	38,385	75,636		2,829	4,800	
Energy Industries	LFG Combustion				-	-	
Agriculture, Forestry And Fishing Activities	Diesel	-	-		-	-	
Natural Gas Fugitive Emissions					44	56	
Total		1,126,964	1,071,103	-5.0%	40,446	32,118	-20.6%
On-Road Transportation							
Electric Vehicles	Electricity	-	3,117	-	-	9	-
Hydrogen Vehicles	Hydrogen	-	-		-	-	
Passenger Vehicles	Gasoline + Diesel	263,197	118,190		17,709	6,970	
Light Trucks, Vans, SUVs	Gasoline + Diesel	215,762	246,392		14,699	14,605	
Heavy Duty Vehicles	Gasoline + Diesel	97,257	50,385		6,543	3,134	
Propane Vehicles	Propane	1,908	646		115	37	
Natural Gas Vehicles	Natural Gas	-	0		-	0	
Motorcycles	Gasoline	2,312	2,185		160	132	
Total On-Road Transportation		580,437	420,915		39,226	24,886	
Off-Road Transportation							
Marine, Aviation and Other Off-Road Vehicles	Gasoline + Diesel + Jet Fuel	83,234	86,308	3.7%	6,163	5,796	-6.0%
Total Off-Road Transportation		83,234	86,308	3.7%	6,163	5,796	-6.0%
Waste							
Wastewater					1,388	294	-78.8%
Composting					0	167	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	Emissions	2024 GHG Emissions (tCO ₂ e)	Change (%)
Solid Waste					5,496	3,935	-28.4%
Total Waste					6,883	4,395	-36.2%
Land-Use: Emissions Sequestered (Disclosure Only - Not Included In Total)					-828	-1,178	42.3%
Land-Use: Emissions Released (Disclosure Only - Not Included In Total)					1,155	1,284	11.2%
Livestock, Aggregate Sources and Non-CO ₂ Emission Sources on Land					0	0	-
Total AFOLU					0	0	-
Industrial Process & Product Use (IPPU)							
Process Use Emissions					3,488	4,856	39.2%
Total IPPU					3,488	4,856	39.2%
TOTAL		1,790,634	1,578,325	-11.9%	96,206	72,051	-25.1%

7 DISTRICT OF HIGHLANDS

7.1 2024 Profile

Profile	
Population	2,931
Dwellings	994
Registered Vehicles	3,514
Energy (Thousands of GJ)	306
GHG Emissions (tCO ₂ e)	14,462

7.2 Energy & GHG Emissions

Table 11 presents a summary comparison of the District of Highland's 2007 and 2024 energy and GHG emissions.

Table 11. Estimated Energy and GHG Emissions By Reporting Source

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change (%)
Stationary Energy							
Residential Buildings	Electricity	63,637	75,668	18.9%	631	208	-67.0%
	Natural Gas	69	4,750	6739.6%	3	239	6812.9%
	Fuel Oil	9,468	1,058	-88.8%	647	72	-88.8%
	Propane	1,633	1,564	-4.2%	99	95	-3.9%
	Wood	3,637	3,447	-5.2%	93	75	-19.4%
Commercial & Industrial Buildings	Electricity	6,447	12,672	96.6%	64	35	-45.5%
	Natural Gas	20,440	19,662	-3.8%	1,019	990	-2.8%
	Fuel Oil	-	106	-	-	7	-

Other Stationary Energy Building Emissions Sources	Diesel	4,839	11,551		357	733	
Energy Industries	LFG Combustion				-	-	
Agriculture, Forestry And Fishing Activities	Diesel	11,317	18,241		834	1,158	
Natural Gas Fugitive Emissions					0	3	
Total		121,486	148,719	22.4%	3,748	3,616	-3.5%
On-Road Transportation							
Electric Vehicles	Electricity	-	1,444	-	-	4	-
Hydrogen Vehicles	Hydrogen	-	-		-	-	
Passenger Vehicles	Gasoline + Diesel	25,510	25,071		1,718	1,482	
Light Trucks, Vans, SUVs	Gasoline + Diesel	43,712	89,495		2,979	5,369	
Heavy Duty Vehicles	Gasoline + Diesel	21,839	27,522		1,472	1,734	
Propane Vehicles	Propane	779	-		47	-	
Natural Gas Vehicles	Natural Gas	-	0		-	0	
Motorcycles	Gasoline	327	455		23	27	
Total On-Road Transportation		92,166	143,986		6,238	8,616	
Off-Road Transportation							
Marine, Aviation and Other Off-Road Vehicles	Gasoline + Diesel + Jet Fuel	10,493	13,181	25.6%	777	885	13.9%
Total Off-Road Transportation		10,493	13,181	25.6%	777	885	13.9%
Waste							
Wastewater					0	0	-
Composting					0	1	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	Emissions	2024 GHG Emissions (tCO ₂ e)	Change (%)
Solid Waste					693	601	-13.3%
Total Waste					693	602	-13.1%
Land-Use: Emissions Sequestered (Disclosure Only - Not Included In Total)					-7,090	-7,521	6.1%
Land-Use: Emissions Released (Disclosure Only - Not Included In Total)					1,957	3,157	61.4%
Livestock, Aggregate Sources and Non-CO ₂ Emission Sources on Land					6	4	-32.6%
Total AFOLU					6	4	-32.6%
Industrial Process & Product Use (IPPU)							
Process Use Emissions					440	739	68.1%
Total IPPU					440	739	68.1%
TOTAL		224,145	305,885	36.5%	11,901	14,462	21.5%

8 JUAN DE FUCA ELECTORAL AREA

8.1 2024 Profile

Profile	
Population	6,082
Dwellings	2,329
Registered Vehicles	4,765
Energy (Thousands of GJ)	926
GHG Emissions (tCO ₂ e)	30,104

8.2 Energy & GHG Emissions

Table 12 presents a summary comparison of Juan de Fuca Electoral Area's 2007 and 2024 energy and GHG emissions.

Table 12. Estimated Energy and GHG Emissions By Reporting Source

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change (%)
Stationary Energy							
Residential Buildings	Electricity	275,784	308,316	11.8%	2,735	848	-69.0%
	Natural Gas	-	-	-	-	-	-
	Fuel Oil	442,152	5,288	-98.8%	30,222	361	-98.8%
	Propane	82,743	79,262	-4.2%	5,032	4,836	-3.9%
	Wood	184,018	174,442	-5.2%	4,727	3,809	-19.4%
Commercial & Industrial Buildings	Electricity	47,620	78,775	65.4%	472	217	-54.1%
	Natural Gas	-	-	-	-	-	-
	Fuel Oil	-	529	-	-	36	-

Other Stationary Energy Building Emissions Sources	Diesel	10,016	23,975		738	1,521	
Energy Industries	LFG Combustion				-	-	
Agriculture, Forestry And Fishing Activities	Diesel	23,423	37,861		1,727	2,403	
Natural Gas Fugitive Emissions					-	-	
Total		1,065,755	708,447	-33.5%	45,653	14,031	-69.3%
On-Road Transportation							
Electric Vehicles	Electricity	-	1,745	-	-	5	-
Hydrogen Vehicles	Hydrogen	-	-		-	-	
Passenger Vehicles	Gasoline + Diesel	7,521	33,264		511	1,971	
Light Trucks, Vans, SUVs	Gasoline + Diesel	119,903	125,489		8,172	7,541	
Heavy Duty Vehicles	Gasoline + Diesel	76,282	28,330		5,177	1,766	
Propane Vehicles	Propane	1,830	808		110	46	
Natural Gas Vehicles	Natural Gas	-	0		-	0	
Motorcycles	Gasoline	247	638		17	39	
Total On-Road Transportation		205,783	190,275		13,987	11,367	
Off-Road Transportation							
Marine, Aviation and Other Off-Road Vehicles	Gasoline + Diesel + Jet Fuel	21,718	27,357	26.0%	1,608	1,837	14.2%
Total Off-Road Transportation		21,718	27,357	26.0%	1,608	1,837	14.2%
Waste							
Wastewater					0	0	22.4%
Composting					0	70	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	Emissions	2024 GHG Emissions (tCO ₂ e)	Change (%)
Solid Waste					1,434	1,247	-13.0%
Total Waste					1,434	1,318	-8.1%
Land-Use: Emissions Sequestered (Disclosure Only - Not Included In Total)					-259,223	-255,713	-1.4%
Land-Use: Emissions Released (Disclosure Only - Not Included In Total)					31,481	706	-97.8%
Livestock, Aggregate Sources and Non-CO ₂ Emission Sources on Land					18	4	-74.7%
Total AFOLU					18	4	-74.7%
Industrial Process & Product Use (IPPU)							
Process Use Emissions					910	1,547	69.9%
Total IPPU					910	1,547	69.9%
TOTAL		1,293,256	926,079	-28.4%	63,610	30,104	-52.7%

9 CITY OF LANGFORD

9.1 2024 Profile

Profile	
Population	56,045
Dwellings	20,157
Registered Vehicles	37,113
Energy (Thousands of GJ)	4,415
GHG Emissions (tCO ₂ e)	211,697

9.2 Energy & GHG Emissions

Table 13 presents a summary comparison of the City of Langford's 2007 and 2024 energy and GHG emissions.

Table 13. Estimated Energy and GHG Emissions By Reporting Source

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change (%)
Stationary Energy							
Residential Buildings	Electricity	514,977	880,355	71.0%	5,107	2,421	-52.6%
	Natural Gas	122,432	280,539	129.1%	6,102	14,132	131.6%
	Fuel Oil	103,002	31,549	-69.4%	7,040	2,156	-69.4%
	Propane	17,793	17,045	-4.2%	1,082	1,040	-3.9%
	Wood	39,489	37,434	-5.2%	1,014	817	-19.4%
Commercial & Industrial Buildings	Electricity	343,772	404,716	17.7%	3,409	1,113	-67.4%
	Natural Gas	186,387	556,500	198.6%	9,290	28,033	201.8%
	Fuel Oil	-	3,155	-	-	216	-

Other Stationary Energy Building Emissions Sources	Diesel	54,212	220,910		3,996	14,019	
Energy Industries	LFG Combustion				-	-	
Agriculture, Forestry And Fishing Activities	Diesel	126,780	348,866		9,345	22,139	
Natural Gas Fugitive Emissions					81	230	
Total		1,508,845	2,781,067	84.3%	46,467	86,317	85.8%
On-Road Transportation							
Electric Vehicles	Electricity	-	12,730	-	-	35	-
Hydrogen Vehicles	Hydrogen	-	-		-	-	
Passenger Vehicles	Gasoline + Diesel	364,717	330,179		24,540	19,468	
Light Trucks, Vans, SUVs	Gasoline + Diesel	432,627	823,455		29,475	48,995	
Heavy Duty Vehicles	Gasoline + Diesel	211,609	208,231		14,287	13,076	
Propane Vehicles	Propane	3,348	2,248		202	128	
Natural Gas Vehicles	Natural Gas	-	8		-	0	
Motorcycles	Gasoline	3,488	4,993		241	302	
Total On-Road Transportation		1,015,791	1,381,844		68,746	82,003	
Off-Road Transportation							
Marine, Aviation and Other Off-Road Vehicles	Gasoline + Diesel + Jet Fuel	117,552	252,078	114.4%	8,705	16,928	94.5%
Total Off-Road Transportation		117,552	252,078	114.4%	8,705	16,928	94.5%
Waste							
Wastewater					621	449	-27.6%
Composting					0	404	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	Emissions	2024 GHG Emissions (tCO ₂ e)	Change (%)
Solid Waste					7,761	11,492	48.1%
Total Waste					8,382	12,346	47.3%
Land-Use: Emissions Sequestered (Disclosure Only - Not Included In Total)					-6,609	-7,138	8.0%
Land-Use: Emissions Released (Disclosure Only - Not Included In Total)					6,886	8,316	20.8%
Livestock, Aggregate Sources and Non-CO ₂ Emission Sources on Land					93	43	-54.3%
Total AFOLU					93	43	-54.3%
Industrial Process & Product Use (IPPU)							
Process Use Emissions					4,926	14,061	185.4%
Total IPPU					4,926	14,061	185.4%
TOTAL		2,642,187	4,414,990	67.1%	137,319	211,697	54.2%

10 DISTRICT OF METCHOSIN

10.1 2024 Profile

Profile	
Population	5,321
Dwellings	2,148
Registered Vehicles	4,947
Energy (Thousands of GJ)	509
GHG Emissions (tCO ₂ e)	22,951

10.2 Energy & GHG Emissions

Table 14 presents a summary comparison of the District of Metchosin's 2007 and 2024 energy and GHG emissions.

Table 14. Estimated Energy and GHG Emissions By Reporting Source

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change (%)
Stationary Energy							
Residential Buildings	Electricity	136,893	129,703	-5.3%	1,358	357	-73.7%
	Natural Gas	8,173	12,035	47.3%	407	606	48.8%
	Fuel Oil	9,003	9,283	3.1%	615	634	3.1%
	Propane	1,553	1,488	-4.2%	94	91	-3.9%
	Wood	3,457	3,277	-5.2%	89	72	-19.4%
Commercial & Industrial Buildings	Electricity	38,037	50,040	31.6%	377	138	-63.5%
	Natural Gas	33,858	20,477	-39.5%	1,688	1,032	-38.9%
	Fuel Oil	-	928	-	-	63	-

Other Stationary Energy Building Emissions Sources	Diesel	11,125	20,975		820	1,331	
Energy Industries	LFG Combustion				-	-	
Agriculture, Forestry And Fishing Activities	Diesel	26,016	33,124		1,918	2,102	
Natural Gas Fugitive Emissions					4	4	
Total		268,114	281,329	4.9%	7,370	6,430	-12.8%
On-Road Transportation							
Electric Vehicles	Electricity	-	2,091	-	-	6	-
Hydrogen Vehicles	Hydrogen	-	-		-	-	
Passenger Vehicles	Gasoline + Diesel	80,035	33,448		5,388	1,981	
Light Trucks, Vans, SUVs	Gasoline + Diesel	110,966	130,787		7,562	7,873	
Heavy Duty Vehicles	Gasoline + Diesel	40,483	36,588		2,728	2,288	
Propane Vehicles	Propane	1,051	557		63	32	
Natural Gas Vehicles	Natural Gas	-	-		-	-	
Motorcycles	Gasoline	668	678		46	41	
Total On-Road Transportation		233,204	204,150		15,787	12,220	
Off-Road Transportation							
Marine, Aviation and Other Off-Road Vehicles	Gasoline + Diesel + Jet Fuel	24,123	23,934	-0.8%	1,786	1,607	-10.0%
Total Off-Road Transportation		24,123	23,934	-0.8%	1,786	1,607	-10.0%
Waste							
Wastewater					0	0	-
Composting					0	0	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	Emissions	2024 GHG Emissions (tCO ₂ e)	Change (%)
Solid Waste					1,593	1,091	-31.5%
Total Waste					1,593	1,091	-31.5%
Land-Use: Emissions Sequestered (Disclosure Only - Not Included In Total)					-12,139	-13,009	7.2%
Land-Use: Emissions Released (Disclosure Only - Not Included In Total)					4,011	4,030	0.5%
Livestock, Aggregate Sources and Non-CO ₂ Emission Sources on Land					618	241	-61.0%
Total AFOLU					618	241	-61.0%
Industrial Process & Product Use (IPPU)							
Process Use Emissions					1,011	1,352	33.7%
Total IPPU					1,011	1,352	33.7%
TOTAL		525,440	509,414	-3.1%	28,165	22,951	-18.5%

11 DISTRICT OF NORTH SAANICH

11.1 2024 Profile

Profile	
Population	13,322
Dwellings	5,294
Registered Vehicles	11,509
Energy (Thousands of GJ)	1,405
GHG Emissions (tCO ₂ e)	58,530

11.2 Energy & GHG Emissions

Table 15 presents a summary comparison of the District of North Saanich's 2007 and 2024 energy and GHG emissions.

Table 15. Estimated Energy and GHG Emissions By Reporting Source

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change (%)
Stationary Energy							
Residential Buildings	Electricity	375,413	349,118	-7.0%	3,723	960	-74.2%
	Natural Gas	41,591	93,010	123.6%	2,073	4,685	126.0%
	Fuel Oil	5,953	12,984	118.1%	407	887	118.1%
	Propane	1,027	984	-4.2%	62	60	-3.9%
	Wood	2,286	2,167	-5.2%	59	47	-19.4%
Commercial & Industrial Buildings	Electricity	156,437	198,549	26.9%	1,551	546	-64.8%
	Natural Gas	99,927	109,959	10.0%	4,980	5,539	11.2%
	Fuel Oil	-	1,298	-	-	89	-

Other Stationary Energy Building Emissions Sources	Diesel	24,433	52,511		1,801	3,332	
Energy Industries	LFG Combustion				-	-	
Agriculture, Forestry And Fishing Activities	Diesel	57,138	82,927		4,212	5,263	
Natural Gas Fugitive Emissions					21	47	
Total		764,204	903,508	18.2%	18,889	21,456	13.6%
On-Road Transportation							
Electric Vehicles	Electricity	-	5,701	-	-	16	-
Hydrogen Vehicles	Hydrogen	-	-		-	-	
Passenger Vehicles	Gasoline + Diesel	208,096	90,974		14,009	5,380	
Light Trucks, Vans, SUVs	Gasoline + Diesel	227,960	279,589		15,531	16,744	
Heavy Duty Vehicles	Gasoline + Diesel	90,034	63,483		6,040	3,980	
Propane Vehicles	Propane	1,012	478		61	27	
Natural Gas Vehicles	Natural Gas	-	0		-	0	
Motorcycles	Gasoline	1,684	1,601		116	97	
Total On-Road Transportation		528,786	441,826		35,757	26,244	
Off-Road Transportation							
Marine, Aviation and Other Off-Road Vehicles	Gasoline + Diesel + Jet Fuel	52,979	59,920	13.1%	3,923	4,024	2.6%
Total Off-Road Transportation		52,979	59,920	13.1%	3,923	4,024	2.6%
Waste							
Wastewater					196	79	-59.6%
Composting					0	64	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	Emissions	2024 GHG Emissions (tCO ₂ e)	Change (%)
Solid Waste					3,498	2,732	-21.9%
Total Waste					3,694	2,875	-22.2%
Land-Use: Emissions Sequestered (Disclosure Only - Not Included In Total)					-5,055	-5,121	1.3%
Land-Use: Emissions Released (Disclosure Only - Not Included In Total)					4,758	5,160	8.5%
Livestock, Aggregate Sources and Non-CO ₂ Emission Sources on Land					1,335	553	-58.6%
Total AFOLU					1,335	553	-58.6%
Industrial Process & Product Use (IPPU)							
Process Use Emissions					2,220	3,377	52.1%
Total IPPU					2,220	3,377	52.1%
TOTAL		1,345,969	1,405,254	4.4%	65,819	58,530	-11.1%

12 DISTRICT OF OAK BAY

12.1 2024 Profile

Profile	
Population	19,018
Dwellings	7,987
Registered Vehicles	12,188
Energy (Thousands of GJ)	1,470
GHG Emissions (tCO ₂ e)	69,795

12.2 Energy & GHG Emissions

Table 16 presents a summary comparison of the District of Oak Bay's 2007 and 2024 energy and GHG emissions.

Table 16. Estimated Energy and GHG Emissions By Reporting Source

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change (%)
Stationary Energy							
Residential Buildings	Electricity	370,574	335,730	-9.4%	3,675	923	-74.9%
	Natural Gas	276,642	287,447	3.9%	13,788	14,480	5.0%
	Fuel Oil	66,466	34,663	-47.8%	4,543	2,369	-47.9%
	Propane	11,487	11,004	-4.2%	699	671	-3.9%
	Wood	25,469	24,143	-5.2%	654	527	-19.4%
Commercial & Industrial Buildings	Electricity	106,747	70,570	-33.9%	1,059	194	-81.7%
	Natural Gas	83,140	125,293	50.7%	4,144	6,312	52.3%
	Fuel Oil	-	3,466	-	-	237	-

Other Stationary Energy Building Emissions Sources	Diesel	40,606	74,963		2,993	4,757	
Energy Industries	LFG Combustion				-	-	
Agriculture, Forestry And Fishing Activities	Diesel	-	-		-	-	
Natural Gas Fugitive Emissions					83	112	
Total		981,129	967,279	-1.4%	31,637	30,582	-3.3%
On-Road Transportation							
Electric Vehicles	Electricity	-	6,546	-	-	18	-
Hydrogen Vehicles	Hydrogen	-	-		-	-	
Passenger Vehicles	Gasoline + Diesel	322,115	118,920		21,677	7,009	
Light Trucks, Vans, SUVs	Gasoline + Diesel	199,128	247,942		13,563	14,700	
Heavy Duty Vehicles	Gasoline + Diesel	78,292	41,829		5,265	2,601	
Propane Vehicles	Propane	857	207		52	12	
Natural Gas Vehicles	Natural Gas	-	0		-	0	
Motorcycles	Gasoline	1,771	1,391		122	84	
Total On-Road Transportation		602,163	416,836		40,679	24,424	
Off-Road Transportation							
Marine, Aviation and Other Off-Road Vehicles	Gasoline + Diesel + Jet Fuel	88,048	85,539	-2.8%	6,520	5,744	-11.9%
Total Off-Road Transportation		88,048	85,539	-2.8%	6,520	5,744	-11.9%
Waste							
Wastewater					1,968	321	-83.7%
Composting					0	1	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	Emissions	2024 GHG Emissions (tCO ₂ e)	Change (%)
Solid Waste					5,813	3,900	-32.9%
Total Waste					7,782	4,221	-45.8%
Land-Use: Emissions Sequestered (Disclosure Only - Not Included In Total)					-1,461	-1,871	28.0%
Land-Use: Emissions Released (Disclosure Only - Not Included In Total)					1,731	1,898	9.6%
Livestock, Aggregate Sources and Non-CO ₂ Emission Sources on Land					0	0	-36.2%
Total AFOLU					0	0	-36.2%
Industrial Process & Product Use (IPPU)							
Process Use Emissions					3,690	4,823	30.7%
Total IPPU					3,690	4,823	30.7%
TOTAL		1,671,340	1,469,654	-12.1%	90,308	69,795	-22.7%

13 THE DISTRICT OF SAANICH

13.1 2024 Profile

Profile	
Population	126,667
Dwellings	51,200
Registered Vehicles	83,547
Energy (Thousands of GJ)	10,189
GHG Emissions (tCO ₂ e)	484,073

13.2 Energy & GHG Emissions

Table 17 presents a summary comparison of the District of Saanich's 2007 and 2024 energy and GHG emissions.

Table 17. Estimated Energy and GHG Emissions By Reporting Source

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change (%)
Stationary Energy							
Residential Buildings	Electricity	2,358,702	2,174,473	-7.8%	23,391	5,980	-74.4%
	Natural Gas	743,960	862,701	16.0%	37,079	43,458	17.2%
	Fuel Oil	518,953	74,848	-85.6%	35,471	5,116	-85.6%
	Propane	97,519	93,417	-4.2%	5,931	5,700	-3.9%
	Wood	216,161	204,913	-5.2%	5,553	4,474	-19.4%
Commercial & Industrial Buildings	Electricity	1,176,089	959,490	-18.4%	11,663	2,639	-77.4%
	Natural Gas	759,454	825,323	8.7%	37,852	41,575	9.8%
	Fuel Oil	38,936	7,485	-80.8%	2,661	512	-80.8%

Other Stationary Energy Building Emissions Sources	Diesel	242,588	499,272		17,882	31,684	
Energy Industries	LFG Combustion				418	5,518	
Agriculture, Forestry And Fishing Activities	Diesel	567,313	788,462		41,818	50,036	
Natural Gas Fugitive Emissions					314	463	
Total		6,719,676	6,490,382	-3.4%	220,033	197,154	-10.4%
On-Road Transportation							
Electric Vehicles	Electricity	-	21,687	-	-	60	-
Hydrogen Vehicles	Hydrogen	-	-		-	-	
Passenger Vehicles	Gasoline + Diesel	1,877,530	722,347		126,328	42,593	
Light Trucks, Vans, SUVs	Gasoline + Diesel	1,549,388	2,039,103		105,548	120,722	
Heavy Duty Vehicles	Gasoline + Diesel	564,100	326,553		37,966	20,215	
Propane Vehicles	Propane	8,605	2,797		519	159	
Natural Gas Vehicles	Natural Gas	-	1		-	0	
Motorcycles	Gasoline	11,374	16,835		785	1,017	
Total On-Road Transportation		4,010,996	3,129,322		271,147	184,765	
Off-Road Transportation							
Marine, Aviation and Other Off-Road Vehicles	Gasoline + Diesel + Jet Fuel	526,020	569,715	8.3%	38,951	38,259	-1.8%
Total Off-Road Transportation		526,020	569,715	8.3%	38,951	38,259	-1.8%
Waste							
Wastewater					4,989	1,230	-75.3%
Composting					0	4,163	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	Emissions	2024 GHG Emissions (tCO ₂ e)	Change (%)
Solid Waste					34,731	25,973	-25.2%
Total Waste					39,720	31,366	-21.0%
Land-Use: Emissions Sequestered (Disclosure Only - Not Included In Total)					-15,421	-17,123	11.0%
Land-Use: Emissions Released (Disclosure Only - Not Included In Total)					22,453	13,619	-39.3%
Livestock, Aggregate Sources and Non-CO ₂ Emission Sources on Land					1,465	515	-64.8%
Total AFOLU					1,465	515	-64.8%
Industrial Process & Product Use (IPPU)							
Process Use Emissions					22,042	32,013	45.2%
Total IPPU					22,042	32,013	45.2%
TOTAL		11,256,692	10,189,419	-9.5%	593,359	484,073	-18.4%

14 SALT SPRING ELECTORAL AREA

14.1 2024 Profile

Profile	
Population	12,361
Dwellings	5,382
Registered Vehicles	10,374
Energy (Thousands of GJ)	1,175
GHG Emissions (tCO ₂ e)	46,785

14.2 Energy & GHG Emissions

Table 18 presents a summary comparison of Salt Spring Island Electoral Area's 2007 and 2024 energy and GHG emissions.

Table 18. Estimated Energy and GHG Emissions By Reporting Source

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change (%)
Stationary Energy							
Residential Buildings	Electricity	360,697	372,885	3.4%	3,577	1,025	-71.3%
	Natural Gas	-	-	-	-	-	-
	Fuel Oil	9,967	9,635	-3.3%	681	659	-3.3%
	Propane	9,006	8,894	-1.2%	548	543	-0.9%
	Wood	75,133	73,426	-2.3%	1,930	1,603	-16.9%
Commercial & Industrial Buildings	Electricity	91,954	116,009	26.2%	912	319	-65.0%
	Natural Gas	-	-	-	-	-	-
	Fuel Oil	-	964	-	-	66	-

Other Stationary Energy Building Emissions Sources	Diesel	22,104	48,723		1,629	3,092	
Energy Industries	LFG Combustion				-	-	
Agriculture, Forestry And Fishing Activities	Diesel	51,691	76,945		3,810	4,883	
Natural Gas Fugitive Emissions					-	-	
Total		620,552	707,480	14.0%	13,087	12,190	-6.9%
On-Road Transportation							
Electric Vehicles	Electricity	-	4,440	-	-	12	-
Hydrogen Vehicles	Hydrogen	-	-		-	-	
Passenger Vehicles	Gasoline + Diesel	166,502	69,057		11,207	4,083	
Light Trucks, Vans, SUVs	Gasoline + Diesel	191,257	263,704		13,028	15,750	
Heavy Duty Vehicles	Gasoline + Diesel	50,460	71,698		3,350	4,469	
Propane Vehicles	Propane	857	1,602		52	91	
Natural Gas Vehicles	Natural Gas	-	0		-	0	
Motorcycles	Gasoline	1,737	1,255		120	76	
Total On-Road Transportation		410,814	411,756		27,758	24,480	
Off-Road Transportation							
Marine, Aviation and Other Off-Road Vehicles	Gasoline + Diesel + Jet Fuel	47,929	55,598	16.0%	3,549	3,734	5.2%
Total Off-Road Transportation		47,929	55,598	16.0%	3,549	3,734	5.2%
Waste							
Wastewater					49	9	-82.2%
Composting					0	0	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	Emissions	2024 GHG Emissions (tCO ₂ e)	Change (%)
Solid Waste					3,165	2,535	-19.9%
Total Waste					3,213	2,543	-20.9%
Land-Use: Emissions Sequestered (Disclosure Only - Not Included In Total)					-33,060	-34,295	3.7%
Land-Use: Emissions Released (Disclosure Only - Not Included In Total)					32,083	12,143	-62.2%
Livestock, Aggregate Sources and Non-CO ₂ Emission Sources on Land					407	701	72.2%
Total AFOLU					407	701	72.2%
Industrial Process & Product Use (IPPU)							
Process Use Emissions					2,008	3,137	56.2%
Total IPPU					2,008	3,137	56.2%
TOTAL		1,079,295	1,174,834	8.9%	50,023	46,785	-6.5%

15 TOWN OF SIDNEY

15.1 2024 Profile

Profile	
Population	13,266
Dwellings	6,516
Registered Vehicles	9,831
Energy (Thousands of GJ)	1,248
GHG Emissions (tCO ₂ e)	56,204

15.2 Energy & GHG Emissions

Table 19 presents a summary comparison of the Town Sidney's 2007 and 2024 energy and GHG emissions.

Table 19. Estimated Energy and GHG Emissions By Reporting Source

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change (%)
Stationary Energy							
Residential Buildings	Electricity	242,453	249,798	3.0%	2,404	687	-71.4%
	Natural Gas	70,155	100,033	42.6%	3,497	5,039	44.1%
	Fuel Oil	58,189	9,224	-84.1%	3,977	630	-84.1%
	Propane	10,069	9,646	-4.2%	612	589	-3.9%
	Wood	22,263	21,105	-5.2%	572	461	-19.4%
Commercial & Industrial Buildings	Electricity	187,401	149,010	-20.5%	1,858	410	-77.9%
	Natural Gas	80,240	139,010	73.2%	3,999	7,003	75.1%
	Fuel Oil	-	922	-	-	63	-

Other Stationary Energy Building Emissions Sources	Diesel	25,417	52,291		1,874	3,318	
Energy Industries	LFG Combustion				-	-	
Agriculture, Forestry And Fishing Activities	Diesel	59,441	82,579		4,382	5,241	
Natural Gas Fugitive Emissions					47	72	
Total		755,630	813,617	7.7%	23,223	23,512	1.2%
On-Road Transportation							
Electric Vehicles	Electricity	-	2,838	-	-	8	-
Hydrogen Vehicles	Hydrogen	-	-		-	-	
Passenger Vehicles	Gasoline + Diesel	199,863	95,703		13,448	5,643	
Light Trucks, Vans, SUVs	Gasoline + Diesel	162,604	211,693		11,077	12,583	
Heavy Duty Vehicles	Gasoline + Diesel	82,673	63,274		5,563	3,950	
Propane Vehicles	Propane	973	449		59	25	
Natural Gas Vehicles	Natural Gas	-	0		-	0	
Motorcycles	Gasoline	1,276	1,248		88	75	
Total On-Road Transportation		447,389	375,204		30,234	22,283	
Off-Road Transportation							
Marine, Aviation and Other Off-Road Vehicles	Gasoline + Diesel + Jet Fuel	55,114	59,668	8.3%	4,081	4,007	-1.8%
Total Off-Road Transportation		55,114	59,668	8.3%	4,081	4,007	-1.8%
Waste							
Wastewater					612	162	-73.6%
Composting					0	138	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	Emissions	2024 GHG Emissions (tCO ₂ e)	Change (%)
Solid Waste					3,639	2,720	-25.2%
Total Waste					4,251	3,020	-29.0%
Land-Use: Emissions Sequestered (Disclosure Only - Not Included In Total)					-543	-506	-6.8%
Land-Use: Emissions Released (Disclosure Only - Not Included In Total)					823	1,251	52.1%
Livestock, Aggregate Sources and Non-CO ₂ Emission Sources on Land					4	24	451.6%
Total AFOLU					4	24	451.6%
Industrial Process & Product Use (IPPU)							
Process Use Emissions					2,310	3,358	45.4%
Total IPPU					2,310	3,358	45.4%
TOTAL		1,258,133	1,248,490	-0.8%	64,104	56,204	-12.3%

16 DISTRICT OF SOOKE

16.1 2024 Profile

Profile	
Population	17,162
Dwellings	6,822
Registered Vehicles	13,033
Energy (Thousands of GJ)	1,326
GHG Emissions (tCO ₂ e)	62,426

16.2 Energy & GHG Emissions

Table 20 presents a summary comparison of the District of Sooke's 2007 and 2024 energy and GHG emissions.

Table 20. Estimated Energy and GHG Emissions By Reporting Source

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change (%)
Stationary Energy							
Residential Buildings	Electricity	257,364	345,234	34.1%	2,552	949	-62.8%
	Natural Gas	13,108	68,129	419.7%	653	3,432	425.3%
	Fuel Oil	56,455	8,989	-84.1%	3,859	614	-84.1%
	Propane	9,744	9,334	-4.2%	593	570	-3.9%
	Wood	21,667	20,539	-5.2%	557	448	-19.4%
Commercial & Industrial Buildings	Electricity	68,790	81,154	18.0%	682	223	-67.3%
	Natural Gas	16,506	36,346	120.2%	823	1,831	122.6%
	Fuel Oil	-	899	-	-	61	-

Other Stationary Energy Building Emissions Sources	Diesel	22,953	67,646		1,692	4,293	
Energy Industries	LFG Combustion				-	-	
Agriculture, Forestry And Fishing Activities	Diesel	53,678	106,829		3,957	6,779	
Natural Gas Fugitive Emissions					13	57	
Total		520,266	745,099	43.2%	15,380	19,259	25.2%
On-Road Transportation							
Electric Vehicles	Electricity	-	4,432	-	-	12	-
Hydrogen Vehicles	Hydrogen	-	-		-	-	
Passenger Vehicles	Gasoline + Diesel	141,887	103,581		9,552	6,119	
Light Trucks, Vans, SUVs	Gasoline + Diesel	187,290	317,898		12,761	19,011	
Heavy Duty Vehicles	Gasoline + Diesel	80,655	75,667		5,440	4,714	
Propane Vehicles	Propane	1,986	237		120	13	
Natural Gas Vehicles	Natural Gas	-	0		-	0	
Motorcycles	Gasoline	1,490	2,015		103	122	
Total On-Road Transportation		413,309	503,829		27,976	29,990	
Off-Road Transportation							
Marine, Aviation and Other Off-Road Vehicles	Gasoline + Diesel + Jet Fuel	49,771	77,191	55.1%	3,686	5,184	40.7%
Total Off-Road Transportation		49,771	77,191	55.1%	3,686	5,184	40.7%
Waste							
Wastewater					0	0	-
Composting					0	45	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	Emissions	2024 GHG Emissions (tCO ₂ e)	Change (%)
Solid Waste					3,286	3,519	7.1%
Total Waste					3,286	3,564	8.5%
Land-Use: Emissions Sequestered (Disclosure Only - Not Included In Total)					-9,952	-11,266	13.2%
Land-Use: Emissions Released (Disclosure Only - Not Included In Total)					6,213	5,442	-12.4%
Livestock, Aggregate Sources and Non-CO ₂ Emission Sources on Land					126	141	12.0%
Total AFOLU					126	141	12.0%
Industrial Process & Product Use (IPPU)							
Process Use Emissions					2,086	4,288	105.6%
Total IPPU					2,086	4,288	105.6%
TOTAL		983,346	1,326,119	34.9%	52,539	62,426	18.8%

17 CITY OF VICTORIA

17.1 2024 Profile

Profile	
Population	102,042
Dwellings	54,631
Registered Vehicles	55,469
Energy (Thousands of GJ)	8,571
GHG Emissions (tCO ₂ e)	392,117

17.2 Energy & GHG Emissions

Table 21 presents a summary comparison of the City of Victoria's 2007 and 2024 energy and GHG emissions.

Table 21. Estimated Energy and GHG Emissions By Reporting Source

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change (%)
Stationary Energy							
Residential Buildings	Electricity	1,235,156	1,401,588	13.5%	12,249	3,854	-68.5%
	Natural Gas	952,641	433,782	-54.5%	47,480	21,852	-54.0%
	Fuel Oil	617,245	16,920	-97.3%	42,190	1,156	-97.3%
	Propane	118,617	113,628	-4.2%	7,214	6,933	-3.9%
	Wood	259,255	245,764	-5.2%	6,660	5,366	-19.4%
Commercial & Industrial Buildings	Electricity	1,983,621	1,343,599	-32.3%	19,671	3,695	-81.2%
	Natural Gas	1,377,709	1,934,415	40.4%	68,666	97,445	41.9%
	Fuel Oil	122,702	1,692	-98.6%	8,387	116	-98.6%

Other Stationary Energy Building Emissions Sources	Diesel	176,826	402,210		13,034	25,525	
Energy Industries	LFG Combustion				-	-	
Agriculture, Forestry And Fishing Activities	Diesel	-	-		-	-	
Natural Gas Fugitive Emissions					240	277	
Total		6,843,772	5,893,598	-13.9%	225,791	166,218	-26.4%
On-Road Transportation							
Electric Vehicles	Electricity	-	15,402	-	-	42	-
Hydrogen Vehicles	Hydrogen	-	-		-	-	
Passenger Vehicles	Gasoline + Diesel	1,250,314	436,805		84,131	25,705	
Light Trucks, Vans, SUVs	Gasoline + Diesel	774,818	1,173,979		52,783	69,154	
Heavy Duty Vehicles	Gasoline + Diesel	467,779	318,889		31,539	19,725	
Propane Vehicles	Propane	5,840	1,869		352	106	
Natural Gas Vehicles	Natural Gas	-	1		-	0	
Motorcycles	Gasoline	8,968	5,448		619	329	
Total On-Road Transportation		2,507,720	1,952,391		169,424	115,062	
Off-Road Transportation							
Marine, Aviation and Other Off-Road Vehicles	Gasoline + Diesel + Jet Fuel	524,642	725,060	38.2%	38,899	50,619	30.1%
Total Off-Road Transportation		524,642	725,060	38.2%	38,899	50,619	30.1%
Waste							
Wastewater					7,699	1,449	-81.2%
Composting					73	862	1077.7%

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	Emissions	2024 GHG Emissions (tCO ₂ e)	Change (%)
Solid Waste					25,316	32,245	27.4%
Total Waste					33,088	34,556	4.4%
Land-Use: Emissions Sequestered (Disclosure Only - Not Included In Total)					-1,798	-1,939	7.8%
Land-Use: Emissions Released (Disclosure Only - Not Included In Total)					3,725	3,744	0.5%
Livestock, Aggregate Sources and Non-CO ₂ Emission Sources on Land					0	0	-
Total AFOLU					0	0	-
Industrial Process & Product Use (IPPU)							
Process Use Emissions					16,067	25,662	59.7%
Total IPPU					16,067	25,662	59.7%
TOTAL		9,876,133	8,571,049	-13.2%	483,269	392,117	-18.9%

18 TOWN OF VIEW ROYAL

18.1 2024 Profile

Profile	
Population	12,787
Dwellings	5,434
Registered Vehicles	8,566
Energy (Thousands of GJ)	1,077
GHG Emissions (tCO ₂ e)	50,140

18.2 Energy & GHG Emissions

Table 22 presents a summary comparison of the Town of View Royal's 2007 and 2024 energy and GHG emissions.

Table 22. Estimated Energy and GHG Emissions By Reporting Source

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change (%)
Stationary Energy							
Residential Buildings	Electricity	185,833	244,535	31.6%	1,843	672	-63.5%
	Natural Gas	75,155	84,615	12.6%	3,746	4,262	13.8%
	Fuel Oil	22,724	4,641	-79.6%	1,553	317	-79.6%
	Propane	3,926	3,761	-4.2%	239	229	-3.9%
	Wood	8,710	8,257	-5.2%	224	180	-19.4%
Commercial & Industrial Buildings	Electricity	113,772	82,069	-27.9%	1,128	226	-80.0%
	Natural Gas	123,868	158,476	27.9%	6,174	7,983	29.3%
	Fuel Oil	-	464	-	-	32	-

Other Stationary Energy Building Emissions Sources	Diesel	20,225	50,400		1,491	3,198	
Energy Industries	LFG Combustion				-	-	
Agriculture, Forestry And Fishing Activities	Diesel	47,299	79,593		3,487	5,051	
Natural Gas Fugitive Emissions					38	57	
Total		601,514	716,811	19.2%	19,922	22,209	11.5%
On-Road Transportation							
Electric Vehicles	Electricity	-	3,032	-	-	8	-
Hydrogen Vehicles	Hydrogen	-	-		-	-	
Passenger Vehicles	Gasoline + Diesel	138,335	80,154		9,308	4,722	
Light Trucks, Vans, SUVs	Gasoline + Diesel	135,581	184,599		9,236	10,962	
Heavy Duty Vehicles	Gasoline + Diesel	61,064	33,444		4,112	2,078	
Propane Vehicles	Propane	895	478		54	27	
Natural Gas Vehicles	Natural Gas	-	0		-	0	
Motorcycles	Gasoline	1,223	1,296		84	78	
Total On-Road Transportation		337,099	303,004		22,795	17,875	
Off-Road Transportation							
Marine, Aviation and Other Off-Road Vehicles	Gasoline + Diesel + Jet Fuel	43,856	57,511	31.1%	3,248	3,862	18.9%
Total Off-Road Transportation		43,856	57,511	31.1%	3,248	3,862	18.9%
Waste							
Wastewater					386	101	-73.9%
Composting					0	252	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	Emissions	2024 GHG Emissions (tCO ₂ e)	Change (%)
Solid Waste					2,896	2,622	-9.5%
Total Waste					3,282	2,974	-9.4%
Land-Use: Emissions Sequestered (Disclosure Only - Not Included In Total)					-2,585	-2,740	6.0%
Land-Use: Emissions Released (Disclosure Only - Not Included In Total)					1,738	1,807	4.0%
Livestock, Aggregate Sources and Non-CO ₂ Emission Sources on Land					4	6	64.9%
Total AFOLU					4	6	64.9%
Industrial Process & Product Use (IPPU)							
Process Use Emissions					1,838	3,213	74.8%
Total IPPU					1,838	3,213	74.8%
TOTAL		982,469	1,077,326	9.7%	51,087	50,140	-1.9%

19 SOUTHERN GULF ISLANDS ELECTORAL AREA

19.1 2024 Profile

The Southern Gulf Islands Electoral Area consists of: Galiano, Mayne, North Pender, Saturna and South Pender.

Profile	
Population	5,635
Dwellings	2,214
Registered Vehicles	5,167
Energy (Thousands of GJ)	786
GHG Emissions (tCO ₂ e)	28,023

19.2 Energy & GHG Emissions

Table 23 presents a summary comparison of the Southern Gulf Islands Electoral Area 2007 and 2024 energy and GHG emissions.

Table 23. Estimated Energy and GHG Emissions By Reporting Source

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO ₂ e)	2024 GHG Emissions (tCO ₂ e)	Change (%)
Stationary Energy							
Residential Buildings	Electricity	205,339	211,232	2.9%	2,036	581	-71.5%
	Natural Gas	-	-	-	-	-	-
	Fuel Oil	27,326	4,113	-85.0%	1,868	281	-85.0%
	Propane	24,684	24,960	1.1%	1,501	1,523	1.4%
	Wood	206,032	203,195	-1.4%	5,293	4,436	-16.2%
Commercial & Industrial Buildings	Electricity	45,106	47,152	4.5%	447	130	-71.0%

	Natural Gas	-	-		-	-	
	Fuel Oil	-	411		-	28	
Other Stationary Energy Building Emissions Sources	Diesel	11,290	22,209		832	1,409	
Energy Industries	LFG Combustion				-	-	
Agriculture, Forestry And Fishing Activities	Diesel	26,403	35,074		1,946	2,226	
Natural Gas Fugitive Emissions					-	-	
Total		546,181	548,346	0.4%	13,924	10,614	-23.8%
On-Road Transportation							
Electric Vehicles	Electricity	-	1,609	-	-	4	-
Hydrogen Vehicles	Hydrogen	-	-		-	-	
Passenger Vehicles	Gasoline + Diesel	115,551	30,917		7,772	1,827	
Light Trucks, Vans, SUVs	Gasoline + Diesel	63,232	136,535		4,308	8,153	
Heavy Duty Vehicles	Gasoline + Diesel	16,337	41,938		1,082	2,616	
Propane Vehicles	Propane	-	473		-	27	
Natural Gas Vehicles	Natural Gas	-	0		-	0	
Motorcycles	Gasoline	916	685		63	41	
Total On-Road Transportation		196,036	212,158		13,225	12,669	
Marine, Aviation and Other Off-Road Vehicles	Gasoline + Diesel + Jet Fuel	24,482	25,343		1,813	1,702	
Total Off-Road Transportation		24,482	25,343		1,813	1,702	
Wastewater					24	4	

	2024			2024 GHG		
				(tCO ₂ e)	(tCO ₂ e)	
Composting				0	0	
Solid Waste				1,616	1,155	
Total Waste				1,641	1,160	-29.3%
Agriculture Forestry & Other Land Use (AFOLU)						
Land-Use: Emissions Sequestered (Disclosure Only - Not Included In Total)				-33,172	-34,324	3.5%
Land-Use: Emissions Released (Disclosure Only - Not Included In Total)				24,093	24,143	0.2%
Livestock, Aggregate Sources and Non-CO ₂ Emission Sources on Land				387	422	9.1%
Total AFOLU				387	422	9.1%
Industrial Process & Product Use (IPPU)						
Process Use Emissions				1,026	1,456	41.9%
Total IPPU				1,026	1,456	41.9%
TOTAL	766,699	785,847	2.5%	32,015	28,023	-12.5%

**Capital Region Tonnes of CO₂e Emissions Per Capita
November 2025**

	2007	2024	% Change
Capital Region	5.6	3.9	-30%
Central Saanich	6.1	5.4	-12%
Colwood	5.4	3.9	-27%
Esquimalt	5.5	3.8	-31%
Highlands	5.4	4.9	-8%
Juan de Fuca Electoral Area	13.8	4.9	-64%
Langford	5.5	3.8	-32%
Metchosin	5.5	4.3	-22%
North Saanich	5.9	4.4	-25%
Oak Bay	4.8	3.7	-24%
Saanich	5.3	3.8	-28%
Salt Spring Island Electoral Area	4.9	3.8	-23%
Sidney	5.5	4.2	-23%
Sooke	5.0	3.6	-27%
Victoria	6.0	3.8	-36%
View Royal	5.5	3.9	-29%
Southern Gulf Islands Electoral Area	6.2	5.0	-20%



2024 Regional Greenhouse Gas Emissions Inventory

Environmental Services Committee | November 19, 2025

Climate Action and Adaptation Service



Coordinate actions to achieve Regional Growth Strategy goal

61% Reduction in Greenhouse Gas (GHG) Emissions from 2007 by 2038.






Report on progress towards 2038 emission reduction goal

Produce a regional GHG inventory

Provide capital region local governments with individual inventories for their planning and reporting purposes



GPC & Basic+ Reporting

Sectors and Subsectors of City GHG Emissions:				
<div>  </div> <div> Stationary Energy <ul style="list-style-type: none"> Residential Buildings Commercial and institutional buildings and facilities Manufacturing industries and construction Energy industries Agriculture, forestry, and fishing activities Non-specified sources Fugitive emissions </div>	<div>  </div> <div> Transportation <ul style="list-style-type: none"> On-road Railways Waterborne navigation aviation Off-road </div>	<div>  </div> <div> Waste <ul style="list-style-type: none"> Solid waste disposal Biological treatment of waste Incineration and open burning Wastewater treatment and discharge </div>	<div>  </div> <div> Industrial Processes and Product Use (IPPU) <ul style="list-style-type: none"> Industrial Processes Product Use </div>	<div>  </div> <div> Agriculture, Forestry and other Land Use <ul style="list-style-type: none"> Livestock Land Aggregate sources and non-CO₂ emission sources on land. </div>
Scope				
<div> Scope 1 </div> <div> Sources located within the jurisdictional boundary. </div>	<div> Scope 2 </div> <div> Sources from generating electricity, heat, steam and/or cooling. </div>	<div> Scope 3 </div> <div> Sources outside the jurisdiction but a result of activities taking place within boundary. </div>		



GPC Protocol:

Created to allow for credible and meaningful GHG reporting locally and internationally.

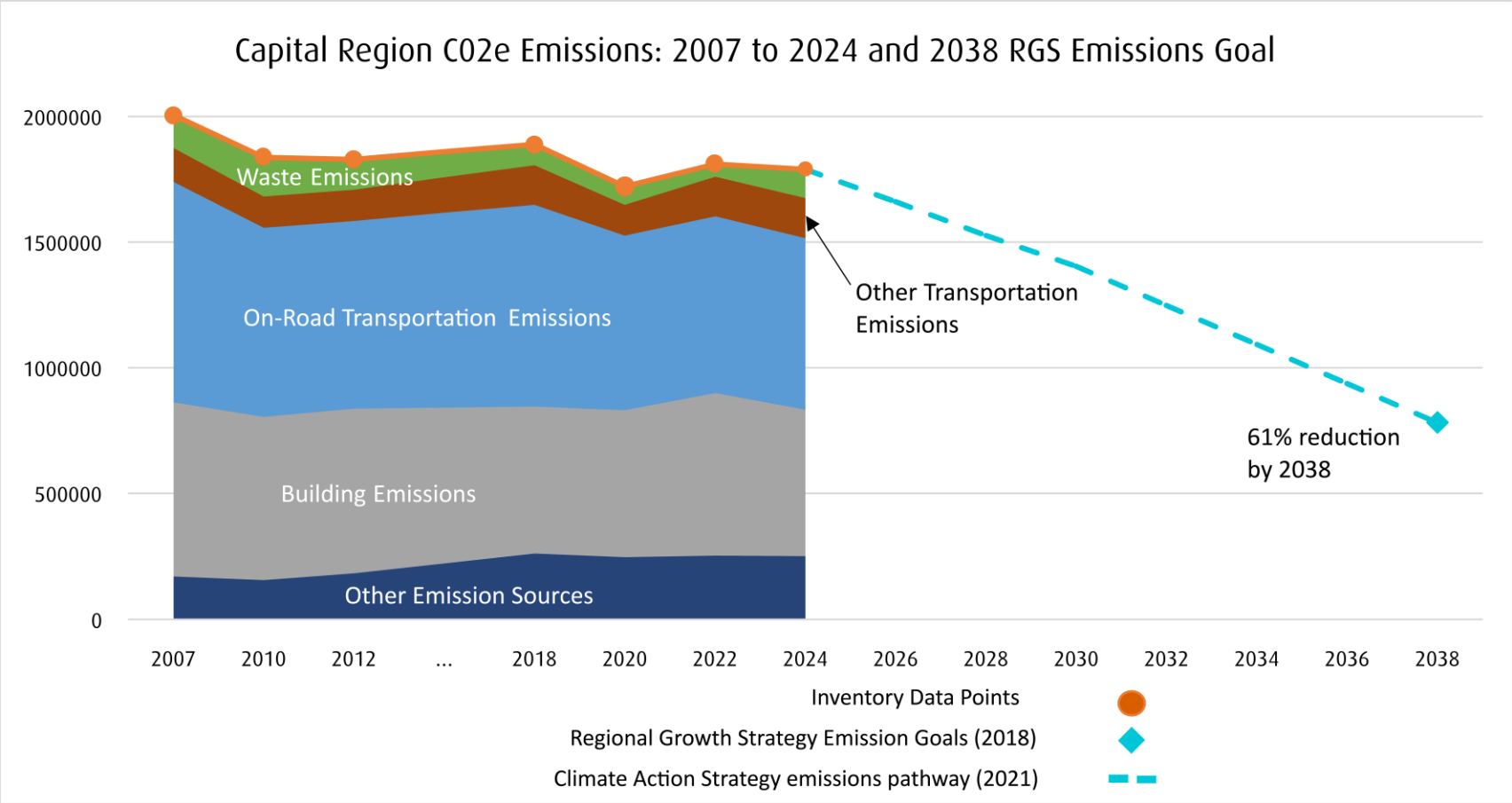
The GPC is recognized as the standardized way for local governments to collect and report their actions on climate change.

Over 9,000 cities have committed to using it.

Created in collaboration by:



Overall Results

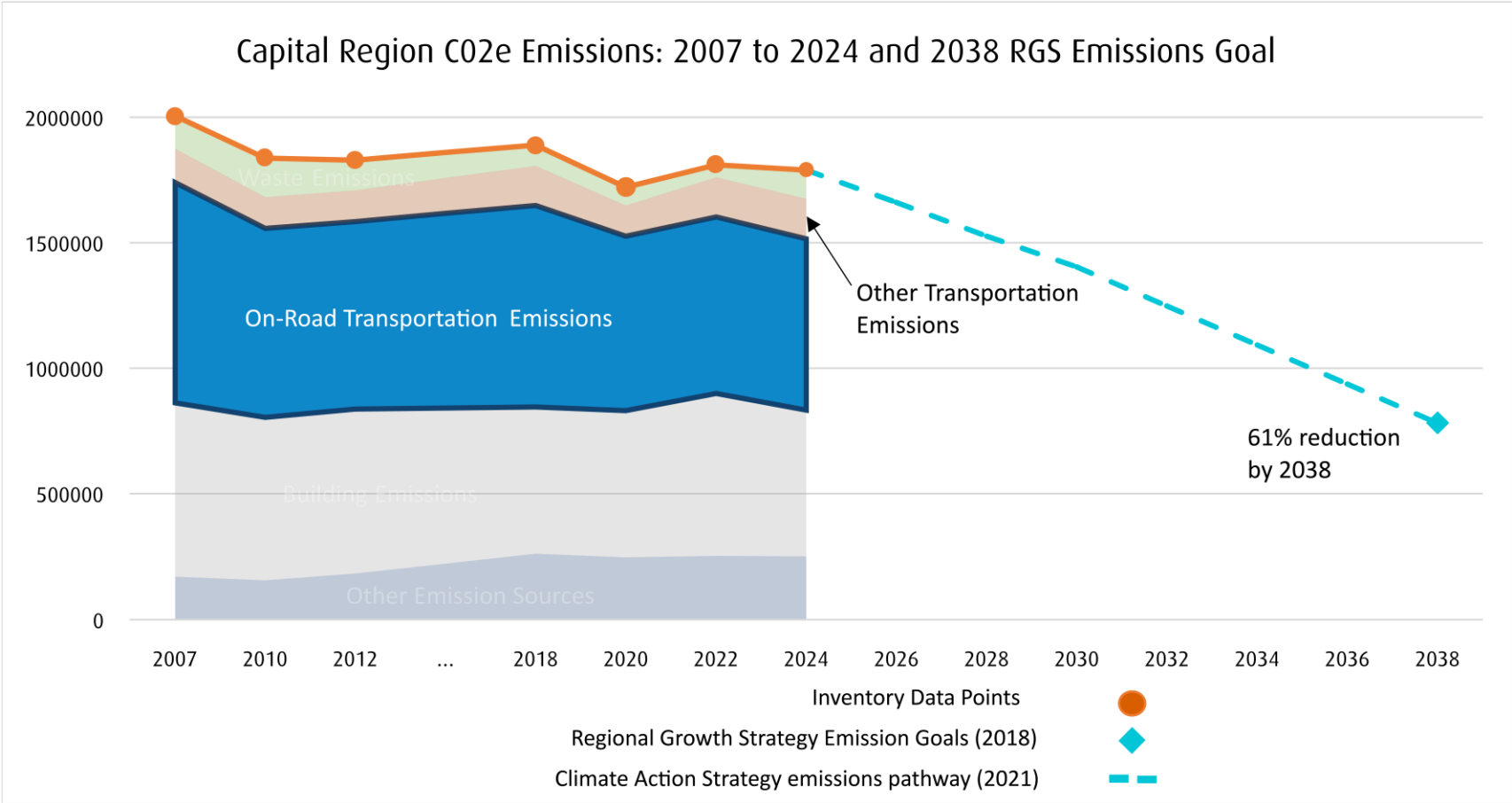


Regional Emissions Trends

- 1% decrease from 2022
- 11% decrease from 2007
- Population increased by one-third since 2007
- 30% decrease per capita since 2007

Transportation

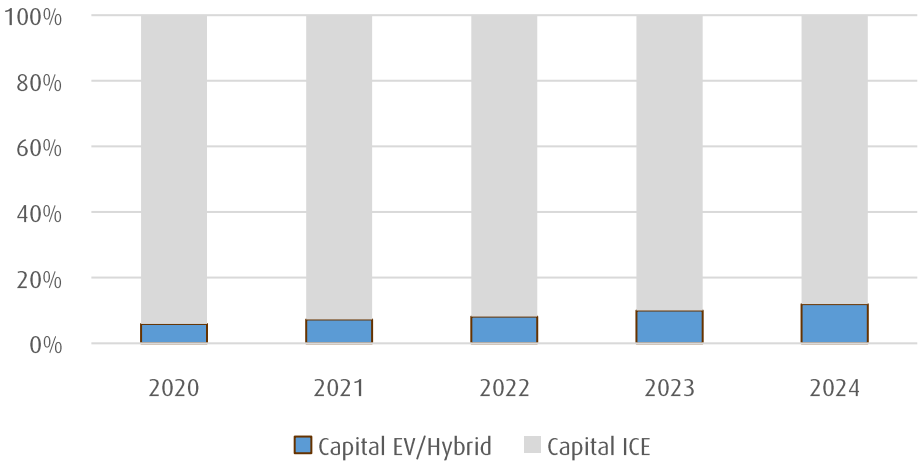
Regional Emissions Trends



- Largest GHG emissions source at 38%
- Decreased 22% since 2007

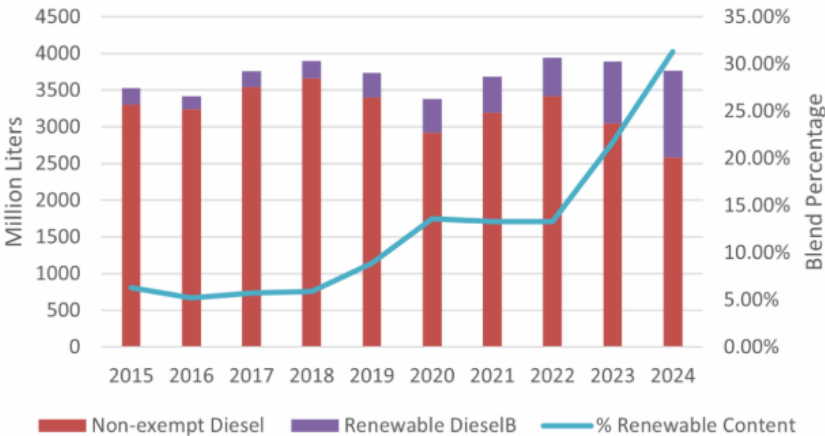
Transportation

EV and Hybrid Adoption in the Capital Region



Source: ICBC public reporting dashboard (tableau)

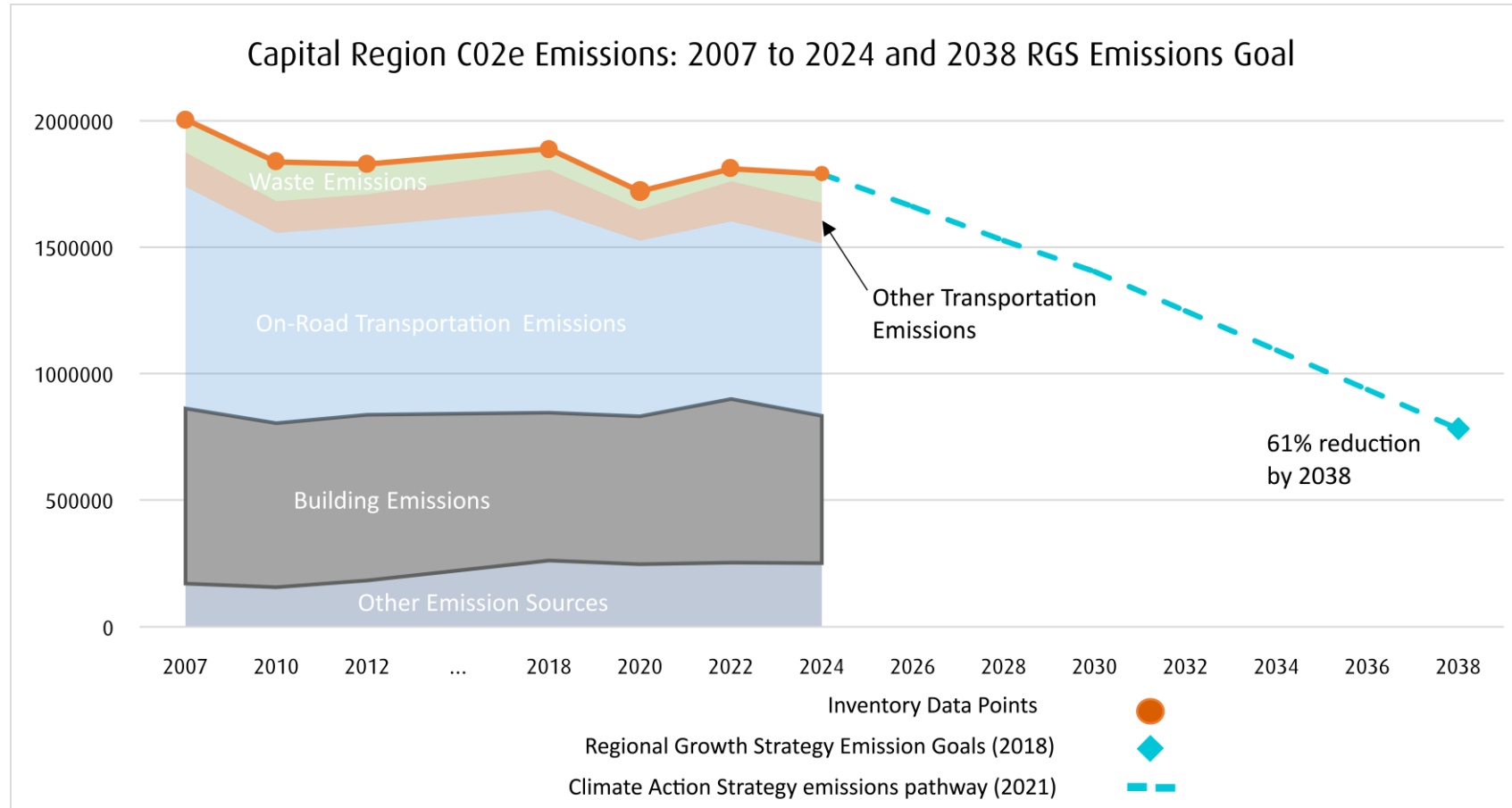
Low Carbon Fuel Standard (LCFS) Diesel Pool Blend



Source: Ccarbon.info



Buildings

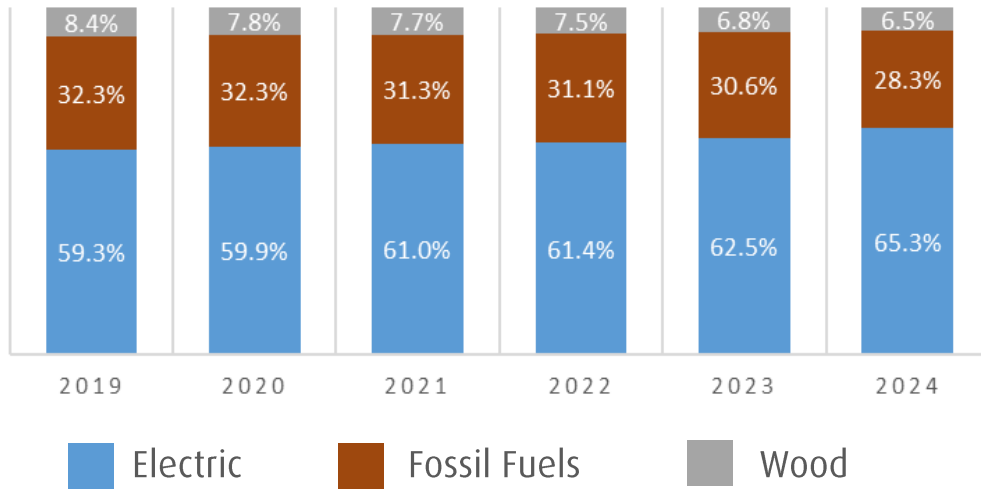


Regional Emissions Trends

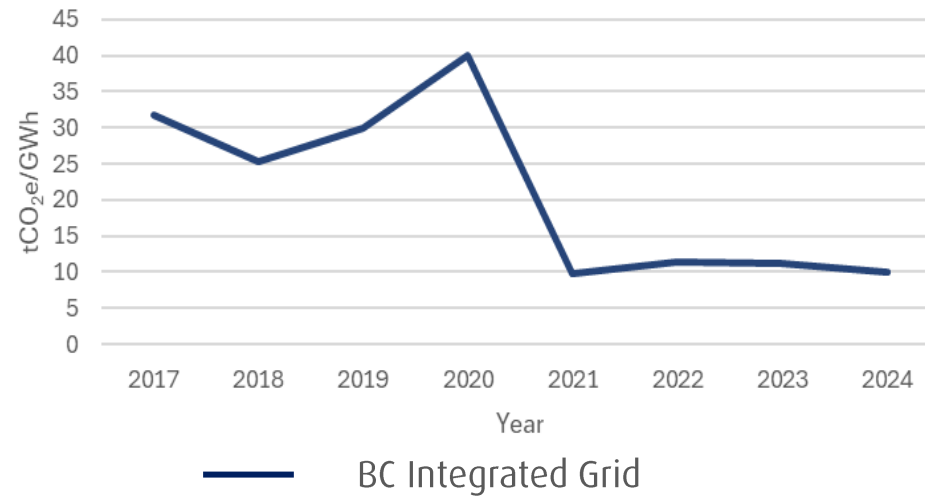
- Second largest source of GHG emissions at 33%
- Two-thirds from burning natural gas
- 16% decrease from 2007

Buildings

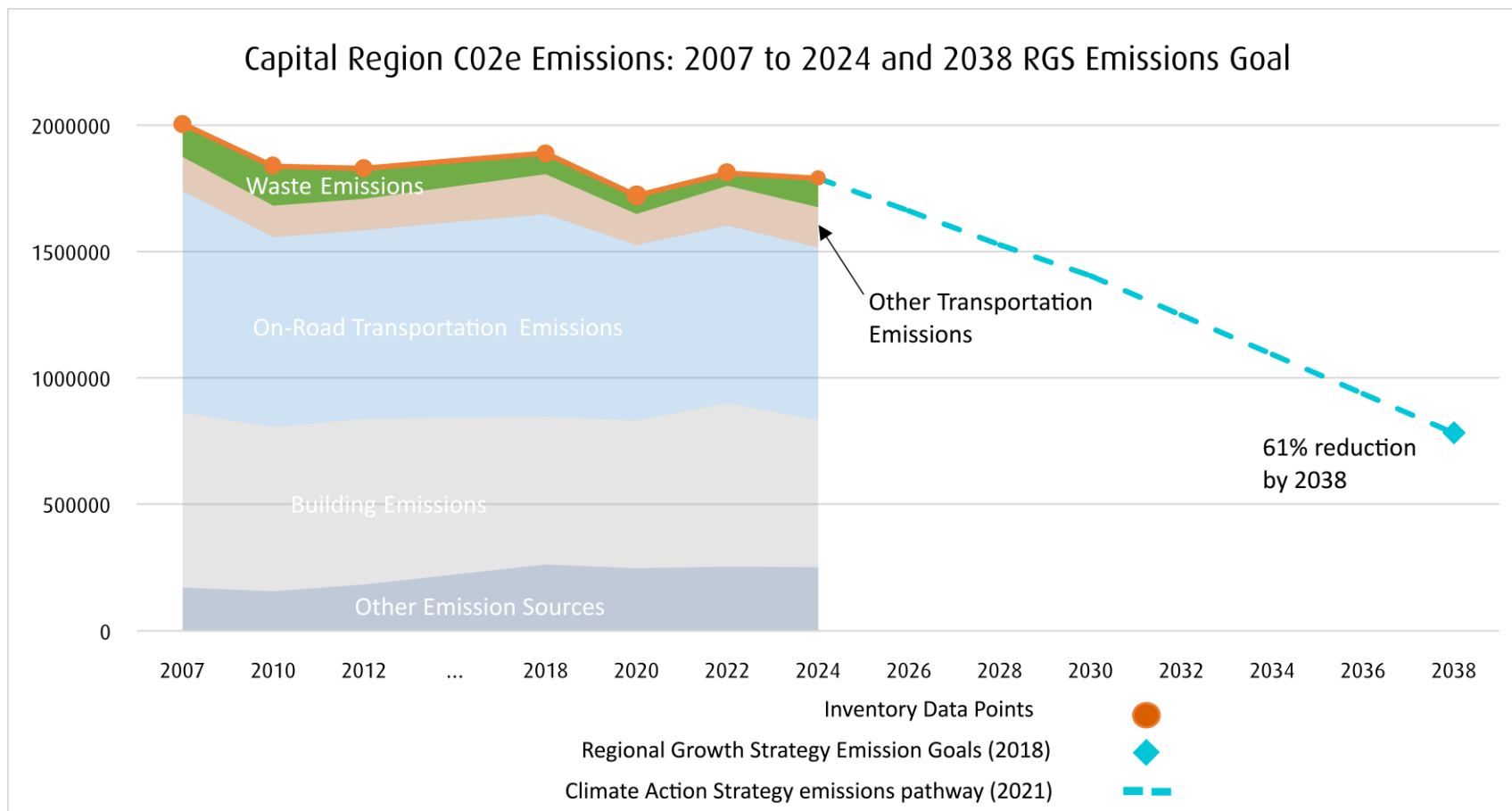
Heat Systems in Homes Sold in the Capital Region



Carbon Intensity of BC's Integrated Grid



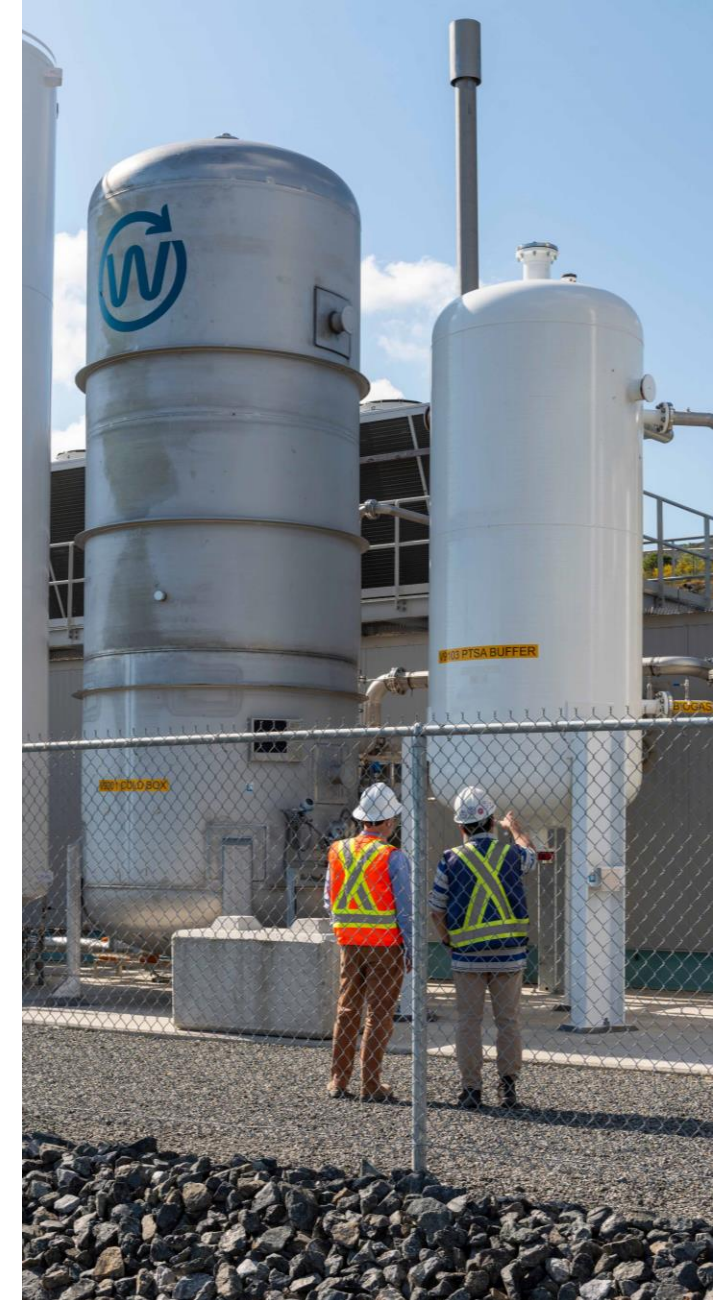
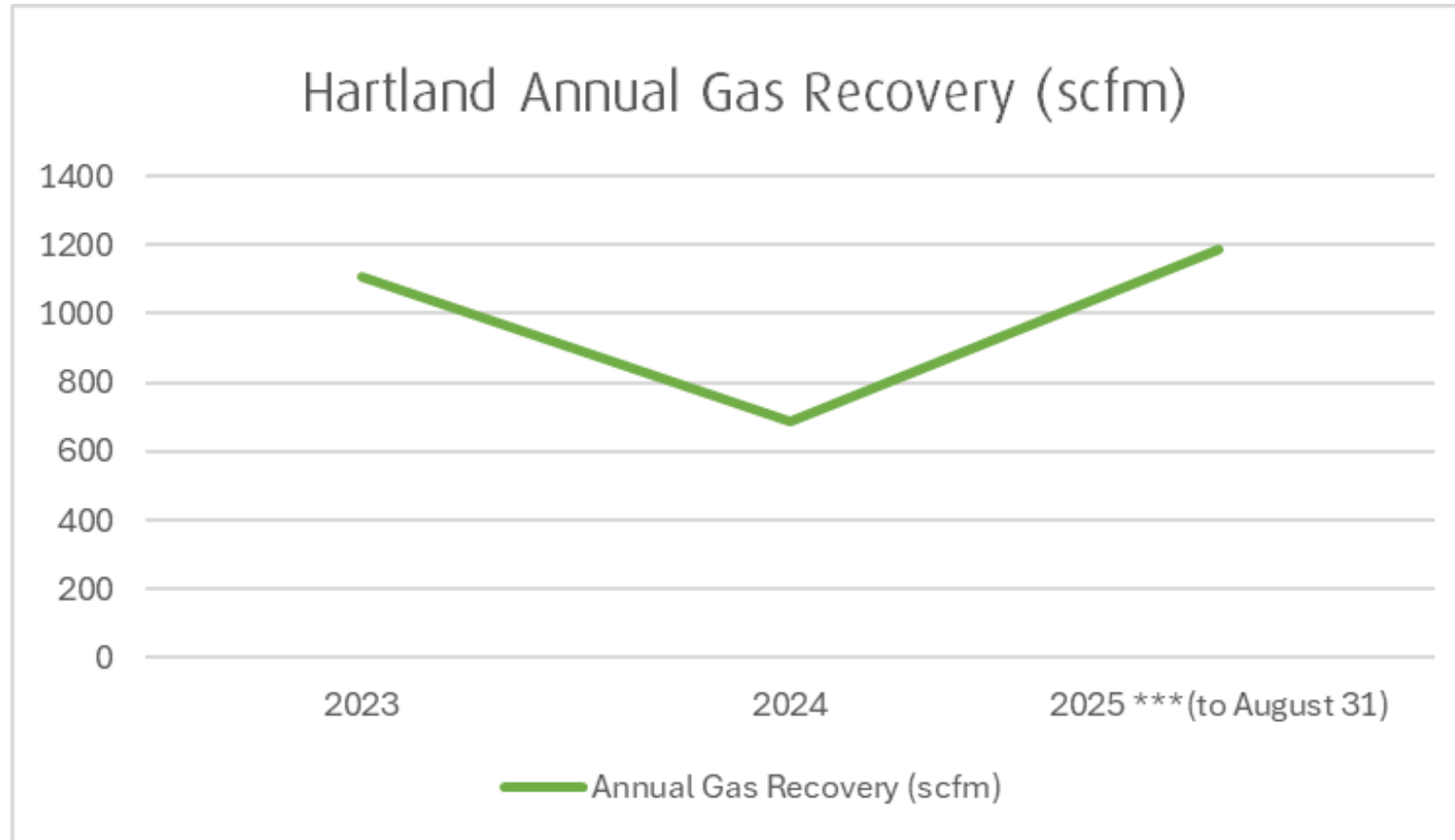
Waste



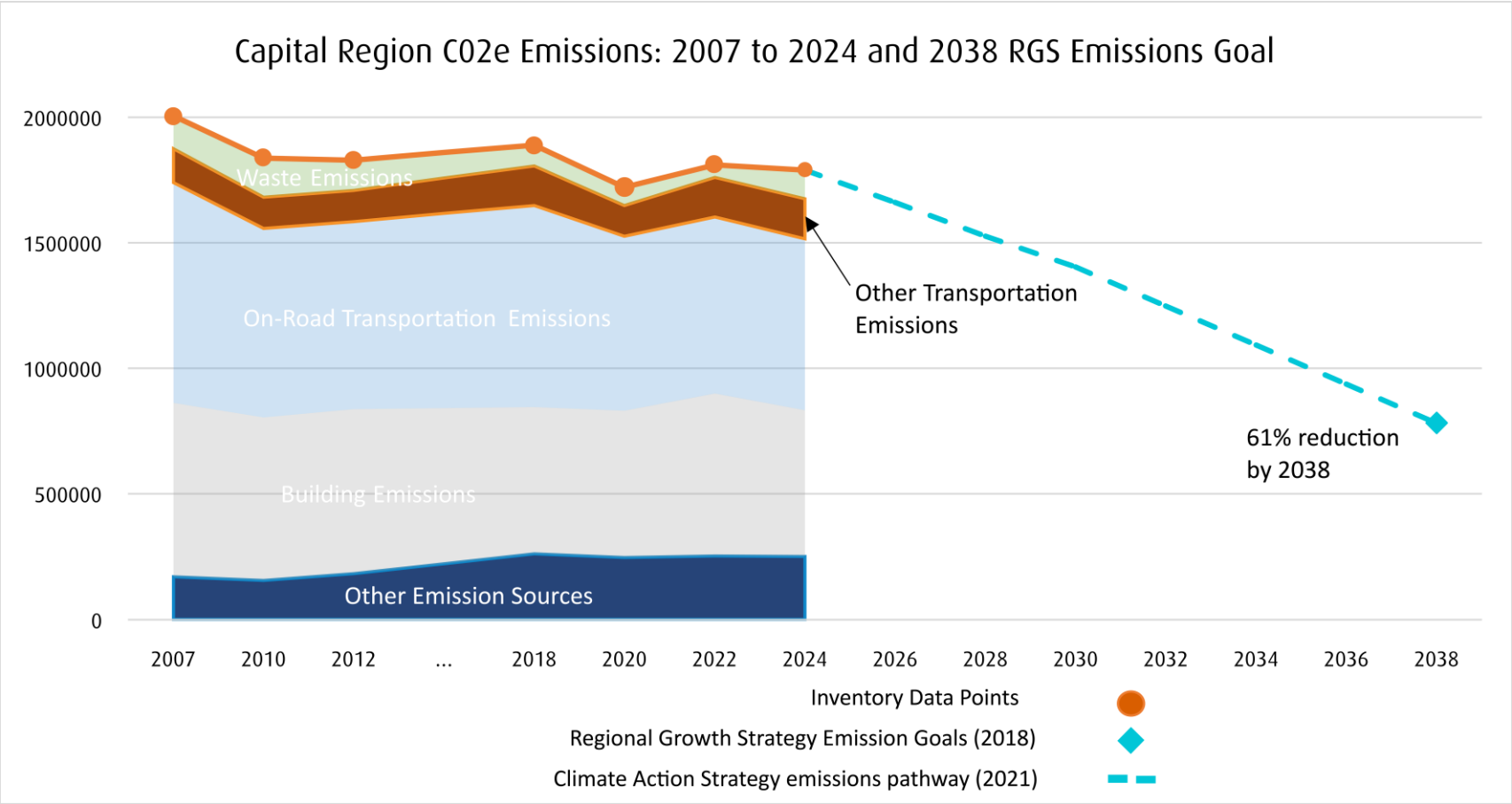
Regional Emissions Trends

- 6% of GHG emissions in 2024
- 2024 was an anomaly year
- 12% decrease since 2007

Landfill Gas Production



Other Emissions



Regional Emissions Trends

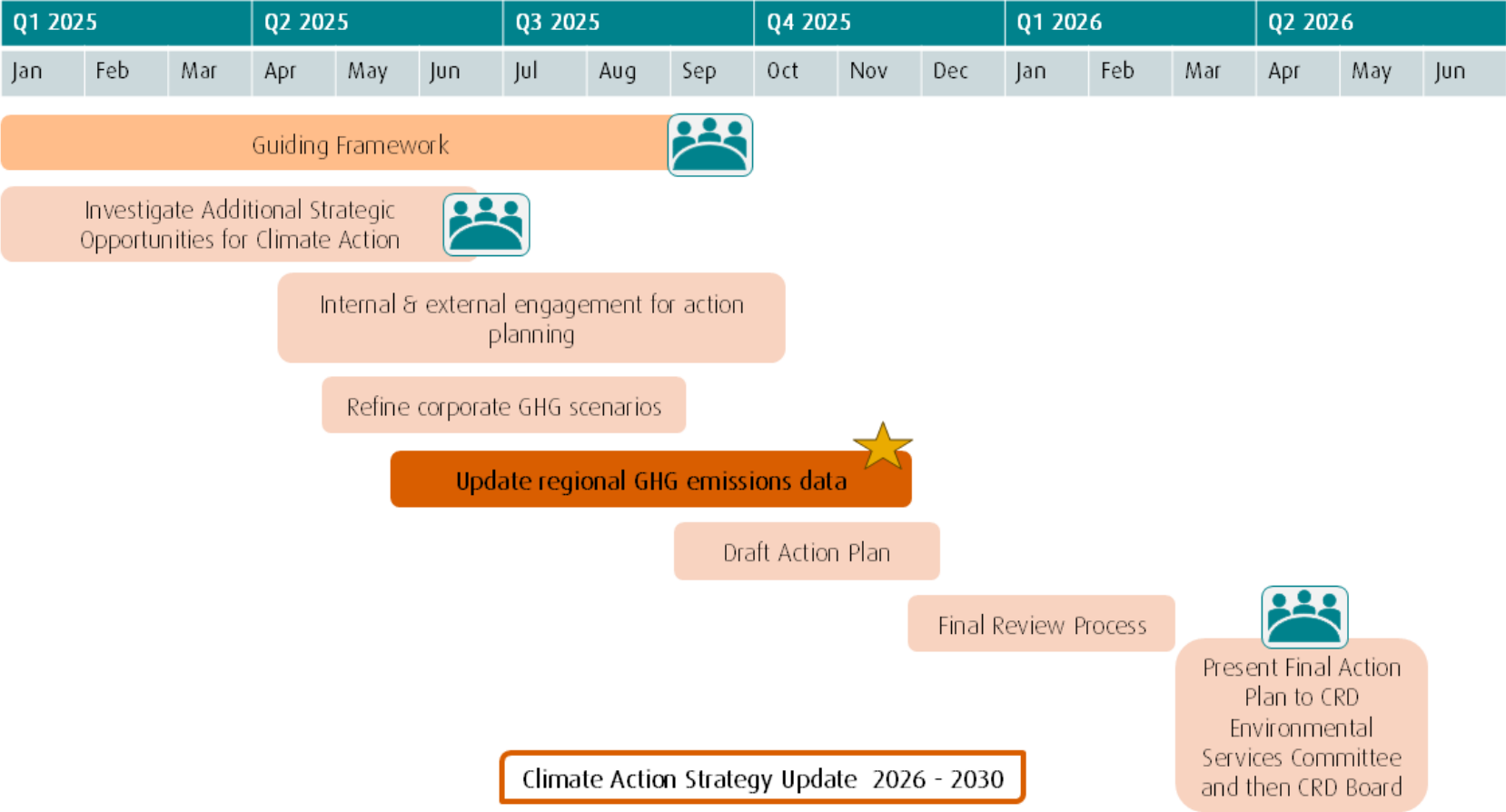
- “Other” includes refrigerants and aerosols
- “Other Transportation” includes BC Ferries, estimates of off-road vehicle use and cruise ships, etc.
- Both sources have increased since 2007

Local Government Trends

	2007	2024	% Change
Capital Region	5.6	3.9	-30%
Central Saanich	6.1	5.4	-12%
Colwood	5.4	3.9	-27%
Esquimalt	5.5	3.8	-31%
Highlands	5.4	4.9	-8%
Juan de Fuca Electoral Area	13.8	4.9	-64%
Langford	5.5	3.8	-32%
Metchosin	5.5	4.3	-22%
North Saanich	5.9	4.4	-25%
Oak Bay	4.8	3.7	-24%
Saanich	5.3	3.8	-28%
Salt Spring Island Electoral Area	4.9	3.8	-23%
Sidney	5.5	4.2	-23%
Sooke	5.0	3.6	-27%
Victoria	6.0	3.8	-36%
View Royal	5.5	3.9	-29%
Southern Gulf Islands Electoral Area	6.2	5.0	-20%



Next Steps



Next Steps

- Draft the Plan
- Complete internal review process
- Deliver to Board

**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 19, 2025**

SUBJECT **Potential UNESCO Urban Biosphere Reserve Nomination Process**

ISSUE SUMMARY

To report back to the Environmental Services Committee (ESC) on a Notice of Motion from the July 9, 2025 Capital Regional District (CRD) Board meeting directing staff to consider a potential UNESCO Biosphere Reserve application and outline the related service implications.

BACKGROUND

In February 2025, the Capital Regional District (CRD) Board established a regional Biodiversity and Environmental Stewardship Service (the “Biodiversity Service”) through Bylaw No. 4575, enabling the CRD to play a regional role in the preservation of biodiversity and protection of natural assets. The service initially converted the sub-regional invasive species program from an internal allocation model to a municipal requisition and expanded it to have a regional scope. The service also has the potential to support biodiversity and ecological asset research and inventories and collaborative partnerships and projects to protect, restore and enhance key biodiverse habitats and ecological assets across the region. During service establishment, staff clarified that additional capacity and operational funds would need to be considered in the 2026-2030 budget cycle to achieve a regional approach to biodiversity and protection of ecological assets.

Subsequently at the June 18, 2025 ESC, the Victoria Biosphere Project Group proposed that “in consultation with appropriate local Indigenous, political, academic and civil organizations the CRD compile a set of supporting documents, as required, and forward same to the Canadian Commission for UNESCO and the International Coordinating Council to nominate the Victoria Region as an Urban Biosphere Region”. Staff were directed to report on a potential Urban Biosphere Reserve application and outline related implications.

Biosphere Reserves are designated by the United Nations Educational, Scientific, and Cultural Organization (UNESCO). They are special places where people and organizations have made a commitment to live and work more in harmony with nature and with one another. The people living in these areas realize and demonstrate how to achieve a sustainable balance between conserving cultural diversity, natural ecosystems and biodiversity, and fostering sound economic development. These reserves share a commitment to meaningfully engage Indigenous peoples, and have a mandate to support research, learning, education and capacity building in their regions. Appendix A contains more detailed information about Biosphere Reserves; Urban Biosphere Reserves are a relatively newer component of the larger UN program.

There is substantial work required to develop a nomination package and to receive a designation, and the process can take several years (Appendix B). The nomination process requires a rigorous collection of ecological data and extensive public consultation. It also requires research and inventories as well as coordination and collaboration across multiple levels of government, First Nations, environmental organizations, key stakeholders and landowners, and residents of the region. There is significant alignment between the actions and staff capacity required to apply for

and support a UNESCO Biosphere Reserve designation and those required to establish a strong regional biodiversity strategy and protection of natural assets (Appendix B, Table 1).

ALTERNATIVES

Alternative 1

The Environmental Services Committee recommends to the Capital Regional District Board: That the matter of a nomination for a UNESCO Urban Biosphere Reserve designation for the Capital Regional District be referred to the 2027-2031 Board strategic planning process for consideration and potential inclusion in the 2028 service planning process.

Alternative 2

The Environmental Services Committee recommends to the Capital Regional District Board: That staff bring the matter forward as part of the 2027 service and budget planning process for Board consideration

Alternative 3

The Environmental Services Committee recommends to the Capital Regional District Board: That staff maintain the Biodiversity and Environmental Stewardship Service at the current level of service.

Alternative 4

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

IMPLICATIONS

Service Delivery Implications

The nomination process itself, and the work to maintain the designation in future years, is beyond the scope of the current Biodiversity and Environmental Stewardship Service.

To be successfully designated, Biosphere Reserve nomination applications (Appendix B) must:

- fulfill conservation, development and logistical support functions;
- demonstrate extensive public consultation and engagement of multiple interest holders, government agencies, academia and institutions, stewardship groups, landowners and the public;
- encompass a strong research component, and a robust, region-wide, long-term monitoring program;
- have a defined governance model that works for the local area and ideally involves First Nations, governmental and non-governmental organizations, and
- implement a strong education program and foster engagement in environmental protection and sustainable development.

There is a series of programs, projects and initiatives within existing CRD services that could form components of a biodiversity strategy and which could, in turn, form part of a program that supports a UNESCO Urban Biosphere Reserve designation. These efforts could be consolidated into a broader framework that considers federal, provincial, and local government efforts, along with private initiatives, to develop a regional strategy. Alternatively, the CRD Board could consider going further by supporting a process to achieve and maintain the UN Urban Biosphere Reserve designation. There is significant alignment with existing CRD and local government programs,

projects and initiatives, and the framework for an Urban Biosphere Reserve in the capital region. An expanded service could play an important coordination and support role in advancing overall biodiversity objectives either within or outside a UN declaration:

- Promoting more environmentally conscious actions, such as ecosystem restoration and protection, watershed protection, planting trees and native species, and removal of invasive species to enhance and protect biodiversity and ecological assets in the region
- Preserving regional biodiversity and protecting natural assets
- Providing efficiency of service through partnerships with First Nations, federal and provincial agencies, local and regional governments, environmental stewardship groups and residents
- Restoring, protecting and enhancing healthy ecosystems by building on the existing invasive species program
- Supporting biodiversity activities that promote healthy ecosystems, and
- Delivering education, outreach, and other promotional activities to support biodiversity.

Embedding the work required to coordinate a Biosphere Reserve nomination application into the regional Biodiversity and Environmental Stewardship Service would support significant advancement of two key board priorities: Climate Action and Environment (regional approach to biodiversity and protection of ecological assets) and stronger relationships with First Nations.

Environmental, Social and Climate Implications

Nature is a cornerstone of the region's identity and is a foundation of our daily lives, yet biodiversity is declining faster than at any time in human history. Loss of biodiversity jeopardizes key ecosystems functions that people rely on such as clean air and water, flood regulation, food security, pollination, and the foundation for much of the region's economy. Although biodiversity is under pressure in some areas, the capital region still retains high aquatic and terrestrial biodiversity and is considered a biodiversity hotspot in British Columbia. A designation as an Urban Biodiversity Reserve would support efforts to protect and enhance the region's natural environment.

Intergovernmental and First Nations Implications

Biospheres in Canada must recognize responsibility to engage Indigenous communities as rights holders and hosts and recognize that sites are located within their territories. Significant Indigenous representation in biosphere governance and management is a criterion for designation. The CRD and some municipalities have recently established Memorandums of Understanding (MOU's) with several local First Nations. These include agreement to collaborate on priorities such as environmental protection and restoration; stormwater and source control; water monitoring and management; parks, protected areas and trails; consultation; docks and foreshore stewardship; land use strategies, management and decision-making.

Through these agreements, the CRD is well-positioned to work and collaborate with First Nations partners to gain their support for Biosphere Reserve status and to determine their level of involvement in long-term management, governance and operation of a biosphere reserve in this region.

Additionally, several local governments have identified the need for biodiversity inventories and strategies within their Official Community Plans and staff are keen to collaborate with other jurisdictions and groups to conduct this work at a regional scale. Partnerships and collaboration

with First Nations and local governments are central to the delivery of the Biodiversity and Environmental Stewardship Service, to the designation and operation of Biosphere Reserves and are core to the CRD's vision.

Financial Implications

Maintaining the new Biodiversity Service with its current mandate to provide regional invasive species management would not require any further resources at this time. The current budget for the regional Biodiversity and Environmental Stewardship Service, allowing the CRD to play a regional role in the preservation of biodiversity, with a focus on invasive species, and protection of natural assets is approximately \$230,000 for 2026 with a maximum requisition of \$500,000.

Support for the development of the UN nomination and/or expansion of the Biodiversity Service to develop a Biodiversity Strategy for the capital region would require additional resources (a 4-year 1.0 Full Time Equivalent term position and program resources) to facilitate regional discussions, data collection and reporting. This could be considered for the 2027-2031 budget and service planning process.. The initiative would focus on submitting an application for a biosphere reserve designation. This approach and timeline would also allow staff to estimate the full cost of any long-term commitment to the UN designation and provide options for future Board consideration, if the application is accepted.

Neither UNESCO nor the Government of Canada provide core funding support for the biosphere program. Federal and provincial agencies may occasionally provide project-based funding to support biosphere activities that are aligned with government priorities.

CONCLUSION

The Environmental Services Committee requested a staff report to consider a nomination application for a UNESCO Urban Biosphere designation. The nomination could complement current environmental stewardship efforts across the capital region and coordinate the current patchwork of programs, initiatives and projects across all levels of government, stakeholder groups and the private sector. Additional resources beyond the current service level for the existing Biodiversity Service would be required to pursue a nomination application and to make meaningful progress toward regional biodiversity goals and protection of natural assets. Considering current fiscal constraints and financial implications of expanding the existing service, staff recommend that this matter be considered as part of the 2027-2031 Board Strategic planning process.

RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board: That the matter of a nomination for a UNESCO Urban Biosphere Reserve designation for the Capital Regional District be referred to the 2027-2031 Board strategic planning process for consideration and potential inclusion in the 2028 service planning process.

Submitted by:	Glenn Harris, Ph.D., R.P.Bio., Senior Manager Environmental Protection
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: General Information on Biosphere Reserves

Appendix B: General Process to Nominate an Area as a Biosphere Reserve

GENERAL INFORMATION ON BIOSPHERE RESERVES

November 2025

What are Biosphere Reserves?

Biosphere Reserves (BR's) are areas recognized by the United Nations Educational, Scientific and Cultural Organization (UNESCO) Man and the Biosphere (MAB) Programme for their unique biodiversity, iconic landscapes, and engaged communities. Its World Network of Biosphere Reserves is a dynamic and interactive network of sites of excellence that foster harmony between people and nature for sustainable development through participatory dialogue; knowledge sharing; poverty reduction and human well-being improvements; respect for cultural values and society's ability to cope with change.

There are currently 759 Biosphere Reserves in 136 countries world-wide. The World Network of Biosphere Reserves operates under the UNESCO MAB Programme.

UNESCO Man and the Biosphere (MAB) Programme

The MAB Programme is an intergovernmental scientific program that aims to establish a scientific basis for enhancing the relationship between people and their environments. It combines the natural and social sciences with a view to improving human livelihoods and safeguarding natural and managed ecosystems, thus promoting innovative approaches to economic development that are socially and culturally appropriate and environmentally sustainable.

The MAB Programme has four strategic objectives:

- Conserve biodiversity, restore and enhance ecosystem services, and foster the sustainable use of natural resources.
- Build sustainable, healthy and equitable economies, societies and thriving human settlements in harmony with the biosphere.
- Facilitate biodiversity and sustainability science, education for sustainable development and capacity building.
- Empower people to mitigate and adapt to climate change and other aspects of global environmental change.

All BR's must demonstrate how these objectives are being achieved.

Canada's Involvement

Canada has been involved through the Canadian Commission for UNESCO (CCUNESCO) and the Canadian MAB National Committee since the 1970's. In Canada there are currently 19 biosphere reserves, known as biosphere regions, each serving as a collaborative innovation hub that is balancing environment conservation and economic development, while considering social and cultural needs within the local context.

As a signatory to the Convention on Biological Diversity, Canada has committed to observing global biodiversity conservation targets and has created a National Biodiversity Strategy. Canadian biosphere regions are key local actors to help meet at least 10 of the 23 targets.

Zones within a Biosphere Reserve

All BR's have three distinct zones:

- Core Zone: This consists of one or more protected areas, such as a park or ecosystem, migratory bird sanctuary or other protected terrestrial, aquatic or marine area. The Core Zone acts as a reference point on the natural state of the ecosystems that the BR represents.
- Buffer Zone: Surrounding and adjacent to the Core Zone(s), buffer zones are managed in ways that support the conservation objectives of the Core. This could include areas such as a municipally regulated floodplain; a woodland special management area, a municipally zoned area that regulates development to protect the core; or a conservation easement on private land.
- Transition Zone (or Area of Cooperation): This is usually the largest part of the BR, surrounding core and buffer zones, and is where most of the residents live and work, using natural resources in a sustainable manner.

Governance of Biosphere Reserves

The governance structure of BR's is customized to the local context and capacity. Biosphere Reserves in Canada can be governed by local committees, often constituted as non-profit corporations with a board of directors. Others have more complex governance structures which can include a board of directors populated by elected representatives of municipal and Indigenous governments as well as representatives from local and regional non-governmental organizations.

BR's do not mean that the land is set aside from human use and development, nor does the UNESCO label bring with it any new authorities over land, water or resources. Therefore, the existing powers, rights and responsibilities of governments, businesses, landowners and rights holders remain unchanged. BR's have become models to test and apply interdisciplinary approaches to understanding and managing changes in social and ecological systems, and their interaction, including conflict prevention and conservation of biodiversity. They promote scientific, traditional and Indigenous ways of knowing and provide opportunities for knowledge sharing between diverse communities.

Funding for Biosphere Reserves

UNESCO does not directly fund BR's, nor do they receive any core funding support from the Government of Canada or the CCUNESCO. Therefore, it is important that long-term and sustainable funding be considered for the long-term operation of BR's. BR's generally develop partnerships with local and provincial governments, non-governmental organizations, charitable organizations and private sector donors.

There may be occasions where funding may be provided to Canadian BR's to support initiatives that match CCUNESCO strategic priorities. Federal and provincial governments may contribute to BR's activities through project-based funding that is aligned with senior government priorities and contract delivery expectations.

Nomination and Designation Process

There is significant work required to be nominated and designated as a BR and the whole process can take several years. The nomination process requires a rigorous collection of data and extensive public consultation. See Appendix B (including Table 1) for detailed requirements for the nomination application process.

Biosphere Operation and Periodic Review

Once designated, a BR needs to meet the BR objectives and strategies of the MAB program, participate actively in the national and international networks – in Canada this occurs primarily through the Canadian Biosphere Reserves Association (CBRA). There will be an ongoing contribution of time, effort, local wisdom and knowledge, through collaboration goodwill and sharing. A key expectation for all BR's is reconciliation with Indigenous peoples.

The long-term operational fundamentals include financial stability, wherein BR organizations are required to produce annual financial reports that are reviewed, audited and accepted by the organizational board. BR's are also required to document their annual activities and track their progress in partnership with the CBRA; this reporting is key for national initiatives and funding opportunities.

A periodic review is required every 10 years to carry out a qualitative survey of the actions implemented and their results. This review provides opportunities to: discuss updating of zonation systems and assess relevance; question the objectives and means of management policies; and examine issues and problems tied to implementation. The goal of the periodic review is to improve the quality of the BR's and their functioning as sites for testing and demonstrating approaches to sustainable development.

GENERAL PROCESS TO NOMINATE AN AREA AS A BIOSPHERE RESERVE

November 2025

There is significant work required to be nominated and designated as a Biosphere Reserve (BR) and the whole process can take several years. The nomination process requires a rigorous collection of data and extensive public consultation (Table 1).

The following steps outline the general process to nominate an area as a BR.

- 1) **Familiarize yourself with the Biosphere nomination form** including understanding the data requirements for the application.
- 2) **Form a team** of committed individuals to gather data and develop the application.
- 3) **Contact the Program Officer - Natural Sciences at the Canadian Commission for UNESCO (CCUNESCO)** to let them know you are developing a BR proposal and to obtain advice and federal government support early in the process.
- 4) **Garner local support for designation** from the following:
 - a) First Nations - contact rights holders to explain the concept and garner their support. Note: Nominations must have the support of any Indigenous Nations within whose traditional territory(ies) the proposed BR are situated. This is considered foundational for BR's in Canada. Letters of support must form part of the nomination application.
 - b) Municipal, Provincial and Federal Government Agencies - contact government agencies to explain the concept and garner their support. Letters of support from these government agencies must form part of the nomination application.
 - c) Land Managers of the Proposed Core and Buffer Areas - contact managers of core and buffer areas early in the process to seek their cooperation and agreement
 - d) Stakeholders - Major stakeholders such as non-government organizations, local businesses, community groups, farming, forestry and fishing organizations and educational institutions of the region must generally agree with the idea of a BR before a nomination application is submitted.
 - e) General Public - Publish articles in the local press, hold "open houses" and public meetings, including visits to municipal councils, to involve the public in the dialogue and garner broad public support the designation of the area as a BR.
- 5) **Create a Coordinating Committee:** After rights holders, government agencies, key stakeholders, land managers and the public have given agreement to seek designation as a BR, a permanent coordinating committee should be formed that includes representation from First Nations, government agencies, key stakeholders and landowners, and the general public. It is important to create a strong organization from the start as this group normally coordinates the BR after designation is received. This will also involve consideration and co-determination of how best to include Indigenous peoples in the governance structure of the BR. A model of meaningful engagement must be established and demonstrated.
- 6) **Decide on a Governance Model:** There are a variety of governance models for BR's. BR's must have a corporate structure that fits within the regulatory framework set out by the federal and provincial government. Examples of governance models include:
 - a) Operate as a not-for-profit corporation with its own constitution and bylaws which operate within government regulations
 - b) Operate as a board of municipal representatives, right holders and interest groups
 - c) Operate as community foundations (e.g. Clayoquot Biosphere Trust)

- d) Governance Model based around university affiliation (e.g. Mount Arrowsmith)
- e) Adopt an entirely Indigenous-led governance model (e.g. Tsá-Tué)
- 7) **Define Boundaries and Zones:** Determine the geographic extent being proposed to determine the core, buffer and transition zones and to identify what natural and cultural features it contains. The extent of the area will depend on which groups, organizations, landowners and protected areas are committed to the idea. Defining the boundaries and zones may take some time and will involve extensive data gathering and public dialogue. Defining boundaries should be undertaken jointly with Indigenous peoples in the region.
- 8) **Define Objectives for Proposed Biosphere Reserve:** As stakeholder and public consultation progresses, input on objectives should be considered. Developing objectives will help determine priorities in conservation, sustainable development and capacity building and are a requirement of the application. Ensure they are matched appropriately with the Biosphere Reserve Strategic Framework and the Lima Action Plan.
- 9) **Initiate Projects in Proposed Biosphere Reserve:** A proposed area must already be carrying out some of the functions of a BR before the Canadian MAB Committee will recommend to the Canadian Commission for UNESCO that the nomination go forward to UNESCO. This functionality is demonstrated by the implementation of one or more biosphere projects, financial sufficiency and meaningful engagement with Indigenous peoples. Applicants must also provide evidence of the area's willingness to participate actively in the national and international networks and initiatives, such as the Canadian Biosphere Regions Association (CBRA) and EuroMAP.
- 10) **Nominate your area:** The process of completing the nomination for could take a year or more. During that time, you should continue to build and strengthen public support for the BR.
 - a) A completed draft nomination form should be sent to the Program Officer of CCUNESCO for comments. CCUNESCO will request the Canadian MAB Committee to review and provide advice. Nominees should incorporate suggestions and revisions received and then send the completed final nomination to CCUNESCO for final review, along with all letters of support from key stakeholders, rights holders and signatures. The internal Canadian review process takes approximately six months so draft applications should be submitted by April of the year nominees hope to achieve designation
 - b) CCUNESCO submits nomination to UNESCO by September 30 of each year. UNESCO makes decisions on designations once a year, usually in late October.

Table 1. Summary of the information required for Biosphere Nomination Application and areas of alignment with the Biodiversity and Environmental Stewardship Service (BESS)

Information Required for Biosphere Reserve Nomination Application	Alignment with BESS
Part 1 Summary	
Fulfillment of Function	
Conservation Function – must contribute to conservation of landscapes, ecosystems, species and genetic variation	X
Development Function – must foster socio-culturally and ecologically sustainable economic and human development	X
Logistic Support Function – support for demonstration projects, environmental education/training, research/monitoring for local, regional, national and global issues of conservation and sustainable development	X
Criteria for Designation as a Biosphere	

Information Required for Biosphere Reserve Nomination Application	Alignment with BESS
Encompass a mosaic of ecological systems representative of major biogeographic regions, including a grading of human intervention	X
Be of significance for biological diversity conservation	X
Provide an opportunity to explore and demonstrate approaches to sustainable development in region	X
Have an appropriate size to serve the three functions of BR's	X
Through appropriate zonation:	
- Legally constituted core area devoted to long-term protection	
- Buffer zones clearly identified and surrounding or contiguous to the core area, where only activities compatible with the conservation objectives can take place	X
- Transition areas where sustainable resource management practices are promoted and developed	
Organizational arrangements for the involvement and participation of a suitable range of public authorities, local communities and private interests in the design and carrying out of the functions of a BR	X
Cultural and social impact assessments, engagement with local First Nations	X
Mechanisms for Implementation	
Mechanisms to manage human use and activities in buffer zones	X
Management policy or plan	X
Designated authority to implement the plan	
Programs for research, monitoring, education and training	X
Part 2 Description	
Location, Area, Biogeographical Region	
Map of core, buffer and transition zones with total area of marine and terrestrial habitats	X
Rationale for zonation	
Land Use	
Summary of historical land uses, resource uses and landscape dynamics by zone	X
Main users of zones, including level of First Nations involvement	X
Rules (including customary or traditional) of land use in and access to each zone	X
Describe women's and men's different levels of access to and control over resources (do they use the resources differently?)	
Human Population	
Approximate number of people in each zone	X
Describe local communities living within or near	X
Names of major settlement areas	X
Cultural Significance, including written and spoken languages	X
Biophysical Characteristics	
General description of site characteristics, topography, altitude	X
General climate description	X
Meteorological station and data	X
Description of geology, geomorphology and soils	X
Biogeoclimatic zone	X
Main habitat types and land cover types,	
- Include all representative and unique habitats or land cover	X
- List characteristic species and describe important natural process or human impacts affecting the system	
Land cover and habitat type mapping	X
Ecosystem Service	

Information Required for Biosphere Reserve Nomination Application	Alignment with BESS
Identify ecosystem services provided by each ecosystem and beneficiaries of those services	X
Assessment of ecosystem services including indicators to evaluate, describe biodiversity involved in provision of ecosystem services	X
Main Objectives	
Describe objectives and their integration with biosphere functions, including components of biological and cultural diversity. Specify indirect pressures or organization issues	X
Describe sustainable development objectives	X
Indicate main stakeholders involved in management	X
Describe consultation procedure with stakeholders	X
How will stakeholder involvement in implementing and managing the BR be fostered?	X
Main sources of resources (financial, material and human) to implement the objectives of the biosphere and projects within it?	X
Conservation Function	
At the level of landscape and ecosystems:	
- Describe ecosystem and land cover types	
- Describe state and trends of ecosystem and/or land cover types and natural and human drivers of the trends	X
- Describe protection regimes for core areas and buffer zones	
- Which indicator or data are used to assess efficiency of actions/strategies used	
At the level of species and ecosystem diversity:	
- Identify main groups of species or species of interest for conservation objectives and describe where they occur	
- Identify threats or pressures on key species, their immediate causes, their underlying causes, and the main driving forces	X
- Identify measures and indicators to assess species group and the pressures on them	
- Who will undertake this work?	
- What actions are currently undertaken/intended to reduce these pressures?	
At the level of genetic diversity:	
- Indicate species or varieties that are of importance (conservation, medicine, food, cultural practices)	
- What ecological, economic, or social pressures or changes may threaten these species?	X
- What indicator will be used to assess the evolution of population status and associated use?	
- What measures will be used to conserve genetic diversity and practices associated with their conservation?	
Development Function	
Potential for fostering economic and human development which is socio-culturally and ecologically sustainable:	
- Describe how/why the area has potential to serve as a site of excellence for promoting sustainable development	X
- How to assess changes and successes?	
Tourism	
- Describe types/locations of tourism and touristic facilities in the biosphere	
- Describe number of visitors and trends in visitation	
- How are tourism activities currently managed?	

Information Required for Biosphere Reserve Nomination Application	Alignment with BESS
<ul style="list-style-type: none"> - Indicate possible positive/negative impacts and how they will be assessed/managed 	
<p>Agricultural</p>	
<ul style="list-style-type: none"> - Describe the types/location of agriculture and the people involved 	
<ul style="list-style-type: none"> - Indicate possible positive/negative impacts and how they will be assessed/managed 	
<ul style="list-style-type: none"> - What actions are currently undertaken, and which measures will be applied to strengthen positive impacts or reduce negative impacts on the BR objectives? 	
<p>Other Activities (i.e. Forestry, Urban Development)</p>	
<ul style="list-style-type: none"> - Describe the types/locations of other activities and the people involved 	
<ul style="list-style-type: none"> - Indicate possible positive/negative impacts of other activities and how they will be assessed and managed 	X
<ul style="list-style-type: none"> - What actions are currently undertaken, and which measures will be applied to strengthen positive impacts or reduce negative impacts on the BR objectives? 	
<p>Benefits of Economic Activities to Local People</p>	
<ul style="list-style-type: none"> - For the activities above, what income or benefits do local communities derive directly from the site proposed as a BR and how? 	
<ul style="list-style-type: none"> - What indicators are used to measure such income or other benefits? 	
<p>Spiritual and Cultural Values and Customary Practices</p>	
<ul style="list-style-type: none"> - Describe cultural and spiritual values and customary practices including languages, rituals and traditional livelihoods. Are any of these endangered or declining? 	X
<ul style="list-style-type: none"> - Indicate activities aimed at identifying, safeguarding, promoting and/or revitalizing such values and practices 	
<ul style="list-style-type: none"> - How should cultural values be integrated into the development process: elements of identity, traditional knowledge, social organization, etc.? 	
Logistical Support Function	
<p>Research and Monitoring</p>	
<ul style="list-style-type: none"> - Describe existing and planned research programs and projects as well as monitoring activities, and the areas in which they are undertaken to address specific questions related to BR management and for the implementation of a management plan 	X
<ul style="list-style-type: none"> - Summarize past research and monitoring activities related to BR management 	
<ul style="list-style-type: none"> - Indicate what research infrastructure is available in the proposed BR and what role the biosphere will play in supporting such infrastructure 	
<p>Education for sustainable development and public awareness</p>	
<ul style="list-style-type: none"> - Describe existing and planned activities, indicating the target group(s) and numbers of people involved and the area concerned 	X
<ul style="list-style-type: none"> - What facilities and financial resources are (or will be) available for these activities? 	
<p>Contribution to the World Network of BR's</p>	
<ul style="list-style-type: none"> - How will the proposed Biosphere Reserve contribute to the World Network of Biosphere Reserves, its Regional and Thematic Networks? 	
<ul style="list-style-type: none"> - What are the expected benefits of international cooperation for the BR? 	
<p>Internal and external communications channels and media</p>	
<ul style="list-style-type: none"> - Will there be a Biosphere Reserve website? 	
<ul style="list-style-type: none"> - Will there be an electronic newsletter? 	X
<ul style="list-style-type: none"> - Will the Biosphere belong to a social network? 	
Governance	
<p>Management and Coordination Structure</p>	

ENVS-1845500539-8704

Information Required for Biosphere Reserve Nomination Application	Alignment with BESS
<ul style="list-style-type: none"> - Is there a management/cooperation plan/policy for the BR as a whole? - Which actors are involved in preparing the management/cooperation plan? How are they involved? - Do local authorities formally adopt the management/cooperation plan? Are local authorities making reference to it in other policies or plans? If so, provide details. - What is the direction of the management/cooperation plan? How often is it revised or negotiated? - Describe the contents of the management/cooperation plan. Does it consist of detailed measures or detailed guidelines? Give some examples of measures or guidelines advocated by the plan. - Indicate how this management/cooperation addresses the objectives of the proposed Biosphere Reserve - Is the plan binding? Is it based on consensus? <p>What will ensure that both the functioning of the BR and the structures in place will be satisfactory? Explain why and how, especially regarding fulfillment of the three functions of BR's (conservation, development, logistics) and the participation of local communities.</p>	

**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 19, 2025**

SUBJECT **Service Contracts for Salt Spring and Southern Gulf Islands Recycling Depots**

ISSUE SUMMARY

To seek Capital Regional District (CRD) Board direction on new recycling depot service agreements for the recycling depots on Galiano Island, Pender Island, and Salt Spring Island.

BACKGROUND

The CRD has worked, in partnership, with several local community groups on Salt Spring Island and the Southern Gulf Islands to provide residential recycling services for more than 30 years. These long-term depots have successfully collected packaging and printed products in communities where curbside blue box collection is not feasible.

Recognizing the value of these relationships, at its October 14, 2015 meeting, the CRD Board approved a motion (Appendix A) authorizing the Board Chair to sign service agreements (2015-2019) with the five recycling depots on Galiano, Mayne, Pender, Saturna and Salt Spring Islands to continue collection services for residential packaging and printed products on behalf of the CRD. The most recent agreements with each of these depots expired on December 31, 2024, and the expiring agreements were extended until negotiations with the depots concluded. Staff assumed a continued desire to sole source from the existing not-for-profit depot operators and have been working with representatives of each depot to negotiate new agreements. In view of the specialized nature of the work, the geographic location of these communities and the fact that each depot is operated by local non-profit societies, staff believed that a competitive process would not result in a new service provider with ability to maintain service continuity for residents on the islands.

Negotiations have now concluded. The Galiano, Pender and Salt Spring Island agreements are attached for information (Appendix B).

These new agreements would secure residential recycling services for each community, until December 31, 2029, after which they would again need to be renewed. The duration of these new agreements aligns with the terms of the CRD's Statement of Work with Recycle BC that provides the CRD with funding to contract these depot collection services.

Table 1: Gulf Island Depot Service Contracts — Total Contract Commitment

Depot	2026 Commitment	Total Contract
Galiano Island	\$ 152,213.25	\$ 627,363.36
Pender Island	\$ 143,219.64	\$ 590,295.21
Salt Spring Island	\$ 411,578.48	\$ 2,099,873.45
Totals	\$707,011.37	\$3,317,532.02

Total funding for the depots on Saturna Island and Mayne Island both fall below the \$500,000 direct award threshold that requires Board approval and have not been included in this report.

ALTERNATIVES

Alternative 1

The Environmental Services Committee recommends to the Capital Regional District Board: That the Chief Administrative Officer be authorized to approve new Galiano, Pender and Salt Spring Island recycling service agreements as prepared by staff for continued service until December 31, 2029.

Alternative 2

The Environmental Services Committee recommends to the Capital Regional District Board: That staff extend existing recycling service agreements with Salt Spring and Southern Gulf Island recycling depots until Dec 31, 2026 and be directed to undertaking a public procurement process for the provision of depot-based residential packaging and printed product recycling services for Salt Spring and Southern Gulf Islands.

IMPLICATIONS

Alignment with Board & Corporate Priorities

Maintaining residential recycling services on Salt Spring Island and the Southern Gulf Islands aligns with the CRD Board's strategic priority of Climate Action and the Environment, Initiative 3a to "maximize solid waste diversion and resource recovery from waste materials".

Alignment with Existing Plans & Strategies

Maintaining residential recycling services on these islands supports the CRD's Solid Waste Management Plan goals by helping to reduce the quantity of packaging and paper products that are landfilled.

Environmental Implications

The Salt Spring Island and Southern Gulf Island depots typically collect between 1,500 and 2,000 tonnes of residential packaging and paper products each year. Without depot recycling services, most of these materials would instead be discarded as waste and landfilled.

Financial Implications

Approval of the new recycling service agreements for the three depots are projected to cost a combined total of \$707,011 in 2026. The total cost of these multi-year agreements is \$3,317,532.02 over the full term of these agreements. Funds are currently budgeted in the Environmental Resource Management core budget for all three service agreements and are reflected in the CRD's Five Year Financial Plan. There are no tax requisition requirements to support the CRD's Environmental Resource Management service.

Social Implications

The CRD has enjoyed a mutually beneficial partnership with each island-based depot for over 30-years. Disrupting or discontinuing these relationships would likely negatively impact the CRD's reputation in these communities.

CONCLUSION

The Capital Regional District (CRD) has worked, in partnership, with various local community groups on Galiano, Pender and Salt Spring Island to provide residential recycling services for over 30 years. The agreements with each of these groups are expiring and need to be renewed or extended. New recycling depot service agreements have been negotiated; however, to comply with CRD procurement policies, CRD Board approval is required. The new agreements will ensure that residential packaging and printed product recycling services are maintained on these islands through to December 31, 2029.

RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board: That the Chief Administrative Officer be authorized to approve new Galiano, Pender and Salt Spring Island recycling service agreements as prepared by staff for continued service until December 31, 2029.

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental 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: CRD Board Minutes - ERM 15-106 - Approval of Salt Spring Island and Gulf Island Recycling Depot Service Agreements (October 14, 2015)

Appendix B: 2025 Gulf Island Recycling Depot Agreements – Galiano, Pender and Salt Spring Island

CAPITAL REGIONAL DISTRICT BOARD
MINUTES
October 14, 2015

6.4 ERM 15-106 Approval of Salt Spring and Gulf Island Recycling Depot Service Agreements

MOVED by Alternate Director Martin, **SECONDED** by Director Howe,
That the Board Chair be authorized to sign each of the five Salt Spring and Gulf Islands Recycling Service Agreements to provide depot collection of packaging and printed paper from May 1, 2015 to April 30, 2019.

CARRIED



CONTRACT NO. ERM2024-013
Galiano Island Recycling Resources Society
Galiano Recycling Depot

Capital Regional District
625 Fisgard St, PO Box 1000, Victoria BC, V8W 2S6

Table of Contents

Contract for Services	Page 3
Schedule "A" – General Conditions	Page 6
Schedule "B" – Supplementary General Conditions	Page 15
Schedule "C" – Services & Fees	Page 16
Schedule "D" – Insurance Requirements	Page 24
Schedule "E" – Privacy Protection Schedule	Page 26
Schedule "F" – Material List	Page 27

CONTRACT FOR SERVICES

THIS AGREEMENT dated for reference and made as of the _____ day of _____, 20 _____

BETWEEN:

CAPITAL REGIONAL DISTRICT
Headquarters, 625 Fisgard Street, Victoria, BC V8W 1R7

("CRD", "we", "us" or "our" as applicable)

OF THE FIRST PART

AND:

Galiano Island Recycling Resource Society
Certificate of Incorporation No. S-29337
P.O. Box 21
Galiano Island, BC V0N 1P0

("Vendor", "Contractor", "you" or "your" as applicable)

OF THE SECOND PART

WHEREAS:

- A. By Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991, the CRD was granted authority to enter into contracts to provide waste disposal service and resource recovery from waste.
- B. The CRD wishes to procure residential multi-material recycling depot services for Galiano Recycling Depot (the "**Project**").
- C. The CRD has agreed to engage the Vendor and the Vendor has agreed to provide the services, work, products, and deliverables described in Schedule "C" to this Agreement (the "**Services**") to the CRD in respect of the Project on the terms and conditions set out in this Agreement.
- D. The Vendor has, as objects, the organization, maintenance, and operation of a multi-material recycling program on Galiano Island.

NOW THEREFORE the CRD and the Vendor, in consideration of their mutual duties and responsibilities to one another under this agreement (the "**Agreement**"), agree as follows:

1. **Agreement Documents** This Agreement includes this Contract for Services between the CRD and the Vendor and the following schedules:

- Schedule "A" – General Conditions
- Schedule "B" – Supplementary General Conditions
- Schedule "C" – Services & Fees
- Schedule "D" – Insurance Requirements
- Schedule "E" – Privacy Protection
- Schedule "F" – Material List

(together, the "**Agreement Documents**")

2. **Services** The Vendor will provide the Services described in Schedule "C" to this Agreement in accordance with the Agreement Documents.
3. **Entire Agreement** The Agreement Documents constitute the entire Agreement between us and the Vendor and supersedes all previous expectations, understanding, communications, representations, and agreements whether verbal or written between the CRD and the Vendor with respect to the subject matters hereof and may not be modified except by subsequent agreement in writing executed by the CRD and the Vendor.
4. **Conflict** In the event of a conflict within the Agreement Documents, the order of priority of documents, from highest to lowest shall be:
- this Contract for Services between the CRD and the Vendor
 - Schedule "B" – Supplementary General Conditions
 - Schedule "A" – General Conditions
 - Schedule "C" – Services & Fees
 - Schedule "D" – Insurance Requirements
 - Schedule "E" – Privacy Protection
 - Schedule "F" – Material List
5. **Notice** Any notice or other communication (each, a "notice") required or permitted under this Agreement shall be in writing and delivered in person or by courier, or sent by email or by prepaid registered mail, as follows:

to the CRD:

P.O. Box 1000
625 Fisgard Street
Victoria, BC V8W 2S6

Attention: Russ Smith, Senior Manager, ERM

Email: rsmith@crd.bc.ca

to the Vendor:

220 Sturdies Bay Road
Galiano Island, BC
V0N 1P0

Attention: Renée Macdonald, Operations Manager

Email: galianorecycles@gmail.com

or to such other address or email address that is delivered by a party to the other party in accordance with this section.

6. A notice given:
- a. by personal delivery or by courier is considered received at the time of acceptance by the receiving party;
 - b. by email is considered received on the next business day after the date it is sent; and
 - c. by mail is considered received 72 hours after the time of mailing.
7. If normal mail or email service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

IN WITNESS WHEREOF the parties have duly executed this Agreement as of the date first written above.

CAPITAL REGIONAL DISTRICT by its
authorized signatories:

Name

Signed this ____ day of _____, 20 ____

Galiano Island Recycling Resource Society by
its authorized signatories:

Name

Name

Signed this ____ day of _____, 20 ____

SCHEDULE "A"
GENERAL CONDITIONS (CONSULTING SERVICES)

VENDOR'S OBLIGATIONS

1. Standard of Care

- a. You must provide the Services with the degree of care, skill and diligence normally provided by vendors having similar qualifications in the performance of duties of a nature similar to the Services, and to our satisfaction, and you must provide the Services within the time limits specified in Schedule "C" or, if no time limit is specified in Schedule "C", you must provide the Services promptly.
- b. All your workers and sub-contractors, if applicable, must have sufficient knowledge, skill, and experience to perform properly the work assigned to them. Any individual or sub-contractor employed or engaged in the work by you, who in our opinion, does not perform the work in a skillful manner, appears to be incompetent, acts in a disorderly or intemperate manner, or who acts in a way to offend public conscience, shall, at our written request or, if in our opinion, urgent, oral demand, be removed from the provision of the Services and any applicable work site immediately and shall not be employed against in any portion of the Services without our advance written approval.

2. Term and Schedule

- a. The term of this Agreement is described in Schedule "C". If no term is specified in Schedule "C" and subject to earlier termination of this Agreement, this Agreement's term continues until the Services are performed to our satisfaction and all work product is delivered and accepted as satisfactory by us, and you and we have performed all obligations required under this Agreement.
- b. The Vendor shall provide the Services and any associated deliverables on the agreed-upon schedule between the Vendor and us, based on an updated schedule by the Vendor and agreed-upon by us in writing, or as otherwise directed by us. Changes to the schedule of services or deliverables can occur by us in writing at any time. Schedule changes by us do not attract additional compensation, but in our sole discretion, we can extend the term of this Agreement where warranted.

- 3. Billable Charges** You must charge only those fees and disbursements specifically authorized for the Services in Schedule "C" to this Agreement. All other costs and expenses incurred by you to provide the Services, including labour, materials, permits, and licenses, must be paid by you.

4. Confidentiality

- a. Neither party shall disclose any information, data or secret of the other party ("Confidential Information") to any person other than representatives of the other party duly designated for that purpose by a party in writing and neither party shall use for its own purposes or for any purpose other than the Services under this Agreement any information, data, or secret it may acquire as a result of this Agreement. Notwithstanding the foregoing, a party may disclose Confidential Information to the extent required by applicable laws, courts of competent jurisdiction, or professional standards, but shall limit disclosure of the Confidential Information to the extent legally required and prior to disclosure will notify the other party in writing of the existence, circumstances, and conditions of disclosure and any terms unless prohibited by law. For clarity, Confidential Information should be marked as such by the disclosing party.
- b. Excluded from the definition of Confidential Information is:
 - i. Information which is in, or becomes part of, the public domain, not due to a party,

its employees, agents, volunteers, or sub-contractor's breach of this Agreement or actions;

ii. Information which was previously in a party's possession and did not originate from the other party; and

iii. Information which lawfully becomes available to a party from a third party not under an obligation of confidence to the other party regarding such information.

c. Each party acknowledges that in the event of a breach by it or any of its employees, agents, volunteers or subcontractors of the confidentiality obligations pursuant to this section 4, damages are not an adequate remedy and agree that, in addition to and without limiting any other right or remedy the other party may have, the party whose Confidential Information was disclosed will have the right to an immediate injunction or other available equitable relief in any court of competent jurisdiction enjoining any threatened or actual breach of such obligations.

d. Each party shall return all copies of the Confidential Information to the other party, in all tangible forms and media, and delete all Confidential Information resident in any databases or systems (subject to any right to retain, if any, in section 7 [Ownership of Materials and Retention of Intellectual Property]), upon the earliest of the following dates: shall return all copies of the Confidential Information to us, in all tangible forms and media, and delete all Confidential Information resident in any databases or systems (subject to your right to retain, if any, in section 7 [Ownership of Materials and Retention of Intellectual Property]), upon the earliest of the following dates:

i. Completion of the Services;

ii. Expiration or earlier termination of this Agreement;

iii. Written request by a disclosing party for return.

5. **Restriction on Promotion** You must not, without our prior written approval, refer for promotional purposes to us or our associated entities being your customer or our having entered into this Agreement, including disclosure or promotion of its Agreement with us by way of verbal declarations, announcements, sales, marketing or other literature, letters, client lists, websites, Internet domain names, press releases, brochures or other written materials.

6. **Conflict of Interest** You must not, during the term of this Agreement, perform a service for, or provide advice to any person, firm or corporation, which in our reasonable opinion gives rise to a conflict of interest between your obligations under this Agreement and your obligations to such other person, firm or corporation. Without limiting the scope of this section and by way of example only, you are prohibited from and will not provide any services which assist or could be seen to be assistance to any person an unfair competitive advantage over other proponents or tenderers responding to a procurement call by us.

7. **Ownership of Materials and Retention of Intellectual Property:**

a. For the purposes of this section 7, the following terms have the following meanings:

i. **"Incorporated Material"** means any material in existence prior to the start of the Term or developed independently of this Agreement, that is incorporated or embedded in any Produced Material by you or a sub-contractor or sub-consultant;

ii. **"Material"** means Produced Material and Received Material.

iii. **"Produced Material"** means plans, specifications, manuals, preliminary drafts, sketches, copies, designs, computer modules, software programs, technology, data and information and all other materials, whether complete or not, that, as a

result of this Agreement, are produced or provided to us by you or a sub-contractor or sub-consultant, as part of the Services, and includes Incorporated Material

- iv. **"Received Material"** means plans, specifications, manuals, preliminary drafts, sketches, copies, designs, computer modules, software programs, technology, data and information and all other materials, whether complete or not, that, as a result of this Agreement, are received by you or a subcontractor from us or any other person.
- b. We exclusively own all property rights in the Material which are not intellectual property rights. You must deliver any Material to us immediately upon our request.
- c. We exclusively own all intellectual property rights, including copyright, in:
 - i. Received Material that you receive from us; and
 - ii. Produced Material, other than any Incorporated Material.

Upon our request, you must deliver to us documents satisfactory to us that irrevocably waive in our favour any moral rights which you, your sub-contractors, or your respective employees may have in the Produced Material and that confirm that the copyright in the Produced Material is vested in us, other than any Incorporated Material.

- d. Upon any Incorporated Material being embedded or incorporated in the Produced Material and to the extent that it remains so embedded or incorporated, you grant to us:
 - i. a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to exercise, in respect of that Incorporated Material, the rights set out in the *Copyright Act* (Canada), including the right to use, reproduce, modify, publish and distribute that Incorporated Material; and
 - ii. the right to sublicense or assign to third parties any or all of the rights granted to the District under section 7(d)(i).
- e. Upon delivery of the Services to our satisfaction, on expiry or earlier termination of this Agreement, or at any time at our written request, you must turn over to us all Received Material and Produced Material. You may keep a single copy of the Produced Material for your own archival purposes. This copy is non-exclusively licensed to you for your archival purposes, but for no other purposes unless expressly agreed to by us in writing. After the end of the Term, we may in our sole discretion, negotiate with you to provide us a license (which may be exclusive or non-exclusive) for you to use, reproduce, modify or distribute some or all of the Produced Material. For certainty, this section does not apply to Incorporated Material.
- f. The parties to this Agreement recognize that a breach by you of any of the requirements contained in this section 7 would result in damages to us and that we could not adequately be compensated for such damages by monetary award. You agree that, in the event of any such breach, in addition to all other remedies available to us at law or in equity, we are entitled as a matter of right to apply to a court of competent equitable jurisdiction for such relief by way of restraining order, injunction, decree or otherwise as may be appropriate to ensure compliance with this section 7.

8. **Representations and Warranties** As at the date this Agreement is executed and delivered by, or on behalf of, the parties, you represent and warrant to us as follows

- a. All information, statements, documents and reports furnished or submitted by you to us in connection with this Agreement (including as part of any competitive process resulting in this Agreement being entered into) are in all material respects true and correct;
- b. You have sufficient trained staff, facilities, materials, appropriate equipment and approved

sub-contractual agreements in place and available to enable the Contractor to fully perform the Services

- c. You hold all permits, licenses, approvals and statutory authorities issued by any government or government agency that are necessary for the performance of your obligations under this Agreement;
 - d. This Agreement has been legally and properly executed by you, or on your behalf, and is legally binding upon and enforceable against you in accordance with its terms; and
 - e. If you are not an individual, you have the power and capacity to enter into this Agreement and to observe, perform and comply with the terms of this Agreement and all necessary corporate or other proceedings have been taken and done to authorize the execution and delivery of this Agreement by you or on your behalf.
9. **Survival and Severability** It is understood and agreed that the covenants and agreements contained in sections 4 [*Confidentiality*], 5 [*Restriction on Promotion*], 6 [*Conflict of Interest*], 7 [*Ownership of Materials and Retention of Intellectual Property*], 8 [*Representations and Warranties*], 9 [*Survival and Severability*], 10 [*Indemnification*], 11 [*Waiver of Consequential Damages*], and 22 [*Access to Records*] shall survive the expiry or earlier termination of this Agreement and that those sections are severable for such purpose.
10. **Indemnification** You must indemnify and save harmless us and our elected officials, directors, appointed officers, employees, agents and contractors from and against any claims, costs, losses, damages, actions, causes of action and expenses arising (each a "Loss")
- a. from an error, omission, or negligent or wrongful act of you or your agents, employees, sub-consultants, sub-contractors, or anyone else you are responsible for at law, to the extent a Loss is caused or contributed to by you or anyone you are responsible for at law;
 - b. from or in any way related to unpaid WorkSafeBC assessments, fees, fines, costs or other penalties owing from any person or corporation engaged by you in performance of this Agreement or arising out of or in any way related to your failure or the failure of anyone you are responsible for at law to observe safety rules, regulations, and practices of WorkSafeBC, including penalties levied by WorkSafeBC;
 - c. from your breach of this Agreement; or
 - d. from any of your representations or warranties being or becoming untrue.
11. **Waiver of Consequential Damages** We shall never be liable to you for any special, indirect, incidental, punitive or consequential damages, including business interruption, economic loss, or loss of revenue, reputation, use of property or equipment, earnings, income or profits, even if you advised us of this possibility of such potential loss or damage in advance. You shall never be liable to us for any special, indirect, incidental, punitive or consequential damages unless we have advised you of this in advance in the solicitation and this possibility is documented otherwise or as a "liquidated damage" in Schedule "C".
12. **Insurance** You must provide and maintain at your expense any insurance that you are required to provide by law, or that is reasonably necessary to insure against any risks you may assume as a result of entering into this Agreement, including coverage for your employees as required by the *Workers Compensation Act*. Without limiting the foregoing, you must provide and maintain at your expense any insurance specifically required in Schedule "D" to this Agreement. You must provide satisfactory proof of insurance coverage to us upon request.
13. **Compliance with Laws and Collective Agreement**
- a. You must comply with all laws applicable to the provision of the Services.

- b. Whenever in the performance of this Agreement any employee of the Vendor performs work of the same or a similar nature to work for which a position and wage is specified in the collective agreement between the CRD and the Canadian Union of Public Employees Local 1978 (the "Collective Agreement"), the Vendor shall, as required by Article 29.01 of the Collective Agreement, pay such employee a wage not less than the wage set out in the Collective Agreement. The Vendor shall require any permitted subcontractor to do the same. If non-compliance is found, the Vendor will resolve the non-compliance within 14 calendar days.

14. **Compliance with Policies and Safety Agreement**

- a. In any case where the Vendor, its employees or its sub-contractors, if applicable, shall be working alongside, interacting with or working in the vicinity of CRD employees or volunteers in the performance of the Agreement, the Vendor shall ensure that it and all its employees and sub-contractors, if applicable, comply and are familiar with the following CRD policies (which the CRD will make available to the Vendor, upon the Vendor's request):
 - i. Communicable Disease Prevention Plan
 - ii. Respectful Workplace, ADM73
 - iii. Violence in the Workplace Policy, ADM66
 - iv. Substance Use Abuse Policy, ADM64
 - v. Smoking In the Workplace Policy, ADM58
- b. You must comply with the Privacy Protection Schedule attached as Schedule "E".

15. **Assignment & Sub-Contracting**

- a. **No Assignment without consent** You must not assign, subcontract, or transfer any interest in your rights under this Agreement without our prior written consent.
- b. **Sub-contracting** Where sub-contracting is permitted by us in writing, you will administer, coordinate, and manage all Services provided by any sub-contractors and will assume full responsibility to us for all work performed by the sub-contractors in relation to the Services and will pay all fees and disbursements of all sub-contractors. Where a sub-contractor is used, you will legally bind the sub-contractor to comply with this Agreement. Nothing in this Agreement will create any contractual relationship between a sub-contractor and us. Should your sub-contractor not be paid, we may at our option pay your sub-contractor and withhold or deduct these amounts from any amount owing to you, or alternatively, you shall pay us such amounts on demand forthwith.

- 16. **Legal Relationship** The legal relationship between you and the CRD arising pursuant to this Agreement is that of an independent contractor and a purchaser of services. Nothing in this Agreement shall be interpreted so as to render us your employer or partner, or the employer of anyone working for you, and you must not do anything that would result in anyone working for you being considered our employees.

- 17. **Agent** You are not, and must not claim to be our agent for any purpose unless we give you authorization in writing to act as our agent for specific purposes that are reasonably necessary to your rendering of the Services pursuant to this Agreement.

PAYMENT

- 18. **Payment for Services** We must pay you the fees for your Services at the times set out in Schedule "C". Where you are specifically authorized in Schedule "C" to charge us for disbursements, we must pay such disbursements to you in accordance with Schedule "C" as long as they are reasonably necessary for the performance of the Services and supported by conclusive documentation, including receipts. Payment will be issued no more than 30 days after receipt of your invoice, in accordance

with our accounts payable policies.

19. **Right of Set-off Service or Quality Issues** Should there be issues of quality or service delivery in the performance of the Services or completion of any work product that cannot be resolved within 15 working days of notice to you to our satisfaction as sole judge of the work and Services, we may, acting reasonably, withhold monies owing or set-off such amounts against the cost of completing the work or remedy such issues by our own forces or other vendors.
20. **Requests for Additional Work or Change Order** We may, from time to time and at any time on prior written notice to you, request additional work to be performed as part of the Services to be provided by you or may reduce the scope of Services to be provided by you (a "Change Order"). Such a request shall be made in writing with clear instructions and defined deliverables, or where scope is reduced, with a clear description of the scope change. Where you are willing to perform this additional work, it shall be done so at the rates as set out in Schedule "C" or as otherwise agreed to by the parties in advance in writing. Where the performance of this additional work will affect the schedule or any specified delivery dates for deliverables, these will be adjusted as agreed to by both the Parties in writing or as otherwise directed by us. Where we reduce the scope of the Services, the anticipated price of the Services shall be reduced accordingly and you shall have no additional compensation or claim for lost profits, expenses, or otherwise as a result of this scope reduction, unless otherwise agreed to by us in writing. This Change Order is in addition to the maximum amount payable set out in section 3 of Schedule "C", however, no Change Order may increase the maximum amount payable under this contract by more than 50%.
21. **Currency** Unless stated otherwise in this Agreement, all sums of money are in Canadian dollars.
22. **Access to Records** You will keep proper accounts and records of performance of the Services, including but not limited to all costs and expenditures forming the basis of any billing to us, and where fees are to be paid on a daily or hourly rate, maintain time records and descriptions of services provided. During the term of this Agreement and for a period of three years after the termination of this Agreement for any reason, we shall have access to, and be permitted to inspect and copy, such books, records, invoices, receipts, vouchers, documents, and other evidence directly related to the performance of the Services. You must permit us to exercise, and provide reasonable assistance to us in the exercise of, our rights under this section. For clarity, this does not impact your obligations relating to personal information, if any, set out in the Schedule "E" or by statute.

TERMINATION AND SUSPENSION

23. In sections 24, 25, and 26 a "default" means any of the following:
 - a. You becoming insolvent or assigned into bankruptcy;
 - b. You failing to perform any of your obligations under the Agreement, including any part or portion of the Services, Services to the quality expected by us under the Agreement, or Services or portions thereof by agreed-upon deliverable dates with no extension being granted in advance;
 - c. You become unable to provide any part of or portion of the service due to absence other than seasonal illness or reasonable vacation time of workers or key personnel in accordance with section 26 [*Termination for Absence*]; or
 - d. Any representation or warranty made by you in this Agreement being or becoming untrue or incorrect.
24. **For Default** If you are in default of your obligations under this Agreement, and you have not corrected the default within thirty (30) days following written notice from us, or if the default reasonably requires more time to correct, and you are not taking active steps to correct the default within thirty (30) days following written notice from us to our satisfaction, or if you become insolvent or are assigned into bankruptcy, we may immediately terminate this Agreement. Termination will be without prejudice to

any other rights or remedies we may have. On such termination, we shall pay you for the Services performed and disbursements incurred by you to the date of termination, less any amounts necessary to compensate us for damages or costs incurred by us arising from your default.

25. **Obligation to Notify of Default** If you become aware that you are in default or anticipate you will likely be in default, you must notify us promptly of the particulars of the default in writing and specify the steps you propose taking to remedy, address, or prevent recurrence or occurrence of the default.
26. **For Absence** If for any reason you are unable to provide the Services using the individuals or subcontractors set forth in this Agreement or as otherwise agreed to by us in writing for reasons other than reasonable annual vacation time or short term temporary absence because of illness, we may, following written notice and without limiting any other right we may have, immediately terminate this Agreement and shall pay you for the Services performed and disbursements incurred by you to the date of termination, less any amounts necessary to compensate us for damages or costs incurred by us arising from your default.
27. **Suspension** If your Services are suspended by the CRD at any time for more than thirty (30) days through no fault of yours, then you shall have the right at any time until such suspension is lifted by the CRD to terminate this Agreement upon giving written notice thereof to the CRD. In such an event, you shall be paid by the CRD for all Services performed and disbursements incurred pursuant to this agreement and remaining unpaid as of the effective date of such suspension, unless the parties otherwise agree in writing.
28. **With Notice** If we are unwilling or unable to proceed with the Project we may terminate this Agreement by giving you one hundred and eighty (180) days written notice. If you receive such notice, you must perform no further Services other than those reasonably necessary to close out the Services, and we will pay you the fees and authorized disbursements properly owing as of the effective date of termination, subject to any set-off we may have taken to the effective date.
- 28.1. **With Notice by Vendor** If you are unwilling or unable to proceed with the Project you may terminate this Agreement by giving us 180 (180) days written notice. If you give such notice, you must continue to perform the Services reasonably necessary to close out the Services and complete the deliverables as directed by us, including transitioning all records and materials to a new vendor of our choosing. We will pay you the fees and authorized disbursements properly owing as of the effective date of termination.
- 28.2. **With Notice by Vendor for Unpaid Fees** If we are in default of our obligation to pay you amounts which we do not dispute (or have a right to set-off or withhold) under this Agreement and we have not paid within thirty (30) days a notice of default to us from you in writing, you may give us written notice of your intention to suspend services. Fifteen (15) days after the provision of such notice, you may suspend your services, conducting only such services as are necessary to preserve any work product or portions of the Services required to be delivered to us under the Agreement. If we have not provided payment for your services fifteen (15) days after the date of suspension, you may terminate this agreement by providing us five (5) days written notice. If you give such notice, you must perform the Services reasonably necessary to close out the Services and complete deliverables as directed by us, including transitioning all records and materials to a new vendor of our choosing. We will pay you the undisputed fees and authorized disbursements properly owing as of the effective date of termination.

GENERAL

29. Provision of Information

- a. **Only Claims in Contract** We will make available to you all information in our possession which we consider pertinent to your performance of the Services. You may rely upon the accuracy and completeness of such information except where it is unreasonable to do so. However, you acknowledge that the CRD, in the preparation of this Agreement, the supply of oral or written information to you, or the carrying out of the CRD's responsibilities under

this Agreement, does not owe a duty of care to you and you hereby waive for yourself, your successors and assigns, the right to sue the CRD in tort for any loss, including economic loss, damage, cost or expense, arising from or connected with any error, omission or misrepresentation occurring in the preparation of this Agreement, the supply of oral or written information to you, or the carrying out of the CRD's responsibilities under this Agreement.

- b. **Responsible for Own Diligence** You are responsible for your own due diligence and you acknowledge there is no substitute for your careful review of materials, solicitations, information, documentation, and investigations consistent with your area of expertise and with the standard of care set out elsewhere in this Agreement, and raising any concerns regarding the accuracy and completeness of such information with us at the earliest opportunity. No reviews, approvals, or inspections carried out or information supplied by us will derogate from the duties and obligations of the vendor (with respect to designs, reviews, inspections, approvals, or otherwise) and all responsibility related to the Services will be and remain with the Vendor. In no event will any acceptance, approval, inspection, or confirmation relieve you of your obligation for all aspects of the Services.
30. **CRD to Respond** We will give prompt consideration to all draft reports, drawings, and other documents relating to the Project provided to us by you, and, whenever prompt action is necessary, where possible inform you of a decision in such reasonable time so as not to delay your Services.
31. **Site Access & Safety Orientation** You are responsible for arranging any safety orientations necessary for work at the Project site, as necessary.
32. **Work Reporting** Upon our request you must fully inform us of all work done by you or a sub-contractor in connection with providing the Services.
33. **Instructions** We may from time to time give you reasonable written instructions as to the performance of the Services. You must comply with those instructions but, unless otherwise specified in this Agreement, you may determine the manner in which the instructions are carried out.
34. **Key Personnel** If one or more individuals are specified as "Key Personnel" in Schedule "C", you must cause those individuals to perform the Services on your behalf, unless we otherwise approve in writing, which approval will not be unreasonably withheld.
35. **Jurisdiction** This Agreement is governed by and shall be construed in accordance with the laws in force from time to time in the Province of British Columbia.
36. **Waiver** Except as may be specifically agreed in writing, no action or failure to act by the CRD or the Vendor shall constitute a waiver of any right or duty afforded either of them under this Agreement nor shall any such action or failure to act constitute an approval of or acquiescence in any breach of this Agreement.
37. **Invalidity** If any part of this Agreement is or is declared invalid by a court of competent jurisdiction, the remainder shall continue in full force and effect and be construed as if the Agreement had been executed without the invalid portion.
38. **Designation of Parties** In this Agreement, "we", "us" and "our" refer to the CRD alone and never refer to the combination of the Vendor and CRD. The combination of the CRD and the Vendor is referred to as "the parties".
39. **Headings** The captions or headings appearing in this Agreement are inserted for convenience of reference only and shall not affect the interpretation of it.
40. **Interpretation** Whenever the singular or masculine is used in this Agreement, the same shall be deemed to include the plural or the feminine or the body politic or corporate where the context or the parties so require.

41. **Time** Time is of the essence in this Agreement.
42. **Unavoidable Delay** Notwithstanding section 41 [*Time*], except for the performance of obligations to pay money, the time periods for the parties to perform under this Agreement will be extended for periods of time during which their performance is delayed or prevented due to an Unavoidable Delay. If Unavoidable Delay occurs, the non-performing party will, as soon as possible after the occurrence of the Unavoidable Delay or on knowledge that non-performance will be forthcoming, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of obligations under this Agreement, furnishing such evidence as reasonably requested by the other party to demonstrate the Unavoidable Delay. The parties will make best efforts to perform what portions of their obligations under this Agreement can be performed, but are under no obligation to do so once an event of Unavoidable Delay is declared. No additional compensation will be available and the only remedy for the parties' obligations after the Unavoidable Delay is an extension of the term of this Agreement and time to provide the Services. If the Unavoidable Delay continues for more than 30 days from declaration, either party may terminate this agreement by written notice as if the termination were done under section 27 [*Suspension*]. For the purposes of this section, an "Unavoidable Delay" means any circumstances beyond the reasonable control of the party trying to perform, including acts of God, war, government action, labour action. It does not include illness; shortage of staff; delays of suppliers, sub-contractors, or other vendors; the Vendor's lack of financial resources; the Vendor's insolvency; or any governmental action taken in the enforcement of law against the Vendor or its sub-contractors.
43. **Enurement** This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, personal representatives, successors and permitted assigns. Neither party may assign, subcontract or transfer an interest in the Agreement without the prior written consent of the other.
44. **Independent Legal Advice** You acknowledge you have been given the opportunity to seek independent legal advice before executing this Agreement.

DISPUTE RESOLUTION

45. **Arbitration** All matters in dispute under this Agreement which are not first resolved between the parties acting reasonably may, with the concurrence of both the CRD and the Vendor, be submitted to arbitration pursuant to the *Arbitration Act* (British Columbia) to a single arbitrator appointed jointly by them.
46. **No Conflict of Interest** No one shall be nominated to act as an arbitrator who is in any way financially interested in the conduct of the Project or in the business affairs of either the CRD or the Vendor.
47. **Nominees** If the parties cannot agree on the choice of an arbitrator, each party shall select a nominee and the nominees shall jointly appoint an arbitrator.

DESIGNATED REPRESENTATIVES

48. **CRD Representative** We shall by notice in writing to you designate a representative to act on our behalf with respect to the performance of this Agreement (the "**CRD Representative**") and we may at any time or from time to time thereafter, by notice in writing to you, designate another person to act as the CRD Representative in the place and stead of any person previously designated.
49. **Project Manager** You shall, by notice in writing to us, designate a representative to act on your behalf with respect to the performance of this Agreement (the "**Project Manager**") and you may at any time or from time to time thereafter, upon written approval from us, designate another person to act as the Project Manager in the place and stead of any person previously so designated.

FORCE MAJEURE

50. **Force Majeure** Neither party to this Agreement will be liable to the other for any failure or delay in fulfilling an obligation hereunder, if said failure or delay is attributable to an act of God, natural disaster, earthquake, fire, flood, war, riot, civil disturbance, epidemic, pandemic, prolonged power failure or court or governmental order beyond such party's reasonable control (each an event of

"Force Majeure"). The parties agree that the deadline for fulfilling the obligation in question will be extended for a period of time equal to that of the continuance of the Force Majeure event. The party to which the Force Majeure event applies will use all commercially reasonable efforts to minimize the effect of the Force Majeure on its performance under this Agreement. If either party's failure or delay in fulfilling its obligations under this Agreement due to a Force Majeure event exceeds 30 days, then either party may immediately terminate this Agreement in whole or in part by giving written notice of termination.

SCHEDULE "B"
SUPPLEMENTARY GENERAL CONDITIONS

SCHEDULE “C”
SERVICES AND FEES

1 DEFINITIONS

In this Agreement, the following words and phrases have the following meanings:

"Agreement" means this Agreement and includes all schedules.

"Container" means any container used for storage of Household In-Scope PPP at the Recycling Depot.

"Corrugated Cardboard" or "OCC" means paper-based material consisting of a fluted corrugated sheet and one or two flat linerboards.

"Customer" means all British Columbia residential users of the Service at the Recycling Depot.

"Designated Post-Collection Service Provider" means the entity, designated by Recycle BC, to receive Vendor-collected Inbound Material.

"Enactment" means an enactment as defined in the Interpretation Act (British Columbia).

"Engineer" means the General Manager of the Environmental Services Department of the CRD or their appointed representative.

"Flexible Plastics" means material listed in the "Flexible Plastics" category of the Material List.

"Foam Packaging" means material listed in the "Foam Packaging" category of the Material List.

"Glass Bottles and Jars" means material listed in the "Glass Bottles and Jars" category of the Material List.

"Household In-Scope Packaging and Printed Paper" or "PPP" means the recyclable materials set out in Schedule F and such other materials identified as Household In-Scope PPP by Recycle BC in writing from time to time.

"ICI PPP" means In-Scope PPP from an ICI location.

"Industrial, Commercial and Institutional" or "ICI" means any operation or facility other than a residential household, including: industrial operations of any size; commercial operations of any size including small businesses with one or more employees, retail stores, offices, strip malls and vacation facilities, such as hotels, motels, cottages, cabins and rental, co-operative, fractional ownership, time-share or condominium accommodation associated with sports and leisure facilities (e.g., ski resorts); and, institutional operations of any size including schools, churches, community buildings, local government buildings, arenas, libraries, fire halls, police stations, social or community service organizations and residences at which medical care is provided, such as nursing homes, long-term care facilities and hospices.

"Materials List" means Recycle BC's list of accepted materials which is incorporate herein by reference and available here: <https://recyclebc.ca/what-can-i-recycle/>.

"Mixed Containers" means material listed in the "Plastic Containers", "Carton and Paper Cups", "Aluminum Containers" and "Steel Containers" categories of the Material List.

"Non-PPP Items" means any material that is not Household In-Scope PPP.

"Packaging and Printed Paper" or "PPP" means Paper and Cardboard, Mixed Containers, Glass Bottles and Jars, Flexible Plastics and Foam Packaging.

"Paper and Cardboard" means material listed in the "Paper" and "Paper Packaging and Cardboard" categories of the Materials List.

"Processing" means the sorting, handling and preparation of materials for shipment.

"Recycle BC" means the not-for-profit stewardship agency responsible for the management of Packaging and Printed Products (PPP) to whom CRD is contracted to manage PPP on Galiano Island.

"Recycling Depot" means the recycling facility operated by the Vendor in accordance with the terms of Schedule C of this Agreement to which Household In-Scope PPP can be delivered by Customers and includes all surrounding portions of such site from the public entrance way onward, including any parking lots, buildings, and storage facilities.

"Recycling Program" or "Service" mean the Service as described in Schedule C of this Agreement.

"Reuse" means conventional reuse where the item is used again whole and intact for the same function (e.g. a refillable milk bottle refilled with milk by a dairy), and next-life reuse where the item is used for a different function (e.g. a wine bottle reused to hold flowers).

"Scavenge" means unauthorized rerouting of collected Household In-Scope PPP to anyone other than the Designated Post-Collection Service Provider. Scavenging does not include the diversion of Household In-Scope PPP for Reuse.

"Service Area" means Galiano Island in British Columbia.

"Work Product" means the deliverables to be created or provided to CRD by the Vendor pursuant to any work and any data, records, and reports that have been prepared, created, written or recorded in performance of the Services, whether by the Vendor, CRD or Vendor and CRD.

2 TERM

The term of this Agreement commences on January 1, 2026, and expires on December 31, 2029 (the "term").

3 SERVICES

The Vendor will undertake, provide or be involved in the following services:

Provide all materials, supervision, labour, equipment and all else necessary for, or incidental to, the receiving, handling and storage of packaging and printed paper (PPP) material from residences on Galiano Island for acceptance, processing and marketing by Recycle BC's Designated Post-Collection Service Provider, in accordance with the terms listed below. The Vendor shall not impose a fee to Customers who drop off PPP materials at the Recycling Depot. The Vendor, as part of the Service provided, shall operate a Recycling Depot within the boundaries of Galiano Island, all as more particularly set out below.

(herein referred to as the "Service" or "Services")

3.1 Scope of Work

The Service required to be performed under this Agreement consists of the receiving, handling and storage of PPP materials from residences on Galiano Island. The Vendor shall perform such services as are required to provide a Household In-Scope PPP recycling program and shall not be entitled to receive any remuneration from the CRD or Recycle BC other than provided for in this Agreement

unless separately contracted for with the CRD. All work included in this Agreement shall be performed to the satisfaction of the Engineer.

The works covered by the Agreement include, but are not restricted to:

- (a) supply, operation and maintenance of the Recycling Depot;
- (b) collecting Household In-Scope PPP from residential Customers at the Recycling Depot within the Service Area for acceptance and marketing by Recycle BC's Designated Post-Collection Service Provider;
- (c) accurately reporting all statistical data and finances.

3.2 Recycling Depot

The Vendor shall, as part of its facilities, maintain a staffed and secure recycling centre for receiving, processing and storing Household In-Scope PPP, not less than 10 hours per week, during the period of 9 a.m. to 5 p.m., excluding Sundays and statutory holidays, unless otherwise agreed by both parties.

As a condition of this Agreement, the Vendor shall accept, at the Recycling Depot, the Household In-Scope PPP materials accepted by the RecycleBC program and listed on their full material lists Schedule F, originating from residential use, at no charge to the resident. In-scope PPP materials are subject to change. In-Scope PPP material categories include:

- i) Paper and Cardboard
- ii) Mixed Containers
- iii) Flexible Plastics
- iv) White Foam Packaging
- v) Coloured Foam Packaging
- vi) Glass Bottles and Jars

Other materials may be accepted by the Vendor for reuse or recycling, including PPP materials originating from non-residential sources. These materials must be kept separately from PPP received from residential sources and the CRD and Recycle BC shall take no financial or other responsibility for the collection or disposal of these non-residential PPP or other materials.

All Recycling Depot facilities will be maintained in a clean and sanitary manner at all times and in compliance with all applicable enactments and CRD and Recycle BC requirements. All collection areas will have appropriate safety markings in accordance with applicable law. Equipment will be maintained in good condition at all times, at the Vendor's expense. All facilities and the equipment to manage the Household In-Scope PPP will operate properly and be maintained, at the Vendor's expense, in a condition compliant with all applicable laws, good industry standards, and be in a condition satisfactory to CRD and Recycle BC. All vehicles used by the facility for the management of Household In-Scope PPP will be equipped with variable tone or proximity activated reverse movement back-up alarms.

The site shall be patrolled regularly and any blown litter, debris or garbage originating from the recycling depot located within a 50-metre radius from the property line shall be collected and disposed of at the Vendor's expense.

3.3 Packaging and Printed Product Materials

- (a) The Vendor will not place limits on the quantity of Household In-Scope PPP delivered by Customers.
- (b) Materials collected may not contain more than 5% by weight of Not Accepted Materials. Materials exceeding 5% by weight of Not Accepted Materials may be subject to rejection by the Designated Post-Collection Service Provider and may result in Service Level Failure Credits.
- (c) Materials collected may not contain more than 5% by weight of Not Accepted Materials. Materials exceeding 5% by weight of Not Accepted Materials may be subject to rejection by the Designated Post-Collection Service Provider and may result in Service Level Failure Credits.
- (d) Vendor will ensure that individual material categories not contain more than the specified percent of

Cross Contamination of In-Scope PPP by weight listed below. Loads of segregated material categories exceeding the weight percentage listed individually (or in the aggregate) may be subject to rejection by the Designated Post-Collection Service Provider and may result in Service Level Failure Credits.

- i. Paper and Cardboard do not contain more than 1% by weight of other In Scope PPP materials categories;
 - ii. Mixed Containers do not contain more than 3% by weight of other In Scope PPP material categories;
 - iii. Foam Packaging does not contain more than 5% by weight of other In Scope PPP material categories;
 - iv. Flexible Plastics does not contain more than 5% by weight of other In Scope PPP material categories; and
 - v. Glass Bottles and Jars does not contain more than 1.5% by weight of other In-Scope PPP material categories.
- (e) Materials collected under this Agreement may not contain Hazardous Waste.
- (f) Vendor will implement and maintain reasonable procedures to ensure that materials deposited into Collection Containers at each Depot comply with the requirements set forth in this Section 2.3, including procedures to monitor the content of collected material and procedures to notify and reject material from Customers who do not comply with such requirements. Such procedures are subject to review by the CRD at any time and from time to time. If the CRD determines that such procedures are inadequate, Vendor will adopt such procedures as the CRD may reasonably require in order to ensure compliance with this Section 2.3.

3.4 Service Levels

The Vendor will incur the following Service Level failure Credits on the following Service Level Failures; provided, however, that the aggregate amount of Service Credit Level Failures in respect of any calendar year shall not exceed the aggregate amount of Fees payable to Vendor in respect of such calendar year:

	Service Level Failure	Service Level Failure Credit
1	Failure to clean-up or collect PPP that has spilled outside the Depot boundary immediately.	Twice the cost of cleanup incurred by the CRD (if the CRD performs the cleanup) plus \$500 per incident (regardless of who performs the cleanup).

	Service Level Failure	Service Level Failure Credit								
2	Acceptance by the Designated Post-Collection Service Provider of materials that contain more than 5% by weight of Not Accepted Materials.	<p>The Per Load Amount for each weigh-scale ticketed load that results in a Service Level Failure, provided that the aggregate Service Level Failure Credit for this Service Level Failure Credit in respect of any calendar year shall not exceed 75% of the Fees paid in the preceding 12 months or, in the event that the Service Level Failure occurs before 12 months of Fees have been paid, the Service Level Failure Credit shall not exceed 75% of the annualized Fees paid.</p> <p>For the purpose of this Service Level Failure, the “Per Load Amount” in respect of any year will be determined by an escalating percentage of annualized Fees in accordance with the following table:</p> <table><tr><th>Occurrence</th><th>Per Load Amount</th></tr><tr><td>1st</td><td>2.5% of annualized Fees up to a maximum of \$2500</td></tr><tr><td>2nd</td><td>5.0% of annualized Fees up to a maximum of \$5000</td></tr><tr><td>3rd and onwards</td><td>10.0% of annualized Fees up to a maximum of \$10,000</td></tr></table>	Occurrence	Per Load Amount	1 st	2.5% of annualized Fees up to a maximum of \$2500	2 nd	5.0% of annualized Fees up to a maximum of \$5000	3 rd and onwards	10.0% of annualized Fees up to a maximum of \$10,000
Occurrence	Per Load Amount									
1 st	2.5% of annualized Fees up to a maximum of \$2500									
2 nd	5.0% of annualized Fees up to a maximum of \$5000									
3 rd and onwards	10.0% of annualized Fees up to a maximum of \$10,000									
3	Acceptance by the Designated Post-Collection Service Provider of materials that contain more than the specified Cross Contamination percent threshold indicated in section 2.3	<p>The Per Load Amount for each weigh-scale ticketed load that results in a Service Level Failure, provided that the aggregate Service Level Failure Credit for this Service Level Failure Credit in respect of any calendar year shall not exceed 75% of the Fees paid in the preceding 12 months or, in the event that the Service Level Failure occurs before 12 months of Fees have been paid, the Service Level Failure Credit shall not exceed 75% of the annualized Fees paid.</p> <p>For the purpose of this Service Level Failure, the “Per Load Amount” in respect of any year will be determined by an escalating percentage of annualized Fees in accordance with the following table:</p> <table><tr><th>Occurrence</th><th>Per Load Amount</th></tr><tr><td>1st</td><td>2.5% of annualized Fees up to a maximum of \$2500</td></tr><tr><td>2nd</td><td>5.0% of annualized Fees up to a maximum of \$5000</td></tr><tr><td>3rd and onwards</td><td>10.0% of annualized Fees up to a maximum of \$10,000</td></tr></table>	Occurrence	Per Load Amount	1 st	2.5% of annualized Fees up to a maximum of \$2500	2 nd	5.0% of annualized Fees up to a maximum of \$5000	3 rd and onwards	10.0% of annualized Fees up to a maximum of \$10,000
Occurrence	Per Load Amount									
1 st	2.5% of annualized Fees up to a maximum of \$2500									
2 nd	5.0% of annualized Fees up to a maximum of \$5000									
3 rd and onwards	10.0% of annualized Fees up to a maximum of \$10,000									
4	Vendor delivers In-Scope PPP collected at a Depot to any person or facility (including a landfill, incinerator or energy recovery facility) other than the Designated Post-Collection Service Provider or otherwise disposes of any In-Scope PPP collected at a Depot without the prior written authorization of CRD.	50% of annualized Fees per incident, up to a maximum of \$25,000.								

	Service Level Failure	Service Level Failure Credit
5	Failure to provide a required report pursuant to Section 3.4 on time.	Withholding of all Fees due to Vendor until the required report is submitted.
6	Vendor fails to provide the CRD with the required notice of a Depot ownership change or termination.	25% of annualized Fees if termination notice does not meet the required term up to a maximum of \$25,000, or suspension of service, including material pick up and payment, until the ninety (90) day required notice period is fulfilled, at the CRD's choice.

3.5 Collection Containers

The supply of Collection Containers, transportation of Household In-Scope PPP from the Recycling Depot and the subsequent processing and marketing of these materials will be the responsibility of Recycle BC's Designated Post-Collection Service Provider. Upon termination or expiration of this Agreement, Collection Containers provided by the Designated Post-Collection Service Provider and used by the Vendor to provide Recycling Depot Collection will revert to the Post-Collection Service Provider.

3.6 Collection Schedule

The Vendor will indicate the day(s) of the week and on each day that the Recycling Depot is open, the hours of operation that Collection will occur. The Vendor may change the day(s) of the week that Collection will occur, however, any changes resulting in operating hours below the contracted minimum requires written notice to the CRD at least 45 days prior to the effective date of the proposed change and obtaining written approval from the CRD. If the CRD approves the proposed change, the Vendor will provide Customers with a minimum of 30 days' notice of the schedule change.

The Vendor will provide collection on the day(s) of the week specified regardless of weather conditions, unless weather conditions are such that continued operation would result in danger to personnel, Customers or property. The Vendor will maintain accurate records of all disruptions to Service that are due to hazardous weather, including time closed.

3.7 Customer Service Requirements

The Vendor will staff the Recycling Depot with sufficient staff to provide personal Customer service, educate Customers regarding Household In-Scope PPP accepted and avoid Customer delay. The Vendor will place signage at the Recycling Depot to assist Customers in delivering Household In-Scope PPP to the appropriate areas of the Recycling Depot. Signage is to incorporate images and graphics available from Recycle BC through the CRD, should clearly state the Recycling Depot's hours of operation and is subject to approval by the CRD.

Vendor personnel performing the Service will at all times be courteous, refrain from loud, inappropriate or obscene language, exercise due care, perform their work without delay, minimize noise, and avoid damage to public or private property.

The Vendor shall not charge Customers a fee for delivery of the Service under this Agreement. The Vendor shall not Scavenge, or permit any person (including its employees) to Scavenge, any materials from Household In-Scope PPP that have been delivered by Customers to the Recycling Depot at any time during

performance of the Service. The Vendor may collect material other than Household In-Scope PPP at the Recycling Depot if the activities do not interfere with Recycling Depot Collection of Household In-Scope PPP from Customers.

3.8 Disposal of Material

The Vendor shall not deposit any Household In-Scope PPP material in any refuse disposal site, landfill site or any lands, without the specific written approval of the CRD and Recycle BC.

The disposal of all waste collected with the Household In-Scope PPP materials shall be the responsibility of the Vendor. Such waste may be disposed of at the landfill site approved in writing by the CRD or other designated disposal facility. Haulage costs to the landfill or place of disposal and the tipping fee will be at the Vendor's expense.

3.9 Reporting Requirements

In addition to the record keeping and reporting requirements in the Agreement, the Vendor will:

- (a) provide to the CRD, on the Service Commencement Date and at such other times as CRD may request, a complete inventory of the equipment to be used by Vendor to perform Depot Collection Services;
- (b) maintain such other records as may be requested by the CRD, including:
 - i. tonnage by each date on which the Designated Post-Collection Service Provider accepted the In-Scope PPP from the Depot; and
 - ii. changes to equipment or inventory;
- (c) make all records maintained pursuant to this Agreement available to the CRD upon request;
- (d) provide a report to the CRD on associated collection metrics necessary to calculate the greenhouse gas emissions associated with the performance of Depot Collection Services no more frequently than once per quarter and no less frequently than once per year;
- (e) upon the CRD's request, provide a report to the CRD on the costs associated with the performance of Depot Collection Services, no more frequently than once per year;
- (f) upon the CRD's request, provide up to two ad-hoc reports each year, at no additional cost to the CRD, and such ad-hoc reports (i) may include Customer service database tabulations to identify specific Service Level or participation patterns or other similar information reports; and (ii) will not require the Vendor to expend more than forty (40) staff hours per year to complete, and such records and reports will be provided in CRD-defined format and software compatibility. For reports that are provided at the CRD's request, the CRD will use best efforts to communicate such request sixty (60) days in advance of due date. The Vendor and the CRD will meet to discuss requests outside of this scope, all parties being reasonable.
- (g) A summary of customer feedback, request for information and any other relevant information.

3.10 Additional Terms

Execution of this Agreement does not confer to the Vendor exclusive access to Customers in the Service Area for the provision of Recycling Depot Collection Service.

4 **MAXIMUM AMOUNT PAYABLE:**

The maximum amount payable for this contract is \$627,363.36 (plus GST), inclusive of the 2% annual inflation adjustment.

5 **FEES**

The yearly fee is \$152,213.25 plus GST, divided in 12 equal monthly disbursements, starting January 1, 2026, for performing the Services during the Term. The Fee shall be increased for inflation by 2% annually beginning January 1, 2027. If this Agreement terminates prior to the completion of the deliverables, the fees payable will be reduced by us, acting reasonably, based on a pro-rated assessment of the Services

completed to the effective date of termination.

Payment to the Vendor will be reduced by any charges imposed on the CRD by Recycle BC for contamination in excess of the maximum allowable of 5% by weight or any other service level failures.

The CRD shall retain all financial incentives available from Recycle BC for the Household In-Scope PPP material collected under this Agreement.

Additional Work

No additional work shall be undertaken without express written consent of the CRD and a quote provided in advance of commencing such work. The additional work shall be governed by the rates and terms of this contract.

6 EXPENSES

None.

7 INVOICES

In order to obtain payment of any fees under this Agreement, the Vendor must send an invoice to the CRD at the beginning of each month. A written invoice in a form satisfactory to the CRD containing:

- (a) the Vendor's legal name and address;
- (b) the date of the invoice;
- (c) reference and a description of this Agreement to which the invoice relates;
- (d) monthly fee amount;
- (e) any other billing information reasonably requested by the CRD.

8 PAYMENT

Within 30 days of the CRD's receipt of the Vendor's written invoice delivered in accordance with this Schedule, the CRD must pay the Vendor the fees and expenses (plus all applicable taxes) claimed in the statement if they are in accordance with this Schedule. Statements of account or contract invoices offering an early payment discount may be paid by the CRD as required to obtain the discount.

SCHEDULE "D"
INSURANCE REQUIREMENTS

1. The Vendor shall, at its own expense, provide and maintain during the term of this Agreement the following insurance in a form acceptable to the CRD with a company duly registered and authorized to conduct insurance business in Canada:

(a) **Commercial General Liability Insurance**

- i) Commercial General Liability Insurance policy covering losses to a third party for bodily injury or death, property damage, and unlicensed vehicle and attached equipment operations;
- ii) this shall be an occurrence-based policy with a five million (\$5,000,000.00) minimum limit;
- iii) the Capital Regional District shall be named as an additional insured;
- iv) the policy shall contain a separation of insureds, cross liability clause in its conditions;
- v) the policy shall provide that no cancellation or material alteration in the policy shall become effective until 30 days after written notice of such cancellation, or alteration has been given to the CRD (the "**Notice Requirement**"); and
- vi) the Vendor shall provide the CRD with a certificate or certificates of insurance as evidence that such insurance is in force including evidence of any insurance renewal or policy or policies.

If waived in writing by CRD, the CRD will not be liable for any loss or damage caused by the Vendor's tortious or wrongful acts nor will the CRD defend or indemnify the Vendor for such acts. The Vendor understands and agrees it is solely responsible for its defence costs and damages arising.

Notwithstanding the requirement under section 1(a)(v), if the Vendor is unable to obtain an insurance policy that provides a Notice Requirement, the Vendor may obtain insurance without a Notice Requirement, but must forthwith (i) notify the CRD of any cancellation to or alteration of the policy; and (ii) obtain insurance that is compliant with the requirements specified in sections 1(a)(i) to (iv), if the policy is cancelled, or the alteration results the policy not meeting one or more of those requirements,

(b) **Automobile Insurance**

If using a vehicle for CRD purposes under this contract, the Vendor shall maintain Third Party Legal Liability Insurance in an amount not less than \$2,000,000 per occurrence in respect of all vehicles owned or operated by the Vendor in connection with this agreement.

(c) **Property Insurance**

Notwithstanding anything contained elsewhere herein or within the service agreement, it is understood and agreed that the CRD will not be liable for any loss or damage to the Vendor's equipment including loss of use thereof. Each and every policy insuring Vendor's equipment to be used on this project shall contain a waiver of subrogation clause in the favor of the CRD.

(d) **Professional Liability (Errors and Omissions) Insurance**

If applicable¹, the Vendor shall maintain Professional Liability (Errors and Omissions) Insurance coverage with a limit of not less than Five Hundred Thousand (\$500,000) per claim and an aggregate limit of not less than One Million (\$1,000,000) per policy period. The Vendor shall provide the CRD with a certificate of insurance as evidence that such insurance is in force including evidence of any insurance renewal or policy or policies.

2. The Vendor shall require that any and all of its Sub-Contractors provide evidence of comparable insurance in the name of the Sub-Contractor to that set forth under this schedule.
3. Maintenance of such insurance and the performance by the Vendor of its obligations under this schedule shall not relieve the Vendor of liability under the indemnity provisions set forth in this

¹ Professional Liability insurance is only available to certain professions, such as Engineers and Geoscientists, Accountants, Architects, Planners, Insurance Brokers, Financial Planners, and the like.

Agreement, nor shall it limit liability of the Vendor to the limits of any insurance policy.

4. The CRD may take out and maintain the insurance required by this agreement at the cost of the Vendor if the Vendor is in default under this Agreement.

SCHEDULE "E"
PRIVACY PROTECTION

NOT APPLICABLE.

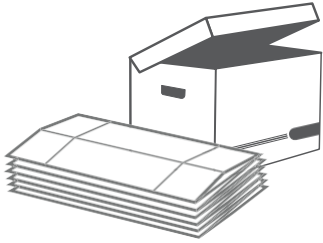
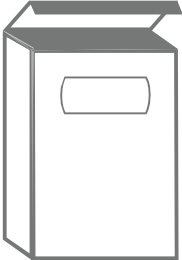
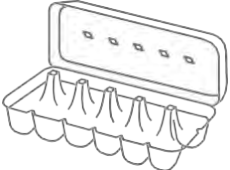
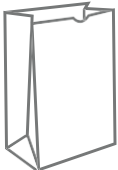

PAPER







DO NOT INCLUDE

	<p>Newspaper and flyers</p> <p>Daily and community newspapers and advertising flyers</p>	<p>Plastic bags used to cover newspaper/flyers (take to Recycle BC recycling depot), rubber bands</p>
	<p>Magazines and catalogues</p> <p>All types</p>	
	<p>Telephone books</p> <p>Phone books, directories</p>	<p>Hardcover or paperback books (donate or sell)</p>
	<p>Writing home/office paper and correspondence</p> <p>Notepads; loose leaf paper, white or coloured computer copier and printer paper; printed paper, plain and window envelopes; shredded paper</p> <p>If you live in a community or multi-family building that has separate bins or bags for paper and containers recycling, you may place shredded paper securely inside a paper bag or box (to prevent litter) and include with your paper recycling.</p> <p>If you live in a community or multi-family building that utilizes one bin or bag for all of your recycling, please place shredded paper inside a securely-tied, see-through, plastic bag (no opaque, coloured or black bags).</p>	



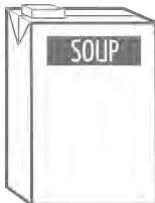
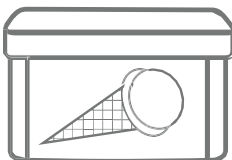
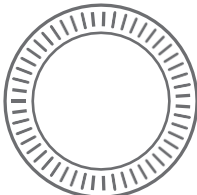
DO NOT INCLUDE

	<p>Corrugated cardboard boxes</p> <p>Shipping boxes, grocery and liquor store boxes, pizza boxes, Banker's Boxes, and moving boxes</p> <p>Empty boxes and flatten large corrugated boxes and cut down to no larger than 30" wide (78 cm) X 30" tall (78 cm), staples and tape OK.</p>	<p>Items that are not packaging-like products, long-term storage containers such as heavy-duty plastic boxes or totes.</p>
	<p>Cardboard/boxboard</p> <p>Boxes for cereal, shoes, tissues, pizza, frozen entrees, desserts, detergent, etc. Carrier trays for bulk bottled water, soft drinks, cans, food, etc., cores for paper towel and toilet tissue</p> <p>Flatten and place boxboard directly into the collection container, not inside another box.</p> <p>Remove liner bags and food residue.</p>	<p>Paper towels or napkins (include with green waste, if applicable), tissues</p>
	<p>Moulded boxboard packaging</p> <p>Egg cartons, take-out beverage trays, empty paper-based garden pots, etc.</p>	<p>Dirt in garden pots</p>
	<p>Paper bags (Kraft paper)</p> <p>Any colour, including brown grocery sacks, white prescription bags, brown envelopes</p>	<p>Wax paper and parchment paper</p>
	<p>Multi-layer paper bags</p> <p>Multi-layered paper bags for flour, sugar, etc.</p>	<p>Bags with a foil layer, bags with a plastic layer</p>

DO NOT INCLUDE


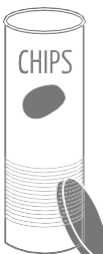
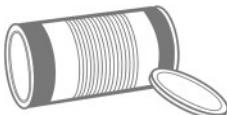


	<p>Purchased gift bags, boxes</p> <p>Paper bags and boxes that are purchased for gift giving</p>	<p>Items that are not packaging-like products, bags and boxes that use plastic and/or paper material, bags and boxes with glitter and rope handles</p>
	<p>Paper party decorations</p> <p>Paper party decorations can include pennant flags, streamers, decorative hanging pieces, etc.</p> <p>These items must not contain any plastic material including glitter.</p>	<p>Items made with layers of plastic and paper, including glitter, party items that are not décor (e.g., costume wear, party eyeglasses), party décor that contaminates the paper stream (e.g., balloons, glitter, tinsel, noisemakers, etc.)</p>
	<p>Non-durable paper food containers</p> <p>Kraft (brown) or white paper take-out containers</p> <p>Must be clean for recycling.</p>	<p>Wax paper and parchment paper, plastic or metal food storage containers</p>
	<p>Disposable hangers</p> <p>Paper – lightweight compressed paper (included with clothing)</p>	<p>Durable hangers (e.g., wire, sturdy plastic, metal, or wood)</p>

CONTAINERS


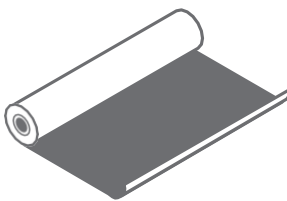


MATERIAL & DESCRIPTION		DO NOT INCLUDE
	<p>Paper cups</p> <p>For hot and cold beverages</p> <p>Empty and rinse cups. Remove lids and place loose with container recycling. Recycle paper sleeves separately.</p>	Items that are not single use, or compostable, biodegradable, or oxo-degradable plastics
	<p>Gable-top cartons</p> <p>For cream, substitute eggs, sugar, molasses, etc.</p> <p>Empty and rinse cartons.</p>	Paper towels or napkins (include with green waste, if applicable), tissues
	<p>Aseptic boxes or cartons</p> <p>For cream, soup, broth, sauces, etc.</p>	Stand-up pouches
	<p>Frozen dessert boxes</p> <p>For ice cream, frozen yogurt, etc.</p> <p>Empty and rinse cartons.</p>	
	<p>Paper plates</p> <p>Coated paper plates</p> <p>All plates must be rinsed clean for recycling.</p>	Uncoated paper plates, or plates that are soiled with food leftovers, plates labelled compostable, biodegradable, or oxo-compostable

CONTAINERS






MATERIAL & DESCRIPTION		DO NOT INCLUDE
	<p>Empty spray containers</p> <p>For air fresheners, shaving cream, deodorant, hairspray, etc.</p> <p>Empty containers before putting your blue box.</p>	<p>Spray paint cans, aerosol cans with any contents remaining, propane cylinders</p>
	<p>Spiral wound cans and metal lids</p> <p>For frozen juice concentrate, potato chips, cookie dough, coffee, nuts, baby formula, etc.</p>	<p>Paper towels or napkins (include with green waste, if applicable), tissues, etc.</p>
	<p>Steel cans and lids</p> <p>For food including pet food, tins for cookies, tea, chocolates, etc., include metal lid</p> <p>Empty and rinse cans. Labels are OK.</p>	<p>Steel paint cans, coat hangers, pots, pans and baking trays, propane cylinders, metal toys, appliances, metal hardware or other scrap metal, wiring or metal cords, extension cords</p>
	<p>Aluminum cans and lids</p> <p>For food including seafood, pet food, etc.</p> <p>Empty and rinse cans. Labels are OK.</p>	<p>Propane tanks or propane canisters</p>
	<p>Metal storage containers</p> <p>Thin-gauge metal tins</p>	<p>Durable storage containers (e.g., metal food storage containers)</p>






CONTAINERS

MATERIAL & DESCRIPTION	DO NOT INCLUDE
	<p>Aluminum foil disposables</p> <p>Aluminum pie plates, baking dishes and trays, etc.</p> <p>Materials must be clean for recycling.</p> <p>Durable storage containers such as glass or metal food storage containers</p>
	<p>Aluminum foil</p> <p>Foil wrap used for food storage</p> <p>Foil wrap must be rinsed clean for recycling.</p> <p>Wax paper or parchment paper</p>
	<p>Plastic jugs with screw tops</p> <p>For cooking oil, laundry detergent, fabric softener, cleaning solutions, cleaning products, body care products, windshield washer fluid, etc.</p> <p>Empty and rinse jugs. Labels OK.</p>
	<p>Plastic clamshells</p> <p>For baked goods, fruit, produce, eggs, etc.</p> <p>Containers are clear with hinged or click-closed tops. Empty and rinse containers for recycling. Labels OK.</p> <p>Compostable, biodegradable, oxo-degradable plastics</p>

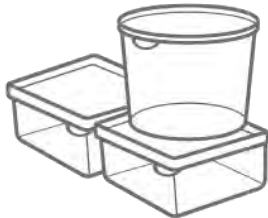

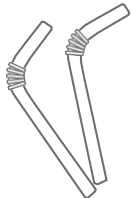
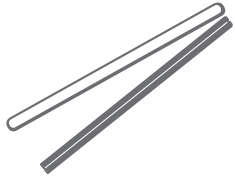
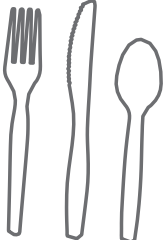
CONTAINERS

MATERIAL & DESCRIPTION	DO NOT INCLUDE
	<p>Plastic jars and lids</p> <p>For peanut butter, jam, nuts, condiments, vitamins and supplements, personal care products and cosmetics, pharmaceuticals, etc.</p> <p>Plastic jars have wide mouths with screw top lids. Empty and rinse jars for recycling. Labels OK.</p> <p>Stand-up pouches</p>
	<p>Plastic bottles and caps</p> <p>For food, dish soap, mouthwash, shampoos, conditioners and other personal care products, pills and vitamins, laundry products, household cleaners, automotive cleaners (e.g., glass cleaner, windshield washer fluid, etc.)</p> <p>Plastic bottles can have screw caps, spray pumps or pull-up tops. Empty and rinse bottles for recycling. Labels OK.</p> <p>Stand-up pouches, containers for motor oil, vehicle lubricant, or antifreeze products</p>
	<p>Plastic trays and tops</p> <p>For deli chicken, single-serve meals, prepared foods, baked goods, housewares and hardware (e.g., screws, picture hangers, etc.)</p> <p>Containers are clear or have black bottom trays with clear domes. Empty and rinse trays for recycling.</p> <p>White, black or colour foam trays (take to Recycle BC depot), soft plastic packaging for perishable foods (e.g., meat, poultry, fish or cheese, etc.), plastic/foil packaging for items like chewing gum and pills</p>

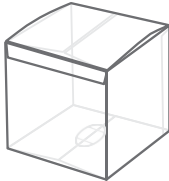
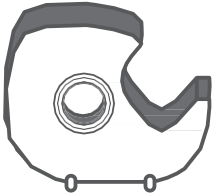

CONTAINERS


MATERIAL & DESCRIPTION	DO NOT INCLUDE
 <p>Plastic tubs and lids</p> <p>For margarine, spreads, yogurt, cottage cheese, sour cream, ice cream, etc.</p> <p>Empty and rinse tubs. For single-use coffee and tea pods: Empty and rinse pods. Remove lids and not include lids with recycling. Grounds can be composted.</p>	<p>Packaging labelled compostable, biodegradable, oxo-degradable plastics or foil lids from coffee and tea pods, coffee grounds (include with green waste, if applicable)</p>
 <p>Plastic cold drink cups with lids</p> <p>Beverage cups</p> <p>Empty and rinse cups for recycling. Separate straws.</p>	<p>Foam cups (take to Recycle BC depot), plastic packaging labelled compostable, biodegradable, oxo-degradable, napkins (include with green waste, if applicable)</p>
 <p>Plant pots and saucers</p> <p>Plastic only</p>	<p>Ceramics or items that are not packaging-like products, items labelled compostable, biodegradable, or oxo-compostable</p>
 <p>Plastic pails</p> <p>For laundry detergent, ice cream, pet food, etc.</p> <p>Recycle BC accepts pails that are less than 25 litres. Larger pails should be disposed of through a commercial hauler.</p>	<p>Plastic paint cans, plastic pails larger than 25L, pails for lubricants and oils</p>
 <p>Microwavable bowls and cups</p> <p>For soups and entrees</p> <p>Remove lids and place loose in recycling container.</p>	<p>Bowls with metal rims, napkins (include with green waste, if applicable)</p>

CONTAINERS

MATERIAL & DESCRIPTION	DO NOT INCLUDE
	<p>Non-durable plastic food containers</p> <p>Plastic lunch containers</p> <p>Durable storage containers such as glass or metal food storage containers, items labelled compostable, biodegradable, or oxo-compostable</p>
	<p>Disposable hangers</p> <p>Plastic – lightweight (included with clothing)</p> <p>Durable hangers (e.g., wire, sturdy plastic, metal, or wood), plastic labelled compostable, biodegradable, or oxo-degradable</p>
	<p>Plastic straws</p> <p>Plastic drinking straws</p> <p>Paper or metal straws</p>
	<p>Plastic stir sticks</p> <p>Plastic stir sticks used for coffee</p> <p>Wooden stir sticks</p>
	<p>Plastic cutlery</p> <p>Plastic spoons, forks, and knives commonly provided with take-out meals</p> <p>Plastic cutlery must be rinsed clean for recycling.</p> <p>Wooden cutlery, items labelled compostable, biodegradable, or oxo-compostable</p>

CONTAINERS

MATERIAL & DESCRIPTION	DO NOT INCLUDE
 <p>Plastic gift boxes</p> <p>Plastic boxes purchased for gift giving</p>	<p>Items that are not packaging-like products, bags and boxes with glitter and rope handles, or items labelled compostable, biodegradable, or oxo-compostable</p>
 <p>Plastic tape dispensers</p> <p>Plastic casing used to hold household tape</p>	<p>Items that are not packaging-like products, items labelled compostable, biodegradable, or oxo-compostable plastic</p>
 <p>Plastic dental floss container</p> <p>Plastic case used to hold dental floss</p>	<p>Items that are not packaging-like products, items labelled compostable, biodegradable, or oxo-compostable plastic, used dental floss</p>




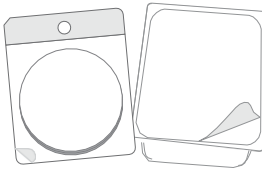
MATERIAL & DESCRIPTION		DO NOT INCLUDE
	<p>Non-Deposit Glass Bottles and Jars</p> <p>Clear or coloured. Check with your recycling collector for instructions.</p> <p>Empty and rinse bottles and jars. Labels OK. Include lids with container recycling.</p>	<p>Drinking glasses, dishes, cookware, whole or broken window glass or mirrors, ceramic mugs or other ceramic products, light bulbs and light fixtures</p>

May be collected separately from curbside or multi-family buildings.

Check with your collector.




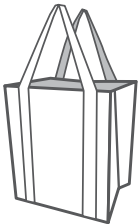
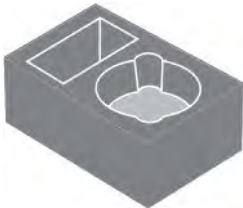
DROP-OFF ONLY: FLEXIBLE PLASTICS



MATERIAL & DESCRIPTION		DO NOT INCLUDE
	<p>Plastic bags and overwrap</p> <p>Plastic bags for groceries, dry cleaning, bread, newspapers and flyers; bags for produce, dry bulk foods, and most frozen vegetables; outer bags and wrap for diapers, feminine hygiene products, paper towels, tissues, soft drink can flats; bags for water softener salt, wood pellets and garden products; overwrap on mattresses, furniture and electronic equipment</p> <p>Bags must be empty when returning to a depot.</p>	<p>Crinkly cellophane wrap for tea, floral arrangements, etc., packaging labelled biodegradable, compostable, or oxo-degradable, lumber or construction wrap</p>
	<p>Stand-up and zipper lock pouches</p> <p>Zipper lock pouches for frozen foods like berries, seafood, prepared foods; zipper lock bags for fresh foods like grapes, deli meats; stand-up pouches for baby food, hand soap refills; stand-up and zipper lock pouches for dried fruits, granola, sugar, oatmeal, grated cheese, etc.</p>	<p>Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl</p>
	<p>Crinkly wrappers and bags</p> <p>Bags for potato chips, candy, dried pasta, cereal, etc.; wrappers for cheese slices, snack bars, instant noodles, etc.</p>	<p>Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl</p>
	<p>Flexible packaging with plastic seal</p> <p>Packaging for fresh pasta, pre-packaged deli meats, pre-packaged cheese, etc.</p>	<p>Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl</p>

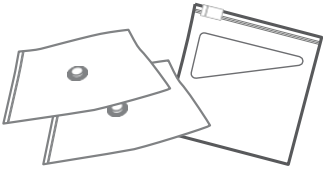


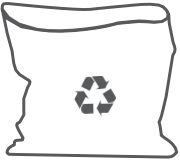
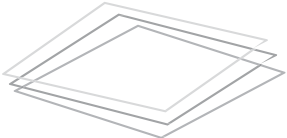

DROP-OFF ONLY: FLEXIBLE PLASTICS




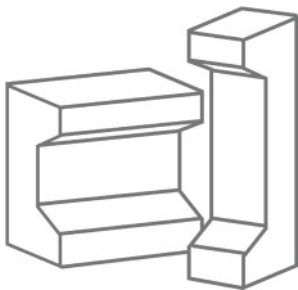
MATERIAL & DESCRIPTION	DO NOT INCLUDE
 <p>Woven and net plastic bags</p> <p>Net bags for avocados, onions, oranges, lemons, limes, etc.; woven plastic bags for rice, etc.</p>	<p>Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl, plastic squeeze tubes</p>
 <p>Non-food protective packaging</p> <p>Padded protective plastic like plastic shipping envelopes, plastic air packets, bubble wrap</p>	<p>Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl, plastic squeeze tubes</p>
 <p>Recycling bags</p> <p>Transparent, single-use plastic bags for recycling</p>	<p>Items that are not packaging-like products, packaging labelled biodegradable, compostable, or oxo-degradable</p>
 <p>Reusable plastic-only carry-out bags</p> <p>Reusable plastic bags provided with purchase, or purchased as product</p>	<p>Items that are not packaging-like products, packaging labelled biodegradable, compostable, or oxo-degradable, or carry-out bags with PVC/vinyl</p>
 <p>Squishy cushion packaging blocks and sheets</p> <p>Commonly used in electronics packaging</p>	<p>Items that are not packaging-like products, packaging labelled biodegradable, compostable, or oxo-degradable, or with PVC/vinyl, hard foam packaging (recycle with foam packaging, see purple category page)</p>

DROP-OFF ONLY: FLEXIBLE PLASTICS



MATERIAL & DESCRIPTION	DO NOT INCLUDE
 <p>Food storage, sandwich and freezer bags, vacuum seal bags</p> <p>Bags used for food storage, or bags purchased to store items with a vacuum seal</p>	<p>Items designed for disposal (i.e., garbage/compost/leaf bags), or aluminum foil lined food storage bags, packaging labelled biodegradable, compostable, or oxo-degradable</p>
 <p>Plastic shrink wrap</p> <p>Plastic shrink wrap found on meat in grocery stores, or electronics, or used to seal products</p> <p>Must be clean for recycling.</p>	<p>Items designed for (i.e., garbage/compost/leaf bags), or aluminum foil lined food storage bags, packaging labelled biodegradable, compostable, or oxo-degradable</p>
 <p>Purchased gift bags, boxes</p> <p>Bags and boxes that are purchased for gift giving</p>	<p>Items that are not packaging-like products, bags and boxes that use plastic material, as well as paper; bags and boxes with glitter and rope handles, or packaging labelled biodegradable, compostable, or oxo-degradable</p>
 <p>Reusable plastic curbside recycling bags</p> <p>Thick, opaque reusable plastic bags used for curbside recycling in BC</p>	<p>Items labelled biodegradable, compostable, or oxo-degradable</p>
 <p>LDPE/HDPE plastic sheets</p> <p>Drop sheets for painting, covering items</p>	<p>Items that are not packaging-like products, items labelled biodegradable, compostable, or oxo-degradable, or made with PVC/vinyl</p>
 <p>Bubble wrap</p> <p>Plastic-only bubble wrap</p>	<p>Items that are not packaging-like products, or items labelled compostable, biodegradable, or oxo-compostable, or made with PVC/vinyl, bubble wrap-lined paper envelopes</p>

DROP-OFF ONLY: FOAM PACKAGING

MATERIAL & DESCRIPTION	DO NOT INCLUDE
 <p>Foam food containers and trays</p> <p>Meat trays, foam egg cartons, foam clamshells, foam cups and bowls, etc.</p> <p>Remove food residue and liquid absorbing pads. Sort white and coloured foam into appropriate collection container at the depot.</p>	<p>Liquid-absorbing pads, napkins (include with green waste, if applicable)</p>
 <p>Foam Cushion Packaging</p> <p>Foam cushion packaging used to protect electronics, small appliances, etc.</p> <p>Remove food residue and liquid absorbing pads. Sort white and coloured foam into appropriate collection container at the depot.</p>	<p>Labels, tape, paper and cardboard (recycle separately), foam peanuts, packing chips or noodles, blue or pink foam board insulation, foam furniture (e.g., sofa cushions)</p>



CONTRACT NO. ERM2024-011
Pender Island Recycling Society
Pender Island Recycling Depot

Capital Regional District
625 Fisgard St, PO Box 1000, Victoria BC, V8W 2S6

Table of Contents

Contract for Services	Page 3
Schedule "A" – General Conditions	Page 6
Schedule "B" – Supplementary General Conditions	Page 16
Schedule "C" – Services & Fees	Page 17
Schedule "D" – Insurance Requirements	Page 25
Schedule "E" – Privacy Protection Schedule	Page 27
Schedule "F" – Material List	Page 28

CONTRACT FOR SERVICES

THIS AGREEMENT dated for reference and made as of the _____ day of _____, 20 _____

BETWEEN:

CAPITAL REGIONAL DISTRICT
Headquarters, 625 Fisgard Street, Victoria, BC V8W 1R7

("CRD", "we", "us" or "our" as applicable)

OF THE FIRST PART

AND:

Pender Island Recycling Society
4400 Otter Bay Rd
Pender Island, BC
V0N 2M1

("Vendor", "Contractor", "you" or "your" as applicable)

OF THE SECOND PART

WHEREAS:

- A. By Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991, the CRD was granted authority to enter into contracts to provide waste disposal service and resource recovery from waste.
- B. The CRD wishes to procure residential multi-material recycling depot services for Pender Island Recycling Depot (the "**Project**").
- C. The CRD has agreed to engage the Vendor and the Vendor has agreed to provide the services, work, products, and deliverables described in Schedule "C" to this Agreement (the "**Services**") to the CRD in respect of the Project on the terms and conditions set out in this Agreement.
- D. The Society has, as objects, the organization, maintenance, and operation of a multi-material recycling program on Pender Island.

NOW THEREFORE the CRD and the Vendor, in consideration of their mutual duties and responsibilities to one another under this agreement (the "**Agreement**"), agree as follows:

1. **Agreement Documents** This Agreement includes this Contract for Services between the CRD and the Vendor and the following schedules:
 - Schedule "A" – General Conditions
 - Schedule "B" – Supplementary General Conditions
 - Schedule "C" – Services & Fees
 - Schedule "D" – Insurance Requirements
 - Schedule "E" – Privacy Protection
 - Schedule "F" – Material List

(together, the "**Agreement Documents**")

2. **Services** The Vendor will provide the Services described in Schedule “C” to this Agreement in accordance with the Agreement Documents.
3. **Entire Agreement** The Agreement Documents constitute the entire Agreement between us and the Vendor and supersedes all previous expectations, understanding, communications, representations, and agreements whether verbal or written between the CRD and the Vendor with respect to the subject matters hereof and may not be modified except by subsequent agreement in writing executed by the CRD and the Vendor.
4. **Conflict** In the event of a conflict within the Agreement Documents, the order of priority of documents, from highest to lowest shall be:
 - this Contract for Services between the CRD and the Vendor
 - Schedule “B” – Supplementary General Conditions
 - Schedule “A” – General Conditions
 - Schedule “C” – Services & Fees
 - Schedule “D” – Insurance Requirements
 - Schedule “E” – Privacy Protection
 - Schedule “F” – Material List
5. **Notice** Any notice or other communication (each, a “notice”) required or permitted under this Agreement shall be in writing and delivered in person or by courier, or sent by email or by prepaid registered mail, as follows:

to the CRD:

P.O. Box 1000
625 Fisgard Street
Victoria, BC V8W 2S6

Attention: Russ Smith, Senior Manager, ERM

Email: rsmith@crd.bc.ca

to the Vendor:

4400 Otter Bay Rd
Pender Island, BC
V0N 2M1

Attention: Laura Begley, Executive Director

Email: laura@penderislandrecycling.com

or to such other address or email address that is delivered by a party to the other party in accordance with this section.

6. A notice given:
 - a. by personal delivery or by courier is considered received at the time of acceptance by the receiving party;
 - b. by email is considered received on the next business day after the date it is sent; and
 - c. by mail is considered received 72 hours after the time of mailing.
7. If normal mail or email service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until

actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

IN WITNESS WHEREOF the parties have duly executed this Agreement as of the date first written above.

CAPITAL REGIONAL DISTRICT by its
authorized signatories:

Name

Signed this ____ day of _____, 20 ____

Pender Island Recycling Society by its
authorized signatories:

Name

Name

Signed this ____ day of _____, 20 ____

SCHEDULE "A"
GENERAL CONDITIONS (CONSULTING SERVICES)

VENDOR'S OBLIGATIONS

1. Standard of Care

- a. You must provide the Services with the degree of care, skill and diligence normally provided by vendors having similar qualifications in the performance of duties of a nature similar to the Services, and to our satisfaction, and you must provide the Services within the time limits specified in Schedule "C" or, if no time limit is specified in Schedule "C", you must provide the Services promptly.
- b. All your workers and sub-contractors, if applicable, must have sufficient knowledge, skill, and experience to perform properly the work assigned to them. Any individual or sub-contractor employed or engaged in the work by you, who in our opinion, does not perform the work in a skillful manner, appears to be incompetent, acts in a disorderly or intemperate manner, or who acts in a way to offend public conscience, shall, at our written request or, if in our opinion, urgent, oral demand, be removed from the provision of the Services and any applicable work site immediately and shall not be employed against in any portion of the Services without our advance written approval.

2. Term and Schedule

- a. The term of this Agreement is described in Schedule "C". If no term is specified in Schedule "C" and subject to earlier termination of this Agreement, this Agreement's term continues until the Services are performed to our satisfaction and all work product is delivered and accepted as satisfactory by us, and you and we have performed all obligations required under this Agreement.
- b. The Vendor shall provide the Services and any associated deliverables on the agreed-upon schedule between the Vendor and us, based on an updated schedule by the Vendor and agreed-upon by us in writing, or as otherwise directed by us. Changes to the schedule of services or deliverables can occur by us in writing at any time. Schedule changes by us do not attract additional compensation, but in our sole discretion, we can extend the term of this Agreement where warranted.

- 3. Billable Charges** You must charge only those fees and disbursements specifically authorized for the Services in Schedule "C" to this Agreement. All other costs and expenses incurred by you to provide the Services, including labour, materials, permits, and licenses, must be paid by you.

4. Confidentiality

- a. Neither party shall disclose any information, data or secret of the other party ("Confidential Information") to any person other than representatives of the other party duly designated for that purpose by a party in writing and neither party shall use for its own purposes or for any purpose other than the Services under this Agreement any information, data, or secret it may acquire as a result of this Agreement. Notwithstanding the foregoing, a party may disclose Confidential Information to the extent required by applicable laws, courts of competent jurisdiction, or professional standards, but shall limit disclosure of the Confidential Information to the extent legally required and prior to disclosure will notify the other party in writing of the existence, circumstances, and conditions of disclosure and any terms unless prohibited by law. For clarity, Confidential Information should be marked as such by the disclosing party.
- b. Excluded from the definition of Confidential Information is:
 - i. Information which is in, or becomes part of, the public domain, not due to a party, its employees, agents, volunteers, or sub-contractor's breach of this Agreement

or actions;

ii. Information which was previously in a party's possession and did not originate from the other party; and

iii. Information which lawfully becomes available to a party from a third party not under an obligation of confidence to the other party regarding such information.

c. Each party acknowledges that in the event of a breach by it or any of its employees, agents, volunteers or subcontractors of the confidentiality obligations pursuant to this section 4, damages are not an adequate remedy and agree that, in addition to and without limiting any other right or remedy the other party may have, the party whose Confidential Information was disclosed will have the right to an immediate injunction or other available equitable relief in any court of competent jurisdiction enjoining any threatened or actual breach of such obligations.

d. Each party shall return all copies of the Confidential Information to the other party, in all tangible forms and media, and delete all Confidential Information resident in any databases or systems (subject to any right to retain, if any, in section 7 [Ownership of Materials and Retention of Intellectual Property]), upon the earliest of the following dates: shall return all copies of the Confidential Information to us, in all tangible forms and media, and delete all Confidential Information resident in any databases or systems (subject to your right to retain, if any, in section 7 [Ownership of Materials and Retention of Intellectual Property]), upon the earliest of the following dates:

i. Completion of the Services;

ii. Expiration or earlier termination of this Agreement;

iii. Written request by a disclosing party for return.

5. **Restriction on Promotion** You must not, without our prior written approval, refer for promotional purposes to us or our associated entities being your customer or our having entered into this Agreement, including disclosure or promotion of its Agreement with us by way of verbal declarations, announcements, sales, marketing or other literature, letters, client lists, websites, Internet domain names, press releases, brochures or other written materials.

6. **Conflict of Interest** You must not, during the term of this Agreement, perform a service for, or provide advice to any person, firm or corporation, which in our reasonable opinion gives rise to a conflict of interest between your obligations under this Agreement and your obligations to such other person, firm or corporation. Without limiting the scope of this section and by way of example only, you are prohibited from and will not provide any services which assist or could be seen to be assistance to any person an unfair competitive advantage over other proponents or tenderers responding to a procurement call by us.

7. **Ownership of Materials and Retention of Intellectual Property:**

a. For the purposes of this section 7, the following terms have the following meanings:

i. **"Incorporated Material"** means any material in existence prior to the start of the Term or developed independently of this Agreement, that is incorporated or embedded in any Produced Material by you or a sub-contractor or sub-consultant;

ii. **"Material"** means Produced Material and Received Material.

iii. **"Produced Material"** means plans, specifications, manuals, preliminary drafts, sketches, copies, designs, computer modules, software programs, technology, data and information and all other materials, whether complete or not, that, as a result of this Agreement, are produced or provided to us by you or a sub-contractor or sub-consultant, as part of the Services, and includes Incorporated Material.

- iv. **"Received Material"** means plans, specifications, manuals, preliminary drafts, sketches, copies, designs, computer modules, software programs, technology, data and information and all other materials, whether complete or not, that, as a result of this Agreement, are received by you or a subcontractor from us or any other person.
- b. We exclusively own all property rights in the Material which are not intellectual property rights. You must deliver any Material to us immediately upon our request.
- c. We exclusively own all intellectual property rights, including copyright, in:
 - i. Received Material that you receive from us; and
 - ii. Produced Material, other than any Incorporated Material.

Upon our request, you must deliver to us documents satisfactory to us that irrevocably waive in our favour any moral rights which you, your sub-contractors, or your respective employees may have in the Produced Material and that confirm that the copyright in the Produced Material is vested in us, other than any Incorporated Material.

- d. Upon any Incorporated Material being embedded or incorporated in the Produced Material and to the extent that it remains so embedded or incorporated, you grant to us:
 - i. a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to exercise, in respect of that Incorporated Material, the rights set out in the *Copyright Act* (Canada), including the right to use, reproduce, modify, publish and distribute that Incorporated Material; and
 - ii. the right to sublicense or assign to third parties any or all of the rights granted to the District under section 7(d)(i).
- e. Upon delivery of the Services to our satisfaction, on expiry or earlier termination of this Agreement, or at any time at our written request, you must turn over to us all Received Material and Produced Material. You may keep a single copy of the Produced Material for your own archival purposes. This copy is non-exclusively licensed to you for your archival purposes, but for no other purposes unless expressly agreed to by us in writing. After the end of the Term, we may in our sole discretion, negotiate with you to provide us a license (which may be exclusive or non-exclusive) for you to use, reproduce, modify or distribute some or all of the Produced Material. For certainty, this section does not apply to Incorporated Material.
- f. The parties to this Agreement recognize that a breach by you of any of the requirements contained in this section 7 would result in damages to us and that we could not adequately be compensated for such damages by monetary award. You agree that, in the event of any such breach, in addition to all other remedies available to us at law or in equity, we are entitled as a matter of right to apply to a court of competent equitable jurisdiction for such relief by way of restraining order, injunction, decree or otherwise as may be appropriate to ensure compliance with this section 7.

8. **Representations and Warranties** As at the date this Agreement is executed and delivered by, or on behalf of, the parties, you represent and warrant to us as follows

- a. All information, statements, documents and reports furnished or submitted by you to us in connection with this Agreement (including as part of any competitive process resulting in this Agreement being entered into) are in all material respects true and correct;
- b. You have sufficient trained staff, facilities, materials, appropriate equipment and approved sub-contractual agreements in place and available to enable the Contractor to fully perform the Services

- c. You hold all permits, licenses, approvals and statutory authorities issued by any government or government agency that are necessary for the performance of your obligations under this Agreement;
 - d. This Agreement has been legally and properly executed by you, or on your behalf, and is legally binding upon and enforceable against you in accordance with its terms; and
 - e. If you are not an individual, you have the power and capacity to enter into this Agreement and to observe, perform and comply with the terms of this Agreement and all necessary corporate or other proceedings have been taken and done to authorize the execution and delivery of this Agreement by you or on your behalf.
9. **Survival and Severability** It is understood and agreed that the covenants and agreements contained in sections 4 [*Confidentiality*], 5 [*Restriction on Promotion*], 6 [*Conflict of Interest*], 7 [*Ownership of Materials and Retention of Intellectual Property*], 8 [*Representations and Warranties*], 9 [*Survival and Severability*], 10 [*Indemnification*], 11 [*Waiver of Consequential Damages*], and 22 [*Access to Records*] shall survive the expiry or earlier termination of this Agreement and that those sections are severable for such purpose.
10. **Indemnification** You must indemnify and save harmless us and our elected officials, directors, appointed officers, employees, agents and contractors from and against any claims, costs, losses, damages, actions, causes of action and expenses arising (each a "Loss")
- a. from an error, omission, or negligent or wrongful act of you or your agents, employees, sub-consultants, sub-contractors, or anyone else you are responsible for at law, to the extent a Loss is caused or contributed to by you or anyone you are responsible for at law;
 - b. from or in any way related to unpaid WorkSafeBC assessments, fees, fines, costs or other penalties owing from any person or corporation engaged by you in performance of this Agreement or arising out of or in any way related to your failure or the failure of anyone you are responsible for at law to observe safety rules, regulations, and practices of WorkSafeBC, including penalties levied by WorkSafeBC;
 - c. from your breach of this Agreement; or
 - d. from any of your representations or warranties being or becoming untrue.
11. **Waiver of Consequential Damages** We shall never be liable to you for any special, indirect, incidental, punitive or consequential damages, including business interruption, economic loss, or loss of revenue, reputation, use of property or equipment, earnings, income or profits, even if you advised us of this possibility of such potential loss or damage in advance. You shall never be liable to us for any special, indirect, incidental, punitive or consequential damages unless we have advised you of this in advance in the solicitation and this possibility is documented otherwise or as a "liquidated damage" in Schedule "C".
12. **Insurance** You must provide and maintain at your expense any insurance that you are required to provide by law, or that is reasonably necessary to insure against any risks you may assume as a result of entering into this Agreement, including coverage for your employees as required by the *Workers Compensation Act*. Without limiting the foregoing, you must provide and maintain at your expense any insurance specifically required in Schedule "D" to this Agreement. You must provide satisfactory proof of insurance coverage to us upon request.
13. **Compliance with Laws and Collective Agreement**
- a. You must comply with all laws applicable to the provision of the Services.
 - b. Whenever in the performance of this Agreement any employee of the Vendor performs work of the same or a similar nature to work for which a position and wage is specified in

the collective agreement between the CRD and the Canadian Union of Public Employees Local 1978 (the "Collective Agreement"), the Vendor shall, as required by Article 29.01 of the Collective Agreement, pay such employee a wage not less than the wage set out in the Collective Agreement. The Vendor shall require any permitted subcontractor to do the same. If non-compliance is found, the Vendor will resolve the non-compliance within 14 calendar days.

14. **Compliance with Policies and Safety Agreement**

- a. In any case where the Vendor, its employees or its sub-contractors, if applicable, shall be working alongside, interacting with or working in the vicinity of CRD employees or volunteers in the performance of the Agreement, the Vendor shall ensure that it and all its employees and sub-contractors, if applicable, comply and are familiar with the following CRD policies (which the CRD will make available to the Vendor, upon the Vendor's request):
 - i. Communicable Disease Prevention Plan
 - ii. Respectful Workplace, ADM73
 - iii. Violence in the Workplace Policy, ADM66
 - iv. Substance Use Abuse Policy, ADM64
 - v. Smoking In the Workplace Policy, ADM58
- b. You must comply with the Privacy Protection Schedule attached as Schedule "E".

15. **Assignment & Sub-Contracting**

- a. **No Assignment without consent** You must not assign, subcontract, or transfer any interest in your rights under this Agreement without our prior written consent.
- b. **Sub-contracting** Where sub-contracting is permitted by us in writing, you will administer, coordinate, and manage all Services provided by any sub-contractors and will assume full responsibility to us for all work performed by the sub-contractors in relation to the Services and will pay all fees and disbursements of all sub-contractors. Where a sub-contractor is used, you will legally bind the sub-contractor to comply with this Agreement. Nothing in this Agreement will create any contractual relationship between a sub-contractor and us. Should your sub-contractor not be paid, we may at our option pay your sub-contractor and withhold or deduct these amounts from any amount owing to you, or alternatively, you shall pay us such amounts on demand forthwith.

16. **Legal Relationship** The legal relationship between you and the CRD arising pursuant to this Agreement is that of an independent contractor and a purchaser of services. Nothing in this Agreement shall be interpreted so as to render us your employer or partner, or the employer of anyone working for you, and you must not do anything that would result in anyone working for you being considered our employees.

17. **Agent** You are not, and must not claim to be our agent for any purpose unless we give you authorization in writing to act as our agent for specific purposes that are reasonably necessary to your rendering of the Services pursuant to this Agreement.

PAYMENT

18. **Payment for Services** We must pay you the fees for your Services at the times set out in Schedule "C". Where you are specifically authorized in Schedule "C" to charge us for disbursements, we must pay such disbursements to you in accordance with Schedule "C" as long as they are reasonably necessary for the performance of the Services and supported by conclusive documentation, including receipts. Payment will be issued no more than 30 days after receipt of your invoice, in accordance with our accounts payable policies.

19. **Right of Set-off Service or Quality Issues** Should there be issues of quality or service delivery in

the performance of the Services or completion of any work product that cannot be resolved within 15 working days of notice to you to our satisfaction as sole judge of the work and Services, we may, acting reasonably, withhold monies owing or set-off such amounts against the cost of completing the work or remedy such issues by our own forces or other vendors.

20. **Requests for Additional Work or Change Order** We may, from time to time and at any time on prior written notice to you, request additional work to be performed as part of the Services to be provided by you or may reduce the scope of Services to be provided by you (a "Change Order"). Such a request shall be made in writing with clear instructions and defined deliverables, or where scope is reduced, with a clear description of the scope change. Where you are willing to perform this additional work, it shall be done so at the rates as set out in Schedule "C" or as otherwise agreed to by the parties in advance in writing. Where the performance of this additional work will affect the schedule or any specified delivery dates for deliverables, these will be adjusted as agreed to by both the Parties in writing or as otherwise directed by us. Where we reduce the scope of the Services, the anticipated price of the Services shall be reduced accordingly and you shall have no additional compensation or claim for lost profits, expenses, or otherwise as a result of this scope reduction, unless otherwise agreed to by us in writing. This Change Order is in addition to the maximum amount payable set out in section 3 of Schedule "C", however, no Change Order may increase the maximum amount payable under this contract by more than 50%.
21. **Currency** Unless stated otherwise in this Agreement, all sums of money are in Canadian dollars.
22. **Access to Records** You will keep proper accounts and records of performance of the Services, including but not limited to all costs and expenditures forming the basis of any billing to us, and where fees are to be paid on a daily or hourly rate, maintain time records and descriptions of services provided. During the term of this Agreement and for a period of three years after the termination of this Agreement for any reason, we shall have access to, and be permitted to inspect and copy, such books, records, invoices, receipts, vouchers, documents, and other evidence directly related to the performance of the Services. You must permit us to exercise, and provide reasonable assistance to us in the exercise of, our rights under this section. For clarity, this does not impact your obligations relating to personal information, if any, set out in the Schedule "E" or by statute.

TERMINATION AND SUSPENSION

23. In sections 24, 25, and 26 a "default" means any of the following:
 - a. You becoming insolvent or assigned into bankruptcy;
 - b. You failing to perform any of your obligations under the Agreement, including any part or portion of the Services, Services to the quality expected by us under the Agreement, or Services or portions thereof by agreed-upon deliverable dates with no extension being granted in advance;
 - c. You become unable to provide any part of or portion of the service due to absence other than seasonal illness or reasonable vacation time of workers or key personnel in accordance with section 26 [*Termination for Absence*]; or
 - d. Any representation or warranty made by you in this Agreement being or becoming untrue or incorrect.
24. **For Default** If you are in default of your obligations under this Agreement, and you have not corrected the default within thirty (30) days following written notice from us, or if the default reasonably requires more time to correct, and you are not taking active steps to correct the default within thirty (30) days following written notice from us to our satisfaction, or if you become insolvent or are assigned into bankruptcy, we may immediately terminate this Agreement. Termination will be without prejudice to any other rights or remedies we may have. On such termination, we shall pay you for the Services performed and disbursements incurred by you to the date of termination, less any amounts necessary to compensate us for damages or costs incurred by us arising from your default.

25. **Obligation to Notify of Default** If you become aware that you are in default or anticipate you will likely be in default, you must notify us promptly of the particulars of the default in writing and specify the steps you propose taking to remedy, address, or prevent recurrence or occurrence of the default.
26. **For Absence** If for any reason you are unable to provide the Services using the individuals or subcontractors set forth in this Agreement or as otherwise agreed to by us in writing for reasons other than reasonable annual vacation time or short term temporary absence because of illness, we may, following written notice and without limiting any other right we may have, immediately terminate this Agreement and shall pay you for the Services performed and disbursements incurred by you to the date of termination, less any amounts necessary to compensate us for damages or costs incurred by us arising from your default.
27. **Suspension** If your Services are suspended by the CRD at any time for more than thirty (30) days through no fault of yours, then you shall have the right at any time until such suspension is lifted by the CRD to terminate this Agreement upon giving written notice thereof to the CRD. In such an event, you shall be paid by the CRD for all Services performed and disbursements incurred pursuant to this agreement and remaining unpaid as of the effective date of such suspension, unless the parties otherwise agree in writing.
28. **With Notice** If we are unwilling or unable to proceed with the Project we may terminate this Agreement by giving you one hundred and eighty (180) days written notice. If you receive such notice, you must perform no further Services other than those reasonably necessary to close out the Services, and we will pay you the fees and authorized disbursements properly owing as of the effective date of termination, subject to any set-off we may have taken to the effective date.
 - 28.1. **With Notice by Vendor** If you are unwilling or unable to proceed with the Project you may terminate this Agreement by giving us 180 (180) days written notice. If you give such notice, you must continue to perform the Services reasonably necessary to close out the Services and complete the deliverables as directed by us, including transitioning all records and materials to a new vendor of our choosing. We will pay you the fees and authorized disbursements properly owing as of the effective date of termination.
 - 28.2. **With Notice by Vendor for Unpaid Fees** If we are in default of our obligation to pay you amounts which we do not dispute (or have a right to set-off or withhold) under this Agreement and we have not paid within thirty (30) days a notice of default to us from you in writing, you may give us written notice of your intention to suspend services. Fifteen (15) days after the provision of such notice, you may suspend your services, conducting only such services as are necessary to preserve any work product or portions of the Services required to be delivered to us under the Agreement. If we have not provided payment for your services fifteen (15) days after the date of suspension, you may terminate this agreement by providing us five (5) days written notice. If you give such notice, you must perform the Services reasonably necessary to close out the Services and complete deliverables as directed by us, including transitioning all records and materials to a new vendor of our choosing. We will pay you the undisputed fees and authorized disbursements properly owing as of the effective date of termination.

GENERAL

29. Provision of Information

- a. **Only Claims in Contract** We will make available to you all information in our possession which we consider pertinent to your performance of the Services. You may rely upon the accuracy and completeness of such information except where it is unreasonable to do so. However, you acknowledge that the CRD, in the preparation of this Agreement, the supply of oral or written information to you, or the carrying out of the CRD's responsibilities under this Agreement, does not owe a duty of care to you and you hereby waive for yourself, your successors and assigns, the right to sue the CRD in tort for any loss, including economic loss, damage, cost or expense, arising from or connected with any error, omission or misrepresentation occurring in the preparation of this Agreement, the supply of oral or

written information to you, or the carrying out of the CRD's responsibilities under this Agreement.

- b. **Responsible for Own Diligence** You are responsible for your own due diligence and you acknowledge there is no substitute for your careful review of materials, solicitations, information, documentation, and investigations consistent with your area of expertise and with the standard of care set out elsewhere in this Agreement, and raising any concerns regarding the accuracy and completeness of such information with us at the earliest opportunity. No reviews, approvals, or inspections carried out or information supplied by us will derogate from the duties and obligations of the vendor (with respect to designs, reviews, inspections, approvals, or otherwise) and all responsibility related to the Services will be and remain with the Vendor. In no event will any acceptance, approval, inspection, or confirmation relieve you of your obligation for all aspects of the Services.
30. **CRD to Respond** We will give prompt consideration to all draft reports, drawings, and other documents relating to the Project provided to us by you, and, whenever prompt action is necessary, where possible inform you of a decision in such reasonable time so as not to delay your Services.
31. **Site Access & Safety Orientation** You are responsible for arranging any safety orientations necessary for work at the Project site, as necessary.
32. **Work Reporting** Upon our request you must fully inform us of all work done by you or a sub-contractor in connection with providing the Services.
33. **Instructions** We may from time to time give you reasonable written instructions as to the performance of the Services. You must comply with those instructions but, unless otherwise specified in this Agreement, you may determine the manner in which the instructions are carried out.
34. **Key Personnel** If one or more individuals are specified as "Key Personnel" in Schedule "C", you must cause those individuals to perform the Services on your behalf, unless we otherwise approve in writing, which approval will not be unreasonably withheld.
35. **Jurisdiction** This Agreement is governed by and shall be construed in accordance with the laws in force from time to time in the Province of British Columbia.
36. **Waiver** Except as may be specifically agreed in writing, no action or failure to act by the CRD or the Vendor shall constitute a waiver of any right or duty afforded either of them under this Agreement nor shall any such action or failure to act constitute an approval of or acquiescence in any breach of this Agreement.
37. **Invalidity** If any part of this Agreement is or is declared invalid by a court of competent jurisdiction, the remainder shall continue in full force and effect and be construed as if the Agreement had been executed without the invalid portion.
38. **Designation of Parties** In this Agreement, "we", "us" and "our" refer to the CRD alone and never refer to the combination of the Vendor and CRD. The combination of the CRD and the Vendor is referred to as "the parties".
39. **Headings** The captions or headings appearing in this Agreement are inserted for convenience of reference only and shall not affect the interpretation of it.
40. **Interpretation** Whenever the singular or masculine is used in this Agreement, the same shall be deemed to include the plural or the feminine or the body politic or corporate where the context or the parties so require.
41. **Time** Time is of the essence in this Agreement.
42. **Unavoidable Delay** Notwithstanding section 41 [Time], except for the performance of obligations to

pay money, the time periods for the parties to perform under this Agreement will be extended for periods of time during which their performance is delayed or prevented due to an Unavoidable Delay. If Unavoidable Delay occurs, the non-performing party will, as soon as possible after the occurrence of the Unavoidable Delay or on knowledge that non-performance will be forthcoming, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of obligations under this Agreement, furnishing such evidence as reasonably requested by the other party to demonstrate the Unavoidable Delay. The parties will make best efforts to perform what portions of their obligations under this Agreement can be performed, but are under no obligation to do so once an event of Unavoidable Delay is declared. No additional compensation will be available and the only remedy for the parties' obligations after the Unavoidable Delay is an extension of the term of this Agreement and time to provide the Services. If the Unavoidable Delay continues for more than 30 days from declaration, either party may terminate this agreement by written notice as if the termination were done under section 27 [*Suspension*]. For the purposes of this section, an "Unavoidable Delay" means any circumstances beyond the reasonable control of the party trying to perform, including acts of God, war, government action, labour action. It does not include illness; shortage of staff; delays of suppliers, sub-contractors, or other vendors; the Vendor's lack of financial resources; the Vendor's insolvency; or any governmental action taken in the enforcement of law against the Vendor or its sub-contractors.

43. **Enurement** This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, personal representatives, successors and permitted assigns. Neither party may assign, subcontract or transfer an interest in the Agreement without the prior written consent of the other.
44. **Independent Legal Advice** You acknowledge you have been given the opportunity to seek independent legal advice before executing this Agreement.

DISPUTE RESOLUTION

45. **Arbitration** All matters in dispute under this Agreement which are not first resolved between the parties acting reasonably may, with the concurrence of both the CRD and the Vendor, be submitted to arbitration pursuant to the *Arbitration Act* (British Columbia) to a single arbitrator appointed jointly by them.
46. **No Conflict of Interest** No one shall be nominated to act as an arbitrator who is in any way financially interested in the conduct of the Project or in the business affairs of either the CRD or the Vendor.
47. **Nominees** If the parties cannot agree on the choice of an arbitrator, each party shall select a nominee and the nominees shall jointly appoint an arbitrator.

DESIGNATED REPRESENTATIVES

48. **CRD Representative** We shall by notice in writing to you designate a representative to act on our behalf with respect to the performance of this Agreement (the "**CRD Representative**") and we may at any time or from time to time thereafter, by notice in writing to you, designate another person to act as the CRD Representative in the place and stead of any person previously designated.
49. **Project Manager** You shall, by notice in writing to us, designate a representative to act on your behalf with respect to the performance of this Agreement (the "**Project Manager**") and you may at any time or from time to time thereafter, upon written approval from us, designate another person to act as the Project Manager in the place and stead of any person previously so designated.

FORCE MAJEURE

50. **Force Majeure** Neither party to this Agreement will be liable to the other for any failure or delay in fulfilling an obligation hereunder, if said failure or delay is attributable to an act of God, natural disaster, earthquake, fire, flood, war, riot, civil disturbance, epidemic, pandemic, prolonged power failure or court or governmental order beyond such party's reasonable control (each an event of "Force Majeure"). The parties agree that the deadline for fulfilling the obligation in question will be extended for a period of time equal to that of the continuance of the Force Majeure event. The party

to which the Force Majeure event applies will use all commercially reasonable efforts to minimize the effect of the Force Majeure on its performance under this Agreement. If either party's failure or delay in fulfilling its obligations under this Agreement due to a Force Majeure event exceeds 30 days, then either party may immediately terminate this Agreement in whole or in part by giving written notice of termination.

SCHEDULE "B"
SUPPLEMENTARY GENERAL CONDITIONS

NO SUPPLEMENTARY GENERAL CONDITIONS.

SCHEDULE “C”
SERVICES AND FEES

1 DEFINITIONS

In this Agreement, the following words and phrases have the following meanings:

"Agreement" means this Agreement and includes all schedules.

"Container" means any container used for storage of Household In-Scope PPP at the Recycling Depot.

"Corrugated Cardboard" or "OCC" means paper-based material consisting of a fluted corrugated sheet and one or two flat linerboards.

"Customer" means all British Columbia residential users of the Service at the Recycling Depot.

"Designated Post-Collection Service Provider" means the entity, designated by Recycle BC, to receive Vendor-collected Inbound Material.

"Enactment" means an enactment as defined in the Interpretation Act (British Columbia).

"Engineer" means the General Manager of the Environmental Services Department of the CRD or their appointed representative.

"Flexible Plastics" means material listed in the "Flexible Plastics" category of the Material List.

"Foam Packaging" means material listed in the "Foam Packaging" category of the Material List.

"Glass Bottles and Jars" means material listed in the "Glass Bottles and Jars" category of the Material List.

"Household In-Scope Packaging and Printed Paper" or "PPP" means the recyclable materials set out in Schedule F and such other materials identified as Household In-Scope PPP by Recycle BC in writing from time to time.

"ICI PPP" means In-Scope PPP from an ICI location.

"Industrial, Commercial and Institutional" or "ICI" means any operation or facility other than a residential household, including: industrial operations of any size; commercial operations of any size including small businesses with one or more employees, retail stores, offices, strip malls and vacation facilities, such as hotels, motels, cottages, cabins and rental, co-operative, fractional ownership, time-share or condominium accommodation associated with sports and leisure facilities (e.g., ski resorts); and, institutional operations of any size including schools, churches, community buildings, local government buildings, arenas, libraries, fire halls, police stations, social or community service organizations and residences at which medical care is provided, such as nursing homes, long-term care facilities and hospices.

"Materials List" means Recycle BC's list of accepted materials which is incorporate herein by reference and available here: <https://recyclebc.ca/what-can-i-recycle/>.

"Mixed Containers" means material listed in the "Plastic Containers", "Carton and Paper Cups", "Aluminum Containers" and "Steel Containers" categories of the Material List.

"Non-PPP Items" means any material that is not Household In-Scope PPP.

"Packaging and Printed Paper" or "PPP" means Paper and Cardboard, Mixed Containers, Glass Bottles and Jars, Flexible Plastics and Foam Packaging.

"Paper and Cardboard" means material listed in the "Paper" and "Paper Packaging and Cardboard" categories of the Materials List.

"Processing" means the sorting, handling and preparation of materials for shipment.

"Recycle BC" means the not-for-profit stewardship agency responsible for the management of Packaging and Printed Paper (PPP) to whom CRD is contracted to manage PPP on Pender Island.

"Recycling Depot" means the recycling facility operated by the Vendor in accordance with the terms of Schedule C of this Agreement to which Household In-Scope PPP can be delivered by Customers, and includes all surrounding portions of such site from the public entrance way onward, including any parking lots, buildings, and storage facilities.

"Recycling Program" or "Service" mean the Service as described in Schedule C of this Agreement.

"Reuse" means conventional reuse where the item is used again whole and intact for the same function (e.g. a refillable milk bottle refilled with milk by a dairy), and next-life reuse where the item is used for a different function (e.g. a wine bottle reused to hold flowers).

"Scavenge" means unauthorized rerouting of collected Household In-Scope PPP to anyone other than the Designated Post-Collection Service Provider. Scavenging does not include the diversion of Household In-Scope PPP for Reuse.

"Service Area" means Pender Island in British Columbia.

"Work Product" means the deliverables to be created or provided to CRD by the Vendor pursuant to any work and any data, records, and reports that have been prepared, created, written or recorded in performance of the Services, whether by the Vendor, CRD or Vendor and CRD.

2 TERM

The term of this Agreement commences on January 1, 2026, and expires on December 31, 2029 (the "term").

3 SERVICES

The Vendor will undertake, provide or be involved in the following services:

Provide all materials, supervision, labour, equipment and all else necessary for, or incidental to, the receiving, handling and storage of packaging and printed paper (PPP) material from residences on Pender Island for acceptance, processing and marketing by Recycle BC's Designated Post-Collection Service Provider, in accordance with the terms listed below. The Vendor shall not impose a fee to Customers who drop off PPP materials at the Recycling Depot. The Vendor, as part of the Service provided, shall operate a Recycling Depot within the boundaries of Pender Island, all as more particularly set out below.

(herein referred to as the "Service" or "Services")

3.1 Scope of Work

The Service required to be performed under this Agreement consists of the receiving, handling and storage of PPP materials from residences on Pender Island. The Vendor shall perform such services as are required to provide a Household In-Scope PPP recycling program and shall not be entitled to receive any remuneration from the CRD or Recycle BC other than provided for in this Agreement

unless separately contracted for with the CRD. All work included in this Agreement shall be performed to the satisfaction of the CRD.

The works covered by the Agreement include, but are not restricted to:

- (a) supply and operation of the Recycling Depot;
- (b) collecting Household In-Scope PPP from residential Customers at the Recycling Depot within the Service Area for acceptance and marketing by Recycle BC's Designated Post-Collection Service Provider;
- (c) accurately reporting all statistical data and finances.

3.2 Recycling Depot

The Vendor shall, as part of its facilities, maintain a staffed and secure recycling centre for receiving, processing and storing Household In-Scope PPP, not less than 10 hours per week, during the period of 9 a.m. to 5 p.m., excluding Sundays and statutory holidays, unless otherwise agreed by both parties.

As a condition of this Agreement, the Vendor shall accept, at the Recycling Depot, the Household In-Scope PPP materials accepted by the Recycle BC program and listed on their full material lists (Schedule F), originating from residential use, at no charge to the resident. In-scope PPP materials are subject to change. In-Scope PPP material categories include:

- i) Paper and Cardboard
- ii) Mixed Containers
- iii) Flexible Plastics
- iv) White Foam Packaging
- v) Coloured Foam Packaging
- vi) Glass Bottles and Jars

Other materials may be accepted by the Vendor for reuse or recycling, including PPP materials originating from non-residential sources. These materials must be kept separately from PPP received from residential sources and the CRD and Recycle BC shall take no financial or other responsibility for the collection or disposal of these non-residential PPP or other materials.

All Recycling Depot facilities will be maintained in a clean and sanitary manner at all times and in compliance with all applicable enactments and CRD and Recycle BC requirements. All collection areas will have appropriate safety markings in accordance with applicable law. Equipment will be maintained in good condition at all times, at the Vendor's expense. All facilities and the equipment to manage the Household In-Scope PPP will operate properly and be maintained, at the Vendor's expense, in a condition compliant with all applicable laws, good industry standards, and be in a condition satisfactory to CRD and Recycle BC. All vehicles used by the facility for the management of Household In-Scope PPP will be equipped with variable tone or proximity activated reverse movement back-up alarms.

The site shall be patrolled regularly and any blown litter, debris or garbage originating from the recycling depot located within a 50-metre radius from the property line shall be collected and disposed of at the Vendor's expense.

3.3 Packaging and Printed Paper Materials

- (a) The Vendor will not place limits on the quantity of Household In-Scope PPP delivered by Customers.
- (b) Materials collected may not contain more than 5% by weight of Not Accepted Materials. Materials exceeding 5% by weight of Not Accepted Materials may be subject to rejection by the Designated Post-Collection Service Provider and may result in Service Level Failure Credits.
- (c) Materials collected may not contain more than 5% by weight of Not Accepted Materials. Materials exceeding 5% by weight of Not Accepted Materials may be subject to rejection by the Designated Post-Collection Service Provider and may result in Service Level Failure Credits.
- (d) Vendor will ensure that individual material categories not contain more than the specified percent of

Cross Contamination of In-Scope PPP by weight listed below. Loads of segregated material categories exceeding the weight percentage listed individually (or in the aggregate) may be subject to rejection by the Designated Post-Collection Service Provider and may result in Service Level Failure Credits.

- i. Paper and Cardboard do not contain more than 1% by weight of other In Scope PPP materials categories;
 - ii. Mixed Containers do not contain more than 3% by weight of other In Scope PPP material categories;
 - iii. Foam Packaging does not contain more than 5% by weight of other In Scope PPP material categories;
 - iv. Flexible Plastics does not contain more than 5% by weight of other In Scope PPP material categories; and
 - v. Glass Bottles and Jars does not contain more than 1.5% by weight of other In-Scope PPP material categories.
- (e) Materials collected under this Agreement may not contain Hazardous Waste.
- (f) Vendor will implement and maintain reasonable procedures to ensure that materials deposited into Collection Containers at each Depot comply with the requirements set forth in this Section 2.3, including procedures to monitor the content of collected material and procedures to notify and reject material from Customers who do not comply with such requirements. Such procedures are subject to review by the CRD at any time and from time to time. If the CRD determines that such procedures are inadequate, Vendor will adopt such procedures as the CRD may reasonably require in order to ensure compliance with this Section 2.3.

3.4 Service Levels

The Vendor will incur the following Service Level failure Credits on the following Service Level Failures; provided, however, that the aggregate amount of Service Credit Level Failures in respect of any calendar year shall not exceed the aggregate amount of Fees payable to Vendor in respect of such calendar year:

	Service Level Failure	Service Level Failure Credit
1	Failure to clean-up or collect PPP that has spilled outside the Depot boundary immediately.	Twice the cost of cleanup incurred by the CRD (if the CRD performs the cleanup) plus \$500 per incident (regardless of who performs the cleanup).

	Service Level Failure	Service Level Failure Credit								
2	Acceptance by the Designated Post-Collection Service Provider of materials that contain more than 5% by weight of Not Accepted Materials.	<p>The Per Load Amount for each weigh-scale ticketed load that results in a Service Level Failure, provided that the aggregate Service Level Failure Credit for this Service Level Failure Credit in respect of any calendar year shall not exceed 75% of the Fees paid in the preceding 12 months or, in the event that the Service Level Failure occurs before 12 months of Fees have been paid, the Service Level Failure Credit shall not exceed 75% of the annualized Fees paid.</p> <p>For the purpose of this Service Level Failure, the “Per Load Amount” in respect of any year will be determined by an escalating percentage of annualized Fees in accordance with the following table:</p> <table><tr><th>Occurrence</th><th>Per Load Amount</th></tr><tr><td>1st</td><td>2.5% of annualized Fees up to a maximum of \$2500</td></tr><tr><td>2nd</td><td>5.0% of annualized Fees up to a maximum of \$5000</td></tr><tr><td>3rd and onwards</td><td>10.0% of annualized Fees up to a maximum of \$10,000</td></tr></table>	Occurrence	Per Load Amount	1 st	2.5% of annualized Fees up to a maximum of \$2500	2 nd	5.0% of annualized Fees up to a maximum of \$5000	3 rd and onwards	10.0% of annualized Fees up to a maximum of \$10,000
Occurrence	Per Load Amount									
1 st	2.5% of annualized Fees up to a maximum of \$2500									
2 nd	5.0% of annualized Fees up to a maximum of \$5000									
3 rd and onwards	10.0% of annualized Fees up to a maximum of \$10,000									
3	Acceptance by the Designated Post-Collection Service Provider of materials that contain more than the specified Cross Contamination percent threshold indicated in section 2.3	<p>The Per Load Amount for each weigh-scale ticketed load that results in a Service Level Failure, provided that the aggregate Service Level Failure Credit for this Service Level Failure Credit in respect of any calendar year shall not exceed 75% of the Fees paid in the preceding 12 months or, in the event that the Service Level Failure occurs before 12 months of Fees have been paid, the Service Level Failure Credit shall not exceed 75% of the annualized Fees paid.</p> <p>For the purpose of this Service Level Failure, the “Per Load Amount” in respect of any year will be determined by an escalating percentage of annualized Fees in accordance with the following table:</p> <table><tr><th>Occurrence</th><th>Per Load Amount</th></tr><tr><td>1st</td><td>2.5% of annualized Fees up to a maximum of \$2500</td></tr><tr><td>2nd</td><td>5.0% of annualized Fees up to a maximum of \$5000</td></tr><tr><td>3rd and onwards</td><td>10.0% of annualized Fees up to a maximum of \$10,000</td></tr></table>	Occurrence	Per Load Amount	1 st	2.5% of annualized Fees up to a maximum of \$2500	2 nd	5.0% of annualized Fees up to a maximum of \$5000	3 rd and onwards	10.0% of annualized Fees up to a maximum of \$10,000
Occurrence	Per Load Amount									
1 st	2.5% of annualized Fees up to a maximum of \$2500									
2 nd	5.0% of annualized Fees up to a maximum of \$5000									
3 rd and onwards	10.0% of annualized Fees up to a maximum of \$10,000									
4	Vendor delivers In-Scope PPP collected at a Depot to any person or facility (including a landfill, incinerator or energy recovery facility) other than the Designated Post-Collection Service Provider or otherwise disposes of any In-Scope PPP collected at a Depot without the prior written authorization of CRD.	50% of annualized Fees per incident, up to a maximum of \$25,000.								

	Service Level Failure	Service Level Failure Credit
5	Failure to provide a required report pursuant to Section 3.4 on time.	Withholding of all Fees due to Vendor until the required report is submitted.
6	Vendor fails to provide CRD with the required notice of a Depot ownership change or termination.	25% of annualized Fees if termination notice does not meet the required term up to a maximum of \$25,000, or suspension of service, including material pick up and payment, until the ninety (90) day required notice period is fulfilled, at CRD's choice.

3.5 Collection Containers

The supply of Collection Containers, transportation of Household In-Scope PPP from the Recycling Depot and the subsequent processing and marketing of these materials will be the responsibility of Recycle BC's Designated Post-Collection Service Provider. Upon termination or expiration of this Agreement, Collection Containers provided by the Designated Post-Collection Service Provider and used by the Vendor to provide Recycling Depot Collection will revert to the Post-Collection Service Provider.

3.6 Collection Schedule

The Vendor will indicate the day(s) of the week and on each day that the Recycling Depot is open, the hours of operation that Collection will occur. The Vendor may change the day(s) of the week that Collection will occur, however, any changes resulting in operating hours below the contracted minimum requires written notice to the CRD at least 45 days prior to the effective date of the proposed change and obtaining written approval from the CRD. If the CRD approves the proposed change, the Vendor will provide Customers with a minimum of 30 days' notice of the schedule change.

The Vendor will provide collection on the day(s) of the week specified regardless of weather conditions, unless weather conditions are such that continued operation would result in danger to personnel, Customers or property. Vendor will maintain accurate records of all disruptions to Service that are due to hazardous weather, including time closed.

3.7 Customer Service Requirements

The Vendor will staff the Recycling Depot with sufficient staff to provide personal Customer service, educate Customers regarding Household In-Scope PPP accepted and avoid Customer delay. The Vendor will place signage at the Recycling Depot to assist Customers in delivering Household In-Scope PPP to the appropriate areas of the Recycling Depot. Signage is to incorporate images and graphics available from Recycle BC through the CRD, should clearly state the Recycling Depot's hours of operation and is subject to approval by the CRD.

Vendor personnel performing the Service will at all times be courteous, refrain from loud, inappropriate or obscene language, exercise due care, perform their work without delay, minimize noise, and avoid damage to public or private property.

The Vendor shall not charge Customers a fee for delivery of the Service under this Agreement. The Vendor shall not Scavenge or permit any person (including its employees) to Scavenge, any materials from

Household In-Scope PPP that have been delivered by Customers to the Recycling Depot at any time during performance of the Service. The Vendor may collect material other than Household In-Scope PPP at the Recycling Depot if the activities do not interfere with Recycling Depot Collection of Household In-Scope PPP from Customers.

3.8 Disposal of Material

The Vendor shall not deposit any Household In-Scope PPP material in any refuse disposal site, landfill site or any lands, without the specific written approval of the CRD and Recycle BC.

The disposal of all waste collected with the Household In-Scope PPP materials shall be the responsibility of the Vendor. Such waste may be disposed of at the landfill site approved in writing by the CRD or other designated disposal facility. Haulage costs to the landfill or place of disposal and the tipping fee will be at the Vendor's expense.

3.9 Reporting Requirements

In addition to the record keeping and reporting requirements in the Agreement, the Vendor will:

- (a) provide to the CRD, on the Service Commencement Date and at such other times as CRD may request, a complete inventory of the equipment to be used by Vendor to perform Depot Collection Services;
- (b) maintain such other records as may be requested by the CRD, including:
 - i. tonnage by each date on which the Designated Post-Collection Service Provider accepted the In-Scope PPP from the Depot; and
 - ii. changes to equipment or inventory;
- (c) make all records maintained pursuant to this Agreement available to the CRD upon request;
- (d) provide a report to the CRD on associated collection metrics necessary to calculate the greenhouse gas emissions associated with the performance of Depot Collection Services no more frequently than once per quarter and no less frequently than once per year;
- (e) upon the CRD's request, provide a report to the CRD on the costs associated with the performance of Depot Collection Services, no more frequently than once per year;
- (f) upon the CRD's request, provide up to two ad-hoc reports each year, at no additional cost to the CRD, and such ad-hoc reports (i) may include Customer service database tabulations to identify specific Service Level or participation patterns or other similar information reports; and (ii) will not require the Vendor to expend more than forty (40) staff hours per year to complete, and such records and reports will be provided in CRD-defined format and software compatibility. For reports that are provided at the CRD's request, the CRD will use best efforts to communicate such request sixty (60) days in advance of due date. The Vendor and the CRD will meet to discuss requests outside of this scope, all parties being reasonable.
- (g) A summary of customer feedback, request for information and any other relevant information.

3.10 Additional Terms

Execution of this Agreement does not confer to the Vendor exclusive access to Customers in the Service Area for the provision of Recycling Depot Collection Service.

4 MAXIMUM AMOUNT PAYABLE:

The maximum amount payable for this contract is \$590,295.21 (plus GST), inclusive of the 2% annual inflation adjustment.

5 FEES

The yearly fee is \$143,219.64, divided in 12 equal monthly disbursements starting January 1, 2026, for performing the Services during the Term. The Fee shall be increased for inflation by 2% annually beginning January 1, 2027. If this Agreement terminates prior to the completion of the deliverables, the fees

payable will be reduced by us, acting reasonably, based on a pro-rated assessment of the Services completed to the effective date of termination.

Payment to the Vendor will be reduced by any charges imposed on the CRD by Recycle BC for contamination in excess of the maximum allowable of 5% by weight or any other service level failures.

The CRD shall retain all financial incentives available from Recycle BC for the Household In-Scope PPP material collected under this Agreement.

Additional Work

No additional work shall be undertaken without express written consent of the CRD and a quote provided in advance of commencing such work. The additional work shall be governed by the rates and terms of this contract.

6 EXPENSES

None.

7 INVOICES

In order to obtain payment of any fees under this Agreement, the Vendor must send an invoice to the CRD at the beginning of each month. A written invoice in a form satisfactory to the CRD containing:

- (a) the Vendor's legal name and address;
- (b) the date of the invoice;
- (c) reference and a description of this Agreement to which the invoice relates;
- (d) monthly fee amount;
- (e) any other billing information reasonably requested by the CRD.

8 PAYMENT

Within 30 days of the CRD's receipt of the Vendor's written invoice delivered in accordance with this Schedule, the CRD must pay the Vendor the fees and expenses (plus all applicable taxes) claimed in the statement if they are in accordance with this Schedule. Statements of account or contract invoices offering an early payment discount may be paid by the CRD as required to obtain the discount.

SCHEDULE "D"
INSURANCE REQUIREMENTS

1. The Vendor shall, at its own expense, provide and maintain during the term of this Agreement the following insurance in a form acceptable to the CRD with a company duly registered and authorized to conduct insurance business in Canada:

(a) **Commercial General Liability Insurance**

- i) Commercial General Liability Insurance policy covering losses to a third party for bodily injury or death, property damage, and unlicensed vehicle and attached equipment operations;
- ii) this shall be an occurrence-based policy with a five million (\$5,000,000.00) minimum limit;
- iii) the Capital Regional District shall be named as an additional insured;
- iv) the policy shall contain a separation of insureds, cross liability clause in its conditions;
- v) the policy shall provide that no cancellation or material alteration in the policy shall become effective until 30 days after written notice of such cancellation, or alteration has been given to the CRD (the "**Notice Requirement**"); and
- vi) the Vendor shall provide the CRD with a certificate or certificates of insurance as evidence that such insurance is in force including evidence of any insurance renewal or policy or policies.

If waived in writing by CRD, the CRD will not be liable for any loss or damage caused by the Vendor's tortious or wrongful acts nor will the CRD defend or indemnify the Vendor for such acts. The Vendor understands and agrees it is solely responsible for its defence costs and damages arising.

Notwithstanding the requirement under section 1(a)(v), if the Vendor is unable to obtain an insurance policy that provides a Notice Requirement, the Vendor may obtain insurance without a Notice Requirement, but must forthwith (i) notify the CRD of any cancellation to or alteration of the policy; and (ii) obtain insurance that is compliant with the requirements specified in sections 1(a)(i) to (iv), if the policy is cancelled, or the alteration results the policy not meeting one or more of those requirements,

(b) **Automobile Insurance**

If using a vehicle for CRD purposes under this contract, the Vendor shall maintain Third Party Legal Liability Insurance in an amount not less than \$2,000,000 per occurrence in respect of all vehicles owned or operated by the Vendor in connection with this agreement.

(c) **Property Insurance**

Notwithstanding anything contained elsewhere herein or within the service agreement, it is understood and agreed that the CRD will not be liable for any loss or damage to the Vendor's equipment including loss of use thereof. Each and every policy insuring Vendor's equipment to be used on this project shall contain a waiver of subrogation clause in the favor of the CRD.

(d) **Professional Liability (Errors and Omissions) Insurance**

If applicable¹, the Vendor shall maintain Professional Liability (Errors and Omissions) Insurance coverage with a limit of not less than Five Hundred Thousand (\$500,000) per claim and an aggregate limit of not less than One Million (\$1,000,000) per policy period. The Vendor shall provide the CRD with a certificate of insurance as evidence that such insurance is in force including evidence of any insurance renewal or policy or policies.

2. The Vendor shall require that any and all of its Sub-Contractors provide evidence of comparable insurance in the name of the Sub-Contractor to that set forth under this schedule.
3. Maintenance of such insurance and the performance by the Vendor of its obligations under this schedule shall not relieve the Vendor of liability under the indemnity provisions set forth in this

¹ Professional Liability insurance is only available to certain professions, such as Engineers and Geoscientists, Accountants, Architects, Planners, Insurance Brokers, Financial Planners, and the like.

Agreement, nor shall it limit liability of the Vendor to the limits of any insurance policy.

4. The CRD may take out and maintain the insurance required by this agreement at the cost of the Vendor if the Vendor is in default under this Agreement.

SCHEDULE "E"
PRIVACY PROTECTION

NOT APPLICABLE.

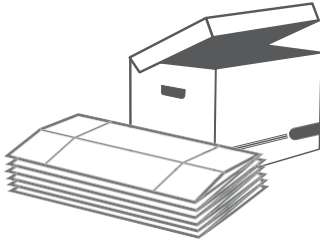
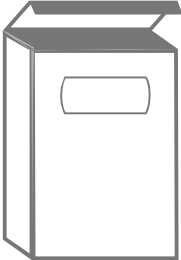
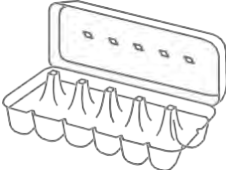


PAPER







DO NOT INCLUDE

	<p>Newspaper and flyers</p> <p>Daily and community newspapers and advertising flyers</p>	<p>Plastic bags used to cover newspaper/flyers (take to Recycle BC recycling depot), rubber bands</p>
	<p>Magazines and catalogues</p> <p>All types</p>	
	<p>Telephone books</p> <p>Phone books, directories</p>	<p>Hardcover or paperback books (donate or sell)</p>
	<p>Writing home/office paper and correspondence</p> <p>Notepads; loose leaf paper, white or coloured computer copier and printer paper; printed paper, plain and window envelopes; shredded paper</p> <p>If you live in a community or multi-family building that has separate bins or bags for paper and containers recycling, you may place shredded paper securely inside a paper bag or box (to prevent litter) and include with your paper recycling.</p> <p>If you live in a community or multi-family building that utilizes one bin or bag for all of your recycling, please place shredded paper inside a securely-tied, see-through, plastic bag (no opaque, coloured or black bags).</p>	



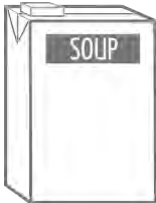
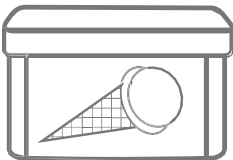
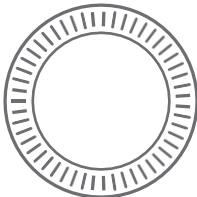
DO NOT INCLUDE

	<p>Corrugated cardboard boxes</p> <p>Shipping boxes, grocery and liquor store boxes, pizza boxes, Banker's Boxes, and moving boxes</p> <p>Empty boxes and flatten large corrugated boxes and cut down to no larger than 30" wide (78 cm) X 30" tall (78 cm), staples and tape OK.</p>	<p>Items that are not packaging-like products, long-term storage containers such as heavy-duty plastic boxes or totes.</p>
	<p>Cardboard/boxboard</p> <p>Boxes for cereal, shoes, tissues, pizza, frozen entrees, desserts, detergent, etc. Carrier trays for bulk bottled water, soft drinks, cans, food, etc., cores for paper towel and toilet tissue</p> <p>Flatten and place boxboard directly into the collection container, not inside another box.</p> <p>Remove liner bags and food residue.</p>	<p>Paper towels or napkins (include with green waste, if applicable), tissues</p>
	<p>Moulded boxboard packaging</p> <p>Egg cartons, take-out beverage trays, empty paper-based garden pots, etc.</p>	<p>Dirt in garden pots</p>
	<p>Paper bags (Kraft paper)</p> <p>Any colour, including brown grocery sacks, white prescription bags, brown envelopes</p>	<p>Wax paper and parchment paper</p>
	<p>Multi-layer paper bags</p> <p>Multi-layered paper bags for flour, sugar, etc.</p>	<p>Bags with a foil layer, bags with a plastic layer</p>

DO NOT INCLUDE


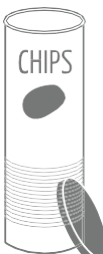
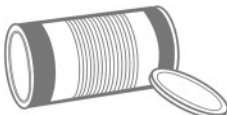


	<p>Purchased gift bags, boxes</p> <p>Paper bags and boxes that are purchased for gift giving</p>	<p>Items that are not packaging-like products, bags and boxes that use plastic and/or paper material, bags and boxes with glitter and rope handles</p>
	<p>Paper party decorations</p> <p>Paper party decorations can include pennant flags, streamers, decorative hanging pieces, etc.</p> <p>These items must not contain any plastic material including glitter.</p>	<p>Items made with layers of plastic and paper, including glitter, party items that are not décor (e.g., costume wear, party eyeglasses), party décor that contaminates the paper stream (e.g., balloons, glitter, tinsel, noisemakers, etc.)</p>
	<p>Non-durable paper food containers</p> <p>Kraft (brown) or white paper take-out containers</p> <p>Must be clean for recycling.</p>	<p>Wax paper and parchment paper, plastic or metal food storage containers</p>
	<p>Disposable hangers</p> <p>Paper – lightweight compressed paper (included with clothing)</p>	<p>Durable hangers (e.g., wire, sturdy plastic, metal, or wood)</p>

CONTAINERS


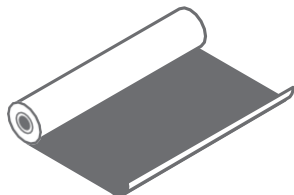


MATERIAL & DESCRIPTION		DO NOT INCLUDE
	<p>Paper cups</p> <p>For hot and cold beverages</p> <p>Empty and rinse cups. Remove lids and place loose with container recycling. Recycle paper sleeves separately.</p>	<p>Items that are not single use, or compostable, biodegradable, or oxo-degradable plastics</p>
	<p>Gable-top cartons</p> <p>For cream, substitute eggs, sugar, molasses, etc.</p> <p>Empty and rinse cartons.</p>	<p>Paper towels or napkins (include with green waste, if applicable), tissues</p>
	<p>Aseptic boxes or cartons</p> <p>For cream, soup, broth, sauces, etc.</p>	<p>Stand-up pouches</p>
	<p>Frozen dessert boxes</p> <p>For ice cream, frozen yogurt, etc.</p> <p>Empty and rinse cartons.</p>	
	<p>Paper plates</p> <p>Coated paper plates</p> <p>All plates must be rinsed clean for recycling.</p>	<p>Uncoated paper plates, or plates that are soiled with food leftovers, plates labelled compostable, biodegradable, or oxo-compostable</p>

CONTAINERS






MATERIAL & DESCRIPTION		DO NOT INCLUDE
	<p>Empty spray containers</p> <p>For air fresheners, shaving cream, deodorant, hairspray, etc.</p> <p>Empty containers before putting your blue box.</p>	<p>Spray paint cans, aerosol cans with any contents remaining, propane cylinders</p>
	<p>Spiral wound cans and metal lids</p> <p>For frozen juice concentrate, potato chips, cookie dough, coffee, nuts, baby formula, etc.</p>	<p>Paper towels or napkins (include with green waste, if applicable), tissues, etc.</p>
	<p>Steel cans and lids</p> <p>For food including pet food, tins for cookies, tea, chocolates, etc., include metal lid</p> <p>Empty and rinse cans. Labels are OK.</p>	<p>Steel paint cans, coat hangers, pots, pans and baking trays, propane cylinders, metal toys, appliances, metal hardware or other scrap metal, wiring or metal cords, extension cords</p>
	<p>Aluminum cans and lids</p> <p>For food including seafood, pet food, etc.</p> <p>Empty and rinse cans. Labels are OK.</p>	<p>Propane tanks or propane canisters</p>
	<p>Metal storage containers</p> <p>Thin-gauge metal tins</p>	<p>Durable storage containers (e.g., metal food storage containers)</p>






CONTAINERS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	<p>Aluminum foil disposables</p> <p>Aluminum pie plates, baking dishes and trays, etc.</p> <p>Materials must be clean for recycling.</p>	<p>Durable storage containers such as glass or metal food storage containers</p>
	<p>Aluminum foil</p> <p>Foil wrap used for food storage</p> <p>Foil wrap must be rinsed clean for recycling.</p>	<p>Wax paper or parchment paper</p>
	<p>Plastic jugs with screw tops</p> <p>For cooking oil, laundry detergent, fabric softener, cleaning solutions, cleaning products, body care products, windshield washer fluid, etc.</p> <p>Empty and rinse jugs. Labels OK.</p>	
	<p>Plastic clamshells</p> <p>For baked goods, fruit, produce, eggs, etc.</p> <p>Containers are clear with hinged or click-closed tops. Empty and rinse containers for recycling. Labels OK.</p>	<p>Compostable, biodegradable, oxo-degradable plastics</p>

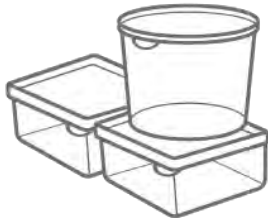

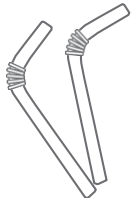
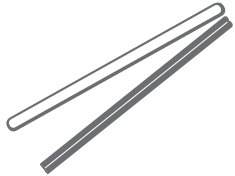
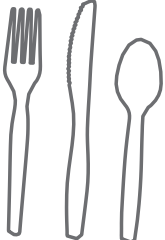
CONTAINERS

MATERIAL & DESCRIPTION	DO NOT INCLUDE
	<p>Plastic jars and lids</p> <p>For peanut butter, jam, nuts, condiments, vitamins and supplements, personal care products and cosmetics, pharmaceuticals, etc.</p> <p>Plastic jars have wide mouths with screw top lids. Empty and rinse jars for recycling. Labels OK.</p> <p>Stand-up pouches</p>
	<p>Plastic bottles and caps</p> <p>For food, dish soap, mouthwash, shampoos, conditioners and other personal care products, pills and vitamins, laundry products, household cleaners, automotive cleaners (e.g., glass cleaner, windshield washer fluid, etc.)</p> <p>Plastic bottles can have screw caps, spray pumps or pull-up tops. Empty and rinse bottles for recycling. Labels OK.</p> <p>Stand-up pouches, containers for motor oil, vehicle lubricant, or antifreeze products</p>
	<p>Plastic trays and tops</p> <p>For deli chicken, single-serve meals, prepared foods, baked goods, housewares and hardware (e.g., screws, picture hangers, etc.)</p> <p>Containers are clear or have black bottom trays with clear domes. Empty and rinse trays for recycling.</p> <p>White, black or colour foam trays (take to Recycle BC depot), soft plastic packaging for perishable foods (e.g., meat, poultry, fish or cheese, etc.), plastic/foil packaging for items like chewing gum and pills</p>

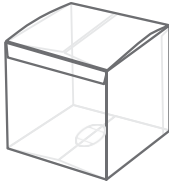
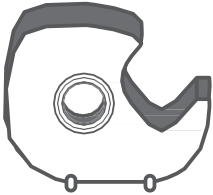

CONTAINERS


MATERIAL & DESCRIPTION	DO NOT INCLUDE
 <p>Plastic tubs and lids</p> <p>For margarine, spreads, yogurt, cottage cheese, sour cream, ice cream, etc.</p> <p>Empty and rinse tubs. For single-use coffee and tea pods: Empty and rinse pods. Remove lids and not include lids with recycling. Grounds can be composted.</p>	<p>Packaging labelled compostable, biodegradable, oxo-degradable plastics or foil lids from coffee and tea pods, coffee grounds (include with green waste, if applicable)</p>
 <p>Plastic cold drink cups with lids</p> <p>Beverage cups</p> <p>Empty and rinse cups for recycling. Separate straws.</p>	<p>Foam cups (take to Recycle BC depot), plastic packaging labelled compostable, biodegradable, oxo-degradable, napkins (include with green waste, if applicable)</p>
 <p>Plant pots and saucers</p> <p>Plastic only</p>	<p>Ceramics or items that are not packaging-like products, items labelled compostable, biodegradable, or oxo-compostable</p>
 <p>Plastic pails</p> <p>For laundry detergent, ice cream, pet food, etc.</p> <p>Recycle BC accepts pails that are less than 25 litres. Larger pails should be disposed of through a commercial hauler.</p>	<p>Plastic paint cans, plastic pails larger than 25L, pails for lubricants and oils</p>
 <p>Microwavable bowls and cups</p> <p>For soups and entrees</p> <p>Remove lids and place loose in recycling container.</p>	<p>Bowls with metal rims, napkins (include with green waste, if applicable)</p>

CONTAINERS

MATERIAL & DESCRIPTION	DO NOT INCLUDE
 <p>Non-durable plastic food containers</p> <p>Plastic lunch containers</p>	<p>Durable storage containers such as glass or metal food storage containers, items labelled compostable, biodegradable, or oxo-compostable</p>
 <p>Disposable hangers</p> <p>Plastic – lightweight (included with clothing)</p>	<p>Durable hangers (e.g., wire, sturdy plastic, metal, or wood), plastic labelled compostable, biodegradable, or oxo-degradable</p>
 <p>Plastic straws</p> <p>Plastic drinking straws</p>	<p>Paper or metal straws</p>
 <p>Plastic stir sticks</p> <p>Plastic stir sticks used for coffee</p>	<p>Wooden stir sticks</p>
 <p>Plastic cutlery</p> <p>Plastic spoons, forks, and knives commonly provided with take-out meals</p> <p>Plastic cutlery must be rinsed clean for recycling.</p>	<p>Wooden cutlery, items labelled compostable, biodegradable, or oxo-compostable</p>

CONTAINERS

MATERIAL & DESCRIPTION	DO NOT INCLUDE
 <p>Plastic gift boxes</p> <p>Plastic boxes purchased for gift giving</p>	<p>Items that are not packaging-like products, bags and boxes with glitter and rope handles, or items labelled compostable, biodegradable, or oxo-compostable</p>
 <p>Plastic tape dispensers</p> <p>Plastic casing used to hold household tape</p>	<p>Items that are not packaging-like products, items labelled compostable, biodegradable, or oxo-compostable plastic</p>
 <p>Plastic dental floss container</p> <p>Plastic case used to hold dental floss</p>	<p>Items that are not packaging-like products, items labelled compostable, biodegradable, or oxo-compostable plastic, used dental floss</p>




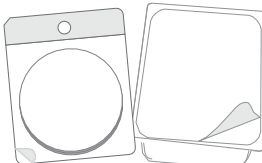
MATERIAL & DESCRIPTION		DO NOT INCLUDE
	<p>Non-Deposit Glass Bottles and Jars</p> <p>Clear or coloured. Check with your recycling collector for instructions.</p> <p>Empty and rinse bottles and jars. Labels OK. Include lids with container recycling.</p>	<p>Drinking glasses, dishes, cookware, whole or broken window glass or mirrors, ceramic mugs or other ceramic products, light bulbs and light fixtures</p>

May be collected separately from curbside or multi-family buildings.

Check with your collector.




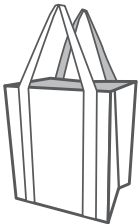
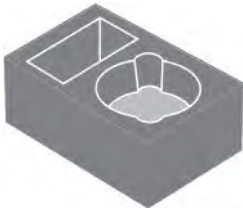
DROP-OFF ONLY: FLEXIBLE PLASTICS



MATERIAL & DESCRIPTION		DO NOT INCLUDE
	<p>Plastic bags and overwrap</p> <p>Plastic bags for groceries, dry cleaning, bread, newspapers and flyers; bags for produce, dry bulk foods, and most frozen vegetables; outer bags and wrap for diapers, feminine hygiene products, paper towels, tissues, soft drink can flats; bags for water softener salt, wood pellets and garden products; overwrap on mattresses, furniture and electronic equipment</p> <p>Bags must be empty when returning to a depot.</p>	<p>Crinkly cellophane wrap for tea, floral arrangements, etc., packaging labelled biodegradable, compostable, or oxo-degradable, lumber or construction wrap</p>
	<p>Stand-up and zipper lock pouches</p> <p>Zipper lock pouches for frozen foods like berries, seafood, prepared foods; zipper lock bags for fresh foods like grapes, deli meats; stand-up pouches for baby food, hand soap refills; stand-up and zipper lock pouches for dried fruits, granola, sugar, oatmeal, grated cheese, etc.</p>	<p>Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl</p>
	<p>Crinkly wrappers and bags</p> <p>Bags for potato chips, candy, dried pasta, cereal, etc.; wrappers for cheese slices, snack bars, instant noodles, etc.</p>	<p>Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl</p>
	<p>Flexible packaging with plastic seal</p> <p>Packaging for fresh pasta, pre-packaged deli meats, pre-packaged cheese, etc.</p>	<p>Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl</p>

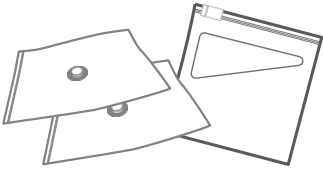


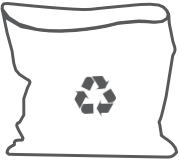
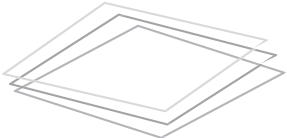

DROP-OFF ONLY: FLEXIBLE PLASTICS



MATERIAL & DESCRIPTION	DO NOT INCLUDE
 <p>Woven and net plastic bags</p> <p>Net bags for avocados, onions, oranges, lemons, limes, etc.; woven plastic bags for rice, etc.</p>	<p>Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl, plastic squeeze tubes</p>
 <p>Non-food protective packaging</p> <p>Padded protective plastic like plastic shipping envelopes, plastic air packets, bubble wrap</p>	<p>Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl, plastic squeeze tubes</p>
 <p>Recycling bags</p> <p>Transparent, single-use plastic bags for recycling</p>	<p>Items that are not packaging-like products, packaging labelled biodegradable, compostable, or oxo-degradable</p>
 <p>Reusable plastic-only carry-out bags</p> <p>Reusable plastic bags provided with purchase, or purchased as product</p>	<p>Items that are not packaging-like products, packaging labelled biodegradable, compostable, or oxo-degradable, or carry-out bags with PVC/vinyl</p>
 <p>Squishy cushion packaging blocks and sheets</p> <p>Commonly used in electronics packaging</p>	<p>Items that are not packaging-like products, packaging labelled biodegradable, compostable, or oxo-degradable, or with PVC/vinyl, hard foam packaging (recycle with foam packaging, see purple category page)</p>


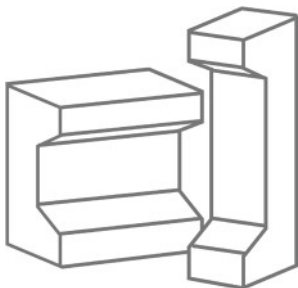
DROP-OFF ONLY: FLEXIBLE PLASTICS



MATERIAL & DESCRIPTION	DO NOT INCLUDE
 <p>Food storage, sandwich and freezer bags, vacuum seal bags</p> <p>Bags used for food storage, or bags purchased to store items with a vacuum seal</p>	<p>Items designed for disposal (i.e., garbage/compost/leaf bags), or aluminum foil lined food storage bags, packaging labelled biodegradable, compostable, or oxo-degradable</p>
 <p>Plastic shrink wrap</p> <p>Plastic shrink wrap found on meat in grocery stores, or electronics, or used to seal products</p> <p>Must be clean for recycling.</p>	<p>Items designed for (i.e., garbage/compost/leaf bags), or aluminum foil lined food storage bags, packaging labelled biodegradable, compostable, or oxo-degradable</p>
 <p>Purchased gift bags, boxes</p> <p>Bags and boxes that are purchased for gift giving</p>	<p>Items that are not packaging-like products, bags and boxes that use plastic material, as well as paper; bags and boxes with glitter and rope handles, or packaging labelled biodegradable, compostable, or oxo-degradable</p>
 <p>Reusable plastic curbside recycling bags</p> <p>Thick, opaque reusable plastic bags used for curbside recycling in BC</p>	<p>Items labelled biodegradable, compostable, or oxo-degradable</p>
 <p>LDPE/HDPE plastic sheets</p> <p>Drop sheets for painting, covering items</p>	<p>Items that are not packaging-like products, items labelled biodegradable, compostable, or oxo-degradable, or made with PVC/vinyl</p>
 <p>Bubble wrap</p> <p>Plastic-only bubble wrap</p>	<p>Items that are not packaging-like products, or items labelled compostable, biodegradable, or oxo-compostable, or made with PVC/vinyl, bubble wrap-lined paper envelopes</p>

DROP-OFF ONLY: FOAM PACKAGING



MATERIAL & DESCRIPTION	DO NOT INCLUDE
 <p>Foam food containers and trays</p> <p>Meat trays, foam egg cartons, foam clamshells, foam cups and bowls, etc.</p> <p>Remove food residue and liquid absorbing pads. Sort white and coloured foam into appropriate collection container at the depot.</p>	<p>Liquid-absorbing pads, napkins (include with green waste, if applicable)</p>
 <p>Foam Cushion Packaging</p> <p>Foam cushion packaging used to protect electronics, small appliances, etc.</p> <p>Remove food residue and liquid absorbing pads. Sort white and coloured foam into appropriate collection container at the depot.</p>	<p>Labels, tape, paper and cardboard (recycle separately), foam peanuts, packing chips or noodles, blue or pink foam board insulation, foam furniture (e.g., sofa cushions)</p>



CONTRACT NO. ERM2024-010
Salt Spring and Southern Gulf Islands
Community Services Society
Salt Spring Island Recycling Depot

Capital Regional District
625 Fisgard St, PO Box 1000, Victoria BC, V8W 2S6

Table of Contents

Contract for Services	Page 3
Schedule "A" – General Conditions	Page 6
Schedule "B" – Supplementary General Conditions	Page 15
Schedule "C" – Services & Fees	Page 16
Schedule "D" – Insurance Requirements	Page 24
Schedule "E" – Privacy Protection Schedule	Page 26
Schedule "F" – Material List	Page 27

CONTRACT FOR SERVICES

THIS AGREEMENT dated for reference and made as of the _____ day of _____, 20 _____

BETWEEN:

CAPITAL REGIONAL DISTRICT
Headquarters, 625 Fisgard Street, Victoria, BC V8W 1R7

("CRD", "we", "us" or "our" as applicable)

OF THE FIRST PART

AND:

Salt Spring and Southern Gulf Islands Community Services Society
Certificate of Incorporation No. 11466
268 Fulford-Ganges Road,
Salt Spring Island, BC V8K 2K6

("Vendor", "Contractor", "you" or "your" as applicable)

OF THE SECOND PART

WHEREAS:

- A. By Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991, the CRD was granted authority to enter into contracts to provide waste disposal service and resource recovery from waste.
- B. The CRD wishes to procure residential multi-material recycling depot services for Salt Spring Island Recycling Depot (the "**Project**").
- C. The CRD has agreed to engage the Vendor and the Vendor has agreed to provide the services, work, products, and deliverables described in Schedule "C" to this Agreement (the "**Services**") to the CRD in respect of the Project on the terms and conditions set out in this Agreement.
- D. The Vendor has, as objects, the organization, maintenance, and operation of a multi-material recycling program on Salt Spring Island.

NOW THEREFORE the CRD and the Vendor, in consideration of their mutual duties and responsibilities to one another under this agreement (the "**Agreement**"), agree as follows:

1. **Agreement Documents** This Agreement includes this Contract for Services between the CRD and the Vendor and the following schedules:
 - Schedule "A" – General Conditions
 - Schedule "B" – Supplementary General Conditions
 - Schedule "C" – Services & Fees
 - Schedule "D" – Insurance Requirements
 - Schedule "E" – Privacy Protection
 - Schedule "F" – Material List

(together, the “**Agreement Documents**”)

2. **Services** The Vendor will provide the Services described in Schedule “C” to this Agreement in accordance with the Agreement Documents.
3. **Entire Agreement** The Agreement Documents constitute the entire Agreement between us and the Vendor and supersedes all previous expectations, understanding, communications, representations, and agreements whether verbal or written between the CRD and the Vendor with respect to the subject matters, residential multi-material recycling depot hereof and may not be modified except by subsequent agreement in writing executed by the CRD and the Vendor.
4. **Conflict** In the event of a conflict within the Agreement Documents, the order of priority of documents, from highest to lowest shall be:
 - this Contract for Services between the CRD and the Vendor
 - Schedule “B” – Supplementary General Conditions
 - Schedule “A” – General Conditions
 - Schedule “C” – Services & Fees
 - Schedule “D” – Insurance Requirements
 - Schedule “E” – Privacy Protection
 - Schedule “F” – Material List

5. **Notice**

Any notice or other communication (each, a “notice”) required or permitted under this Agreement shall be in writing and delivered in person or by courier, or sent by email or by prepaid registered mail, as follows:

to the CRD:

P.O. Box 1000
625 Fisgard Street
Victoria, BC V8W 2S6

Attention: Russ Smith, Senior Manager, ERM

Email: rsmith@crd.bc.ca

to the Vendor:

268 Fulford-Ganges Road,
Salt Spring Island, BC
V8K 2K6

Attention: Peter Grant, Recycling Depot Manager

Email: recycling@saltspring.com

or to such other address or email address that is delivered by a party to the other party in accordance with this section.

6. A notice given:
 - a. by personal delivery or by courier is considered received at the time of acceptance by the receiving party;
 - b. by email is considered received on the next business day after the date it is sent; and
 - c. by mail is considered received 72 hours after the time of mailing.
7. If normal mail or email service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until

actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

IN WITNESS WHEREOF the parties have duly executed this Agreement as of the date first written above.

CAPITAL REGIONAL DISTRICT by its)
authorized signatories:)

_____))
Name)

Signed this ____ day of _____, 20 ____)

Salt Spring and Southern Gulf Islands)
Community Services Society by its authorized)
signatories:)

_____))
Name)

_____))
Name)

Signed this ____ day of _____, 20 ____

SCHEDULE "A"
GENERAL CONDITIONS (CONSULTING SERVICES)

VENDOR'S OBLIGATIONS

1. Standard of Care

- a. You must provide the Services with the degree of care, skill and diligence normally provided by vendors having similar qualifications in the performance of duties of a nature similar to the Services, and to our satisfaction, and you must provide the Services within the time limits specified in Schedule "C" or, if no time limit is specified in Schedule "C", you must provide the Services promptly.
- b. All your workers and sub-contractors, if applicable, must have sufficient knowledge, skill, and experience to perform properly the work assigned to them. Any individual or sub-contractor employed or engaged in the work by you, who in our opinion, does not perform the work in a skillful manner, appears to be incompetent, acts in a disorderly or intemperate manner, or who acts in a way to offend public conscience, shall, at our written request or, if in our opinion, urgent, oral demand, be removed from the provision of the Services and any applicable work site immediately and shall not be employed against in any portion of the Services without our advance written approval.

2. Term and Schedule

- a. The term of this Agreement is described in Schedule "C". If no term is specified in Schedule "C" and subject to earlier termination of this Agreement, this Agreement's term continues until the Services are performed to our satisfaction and all work product is delivered and accepted as satisfactory by us, and you and we have performed all obligations required under this Agreement.
- b. The Vendor shall provide the Services and any associated deliverables on the agreed-upon schedule between the Vendor and us, based on an updated schedule by the Vendor and agreed-upon by us in writing, or as otherwise directed by us. Changes to the schedule of services or deliverables can occur by us in writing at any time. Schedule changes by us do not attract additional compensation, but in our sole discretion, we can extend the term of this Agreement where warranted.

3. Billable Charges You must charge only those fees and disbursements specifically authorized for the Services in Schedule "C" to this Agreement. All other costs and expenses incurred by you to provide the Services, including labour, materials, permits, and licenses, must be paid by you.

4. Confidentiality

- a. You must not disclose any information, data or secret of ours ("**Confidential Information**") to any person other than representatives of ours duly designated for that purpose in writing by us and you must not use for your own purposes or for any purpose other than ours any information, data, or secret you may acquire as a result of being engaged pursuant to this Agreement. Notwithstanding the foregoing, you may disclose Confidential Information to the extent required by applicable laws, courts of competent jurisdiction, or professional standards, but you shall limit disclosure of the Confidential Information to the extent legally required and prior to disclosure will notify us in writing of the existence, circumstances, and conditions of disclosure and any terms.
- b. Excluded from the definition of Confidential Information is:
 - i. Information which is in, or becomes part of, the public domain, not due to your or

your sub-contractor's breach of this Agreement or actions;

- ii. Information which was previously in your possession and did not originate from us; and
- iii. Information which lawfully becomes available to you from a third party not under an obligation of confidence to us regarding such information.

c. You acknowledge that in the event of a breach by you or any of your subcontractors of the confidentiality obligations pursuant to this section 4, damages are not an adequate remedy and agree that, in addition to and without limiting any other right or remedy we may have, we will have the right to an immediate injunction or other available equitable relief in any court of competent jurisdiction enjoining any threatened or actual breach of such obligations.

d. You shall return all copies of the Confidential Information to us, in all tangible forms and media, and delete all Confidential Information resident in any databases or systems (subject to your right to retain, if any, in section 7 [*Ownership of Materials and Retention of Intellectual Property*]), upon the earliest of the following dates:

- i. Completion of the Services;
- ii. Expiration or earlier termination of this Agreement;
- iii. Written request by us for return.

5. **Restriction on Promotion** You must not, without our prior written approval, refer for promotional purposes to us or our associated entities being your customer or our having entered into this Agreement, including disclosure or promotion of its Agreement with us by way of verbal declarations, announcements, sales, marketing or other literature, letters, client lists, websites, Internet domain names, press releases, brochures or other written materials.

6. **Conflict of Interest** You must not, during the term of this Agreement, perform a service for, or provide advice to any person, firm or corporation, which in our reasonable opinion gives rise to a conflict of interest between your obligations under this Agreement and your obligations to such other person, firm or corporation. Without limiting the scope of this section and by way of example only, you are prohibited from and will not provide any services which assist or could be seen to be assistance to any person an unfair competitive advantage over other proponents or tenderers responding to a procurement call by us.

7. **Ownership of Materials and Retention of Intellectual Property:**

a. For the purposes of this section 7, the following terms have the following meanings:

- i. **"Incorporated Material"** means any material in existence prior to the start of the Term or developed independently of this Agreement, that is incorporated or embedded in any Produced Material by you or a sub-contractor or sub-consultant;
- ii. **"Material"** means Produced Material and Received Material.
- iii. **"Produced Material"** means plans, specifications, manuals, preliminary drafts, sketches, copies, designs, computer modules, software programs, technology, data and information and all other materials, whether complete or not, that, as a result of this Agreement, are produced or provided to us by you or a sub-contractor or sub-consultant, as part of the Services, and includes Incorporated Material.

- iv. **"Received Material"** means plans, specifications, manuals, preliminary drafts, sketches, copies, designs, computer modules, software programs, technology, data and information and all other materials, whether complete or not, that, as a result of this Agreement, are received by you or a subcontractor from us or any other person.
- b. We exclusively own all property rights in the Material which are not intellectual property rights. You must deliver any Material to us immediately upon our request.
- c. We exclusively own all intellectual property rights, including copyright, in:
 - i. Received Material that you receive from us; and
 - ii. Produced Material, other than any Incorporated Material.

Upon our request, you must deliver to us documents satisfactory to us that irrevocably waive in our favour any moral rights which you, your sub-contractors, or your respective employees may have in the Produced Material and that confirm that the copyright in the Produced Material is vested in us, other than any Incorporated Material.

- d. Upon any Incorporated Material being embedded or incorporated in the Produced Material and to the extent that it remains so embedded or incorporated, you grant to us:
 - i. a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to exercise, in respect of that Incorporated Material, the rights set out in the *Copyright Act* (Canada), including the right to use, reproduce, modify, publish and distribute that Incorporated Material; and
 - ii. the right to sublicense or assign to third parties any or all of the rights granted to the District under section 7(d)(i).
- e. Upon delivery of the Services to our satisfaction, on expiry or earlier termination of this Agreement, or at any time at our written request, you must turn over to us all Received Material and Produced Material. You may keep a single copy of the Produced Material for your own archival purposes. This copy is non-exclusively licensed to you for your archival purposes, but for no other purposes unless expressly agreed to by us in writing. After the end of the Term, we may in our sole discretion, negotiate with you to provide us a license (which may be exclusive or non-exclusive) for you to use, reproduce, modify or distribute some or all of the Produced Material. For certainty, this section does not apply to Incorporated Material.
- f. The parties to this Agreement recognize that a breach by you of any of the requirements contained in this section 7 would result in damages to us and that we could not adequately be compensated for such damages by monetary award. You agree that, in the event of any such breach, in addition to all other remedies available to us at law or in equity, we are entitled as a matter of right to apply to a court of competent equitable jurisdiction for such relief by way of restraining order, injunction, decree or otherwise as may be appropriate to ensure compliance with this section 7.

8. **Representations and Warranties** As at the date this Agreement is executed and delivered by, or on behalf of, the parties, you represent and warrant to us as follows

- a. All information, statements, documents and reports furnished or submitted by you to us in connection with this Agreement (including as part of any competitive process resulting in this Agreement being entered into) are in all material respects true and correct;

- b. You have sufficient trained staff, facilities, materials, appropriate equipment and approved sub-contractual agreements in place and available to enable the Contractor to fully perform the Services
 - c. You hold all permits, licenses, approvals and statutory authorities issued by any government or government agency that are necessary for the performance of your obligations under this Agreement;
 - d. This Agreement has been legally and properly executed by you, or on your behalf, and is legally binding upon and enforceable against you in accordance with its terms; and
 - e. If you are not an individual, you have the power and capacity to enter into this Agreement and to observe, perform and comply with the terms of this Agreement and all necessary corporate or other proceedings have been taken and done to authorize the execution and delivery of this Agreement by you or on your behalf.
9. **Survival and Severability** It is understood and agreed that the covenants and agreements contained in sections 4 [*Confidentiality*], 5 [*Restriction on Promotion*], 6 [*Conflict of Interest*], 7 [*Ownership of Materials and Retention of Intellectual Property*], 8 [*Representations and Warranties*], 9 [*Survival and Severability*], 10 [*Indemnification*], 11 [*Waiver of Consequential Damages*], and 22 [*Access to Records*] shall survive the expiry or earlier termination of this Agreement and that those sections are severable for such purpose.
10. **Indemnification** You must indemnify and save harmless us and our elected officials, directors, appointed officers, employees, agents and contractors from and against any claims, costs, losses, damages, actions, causes of action and expenses arising (each a "Loss")
- a. from an error, omission, or negligent or wrongful act of you or your agents, employees, sub-consultants, sub-contractors, or anyone else you are responsible for at law, to the extent a Loss is caused or contributed to by you or anyone you are responsible for at law;
 - b. from or in any way related to unpaid WorkSafeBC assessments, fees, fines, costs or other penalties owing from any person or corporation engaged by you in performance of this Agreement or arising out of or in any way related to your failure or the failure of anyone you are responsible for at law to observe safety rules, regulations, and practices of WorkSafeBC, including penalties levied by WorkSafeBC;
 - c. from your breach of this Agreement; or
 - d. from any of your representations or warranties being or becoming untrue.
11. **Waiver of Consequential Damages** We shall never be liable to you for any special, indirect, incidental, punitive or consequential damages, including business interruption, economic loss, or loss of revenue, reputation, use of property or equipment, earnings, income or profits, even if you advised us of this possibility of such potential loss or damage in advance. You shall never be liable to us for any special, indirect, incidental, punitive or consequential damages unless we have advised you of this in advance in the solicitation and this possibility is documented otherwise or as a "liquidated damage" in Schedule "C".
12. **Insurance** You must provide and maintain at your expense any insurance that you are required to provide by law, or that is reasonably necessary to insure against any risks you may assume as a result of entering into this Agreement, including coverage for your employees as required by the *Workers Compensation Act*. Without limiting the foregoing, you must provide and maintain at your expense any insurance specifically required in Schedule "D" to this Agreement. You must provide satisfactory proof of insurance coverage to us upon request.

13. **Compliance with Laws and Collective Agreement**

- a. You must comply with all laws applicable to the provision of the Services.
- b. Whenever in the performance of this Agreement any employee of the Vendor performs work of the same or a similar nature to work for which a position and wage is specified in the collective agreement between the CRD and the Canadian Union of Public Employees Local 1978 (the "Collective Agreement"), the Vendor shall, as required by Article 29.01 of the Collective Agreement, pay such employee a wage not less than the wage set out in the Collective Agreement. The Vendor shall require any permitted subcontractor to do the same. If non-compliance is found, the Vendor will resolve the non-compliance within 14 calendar days.

14. **Compliance with Policies and Safety Agreement**

- a. In any case where the Vendor, its employees or its sub-contractors, if applicable, shall be working alongside, interacting with or working in the vicinity of CRD employees or volunteers in the performance of the Agreement, the Vendor shall ensure that it and all its employees and sub-contractors, if applicable, comply and are familiar with the following CRD policies (which the CRD will make available to the Vendor, upon the Vendor's request):
 - i. Communicable Disease Prevention Plan
 - ii. Respectful Workplace, ADM73
 - iii. Violence in the Workplace Policy, ADM66
 - iv. Substance Use Abuse Policy, ADM64
 - v. Smoking In the Workplace Policy, ADM58
- b. You must comply with the Privacy Protection Schedule attached as Schedule "E".

15. **Assignment & Sub-Contracting**

- a. **No Assignment without consent** You must not assign, subcontract, or transfer any interest in your rights under this Agreement without our prior written consent.
- b. **Sub-contracting** Where sub-contracting is permitted by us in writing, you will administer, coordinate, and manage all Services provided by any sub-contractors and will assume full responsibility to us for all work performed by the sub-contractors in relation to the Services and will pay all fees and disbursements of all sub-contractors. Where a sub-contractor is used, you will legally bind the sub-contractor to comply with this Agreement. Nothing in this Agreement will create any contractual relationship between a sub-contractor and us. Should your sub-contractor not be paid, we may at our option pay your sub-contractor and withhold or deduct these amounts from any amount owing to you, or alternatively, you shall pay us such amounts on demand forthwith.

16. **Legal Relationship** The legal relationship between you and the CRD arising pursuant to this Agreement is that of an independent contractor and a purchaser of services. Nothing in this Agreement shall be interpreted so as to render us your employer or partner, or the employer of anyone working for you, and you must not do anything that would result in anyone working for you being considered our employees.

17. **Agent** You are not, and must not claim to be our agent for any purpose unless we give you authorization in writing to act as our agent for specific purposes that are reasonably necessary to your rendering of the Services pursuant to this Agreement.

PAYMENT

18. **Payment for Services** We must pay you the fees for your Services at the times set out in Schedule "C". Where you are specifically authorized in Schedule "C" to charge us for disbursements, we must pay such disbursements to you in accordance with Schedule "C" as long as they are reasonably necessary for the performance of the Services and supported by conclusive documentation, including receipts. Payment will be issued no more than 30 days after receipt of your invoice, in accordance with our accounts payable policies.
19. **Right of Set-off Service or Quality Issues** Should there be issues of quality or service delivery in the performance of the Services or completion of any work product that cannot be resolved within 15 working days of notice to you to our satisfaction as sole judge of the work and Services, we may, acting reasonably, withhold monies owing or set-off such amounts against the cost of completing the work or remedy such issues by our own forces or other vendors.
20. **Requests for Additional Work or Change Order** We may, from time to time and at any time on prior written notice to you, request additional work to be performed as part of the Services to be provided by you or may reduce the scope of Services to be provided by you (a "Change Order"). Such a request shall be made in writing with clear instructions and defined deliverables, or where scope is reduced, with a clear description of the scope change. Where you are willing to perform this additional work, it shall be done so at the rates as set out in Schedule "C" or as otherwise agreed to by the parties in advance in writing. Where the performance of this additional work will affect the schedule or any specified delivery dates for deliverables, these will be adjusted as agreed to by both the Parties in writing or as otherwise directed by us. Where we reduce the scope of the Services, the anticipated price of the Services shall be reduced accordingly and you shall have no additional compensation or claim for lost profits, expenses, or otherwise as a result of this scope reduction, unless otherwise agreed to by us in writing. This Change Order is in addition to the maximum amount payable set out in section 3 of Schedule "C", however, no Change Order may increase the maximum amount payable under this contract by more than 50%.
21. **Currency** Unless stated otherwise in this Agreement, all sums of money are in Canadian dollars.
22. **Access to Records** You will keep proper accounts and records of performance of the Services, including but not limited to all costs and expenditures forming the basis of any billing to us, and where fees are to be paid on a daily or hourly rate, maintain time records and descriptions of services provided. During the term of this Agreement and for a period of three years after the termination of this Agreement for any reason, we shall have access to, and be permitted to inspect and copy, such books, records, invoices, receipts, vouchers, documents, and other evidence directly related to the performance of the Services. You must permit us to exercise, and provide reasonable assistance to us in the exercise of, our rights under this section. For clarity, this does not impact your obligations relating to personal information, if any, set out in the Schedule "E" or by statute.

TERMINATION AND SUSPENSION

23. In sections 24, 25, and 26 a "default" means any of the following:
 - a. You becoming insolvent or assigned into bankruptcy;
 - b. You failing to perform any of your obligations under the Agreement, including any part or portion of the Services, Services to the quality expected by us under the Agreement, or Services or portions thereof by agreed-upon deliverable dates with no extension being granted in advance;
 - c. You become unable to provide any part of or portion of the service due to absence other than seasonal illness or reasonable vacation time of workers or key personnel in

accordance with section 26 [*Termination for Absence*]; or

- d. Any representation or warranty made by you in this Agreement being or becoming untrue or incorrect.
24. **For Default** If you are in default of your obligations under this Agreement, and you have not corrected the default within thirty (30) days following written notice from us, or if the default reasonably requires more time to correct, and you are not taking active steps to correct the default within thirty (30) days following written notice from us to our satisfaction, or if you become insolvent or are assigned into bankruptcy, we may immediately terminate this Agreement. Termination will be without prejudice to any other rights or remedies we may have. On such termination, we shall pay you for the Services performed and disbursements incurred by you to the date of termination, less any amounts necessary to compensate us for damages or costs incurred by us arising from your default.
 25. **Obligation to Notify of Default** If you become aware that you are in default or anticipate you will likely be in default, you must notify us promptly of the particulars of the default in writing and specify the steps you propose taking to remedy, address, or prevent recurrence or occurrence of the default.
 26. **For Absence** If for any reason you are unable to provide the Services using the individuals or subcontractors set forth in this Agreement or as otherwise agreed to by us in writing for reasons other than reasonable annual vacation time or short term temporary absence because of illness, we may, following written notice and without limiting any other right we may have, immediately terminate this Agreement and shall pay you for the Services performed and disbursements incurred by you to the date of termination, less any amounts necessary to compensate us for damages or costs incurred by us arising from your default.
 27. **Suspension** If your Services are suspended by the CRD at any time for more than thirty (30) days through no fault of yours, then you shall have the right at any time until such suspension is lifted by the CRD to terminate this Agreement upon giving written notice thereof to the CRD. In such an event, you shall be paid by the CRD for all Services performed and disbursements incurred pursuant to this agreement and remaining unpaid as of the effective date of such suspension, unless the parties otherwise agree in writing.
 28. **With Notice** If we are unwilling or unable to proceed with the Project we may terminate this Agreement by giving you fifteen (15) days written notice. If you receive such notice, you must perform no further Services other than those reasonably necessary to close out the Services, and we will pay you the fees and authorized disbursements properly owing as of the effective date of termination, subject to any set-off we may have taken to the effective date.

GENERAL

29. **Provision of Information**
 - a. **Only Claims in Contract** We will make available to you all information in our possession which we consider pertinent to your performance of the Services. You may rely upon the accuracy and completeness of such information except where it is unreasonable to do so. However, you acknowledge that the CRD, in the preparation of this Agreement, the supply of oral or written information to you, or the carrying out of the CRD's responsibilities under this Agreement, does not owe a duty of care to you and you hereby waive for yourself, your successors and assigns, the right to sue the CRD in tort for any loss, including economic loss, damage, cost or expense, arising from or connected with any error, omission or misrepresentation occurring in the preparation of this Agreement, the supply of oral or written information to you, or the carrying out of the CRD's responsibilities under this Agreement.
 - b. **Responsible for Own Diligence** You are responsible for your own due diligence and you

acknowledge there is no substitute for your careful review of materials, solicitations, information, documentation, and investigations consistent with your area of expertise and with the standard of care set out elsewhere in this Agreement, and raising any concerns regarding the accuracy and completeness of such information with us at the earliest opportunity. No reviews, approvals, or inspections carried out or information supplied by us will derogate from the duties and obligations of the vendor (with respect to designs, reviews, inspections, approvals, or otherwise) and all responsibility related to the Services will be and remain with the Vendor. In no event will any acceptance, approval, inspection, or confirmation relieve you of your obligation for all aspects of the Services.

30. **CRD to Respond** We will give prompt consideration to all draft reports, drawings, and other documents relating to the Project provided to us by you, and, whenever prompt action is necessary, where possible inform you of a decision in such reasonable time so as not to delay your Services.
31. **Site Access & Safety Orientation** You are responsible for arranging any safety orientations necessary for work at the Project site, as necessary.
32. **Work Reporting** Upon our request you must fully inform us of all work done by you or a sub-contractor in connection with providing the Services.
33. **Instructions** We may from time to time give you reasonable written instructions as to the performance of the Services. You must comply with those instructions but, unless otherwise specified in this Agreement, you may determine the manner in which the instructions are carried out.
34. **Key Personnel** If one or more individuals are specified as "Key Personnel" in Schedule "C", you must cause those individuals to perform the Services on your behalf, unless we otherwise approve in writing, which approval will not be unreasonably withheld.
35. **Jurisdiction** This Agreement is governed by and shall be construed in accordance with the laws in force from time to time in the Province of British Columbia.
36. **Waiver** Except as may be specifically agreed in writing, no action or failure to act by the CRD or the Vendor shall constitute a waiver of any right or duty afforded either of them under this Agreement nor shall any such action or failure to act constitute an approval of or acquiescence in any breach of this Agreement.
37. **Invalidity** If any part of this Agreement is or is declared invalid by a court of competent jurisdiction, the remainder shall continue in full force and effect and be construed as if the Agreement had been executed without the invalid portion.
38. **Designation of Parties** In this Agreement, "we", "us" and "our" refer to the CRD alone and never refer to the combination of the Vendor and CRD. The combination of the CRD and the Vendor is referred to as "the parties".
39. **Headings** The captions or headings appearing in this Agreement are inserted for convenience of reference only and shall not affect the interpretation of it.
40. **Interpretation** Whenever the singular or masculine is used in this Agreement, the same shall be deemed to include the plural or the feminine or the body politic or corporate where the context or the parties so require.
41. **Time** Time is of the essence in this Agreement.
42. **Unavoidable Delay** Notwithstanding section 41 [*Time*], except for the performance of obligations to pay money, the time periods for the parties to perform under this Agreement will be extended for

periods of time during which their performance is delayed or prevented due to an Unavoidable Delay. If Unavoidable Delay occurs, the non-performing party will, as soon as possible after the occurrence of the Unavoidable Delay or on knowledge that non-performance will be forthcoming, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of obligations under this Agreement, furnishing such evidence as reasonably requested by the other party to demonstrate the Unavoidable Delay. The parties will make best efforts to perform what portions of their obligations under this Agreement can be performed, but are under no obligation to do so once an event of Unavoidable Delay is declared. No additional compensation will be available and the only remedy for the parties' obligations after the Unavoidable Delay is an extension of the term of this Agreement and time to provide the Services. If the Unavoidable Delay continues for more than 30 days from declaration, either party may terminate this agreement by written notice as if the termination were done under section 27 [*Suspension*]. For the purposes of this section, an "Unavoidable Delay" means any circumstances beyond the reasonable control of the party trying to perform, including acts of God, war, government action, labour action. It does not include illness; shortage of staff; delays of suppliers, sub-contractors, or other vendors; the Vendor's lack of financial resources; the Vendor's insolvency; or any governmental action taken in the enforcement of law against the Vendor or its sub-contractors.

43. **Enurement** This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, personal representatives, successors and permitted assigns. Neither party may assign, subcontract or transfer an interest in the Agreement without the prior written consent of the other.
44. **Independent Legal Advice** You acknowledge you have been given the opportunity to seek independent legal advice before executing this Agreement.

DISPUTE RESOLUTION

45. **Arbitration** All matters in dispute under this Agreement which are not first resolved between the parties acting reasonably may, with the concurrence of both the CRD and the Vendor, be submitted to arbitration pursuant to the *Arbitration Act* (British Columbia) to a single arbitrator appointed jointly by them.
46. **No Conflict of Interest** No one shall be nominated to act as an arbitrator who is in any way financially interested in the conduct of the Project or in the business affairs of either the CRD or the Vendor.
47. **Nominees** If the parties cannot agree on the choice of an arbitrator, each party shall select a nominee and the nominees shall jointly appoint an arbitrator.

DESIGNATED REPRESENTATIVES

48. **CRD Representative** We shall by notice in writing to you designate a representative to act on our behalf with respect to the performance of this Agreement (the "**CRD Representative**") and we may at any time or from time to time thereafter, by notice in writing to you, designate another person to act as the CRD Representative in the place and stead of any person previously designated.
49. **Project Manager** You shall, by notice in writing to us, designate a representative to act on your behalf with respect to the performance of this Agreement (the "**Project Manager**") and you may at any time or from time to time thereafter, upon written approval from us, designate another person to act as the Project Manager in the place and stead of any person previously so designated.

SCHEDULE "B"
SUPPLEMENTARY GENERAL CONDITIONS

NO SUPPLEMENTARY GENERAL CONDITIONS.

SCHEDULE “C”
SERVICES AND FEES

1 DEFINITIONS

In this Agreement, the following words and phrases have the following meanings:

“Agreement” means this Agreement and includes all schedules.

“Container” means any container used for storage of Household In-Scope PPP at the Recycling Depot.

“Corrugated Cardboard” or “OCC” means paper-based material consisting of a fluted corrugated sheet and one or two flat linerboards.

“Customer” means all British Columbia residential users of the Service at the Recycling Depot.

“Designated Post-Collection Service Provider” means the entity, designated by Recycle BC, to receive Vendor-collected Inbound Material.

“Enactment” means an enactment as defined in the Interpretation Act (British Columbia).

“Engineer” means the General Manager of the Environmental Services Department of the CRD or their appointed representative.

“Flexible Plastics” means material listed in the “Flexible Plastics” category of the Material List.

“Foam Packaging” means material listed in the “Foam Packaging” category of the Material List.

“Glass Bottles and Jars” means material listed in the “Glass Bottles and Jars” category of the Material List.

“Household In-Scope Packaging and Printed Paper” or “PPP” means the recyclable materials set out in Schedule F and such other materials identified as Household In-Scope PPP by Recycle BC in writing from time to time.

“ICI PPP” means In-Scope PPP from an ICI location.

“Industrial, Commercial and Institutional” or “ICI” means any operation or facility other than a residential household, including: industrial operations of any size; commercial operations of any size including small businesses with one or more employees, retail stores, offices, strip malls and vacation facilities, such as hotels, motels, cottages, cabins and rental, co-operative, fractional ownership, time-share or condominium accommodation associated with sports and leisure facilities (e.g., ski resorts); and, institutional operations of any size including schools, churches, community buildings, local government buildings, arenas, libraries, fire halls, police stations, social or community service organizations and residences at which medical care is provided, such as nursing homes, long-term care facilities and hospices.

“Materials List” means Recycle BC’s list of accepted materials which is incorporate herein by reference and available here: <https://recyclebc.ca/what-can-i-recycle/>.

“Mixed Containers” means material listed in the “Plastic Containers”, “Carton and Paper Cups”, “Aluminum Containers” and “Steel Containers” categories of the Material List.

“Non-PPP Items” means any material that is not Household In-Scope PPP.

"Packaging and Printed Paper" or "PPP" means Paper and Cardboard, Mixed Containers, Glass Bottles and Jars, Flexible Plastics and Foam Packaging.

"Paper and Cardboard" means material listed in the "Paper" and "Paper Packaging and Cardboard" categories of the Materials List.

"Processing" means the sorting, handling and preparation of materials for shipment.

"Recycle BC" means the not-for-profit stewardship agency responsible for the management of Packaging and Printed Paper (PPP) to whom CRD is contracted to manage PPP on Salt Spring Island.

"Recycling Depot" means the recycling facility operated by the Vendor in accordance with the terms of Schedule C of this Agreement to which Household In-Scope PPP can be delivered by Customers and includes all surrounding portions of such site from the public entrance way onward, including any parking lots, buildings, and storage facilities.

"Recycling Program" or "Service" mean the Service as described in Schedule C of this Agreement.

"Reuse" means conventional reuse where the item is used again whole and intact for the same function (e.g. a refillable milk bottle refilled with milk by a dairy), and next-life reuse where the item is used for a different function (e.g. a wine bottle reused to hold flowers).

"Scavenge" means unauthorized rerouting of collected Household In-Scope PPP to anyone other than the Designated Post-Collection Service Provider. Scavenging does not include the diversion of Household In-Scope PPP for Reuse.

"Service Area" means Salt Spring Island in British Columbia.

"Work Product" means the deliverables to be created or provided to CRD by the Vendor pursuant to any work and any data, records, and reports that have been prepared, created, written or recorded in performance of the Services, whether by the Vendor, CRD or Vendor and CRD.

2 TERM

The term of this Agreement commences on April 1, 2025 and expires on December 31, 2029 (the "term").

3 SERVICES

The Vendor will undertake, provide or be involved in the following services:

Provide all materials, supervision, labour, equipment and all else necessary for, or incidental to, the receiving, handling and storage of packaging and printed paper (PPP) material from residences on Salt Spring Island for pick up, processing and marketing by Recycle BC's Designated Post-Collection Service Provider, in accordance with the terms listed below. The Vendor shall not impose a fee to Customers who drop off PPP materials at the Recycling Depot. The Vendor, as part of the Service provided, shall operate a Recycling Depot within the boundaries of Salt Spring Island, all as more particularly set out below.

(herein referred to as the "Service" or "Services")

3.1 Scope of Work

The Service required to be performed under this Agreement consists of the receiving, handling and storage of PPP materials from residences on Salt Spring Island. The Vendor shall perform such services as are required to provide a Household In-Scope PPP recycling program and shall not be entitled to receive any remuneration from the CRD or Recycle BC other than provided for in this

Agreement unless separately contracted for with the CRD. All work included in this Agreement shall be performed to the satisfaction of the CRD.

The works covered by the Agreement include, but are not restricted to:

- (a) supply, operation and maintenance of the Recycling Depot;
- (b) collecting Household In-Scope PPP from residential customers at the Recycling Depot within the Service Area for pick up and marketing by Recycle BC's Designated Post-Collection Service Provider;
- (c) accurately reporting all statistical data and finances.

3.2 Recycling Depot

The Vendor shall, as part of its facilities, maintain a staffed and secure recycling centre for receiving, processing and storing Household In-Scope PPP, not less than 10 hours per week, during the period of 9 a.m. to 5 p.m., excluding Sundays and statutory holidays, unless otherwise agreed by both parties.

As a condition of this Agreement, the Vendor shall accept, at the Recycling Depot, the Household In-Scope PPP materials accepted by the RecycleBC program and listed on their full material lists (Schedule F), originating from residential use, at no charge to the resident. In-scope PPP materials are subject to change. In-Scope PPP material categories include:

- i) Paper and Cardboard
- ii) Mixed Containers
- iii) Flexible Plastics
- iv) White Foam Packaging
- v) Coloured Foam Packaging
- vi) Glass Bottles and Jars

Other materials may be accepted by the Vendor for reuse or recycling, including PPP materials originating from non-residential sources. These materials must be kept separately from PPP received from residential sources and the CRD and Recycle BC shall take no financial or other responsibility for the collection or disposal of these non-residential PPP or other materials.

All Recycling Depot facilities will be maintained in a clean and sanitary manner at all times and in compliance with all applicable enactments and CRD and Recycle BC requirements. All collection areas will have appropriate safety markings in accordance with applicable law. Equipment will be maintained in good condition at all times, at the Vendor's expense. All facilities and the equipment to manage the Household In-Scope PPP will operate properly and be maintained, at the Vendor's expense, in a condition compliant with all applicable laws, good industry standards, and be in a condition satisfactory to CRD and Recycle BC. All vehicles used by the facility for the management of Household In-Scope PPP will be equipped with variable tone or proximity activated reverse movement back-up alarms.

The site shall be patrolled regularly and any blown litter, debris or garbage originating from the recycling depot located within a 50-metre radius from the property line shall be collected and disposed of at the Vendor's expense.

3.3 Packaging and Printed Paper Materials

- (a) The Vendor will not place limits on the quantity of Household In-Scope PPP delivered by Customers.
- (b) Materials collected may not contain more than 5% by weight of Not Accepted Materials. Materials exceeding 5% by weight of Not Accepted Materials may be subject to rejection by the Designated Post-Collection Service Provider and may result in Service Level Failure Credits.
- (c) Materials collected may not contain more than 5% by weight of Not Accepted Materials. Materials exceeding 5% by weight of Not Accepted Materials may be subject to rejection by the Designated Post-Collection Service Provider and may result in Service Level Failure Credits.

- (d) Vendor will ensure that individual material categories not contain more than the specified percent of Cross Contamination of In-Scope PPP by weight listed below. Loads of segregated material categories exceeding the weight percentage listed individually (or in the aggregate) may be subject to rejection by the Designated Post-Collection Service Provider and may result in Service Level Failure Credits.
- i. Paper and Cardboard do not contain more than 1% by weight of other In Scope PPP materials categories;
 - ii. Mixed Containers do not contain more than 3% by weight of other In Scope PPP material categories;
 - iii. Foam Packaging does not contain more than 5% by weight of other In Scope PPP material categories;
 - iv. Flexible Plastics does not contain more than 5% by weight of other In Scope PPP material categories; and
 - v. Glass Bottles and Jars does not contain more than 1.5% by weight of other In-Scope PPP material categories.
- (e) Materials collected under this Agreement may not contain Hazardous Waste.
- (f) Vendor will implement and maintain reasonable procedures to ensure that materials deposited into Collection Containers at each Depot comply with the requirements set forth in this Section 2.3, including procedures to monitor the content of collected material and procedures to notify and reject material from Customers who do not comply with such requirements. Such procedures are subject to review by the CRD at any time and from time to time. If the CRD determines that such procedures are inadequate Vendor will adopt such procedures as the CRD may reasonably require in order to ensure compliance with this Section 2.3.

3.4 Service Levels

The Vendor will incur the following Service Level failure Credits on the following Service Level Failures; provided, however, that the aggregate amount of Service Credit Level Failures in respect of any calendar year shall not exceed the aggregate amount of Fees payable to Vendor in respect of such calendar year:

	Service Level Failure	Service Level Failure Credit
1	Failure to clean-up or collect PPP that has spilled outside the Depot boundary within 2 hours.	Twice the cost of cleanup incurred by the CRD (if the CRD performs the cleanup) plus \$500 per incident (regardless of who performs the cleanup).

	Service Level Failure	Service Level Failure Credit								
2	Pick up by the Designated Post-Collection Service Provider of materials that contain more than 5% by weight of Not Accepted Materials.	<p>The Per Load Amount for each weigh-scale ticketed load that results in a Service Level Failure, provided that the aggregate Service Level Failure Credit for this Service Level Failure Credit in respect of any calendar year shall not exceed 75% of the Fees paid in the preceding 12 months or, in the event that the Service Level Failure occurs before 12 months of Fees have been paid, the Service Level Failure Credit shall not exceed 75% of the annualized Fees paid.</p> <p>For the purpose of this Service Level Failure, the “Per Load Amount” in respect of any year will be determined by an escalating percentage of annualized Fees in accordance with the following table:</p> <table><tr><th>Occurrence</th><th>Per Load Amount</th></tr><tr><td>1st</td><td>2.5% of annualized Fees up to a maximum of \$2500</td></tr><tr><td>2nd</td><td>5.0% of annualized Fees up to a maximum of \$5000</td></tr><tr><td>3rd and onwards</td><td>10.0% of annualized Fees up to a maximum of \$10,000</td></tr></table>	Occurrence	Per Load Amount	1 st	2.5% of annualized Fees up to a maximum of \$2500	2 nd	5.0% of annualized Fees up to a maximum of \$5000	3 rd and onwards	10.0% of annualized Fees up to a maximum of \$10,000
Occurrence	Per Load Amount									
1 st	2.5% of annualized Fees up to a maximum of \$2500									
2 nd	5.0% of annualized Fees up to a maximum of \$5000									
3 rd and onwards	10.0% of annualized Fees up to a maximum of \$10,000									
3	Pick up by the Designated Post-Collection Service Provider of materials that contain more than the specified Cross Contamination percent threshold indicated in section 2.3	<p>The Per Load Amount for each weigh-scale ticketed load that results in a Service Level Failure, provided that the aggregate Service Level Failure Credit for this Service Level Failure Credit in respect of any calendar year shall not exceed 75% of the Fees paid in the preceding 12 months or, in the event that the Service Level Failure occurs before 12 months of Fees have been paid, the Service Level Failure Credit shall not exceed 75% of the annualized Fees paid.</p> <p>For the purpose of this Service Level Failure, the “Per Load Amount” in respect of any year will be determined by an escalating percentage of annualized Fees in accordance with the following table:</p> <table><tr><th>Occurrence</th><th>Per Load Amount</th></tr><tr><td>1st</td><td>2.5% of annualized Fees up to a maximum of \$2500</td></tr><tr><td>2nd</td><td>5.0% of annualized Fees up to a maximum of \$5000</td></tr><tr><td>3rd and onwards</td><td>10.0% of annualized Fees up to a maximum of \$10,000</td></tr></table>	Occurrence	Per Load Amount	1 st	2.5% of annualized Fees up to a maximum of \$2500	2 nd	5.0% of annualized Fees up to a maximum of \$5000	3 rd and onwards	10.0% of annualized Fees up to a maximum of \$10,000
Occurrence	Per Load Amount									
1 st	2.5% of annualized Fees up to a maximum of \$2500									
2 nd	5.0% of annualized Fees up to a maximum of \$5000									
3 rd and onwards	10.0% of annualized Fees up to a maximum of \$10,000									
4	Vendor delivers In-Scope PPP collected at a Depot to any person or facility (including a landfill, incinerator or energy recovery facility) other than the Designated Post-Collection Service Provider or otherwise disposes of any In-Scope PPP collected at a Depot without the prior written authorization of CRD.	50% of annualized Fees per incident, up to a maximum of \$25,000.								

	Service Level Failure	Service Level Failure Credit
5	Failure to provide a required report pursuant to Section 3.4 on time.	Withholding of all Fees due to Vendor until the required report is submitted.
6	Vendor fails to provide the CRD with the required notice of a Depot ownership change or termination.	25% of annualized Fees if termination notice does not meet the required term up to a maximum of \$25,000, or suspension of service, including material pick up and payment, until the ninety (90) day required notice period is fulfilled, at CRD’s choice.

3.5 Collection Containers

The supply of Collection Containers, transportation of Household In-Scope PPP from the Recycling Depot and the subsequent processing and marketing of these materials will be the responsibility of Recycle BC’s Designated Post-Collection Service Provider. Upon termination or expiration of this Agreement, Collection Containers provided by the Designated Post-Collection Service Provider and used by the Vendor to provide Recycling Depot Collection will revert to the Post-Collection Service Provider.

3.6 Collection Schedule

The Vendor will indicate the day(s) of the week and on each day that the Recycling Depot is open, the hours of operation that Collection will occur. The Vendor may change the day(s) of the week that Collection will occur by giving written notice to the CRD at least 45 days prior to the effective date of the proposed change and obtaining written approval from the CRD. If the CRD approves the proposed change, the Vendor will provide Customers with a minimum of 30 days’ notice of the schedule change.

The Vendor will provide collection on the day(s) of the week specified regardless of weather conditions, unless weather conditions are such that continued operation would result in danger to personnel, Customers or property. The Vendor will maintain accurate records of all disruptions to Service that are due to hazardous weather, including time closed.

3.7 Customer Service Requirements

The Vendor will staff the Recycling Depot with sufficient staff to provide personal Customer service, educate Customers regarding Household In-Scope PPP accepted and avoid Customer delay. The Vendor will place signage at the Recycling Depot to assist Customers in delivering Household In-Scope PPP to the appropriate areas of the Recycling Depot. Signage is to incorporate images and graphics available from Recycle BC through the CRD, should clearly state the Recycling Depot’s hours of operation and is subject to approval by the CRD.

Vendor personnel performing the Service will at all times be courteous, refrain from loud, inappropriate or obscene language, exercise due care, perform their work without delay, minimize noise, and avoid damage to public or private property.

The Vendor shall not charge Customers a fee for delivery of the Service under this Agreement. The Vendor shall not Scavenge or permit any person (including its employees) to Scavenge, any materials from Household In-Scope PPP that have been delivered by Customers to the Recycling Depot at any time during performance of the Service. The Vendor may collect material other than Household In-Scope PPP at the Recycling Depot if the activities do not interfere with Recycling Depot Collection of Household In-Scope PPP from Customers.

3.8 Disposal of Material

The Vendor shall not deposit any Household In-Scope PPP material in any refuse disposal site, landfill site or any lands, without the specific written approval of the CRD and Recycle BC.

The disposal of all waste collected with the Household In-Scope PPP materials shall be the responsibility of the Vendor. Such waste may be disposed of at the landfill site approved in writing by the CRD or other designated disposal facility. Haulage costs to the landfill or place of disposal and the tipping fee will be at the Vendor's expense.

3.9 Reporting Requirements

In addition to the record keeping and reporting requirements in the Agreement, the Vendor will:

- (a) provide to the CRD, on the Service Commencement Date and at such other times as CRD may request, a complete inventory of the equipment to be used by Vendor to perform Depot Collection Services;
- (b) maintain such other records as may be requested by the CRD, including:
 - i. tonnage by each date on which the Designated Post-Collection Service Provider removed the In-Scope PPP from the Depot; and
 - ii. changes to equipment or inventory;
- (c) make all records maintained pursuant to this Agreement available to the CRD upon request;
- (d) provide a report to the CRD on associated collection metrics necessary to calculate the greenhouse gas emissions associated with the performance of Depot Collection Services no more frequently than once per quarter and no less frequently than once per year;
- (e) upon the CRD's request, provide a report to the CRD on the costs associated with the performance of Depot Collection Services, no more frequently than once per year;
- (f) upon the CRD's request, provide up to two ad-hoc reports each year, at no additional cost to the CRD, and such ad-hoc reports (i) may include Customer service database tabulations to identify specific Service Level or participation patterns or other similar information reports; and (ii) will not require the Vendor to expend more than forty (40) staff hours per year to complete, and such records and reports will be provided in CRD-defined format and software compatibility. For reports that are provided at the CRD's request, the CRD will use best efforts to communicate such request sixty (60) days in advance of due date. The Vendor and the CRD will meet to discuss requests outside of this scope, all parties being reasonable.
- (g) A summary of customer feedback, request for information and any other relevant information.

3.10 Additional Terms

Execution of this Agreement does not confer to the Vendor exclusive access to Customers in the Service Area for the provision of Recycling Depot Collection Service.

4 MAXIMUM AMOUNT PAYABLE:

The maximum annual amount payable for this project is \$403,508.31 plus GST.

5 FEES

The yearly fee is \$403,508.31, divided in 12 equal monthly disbursements of \$33,625.69, starting April 1, 2025, for performing the Services during the Term. The Fee shall be increased for inflation by 2% annually beginning January 1, 2026. If this Agreement terminates prior to the completion of the deliverables, the fees

payable will be reduced by us, acting reasonably, based on a pro-rated assessment of the Services completed to the effective date of termination.

Payment to the Vendor will be reduced by any charges imposed on the CRD by Recycle BC for contamination in excess of the maximum allowable of 5% by weight or any other service level failures.

The CRD shall retain all financial incentives available from Recycle BC for the Household In-Scope PPP material collected under this Agreement.

Additional Work

No additional work shall be undertaken without express written consent of the CRD and a quote provided in advance of commencing such work. The additional work shall be governed by the rates and terms of this contract.

6 EXPENSES

None.

7 INVOICES

In order to obtain payment of any fees under this Agreement, the Vendor must send an invoice to the CRD at the beginning of each month. A written invoice in a form satisfactory to the CRD containing:

- (a) the Vendor's legal name and address;
- (b) the date of the invoice;
- (c) reference and a description of this Agreement to which the invoice relates;
- (d) monthly fee amount;
- (e) any other billing information reasonably requested by the CRD.

8 PAYMENT

Within 30 days of the CRD's receipt of the Vendor's written invoice delivered in accordance with this Schedule, the CRD must pay the Vendor the fees and expenses (plus all applicable taxes) claimed in the statement if they are in accordance with this Schedule. Statements of account or contract invoices offering an early payment discount may be paid by the CRD as required to obtain the discount.

SCHEDULE "D"
INSURANCE REQUIREMENTS

1. The Vendor shall, at its own expense, provide and maintain during the term of this Agreement the following insurance in a form acceptable to the CRD with a company duly registered and authorized to conduct insurance business in Canada:

(a) **Commercial General Liability Insurance**

- i) Commercial General Liability Insurance policy covering losses to a third party for bodily injury or death, property damage, and unlicensed vehicle and attached equipment operations;
- ii) this shall be an occurrence-based policy with a five million (\$5,000,000.00) minimum limit;
- iii) the Capital Regional District shall be named as an additional insured;
- iv) the policy shall contain a separation of insureds, cross liability clause in its conditions;
- v) the policy shall provide that no cancellation or material alteration in the policy shall become effective until 30 days after written notice of such cancellation, or alteration has been given to the CRD (the "**Notice Requirement**"); and
- vi) the Vendor shall provide the CRD with a certificate or certificates of insurance as evidence that such insurance is in force including evidence of any insurance renewal or policy or policies.

If waived in writing by CRD, the CRD will not be liable for any loss or damage caused by the Vendor's tortious or wrongful acts nor will the CRD defend or indemnify the Vendor for such acts. The Vendor understands and agrees it is solely responsible for its defence costs and damages arising.

Notwithstanding the requirement under section 1(a)(v), if the Vendor is unable to obtain an insurance policy that provides a Notice Requirement, the Vendor may obtain insurance without a Notice Requirement, but must forthwith (i) notify the CRD of any cancellation to or alteration of the policy; and (ii) obtain insurance that is compliant with the requirements specified in sections 1(a)(i) to (iv), if the policy is cancelled, or the alteration results the policy not meeting one or more of those requirements,

(b) **Automobile Insurance**

If using a vehicle for CRD purposes under this contract, the Vendor shall maintain Third Party Legal Liability Insurance in an amount not less than \$2,000,000 per occurrence in respect of all vehicles owned or operated by the Vendor in connection with this agreement.

(c) **Property Insurance**

Notwithstanding anything contained elsewhere herein or within the service agreement, it is understood and agreed that the CRD will not be liable for any loss or damage to the Vendor's equipment including loss of use thereof. Each and every policy insuring Vendor's equipment to be used on this project shall contain a waiver of subrogation clause in the favor of the CRD.

(d) **Professional Liability (Errors and Omissions) Insurance**

If applicable¹, the Vendor shall maintain Professional Liability (Errors and Omissions) Insurance coverage with a limit of not less than Five Hundred Thousand (\$500,000) per claim and an aggregate limit of not less than One Million (\$1,000,000) per policy period. The Vendor shall provide the CRD with a certificate of insurance as evidence that such insurance is in force including evidence of any insurance renewal or policy or policies.

2. The Vendor shall require that any and all of its Sub-Contractors provide evidence of comparable insurance in the name of the Sub-Contractor to that set forth under this schedule.
3. Maintenance of such insurance and the performance by the Vendor of its obligations under this schedule shall not relieve the Vendor of liability under the indemnity provisions set forth in this

¹ Professional Liability insurance is only available to certain professions, such as Engineers and Geoscientists, Accountants, Architects, Planners, Insurance Brokers, Financial Planners, and the like.

Agreement, nor shall it limit liability of the Vendor to the limits of any insurance policy.

4. The CRD may take out and maintain the insurance required by this agreement at the cost of the Vendor if the Vendor is in default under this Agreement.

SCHEDULE "E"
PRIVACY PROTECTION

NOT APPLICABLE.

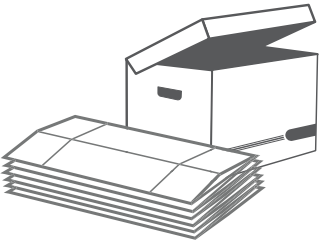
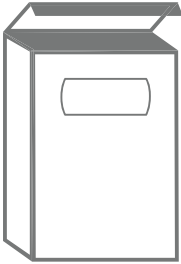
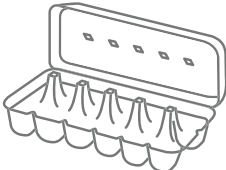
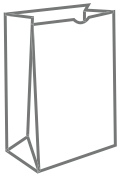

PAPER






MATERIAL & DESCRIPTION


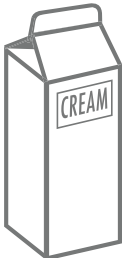
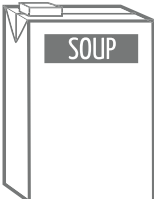
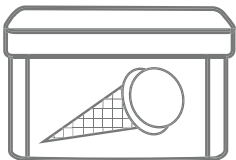
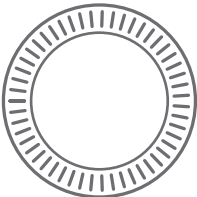
DO NOT INCLUDE

	<p>Newspaper and flyers</p> <p>Daily and community newspapers and advertising flyers</p>	<p>Plastic bags used to cover newspaper/flyers (take to Recycle BC recycling depot), rubber bands</p>
	<p>Magazines and catalogues</p> <p>All types</p>	
	<p>Telephone books</p> <p>Phone books, directories</p>	<p>Hardcover or paperback books (donate or sell)</p>
	<p>Writing home/office paper and correspondence</p> <p>Notepads; loose leaf paper, white or coloured computer copier and printer paper; printed paper, plain and window envelopes; shredded paper</p> <p>If you live in a community or multi-family building that has separate bins or bags for paper and containers recycling, you may place shredded paper securely inside a paper bag or box (to prevent litter) and include with your paper recycling.</p> <p>If you live in a community or multi-family building that utilizes one bin or bag for all of your recycling, please place shredded paper inside a securely-tied, see-through, plastic bag (no opaque, coloured or black bags).</p>	


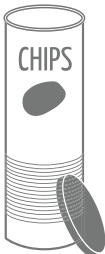


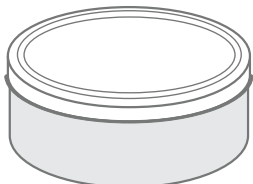
	<p>Corrugated cardboard boxes</p> <p>Shipping boxes, grocery and liquor store boxes, pizza boxes, Banker's Boxes, and moving boxes</p> <p>Empty boxes and flatten large corrugated boxes and cut down to no larger than 30" wide (78 cm) X 30" tall (78 cm), staples and tape OK.</p>	<p>Items that are not packaging-like products, long-term storage containers such as heavy-duty plastic boxes or totes.</p>
	<p>Cardboard/boxboard</p> <p>Boxes for cereal, shoes, tissues, pizza, frozen entrees, desserts, detergent, etc. Carrier trays for bulk bottled water, soft drinks, cans, food, etc., cores for paper towel and toilet tissue</p> <p>Flatten and place boxboard directly into the collection container, not inside another box.</p> <p>Remove liner bags and food residue.</p>	<p>Paper towels or napkins (include with green waste, if applicable), tissues</p>
	<p>Moulded boxboard packaging</p> <p>Egg cartons, take-out beverage trays, empty paper-based garden pots, etc.</p>	<p>Dirt in garden pots</p>
	<p>Paper bags (Kraft paper)</p> <p>Any colour, including brown grocery sacks, white prescription bags, brown envelopes</p>	<p>Wax paper and parchment paper</p>
	<p>Multi-layer paper bags</p> <p>Multi-layered paper bags for flour, sugar, etc.</p>	<p>Bags with a foil layer, bags with a plastic layer</p>

MATERIAL & DESCRIPTION	DO NOT INCLUDE
	<p>Purchased gift bags, boxes</p> <p>Paper bags and boxes that are purchased for gift giving</p>
	<p>Paper party decorations</p> <p>Paper party decorations can include pennant flags, streamers, decorative hanging pieces, etc.</p> <p>These items must not contain any plastic material including glitter.</p>
	<p>Non-durable paper food containers</p> <p>Kraft (brown) or white paper take-out containers</p> <p>Must be clean for recycling.</p>
	<p>Disposable hangers</p> <p>Paper – lightweight compressed paper (included with clothing)</p>

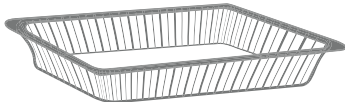
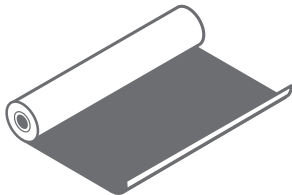

CONTAINERS

	<p>Paper cups</p> <p>For hot and cold beverages</p> <p>Empty and rinse cups. Remove lids and place loose with container recycling. Recycle paper sleeves separately.</p>	<p>Items that are not single use, or compostable, biodegradable, or oxo-degradable plastics</p>
	<p>Gable-top cartons</p> <p>For cream, substitute eggs, sugar, molasses, etc.</p> <p>Empty and rinse cartons.</p>	<p>Paper towels or napkins (include with green waste, if applicable), tissues</p>
	<p>Aseptic boxes or cartons</p> <p>For cream, soup, broth, sauces, etc.</p>	<p>Stand-up pouches</p>
	<p>Frozen dessert boxes</p> <p>For ice cream, frozen yogurt, etc.</p> <p>Empty and rinse cartons.</p>	
	<p>Paper plates</p> <p>Coated paper plates</p> <p>All plates must be rinsed clean for recycling.</p>	<p>Uncoated paper plates, or plates that are soiled with food leftovers, plates labelled compostable, biodegradable, or oxo-compostable</p>




CONTAINERS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	<p>Empty spray containers</p> <p>For air fresheners, shaving cream, deodorant, hairspray, etc.</p> <p>Empty containers before putting your blue box.</p>	Spray paint cans, aerosol cans with any contents remaining, propane cylinders
	<p>Spiral wound cans and metal lids</p> <p>For frozen juice concentrate, potato chips, cookie dough, coffee, nuts, baby formula, etc.</p>	Paper towels or napkins (include with green waste, if applicable), tissues, etc.
	<p>Steel cans and lids</p> <p>For food including pet food, tins for cookies, tea, chocolates, etc., include metal lid</p> <p>Empty and rinse cans. Labels are OK.</p>	Steel paint cans, coat hangers, pots, pans and baking trays, propane cylinders, metal toys, appliances, metal hardware or other scrap metal, wiring or metal cords, extension cords
	<p>Aluminum cans and lids</p> <p>For food including seafood, pet food, etc.</p> <p>Empty and rinse cans. Labels are OK.</p>	Propane tanks or propane canisters
	<p>Metal storage containers</p> <p>Thin-gauge metal tins</p>	Durable storage containers (e.g., metal food storage containers)

CONTAINERS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	<p>Aluminum foil disposables</p> <p>Aluminum pie plates, baking dishes and trays, etc.</p> <p>Materials must be clean for recycling.</p>	Durable storage containers such as glass or metal food storage containers
	<p>Aluminum foil</p> <p>Foil wrap used for food storage</p> <p>Foil wrap must be rinsed clean for recycling.</p>	Wax paper or parchment paper
	<p>Plastic jugs with screw tops</p> <p>For cooking oil, laundry detergent, fabric softener, cleaning solutions, cleaning products, body care products, windshield washer fluid, etc.</p> <p>Empty and rinse jugs. Labels OK.</p>	
	<p>Plastic clamshells</p> <p>For baked goods, fruit, produce, eggs, etc.</p> <p>Containers are clear with hinged or click-closed tops. Empty and rinse containers for recycling. Labels OK.</p>	Compostable, biodegradable, oxo-degradable plastics

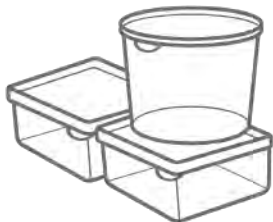

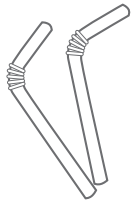
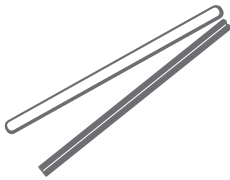

CONTAINERS

MATERIAL & DESCRIPTION	DO NOT INCLUDE
	<p>Plastic jars and lids</p> <p>For peanut butter, jam, nuts, condiments, vitamins and supplements, personal care products and cosmetics, pharmaceuticals, etc.</p> <p>Plastic jars have wide mouths with screw top lids. Empty and rinse jars for recycling. Labels OK.</p>
	<p>Plastic bottles and caps</p> <p>For food, dish soap, mouthwash, shampoos, conditioners and other personal care products, pills and vitamins, laundry products, household cleaners, automotive cleaners (e.g., glass cleaner, windshield washer fluid, etc.)</p> <p>Plastic bottles can have screw caps, spray pumps or pull-up tops. Empty and rinse bottles for recycling. Labels OK.</p>
	<p>Plastic trays and tops</p> <p>For deli chicken, single-serve meals, prepared foods, baked goods, housewares and hardware (e.g., screws, picture hangers, etc.)</p> <p>Containers are clear or have black bottom trays with clear domes. Empty and rinse trays for recycling.</p>

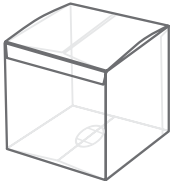


CONTAINERS

MATERIAL & DESCRIPTION	DO NOT INCLUDE
	<p>Plastic tubs and lids</p> <p>For margarine, spreads, yogurt, cottage cheese, sour cream, ice cream, etc.</p> <p>Empty and rinse tubs. For single-use coffee and tea pods: Empty and rinse pods. Remove lids and not include lids with recycling. Grounds can be composted.</p>
	<p>Plastic cold drink cups with lids</p> <p>Beverage cups</p> <p>Empty and rinse cups for recycling. Separate straws.</p>
	<p>Plant pots and saucers</p> <p>Plastic only</p>
	<p>Plastic pails</p> <p>For laundry detergent, ice cream, pet food, etc.</p> <p>Recycle BC accepts pails that are less than 25 litres. Larger pails should be disposed of through a commercial hauler.</p>
	<p>Microwavable bowls and cups</p> <p>For soups and entrees</p> <p>Remove lids and place loose in recycling container.</p>


CONTAINERS

MATERIAL & DESCRIPTION	DO NOT INCLUDE
	<p>Non-durable plastic food containers</p> <p>Plastic lunch containers</p> <p>Durable storage containers such as glass or metal food storage containers, items labelled compostable, biodegradable, or oxo-compostable</p>
	<p>Disposable hangers</p> <p>Plastic – lightweight (included with clothing)</p> <p>Durable hangers (e.g., wire, sturdy plastic, metal, or wood), plastic labelled compostable, biodegradable, or oxo-degradable</p>
	<p>Plastic straws</p> <p>Plastic drinking straws</p> <p>Paper or metal straws</p>
	<p>Plastic stir sticks</p> <p>Plastic stir sticks used for coffee</p> <p>Wooden stir sticks</p>
	<p>Plastic cutlery</p> <p>Plastic spoons, forks, and knives commonly provided with take-out meals</p> <p>Plastic cutlery must be rinsed clean for recycling.</p> <p>Wooden cutlery, items labelled compostable, biodegradable, or oxo-compostable</p>

CONTAINERS

MATERIAL & DESCRIPTION	DO NOT INCLUDE
	<p>Plastic gift boxes</p> <p>Plastic boxes purchased for gift giving</p>
	<p>Plastic tape dispensers</p> <p>Plastic casing used to hold household tape</p>
	<p>Plastic dental floss container</p> <p>Plastic case used to hold dental floss</p>

GLASS



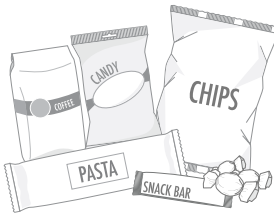
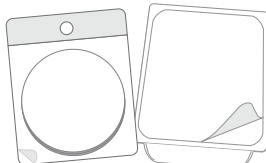
MATERIAL & DESCRIPTION		DO NOT INCLUDE
	<p>Non-Deposit Glass Bottles and Jars</p> <p>Clear or coloured. Check with your recycling collector for instructions.</p> <p>Empty and rinse bottles and jars. Labels OK. Include lids with container recycling.</p>	<p>Drinking glasses, dishes, cookware, whole or broken window glass or mirrors, ceramic mugs or other ceramic products, light bulbs and light fixtures</p>

May be collected separately from curbside or multi-family buildings.

Check with your collector.




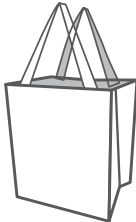
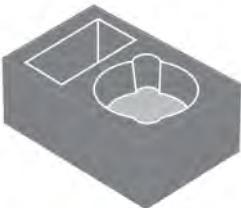
DROP-OFF ONLY: FLEXIBLE PLASTICS



MATERIAL & DESCRIPTION		DO NOT INCLUDE
	<p>Plastic bags and overwrap</p> <p>Plastic bags for groceries, dry cleaning, bread, newspapers and flyers; bags for produce, dry bulk foods, and most frozen vegetables; outer bags and wrap for diapers, feminine hygiene products, paper towels, tissues, soft drink can flats; bags for water softener salt, wood pellets and garden products; overwrap on mattresses, furniture and electronic equipment</p> <p>Bags must be empty when returning to a depot.</p>	<p>Crinkly cellophane wrap for tea, floral arrangements, etc., packaging labelled biodegradable, compostable, or oxo-degradable, lumber or construction wrap</p>
	<p>Stand-up and zipper lock pouches</p> <p>Zipper lock pouches for frozen foods like berries, seafood, prepared foods; zipper lock bags for fresh foods like grapes, deli meats; stand-up pouches for baby food, hand soap refills; stand-up and zipper lock pouches for dried fruits, granola, sugar, oatmeal, grated cheese, etc.</p>	<p>Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl</p>
	<p>Crinkly wrappers and bags</p> <p>Bags for potato chips, candy, dried pasta, cereal, etc.; wrappers for cheese slices, snack bars, instant noodles, etc.</p>	<p>Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl</p>
	<p>Flexible packaging with plastic seal</p> <p>Packaging for fresh pasta, pre-packaged deli meats, pre-packaged cheese, etc.</p>	<p>Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl</p>

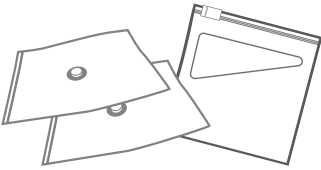
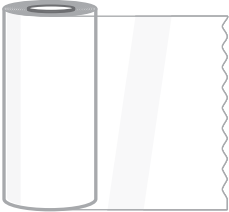


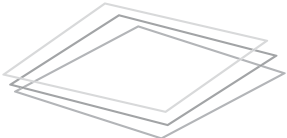

DROP-OFF ONLY: FLEXIBLE PLASTICS



MATERIAL & DESCRIPTION		DO NOT INCLUDE
	<p>Woven and net plastic bags</p> <p>Net bags for avocados, onions, oranges, lemons, limes, etc.; woven plastic bags for rice, etc.</p>	Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl, plastic squeeze tubes
	<p>Non-food protective packaging</p> <p>Padded protective plastic like plastic shipping envelopes, plastic air packets, bubble wrap</p>	Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl, plastic squeeze tubes
	<p>Recycling bags</p> <p>Transparent, single-use plastic bags for recycling</p>	Items that are not packaging-like products, packaging labelled biodegradable, compostable, or oxo-degradable
	<p>Reusable plastic-only carry-out bags</p> <p>Reusable plastic bags provided with purchase, or purchased as product</p>	Items that are not packaging-like products, packaging labelled biodegradable, compostable, or oxo-degradable, or carry-out bags with PVC/vinyl
	<p>Squishy cushion packaging blocks and sheets</p> <p>Commonly used in electronics packaging</p>	Items that are not packaging-like products, packaging labelled biodegradable, compostable, or oxo-degradable, or with PVC/vinyl, hard foam packaging (recycle with foam packaging, see purple category page)


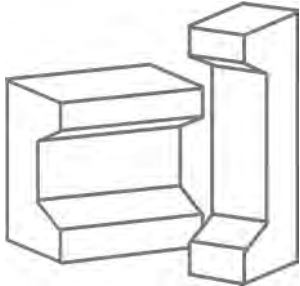
DROP-OFF ONLY: FLEXIBLE PLASTICS



MATERIAL & DESCRIPTION	DO NOT INCLUDE
 <p>Food storage, sandwich and freezer bags, vacuum seal bags</p> <p>Bags used for food storage, or bags purchased to store items with a vacuum seal</p>	<p>Items designed for disposal (i.e., garbage/compost/leaf bags), or aluminum foil lined food storage bags, packaging labelled biodegradable, compostable, or oxo-degradable</p>
 <p>Plastic shrink wrap</p> <p>Plastic shrink wrap found on meat in grocery stores, or electronics, or used to seal products</p> <p>Must be clean for recycling.</p>	<p>Items designed for (i.e., garbage/compost/leaf bags), or aluminum foil lined food storage bags, packaging labelled biodegradable, compostable, or oxo-degradable</p>
 <p>Purchased gift bags, boxes</p> <p>Bags and boxes that are purchased for gift giving</p>	<p>Items that are not packaging-like products, bags and boxes that use plastic material, as well as paper; bags and boxes with glitter and rope handles, or packaging labelled biodegradable, compostable, or oxo-degradable</p>
 <p>Reusable plastic curbside recycling bags</p> <p>Thick, opaque reusable plastic bags used for curbside recycling in BC</p>	<p>Items labelled biodegradable, compostable, or oxo-degradable</p>
 <p>LDPE/HDPE plastic sheets</p> <p>Drop sheets for painting, covering items</p>	<p>Items that are not packaging-like products, items labelled biodegradable, compostable, or oxo-degradable, or made with PVC/vinyl</p>
 <p>Bubble wrap</p> <p>Plastic-only bubble wrap</p>	<p>Items that are not packaging-like products, or items labelled compostable, biodegradable, or oxo-compostable, or made with PVC/vinyl, bubble wrap-lined paper envelopes</p>

DROP-OFF ONLY: FOAM PACKAGING



MATERIAL & DESCRIPTION	DO NOT INCLUDE
 <p>Foam food containers and trays</p> <p>Meat trays, foam egg cartons, foam clamshells, foam cups and bowls, etc.</p> <p>Remove food residue and liquid absorbing pads. Sort white and coloured foam into appropriate collection container at the depot.</p>	<p>Liquid-absorbing pads, napkins (include with green waste, if applicable)</p>
 <p>Foam Cushion Packaging</p> <p>Foam cushion packaging used to protect electronics, small appliances, etc.</p> <p>Remove food residue and liquid absorbing pads. Sort white and coloured foam into appropriate collection container at the depot.</p>	<p>Labels, tape, paper and cardboard (recycle separately), foam peanuts, packing chips or noodles, blue or pink foam board insulation, foam furniture (e.g., sofa cushions)</p>

Capital Regional District
Meeting Minutes
Climate Action Inter-Municipal Task Force (IMTF)

Friday, September 12, 2025	9:30 AM	Room 488/MS Teams
----------------------------	---------	-------------------

Present: Councillor M. Gardiner (Victoria), Councillor D. Grove (Colwood), Councillor M. Wagner (Langford)

Electronic Participation: Councillor A. Baird (Highlands), Councillor M. Brame (Esquimalt), Director G. Holman (SSI EA), Councillor A. Mackenzie (View Royal), Councillor T. St-Pierre (Sooke)

Staff: M. Carolsfeld (Climate Action Coordinator), M. Greeno (Community Energy Specialist), S. Titmuss (Climate Action Communications Officer, Recorder)

Guests: R. Hawker (Introba), L. Westerhoff (Westerhoff Climate Strategies)

Regrets: Councillor A. Appleton (Oak Bay), Director P. Brent (SGI EA), Councillor J. Brownoff (Saanich), Councillor S. Duck (Sidney), Councillor S. Gray (Metchosin), Mayor P. Jones (North Saanich), Councillor S. Riddell (Central Saanich), Director A. Wickheim (JDF EA)

The meeting was called to order at 9:30 am.

1. Welcome and Introductions

2. Territorial Acknowledgement

- M. Greeno provided a Territorial Acknowledgment.

3. Approval of Agenda

- Agenda for [September 12, 2025](#) Climate Action Inter-Municipal Task Force meeting.

4. Adoption of Minutes

- Minutes from the [June 27, 2025](#) Climate Action Inter-Municipal Task Force meeting.

5. Municipal Roundtable

- Attendees provided brief updates regarding current projects and areas of interest in their respective municipalities and electoral areas. Discussion related to climate action plans, OCPs, urban lot edible landscaping, parking requirements, staffing updates, efficient service vehicles, EV charger installations, and natural asset management.

6. Climate Action Strategy Refresh Overview (Minutes provided by Introba)

- M. Carolsfeld gave a presentation of work done so far to refresh the climate action strategy that will cover the years 2026-2030. A timeline of the process was also given. L. Westerhoff then presented on the CAS draft strategies.

The following are minutes provided by Introba:

CLIMATE ACTION STRATEGY REVISION – Intermunicipal Task Force Meeting

Date: September 12, 2025

Time: 1.5 hours

Location: Hybrid (Victoria, Teams)

Attendance:

CRD: Matt Greeno (MG – CRD), Maia Carolsfield (MC – CRD), Samantha Titmuss (ST – CRD)

Introba: Robin Hawker (RH – Introba)

WCS: Lisa Westerhoff (LW – WCS)

IMTF: Councillor Marg Gardiner (MG – Victoria), Councillor Mary Wagner (MW – Langford), Councillor David Grove (DG – Colwood), Councillor Meagan Brame (MB – Esquimalt), Councillor Alison MacKenzie (AM – View Royal), Councillor Tony St. Pierre (TSP – Sooke), Councillor Ann Baird (AB – Highlands), Councillor Gary Holman (GH – Salt Spring Island)

Objectives

- Hear about what's happening in communities in the region
- Share a summary of the CAS update purpose, process and draft outcomes
- Gather feedback on the draft strategies, critical gaps or risks, and alignment

2 General Comments & Questions

- (MG – Victoria): Do we have a copy of the proposed revisions to the vision, goals, and principles?
 - (MG – CRD): These haven't yet been finalized and will be brought to the Board for final approval in Fall 2025.
- (GH – Salt Spring Island): Is there an opportunity for the Environmental Services Committee to review the revised CAS earlier, rather than current proposal in Q2 2026?
 - (MG – CRD): The idea was to get direction on the core components first (e.g. goals, targets, principles, vision). We won't be able to do much more work on the CAS until the Board approves those core components.
- (MW – Langford): I understood that the Foodlands Service was very new. Why does the strategy say to expand it?
- (MC – CRD): The 2021 CAS had an action to "investigate a Foodlands Strategy". We now have one and have refined the strategy to support ongoing refinement/expansion/implementation.

	<ul style="list-style-type: none"> • (TSP – Sooke): A lot of the Foodlands strategies are very high level and don't speak to the specific challenges underlying these issues, such as the barriers that local farmers face producing food. • (GH – Salt Spring Island): Re ecosystem health in GVSWA – what about electoral areas? • (GH – Salt Spring Island): It would be useful to discuss each of the main strategy categories one by one.
3	<p>Activity 1: Discussing Alignment</p> <p>Mural Board:</p> <p>https://app.mural.co/t/integralgroup8214/m/integralgroup8214/1757370183606/beat76234930cf82188e6b93506d04af269f6335f</p> <p>Goal 1: Climate-focused Decisions</p> <ul style="list-style-type: none"> • (GH – Salt Spring Island): Re 1-3 a fundamental issue for CRD and EAs particularly is the siloed nature of service delivery (e.g. Hartland revenues can't be used to help fund heat pump incentives). A provincial review of regional districts is being proposed at UBCM that could help deal with this siloed structure. • (MG – Victoria): Re 1-2 we already do a lot of capacity building, so perhaps it more about strengthening and continuing what we already do, rather than “expanding” • (MB – Esquimalt): Re 1-2 I'm hoping that it's not just CRD staff but also within our own municipalities. The more workshops we can have for our staff, the better. Then everyone can get on the same page. • (GH – Salt Spring Island): This is all good and my general reaction is that I like to see that we keep upping our game. Re 1-4 it would be helpful for the climate service to be evaluating the climate business case across CRD siloes, e.g., how does the \$50 million in 6 km regional trail widening compare with other possible climate investments or initiatives (e.g., incentives for heat pumps, EVs, retrofits). \$50 million would fund 25,000 individual incentives. • (MW – Langford): What do we already do for intermunicipal communication on these topics now? How are we integrating across departments and can we share tools/build synergy without slowing everything down too much? How can we move beyond just sharing information to actually working together? <ul style="list-style-type: none"> ◦ (MG – CRD) This is a big part of Maia's current role. There are regional Transportation and Emergency collaboration groups that Maia coordinates and they are very active and making real inroads. The Intermunicipal Working Group is also really active and there's a lot of opportunities. • (TSP – Sooke): I agree with GH. We've had a similar experience where we just completed a huge capital project; Had we coordinated better and shared the cost across the region, we should have accomplished so much more with that investment. • (TSP – Sooke): How are we communicating out to the public and addressing misinformation? • (DG – Colwood): Can we find a way to be more efficient with our public engagement, while still providing space to respect the diverse needs and expectations within each community? • From Mural (AB – Highlands): “Do the strategies under this goal align with your Council's climate priorities?” – Yes

- From Mural (AB – Highlands): Would like to see more public education as well. Need more example projects that demonstrate the actions...Like Regenerative Development for Millstream Meadows in Highlands.
- (GH – Salt Spring Island): There is a significant need for efficient communication with First Nations.
- (MW – Langford): Re 1-2 staff growth or hiring is not possible.
- (MW – Langford): How do we consider minimizing legal challenges? First Nation consultants, local governments, and CRD could have conflicting ideas of the way forward.

Goal 2: Sustainable and Prepared Communities

- (MG – Victoria): There needs to be a focus on extreme weather preparedness.
- (MG – Victoria): Re 2-4 Is it appropriate for the CRD to liaise directly with municipal emergency teams or councils?
 - (MC – CRD) This is a role within our mandate.
- (GH – Salt Spring Island): Re 2-3 would be good to include estimation of the costs of future climate impacts, relay this information to senior govts, and to join the class action against major oil companies to recover funding for future climate damage. Forgot to mention collaboration with Islands Trust within SSI and SGI EAs.
- (GH – Salt Spring Island): Re 2-1, please include collaboration with senior governments and NGOs.
- (MW – Langford): Budget according to the cost benefit of being prepared for or preventing future costs. (e.g., value of spending now may save how much of future costs)
- From Mural (AB – Highlands): Also need to educate the public that the GHG inventories do not capture all GHG's...embodied GHG's matter even if the GHG's are not emitted in boundary.

Goal 3: Low-carbon Mobility

- (GH – Salt Spring Island): Re 3-3 Regional Growth Strategy provisions to keep settlement patterns compact to support non-auto transportation and improved transit is very important.
- (MB – Esquimalt): Happy to see 3-2 - there is a place for that for sure.
- (TSP – Sooke): Is there anything we can add around public transportation and cycling? We have a unique opportunity with this Regional Service that can link up the cycling, trail and transit services. I think this strategy needs to have active and integrated transportation more teased out. Currently, most of the actions under this goal are very car-centric (EVs). There may be additional partnerships to be had to build up EV infrastructure (e.g. Destination Greater Victoria)
- (AM – View Royal): For 3-2 we had no issue finding the vehicles, but it was more difficult to access chargers for the vehicles (needs to be clarified).
- (MW – Langford): The transportation hierarchy should be walking, cycling, transit (rail & bus) and then car (EV). Current goals do look a bit too car-focused. Maybe in the future we can make the rail corridor work.

- (GH – Salt Spring Island): There could be some analysis done around the GHG savings from transitioning from car -> EV vs. Car -> cycling. I do agree with this transportation hierarchy, but I would like to see some analysis around the GHG and other benefits/trade-offs. We also really need to talk about settlement patterns – You can't do too much about settlement patterns that already exist, but we can do something about new development.
- From Mural (AB – Highlands): "Do these strategies align with your council's climate priorities?" - All except #2. LNG and H2 not green or low carbon.
- From Mural (AB – Highlands): Low carbon fuels are a dead end...especially when embodied carbon is included. Use only electrified fleets...even for heavy duty.
- From Mural (AB – Highlands): \$ might be better used to buy or give rebates for e-bikes
- (GH – Salt Spring Island): One last comment that enhancing internet connectivity to rural areas could facilitate remote working and reduce auto travel.
- (AB – Highlands) Does this include support for municipalities or corporate?
- (DG – Colwood) Need private investors, businesses to push innovations. We can support to pave the way.
- (MW – Langford) public transport is missing and cycling, e-bikes, and freight

Goal 4: Low-Carbon & Resilient Buildings and Infrastructure

- (MG – Victoria): What is the CRD's actual role in this area?
 - (MG – CRD): It is limited and mostly in terms of supporting municipal programs and public access to incentives.
- (LW – WCS): Most of these actions pertain to CRD assets, but 4-2 and 4-3 speak most to supporting municipal programs and services.
- (TSP – Sooke): Important to truly promote low carbon building materials and opportunities to reduce GHGs and resilience.
- (MW – Langford): How could the CRD support mass timber? Would this be an educational campaign?
- (MW – Langford): Bylaw templates are really helpful because we are re-inventing the wheel a lot. For some reason, when there are templates, we're not able to use them and I'm not sure why. I would like to look into the barrier here.
- (GH – Salt Spring Island): Re section 4, heat pump incentives / facilitation not specifically mentioned - reduces GHGs, costs, and also an adaptation measure for future heat-related impacts.
- (MB – Esquimalt): 4-3 would that include CRD developing policy guidelines
- (MB – Esquimalt): It would be good to have some unification across the region for some policies
- From Mural (AB – Highlands): Focus on Operational GHG's is only one piece. Where do embodied GHG's fit?
- From Mural (AB – Highlands): Everything seems so siloed. If CRD was to commit to Living Building challenge it would be an enormous step to both educate the public and implement the entire CAP.
- From Mural (AB – Highlands): Where does water resilience fit?

- (MG – Victoria) A single recessed stairway leads to high risk in established area with utility wires.

Goal 5: Resilient Ecosystems and Foodlands

- (MW – Langford): I'm thinking about wetlands, gary oak meadows, and sensitive ecosystems. With the province putting such a push on housing, we're left unable to protect some of our natural assets. Mixed messaging. Ecosystems don't get enough value. It comes down to messaging – what is the \$ value for ecosystem services relative to housing.
- (MB – Esquimalt): I 100% agree on the value of trees and ecosystems. My other concern about foodlands is the importance of preserving farmlands, which I'm not seeing as much in the strategies and example actions.
- (TSP – Sooke): The term Foodlands may be too high level; can we instead talk about food sovereignty. What we really want to focus on is producing more food locally. There are agricultural lands in Sooke and other rural areas that are not being used. Can we think of incentives and financial support for farmland use? These properties are actually getting penalized for not being used.
- (DG – Colwood): We have brownfield land available for development. We should be encouraging the type of businesses and production that is complementary to climate action (e.g. agricultural technology, vertical farming, etc.). I'm particularly interested in enhancing more private/public community gardens and foodlands.
- (GH – Salt Spring Island): Re section 5, the Foodland Access Service needs to focus more on facilitating succession planning / tenure arrangements that promote access to private farmland (e.g., Young Agrarian approach) including establishment of community gardens.
- (GH – Salt Spring Island): Re section 5, my understanding is the new CRD Biodiversity Service does not include funding for individual projects, which if included would be of great help to very active, capable NGOs in pursuing initiatives re invasive species, forest management, etc. My understanding is that most food scraps within the CRD are shipped out of region, which if composted would enhance land fertility and food production.
- (GH – Salt Spring Island): Re section 5, no mention of CRD Parks service which should be working more closely with First Nations, senior governments, and NGOs to protect and better manage land within the CRD. Why not a goal of 25% protected land within CRD. Particular focus on species at risk, rare habitats, wetlands/water storage.
- (GH – Salt Spring Island): Re section 5, I already mentioned water supply areas within EAs, not just Greater Victoria.
- From Mural (AB – Highlands): Great Strategies. WRT ecosystems I would add that in addition to protecting ecosystems we also need regeneration... we need to repair damage to bring back ecosystem function. Land repair can occur both with native species and with edible foodscapes, as appropriate.
- (TSP – Sooke) Create urban edible landscapes.
- (TSP – Sooke) Rapid growth pressures the existing limits and increases demand on food systems, calling for more reduction. Could education create a culture shift?

	<p>Goal 6: Waste Reduction</p> <ul style="list-style-type: none"> • (MG – Victoria): Waste management and recycling opportunities are limited on the island. I have to bring paint cans and broken pottery to the mainland. Resolving this gap is not discussed enough. • (TSP – Sooke): I understand that actions at Hartland can help to reduce GHG from processing, however there's a lot of GHG associated with trucking waste out to Hartland. I'd like to see more measures around reducing waste locally and managing waste locally (e.g. reuse, local recycling programs). • (GH – Salt Spring Island): Re section 6, see my comment re food scraps shipped out of region and composting. • (GH – Salt Spring Island): Re section 6, key strategy would be to advocate greater support from Recycling BC to improve recycling opportunities for multi-family developments, commercial sector, soft plastics, fair funding support for EA depots. • From Mural (AB – Highlands): No discussion about LESS liquid waste. Consider education and incentives around waterless toilet innovations. SAVE water and reduced liquid waste. It's legal in BC. Solids can be used for hot composting (like the system on SSI) Urine can be used for fertilizer or urine diversion (via a bidet) to regional waste disposal. • From Mural (AB – Highlands): Less centralized liquid waste treatment increases adaptation and resilience. • From Mural (AB – Highlands): RNG is not ideal as it supports the entire LNG industry. • (MG – Victoria) Mattress or curb-side pickup is lacking. There are curb-side items everywhere. • (MG – Victoria) Punishment for creating waste is not effective. Providing waste collection services is. • (DG – Colwood) What are the GHG benefits of composting? • (TSP – Sooke) Call out circular economy. • (GH – Salt Spring Island) Provide funding support for EA depots.
4	<p>Plenary Discussion:</p> <ul style="list-style-type: none"> • (TSP – Sooke): I really appreciated the pre-work and process leading up to this meeting, and the approach to engaging us.
5	<p>Next Steps</p> <ul style="list-style-type: none"> • Feedback from today will be summarized & shared back to verify accuracy, and will inform updates to the final strategy & action list • September-November: CAS draft development • December: Final reviews + ELT presentation • March/April: ESC and Board

Capital Regional District

Meeting Minutes

Solid Waste Advisory Committee

Friday, October 10, 2025

CRD Boardroom
625 Fisgard Street
Victoria, BC V8W 2S6

PRESENT: B. Desjardins (Chair), M. Hauzer, M. Kurschner, M. McCullough (EP), D. Monsour, J. Oakley (EP), C. Remington, J. Shaw, A. Sibley (EP), J. Smith (EP)

STAFF: V. Landa (Recorder), R. Smith, A. Gilmour Ford, A. Chambers, D. Moghaddam (EP), N. Salter (EP), M. Tromp Hoover

REGRETS: R. Anderson, F. Baker, M. Coburn, E. Klimke, E. Latta, R. Pirie, D. Thran, S. Young Jr.

EP - Electronic Participation

The meeting was called to order at 12:32 pm.

1. Territorial Acknowledgement

2. Approval of Agenda

Agenda for the October 10, 2025 Solid Waste Advisory Committee meeting.
Could not be approved due to lack of Quorum.

3. Adoption of Minutes

Minutes from the June 6, 2025, Solid Waste Advisory Committee meeting.
Deferred to the December 5, 2025 meeting due to lack of quorum.

4. Chair's Remarks

- Melanie Tromp Hoover has joined the CRD from the City of Victoria as Manager, Policy & Planning. As you know, Melanie was previously a City of Victoria representative on this committee, and we are working on filling her vacancy.
- Allison has accepted another position within the CRD, this will be her last meeting with SWAC. Valerie Landa has joined the team in Allison's previous role.
- Staff will be advertising for a number of vacancies on the committee and will forward to the announcement to the group.

5. Presentations/Delegations

There were none.

6. Committee Business

a. Staff Reports (for information)

R. Smith and M. Tromp Hoover provided verbal updates on the four staff reports listed/linked below.
Staff Reports (for information)

- [Hartland Landfill Tipping Fee and Regulation Bylaw No. 3881 Amendment and Adoption of Bylaw Nos. 4685 and 4675](#) (July 9, 2025, CRD Board). R. Smith spoke to this staff report.
- [Brendan McShane, VP Operations, Western Canada, Recycle BC and SK Recycles; Re: Expanding Collection Opportunities](#) Presentation (July 16, 2025, ESC). R. Smith presented, and staff undertook to provide a link to the committee members of the Recycle BC presentation from July 16, 2025.
- [Motion with Notice](#) – letter to schools (September 10, 2025, CRD Board). M. Tromp Hoover presented.
- [Hartland Public Drop-Off Expanded Hours Pilot Results](#) (October 8, 2025, CRD Board). M. Tromp Hoover provided an update on the expanded hours at Hartland Landfill.

b. Summer and Current Project Highlights

A. Gilmour Ford presented a summary of the 2025 Community Outreach Program, as well as the 2025 Multi-Family Dwelling Sign Project Highlights and media campaigns. The presentation is attached as Appendix A.

c. Actual and Projected Monthly Refuse Tonnages at Hartland Landfill (standing item)

The tonnage graphs are posted via this link: <https://www.crd.bc.ca/about/data/hartland-landfill-tonnage>

7. New Business

There was no new business.

8. Next Meeting

The next Solid Waste Advisory Committee meeting will be December 5, 2025.

9. Closing Comments

- B. Desjardins led roundtable discussion on highlights and/or comments regarding the Coast Waste Management Association Conference (CWMA), from the Solid Waste Advisory Committee members who attended.
- At the Union of British Columbia Municipalities conference, it was noted the Province was not moving forward with adding mattresses to the Extended Producer Program.

10. Adjournment

The meeting was adjourned at 13:32

Environmental Resource Management 2025 Education and Outreach Overview

Solid Waste Advisory Committee
October 10, 2025

Agenda

1. Events and Outreach Booths
2. Multi-Family Dwelling Sign Project
3. Media Campaigns
 - Household Hazardous Waste
 - Love Food Hate Waste



Events and Outreach

From January through August 2025, staff completed several education and outreach initiatives across the region.

Staff used a combination of static displays and community event attendance to promote solid waste initiatives.

Event booth focus areas for 2025 were:

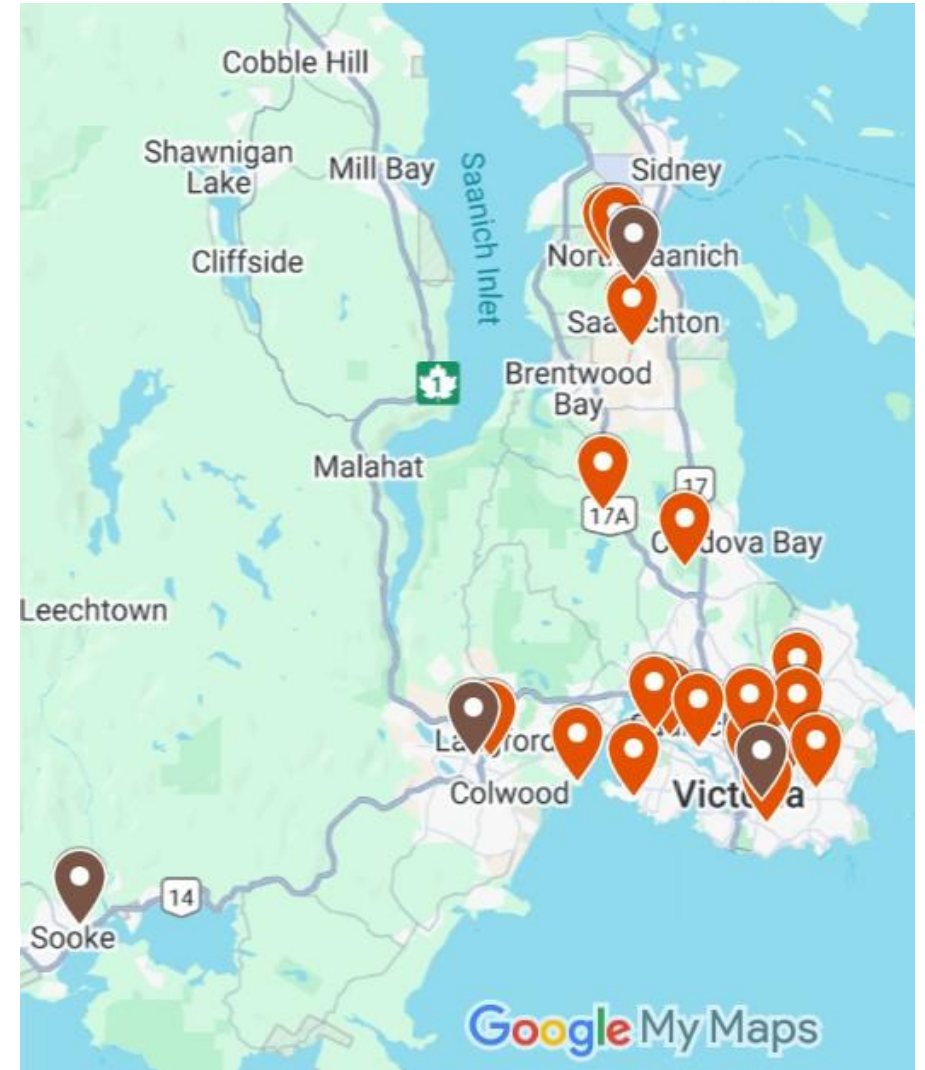
- What Goes Where
- Love Food Hate Waste



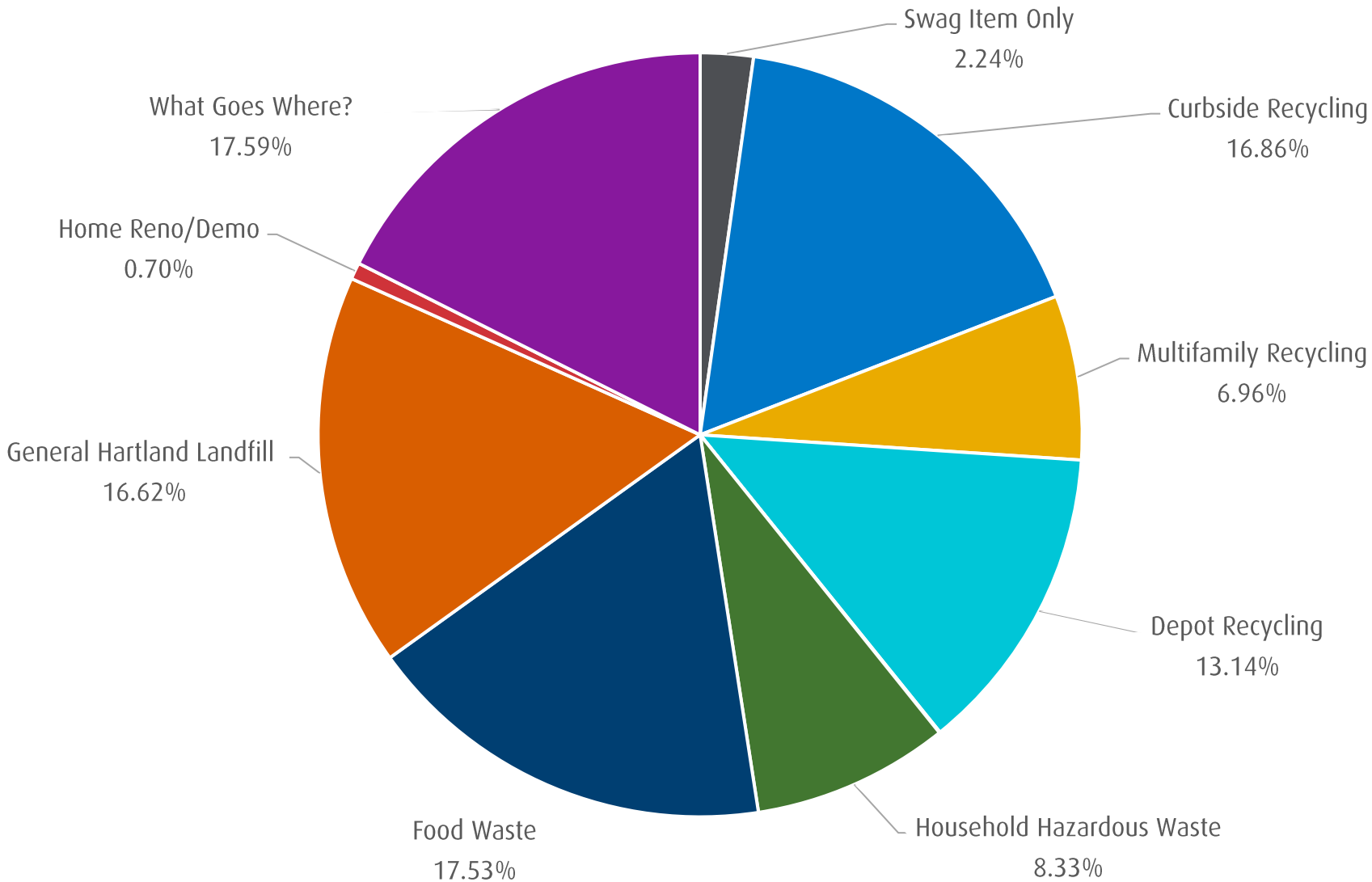
Community Event Locations

Municipality	# of Events	Interactions
Victoria	4	630
Saanich	6	1,104
Colwood	2	153
Sidney	1	366
Central Saanich	1	104
North Saanich	2	29
Esquimalt	1	42
Total	18	2,428

+ 4 static displays at 4 recreation centers (brown pins)



Resident Areas of Interest





2025 Multi-Family Dwelling Sign

For a third season, 2 staff were hired to recruit and work with multi-family building property managers to add signage to waste sorting areas used by building residents.

- Provided waste sorting area signs and education resources to:
 - 52 buildings
 - 2,797 units
- Contacted buildings from 2023 and 2024 project years to check status of signs; 7 buildings requested replacement signs
- Focused on waste audit score and contamination analysis



Handouts and Resources

What goes where?

Waste sorting guide for apartments and condos

Mixed Containers

• PLASTIC RINSABLE CONTAINERS / NO COMPOSTABLE PLASTICS

Paper

• NO COFFEE CUPS / NO CARTRONS

Shipping product boxes (Do not include cardboard inserts)

Cardboard

• FLATTEN BOXES

Organics

• NO COMPOSTABLE PLASTICS / NO PET WASTE / NO COFFEE CUPS / NO CARTRONS

Garbage

Garbage Examples:

- Rubbish cans
- Sanitary products
- Compostable plastics
- Plastic wrap
- Used coffee pods
- Pet waste
- Thermoplastic tubes
- Broken dishes
- Cartridges

Depot/Other

Find out where to take your items, how to handle them, and more by visiting the Office or visiting mywastepedia.ca

Got unwanted or broken stuff?
Need help figuring out

What goes Where?

Try our *NEW* tool at

crd.ca/whatgoeswhere

Find out what to do with your tin foil, furniture, coffee cups, electronics and more!

CRD

Move In Guide:

Welcome to the Building!

Moving into a new building can generate more waste than normal. When the waste isn't disposed of properly it can clutter shared spaces and create extra costs to properties and tenants.

Here are four tips to help you dispose of waste responsibly and make your move in process easier:

- Become familiar with the building's waste disposal area.**

When first moving in, allow yourself some time to look at the waste area. Look at where waste is sorted and which materials are collected (e.g., paper, mixed containers, organics, glass, garbage, etc.).

- Don't throw out cardboard boxes, reuse them!**

Offer your moving boxes to someone else, who might be getting ready to move, or post on online marketplaces.

- Have a plan for getting rid of bulky items in advance.**

Buildings often have limited space to manage waste and do not have systems to manage large bulky items. Replacing old furniture with new things to fit your space? Come up with a plan on how to get rid of bulky items before bringing more into your home.

 - Do not abandon items near dumpsters or in other communal areas.
 - Purchase items from companies that also take away old items.
 - If you need to borrow or rent a vehicle to transport items, consider planning out a day where you take all the bulky items at once.
 - Alternatively contact a junk hauling company to pick up items for you.

- Ask questions if you aren't sure.**

If you have questions about getting rid of items or are uncertain about what your building recycles, reach out to your building manager. They are there to answer questions and would be happy to help you participate effectively in proper waste management practices.

Responsibly disposing of your unwanted items helps protect the environment and prolongs the life of Hartland landfill to 2100 and beyond.

Waste Audit Scores



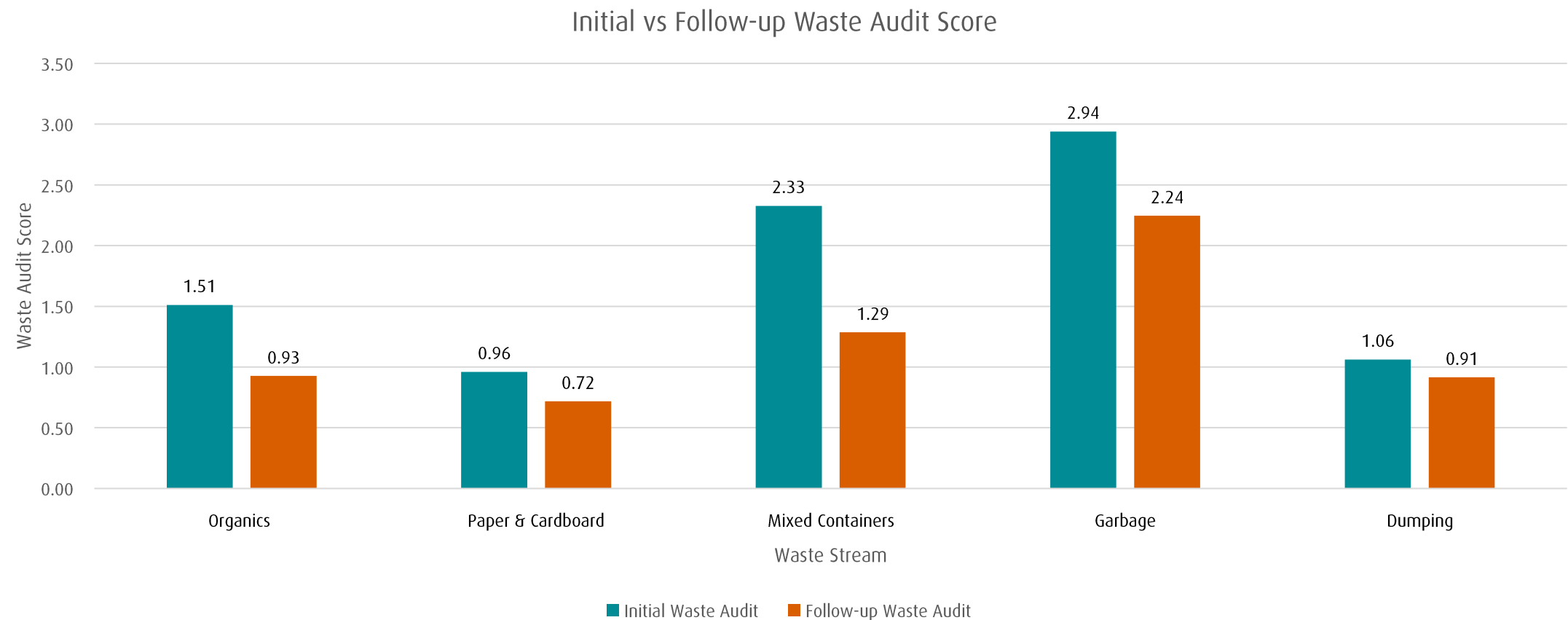
Initial Visit



Follow-Up Visit

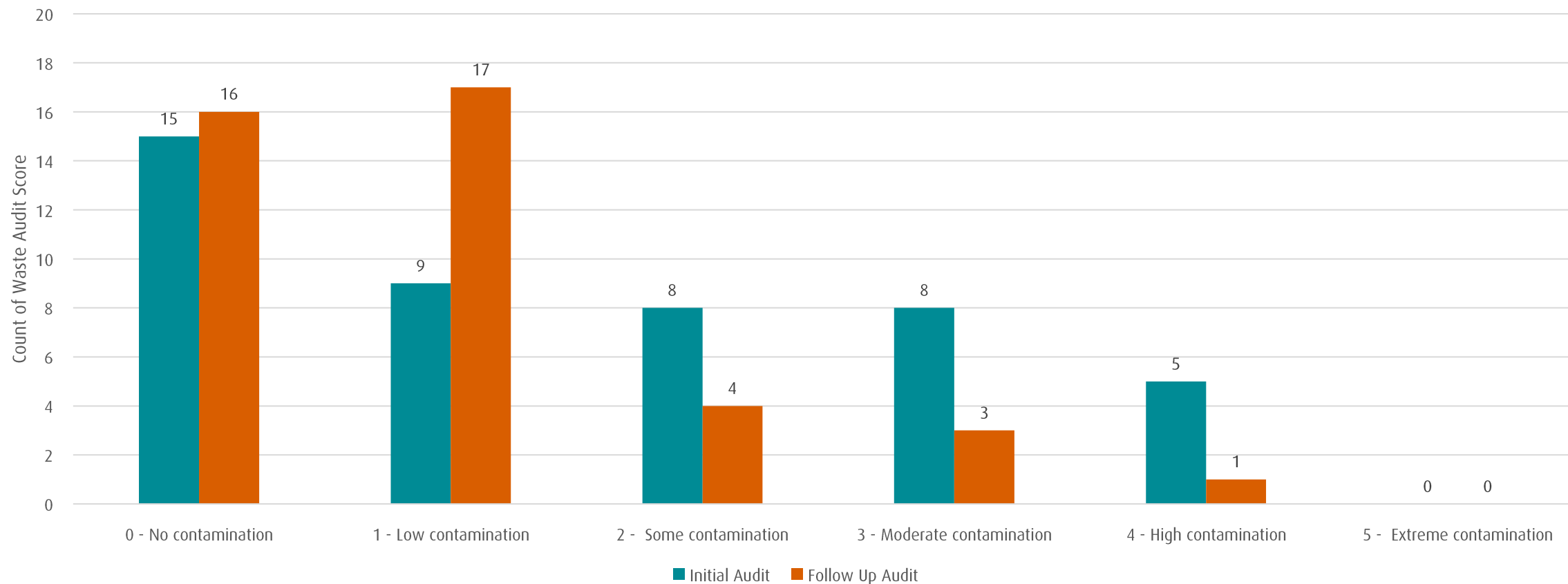
- 0 - No Contamination**
No contaminating materials
- 1 - Low Contamination**
1-2 contaminating materials (or 10-15%)
- 2 - Some Contamination**
3-4 contaminating materials (or 15-20%)
- 3 - Moderate Contamination**
5-6 contaminating materials (or 20-25%)
- 4 - High Contamination**
7-8 contaminating materials (or 25-30%)
- 5 - Extreme Contamination**
9+ contaminating materials (or 30+%)

Average Waste Audit Scores



Organics – Audit Score Change

Organics Visual Waste Audit Results





Media Campaigns

Two recent media campaigns brought awareness to:

- Safe disposal of household hazardous waste (HHW)
- Understanding best before dates with Love Food Hate Waste (LFHW).

Campaigns used a combination of online ads, social media, news articles, and video ads.



Household Hazardous Waste

Campaign sought to inform residents about safe disposal practices for common HHW items including:

- Lithium-ion batteries
- Propane canisters
- Pool chemicals

Key Messages:

- Items can cause landfill fires if disposed of in garbage
- Drop-off for free at Hartland Landfill
- Use the CRD's What Goes Where tool to search for other drop-off locations near you



Love Food Hate Waste

Campaign sought to inform residents about the meaning behind best before dates including:

1. Encouraging people to “spend more time with your food”
2. Creating awareness on what best before dates mean
 - Not about food safety
 - Refer to freshness, taste and nutritional value
3. Provide tips on managing food and best before dates such as:
 - Use your senses
 - Eat foods that spoil more quickly first (e.g., dairy)
 - Keep perishables (and your fridge temp) below 4°C





Thank you

agilmourford@crd.bc.ca | 250.360.3318



@crdvictoria



Capital Regional District



CRDVictoria



crd.bc.ca