Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda
Capital Regional District Board

Wednesday, December 10, 2025 | **12:00 PM** | **6th Floor Boardroom, 625 Fisgard Street, Victoria, BC**

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

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

3.1. 25-1322 Minutes of the Capital Regional District Board meetings of October 29, 2025, and November 12, 2025

Recommendation: That the minutes of the Capital Regional District Board meetings of October 29, 2025, and November 12, 2025 be adopted as circulated.

Attachments: Minutes - October 29, 2025

Minutes - November 12, 2025

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

5.1.1. 25-1331 Presentation: Minister Boyle, Ministry of Housing and Municipal Affairs; Re: Regional Approach to Homelessness and Sheltering

Attachments: Presentation

5.1.2. 25-1329 Presentation: Vice Chair Little; Re: Archie Galbraith Memorial Scholarship 2025

5.2. Delegations

5.2.1. 25-1334 Delegation - Jason McBride; Representing Pearson College: Re: Agenda Item 6.1. Archie Galbraith Memorial Scholarship 2025

5.2.2. 25-1344 Delegation - Danielle Pepin; Representing Sticks Allison Water Local Service Committee: Re: Agenda Item 8.1. Bylaw Nos. 4735 and 4736: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas

5.2.3. 25-1341 Delegation - Robin Jenkinson; Representing Island Pathways: Re: Agenda Item 8.3. Salt Spring Island Regional Trail Feasibility Study Findings and Next Steps

5.2.4. 25-1342 Delegation - Simon Rompre; Representing Island Pathways: Re: Agenda Item 8.4. Motion with Notice: Fulford-Ganges to Vesuvius multi use pathway Advocacy (B. Webster)

6. CONSENT AGENDA

6.1. 25-1259 Archie Galbraith Memorial Scholarship 2025

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

Attachments: Staff Report: Archie Galbraith Memorial Scholarship

Appendix A: Student Profile - Avery Carswell

6.2. 25-1244 Manager's Report: Motion Arising re: Arts Commission Advocacy Letter Follow-up

Recommendation: [At the September 17, 2025 Arts Commission meeting, the following motion arising was carried requesting that a follow-up to the July 25, 2024 advocacy letter be sent to the new Minister. The motion arising was amended further by staff to become a recommendation to the CRD Board.]
The Arts Commissions recommends to the Capital Regional District Board:
That the Chair send a letter to the new Minister of Tourism, Arts, Culture and Sport, reiterating the impacts of the regional areas policy, and including any additional information that staff may provide from the follow-up meetings.
(NWA)

6.3. 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

6.4. 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.
(NWA)

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

6.5. 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.
(WA)

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

6.6. 25-1281 2026 Schedule of Regular Board Meetings

Recommendation: [Following the December 3, 2025 committee meeting, the 2026 Schedule of Board and Committee Meetings was attached as Supplemental.]
The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
1. That the regular meetings for the Capital Regional District Board be scheduled in 2026 to commence at 12:00 pm (noon) on the following dates: January 14, February 11, March 11, April 8, May 13, June 10, July 8, August 12 (at the call of the Chair), September 9, November 18 (inaugural), and December 9; and
2. That a special meeting for the Capital Regional District Board be scheduled on October 7, 2026 in lieu of a regular meeting on the second week of October due to general local elections.
(NWA)

Attachments: Staff Report: 2026 Schedule of Regular Board Meetings

Supplemental: 2026 Schedule Board And Committee Meetings

6.7. 25-1284 2026 Appointment of Liaison to Accessibility Advisory Committee

Recommendation: The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
That Committee Chair Marie-Terese Little be appointed as the Governance and First Nations Relations Committee liaison to the Accessibility Advisory Committee for a one-year term ending December 31, 2026.
(NWA)

Attachments: Staff Report: 2026 Appointment - Liaison to Accessibility Advisory Committee

Appendix A: AAC Terms of Reference

6.8. 25-1286 2027-2030 Board Remuneration and Travel Expense Reimbursement Review

Recommendation: The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
That the Board Remuneration and Travel Expense Reimbursement Review be conducted in 2026 and that any adjustments are in alignment with the established remuneration philosophy and be effective for the new Capital Regional District Board term 2027-2030.
(NWA)

Attachments: Staff Report: 2027-2030 Board Remuneration and Reimbursement Review

Appendix A: Board Remuneration and Travel Expense Reimbursement Policy

6.9. 25-1291 2026 Election Planning to Increase Voter Turnout and Candidate Diversity

Recommendation: The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
1. That staff create a resource page on the CRD website with links to the election webpages of CRD municipalities;
2. That staff develop candidate information sessions for Electoral Area Directors and Salt Spring Island Local Community Commissioners to be held prior to the 2026 general local election;
3. That mail ballot voting be promoted early and often to encourage voter participation in the 2026 general local election; and
4. That staff consider inclusivity in addition to accessibility in selection of polling places.
(WP - JDF, SGI, SSI)

Attachments: Staff Report: 2026 Election to Increase Voter Turnout and Candidate Diversity

Appendix A: List of Published Election Notices in 2022

6.10. 25-1213 First Nations Relations Operational Update

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

Attachments: Staff Report : First Nations Relations Operational Update

6.11. 25-1275 Regional Housing First Program Funding Increase and Land Lease: Verdier Affordable Housing Development

Recommendation: That the Hospitals and Housing Committee recommends to the Capital Regional District Board:
1) That $325,000 in grant funding from the Regional Housing First Program be allocated towards the Verdier development, bringing the total contribution to $5,400,000; and
2) That Edward Robbins, Chief Administrative Officer, and Nelson Chan, Chief Financial Officer, or their duly authorized delegates, or any two directors or officers of the Corporation, be authorized to do all things necessary to affect the project and take such steps as required to conclude the financing, lease, construction, and operation of the project located at 1183 Verdier Avenue.
(WA)

Attachments: Staff Report: RHFP Funding Increase & Land Lease: Verdier

Appendix A: CRD's 5 Yr Cap Plan Land Banking & Housing–2026-2030

6.12. 25-1279 1800 McKenzie Redevelopment - Tri-Partite Agreement and Landlord Estoppel Certificate

Recommendation: The Hospitals and Housing Committee recommends to the Capital Regional District Board:
1. That the Tri-Partite Agreement and Landlord Estoppel Certificate in the form required by BC Housing Management Commission for the purposes of authorizing the execution of the Loan and Mortgage documents for the 1800 McKenzie Redevelopment project (1821 McKenzie Avenue PID 006-415-369), be approved; and
2. That Edward Robbins, Chief Administrative Officer, and Nelson Chan, Chief Financial Officer, or their duly authorized delegates, or any two directors or officers of the Corporation be authorized to do all things necessary to affect the project and take such steps as are required to conclude the financing, construction, and operation of the 1800 McKenzie Redevelopment project, conditional on Final Project Approval.
(WA)

Attachments: Staff Report: 1800 McKenzie Redvt-Tri-Partite Agmt & Landlord Estoppel Cert

Appendix A: Sample Landlord Estoppel Cert & Ack of Notice

6.13. 25-1171 Regional Parks and Trails - State of Natural Features Report

Recommendation: There are no recommendations. This report is for information only.

Attachments: Staff Reports: RP&T – State of Natural Features Report

Appendix A: 2025 State of Natural Features Report

Presentation: Regional Parks State of Natural Features

6.14. 25-1252 Regional Parks and Trails - State of Outdoor Recreation Report

Recommendation: There are no recommendations. This report is for information only.

Attachments: Staff Report: RP&T State of Outdoor Recreation Report

Appendix A: 2025 State of Outdoor Recreation Report

Presentation: RP State of Outdoor Recreation Report

6.15. 25-1181 Transfer of Assets, Liabilities, and Reserve Balances to the Combined Parks and Recreation Service

Recommendation: That the Salt Spring Island Local Community Commission recommends to the Capital Regional District (CRD) Board that all assets, liabilities, and reserve balances for the following services be transferred to the Salt Spring Island Parks and Recreation Facilities Local Service established under Bylaw No. 2422 as amended by Bylaw 4684, effective December 31, 2025:
- Bylaw No. 3206 Swimming Pool Service (1.453)
- Bylaw No. 4149 Community Parks Service (1.455)
- Bylaw No. 4151 Community Recreation Service (1.458)
(NWA)

Attachments: Staff Report: Transfer of Assets, Liabilities, and Reserve Balances to the Combi

Appendix A: 2025 Salt Spring Island Reserve Funds Summary

Appendix B: Consolidated 2025 Salt Spring Island Reserve Funds Summary

6.16. 25-1211 Motion with Notice: SGITP Funding Advocacy (G. Baker)

Recommendation: [At the November 13, 2025 Salt Spring Island Local Community Commission (SSI LCC) meeting, the motion was moved and seconded. In the meeting the motion was amended to add that the motion be recommended to the Board and that initiatives also be included in the wording. The motion was postponed to the following meeting.
At the November 20, 2025, SSI LCC meeting, the recommendation was amended to remove a condition of specific allocations of funds being submitted to SGITP by the LCC and was carried as follows:]

That the Salt Spring Island Local Community Commission (LCC) recommend to the Capital Regional District Board to recommend to the Southern Gulf Island Tourism Partnership (SGITP) that a minimum of $10,000 be allocated for the 2026 year to support Salt Spring events and initiatives that enhance the visitor experience.
(NWA)

6.17. 25-1314 2026 Committee and External Membership Appointments

Recommendation: That the Board endorse the external appointments put forward in the 2026 Committee and External Membership Appointments as attached.
(NWA)

Attachments: 2026 Board & Committee Membership Appointments (3 December 2025)

6.18. 25-1031 Development Variance Permit and Floodplain Exemption for Lot 3, Section 15, Otter District, Plan 11437, except Parcel A (DD33503W) - 3139 Otter Point Road

Recommendation: (At its November 18, 2025 meeting the Juan de Fuca Land Use Committee amended the recommendation as noted below.)
The Land Use Committee recommends to the Capital Regional District Board:
That Development Variance Permit and Floodplain Exemption DV000093 to authorize the siting of a proposed dwelling on Lot 3, Section 15, Otter District, Plan 11437, except Parcel A (DD33503W) be approved as follows:
1. Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Schedule A, Part 2:
a) Section 2.07(a) is varied by reducing the front yard setback requirement from 7.5 m to 4.5 m; and
b) Section 2.07(c) is varied by reducing the flanking yard setback requirement from 6 m CTS to 4.5 m.
2. Pursuant to Section 524 of the Local Government Act, the floodplain setback for DeMamiel Creek specified by Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Schedule A, Part 5, Section 2(a) is reduced from 30 m from the natural boundary to 11 m from the crest of the slope above the western side of the creek as shown in the geotechnical report certified by Shane Moore, P.Geo., dated July 15, 2025, revised July 30, 2025, subject to the following:
a) That the professional geotechnical engineer's report certified by Shane Moore, P.Geo., dated July 15, 2025, revised July 30, 2025, be secured via a restrictive covenant registered on title pursuant to section 524(8)(c) of the Local Government Act;
b) That development of the property comply with the recommendations outlined in the professional engineer's report certified by Shane Moore, P.Geo., dated July 15, 2025, revised July 30, 2025; and
c) That the building setbacks be verified by BCLS survey prior to completion of the building permit.
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

Attachments:
Staff Report: Development Variance Permit and Floodplain Exemption Applicati
Appendix A: Subject Property Map
Appendix B: Site Plan - Yard Setback Variance Requests
Appendix C: Geotechnical Report Site Plan (Safe Building Area and Floodplain
Appendix D: Geotechnical Report
Appendix E: Permit DV000093
Amended Permit DV000093

7. ADMINISTRATION REPORTS

7.1. 25-1303 Revised for Third Reading: Bylaw No. 4647 SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025

Recommendation: 1. That Bylaw No. 4647, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025", be read a third time;
(NWA)
2. That staff be directed to proceed with Salt Spring Island Electoral Area Director consent.
(NWA)

Attachments: Staff Report: Revised for Third Reading: BL 4647 SSI Transit and Transp. Svc.

Appendix A: Staff Report Date Sept 10, 2025, BL 4647

Appendix B: Bylaw No. 4647

Appendix C: Bylaw No. 3438 (Unofficial Consolidation)

7.2. 25-1220 Parcel Tax Roll Review Panel

Recommendation: 1. That the Parcel Tax Roll Review Panel meeting be tentatively scheduled for Wednesday, 11 March 2026, at 11:00am in Room 652 of the Capital Regional District offices, 625 Fisgard Street, Victoria, British Columbia; and
2. That the following individuals be appointed to the Parcel Tax Roll Review Panel for the year 2026:
Cliff McNeil-Smith, Capital Regional District Board Chair
Al Wickheim, Director, Juan de Fuca Electoral Area
Paul Brent, Director, Southern Gulf Islands Electoral Area
Gary Holman, Director, Salt Spring Island Electoral Area
3. That the Parcel Tax Roll Review Panel meeting be cancelled in the absence of conditions outlined in the Division 4 (Parcel Taxes), Sections 204 and 205 of the Community Charter.
(NWA)

Attachments: Staff Report: Parcel Tax Roll Review Panel

Appendix A: EAC SR 9 Jul 2025

7.3. 25-1221 Bylaw No. 4738: 2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 5, 2025

Recommendation: 1. That Bylaw No. 4738, "2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 5, 2025", be introduced and read a first, second and third time; and
(WA)
2. That Bylaw No. 4738 be adopted.
(WA, 2/3 on adoption)

Attachments: Staff Report: Bylaw 4738 2025-29 Fin Plan Amend 5

Appendix A: Bylaw No. 4738

7.4. 25-1288 Regional Digital and Technology Collaboration Opportunities

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

Attachments: Staff Report: Regional Digital Tech Collaboration Opportunities
Appendix A: Island CIO Questionnaire Results
Appendix B: Definition Table
Appendix C: Detailed Summary of Options and Implications
Appendix D: Key Findings from Questionnaire
Appendix E: Questionnaire Category Responses

7.5. 25-1289 Regional Context Statement Alignment Review - District of Saanich

Recommendation: That the District of Saanich regional context statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 448 of the Local Government Act.
(NWP - All except SGI & SSI)

Attachments: Staff Report: RCS Alignment Review- District of Saanich
Appendix A: District of Saanich RCS Referral
Appendix B: Regional Context Statement Evaluation

7.6. 25-1290 Regional Context Statement Alignment Review - District of Oak Bay

Recommendation: That the District of Oak Bay regional context statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 448 of the Local Government Act.
(NWP, All except SGI & SSI)

Attachments: Staff Report: RCS Alignment Review - District of Oak Bay
Appendix A: District of Oak Bay RCS Referral
Appendix B: Regional Context Statement Evaluation

7.7. 25-1302 Biosolids Beneficial Use Management - November Update

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

Attachments: Staff Report: Biosolids Beneficial Use Management November Update

8. REPORTS OF COMMITTEES

Electoral Areas Committee

8.1. 25-1219 Bylaw Nos. 4735 and 4736: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4735, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 19, 2025", be introduced and read a first, second and third time; and
(NWA)
2. That Bylaw No. 4735 be adopted.
(NWA, 2/3 on adoption)
3. That Bylaw No. 4736, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 14, 2025", be introduced and read a first, second and third time; and
(WP - JDF & SGI)
4. That Bylaw No. 4736 be adopted.
(WP - JDF & SGI, 2/3 on adoption)

Attachments:
- Staff Report: Bylaws 4735-4736 Fees Charges Bylaws
- Appendix A: Bylaw No. 4735
- Appendix B: Bylaw No. 4736
- Appendix C: Bylaw Nos. 4735-4736 Changes Summary
- Appendix D: BL 3864 Consolidated Redline Dec 2025-BL 4735
- Appendix E: BL 3847 Consolidated Redline Dec 2025-BL 4736

Hospitals and Housing Committee

8.2. 25-1280 Regional Engagement on Supportive Housing and Sheltering

Recommendation: [At the December 3, 2025 Hospitals and Housing Committee meeting, the recommendation with the added reference to Appendix A, Table 1, was passed. Following the meeting, the letter from Minister Boyle dated September 12 was attached as SUPPLEMENTAL.]

The Hospitals and Housing Committee recommends to the Capital Regional District Board:
That staff be directed to incorporate the key roles identified in the What We Heard report (Appendix A, Table 1. Summary of Main Roles and Associated Actions) into the ongoing development of the Regional Housing Affordability Strategy, which is anticipated to come before the CRD Board in 2026.
(NWA)

Attachments:
- Staff Report: Reg'l Engagement on Supportive Housing & Sheltering
- Appendix A: What We Heard: A Report of the Findings from the CRD
- Appendix B: 2025 Greater Victoria PiT Homelessness Count & Survey
- Appendix C: AEHCR Supportive Housing Impact Assessment
- Appendix D: AEHCR Affordable & Supportive Housing Development
- Appendix E: AEHCR Regional Overview of Permitted Sheltering Spaces
- Appendix F: Present'n - Aligning Fed'l/Prov'l Homelessness Response
- Supplemental: Letter from Minister Boyle and Victoria Mayor Alto (12 Sept 2025

8.3. 25-1089 Motion with Notice: Regional Equity in Investment Priorities (Director Holman)

Recommendation: [At the December 3, 2025 Hospitals and Housing Committee meeting, this motion was amended to add the following words to the end of the motion "with respect to housing and health facilities. The Committee then referred the motion as amended to staff for more information:
The Hospitals and Housing Committee recommends to the Capital Regional District, Capital Regional Hospital District, and Capital Region Housing Corporation:
That the Capital Regional District, Capital Regional Hospital District, and Capital Region Housing Corporation include regional equity in considering their investment priorities with respect to housing and health facilities.]

The Hospitals and Housing Committee recommends to the Capital Regional District Board:
That the motion with notice be referred to staff for an information report on regional service investments and that the report be returned in Q1 2026 to the Hospitals and Housing Committee.
(NWA)

Regional Parks Committee

8.4. 25-1253 Salt Spring Island Regional Trail Feasibility Study Findings and Next Steps

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board:
1. That the planning, implementation, and operation of all regional trails on the Gulf Islands-such as those identified in the Gulf Islands Regional Trails Plan-be referred to the CRD Transportation Committee for consideration;
2. That this report, including the Gulf Islands Regional Trails Plan, be referred to the Salt Spring Island Electoral Area Administration for information, in recognition of the local interest in establishing additional community trails in village sites on Salt Spring Island; and
3. That staff report back with a list of all CRD Regional Parks plans, policies, and bylaws requiring amendment or repeal as a result of establishing the Regional Transportation Service, and outline the process and timeline for completing these changes.
(NWA)

Attachments: Staff Report: SSIRT Feasibility Study Findings & Next Steps

Appendix A: SSIRT Final Section of Salish Sea Trail Network

Appendix B: Gulf Islands Regional Trails Plan

Presentation: SSIRT Feasibility Study & Next Steps

Salt Spring Island Local Community Commission

8.5. 25-1240 Motion with Notice: Fulford-Ganges to Vesuvius multi use pathway Advocacy (B. Webster)

Recommendation: [At the November 20, 2025 Salt Spring Local Community Commission meeting, the following motion with notice was discussed and carried:]
That the Salt Spring Island Local Community Commission request that the Capital Regional District Board consider advancing the trail designs of the Fulford-Ganges to Vesuvius multi use pathway designs out of Salt Spring Island Regional Trail Feasibility Study from 2027 to 2026 in the Five-Year Financial Plan.
(WP - All)

9. BYLAWS

10. NOTICE(S) OF MOTION

11. NEW BUSINESS

12. MOTION TO CLOSE THE MEETING

12.1. 25-1317 Motion to Close the Meeting

Recommendation: 1. That the meeting be closed for appointments and personal information in accordance with Section 90(1)(a) of the Community Charter. [4 items]
2. That the meeting be closed for contract negotiations in accordance with Section 90(1)(k) of the Community Charter. [1 item]
3. That such disclosures could reasonably be expected to harm the interest of the Regional District. [1 item]
4. That the meeting be closed for intergovernmental negotiations in accordance with Section 90(2)(b) of the Community Charter. [2 item]

13. RISE AND REPORT

14. ADJOURNMENT

Votinq Key:
NWA - Non-weighted vote of all Directors
NWP - Non-weighted vote of participants (as listed)
WA - Weighted vote of all Directors
WP - Weighted vote of participants (as listed)

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625 Fisgard St.,
Victoria, BC V8W 1R7

Capital Regional District

Meeting Minutes

Capital Regional District Board

Wednesday, October 29, 2025 **12:10 PM** **6th Floor Boardroom**
625 Fisgard Street
Victoria, BC

Special Meeting - Provisional Budget

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

STAFF: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer/General Manager, Finance and Technology; A. Fraser, General Manager, Infrastructure and Water Services; S. Henderson, General Manager, Electoral Area Services; L. Jones, General Manager, Parks, Recreation and Environmental Services; K. Lorette, General Manager, Housing, Planning and Protective Services; K. Morley, Corporate Officer/General Manager, Corporate Services; F. Delgadillo Lopez, Manager, Strategic Planning; B. Semmens, Manager, Financial Planning & Performance; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Directors M. Alto, M. Tait, S. Tobias, R. Windsor

The meeting was called to order at 3:52 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director de Vries, SECONDED by Director Little,
That the agenda for the Capital Regional District Board meeting of October 29, 2025 be approved.
CARRIED

3. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

4. SPECIAL MEETING MATTERS

4.1. 25-0970 Service Planning 2026 - Community Need Summaries

This report was received for information.

4.2. 25-0943 Capital Regional District Provisional 2026-2030 Financial Plan Approval

MOVED by Director Brent, SECONDED by Director Desjardins,
1. That the Capital Regional District Provisional 2026-2030 Financial Plan be approved as presented;
CARRIED
Opposed: Brice, Plant

MOVED by Director Williams, SECONDED by Director Desjardins,
2. That the Committee/Commission directed and Board endorsed initiatives be approved and incorporated into the final budget, subject to successful service establishment where required;
3. That the new initiatives and capital identified in Appendix H for January 1, 2026, implementation be approved and staff be directed to amend the 2025 to 2029 Financial Plan (Bylaw No. 4665, "2025 to 2029 Financial Plan Bylaw, 2025");
4. That the 2026 Community Need Summaries be approved as presented; and
5. That the Staff Establishment Chart as attached in Appendix K be approved.
CARRIED

5. ADJOURNMENT

MOVED by Director Plant, SECONDED by Director Desjardins,
That the Capital Regional District Board meeting of October 29, 2025 be adjourned at 3:55 pm
CARRIED

_____

CHAIR

CERTIFIED CORRECT:

_____

CORPORATE OFFICER

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Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Capital Regional District Board

Wednesday, November 12, 2025 **12:00 PM** **6th Floor Boardroom**
625 Fisgard Street
Victoria, BC

PRESENT
DIRECTORS: C. McNeil-Smith (Chair), M. Little (Vice Chair), M. Alto, P. Brent, S. Brice, J. Brownoff, J. Caradonna, C. Coleman, Z. de Vries, B. Desjardins, S. Goodmanson, G. Holman, P. Jones, D. Kobayashi, K. Murdoch, D. Murdock, C. Plant, S. Riddell (for R. Windsor), L. Szpak, M. Tait (12:27 pm), D. Thompson, S. Tobias, A. Wickheim, K. Williams

STAFF: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer/General Manager, Finance and Technology; A. Fraser, General Manager, Infrastructure and Water Services; S. Henderson, General Manager, Electoral Area Services; L. Jones, General Manager, Parks, Recreation and Environmental Services; K. Lorette, General Manager, Housing, Planning and Protective Services; K. Morley, Corporate Officer/General Manager, Corporate Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Guest: P. Johnson, Stewart McDannold Stuart, Barristers & Solicitors

Regrets: Director R. Windsor

1. CALL TO ORDER

The Chief Administrative Officer called the meeting to order at 12:01 pm.

2. TERRITORIAL ACKNOWLEDGEMENT

T. Robbins provided a Territorial Acknowledgement.

3. ELECTION OF CRD BOARD CHAIR

The Chief Administrative Officer called for nominations for the position of Chair of the Capital Regional District Board for 2026.

Director Murdoch nominated Director McNeil-Smith. Director McNeil-Smith accepted the nomination.

The Chief Administrative Officer called for nominations a second time.

The Chief Administrative Officer called for nominations a third and final time.

Hearing no further nominations, the Chief Administrative Officer declared Director McNeil-Smith Chair of the Capital Regional District Board by acclamation.

4. ELECTION OF CRD BOARD VICE CHAIR

The Chief Administrative Officer called for nominations for the position of Vice Chair of the Capital Regional District Board for 2026.

Director Desjardins nominated Director Little. Director Little accepted the nomination.

The Chief Administrative Officer called for nominations a second time.

The Chief Administrative Officer called for nominations a third and final time.

Hearing no further nominations, the Chief Administrative Officer declared Director Little Vice Chair of the Capital Regional District Board by acclamation.

5. RECESS FOR MEETING OF THE CAPITAL REGION HOUSING CORPORATION BOARD AND THE CAPITAL REGIONAL HOSPITAL DISTRICT BOARD

MOVED by Director Murdoch, SECONDED by Director Plant,
That the meeting be recessed for the meetings of the Capital Region Housing Corporation Board and Capital Regional Hospital District Board.
CARRIED

The meeting recessed at 12:06 pm.
The meeting reconvened at 12:26 pm.

Director Tait joined the meeting in person at 12:27 pm.

6. INAUGURAL ADDRESS OF THE CHAIR

I want to begin by expressing my gratitude to Directors for your confidence and support for me to continue serving in the Board Chair role. I continue to view this role as one of service, to you as a Board, to you as individual Directors on matters that are important to you, and to represent the Board and Capital Regional District (CRD) externally. It is a distinct honour to serve in this role and to help lead and guide our work together.

My congratulations to Director Marie-Terese Little on continuing as Vice-Chair. I appreciate your guidance and support. Congratulations also to the Chair and Vice-Chair leadership returning to our Housing and Hospital Boards.
Today's meeting begins the last year of this four-year term, and the leadership continuity on our three CRD Boards positions us well to continue advancing ongoing initiatives and to pursue the remaining initiatives in our 2023-2026 Strategic Priorities and Corporate Plan.

The Chair role has deepened my knowledge of the CRD, and it has heightened my appreciation for the talent and dedication of our Chief Administrative Officer (CAO), Executive Leadership Team, and staff across the organization. I want to express my appreciation to CAO Ted Robbins for your leadership and commitment to the Board, to the organization, and to our Chair and CAO work together.

I want to thank the wonderful staff in Executive Services, Legislative Services, and Corporate Communications for their great support to me in this Chair role.

At this time last year, I highlighted that our top priorities were establishing a new Transportation Service, seeking a feasible option to manage biosolids with advanced thermal technology, and strengthening our government-to-government relationships with First Nations. We should be proud of our collective work as a board in achieving milestones on each of these priorities. All three are far-reaching and transformative in their beneficial impact for the region in the future.

Milestones mark a significant stage, but they inherently acknowledge there is still important work to do. Developing a Regional Transportation Plan (RTP) is now underway for the new service, and we have initiated dialogue with the Minister of Transportation to partner in ways to see both CRD and Provincial goals achieved for our region. While the RTP is being developed, important initiatives will continue, such as the $50M regional trail widening and lighting project, which is well underway.

We know there is important work to advance over the next year, and into the next term, to establish a new biosolids processing facility in our region, which would be the first of its kind in Canada.

We have been fortunate over the past year to establish formal government-to-government relationships with several First Nations by way of MOU and Protocol Agreements. Working on the shared priorities in those agreements will be substantial work on an ongoing basis.

We also had many accomplishments on other Corporate Plan initiatives, and of course, we have many other important priorities during the year ahead in housing, regional parks, the Regional Growth Strategy, climate change, and others.

As elected officials representing the public we serve, we bring diverse perspectives to our work at the CRD. It is my belief that we are respectful and highly functioning at our committee and board tables.

I want to take a moment to thank the Directors who held the leadership roles of our nine standing committees and one select committee over the past year. Effective committee work is imperative for achieving our best decisions at the Board table.

Directors' wide-ranging work on the committees and boards, along with the remarkable work of staff, are critical to serving our public well across all CRD services and helping to make the CRD a more livable region now and into our future as a growing region.

I'm excited to help lead and guide our work together over the next year and now let us begin with the business on today's agenda. Thank you!

7. APPROVAL OF THE AGENDA

MOVED by Director Plant, SECONDED by Director Kobayashi,
That the agenda for the November 12, 2025 Session of the Capital Regional District Board be approved.
CARRIED

8. ADOPTION OF MINUTES

8.1. 25-1193 Minutes of the Capital Regional District Board meeting of October 8, 2025

MOVED by Director Plant, SECONDED by Director Kobayashi,
That the minutes of the Capital Regional District Board meeting of October 8, 2025 be adopted as circulated.
CARRIED

9. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

10. CONSENT AGENDA

- Agenda item 10.11. was moved to be considered under Reports of Committees as item 12.9.
- Agenda item 10.8. was moved to be considered under Reports of Committees as item 12.10.

MOVED by Director Plant, SECONDED by Director Brice,
That consent agenda items 10.1. through 10.7. and 10.9., 10.10 and 10.12 be approved.
CARRIED

10.1. 25-1063 Biosolids Advanced Thermal Facility - Engagement Plan

This report was received for information.

10.2. 25-1158 Community Resiliency Initiative Grant: 2026 FireSmart Community Funding and Supports

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

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

That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all things necessary for accepting grant funds and overseeing grant management for CRD volunteer fire departments.
CARRIED

10.4. 25-1055 Mattress Recycling - Provincial Policy Update

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

10.5. 25-0948 Capital Regional District External Grants Update

This report was received for information.

10.6. 25-1015 2026 Budget for the Royal Theatre Service and the McPherson Playhouse Service

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

10.7. 25-0990 Regional Parks Service - 2026 Operating and Capital Budget

That staff be directed to investigate and report back to the Regional Parks Committee on a potential Strategic Forest Management and FireSmart Plan including budget.
CARRIED

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

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

10.10. 25-1097 Regional Transportation Advisory Committee Terms of Reference

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

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

That the Board support a letter to senior governments, and copy BC Transit and Island Corridor Foundation, advocating for support to jointly undertake an updated study on the feasibility and alignment of rapid transit within the CRD.
CARRIED

11. ADMINISTRATION REPORTS

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

N. Chan spoke to Item 11.1.

MOVED by Director Coleman, SECONDED by Director de Vries,
1. That Bylaw No. 4731, "Bulk Water Rates By-law, 1977, Amendment Bylaw No. 45, 2025", be introduced and read a first, second and third time; and
CARRIED

MOVED by Director Coleman, SECONDED by Director de Vries,
2. That Bylaw No. 4731 be adopted.
CARRIED

MOVED by Director Coleman, SECONDED by Director de Vries,
3. That Bylaw No. 4732, "Water Distribution Local Service Conditions, Fees and

Charges Bylaw No. 1, 2013, Amendment Bylaw No. 15, 2025", be introduced and read a first, second and third time; and
CARRIED

MOVED by Director Riddell, SECONDED by Director Coleman,
4. That Bylaw No. 4732 be adopted.
CARRIED

MOVED by Director Tait, SECONDED by Director Williams,
5. That Bylaw No. 4733, "Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 27, 2025", be introduced and read a first, second and third time; and
CARRIED

MOVED by Director Tait, SECONDED by Director Williams,
6. That Bylaw No. 4733 be adopted.
CARRIED

11.2. 25-1191 Biosolids Beneficial Use Management - October Update

L. Jones presented Item 11.2 for information.

Discussion ensued regarding:
- the most cost effective option for biosolids disposal
- future opportunity to increase biosolids volume to Fraser Valley

11.3. 25-1204 West Shore RCMP Detachment Expansion Service Establishment and Loan Authorization Bylaws

K. Morley spoke to Item 11.3.

MOVED by Director Goodmanson, SECONDED by Director Kobayashi,
1. That the West Shore RCMP Building Cost Sharing Memorandum of Understanding, attached at Appendix A, be approved;
CARRIED

MOVED by Director Goodmanson, SECONDED by Director Kobayashi,
2. That Bylaw No. 4692, "West Shore RCMP Detachment Expansion Service Establishment Bylaw No. 1, 2025", be introduced and read a first, second, and third time;
CARRIED

MOVED by Director Goodmanson, SECONDED by Director Kobayashi,
3. That Bylaw No. 4693, "West Shore RCMP Detachment Expansion Loan Authorization Bylaw No. 1, 2025", be introduced and read a first, second, and third time; and
CARRIED

MOVED by Director Goodmanson, SECONDED by Director Kobayashi,
4. That participating area approval for Colwood, Langford and View Royal be obtained by municipal council consent-on-behalf, and if successful, that Bylaws No. 4692 and 4693 be submitted to the Inspector of Municipalities for approval.
CARRIED

12. REPORTS OF COMMITTEES

Electoral Areas Committee

12.1. 25-0992 Bylaw No. 4709: Southern Gulf Islands Small Craft Harbours Regulation Amendment

MOVED by Director Brent, SECONDED by Director Holman,
1. That Bylaw No. 4709, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 10, 2025", be introduced and read a first, second, and third time.
CARRIED

MOVED by Director Brent, SECONDED by Director Holman,
2. That Bylaw No. 4709 be adopted.
CARRIED

12.2. 25-1134 Bylaw No. 4718: Delegation of Salt Spring Island Grant-in-Aid Approval to Salt Spring Island Local Community Commission

MOVED by Director Brent, SECONDED by Director Holman,
1. That Bylaw No. 4718, "Capital Regional District Delegation Bylaw No. 1, 2017, Amendment Bylaw No. 6, 2025", be introduced and read a first, second, and third time;
CARRIED

MOVED by Director Brent, SECONDED by Director Holman,
2. That Bylaw No. 4718 be adopted.
CARRIED

12.3. 25-1195 Bylaw No. 4721 to Amend Bylaw No. 3654 - Fire Commissions

MOVED by Director Brent, SECONDED by Director Wickheim,
That Bylaw No. 4721, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 3, 2025" be introduced and read a first, second and third time; and
CARRIED

MOVED by Director Brent, SECONDED by Director Wickheim,
2. That Bylaw No. 4721 be adopted.
CARRIED

Finance Committee

12.4. 25-0968 Bylaw No. 4717: 2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 4, 2025

MOVED by Director Brice, SECONDED by Director Brent,
1. That Bylaw No. 4717, "2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 4, 2025", be introduced and read a first, second and third time: and
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
2. That Bylaw No. 4717 be adopted.
CARRIED

12.5. 25-1006 Bylaw Nos. 4722 and 4723: Amendments to Operating Reserve Fund Bylaw Nos. 4146 and 4102

MOVED by Director Brice, SECONDED by Director Brent,
1. That Bylaw No. 4722, "Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 6, 2025", be introduced and read a first, second and third time; and
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
2. That Bylaw No. 4722 be adopted.
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
3. That Bylaw No. 4723, "Capital Regional District Regional Services Operating Reserve Fund Bylaw, No. 1, 2016, Amendment Bylaw No. 6, 2025, be introduced and read a first, second and third time; and
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
4. That Bylaw No. 4723 be adopted.
CARRIED

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

MOVED by Director Brice, SECONDED by Director Brent,
1. That Bylaw No. 4724, "Foodlands Access Service Capital Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
2. That Bylaw No. 4724 be adopted.
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
3. That Bylaw No. 4725, "Regional Transportation Service Capital Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
4. That Bylaw No. 4725 be adopted.

CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
5. That Bylaw No. 4726, "Galiano Island Community Parks Services Land Acquisition Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
6. That Bylaw No. 4726 be adopted.
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
7. That Bylaw No. 4727, "Mayne Island Community Parks Services Land Acquisition Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
8. That Bylaw No. 4727 be adopted.
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
9. That Bylaw No. 4728, "Juan de Fuca Emergency Program Act Extended Service Capital Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
10. That Bylaw No. 4728 be adopted.
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
11. That Bylaw No. 4729, "Animal Control Service Capital Reserve Fund Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
12. That Bylaw No. 4729 be adopted.
CARRIED

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

MOVED by Director Brice, SECONDED by Director Brent,
1. That Bylaw No. 4730, "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
CARRIED

MOVED by Director Brice, SECONDED by Director Brent,
2. That Bylaw No. 4730 be adopted.
CARRIED

Transportation Committee

12.8. 25-1096 Bylaws No. 4711 and 4719: Dissolution of Traffic Safety Commission and Service

Discussion ensued regarding clarification that there will be a safety sub-committee to the Regional Transportation Advisory Committee.

MOVED by Director Murdock, SECONDED by Director Szpak,
1. That Bylaw No. 4711, "Traffic Safety Commission Dissolution Bylaw No. 1, 2025" be introduced and read a first, second and third time;
CARRIED

MOVED by Director Murdock, SECONDED by Director Szpak,
2. That Bylaw No. 4711 be adopted;
CARRIED

MOVED by Director Murdock, SECONDED by Director Szpak,
3. That the assets and obligations of the Traffic Safety Commission Service under Bylaw No. 1828, "Traffic Safety Commission Establishment Bylaw No. 1, 1990", be assumed and maintained by the Transportation Service under Bylaw No. 4630, "Regional Transportation Service Establishing Bylaw No. 1, 2024", including that funds held for the Constable Sarah Beckett Memorial Scholarship continue to be used for that purpose;
CARRIED

MOVED by Director Murdock, SECONDED by Director Szpak,
4. That Bylaw No. 4719, "Traffic Safety Commission Establishment Bylaw No. 1, 1990, Amendment Bylaw No. 5, 2025", be read a first, second, and third time;
CARRIED

MOVED by Director Murdock, SECONDED by Director Szpak,
5. That participating area approval be obtained by way of municipal and electoral area director consent; and
6. That if successful by two-thirds consent of participants, Bylaw No. 4719 be forwarded to the Inspector of Municipalities for approval.
CARRIED

12.9. 25-1109 Motion with Notice: Region-Wide Free Youth Bus Pass Program (Directors Caradonna/Thompson)

MOVED by Director Caradonna, SECONDED by Director Szpak,
That the CRD Board direct staff to investigate, as part of the update to the Regional Transportation Plan, and report back on the costs, benefits, and implications of creating a region-wide free youth bus pass program under the CRD transportation service in collaboration with BC Transit.

MOVED by Director Caradonna, SECONDED by Director Thompson,
That the main motion be amended to strike the wording "region-wide" and add the wording ", including potential regional and sub-regional options" after the wording "BC Transit".
CARRIED

Discussion ensued regarding the lack of service in rural areas.

The question was called on the main motion as amended.
That the CRD Board direct staff to investigate, as part of the update to the Regional Transportation Plan, and report back on the costs, benefits, and implications of creating a free youth bus pass program under the CRD transportation service in collaboration with BC Transit, including potential regional and sub-regional options.
CARRIED
Opposed: Jones, Little

Motion Arising:
MOVED by Director Plant, SECONDED by Director Thompson,
That staff develop and provide the CRD Transportation Committee a draft UBCM resolution for consideration calling on the province to increase fare-free transit to all youth in BC under 19 by adding another years age eligibility of fare-free transit to each provincial budget year.

Discussion ensued regarding:
- the updated UBCM resolution process
- funding source

MOVED by Director Caradonna, SECONDED by Director Murdoch,
That this Item be referred to the next meeting of the Transportation Committee.
DEFEATED
Opposed: Brent, Brice, Brownoff, Coleman, de Vries, Desjardins, Goodmanson, Holman, Kobayashi, Little, McNeil-Smith, Murdock, Plant, Tait, Wickheim, Williams

The question was called on the motion arising.
That staff develop and provide the CRD Transportation Committee a draft UBCM resolution for consideration calling on the province to increase fare-free transit to all youth in BC under 19 by adding another years age eligibility of fare-free transit to each provincial budget year.
CARRIED

12.10. 25-0810 Motion with Notice: Reduced CRD Parking Fees for Low Income Visitors (Director Holman)

MOVED by Director Holman, SECONDED by Alternate Director Riddell,
That parking fees at selected regional parks, with provision for reduced fees for low-income visitors, be considered as part of the 2026 budget process.

Director Murdock left the meeting at 1:39 pm.

MOVED by Director Plant, SECONDED by Director Brent,
That the question be called on the main motion.
CARRIED
Opposed: Holman, Riddell, Tait

Director Murdock returned to the meeting at 1:44 pm.

The question was called on the main motion.
That parking fees at selected regional parks, with provision for reduced fees for low-income visitors, be considered as part of the 2026 budget process.
DEFEATED
Opposed: Alto, Brent, Brice, Brownoff, Caradonna, Coleman, Desjardins, Goodmanson, Jones, Kobayashi, Plant, McNeil-Smith, Murdoch, Szpak, Tait, Tobias, Williams

13. BYLAWS

There were no bylaws for consideration.

14. NOTICE(S) OF MOTION

There were no notice(s) of motion.

15. NEW BUSINESS

There was no new business.

16. MOTION TO CLOSE THE MEETING

16.1. 25-1176 Motion to Close the Meeting

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

MOVED by Director Desjardins, SECONDED by Director Little,
That the meeting be closed for labour relations in accordance with Section (90)(1)(c) of the Community Charter.
CARRIED

MOVED by Director Desjardins, SECONDED by Director Little,
That the meeting be closed for land acquisition/disposition in accordance with Section 90(1)(e) of the Community Charter.
CARRIED

MOVED by Director Desjardins, SECONDED by Director Little,
That such disclosures could reasonably be expected to harm the interests of the Regional District.
CARRIED

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

MOVED by Director Desjardins, SECONDED by Director Little,
That the meeting be closed for contract negotiations in accordance with Section

(90)(1)(k) of the Community Charter.
CARRIED

MOVED by Director Desjardins, SECONDED by Director Little,
That such disclosures could reasonably be expected to harm the interests of the Regional District.
CARRIED

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

MOVED by Director Little, SECONDED by Director Goodmanson,
That the meeting be recessed to convene the Closed Meeting of the Capital Region Housing Corporation Board.
CARRIED

The meeting recessed at 1:46 pm to convene the Closed Meeting of the Capital Region Housing Corporation Board.

The meeting reconvened and went into the closed session at 2:00 pm.

17. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 3:47 pm and reported on the following:

In accordance with Terms of Reference, that the following be appointed to the Accessibility Advisory Committee For a term expiring December 31, 2027:
Tanelle Bolt, Pat Danforth, Marnie Essery, Jasmine Parr

In accordance with Bylaw No. 3654, that the following be appointed to the Port Renfrew Fire Protection and Emergency Response Service Commission For a term expiring December 31, 2027:
Roy Howard McIntyre, Ian Laing, Kevin Neish, William Toulmin, Carl Wilkinson

In accordance with Terms of Reference, that the following be appointed to the Solid Waste Advisory Committee For a term expiring December 31, 2027:
Marika Smith

In accordance with Bylaw No. 2972, that the following be appointed to the Southern Gulf Island Harbours Commission For a term expiring December 31, 2026:
Ben Mabberly

That the Environmental Services Committee be permitted to meet in closed session:
1. 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 interests of the Regional District. [1 item]
3. For intergovernmental negotiations in accordance with Section 90(2)(b) of the Community Charter. [1 item]

18. ADJOURNMENT

MOVED by Director Holman, SECONDED by Director Williams,
That the Capital Regional District Board meeting of November 12, 2025 be adjourned at 3:47 pm.
CARRIED

_____

CHAIR

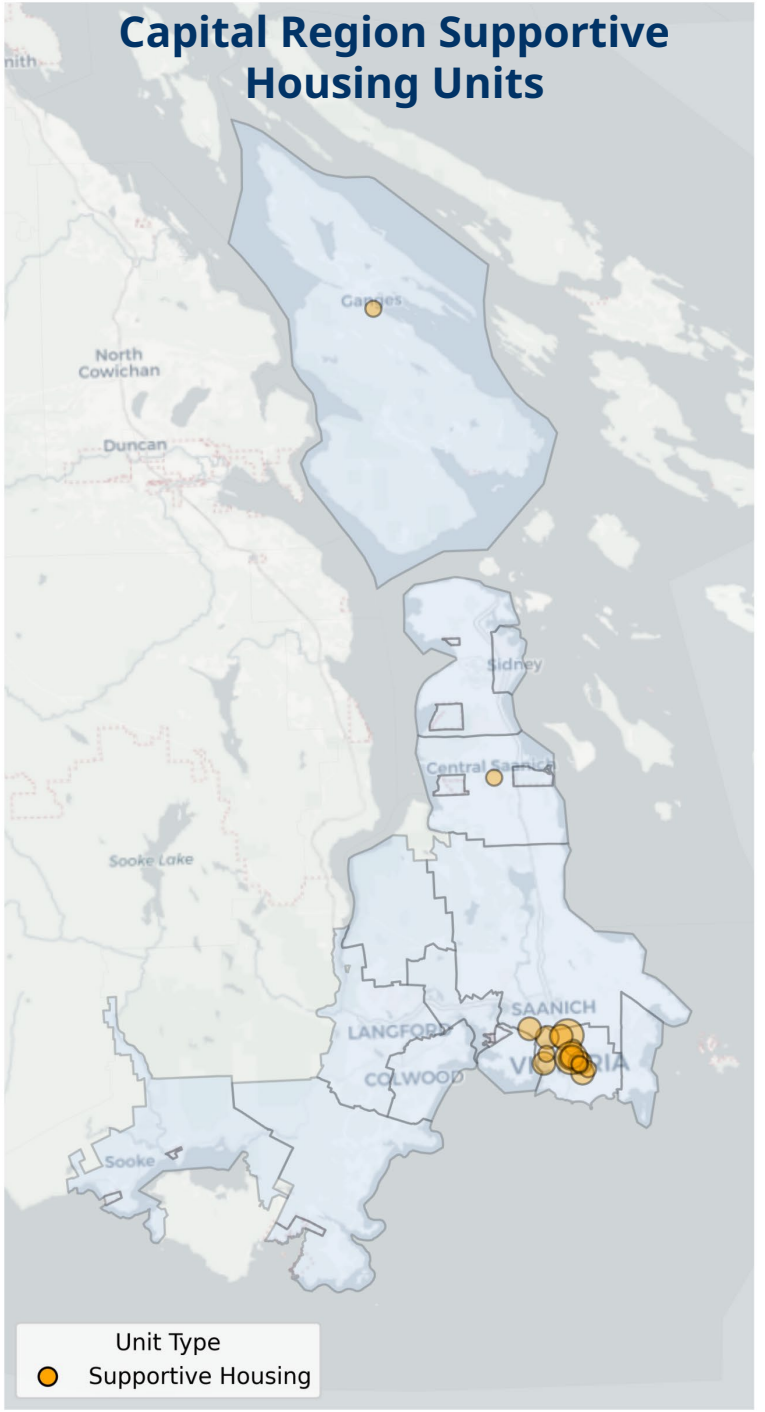
CERTIFIED CORRECT:

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CORPORATE OFFICER

Capital Region Supportive Housing Units

Community	Sites	In-progress units	Completed units	Units (total)	Units per 10,000 population	Share of units (%)
Victoria	16	304	742	1046	101.7	89.5
Saltspring Island	1	0	32	32	25.7	2.7
Central Saanich	1	0	39	39	21.5	3.3
Saanich	1	0	52	52	4.1	4.4
Colwood	0	0	0	0	0.0	0.0
Esquimalt	0	0	0	0	0.0	0.0
Highlands	0	0	0	0	0.0	0.0
Langford	0	0	0	0	0.0	0.0
Metchosin	0	0	0	0	0.0	0.0
North Saanich	0	0	0	0	0.0	0.0
Oak Bay	0	0	0	0	0.0	0.0
Sidney	0	0	0	0	0.0	0.0
Sooke	0	0	0	0	0.0	0.0
View Royal	0	0	0	0	0.0	0.0
TOTAL	19	304	865	1169	45.2	100.0



BRITISH COLUMBIA | Ministry of Housing and Municipal Affairs

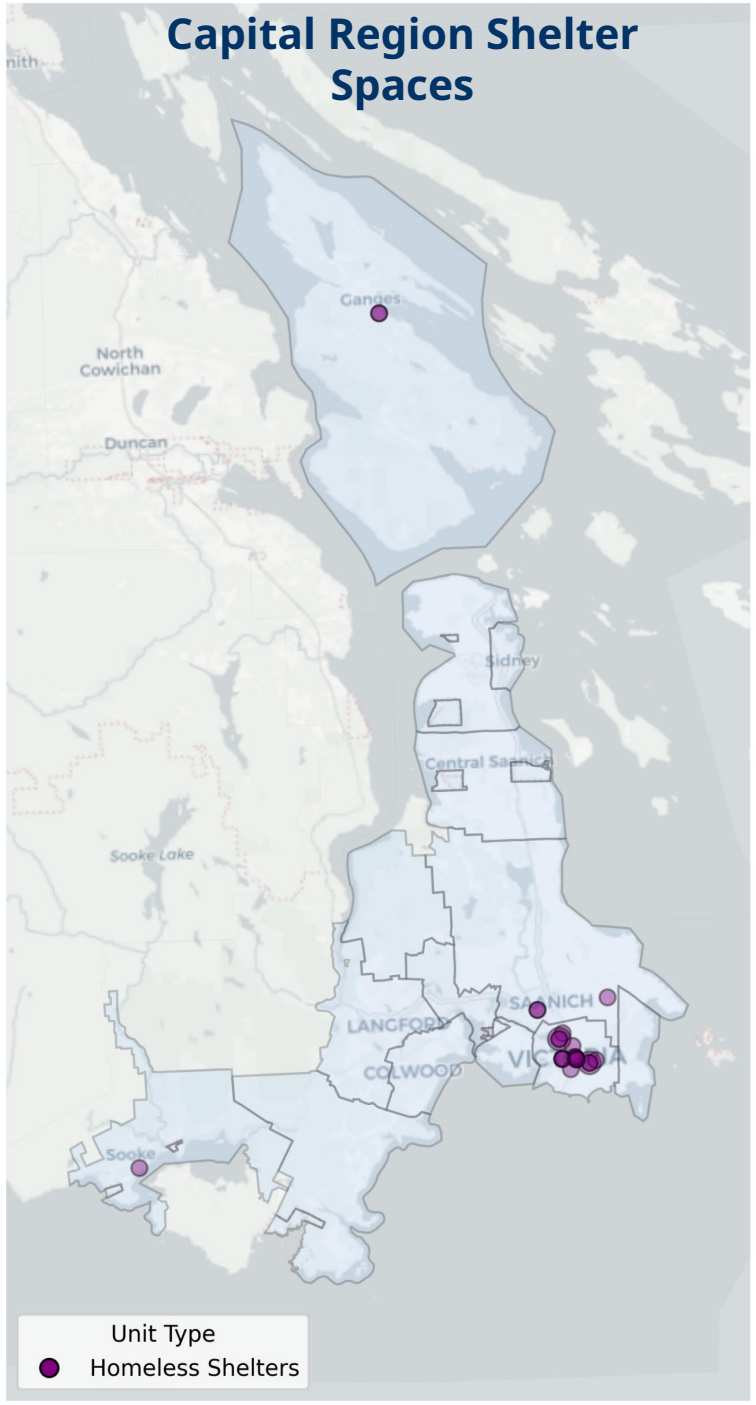
Data Sources: *BC Housing, BC Stats Population Estimates and Projections 2024*

Data as of November 1, 2025

Capital Region Homeless Shelter Spaces

Community	Sites	Spaces	Spaces per 10,000 population	Share of spaces (%)
Victoria	14	439	42.7	78.1
Saltspring Island	2	40	32.1	7.1
Sooke	1	13	7.6	2.3
Saanich	3	70	5.6	12.5
Central Saanich	0	0	0.0	0.0
Colwood	0	0	0.0	0.0
Esquimalt	0	0	0.0	0.0
Highlands	0	0	0.0	0.0
Langford	0	0	0.0	0.0
Metchosin	0	0	0.0	0.0
North Saanich	0	0	0.0	0.0
Oak Bay	0	0	0.0	0.0
Sidney	0	0	0.0	0.0
View Royal	0	0	0.0	0.0
TOTAL	20	562	21.8	100.0

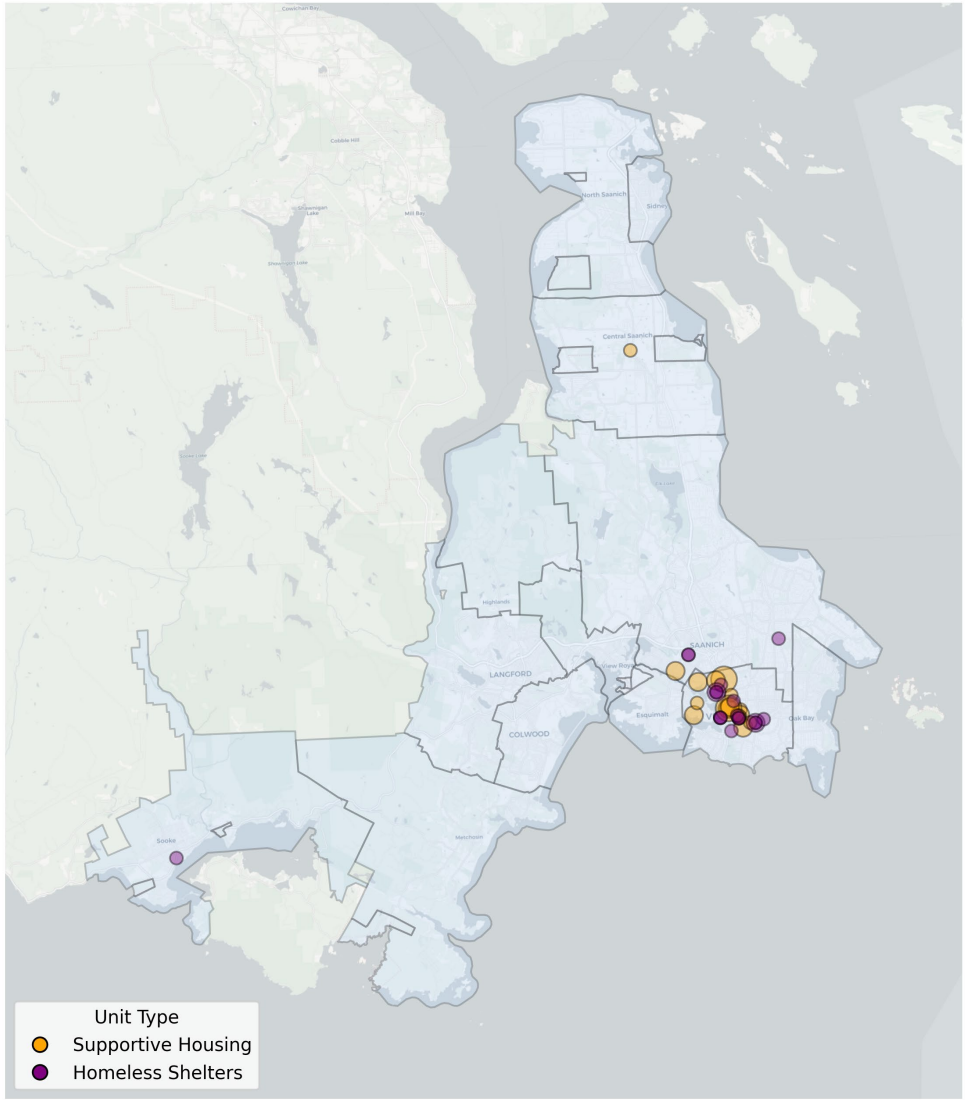
Notes: Shelter spaces in CRD (Victoria and Langford) associated with Women's Transitional Housing not included.
Sites are defined as unique bed inventories (permanent and seasonal) and may share same location.



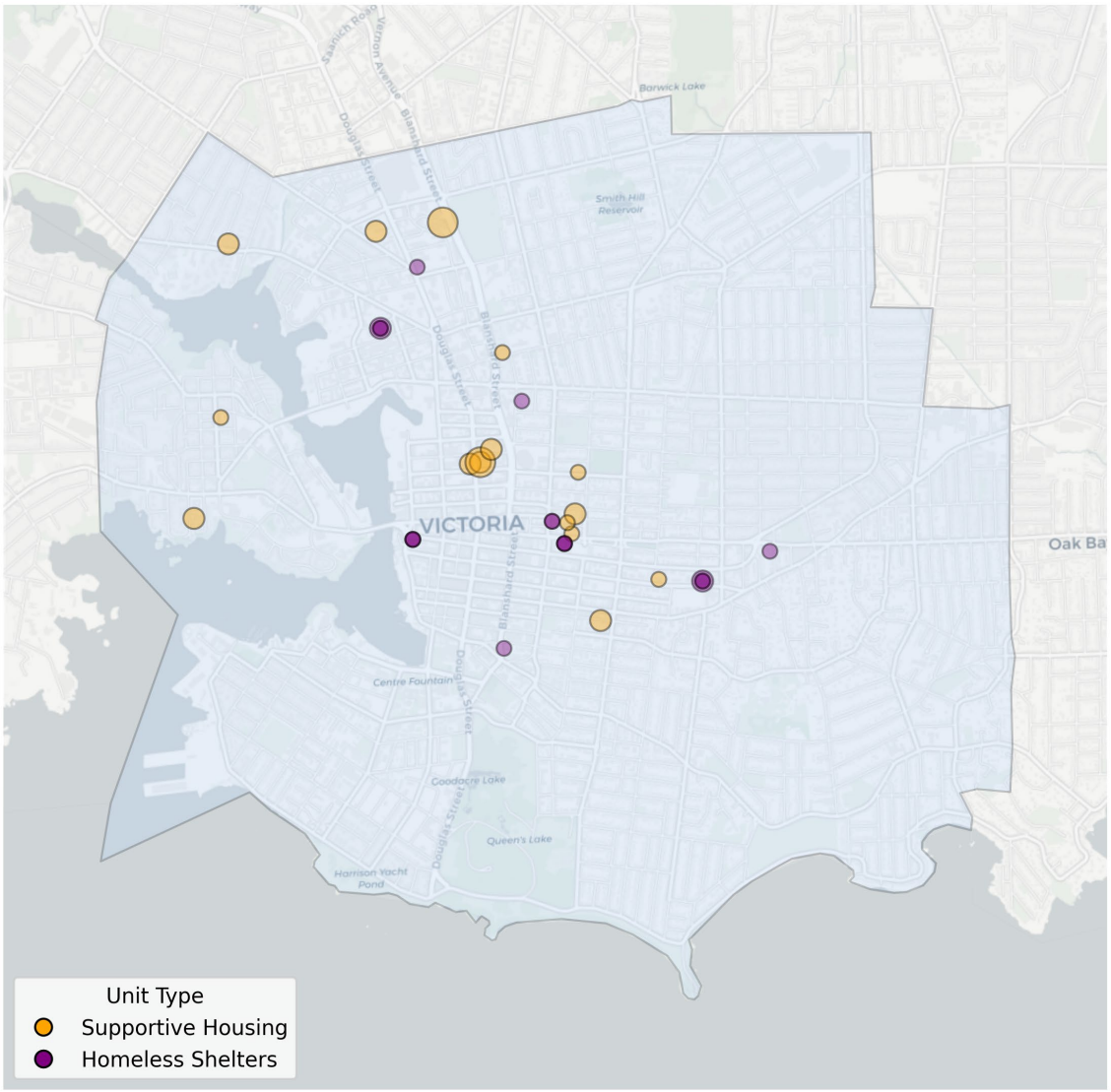
BRITISH COLUMBIA | Ministry of Housing and Municipal Affairs

Data Sources: *BC Housing, BC Stats Population Estimates and Projections 2024*
Data as of November 1, 2025

Capital Region Supportive Housing and Shelters



City of Victoria Supportive Housing and Shelters



BRITISH COLUMBIA | Ministry of Housing and Municipal Affairs

Data Sources: *BC Housing, BC Stats Population Estimates and Projections 2024*

Data as of November 1, 2025

Making a difference...together

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

SUBJECT **ARCHIE GALBRAITH MEMORIAL SCHOLARSHIP 2025**

ISSUE SUMMARY

The recipient of the 2025 Archie Galbraith Memorial Scholarship (the scholarship) has been selected.

BACKGROUND

In July 1973, the Capital Regional District (CRD) Board established a scholarship to enable a student to attend Lester B. Pearson College.

Archie Galbraith was the Mayor of Central Saanich and Deputy Chair of the CRD Board. Archie Galbraith died while in office, and the scholarship has been given in his honour since 1974. The scholarship is $13,200 and is awarded annually by the college faculty to a student from the capital region or, if that is not possible, to a Canadian recipient.

Avery Carswell is the scholarship recipient this year and her student profile is attached as Appendix A.

RECOMMENDATION

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

Submitted by:	Carolyn Jenkinson, Manager, Executive Operations
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Student Profile – Avery Carswell

PEARSON COLLEGE UWC



Avery Carswell

Year 51 / 2025 (Canada-Courtenay, BC)
Archie Galbraith Memorial Scholar

"I want to pursue a career in marine science. I've always been passionate about marine life and the health of the ocean. It is a great privilege to say I live on an island in the Salish Sea. Being able to study marine science here is one of the reasons I wanted to go to Pearson College. To be able to help the rich, diverse and interconnected world we live in would be an incredible experience and achievement."

We are so pleased to share an update with you on Avery, whose scholarship you generously supported last year and again this year. She has continued to thrive at Pearson and is making remarkable progress both academically and personally.

Avery finished her first year with straight A's, a reflection of her dedication, curiosity, and determination. In Biology, she has shown impressive growth, mastering complex material.

Her independent research project on the effects of pH on catalase (which is a fundamental antioxidant enzyme in nearly all organisms) activity was deemed as methodical and thoughtful. As her teacher noted, Avery now sees biology not simply as a subject, but as a way of better understanding the world.

In Global Politics, Avery excels.

She has a strong voice in class discussions and has produced sophisticated written work, including a recent article she co-authored on the Syrian refugee crisis, which was praised for its research depth, and clarity.



Photo credit: Tony Austin



This year, Avery has already taken on a lot of student responsibility: leading a student initiative called Kelp Huggers which educates and advocates for the well being of our local kelp forests. As a Kelp Hugger leader, Avery organizes student wide activities like snorkelling in the kelp forests, kelp mapping, kelp pickling, and growing kelp from spores.

Thanks to your support, Avery has been able to embrace this experience fully, where she's exploring new subjects, growing in confidence, and gaining a deeper understanding of herself and the world around her.

Avery is building a strong foundation for her future, and it's clear that her Pearson journey is shaping her into a compassionate and capable global citizen.



Photo credit: Tony Austin



Photo Credit: Tony Austin

Pearson College proudly celebrates the long-standing support of the CRD.

Thank you!

Making a difference...together

EEI 25-40

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

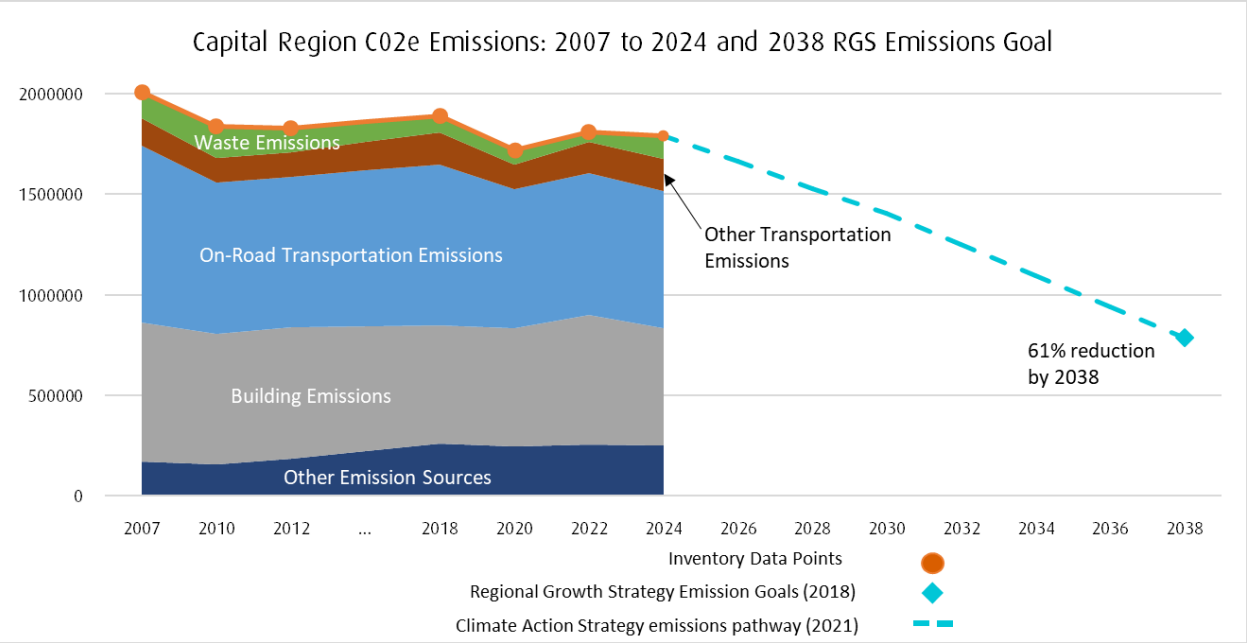
The CRD has adopted the international standard for local government GHG inventorying and reporting: the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC) for Cities Basic+ framework. The GPC Basic+ framework includes GHG emission sources from on-road transportation, buildings, 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 CO_2e (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 CO_2e) below the 2007 baseline and decreased approximately 1% (21,000 tonnes CO_2e) 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 CO_2e).

- **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 CO_2e) 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 CO_2e) 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 CO_2e) 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 CO_2e) 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 CO_2e Emissions Per Capita (October 2025)
Presentation: 2024 GHG Inventory, Environmental Services Committee (November 19, 2025)

APPENDIX A

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

Final Report

October 15, 2025

Prepared for:
Capital Regional District
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Project Number: 160925361

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

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

Nicole Flanagan, MASc. P.Eng.

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Executive Summary

There is increasing evidence that global climate change resulting from emissions of carbon dioxide (CO_2) 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 (tCO_2e). 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.



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

Sector	Sub-Sector	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)
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.

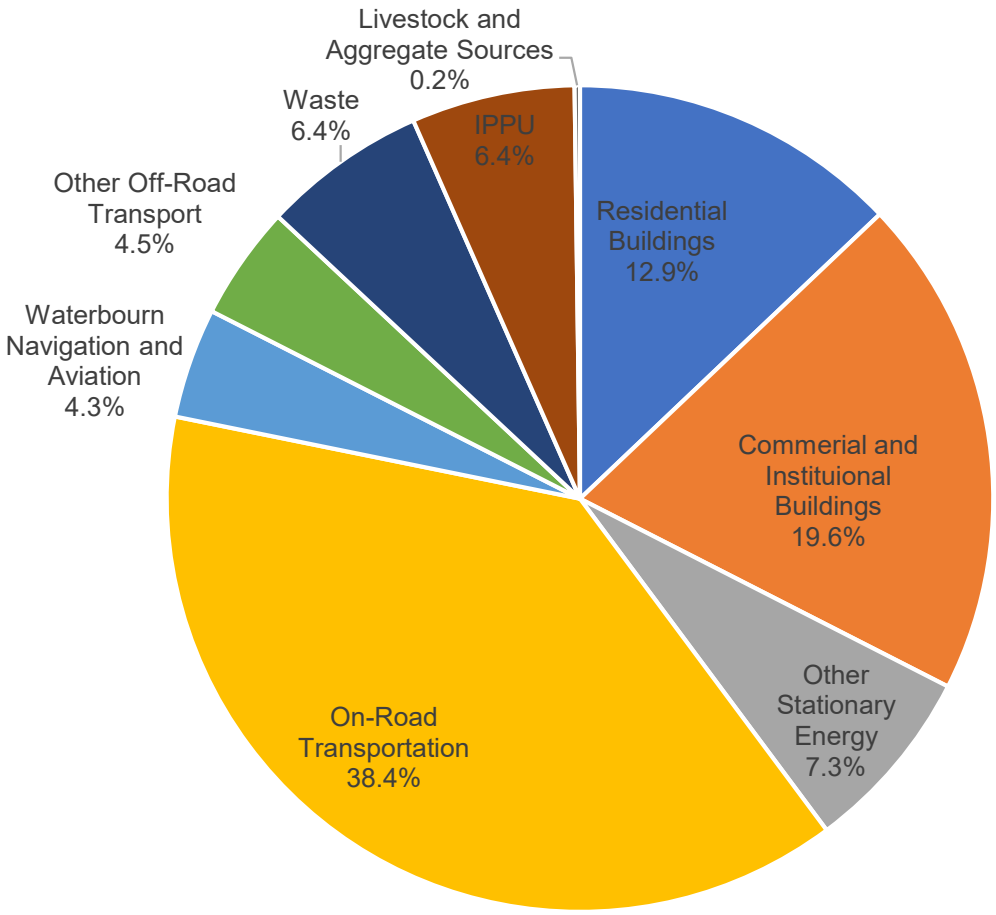


Figure E-1 CRD's 2024 BASIC+ GHG Emissions Profile (Excluding Land-Use)

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_2e	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

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_2O	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

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_2e)	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_2e 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_2e 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).

Gigajoule (GJ)	A gigajoule (GJ), one billion joules, is a measure of energy. One GJ is about the same energy as: • 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_2O); 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_2e	A tonne of greenhouse gases (GHGs) is the amount created when we consume: • 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		✓	✓

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.

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 (CO_2)
  - Methane (CH_4)
  - Nitrous oxide (N_2O)
  - Hydrofluorocarbons (HFCs)
  - Perfluorocarbons (PFCs)
  - Sulfur hexafluoride (SF_6)
  - Nitrogen trifluoride (NF_3)
- 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

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).

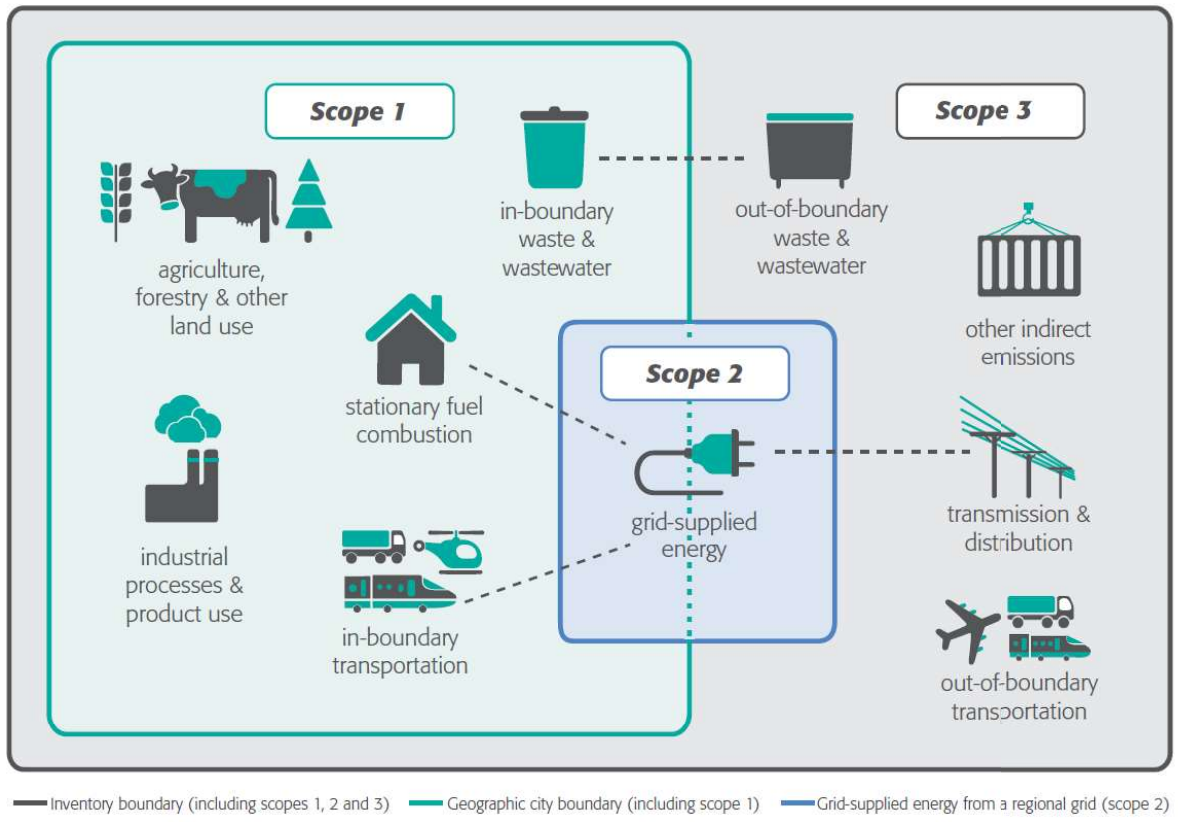


Figure 1 Sources and Boundaries of a City's GHG Emissions (GPC 2014)

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.

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 (N_2O) 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-CO_2 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.

- 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.

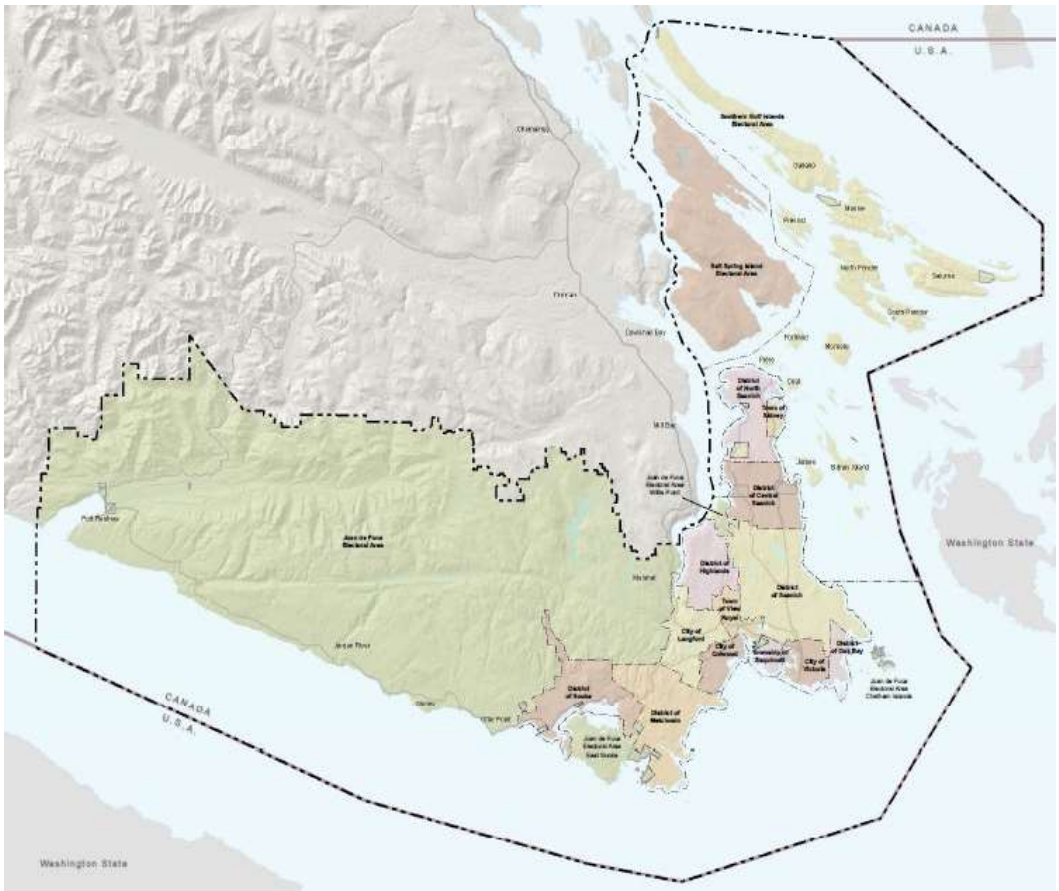


Figure 2 GHG Boundary

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	• 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 (tCO_2e).

Table 5 Original And Updated BASIC+ Base Year

Aspect	Quantification Protocol	2007 GHG Base Year (tCO_2e)
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 tCO_2e, a 61% reduction would require a reduction of approximately 1,222,823 tCO_2e. On a per capita basis, this amounts to reducing emissions from approximately 3.9 tCO_2e 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.

- 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-CO_2 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	The GHG emissions occurring from sources located within the CRD's limits: • Stationary fuel combustion: – 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: – On-road transportation – Railways – Waterborne navigation – Aviation – Off-road transportation • Waste: – 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): – Emissions from industrial processes occurring in the CRD boundary. • Agriculture, Forestry, and Other Land Use (AFOLU): – Land-use: emissions sequestered (*reported, but not included in the tota*l) – Livestock – Aggregate sources and non-CO_2 emission sources on land
Scope 2	The GHG emissions occurring from using grid-supplied electricity, heating and/or cooling within the CRD's boundary: • Stationary fuel combustion: – Residential buildings – Commercial and institutional buildings and facilities • Transportation: – On-road

GHG Emissions Scope	GPC Protocol Reporting Sector
Scope 3	Other GHG emissions occurring outside of the CRD's limits as a result of the CRD's activities: • Stationary Energy: – Residential buildings – Commercial and institutional buildings and facilities • Transportation: – 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 (CO_2)
- Methane (CH_4)
- Nitrous oxide (N_2O)
- Hydrofluorocarbons (HFCs)
- Perfluorocarbons (PFCs)
- Sulfur hexafluoride (SF_6)
- Nitrogen trifluoride (NF_3)

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 CO_2 = 1.0, CH_4 = 28, N_2O = 265 (IPCC, 2014).

No GHG emissions from HFCs, PFCs, SF_6 or, NF_3 ere estimated due to the lack of available data.

Total GHG emissions are normally reported as CO_2e, whereby emissions of each of the GHGs are multiplied by their GWP and are reported as tonnes of CO_2e.

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		

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

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

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.



- 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 CO_2e emissions in tonnes. These values were then multiplied by the pollutant's GWP to give total CO_2e emissions in tonnes.

These quantification methods are captured as follows:

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

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

$$Emissions_{\text{Stationary Energy – Electricity}} = Fuel\ (MWh) * EF_{tCO2e}$$

$$Emissions_{\text{Stationary Energy – Natural Gas}} = (Fuel\ (GJ) * EF_{CO2}) + (Fuel\ (GJ) * EF_{CH4} * GWP_{CH4}) + (Fuel\ (GJ) * EF_{N2O} * GWP_{N2O})$$

$$Emissions_{\text{Stationary Energy – Propane}} = (Fuel\ (GJ) * EF_{CO2}) + (Fuel\ (GJ) * EF_{CH4} * GWP_{CH4}) + (Fuel\ (GJ) * EF_{N2O} * GWP_{N2O})$$

$$Emissions_{\text{Stationary Energy – Wood}} = (Fuel\ (GJ) * EF_{CO2}) + (Fuel\ (GJ) * EF_{CH4} * GWP_{CH4}) + (Fuel\ (GJ) * EF_{N2O} * GWP_{N2O})$$

$$Emissions_{\text{Stationary Energy – Heating Oil}} = (Fuel\ (GJ) * EF_{CO2}) + (Fuel\ (GJ) * EF_{CH4} * GWP_{CH4}) + (Fuel\ (GJ) * EF_{N2O} * GWP_{N2O})$$

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_2e	Quality Assessment Rating
Electricity (BC Hydro)	tCO_2e / MWh	0.0099000	Medium
Natural Gas	tonne CO_2e / m^3	0.0019570	Medium
Propane	tonne CO_2e / L	0.0015443	Medium
Heating Oil	tonne CO_2e / GJ	0.0683456	Medium
Wood	tonne CO2e / 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.

*$Emissions_{Fugitive\ Landfill\ Gas}$ = $LFG\ Volume_{m3}$ * $LFG\ Methane\ Content_{Percent}$ * Density of methane at 25°C and 1.0 Atmosphere * Combustion Efficiency (99.7%) * GWP_{CH4}*

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 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 Janurary 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:

$$Emissions_{On\text{-}road} = In\text{-}Boundary\ Split\ \% * ((Vol.\ Fuel * EF_{CO2}) + (Vol.\ Fuel * EF_{CH4} * GWP_{CH4}) + (Vol.\ Fuel * EF_{N2O} * GWP_{N2O}))$$

$$Emissions_{Transboundary} = Transboundary\ Split\ \% * ((Vol.\ Fuel * EF_{CO2}) + (Vol.\ Fuel * EF_{CH4} * GWP_{CH4}) + (Vol.\ Fuel * EF_{N2O} * GWP_{N2O}))$$

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_2e	Quality Assessment Rating
Gasoline-LDV	tonne CO_2e / L	0.00220168	Medium
Gasoline-LDT	tonne CO_2e / L	0.00220168	Medium
Gasoline-HDV	tonne CO_2e / L	0.00224684	Medium
Gasoline-ORVE	tonne CO_2e / L	0.00235126	Medium
Gasoline-Hybrid-LDV	tonne CO_2e / L	0.00220168	Medium

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

Vehicle Class	Units	tCO_2e	Quality Assessment Rating
Gasoline-Hybrid-LDT	tonne CO_2e / L	0.00220168	Medium
Gasoline-Hybrid-HDV	tonne CO_2e / L	0.00224684	Medium
Gasoline-Hybrid-ORVE	tonne CO_2e / L	0.00235126	Medium
Electric-LDV	tonne CO_2e / kWh	0.00000990	Medium
Electric-LDT	tonne CO_2e / kWh	0.00000990	Medium
Electric-HDV	tonne CO_2e / kWh	0.00000990	Medium
Electric-ORVE	tonne CO_2e / kWh	0.00000990	Medium
Diesel-LDV	tonne CO_2e / L	0.00263301	Medium
Diesel-LDT	tonne CO_2e / L	0.00263348	Medium
Diesel-HDV	tonne CO_2e / L	0.00261638	Medium
Diesel-ORVE	tonne CO_2e / L	0.00263538	Medium
Hydrogen-Hybrid-LDV	tonne CO_2e / L	-	Medium
Hydrogen-LDV	tonne CO_2e / L	-	Medium
Hydrogen-LDT	tonne CO_2e / L	-	Medium
Natural Gas-LDV	tonne CO_2e / kg	0.00000312	Medium
Natural Gas-LDT	tonne CO_2e / kg	0.00000312	Medium
Natural Gas-HDV	tonne CO_2e / kg	0.00000312	Medium
Natural Gas-ORVE	tonne CO_2e / kg	0.00000312	Medium
Propane-LDV	tonne CO_2e / L	0.00154034	Medium
Propane-LDT	tonne CO_2e / L	0.00154034	Medium
Propane-HDV	tonne CO_2e / L	0.00154034	Medium
Propane-ORVE	tonne CO_2e / L	0.00154034	Medium
Propane-Hybrid-LDV	tonne CO_2e / L	0.00154034	Medium
Motorcycle - Non catalyst	tonne CO_2e / L	0.00222439	Medium

Vehicle Class	Units	tCO_2e	Quality Assessment Rating
Motorcycle - Electric	tonne CO_2e / 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:

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

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

Emissions $_{Per\ Aviation\ Class}$ *= (Vol. Fuel * Aviation Class* EF_{CO2}*) + (Vol. Fuel * Aviation Class* EF_{CH4} ** GWP*$_{CH4}$*) + (Vol. Fuel * Aviation Class* EF_{N2O} ** GWP*$_{N2O}$*))*

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_2e	Quality Assessment Rating
Jet	tCO_2e/kg fuel	0.0032254	Medium-Low
Turbo Propeller	tCO_2e/kg fuel	0.0032254	Medium-Low
Piston	tCO_2e/kg fuel	0.0034154	Medium-Low
Helicopter	tCO_2e/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:

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

The GHG quantification method is as follows:

$$Emissions_{\ Per\ Aviation\ Class} = CRD\ Population * ((Vol.\ Fuel * Aviation\ Class\ EF_{CO2}) + (Vol.\ Fuel * Aviation\ Class\ EF_{CH4} * GWP_{CH4}) + (Vol.\ Fuel * Aviation\ Class\ EF_{N2O} * GWP_{N2O}))$$

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_2e	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	tCO2e	Quality Assessment Rating
Ferry: Diesel	tonne CO_2e / L	0.0028777	Medium
Ferry: Natural Gas	tonne CO_2e / 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:

$$Emissions_{Waterborne} = (CRD\ Population / Vancouver\ Island;\ Mainland;\ Southwest\ Population) * ((Vol.\ Fuel * EF_{CO2}) + (Vol.\ Fuel * EF_{CH4} * GWP_{CH4}) + (Vol.\ Fuel * EF_{N2O} * GWP_{N2O}))$$

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:

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

[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_2e	Quality Assessment Rating
Marine Gasoline	tonne CO_2e / L	0.0022539	Medium-Low
Marine Diesel	tonne CO_2e / L	0.0026083	Medium-Low

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

$$Emissions_{Waterborne} = Total\ Boats * Fuel_{Percent} * ((Vol.\ Fuel * EF_{CO2}) + (Vol.\ Fuel * EF_{CH4} * GWP_{CH4}) + (Vol.\ Fuel * EF_{N2O} * GWP_{N2O}))$$

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:

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

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

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

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

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/m^3).
- 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 opperating 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:

$$Emissions_{Stationary\ Energy:\ Energy\ Industries} = (LFG\ Consumed_{m3} * HHV_{LFG} * EF_{RNG\ CH4} * GWP_{CH4}) + (LFG\ Consumed_{m3} * HHV_{LFG} * EF_{RNG\ N2O} * GWP_{N2O})$$

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_2e	Quality Rating Assessment
Composting: Anerobic	tCO_2e / kg waste	0.00019150	Low
Composting: Aerobic	tCO_2e / kg waste	0.00002800	Low

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

$$Emissions_{Anaerobic\ Waste} = Compost\ Waste_{Total} * EF_{CH4} * GWP_{CH4}$$

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 (m^3), the average BOD and the average Total Kjeldal Nitrogen TKN in treated wastewater area used. IPCC default wastewater methane (CH_4) producing capacity (0.6 kg CH_4/kg BOD) and methane correction factor (MCF) (0.1 – unitless) were used to estimate CH_4 from the wastewater. To estimate N_2O 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 N_2O-N/kg sewage-N was used to estimate N_2O from the wastewater. These factors used are for treated wastewater being deposited into deep or moving waters. It is likely that ocean sequesters more CH_4 than what has been estimated.

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

$$Emissions_{Wastewater\ CH4} = ((Wastewater_{m3} * (BOD_{ml/L} / 1000) * (0.018_{kg\ CH4/kg\ BOD} * 0.01)) / 1000) * GWP_{CH4}$$

$$Emissions_{Wastewater\ N2O} = ((Wastewater_{m3} * (TKN_{ml/L} / 1000) * 0.01_{kg\ N2O\text{-}N/kg\ sewage\text{-}N}) / 1000) * GWP_{N2O}$$

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 tCO_2e 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, SF_6 and NF_3 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-CO_2 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-CO_2 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_2O) 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 Mapping	2001 EOSD Land Cover Classification	2011 HAT Land Cover Mapping[2]
	2011	2011 HAT Land Cover Mapping	2001 EOSD Land Cover Classification + 2011 ACI 'Settlement'	2011 HAT Land Cover Mapping[2] + 2011 ACI 'Settlement'
	2022	2019 HAT Land Cover Mapping + 'Settlement' satellite image interpretation[1]	2001 EOSD Land Cover Classification + 2019 ACI 'Settlement'	2011 HAT Land Cover Mapping[2] + 2019 ACI '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_2e / ha	Low
Shrubland/Scrubland	112.0	tCO_2e / ha	Low
Grasslands	205.7	tCO_2e / ha	Low
Wetlands	471.5	tCO_2e / ha	Low
Cropland	237.8	tCO_2e / ha	Low
Settlements	0	tCO_2e / ha	Low
Other	0	tCO_2e / ha	Low
Forestland	1.8	tCO_2e / ha / year	Low
Shrubland/Scrubland	0.1	tCO_2e / ha / year	Low
Grasslands	2.6	tCO_2e / ha / year	Low
Wetlands	3.3	tCO_2e / ha / year	Low
Croplands	0.4	tCO_2e / ha / year	Low
Settlements	0	tCO_2e / ha / year	Low
Other	0	tCO_2e / 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-CO_2 Emission Sources on Land includes direct N_2O emissions from agricultural soil management and indirect N_2O 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 tCO_2e / ha value. This is then be applied to the total crop land in hectares to derive a GHG emissions estimate.

The GHG quantification method is presented below:

$$Emissions_{Direct\ \&\ Indirect\ N2O} = ((BC_{Direct\ N2O\ Emissions} + BC_{Indirect\ N2O\ Emissions} + BC_{Indirect\ N2O\ Manure\ Management\ Emissions}) / BC_{Land\ In\ Crops\ ha}) * CRD\ Cropland_{ha}$$

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

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.

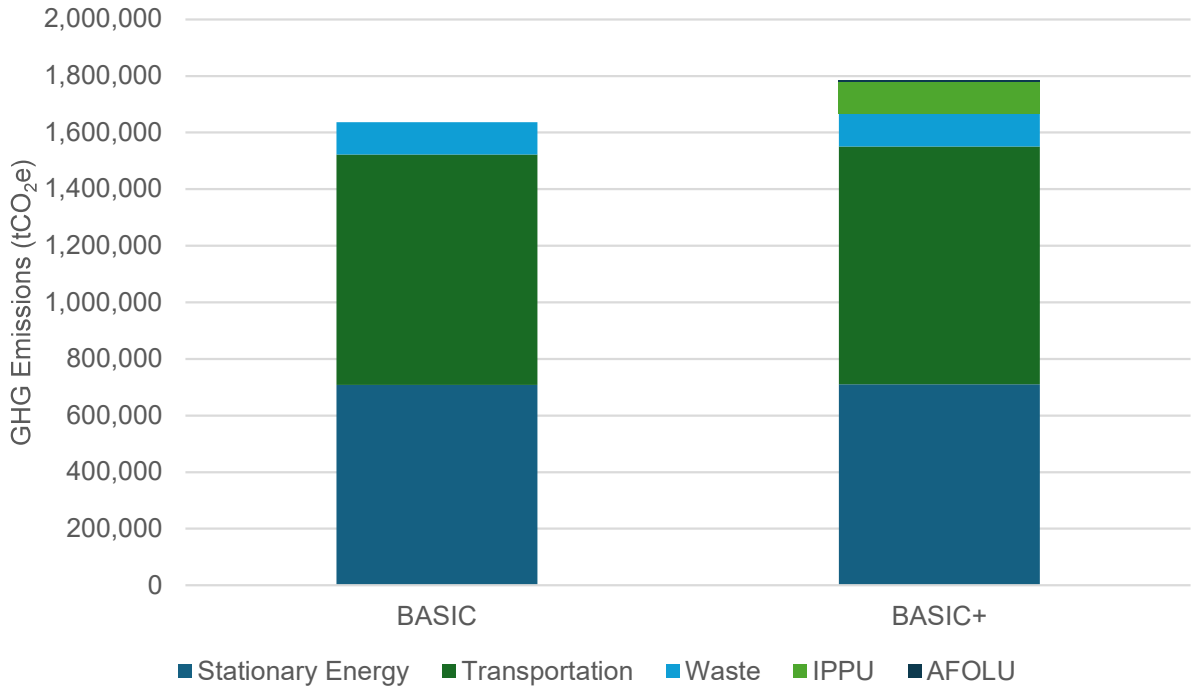


Figure 3 2024 GHG Emissions Summary by GPC Reporting Level

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.

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

GHG Emissions Source (by Sector)		Total GHGs (metric tonnes CO_2e)					
		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_2e)			
		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

GPC ref No.	GHG Emissions Source (by Sector and Sub-Sector)	Total GHGs (metric tonnes CO_2e)			
		Scope 1	Scope 2	Scope 3	Total
III.3.1/2	Incinerated and burned waste generated in the Community	NO		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
Total	**(community induced framework only)**	**1,723,137**	**31,853**	**28,523**	**1,783,513**

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 tCO_2e. On a per capita basis, this works out to 3.9 tCO_2e per person (Table 28).

Table 28 Total Energy and GHG Emissions Per Person by Sector

Sector	Sub-Sector	Energy (GJ)	GHG Emissions (tCO_2e)	GJ Per Capita	tCO_2e 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

Sector	Sub-Sector	Energy (GJ)	GHG Emissions (tCO_2e)	GJ Per Capita	tCO_2e 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 tCO_2e 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.

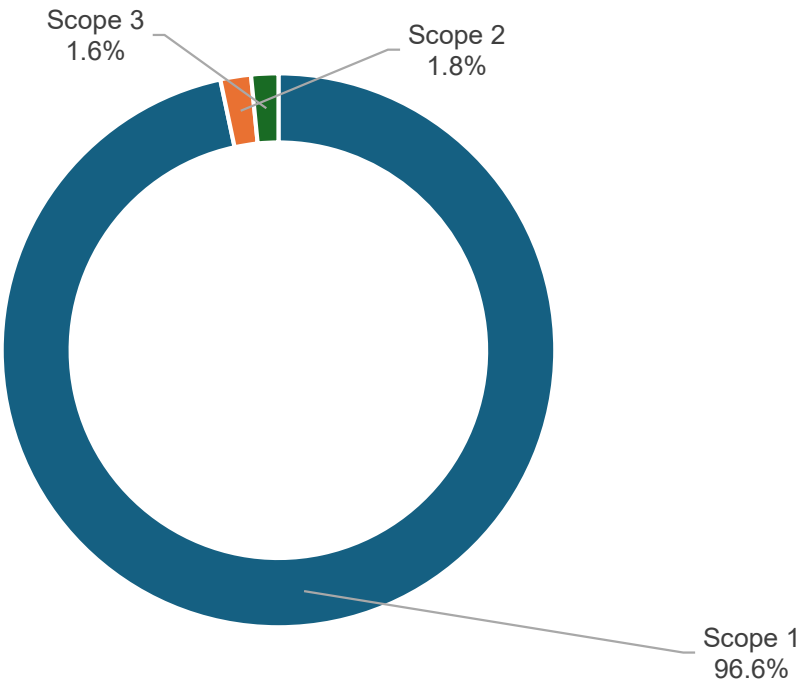


Figure 4 CRD BASIC+ GHG Emissions by Emissions Scope

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_2e)	2024 GHG Emissions (tCO_2e)	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_2e)	Natural Gas (tCO_2e)	Heating Oil (tCO_2e)	Propane (tCO_2e)	Wood (tCO_2e)	Other Sources (tCO_2e)	Total GHG Emissions (tCO_2e)	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_2e)	**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.

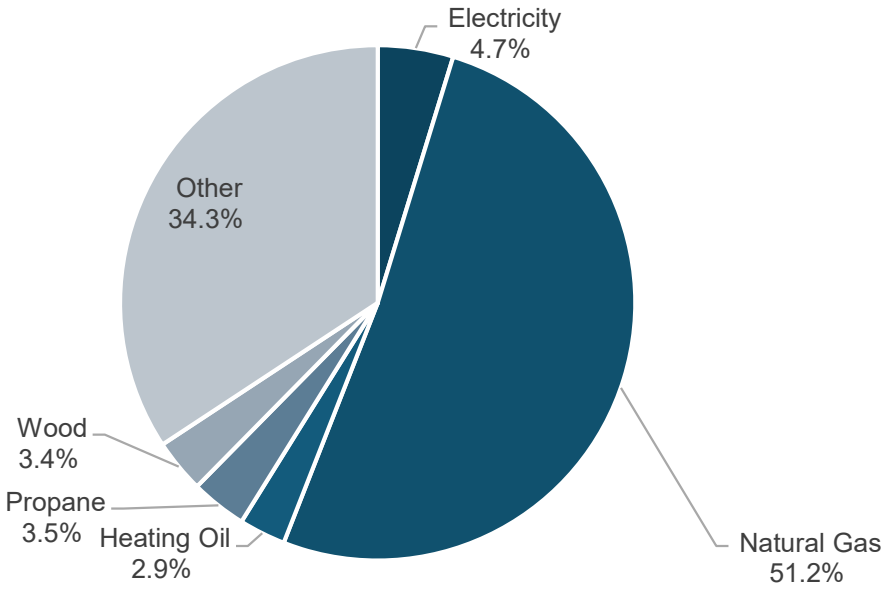


Figure 5 Stationary Energy GHG Emissions Contribution to the GHG Inventory

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

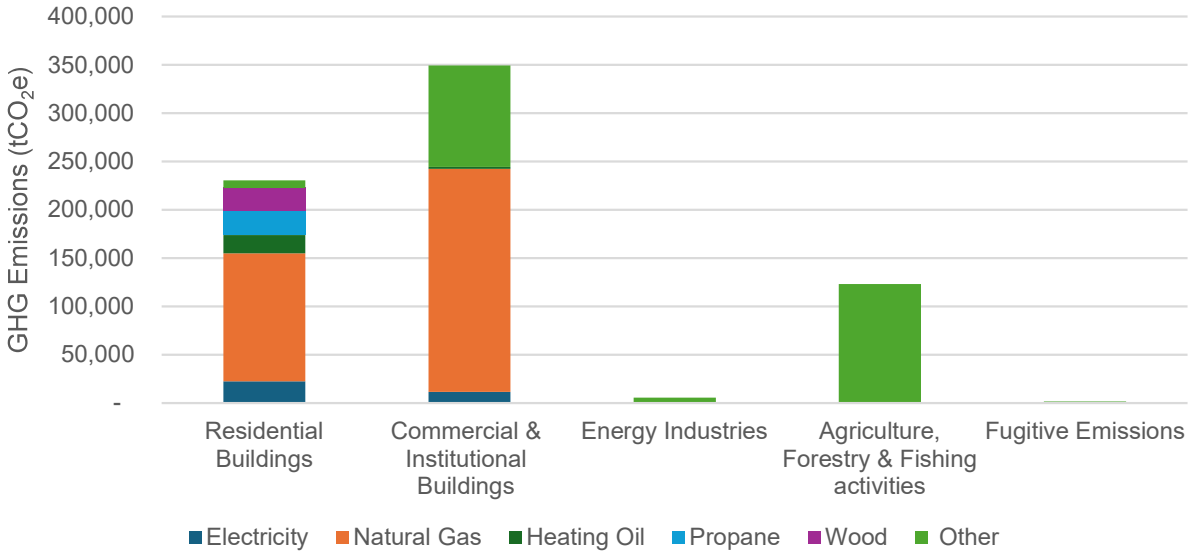


Figure 6 Total Stationary Energy Use By Sub-Sector

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_2e: 2007 & 2024	Change in tCO_2e: 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_2e)
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

Fuel Type	Number of Registered Vehicles	Total Fuel Use	Fuel Use Units	Energy (GJ)	GHG Emissions (tCO_2e)
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 emisisons by vehicle classification. More than 80% of the on-road GHG emissions come from light duty vehciles, motorcyles and and trucks.

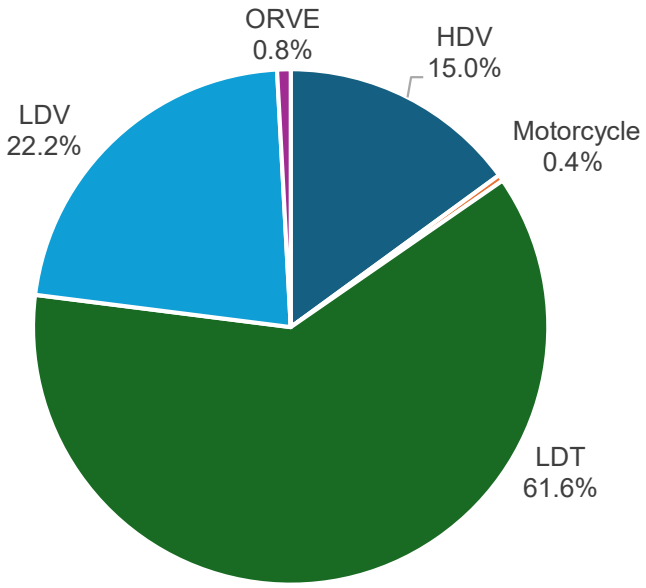


Figure 7 Breakdown of On-Road GHG Emissions by Vehicle Type

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_2e)
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**

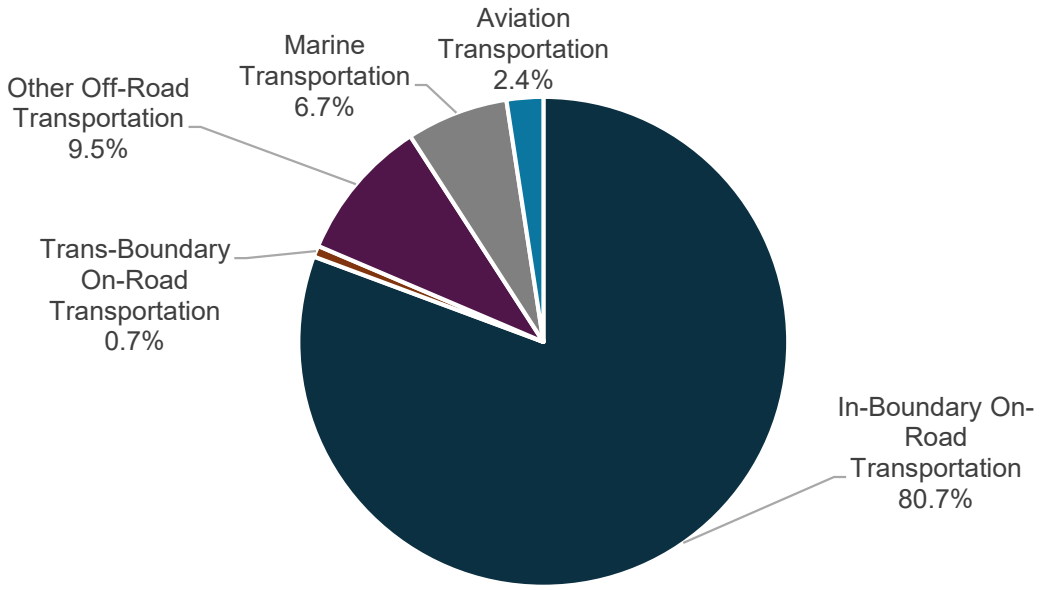


Figure 8 Summary of Transportation GHG Emissions by Sub-Sector

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 (CH_4) 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_2e)	GHG Emissions Per Capita (tCO_2e / 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).

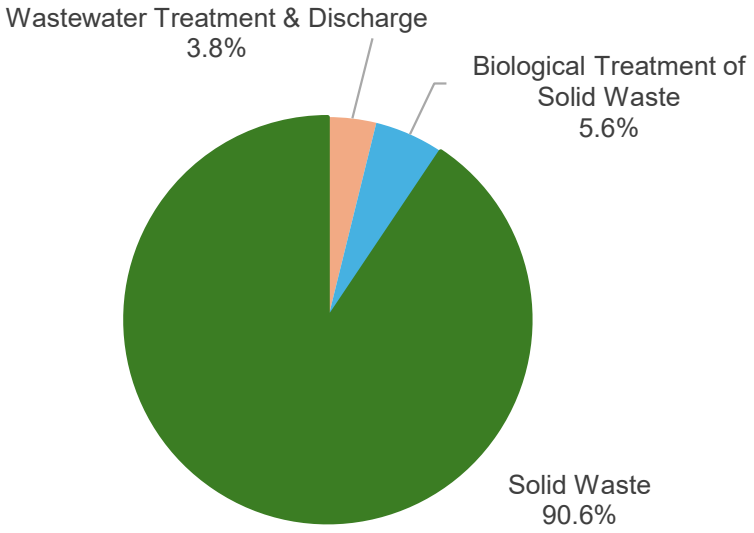


Figure 6 2024 GHG Emissions from Waste

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, SF_6 and NF_3 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_2e)	2024 GHG Emissions (tCO_2e)	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 tCO_2e (Table 36) and released 89,610 tCO_2e for a net effect of 312,232 tCO_2e. 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_2e)	GHG Emissions Released (tCO_2e)
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-CO_2 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 (CH_4) Emissions from Enteric Fermentation
  - Methane (CH_4) Emissions from Manure Management
  - Direct Nitrous Oxide (N_2O) GHG Emissions
  - Aggregate Sources and Non-CO_2 Emissions Sources on Land
  - Direct Nitrous Oxide (N_2O) Emissions from Agricultural Soil Management
  - Indirect Nitrous Oxide (N_2O) 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_2e)	2024 GHG Emissions (tCO_2e)	Change From 2007
Livestock	6,867	3,449	-49.8%

Land Type	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	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.

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

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.

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.

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.		

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APPENDIX B

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

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Date: October 15, 2025

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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_2e)	2024 GHG Emissions (tCO_2e)	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**).

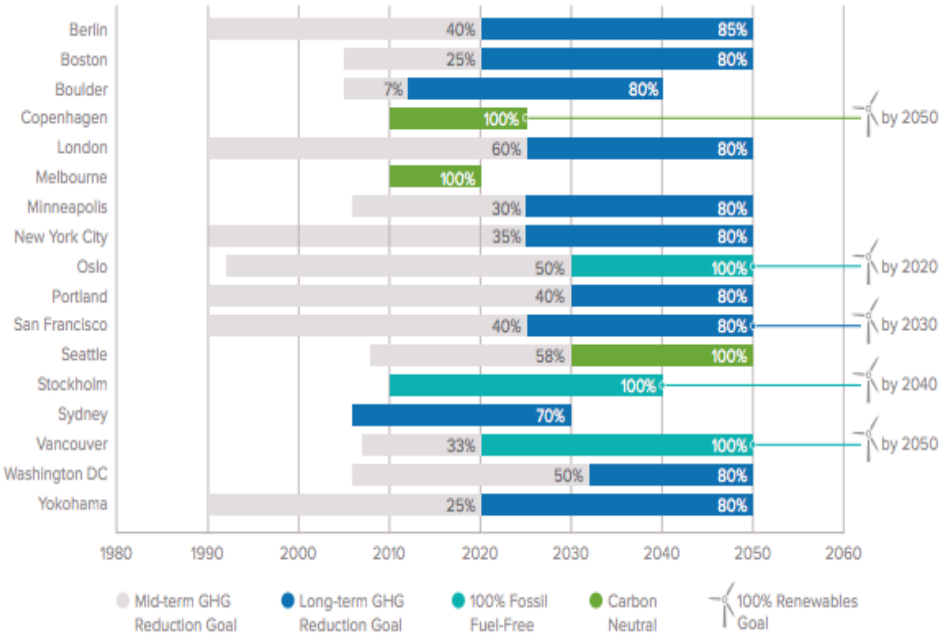


Figure 1. Summary of Long-Term Global GHG Emission Reduction Targets[1]

[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 (N_2O) 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.

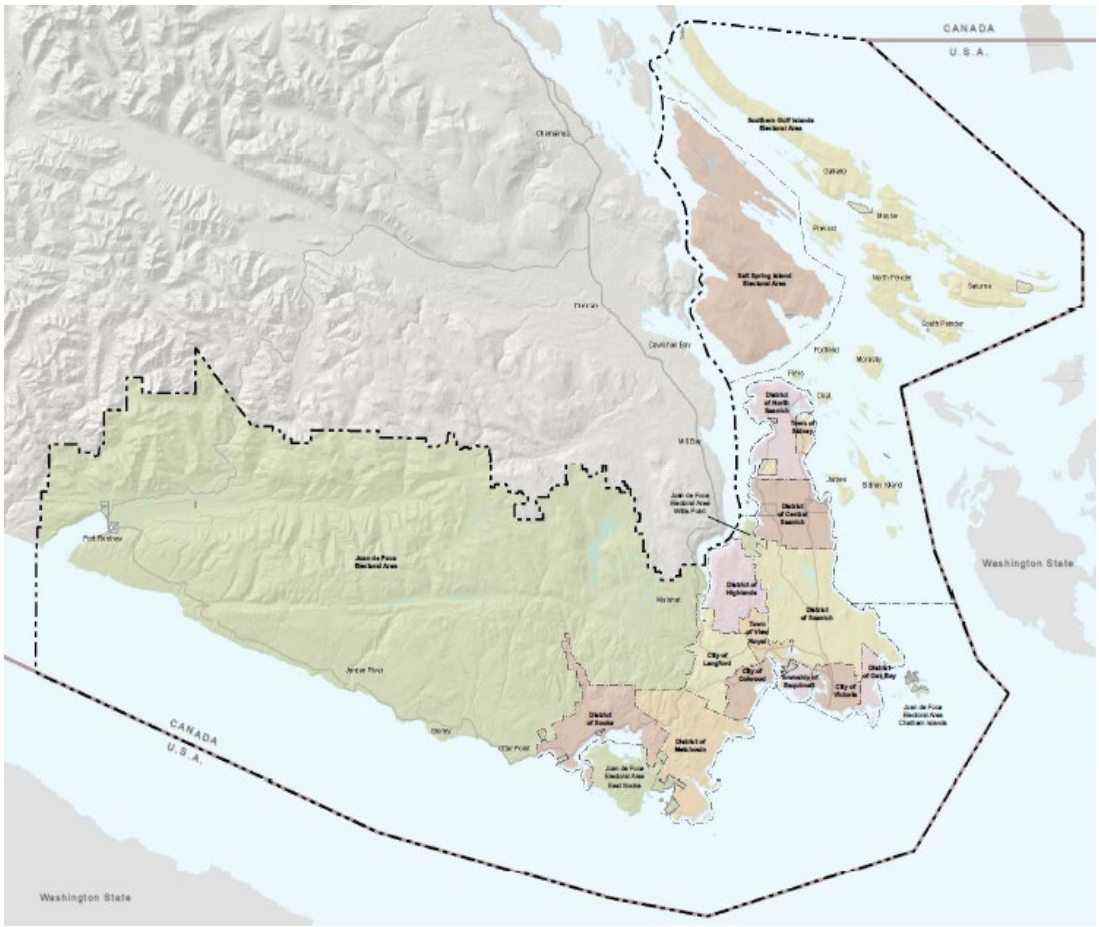


Figure 2 Regional GHG Boundary

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-CO_2 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 tCO_2e. 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_2e)
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

Source	Type	Consumption	Units	Energy (GJ)	GHG Emissions (tCO_2e)
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**
TOTAL				**39,160,148**	**2,004,628**
TOTAL Per Capita				**105.2**	**5.4**

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.

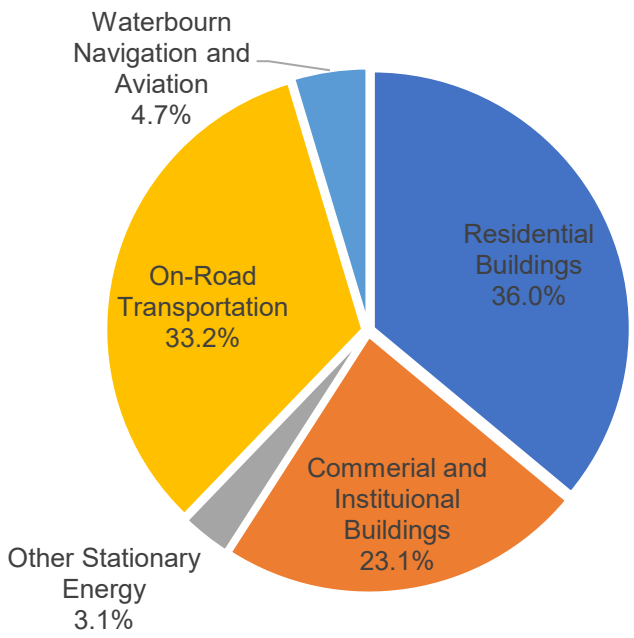


Figure 3. 2007 Regional Energy Consumption By Sector

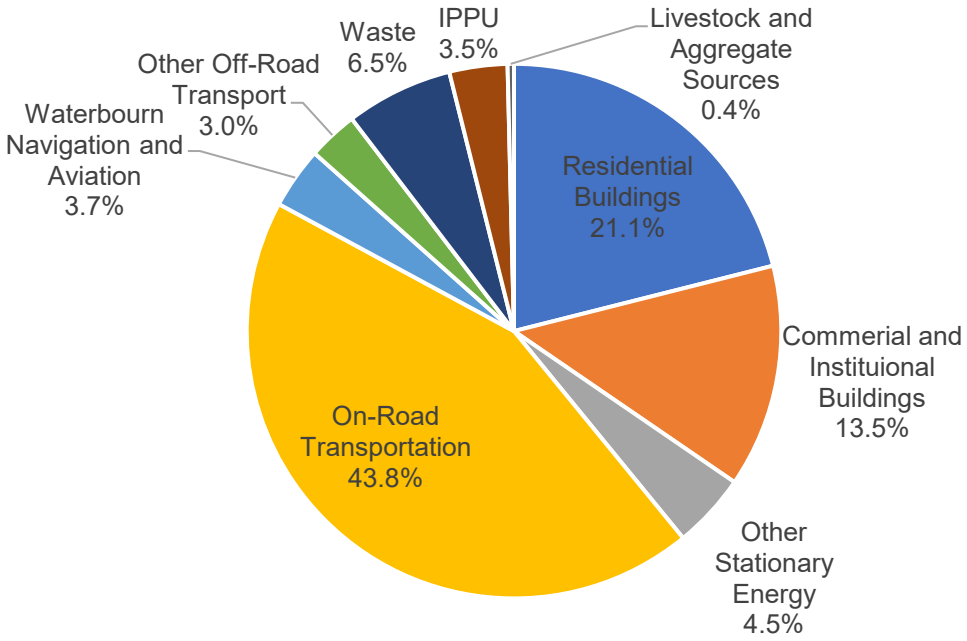


Figure 4. 2007 Regional GHG Emissions By Sector

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

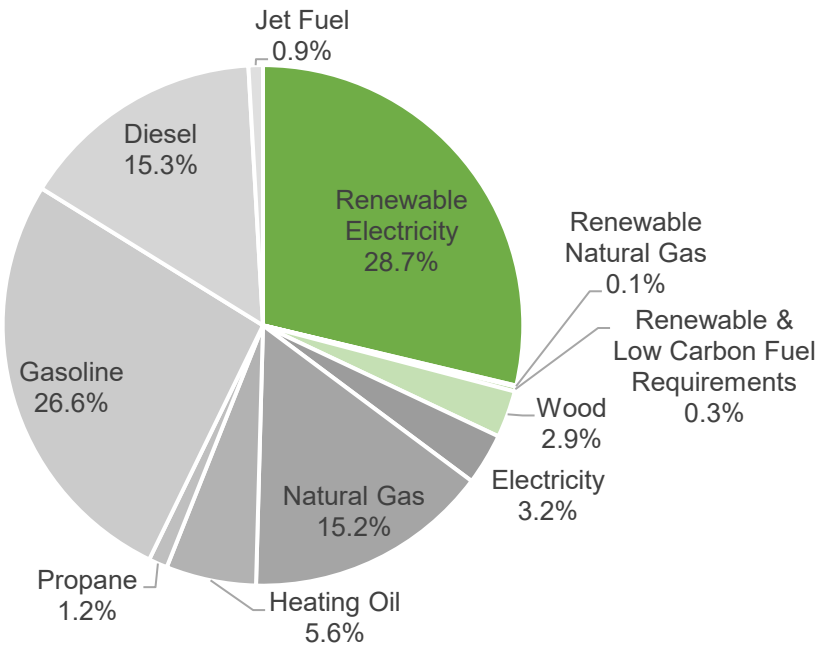


Figure 5. 2007 Regional GHG Emissions By Fuel Type

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 tCO_2e, a 61% reduction would require a reduction of approximately 1,222,823 tCO_2e. On a per capita basis, this amounts to reducing emissions from approximately 3.9 tCO_2e per person in 2024 to 2.4 tCO_2e 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 tCO_2e. 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_2e)
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**
TOTAL				**38,856,375**	**1,783,513**
TOTAL Per Capita				**86.0**	**3.9**

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

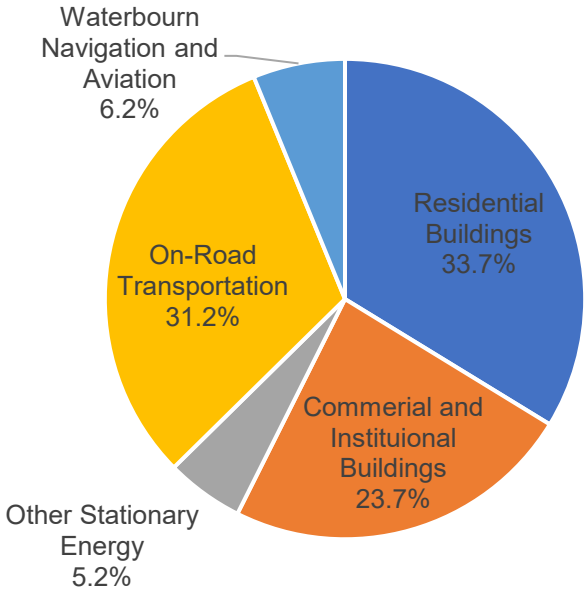


Figure 6. 2024 Regional Energy Consumption By Sector

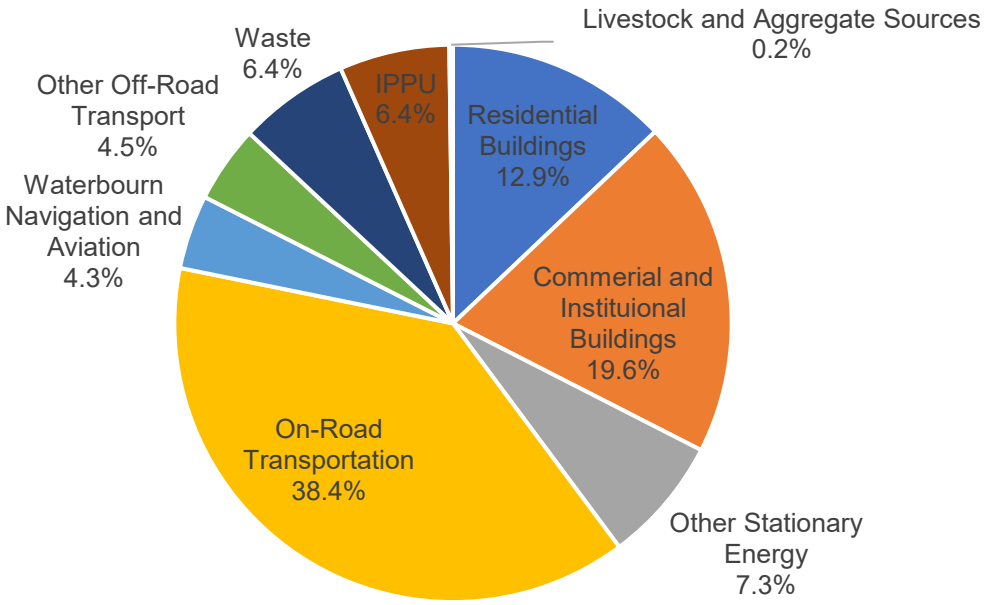


Figure 7. 2024 Regional GHG Emissions By Sector

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

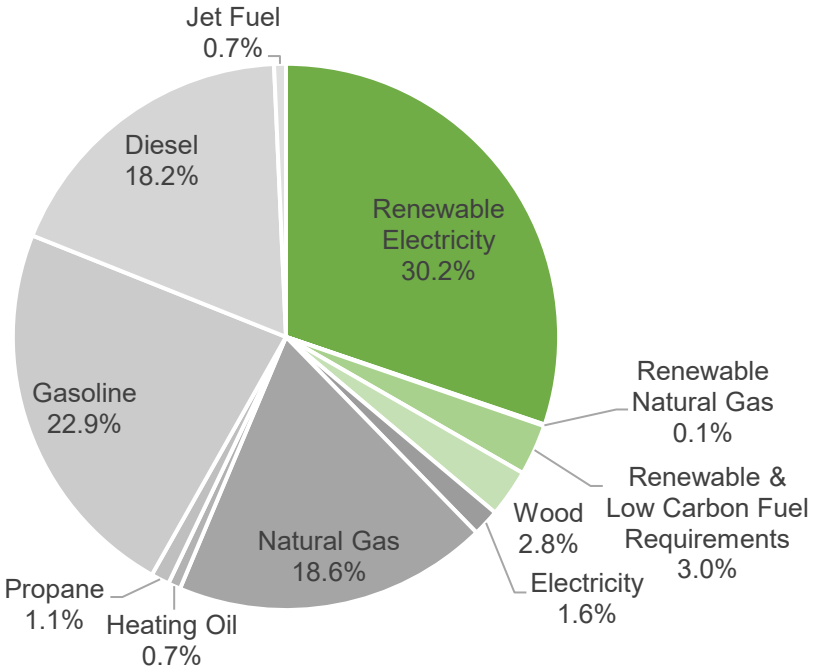


Figure 8. 2024 Regional GHG Emissions By Fuel Type

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 tCO_2e 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_2e)	2024 GHG Emissions (tCO_2e)	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%

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Natural Gas Vehicles	Natural Gas	-	45	-	-	2	-
Motorcycles	Gasoline	41,874	45,465	8.6%	2,891	2,746	-5.0%
Total On-Road Transportation		**12,983,390**	**11,555,688**	**-11.0%**	**877,826**	**684,299**	**-22.0%**
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_2e)	2024 GHG Emissions (tCO_2e)	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_2e)	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_2e)	2024 GHG Emissions (tCO_2e)	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	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Other Stationary Energy Building Emissions Sources	Diesel	35,753	73,291	105.0%	2,635	4,651	76.5%
Energy Industries	LFG Combustion			-	-	-	-
Agriculture, Forestry And Fishing Activities	Diesel	83,613	115,743	38.4%	6,163	7,345	19.2%
Natural Gas Fugitive Emissions				-	57	84	48.4%
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	-48.4%	18,746	8,488	-54.7%
Light Trucks, Vans, SUVs	Gasoline + Diesel	324,185	448,186	38.2%	22,087	26,760	21.2%
Heavy Duty Vehicles	Gasoline + Diesel	179,813	287,023	59.6%	12,135	17,687	45.7%
Propane Vehicles	Propane	2,375	1,094	-53.9%	143	62	-56.6%
Natural Gas Vehicles	Natural Gas	-	0	-	-	0	-
Motorcycles	Gasoline	2,245	2,347	4.5%	155	142	-8.6%
Total On-Road Transportation		**787,157**	**888,665**	**12.9%**	**53,267**	**53,157**	**-0.2%**
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 (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Solid Waste					5,119	3,813	-25.5%
Total Waste					**5,786**	**4,116**	**-28.9%**
Agriculture Forestry & Other Land Use (AFOLU)							
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_2e)	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_2e)	2024 GHG Emissions (tCO_2e)	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	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Other Stationary Energy Building Emissions Sources	Diesel	34,217	85,319	149.3%	2,522	5,414	114.7%
Energy Industries	LFG Combustion			-	-	-	-
Agriculture, Forestry And Fishing Activities	Diesel	80,021	134,738	68.4%	5,899	8,551	45.0%
Natural Gas Fugitive Emissions				-	61	161	164.9%
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	-41.0%	15,699	8,119	-48.3%
Light Trucks, Vans, SUVs	Gasoline + Diesel	265,308	372,072	40.2%	18,074	22,120	22.4%
Heavy Duty Vehicles	Gasoline + Diesel	112,318	61,032	-45.7%	7,572	3,812	-49.7%
Propane Vehicles	Propane	1,441	789	-45.3%	87	45	-48.5%
Natural Gas Vehicles	Natural Gas	-	34	-	-	1	-
Motorcycles	Gasoline	2,145	2,395	11.6%	148	145	-2.4%
Total On-Road Transportation		**614,540**	**579,526**	**-5.7%**	**41,580**	**34,257**	**-17.6%**
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 (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Solid Waste					4,899	4,438	-9.4%
Total Waste					**5,296**	**4,661**	**-12.0%**
Agriculture Forestry & Other Land Use (AFOLU)							
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_2e)	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_2e)	2024 GHG Emissions (tCO_2e)	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	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Other Stationary Energy Building Emissions Sources	Diesel	38,385	75,636	97.0%	2,829	4,800	69.6%
Energy Industries	LFG Combustion			-	-	-	-
Agriculture, Forestry And Fishing Activities	Diesel	-	-	-	-	-	-
Natural Gas Fugitive Emissions				-	44	56	26.7%
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	-55.1%	17,709	6,970	-60.6%
Light Trucks, Vans, SUVs	Gasoline + Diesel	215,762	246,392	14.2%	14,699	14,605	-0.6%
Heavy Duty Vehicles	Gasoline + Diesel	97,257	50,385	-48.2%	6,543	3,134	-52.1%
Propane Vehicles	Propane	1,908	646	-66.2%	115	37	-68.1%
Natural Gas Vehicles	Natural Gas	-	0	-	-	0	-
Motorcycles	Gasoline	2,312	2,185	-5.5%	160	132	-17.4%
Total On-Road Transportation		**580,437**	**420,915**	**-27.5%**	**39,226**	**24,886**	**-36.6%**
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 (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Solid Waste					5,496	3,935	-28.4%
Total Waste					**6,883**	**4,395**	**-36.2%**
Agriculture Forestry & Other Land Use (AFOLU)							
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_2e)	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_2e)	2024 GHG Emissions (tCO_2e)	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	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Other Stationary Energy Building Emissions Sources	Diesel	4,839	11,551	138.7%	357	733	105.5%
Energy Industries	LFG Combustion			-	-	-	-
Agriculture, Forestry And Fishing Activities	Diesel	11,317	18,241	61.2%	834	1,158	38.8%
Natural Gas Fugitive Emissions				-	0	3	1559.9%
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	-1.7%	1,718	1,482	-13.7%
Light Trucks, Vans, SUVs	Gasoline + Diesel	43,712	89,495	104.7%	2,979	5,369	80.3%
Heavy Duty Vehicles	Gasoline + Diesel	21,839	27,522	26.0%	1,472	1,734	17.8%
Propane Vehicles	Propane	779	-	-100.0%	47	-	-100.0%
Natural Gas Vehicles	Natural Gas	-	0	-	-	0	-
Motorcycles	Gasoline	327	455	38.8%	23	27	21.4%
Total On-Road Transportation		**92,166**	**143,986**	**56.2%**	**6,238**	**8,616**	**38.1%**
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 (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Solid Waste					693	601	-13.3%
Total Waste					**693**	**602**	**-13.1%**
Agriculture Forestry & Other Land Use (AFOLU)							
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_2e)	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_2e)	2024 GHG Emissions (tCO_2e)	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	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Other Stationary Energy Building Emissions Sources	Diesel	10,016	23,975	139.4%	738	1,521	106.1%
Energy Industries	LFG Combustion			-	-	-	-
Agriculture, Forestry And Fishing Activities	Diesel	23,423	37,861	61.6%	1,727	2,403	39.2%
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	342.3%	511	1,971	285.6%
Light Trucks, Vans, SUVs	Gasoline + Diesel	119,903	125,489	4.7%	8,172	7,541	-7.7%
Heavy Duty Vehicles	Gasoline + Diesel	76,282	28,330	-62.9%	5,177	1,766	-65.9%
Propane Vehicles	Propane	1,830	808	-55.8%	110	46	-58.4%
Natural Gas Vehicles	Natural Gas	-	0	-	-	0	-
Motorcycles	Gasoline	247	638	157.9%	17	39	125.6%
Total On-Road Transportation		**205,783**	**190,275**	**-7.5%**	**13,987**	**11,367**	**-18.7%**
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 (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Solid Waste					1,434	1,247	-13.0%
Total Waste					**1,434**	**1,318**	**-8.1%**
Agriculture Forestry & Other Land Use (AFOLU)							
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_2e)	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_2e)	2024 GHG Emissions (tCO_2e)	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	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Other Stationary Energy Building Emissions Sources	Diesel	54,212	220,910	307.5%	3,996	14,019	250.8%
Energy Industries	LFG Combustion			-	-	-	-
Agriculture, Forestry And Fishing Activities	Diesel	126,780	348,866	175.2%	9,345	22,139	136.9%
Natural Gas Fugitive Emissions				-	81	230	185.2%
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	-9.5%	24,540	19,468	-20.7%
Light Trucks, Vans, SUVs	Gasoline + Diesel	432,627	823,455	90.3%	29,475	48,995	66.2%
Heavy Duty Vehicles	Gasoline + Diesel	211,609	208,231	-1.6%	14,287	13,076	-8.5%
Propane Vehicles	Propane	3,348	2,248	-32.9%	202	128	-36.8%
Natural Gas Vehicles	Natural Gas	-	8	-	-	0	-
Motorcycles	Gasoline	3,488	4,993	43.1%	241	302	25.2%
Total On-Road Transportation		**1,015,791**	**1,381,844**	**36.0%**	**68,746**	**82,003**	**19.3%**
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 (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Solid Waste					7,761	11,492	48.1%
Total Waste					**8,382**	**12,346**	**47.3%**
Agriculture Forestry & Other Land Use (AFOLU)							
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_2e)	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_2e)	2024 GHG Emissions (tCO_2e)	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	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Other Stationary Energy Building Emissions Sources	Diesel	11,125	20,975	88.5%	820	1,331	62.3%
Energy Industries	LFG Combustion			-	-	-	-
Agriculture, Forestry And Fishing Activities	Diesel	26,016	33,124	27.3%	1,918	2,102	9.6%
Natural Gas Fugitive Emissions				-	4	4	14.6%
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	-58.2%	5,388	1,981	-63.2%
Light Trucks, Vans, SUVs	Gasoline + Diesel	110,966	130,787	17.9%	7,562	7,873	4.1%
Heavy Duty Vehicles	Gasoline + Diesel	40,483	36,588	-9.6%	2,728	2,288	-16.1%
Propane Vehicles	Propane	1,051	557	-47.0%	63	32	-50.1%
Natural Gas Vehicles	Natural Gas	-	-	-	-	-	-
Motorcycles	Gasoline	668	678	1.5%	46	41	-11.2%
Total On-Road Transportation		**233,204**	**204,150**	**-12.5%**	**15,787**	**12,220**	**-22.6%**
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 (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Solid Waste					1,593	1,091	-31.5%
Total Waste					**1,593**	**1,091**	**-31.5%**
Agriculture Forestry & Other Land Use (AFOLU)							
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_2e)	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_2e)	2024 GHG Emissions (tCO_2e)	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	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Other Stationary Energy Building Emissions Sources	Diesel	24,433	52,511	114.9%	1,801	3,332	85.0%
Energy Industries	LFG Combustion			-	-	-	-
Agriculture, Forestry And Fishing Activities	Diesel	57,138	82,927	45.1%	4,212	5,263	25.0%
Natural Gas Fugitive Emissions				-	21	47	121.9%
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	-56.3%	14,009	5,380	-61.6%
Light Trucks, Vans, SUVs	Gasoline + Diesel	227,960	279,589	22.6%	15,531	16,744	7.8%
Heavy Duty Vehicles	Gasoline + Diesel	90,034	63,483	-29.5%	6,040	3,980	-34.1%
Propane Vehicles	Propane	1,012	478	-52.8%	61	27	-55.6%
Natural Gas Vehicles	Natural Gas	-	0	-	-	0	-
Motorcycles	Gasoline	1,684	1,601	-4.9%	116	97	-16.8%
Total On-Road Transportation		**528,786**	**441,826**	**-16.4%**	**35,757**	**26,244**	**-26.6%**
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 (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Solid Waste					3,498	2,732	-21.9%
Total Waste					**3,694**	**2,875**	**-22.2%**
Agriculture Forestry & Other Land Use (AFOLU)							
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_2e)	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_2e)	2024 GHG Emissions (tCO_2e)	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	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Other Stationary Energy Building Emissions Sources	Diesel	40,606	74,963	84.6%	2,993	4,757	58.9%
Energy Industries	LFG Combustion			-	-	-	-
Agriculture, Forestry And Fishing Activities	Diesel	-	-	-	-	-	-
Natural Gas Fugitive Emissions				-	83	112	34.6%
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	-63.1%	21,677	7,009	-67.7%
Light Trucks, Vans, SUVs	Gasoline + Diesel	199,128	247,942	24.5%	13,563	14,700	8.4%
Heavy Duty Vehicles	Gasoline + Diesel	78,292	41,829	-46.6%	5,265	2,601	-50.6%
Propane Vehicles	Propane	857	207	-75.8%	52	12	-77.2%
Natural Gas Vehicles	Natural Gas	-	0	-	-	0	-
Motorcycles	Gasoline	1,771	1,391	-21.5%	122	84	-31.3%
Total On-Road Transportation		**602,163**	**416,836**	**-30.8%**	**40,679**	**24,424**	**-40.0%**
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 (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Solid Waste					5,813	3,900	-32.9%
Total Waste					**7,782**	**4,221**	**-45.8%**
Agriculture Forestry & Other Land Use (AFOLU)							
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_2e)	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_2e)	2024 GHG Emissions (tCO_2e)	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%

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Other Stationary Energy Building Emissions Sources	Diesel	242,588	499,272	105.8%	17,882	31,684	77.2%
Energy Industries	LFG Combustion			-	418	5,518	1220.1%
Agriculture, Forestry And Fishing Activities	Diesel	567,313	788,462	39.0%	41,818	50,036	19.7%
Natural Gas Fugitive Emissions				-	314	463	47.3%
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	-61.5%	126,328	42,593	-66.3%
Light Trucks, Vans, SUVs	Gasoline + Diesel	1,549,388	2,039,103	31.6%	105,548	120,722	14.4%
Heavy Duty Vehicles	Gasoline + Diesel	564,100	326,553	-42.1%	37,966	20,215	-46.8%
Propane Vehicles	Propane	8,605	2,797	-67.5%	519	159	-69.4%
Natural Gas Vehicles	Natural Gas	-	1	-	-	0	-
Motorcycles	Gasoline	11,374	16,835	48.0%	785	1,017	29.5%
Total On-Road Transportation		**4,010,996**	**3,129,322**	**-22.0%**	**271,147**	**184,765**	**-31.9%**
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 (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Solid Waste					34,731	25,973	-25.2%
Total Waste					**39,720**	**31,366**	**-21.0%**
Agriculture Forestry & Other Land Use (AFOLU)							
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_2e)	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_2e)	2024 GHG Emissions (tCO_2e)	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	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Other Stationary Energy Building Emissions Sources	Diesel	22,104	48,723	120.4%	1,629	3,092	89.8%
Energy Industries	LFG Combustion			-	-	-	-
Agriculture, Forestry And Fishing Activities	Diesel	51,691	76,945	48.9%	3,810	4,883	28.2%
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	-58.5%	11,207	4,083	-63.6%
Light Trucks, Vans, SUVs	Gasoline + Diesel	191,257	263,704	37.9%	13,028	15,750	20.9%
Heavy Duty Vehicles	Gasoline + Diesel	50,460	71,698	42.1%	3,350	4,469	33.4%
Propane Vehicles	Propane	857	1,602	87.0%	52	91	76.0%
Natural Gas Vehicles	Natural Gas	-	0	-	-	0	-
Motorcycles	Gasoline	1,737	1,255	-27.8%	120	76	-36.8%
Total On-Road Transportation		**410,814**	**411,756**	**0.2%**	**27,758**	**24,480**	**-11.8%**
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 (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Solid Waste					3,165	2,535	-19.9%
Total Waste					**3,213**	**2,543**	**-20.9%**
Agriculture Forestry & Other Land Use (AFOLU)							
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_2e)	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_2e)	2024 GHG Emissions (tCO_2e)	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	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Other Stationary Energy Building Emissions Sources	Diesel	25,417	52,291	105.7%	1,874	3,318	77.1%
Energy Industries	LFG Combustion			-	-	-	-
Agriculture, Forestry And Fishing Activities	Diesel	59,441	82,579	38.9%	4,382	5,241	19.6%
Natural Gas Fugitive Emissions				-	47	72	51.3%
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	-52.1%	13,448	5,643	-58.0%
Light Trucks, Vans, SUVs	Gasoline + Diesel	162,604	211,693	30.2%	11,077	12,583	13.6%
Heavy Duty Vehicles	Gasoline + Diesel	82,673	63,274	-23.5%	5,563	3,950	-29.0%
Propane Vehicles	Propane	973	449	-53.9%	59	25	-56.6%
Natural Gas Vehicles	Natural Gas	-	0	-	-	0	-
Motorcycles	Gasoline	1,276	1,248	-2.2%	88	75	-14.5%
Total On-Road Transportation		**447,389**	**375,204**	**-16.1%**	**30,234**	**22,283**	**-26.3%**
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 (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Solid Waste					3,639	2,720	-25.2%
Total Waste					**4,251**	**3,020**	**-29.0%**
Agriculture Forestry & Other Land Use (AFOLU)							
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_2e)	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_2e)	2024 GHG Emissions (tCO_2e)	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	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Other Stationary Energy Building Emissions Sources	Diesel	22,953	67,646	194.7%	1,692	4,293	153.7%
Energy Industries	LFG Combustion			-	-	-	-
Agriculture, Forestry And Fishing Activities	Diesel	53,678	106,829	99.0%	3,957	6,779	71.3%
Natural Gas Fugitive Emissions				-	13	57	342.9%
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	-27.0%	9,552	6,119	-35.9%
Light Trucks, Vans, SUVs	Gasoline + Diesel	187,290	317,898	69.7%	12,761	19,011	49.0%
Heavy Duty Vehicles	Gasoline + Diesel	80,655	75,667	-6.2%	5,440	4,714	-13.4%
Propane Vehicles	Propane	1,986	237	-88.1%	120	13	-88.8%
Natural Gas Vehicles	Natural Gas	-	0	-	-	0	-
Motorcycles	Gasoline	1,490	2,015	35.2%	103	122	18.3%
Total On-Road Transportation		**413,309**	**503,829**	**21.9%**	**27,976**	**29,990**	**7.2%**
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 (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Solid Waste					3,286	3,519	7.1%
Total Waste					**3,286**	**3,564**	**8.5%**
Agriculture Forestry & Other Land Use (AFOLU)							
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_2e)	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_2e)	2024 GHG Emissions (tCO_2e)	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%

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Other Stationary Energy Building Emissions Sources	Diesel	176,826	402,210	127.5%	13,034	25,525	95.8%
Energy Industries	LFG Combustion			-	-	-	-
Agriculture, Forestry And Fishing Activities	Diesel	-	-	-	-	-	-
Natural Gas Fugitive Emissions				-	240	277	15.2%
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	-65.1%	84,131	25,705	-69.4%
Light Trucks, Vans, SUVs	Gasoline + Diesel	774,818	1,173,979	51.5%	52,783	69,154	31.0%
Heavy Duty Vehicles	Gasoline + Diesel	467,779	318,889	-31.8%	31,539	19,725	-37.5%
Propane Vehicles	Propane	5,840	1,869	-68.0%	352	106	-69.9%
Natural Gas Vehicles	Natural Gas	-	1	-	-	0	-
Motorcycles	Gasoline	8,968	5,448	-39.3%	619	329	-46.9%
Total On-Road Transportation		**2,507,720**	**1,952,391**	**-22.1%**	**169,424**	**115,062**	**-32.1%**
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 (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Solid Waste					25,316	32,245	27.4%
Total Waste					**33,088**	**34,556**	**4.4%**
Agriculture Forestry & Other Land Use (AFOLU)							
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_2e)	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_2e)	2024 GHG Emissions (tCO_2e)	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	-

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Other Stationary Energy Building Emissions Sources	Diesel	20,225	50,400	149.2%	1,491	3,198	114.5%
Energy Industries	LFG Combustion			-	-	-	-
Agriculture, Forestry And Fishing Activities	Diesel	47,299	79,593	68.3%	3,487	5,051	44.9%
Natural Gas Fugitive Emissions				-	38	57	51.9%
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	-42.1%	9,308	4,722	-49.3%
Light Trucks, Vans, SUVs	Gasoline + Diesel	135,581	184,599	36.2%	9,236	10,962	18.7%
Heavy Duty Vehicles	Gasoline + Diesel	61,064	33,444	-45.2%	4,112	2,078	-49.5%
Propane Vehicles	Propane	895	478	-46.6%	54	27	-49.8%
Natural Gas Vehicles	Natural Gas	-	0	-	-	0	-
Motorcycles	Gasoline	1,223	1,296	6.0%	84	78	-7.3%
Total On-Road Transportation		**337,099**	**303,004**	**-10.1%**	**22,795**	**17,875**	**-21.6%**
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 (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Solid Waste					2,896	2,622	-9.5%
Total Waste					**3,282**	**2,974**	**-9.4%**
Agriculture Forestry & Other Land Use (AFOLU)							
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_2e)	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_2e)	2024 GHG Emissions (tCO_2e)	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%

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
	Natural Gas	-	-	-	-	-	-
	Fuel Oil	-	411	-	-	28	-
Other Stationary Energy Building Emissions Sources	Diesel	11,290	22,209	96.7%	832	1,409	69.4%
Energy Industries	LFG Combustion			-	-	-	-
Agriculture, Forestry And Fishing Activities	Diesel	26,403	35,074	32.8%	1,946	2,226	14.4%
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	-73.2%	7,772	1,827	-76.5%
Light Trucks, Vans, SUVs	Gasoline + Diesel	63,232	136,535	115.9%	4,308	8,153	89.3%
Heavy Duty Vehicles	Gasoline + Diesel	16,337	41,938	156.7%	1,082	2,616	141.8%
Propane Vehicles	Propane	-	473	-	-	27	-
Natural Gas Vehicles	Natural Gas	-	0	-	-	0	-
Motorcycles	Gasoline	916	685	-25.2%	63	41	-34.5%
Total On-Road Transportation		**196,036**	**212,158**	**8.2%**	**13,225**	**12,669**	**-4.2%**
Off-Road Transportation							
Marine, Aviation and Other Off-Road Vehicles	Gasoline + Diesel + Jet Fuel	24,482	25,343	3.5%	1,813	1,702	-6.1%
Total Off-Road Transportation		**24,482**	**25,343**	**3.5%**	**1,813**	**1,702**	**-6.1%**
Waste							
Wastewater					24	4	-81.4%

Source	Type	2007 Energy (GJ)	2024 Energy (GJ)	Change (%)	2007 GHG Emissions (tCO_2e)	2024 GHG Emissions (tCO_2e)	Change (%)
Composting					0	0	-
Solid Waste					1,616	1,155	-28.5%
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 CO_2e 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:

Stationary Energy

- Residential Buildings
- Commercial and institutional buildings and facilities
- Manufacturing industries and construction
- Energy industries
- Agriculture, forestry, and fishing activities
- Non-specified sources
- Fugitive emissions

Transportation

- On-road
- Railways
- Waterborne navigation aviation
- Off-road

Waste

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

Industrial Processes and Product Use (IPPU)

- Industrial Processes
- Product Use

Agriculture, Forestry and other Land Use

- Livestock
- Land
- Aggregate sources and non-CO_2 emission sources on land.

Scope

Scope 1

Sources located **within** the jurisdictional boundary.

Scope 2

Sources from **generating electricity**, heat, steam and/or cooling.

Scope 3

Sources outside the jurisdiction but a result of activities taking place within boundary.

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.

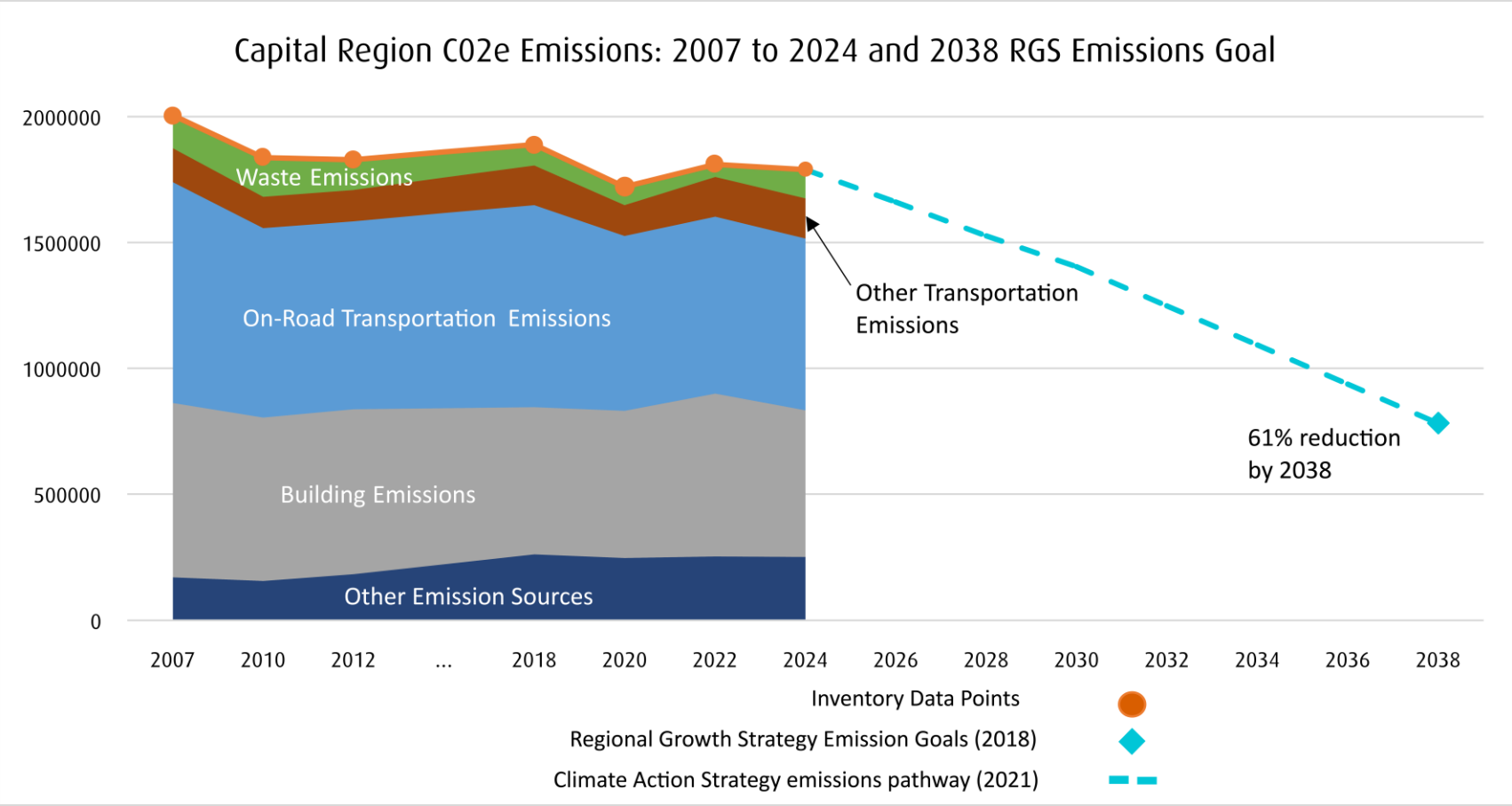
Created in collaboration by:

C40 CITIES CLIMATE LEADERSHIP GROUP

ICLEI Local Governments for Sustainability

WORLD RESOURCES INSTITUTE

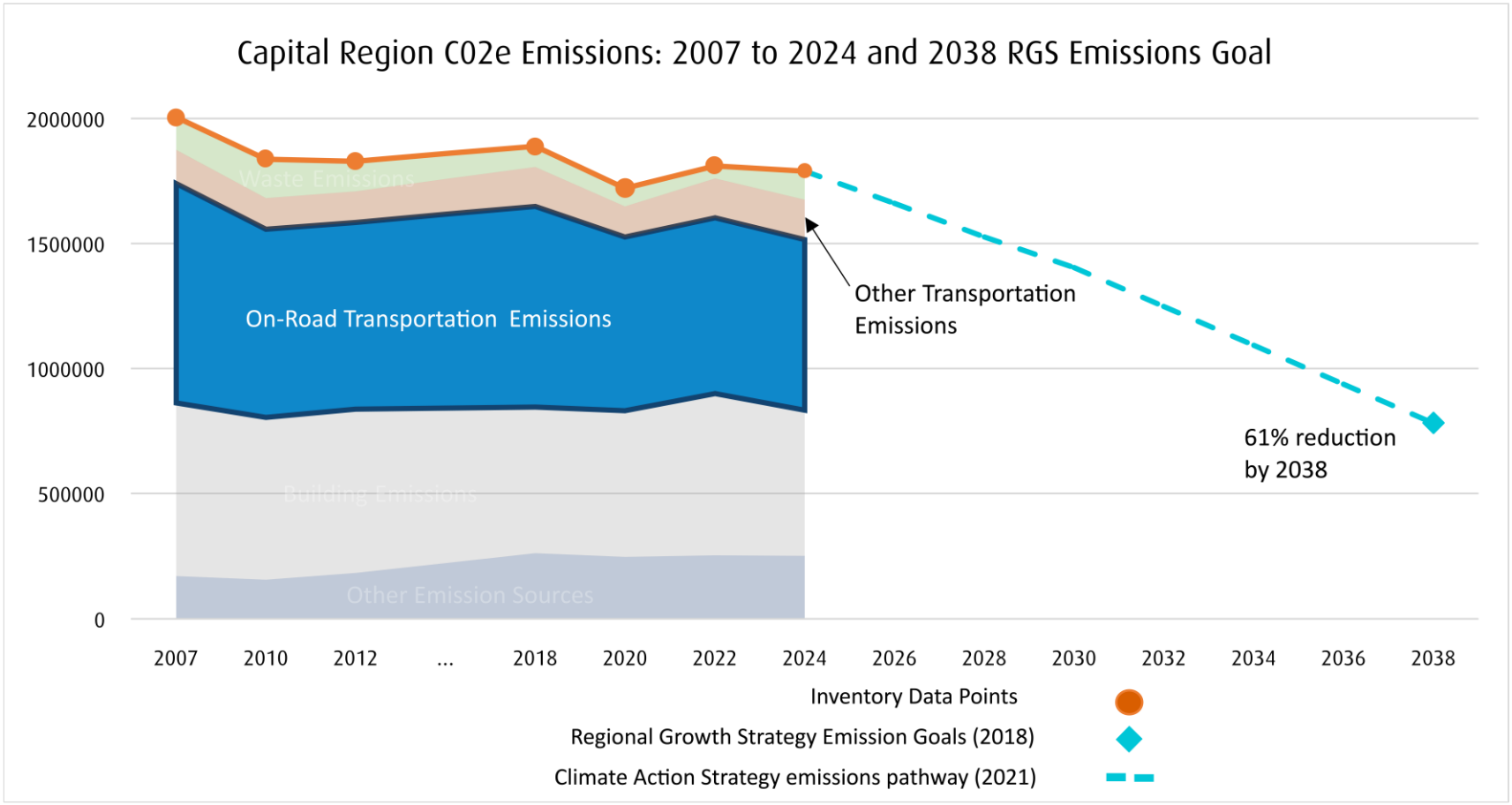
Overall Results



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

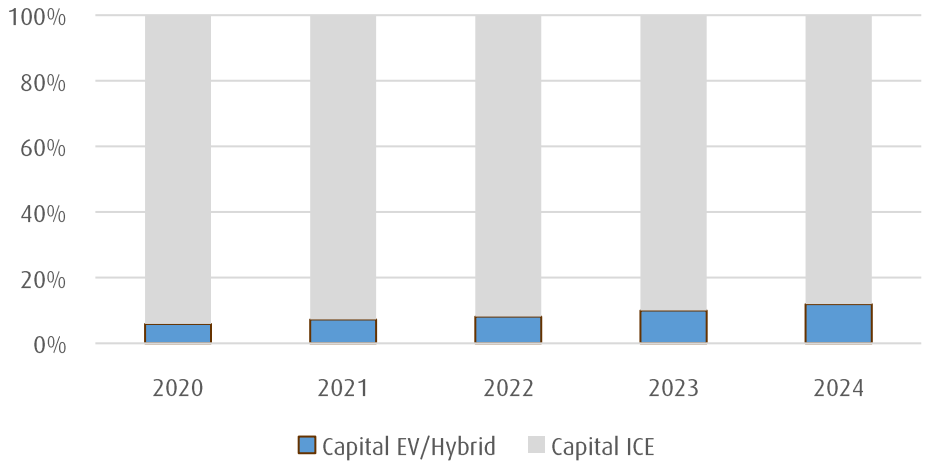


Regional Emissions Trends

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

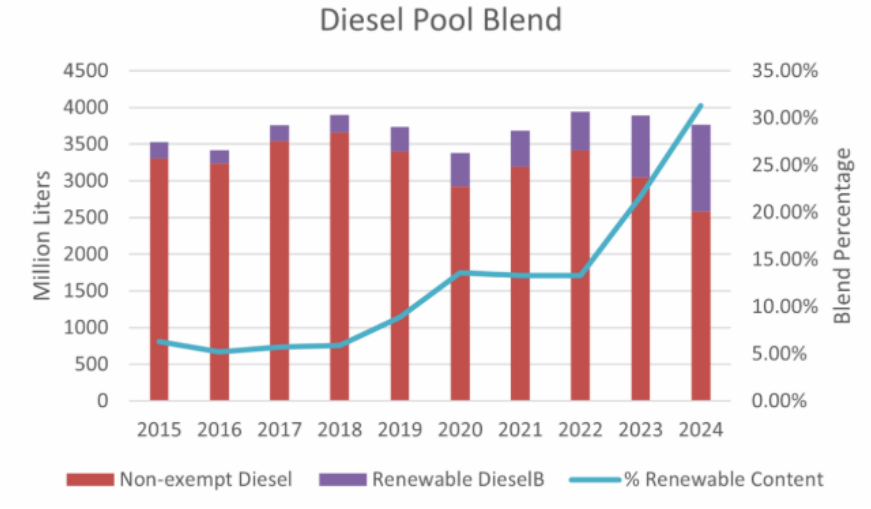
Transportation

EV and Hybrid Adoption in the Capital Region



Source: ICBC public reporting dashboard (tableau)

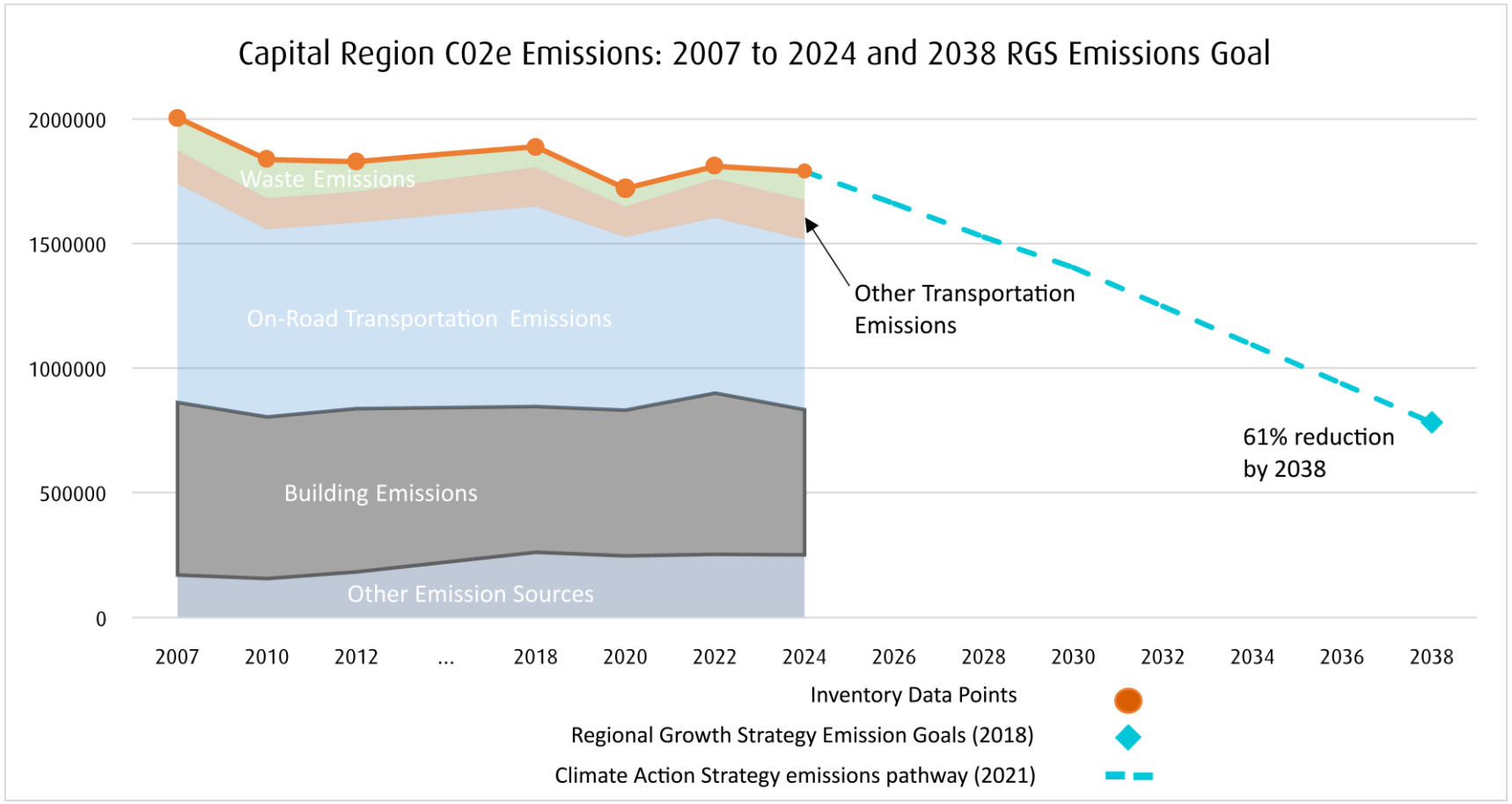
Low Carbon Fuel Standard (LCFS)



Source: Ccarbon.info



Buildings

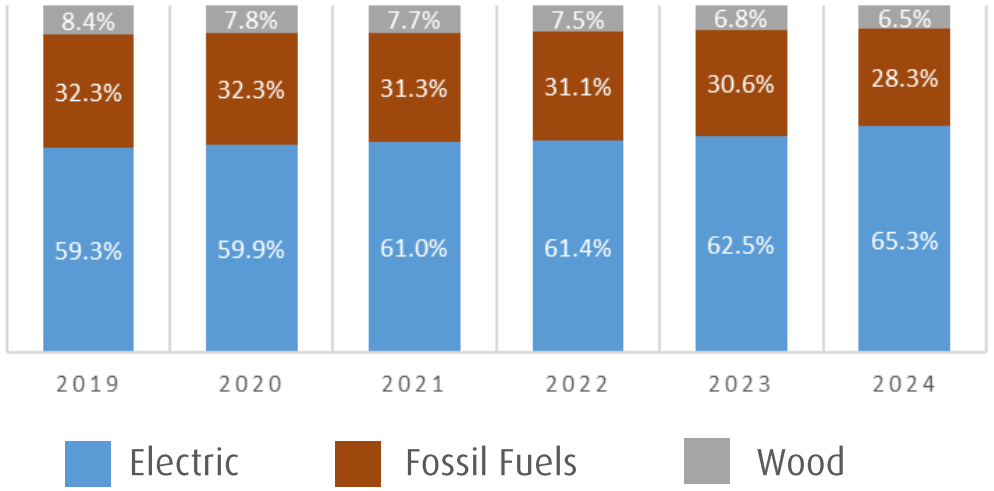


Regional Emissions Trends

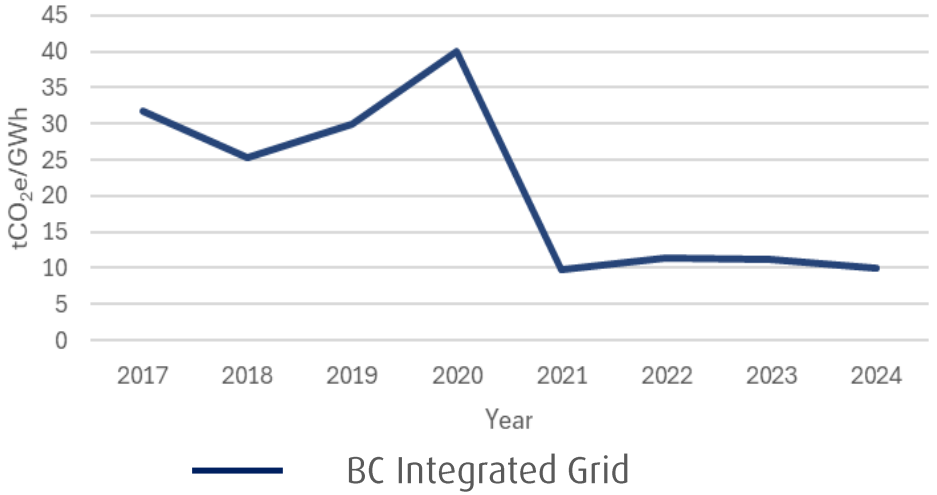
- Second largest source of GHG emissions at 33%
- Two-thirds from burning natural gas
- 16% decrease from 2007

Buildings

Heat Systems in Homes Sold in the Capital Region

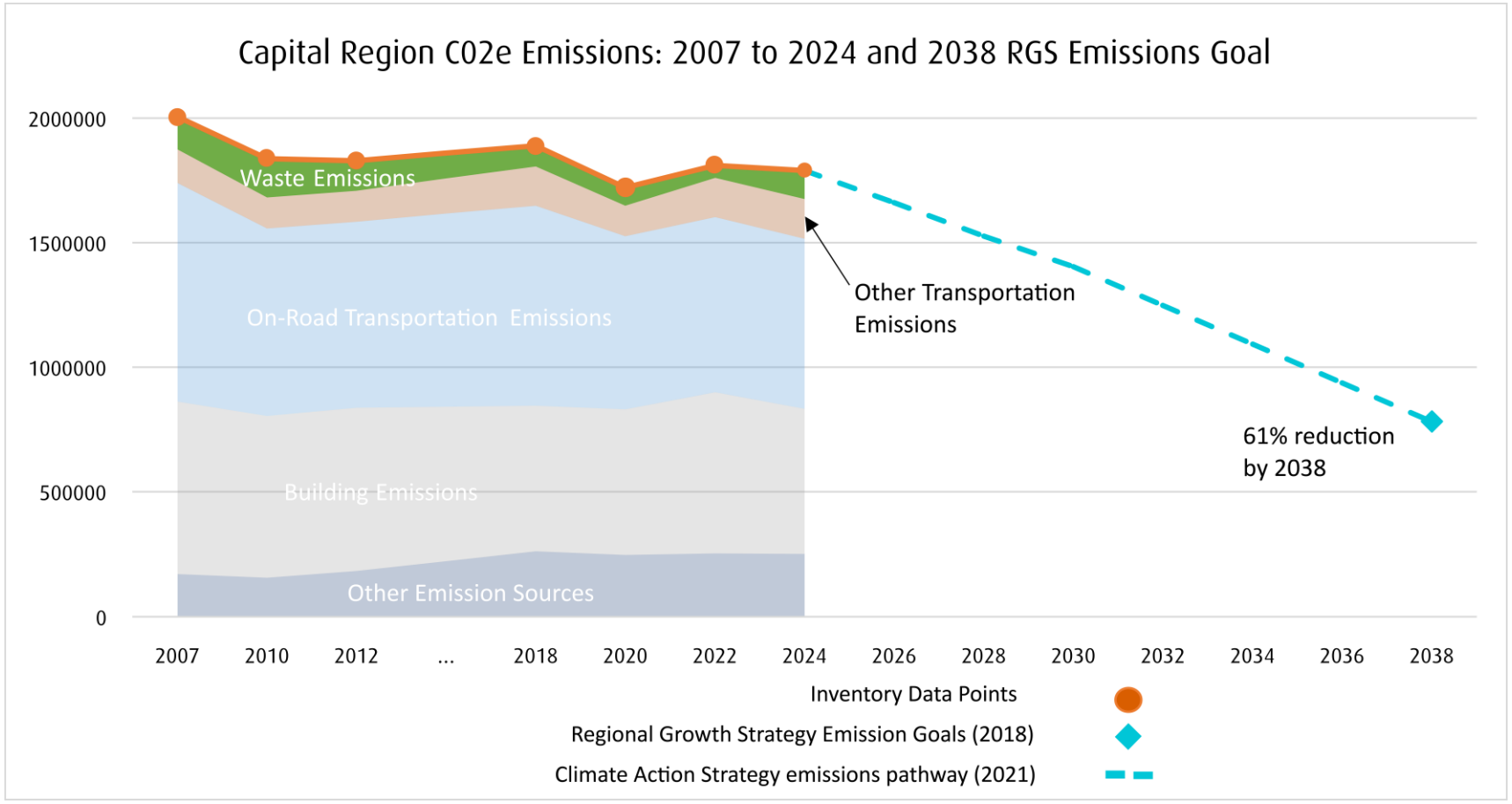


Carbon Intensity of BC's Integrated Grid





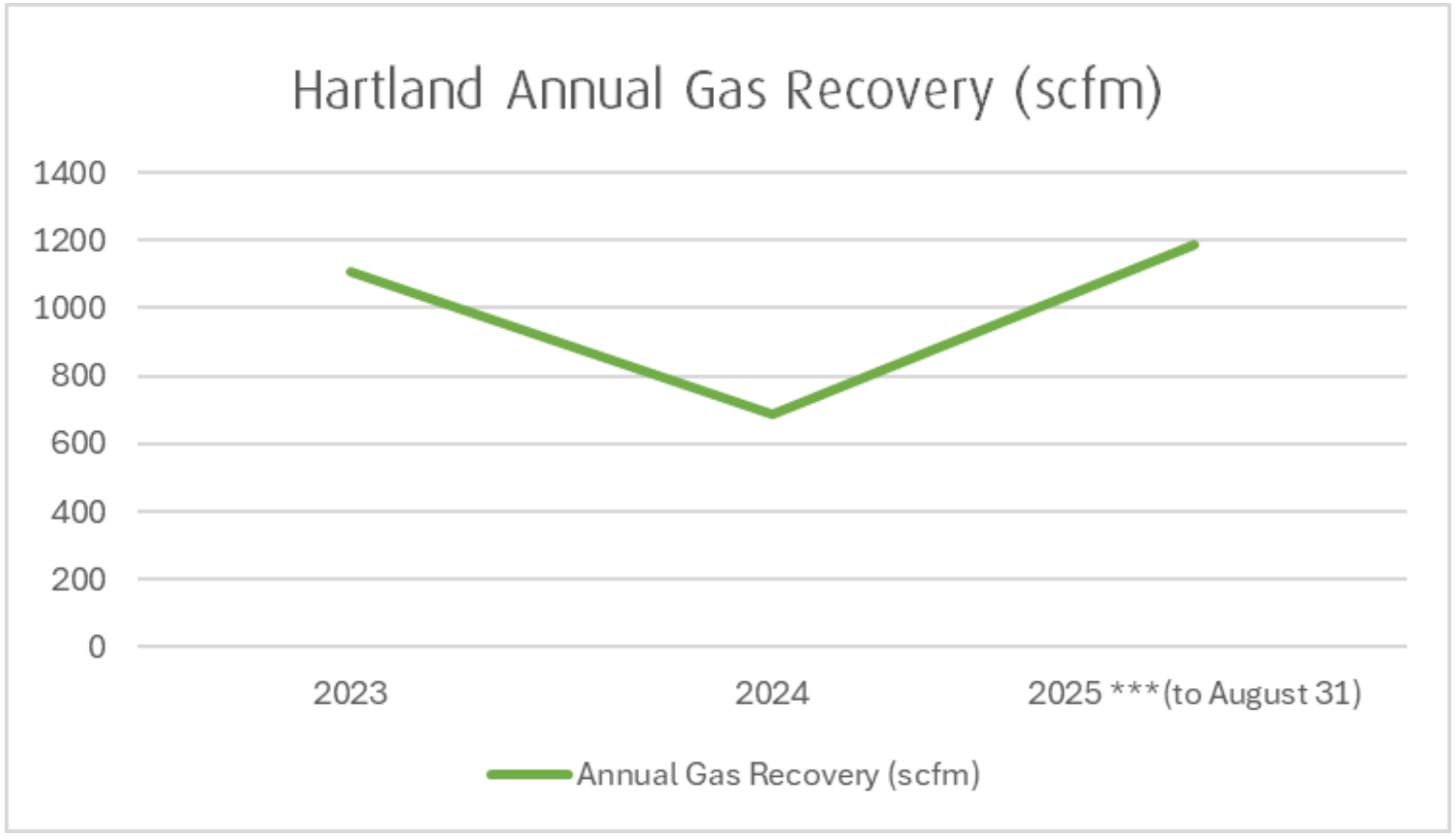
Waste



Regional Emissions Trends

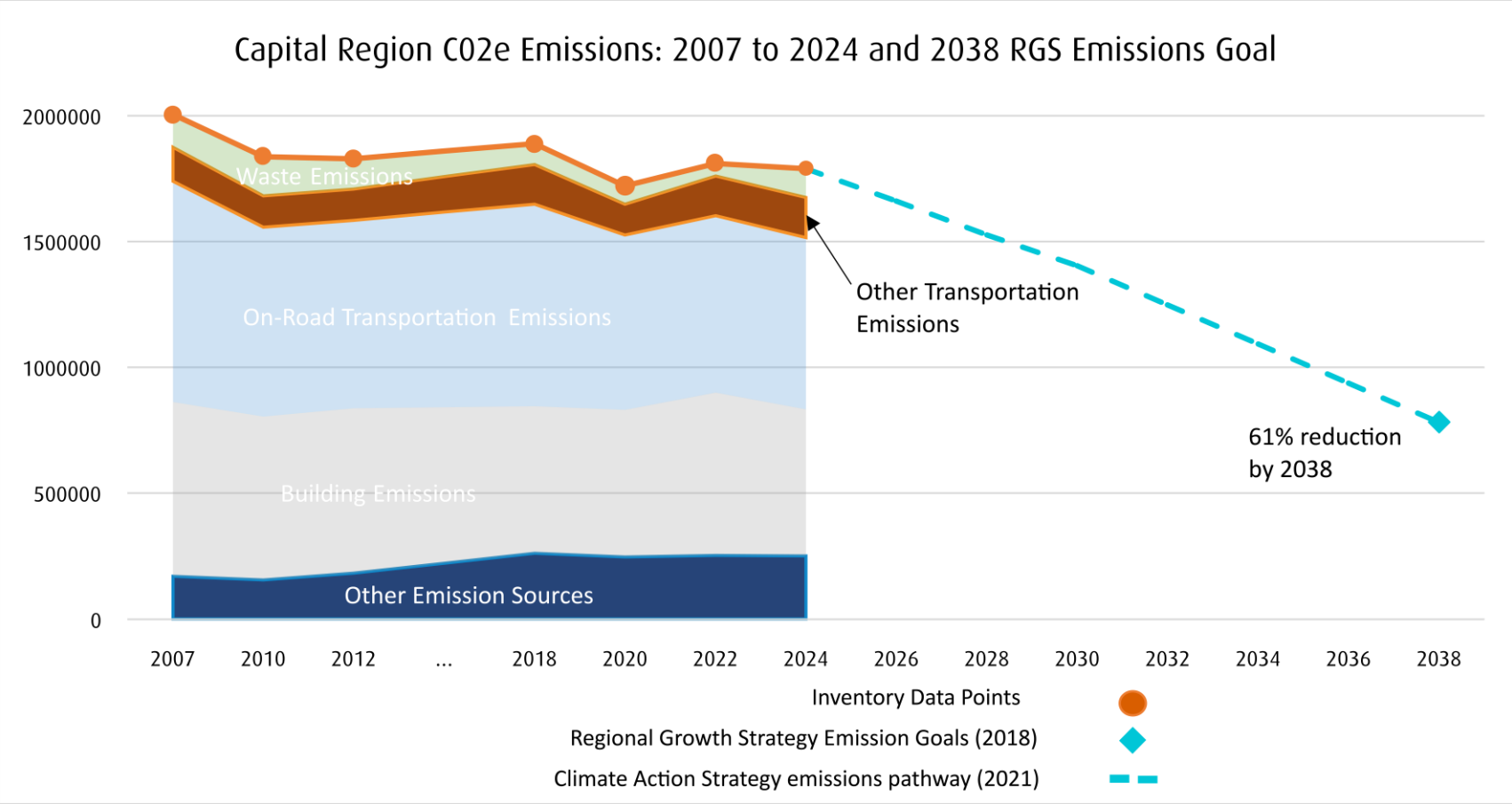
- 6% of GHG emissions in 2024
- 2024 was an anomaly year
- 12% decrease since 2007

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

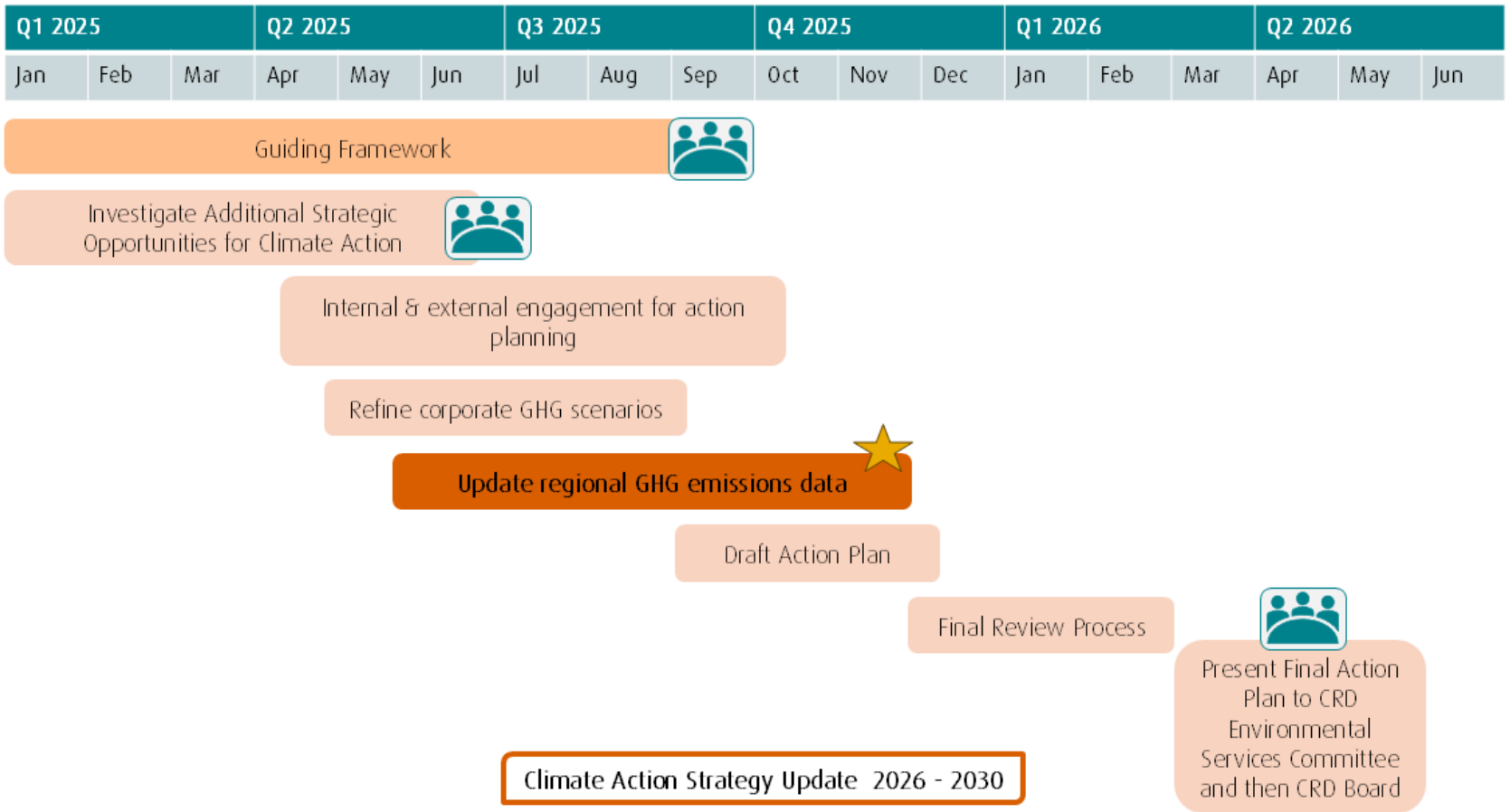
Local Government Trends

Capital Region Tonnes of CO_2e 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%
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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

Making a difference...together

EEP 25-43

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

APPENDIX A

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.

APPENDIX B

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 - Transition areas where sustainable resource management practices are promoted and developed	X
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 - List characteristic species and describe important natural process or human impacts affecting the system	X
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 - Describe protection regimes for core areas and buffer zones - Which indicator or data are used to assess efficiency of actions/strategies used	X
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 - 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?	X
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? - 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?	X
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 - How to assess changes and successes?	X
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
- Indicate possible positive/negative impacts and how they will be assessed/managed Agricultural - Describe the types/location of agriculture and the people involved - Indicate possible positive/negative impacts and how they will be assessed/managed - What actions are currently undertaken, and which measures will be applied to strengthen positive impacts or reduce negative impacts on the BR objectives? Other Activities (i.e. Forestry, Urban Development) - Describe the types/locations of other activities and the people involved - Indicate possible positive/negative impacts of other activities and how they will be assessed and managed - What actions are currently undertaken, and which measures will be applied to strengthen positive impacts or reduce negative impacts on the BR objectives?	X
Benefits of Economic Activities to Local People - For the activities above, what income or benefits do local communities derive directly from the site proposed as a BR and how? - What indicators are used to measure such income or other benefits? Spiritual and Cultural Values and Customary Practices - Describe cultural and spiritual values and customary practices including languages, rituals and traditional livelihoods. Are any of these endangered or declining? - Indicate activities aimed at identifying, safeguarding, promoting and/or revitalizing such values and practices - How should cultural values be integrated into the development process: elements of identity, traditional knowledge, social organization, etc.?	X
Logistical Support Function	
Research and Monitoring - 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 - Summarize past research and monitoring activities related to BR management - Indicate what research infrastructure is available in the proposed BR and what role the biosphere will play in supporting such infrastructure	X
Education for sustainable development and public awareness - Describe existing and planned activities, indicating the target group(s) and numbers of people involved and the area concerned - What facilities and financial resources are (or will be) available for these activities?	X
Contribution to the World Network of BR's - How will the proposed Biosphere Reserve contribute to the World Network of Biosphere Reserves, its Regional and Thematic Networks? - What are the expected benefits of international cooperation for the BR?	
Internal and external communications channels and media - Will there be a Biosphere Reserve website? - Will there be an electronic newsletter? - Will the Biosphere belong to a social network?	X
Governance	
Management and Coordination Structure	

Information Required for Biosphere Reserve Nomination Application	Alignment with BESS
- What is the legal status of the core areas and buffer zones? - Which administrative authorities have competence for each zone of the BR (core areas, buffer zones, transition areas)? - Clarify the respective competence of each authority and mention any decentralized authority - Indicate the main land tenure for each zone - Is there a single manager/coordinator of the BR or are several people in charge of managing it? If one manager/coordinator, who designates and employs them? - Are there consultative advisory or decision-making bodies for each zone or for the whole BR? Describe their composition, role, competence and frequency of meetings. - Has a coordination structure been established specifically for the BR? Describe in detail its functioning, composition and relative proportion/role/competence of each group in the structure - How is the management/coordination adapted to the local situation? - Is there a procedure for evaluating and monitoring effectiveness of the management? Conflicts within the Biosphere Reserve - Describe any important conflicts regarding the access or use of natural resources in the area considered. If the biosphere has contributed to preventing or resolving some of these conflicts, explain what has been resolved/prevented and how this was achieved for each zone. - If there are conflicts in competence among the different administrative authorities in the management of the BR, describe these - Explain the means used to resolve these conflicts and their effectiveness Representation, Participation and Consultation of Local Communities - At what stages in the existence of the BR have local communities been involved in the design of BR, drawing up of a management/cooperation plan, implementation of the plan, day to day management of the BR? - Describe how local people (including women and Indigenous communities) have been and/or are represented in the planning and management of the BR (assembly of representatives, consultative groups) - Describe the specific situation of young people in the proposed BR (impact on youth, consideration of their interests/needs, incentives to encourage their active participation in governance system of the BR) - What form does this representation take (e.g. companies, associations, environmental associations, trade unions)? - Are there procedures for integrating the representative body of local communities (e.g. financial, election of representatives, traditional authorities) - How long-lived are the consultative mechanisms? What are the roles of involved stakeholders compared to the role of the BR? - What consultation mechanisms have been used and who has been involved? Are they for specific purposes or long-term? What impacts have they had on decision-making processes? - Do women participate in community organizations and decision-making processes? Are their interests and needs given equal consideration? What incentives or programs are in place to encourage their representation and participation?	
Management/Cooperation Plan/Policy	X

Information Required for Biosphere Reserve Nomination Application	Alignment with BESS
- 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? 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.	

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ERM 25-44

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

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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

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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:	**to the Vendor:**
P.O. Box 1000 625 Fisgard Street Victoria, BC V8W 2S6	220 Sturdies Bay Road Galiano Island, BC V0N 1P0
Attention: Russ Smith, Senior Manager, ERM	Attention: Renée Macdonald, Operations Manager
Email: rsmith@crd.bc.ca	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 party 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).

<table>
<tr><th></th><th>Service Level Failure</th><th>Service Level Failure Credit</th></tr>
<tr><td>2</td><td>Acceptance by the Designated Post-Collection Service Provider of materials that contain more than 5% by weight of Not Accepted Materials.</td><td>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.

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:
<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>
</td></tr>
<tr><td>3</td><td>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</td><td>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.

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:
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<tr><td>3rd and onwards</td><td>10.0% of annualized Fees up to a maximum of $10,000</td></tr>
</table>
</td></tr>
<tr><td>4</td><td>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.</td><td>50% of annualized Fees per incident, up to a maximum of $25,000.</td></tr>
</table>

	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 applicable[1], 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.

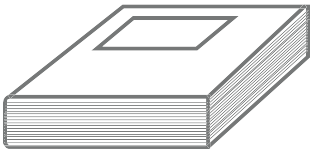
4. The CRD may take out and maintain the insurance required by this agreement at the cost of the Vendor if the Vendor is in default under this Agreement.

SCHEDULE “E”
PRIVACY PROTECTION

NOT APPLICABLE.

Materials List

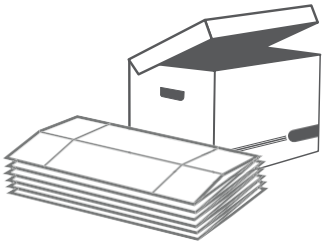
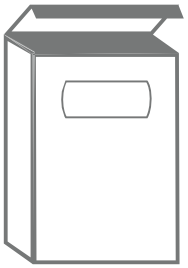
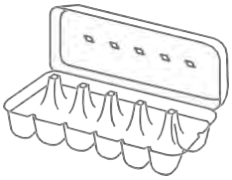
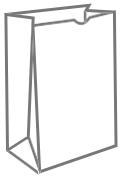
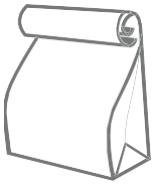
PAPER

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Newspaper and flyers Daily and community newspapers and advertising flyers	Plastic bags used to cover newspaper/flyers (take to Recycle BC recycling depot), rubber bands
	Magazines and catalogues All types	
	Telephone books Phone books, directories	Hardcover or paperback books (donate or sell)
	Writing home/office paper and correspondence Notepads; loose leaf paper, white or coloured computer copier and printer paper; printed paper, plain and window envelopes; shredded paper 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. 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).	

Some items are recyclable outside of Recycle BC's program. To find out where you can recycle something other than packaging or paper products, visit the Recycling Council of BC website www.rcbc.ca.

Materials List

PAPER

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Corrugated cardboard boxes Shipping boxes, grocery and liquor store boxes, pizza boxes, Banker's Boxes, and moving boxes 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.	Items that are not packaging-like products, long-term storage containers such as heavy-duty plastic boxes or totes.
	Cardboard/boxboard 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 Flatten and place boxboard directly into the collection container, not inside another box. Remove liner bags and food residue.	Paper towels or napkins (include with green waste, if applicable), tissues
	Moulded boxboard packaging Egg cartons, take-out beverage trays, empty paper-based garden pots, etc.	Dirt in garden pots
	Paper bags (Kraft paper) Any colour, including brown grocery sacks, white prescription bags, brown envelopes	Wax paper and parchment paper
	Multi-layer paper bags Multi-layered paper bags for flour, sugar, etc.	Bags with a foil layer, bags with a plastic layer

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Materials List

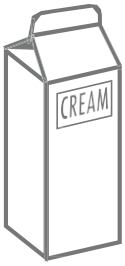
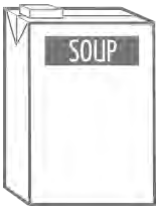
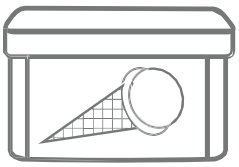
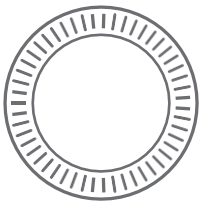
PAPER

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Purchased gift bags, boxes Paper bags and boxes that are purchased for gift giving	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
	Paper party decorations Paper party decorations can include pennant flags, streamers, decorative hanging pieces, etc. These items must not contain any plastic material including glitter.	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.)
	Non-durable paper food containers Kraft (brown) or white paper take-out containers Must be clean for recycling.	Wax paper and parchment paper, plastic or metal food storage containers
	Disposable hangers Paper – lightweight compressed paper (included with clothing)	Durable hangers (e.g., wire, sturdy plastic, metal, or wood)

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Materials List

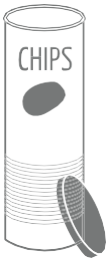
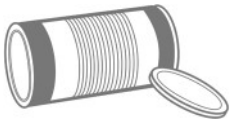
CONTAINERS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Paper cups For hot and cold beverages Empty and rinse cups. Remove lids and place loose with container recycling. Recycle paper sleeves separately.	Items that are not single use, or compostable, biodegradable, or oxo-degradable plastics
	Gable-top cartons For cream, substitute eggs, sugar, molasses, etc. Empty and rinse cartons.	Paper towels or napkins (include with green waste, if applicable), tissues
	Aseptic boxes or cartons For cream, soup, broth, sauces, etc.	Stand-up pouches
	Frozen dessert boxes For ice cream, frozen yogurt, etc. Empty and rinse cartons.	
	Paper plates Coated paper plates All plates must be rinsed clean for recycling.	Uncoated paper plates, or plates that are soiled with food leftovers, plates labelled compostable, biodegradable, or oxo-compostable

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Materials List

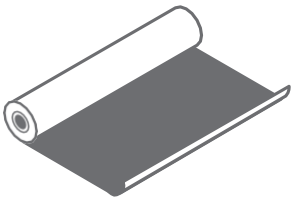
CONTAINERS

	MATERIAL & DESCRIPTION	DO NOT INCLUDE
	Empty spray containers For air fresheners, shaving cream, deodorant, hairspray, etc. Empty containers before putting your blue box.	Spray paint cans, aerosol cans with any contents remaining, propane cylinders
	Spiral wound cans and metal lids For frozen juice concentrate, potato chips, cookie dough, coffee, nuts, baby formula, etc.	Paper towels or napkins (include with green waste, if applicable), tissues, etc.
	Steel cans and lids For food including pet food, tins for cookies, tea, chocolates, etc., include metal lid Empty and rinse cans. Labels are OK.	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
	Aluminum cans and lids For food including seafood, pet food, etc. Empty and rinse cans. Labels are OK.	Propane tanks or propane canisters
	Metal storage containers Thin-gauge metal tins	Durable storage containers (e.g., metal food storage containers)

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Materials List

CONTAINERS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Aluminum foil disposables Aluminum pie plates, baking dishes and trays, etc. Materials must be clean for recycling.	Durable storage containers such as glass or metal food storage containers
	Aluminum foil Foil wrap used for food storage Foil wrap must be rinsed clean for recycling.	Wax paper or parchment paper
	Plastic jugs with screw tops For cooking oil, laundry detergent, fabric softener, cleaning solutions, cleaning products, body care products, windshield washer fluid, etc. Empty and rinse jugs. Labels OK.	
	Plastic clamshells For baked goods, fruit, produce, eggs, etc. Containers are clear with hinged or click-closed tops. Empty and rinse containers for recycling. Labels OK.	Compostable, biodegradable, oxo-degradable plastics

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Materials List

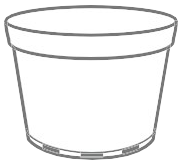
CONTAINERS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Plastic jars and lids For peanut butter, jam, nuts, condiments, vitamins and supplements, personal care products and cosmetics, pharmaceuticals, etc. Plastic jars have wide mouths with screw top lids. Empty and rinse jars for recycling. Labels OK.	Stand-up pouches
	Plastic bottles and caps 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.) Plastic bottles can have screw caps, spray pumps or pull-up tops. Empty and rinse bottles for recycling. Labels OK.	Stand-up pouches, containers for motor oil, vehicle lubricant, or antifreeze products
	Plastic trays and tops For deli chicken, single-serve meals, prepared foods, baked goods, housewares and hardware (e.g., screws, picture hangers, etc.) Containers are clear or have black bottom trays with clear domes. Empty and rinse trays for recycling.	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

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Materials List

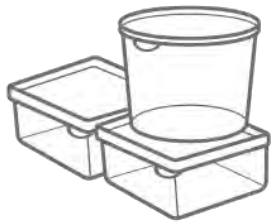
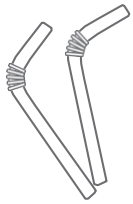
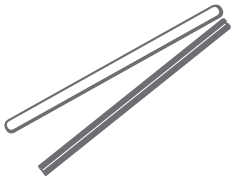
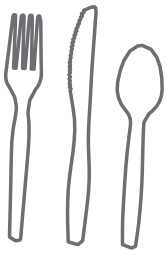
CONTAINERS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Plastic tubs and lids For margarine, spreads, yogurt, cottage cheese, sour cream, ice cream, etc. 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.	Packaging labelled compostable, biodegradable, oxo-degradable plastics or foil lids from coffee and tea pods, coffee grounds (include with green waste, if applicable)
	Plastic cold drink cups with lids Beverage cups Empty and rinse cups for recycling. Separate straws.	Foam cups (take to Recycle BC depot), plastic packaging labelled compostable, biodegradable, oxo-degradable, napkins (include with green waste, if applicable)
	Plant pots and saucers Plastic only	Ceramics or items that are not packaging-like products, items labelled compostable, biodegradable, or oxo-compostable
	Plastic pails For laundry detergent, ice cream, pet food, etc. Recycle BC accepts pails that are less than 25 litres. Larger pails should be disposed of through a commercial hauler.	Plastic paint cans, plastic pails larger than 25L, pails for lubricants and oils
	Microwavable bowls and cups For soups and entrees Remove lids and place loose in recycling container.	Bowls with metal rims, napkins (include with green waste, if applicable)

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Materials List

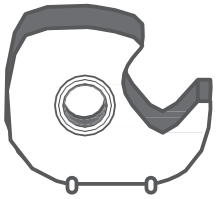
CONTAINERS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Non-durable plastic food containers Plastic lunch containers	Durable storage containers such as glass or metal food storage containers, items labelled compostable, biodegradable, or oxo-compostable
	Disposable hangers Plastic – lightweight (included with clothing)	Durable hangers (e.g., wire, sturdy plastic, metal, or wood), plastic labelled compostable, biodegradable, or oxo-degradable
	Plastic straws Plastic drinking straws	Paper or metal straws
	Plastic stir sticks Plastic stir sticks used for coffee	Wooden stir sticks
	Plastic cutlery Plastic spoons, forks, and knives commonly provided with take-out meals Plastic cutlery must be rinsed clean for recycling.	Wooden cutlery, items labelled compostable, biodegradable, or oxo-compostable

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Materials List

CONTAINERS

	MATERIAL & DESCRIPTION	DO NOT INCLUDE
	Plastic gift boxes Plastic boxes purchased for gift giving	Items that are not packaging-like products, bags and boxes with glitter and rope handles, or items labelled compostable, biodegradable, or oxo-compostable
	Plastic tape dispensers Plastic casing used to hold household tape	Items that are not packaging-like products, items labelled compostable, biodegradable, or oxo-compostable plastic
	Plastic dental floss container Plastic case used to hold dental floss	Items that are not packaging-like products, items labelled compostable, biodegradable, or oxo-compostable plastic, used dental floss

Some items are recyclable outside of Recycle BC's program. To find out where you can recycle something other than packaging or paper products, visit the Recycling Council of BC website www.rcbc.ca.

Materials List

GLASS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Non-Deposit Glass Bottles and Jars Clear or coloured. Check with your recycling collector for instructions. Empty and rinse bottles and jars. Labels OK. Include lids with container recycling.	Drinking glasses, dishes, cookware, whole or broken window glass or mirrors, ceramic mugs or other ceramic products, light bulbs and light fixtures

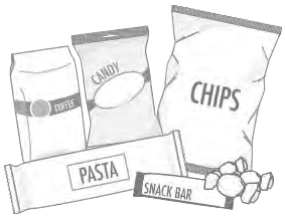
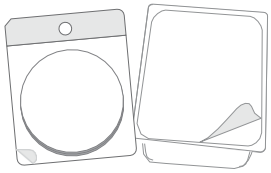
May be collected separately from curbside or multi-family buildings.

Check with your collector.

Some items are recyclable outside of Recycle BC's program. To find out where you can recycle something other than packaging or paper products, visit the Recycling Council of BC website www.rcbc.ca.

Materials List

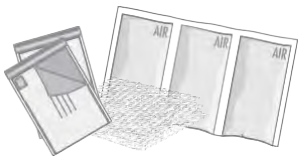
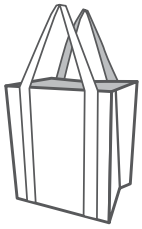
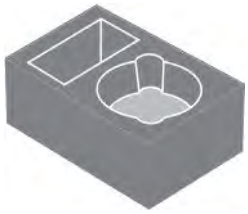
DROP-OFF ONLY: FLEXIBLE PLASTICS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Plastic bags and overwrap 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 Bags must be empty when returning to a depot.	Crinkly cellophane wrap for tea, floral arrangements, etc., packaging labelled biodegradable, compostable, or oxo-degradable, lumber or construction wrap
	Stand-up and zipper lock pouches 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.	Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl
	Crinkly wrappers and bags Bags for potato chips, candy, dried pasta, cereal, etc.; wrappers for cheese slices, snack bars, instant noodles, etc.	Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl
	Flexible packaging with plastic seal Packaging for fresh pasta, pre-packaged deli meats, pre-packaged cheese, etc.	Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl

Some items are recyclable outside of Recycle BC's program. To find out where you can recycle something other than packaging or paper products, visit the Recycling Council of BC website www.rcbc.ca.

Materials List

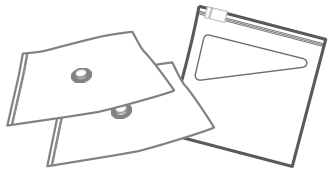
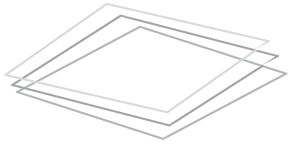
DROP-OFF ONLY: FLEXIBLE PLASTICS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Woven and net plastic bags Net bags for avocados, onions, oranges, lemons, limes, etc.; woven plastic bags for rice, etc.	Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl, plastic squeeze tubes
	Non-food protective packaging Padded protective plastic like plastic shipping envelopes, plastic air packets, bubble wrap	Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl, plastic squeeze tubes
	Recycling bags Transparent, single-use plastic bags for recycling	Items that are not packaging-like products, packaging labelled biodegradable, compostable, or oxo-degradable
	Reusable plastic-only carry-out bags Reusable plastic bags provided with purchase, or purchased as product	Items that are not packaging-like products, packaging labelled biodegradable, compostable, or oxo-degradable, or carry-out bags with PVC/vinyl
	Squishy cushion packaging blocks and sheets Commonly used in electronics packaging	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)

Some items are recyclable outside of Recycle BC's program. To find out where you can recycle something other than packaging or paper products, visit the Recycling Council of BC website www.rcbc.ca.

Materials List

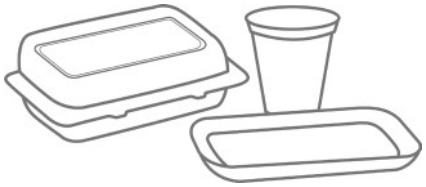
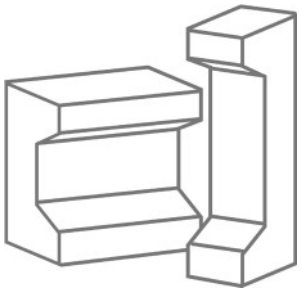
DROP-OFF ONLY: FLEXIBLE PLASTICS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Food storage, sandwich and freezer bags, vacuum seal bags Bags used for food storage, or bags purchased to store items with a vacuum seal	Items designed for disposal (i.e., garbage/compost/leaf bags), or aluminum foil lined food storage bags, packaging labelled biodegradable, compostable, or oxo-degradable
	Plastic shrink wrap Plastic shrink wrap found on meat in grocery stores, or electronics, or used to seal products Must be clean for recycling.	Items designed for (i.e., garbage/compost/leaf bags), or aluminum foil lined food storage bags, packaging labelled biodegradable, compostable, or oxo-degradable
	Purchased gift bags, boxes Bags and boxes that are purchased for gift giving	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
	Reusable plastic curbside recycling bags Thick, opaque reusable plastic bags used for curbside recycling in BC	Items labelled biodegradable, compostable, or oxo-degradable
	LDPE/HDPE plastic sheets Drop sheets for painting, covering items	Items that are not packaging-like products, items labelled biodegradable, compostable, or oxo-degradable, or made with PVC/vinyl
	Bubble wrap Plastic-only bubble wrap	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

Some items are recyclable outside of Recycle BC's program. To find out where you can recycle something other than packaging or paper products, visit the Recycling Council of BC website www.rcbc.ca.

Materials List

DROP-OFF ONLY: FOAM PACKAGING

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Foam food containers and trays Meat trays, foam egg cartons, foam clamshells, foam cups and bowls, etc. Remove food residue and liquid absorbing pads. Sort white and coloured foam into appropriate collection container at the depot.	Liquid-absorbing pads, napkins (include with green waste, if applicable)
	Foam Cushion Packaging Foam cushion packaging used to protect electronics, small appliances, etc. Remove food residue and liquid absorbing pads. Sort white and coloured foam into appropriate collection container at the depot.	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)

Some items are recyclable outside of Recycle BC's program. To find out where you can recycle something other than packaging or paper products, visit the Recycling Council of BC website www.rcbc.ca.

Making a difference...together

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

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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:	**to the Vendor:**
P.O. Box 1000 625 Fisgard Street Victoria, BC V8W 2S6	4400 Otter Bay Rd Pender Island, BC V0N 2M1
Attention: Russ Smith, Senior Manager, ERM	Attention: Laura Begley, Executive Director
Email: rsmith@crd.bc.ca	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 party 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).

<table>
<tr><th></th><th>Service Level Failure</th><th>Service Level Failure Credit</th></tr>
<tr><td>2</td><td>Acceptance by the Designated Post-Collection Service Provider of materials that contain more than 5% by weight of Not Accepted Materials.</td><td>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.

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:
<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>
</td></tr>
<tr><td>3</td><td>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</td><td>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.

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:
<table>
<tr><th>Occurrence</th><th>Per Load Amount</th></tr>
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<tr><td>3rd and onwards</td><td>10.0% of annualized Fees up to a maximum of $10,000</td></tr>
</table>
</td></tr>
<tr><td>4</td><td>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.</td><td>50% of annualized Fees per incident, up to a maximum of $25,000.</td></tr>
</table>

	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 applicable[1], 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.

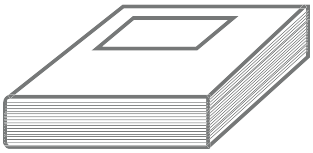
4. The CRD may take out and maintain the insurance required by this agreement at the cost of the Vendor if the Vendor is in default under this Agreement.

SCHEDULE “E”
PRIVACY PROTECTION

NOT APPLICABLE.

Materials List

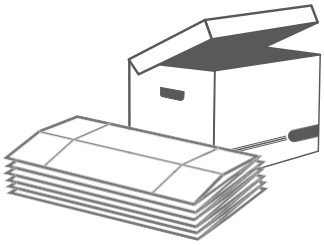
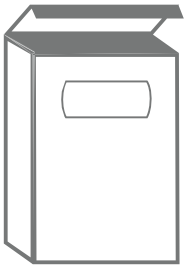
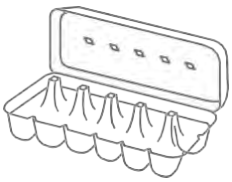
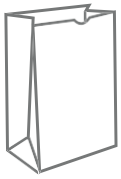
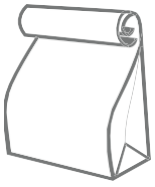
PAPER

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Newspaper and flyers Daily and community newspapers and advertising flyers	Plastic bags used to cover newspaper/flyers (take to Recycle BC recycling depot), rubber bands
	Magazines and catalogues All types	
	Telephone books Phone books, directories	Hardcover or paperback books (donate or sell)
	Writing home/office paper and correspondence Notepads; loose leaf paper, white or coloured computer copier and printer paper; printed paper, plain and window envelopes; shredded paper 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. 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).	

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Materials List

PAPER

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Corrugated cardboard boxes Shipping boxes, grocery and liquor store boxes, pizza boxes, Banker's Boxes, and moving boxes 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.	Items that are not packaging-like products, long-term storage containers such as heavy-duty plastic boxes or totes.
	Cardboard/boxboard 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 Flatten and place boxboard directly into the collection container, not inside another box. Remove liner bags and food residue.	Paper towels or napkins (include with green waste, if applicable), tissues
	Moulded boxboard packaging Egg cartons, take-out beverage trays, empty paper-based garden pots, etc.	Dirt in garden pots
	Paper bags (Kraft paper) Any colour, including brown grocery sacks, white prescription bags, brown envelopes	Wax paper and parchment paper
	Multi-layer paper bags Multi-layered paper bags for flour, sugar, etc.	Bags with a foil layer, bags with a plastic layer

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Materials List

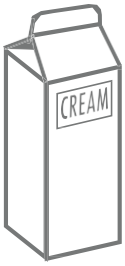
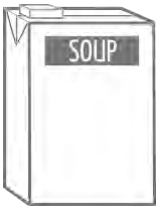
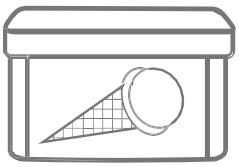
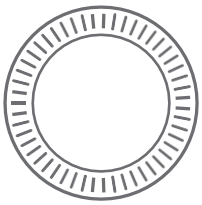
PAPER

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Purchased gift bags, boxes Paper bags and boxes that are purchased for gift giving	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
	Paper party decorations Paper party decorations can include pennant flags, streamers, decorative hanging pieces, etc. These items must not contain any plastic material including glitter.	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.)
	Non-durable paper food containers Kraft (brown) or white paper take-out containers Must be clean for recycling.	Wax paper and parchment paper, plastic or metal food storage containers
	Disposable hangers Paper – lightweight compressed paper (included with clothing)	Durable hangers (e.g., wire, sturdy plastic, metal, or wood)

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Materials List

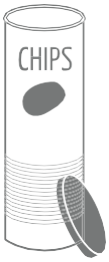
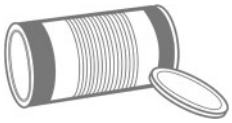
CONTAINERS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Paper cups For hot and cold beverages Empty and rinse cups. Remove lids and place loose with container recycling. Recycle paper sleeves separately.	Items that are not single use, or compostable, biodegradable, or oxo-degradable plastics
	Gable-top cartons For cream, substitute eggs, sugar, molasses, etc. Empty and rinse cartons.	Paper towels or napkins (include with green waste, if applicable), tissues
	Aseptic boxes or cartons For cream, soup, broth, sauces, etc.	Stand-up pouches
	Frozen dessert boxes For ice cream, frozen yogurt, etc. Empty and rinse cartons.	
	Paper plates Coated paper plates All plates must be rinsed clean for recycling.	Uncoated paper plates, or plates that are soiled with food leftovers, plates labelled compostable, biodegradable, or oxo-compostable

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Materials List

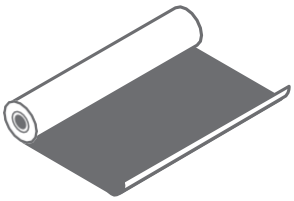
CONTAINERS

	MATERIAL & DESCRIPTION	DO NOT INCLUDE
	Empty spray containers For air fresheners, shaving cream, deodorant, hairspray, etc. Empty containers before putting your blue box.	Spray paint cans, aerosol cans with any contents remaining, propane cylinders
	Spiral wound cans and metal lids For frozen juice concentrate, potato chips, cookie dough, coffee, nuts, baby formula, etc.	Paper towels or napkins (include with green waste, if applicable), tissues, etc.
	Steel cans and lids For food including pet food, tins for cookies, tea, chocolates, etc., include metal lid Empty and rinse cans. Labels are OK.	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
	Aluminum cans and lids For food including seafood, pet food, etc. Empty and rinse cans. Labels are OK.	Propane tanks or propane canisters
	Metal storage containers Thin-gauge metal tins	Durable storage containers (e.g., metal food storage containers)

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Materials List

CONTAINERS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Aluminum foil disposables Aluminum pie plates, baking dishes and trays, etc. Materials must be clean for recycling.	Durable storage containers such as glass or metal food storage containers
	Aluminum foil Foil wrap used for food storage Foil wrap must be rinsed clean for recycling.	Wax paper or parchment paper
	Plastic jugs with screw tops For cooking oil, laundry detergent, fabric softener, cleaning solutions, cleaning products, body care products, windshield washer fluid, etc. Empty and rinse jugs. Labels OK.	
	Plastic clamshells For baked goods, fruit, produce, eggs, etc. Containers are clear with hinged or click-closed tops. Empty and rinse containers for recycling. Labels OK.	Compostable, biodegradable, oxo-degradable plastics

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Materials List

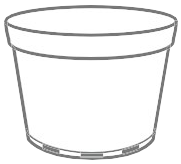
CONTAINERS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Plastic jars and lids For peanut butter, jam, nuts, condiments, vitamins and supplements, personal care products and cosmetics, pharmaceuticals, etc. Plastic jars have wide mouths with screw top lids. Empty and rinse jars for recycling. Labels OK.	Stand-up pouches
	Plastic bottles and caps 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.) Plastic bottles can have screw caps, spray pumps or pull-up tops. Empty and rinse bottles for recycling. Labels OK.	Stand-up pouches, containers for motor oil, vehicle lubricant, or antifreeze products
	Plastic trays and tops For deli chicken, single-serve meals, prepared foods, baked goods, housewares and hardware (e.g., screws, picture hangers, etc.) Containers are clear or have black bottom trays with clear domes. Empty and rinse trays for recycling.	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

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Materials List

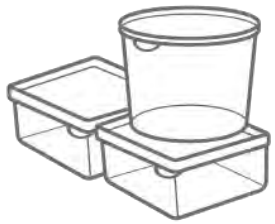
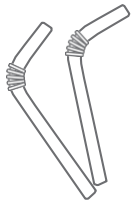
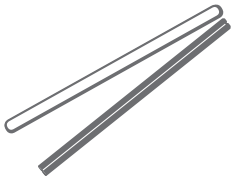
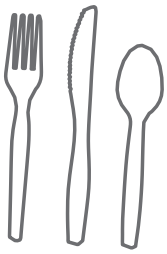
CONTAINERS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Plastic tubs and lids For margarine, spreads, yogurt, cottage cheese, sour cream, ice cream, etc. 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.	Packaging labelled compostable, biodegradable, oxo-degradable plastics or foil lids from coffee and tea pods, coffee grounds (include with green waste, if applicable)
	Plastic cold drink cups with lids Beverage cups Empty and rinse cups for recycling. Separate straws.	Foam cups (take to Recycle BC depot), plastic packaging labelled compostable, biodegradable, oxo-degradable, napkins (include with green waste, if applicable)
	Plant pots and saucers Plastic only	Ceramics or items that are not packaging-like products, items labelled compostable, biodegradable, or oxo-compostable
	Plastic pails For laundry detergent, ice cream, pet food, etc. Recycle BC accepts pails that are less than 25 litres. Larger pails should be disposed of through a commercial hauler.	Plastic paint cans, plastic pails larger than 25L, pails for lubricants and oils
	Microwavable bowls and cups For soups and entrees Remove lids and place loose in recycling container.	Bowls with metal rims, napkins (include with green waste, if applicable)

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Materials List

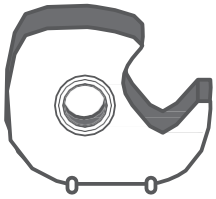
CONTAINERS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Non-durable plastic food containers Plastic lunch containers	Durable storage containers such as glass or metal food storage containers, items labelled compostable, biodegradable, or oxo-compostable
	Disposable hangers Plastic – lightweight (included with clothing)	Durable hangers (e.g., wire, sturdy plastic, metal, or wood), plastic labelled compostable, biodegradable, or oxo-degradable
	Plastic straws Plastic drinking straws	Paper or metal straws
	Plastic stir sticks Plastic stir sticks used for coffee	Wooden stir sticks
	Plastic cutlery Plastic spoons, forks, and knives commonly provided with take-out meals Plastic cutlery must be rinsed clean for recycling.	Wooden cutlery, items labelled compostable, biodegradable, or oxo-compostable

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Materials List

CONTAINERS

	MATERIAL & DESCRIPTION	DO NOT INCLUDE
	Plastic gift boxes Plastic boxes purchased for gift giving	Items that are not packaging-like products, bags and boxes with glitter and rope handles, or items labelled compostable, biodegradable, or oxo-compostable
	Plastic tape dispensers Plastic casing used to hold household tape	Items that are not packaging-like products, items labelled compostable, biodegradable, or oxo-compostable plastic
	Plastic dental floss container Plastic case used to hold dental floss	Items that are not packaging-like products, items labelled compostable, biodegradable, or oxo-compostable plastic, used dental floss

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Materials List

GLASS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Non-Deposit Glass Bottles and Jars Clear or coloured. Check with your recycling collector for instructions. Empty and rinse bottles and jars. Labels OK. Include lids with container recycling.	Drinking glasses, dishes, cookware, whole or broken window glass or mirrors, ceramic mugs or other ceramic products, light bulbs and light fixtures

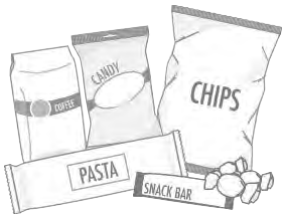
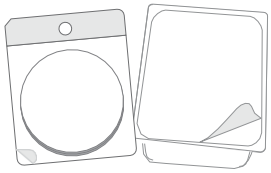
May be collected separately from curbside or multi-family buildings.

Check with your collector.

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Materials List

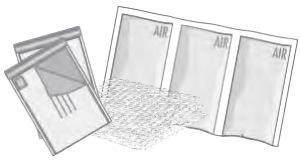
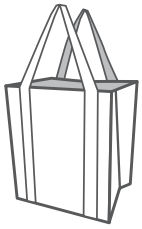
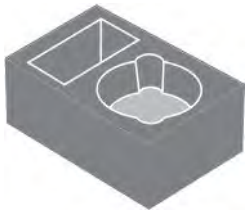
DROP-OFF ONLY: FLEXIBLE PLASTICS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Plastic bags and overwrap 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 Bags must be empty when returning to a depot.	Crinkly cellophane wrap for tea, floral arrangements, etc., packaging labelled biodegradable, compostable, or oxo-degradable, lumber or construction wrap
	Stand-up and zipper lock pouches 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.	Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl
	Crinkly wrappers and bags Bags for potato chips, candy, dried pasta, cereal, etc.; wrappers for cheese slices, snack bars, instant noodles, etc.	Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl
	Flexible packaging with plastic seal Packaging for fresh pasta, pre-packaged deli meats, pre-packaged cheese, etc.	Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl

Some items are recyclable outside of Recycle BC's program. To find out where you can recycle something other than packaging or paper products, visit the Recycling Council of BC website www.rcbc.ca.

Materials List

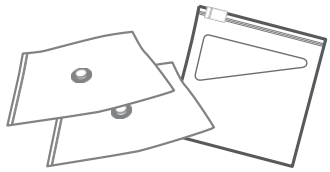
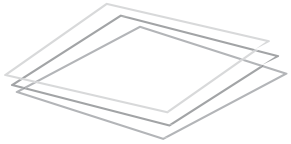
DROP-OFF ONLY: FLEXIBLE PLASTICS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Woven and net plastic bags Net bags for avocados, onions, oranges, lemons, limes, etc.; woven plastic bags for rice, etc.	Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl, plastic squeeze tubes
	Non-food protective packaging Padded protective plastic like plastic shipping envelopes, plastic air packets, bubble wrap	Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl, plastic squeeze tubes
	Recycling bags Transparent, single-use plastic bags for recycling	Items that are not packaging-like products, packaging labelled biodegradable, compostable, or oxo-degradable
	Reusable plastic-only carry-out bags Reusable plastic bags provided with purchase, or purchased as product	Items that are not packaging-like products, packaging labelled biodegradable, compostable, or oxo-degradable, or carry-out bags with PVC/vinyl
	Squishy cushion packaging blocks and sheets Commonly used in electronics packaging	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)

Some items are recyclable outside of Recycle BC's program. To find out where you can recycle something other than packaging or paper products, visit the Recycling Council of BC website www.rcbc.ca.

Materials List

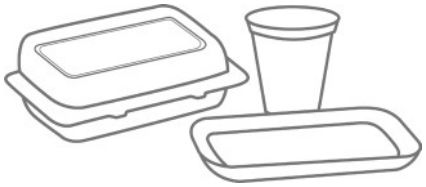
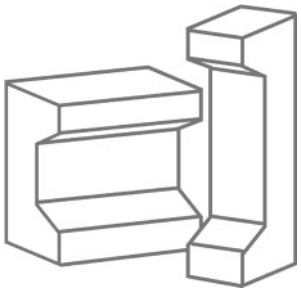
DROP-OFF ONLY: FLEXIBLE PLASTICS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Food storage, sandwich and freezer bags, vacuum seal bags Bags used for food storage, or bags purchased to store items with a vacuum seal	Items designed for disposal (i.e., garbage/compost/leaf bags), or aluminum foil lined food storage bags, packaging labelled biodegradable, compostable, or oxo-degradable
	Plastic shrink wrap Plastic shrink wrap found on meat in grocery stores, or electronics, or used to seal products Must be clean for recycling.	Items designed for (i.e., garbage/compost/leaf bags), or aluminum foil lined food storage bags, packaging labelled biodegradable, compostable, or oxo-degradable
	Purchased gift bags, boxes Bags and boxes that are purchased for gift giving	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
	Reusable plastic curbside recycling bags Thick, opaque reusable plastic bags used for curbside recycling in BC	Items labelled biodegradable, compostable, or oxo-degradable
	LDPE/HDPE plastic sheets Drop sheets for painting, covering items	Items that are not packaging-like products, items labelled biodegradable, compostable, or oxo-degradable, or made with PVC/vinyl
	Bubble wrap Plastic-only bubble wrap	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

Some items are recyclable outside of Recycle BC's program. To find out where you can recycle something other than packaging or paper products, visit the Recycling Council of BC website www.rcbc.ca.

Materials List

DROP-OFF ONLY: FOAM PACKAGING

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	Foam food containers and trays Meat trays, foam egg cartons, foam clamshells, foam cups and bowls, etc. Remove food residue and liquid absorbing pads. Sort white and coloured foam into appropriate collection container at the depot.	Liquid-absorbing pads, napkins (include with green waste, if applicable)
	Foam Cushion Packaging Foam cushion packaging used to protect electronics, small appliances, etc. Remove food residue and liquid absorbing pads. Sort white and coloured foam into appropriate collection container at the depot.	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)

Some items are recyclable outside of Recycle BC's program. To find out where you can recycle something other than packaging or paper products, visit the Recycling Council of BC website www.rcbc.ca.

Making a difference...together

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

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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:	**to the Vendor:**
P.O. Box 1000 625 Fisgard Street Victoria, BC V8W 2S6	268 Fulford-Ganges Road, Salt Spring Island, BC V8K 2K6
Attention: Russ Smith, Senior Manager, ERM	Attention: Peter Grant, Recycling Depot Manager
Email: rsmith@crd.bc.ca	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).

<table>
<tr><th></th><th>Service Level Failure</th><th>Service Level Failure Credit</th></tr>
<tr><td>2</td><td>Pick up by the Designated Post-Collection Service Provider of materials that contain more than 5% by weight of Not Accepted Materials.</td><td>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.

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:
<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>
</td></tr>
<tr><td>3</td><td>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</td><td>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.

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:
<table>
<tr><th>Occurrence</th><th>Per Load Amount</th></tr>
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<tr><td>3rd and onwards</td><td>10.0% of annualized Fees up to a maximum of $10,000</td></tr>
</table>
</td></tr>
<tr><td>4</td><td>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.</td><td>50% of annualized Fees per incident, up to a maximum of $25,000.</td></tr>
</table>

	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 applicable[1], 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.

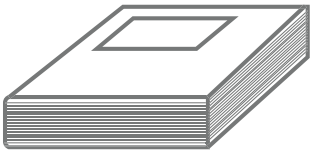
SCHEDULE “E”
PRIVACY PROTECTION

NOT APPLICABLE.

Materials List

PAPER

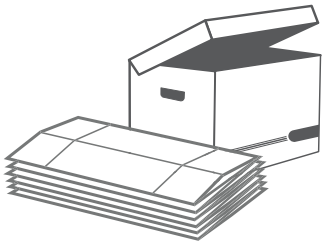
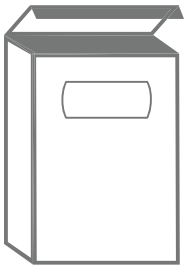
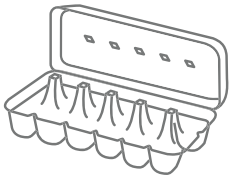
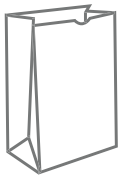
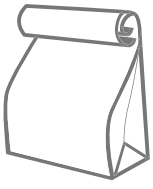
RECYCLEBC

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	**Newspaper and flyers** Daily and community newspapers and advertising flyers	Plastic bags used to cover newspaper/flyers (take to Recycle BC recycling depot), rubber bands
	**Magazines and catalogues** All types	
	**Telephone books** Phone books, directories	Hardcover or paperback books (donate or sell)
	**Writing home/office paper and correspondence** Notepads; loose leaf paper, white or coloured computer copier and printer paper; printed paper, plain and window envelopes; shredded paper **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. **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).	

Some items are recyclable outside of Recycle BC's program. To find out where you can recycle something other than packaging or paper products, visit the Recycling Council of BC website www.rcbc.ca.

Materials List

PAPER

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	**Corrugated cardboard boxes** Shipping boxes, grocery and liquor store boxes, pizza boxes, Banker's Boxes, and moving boxes 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.	Items that are not packaging-like products, long-term storage containers such as heavy-duty plastic boxes or totes.
	**Cardboard/boxboard** 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 Flatten and place boxboard directly into the collection container, not inside another box. Remove liner bags and food residue.	Paper towels or napkins (include with green waste, if applicable), tissues
	**Moulded boxboard packaging** Egg cartons, take-out beverage trays, empty paper-based garden pots, etc.	Dirt in garden pots
	**Paper bags (Kraft paper)** Any colour, including brown grocery sacks, white prescription bags, brown envelopes	Wax paper and parchment paper
	**Multi-layer paper bags** Multi-layered paper bags for flour, sugar, etc.	Bags with a foil layer, bags with a plastic layer

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Materials List

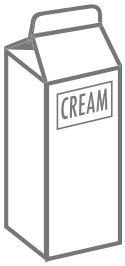
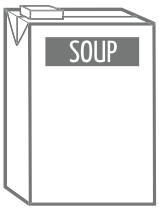
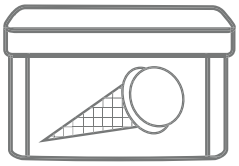
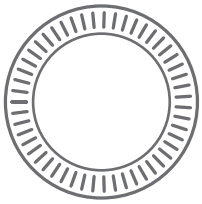
PAPER

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	**Purchased gift bags, boxes** Paper bags and boxes that are purchased for gift giving	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
	**Paper party decorations** Paper party decorations can include pennant flags, streamers, decorative hanging pieces, etc. These items must not contain any plastic material including glitter.	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.)
	**Non-durable paper food containers** Kraft (brown) or white paper take-out containers Must be clean for recycling.	Wax paper and parchment paper, plastic or metal food storage containers
	**Disposable hangers** Paper – lightweight compressed paper (included with clothing)	Durable hangers (e.g., wire, sturdy plastic, metal, or wood)

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Materials List

CONTAINERS

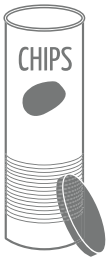
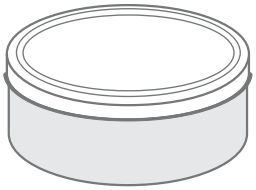
	MATERIAL & DESCRIPTION	DO NOT INCLUDE
	**Paper cups** For hot and cold beverages Empty and rinse cups. Remove lids and place loose with container recycling. Recycle paper sleeves separately.	Items that are not single use, or compostable, biodegradable, or oxo-degradable plastics
	**Gable-top cartons** For cream, substitute eggs, sugar, molasses, etc. Empty and rinse cartons.	Paper towels or napkins (include with green waste, if applicable), tissues
	**Aseptic boxes or cartons** For cream, soup, broth, sauces, etc.	Stand-up pouches
	**Frozen dessert boxes** For ice cream, frozen yogurt, etc. Empty and rinse cartons.	
	**Paper plates** Coated paper plates All plates must be rinsed clean for recycling.	Uncoated paper plates, or plates that are soiled with food leftovers, plates labelled compostable, biodegradable, or oxo-compostable

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Materials List

CONTAINERS

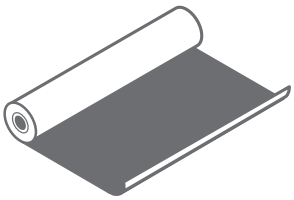
RECYCLEBC

	MATERIAL & DESCRIPTION	DO NOT INCLUDE
	**Empty spray containers** For air fresheners, shaving cream, deodorant, hairspray, etc. Empty containers before putting your blue box.	Spray paint cans, aerosol cans with any contents remaining, propane cylinders
	**Spiral wound cans and metal lids** For frozen juice concentrate, potato chips, cookie dough, coffee, nuts, baby formula, etc.	Paper towels or napkins (include with green waste, if applicable), tissues, etc.
	**Steel cans and lids** For food including pet food, tins for cookies, tea, chocolates, etc., include metal lid Empty and rinse cans. Labels are OK.	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
	**Aluminum cans and lids** For food including seafood, pet food, etc. Empty and rinse cans. Labels are OK.	Propane tanks or propane canisters
	**Metal storage containers** Thin-gauge metal tins	Durable storage containers (e.g., metal food storage containers)

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Materials List

CONTAINERS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	**Aluminum foil disposables** Aluminum pie plates, baking dishes and trays, etc. Materials must be clean for recycling.	Durable storage containers such as glass or metal food storage containers
	**Aluminum foil** Foil wrap used for food storage Foil wrap must be rinsed clean for recycling.	Wax paper or parchment paper
	**Plastic jugs with screw tops** For cooking oil, laundry detergent, fabric softener, cleaning solutions, cleaning products, body care products, windshield washer fluid, etc. Empty and rinse jugs. Labels OK.	
	**Plastic clamshells** For baked goods, fruit, produce, eggs, etc. Containers are clear with hinged or click-closed tops. Empty and rinse containers for recycling. Labels OK.	Compostable, biodegradable, oxo-degradable plastics

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Materials List

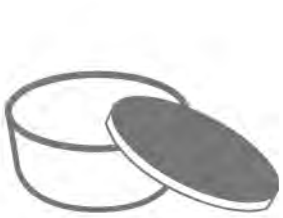
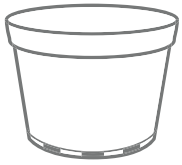
CONTAINERS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	**Plastic jars and lids** For peanut butter, jam, nuts, condiments, vitamins and supplements, personal care products and cosmetics, pharmaceuticals, etc. Plastic jars have wide mouths with screw top lids. Empty and rinse jars for recycling. Labels OK.	Stand-up pouches
	**Plastic bottles and caps** 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.) Plastic bottles can have screw caps, spray pumps or pull-up tops. Empty and rinse bottles for recycling. Labels OK.	Stand-up pouches, containers for motor oil, vehicle lubricant, or antifreeze products
	**Plastic trays and tops** For deli chicken, single-serve meals, prepared foods, baked goods, housewares and hardware (e.g., screws, picture hangers, etc.) Containers are clear or have black bottom trays with clear domes. Empty and rinse trays for recycling.	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

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Materials List

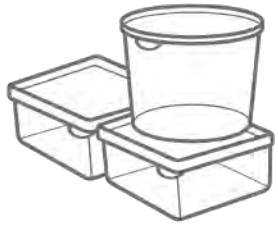
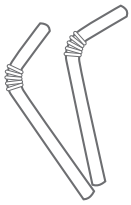
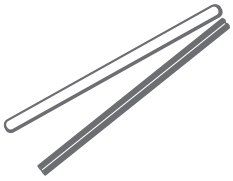
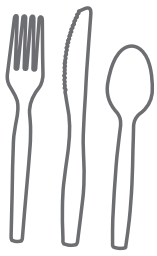
CONTAINERS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	**Plastic tubs and lids** For margarine, spreads, yogurt, cottage cheese, sour cream, ice cream, etc. 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.	Packaging labelled compostable, biodegradable, oxo-degradable plastics or foil lids from coffee and tea pods, coffee grounds (include with green waste, if applicable)
	**Plastic cold drink cups with lids** Beverage cups Empty and rinse cups for recycling. Separate straws.	Foam cups (take to Recycle BC depot), plastic packaging labelled compostable, biodegradable, oxo-degradable, napkins (include with green waste, if applicable)
	**Plant pots and saucers** Plastic only	Ceramics or items that are not packaging-like products, items labelled compostable, biodegradable, or oxo-compostable
	**Plastic pails** For laundry detergent, ice cream, pet food, etc. Recycle BC accepts pails that are less than 25 litres. Larger pails should be disposed of through a commercial hauler.	Plastic paint cans, plastic pails larger than 25L, pails for lubricants and oils
	**Microwavable bowls and cups** For soups and entrees Remove lids and place loose in recycling container.	Bowls with metal rims, napkins (include with green waste, if applicable)

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Materials List

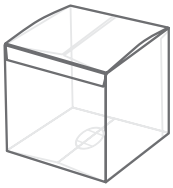
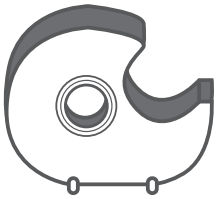
CONTAINERS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	**Non-durable plastic food containers** Plastic lunch containers	Durable storage containers such as glass or metal food storage containers, items labelled compostable, biodegradable, or oxo-compostable
	**Disposable hangers** Plastic – lightweight (included with clothing)	Durable hangers (e.g., wire, sturdy plastic, metal, or wood), plastic labelled compostable, biodegradable, or oxo-degradable
	**Plastic straws** Plastic drinking straws	Paper or metal straws
	**Plastic stir sticks** Plastic stir sticks used for coffee	Wooden stir sticks
	**Plastic cutlery** Plastic spoons, forks, and knives commonly provided with take-out meals Plastic cutlery must be rinsed clean for recycling.	Wooden cutlery, items labelled compostable, biodegradable, or oxo-compostable

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Materials List

CONTAINERS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	**Plastic gift boxes** Plastic boxes purchased for gift giving	Items that are not packaging-like products, bags and boxes with glitter and rope handles, or items labelled compostable, biodegradable, or oxo-compostable
	**Plastic tape dispensers** Plastic casing used to hold household tape	Items that are not packaging-like products, items labelled compostable, biodegradable, or oxo-compostable plastic
	**Plastic dental floss container** Plastic case used to hold dental floss	Items that are not packaging-like products, items labelled compostable, biodegradable, or oxo-compostable plastic, used dental floss

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Materials List

GLASS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	**Non-Deposit Glass Bottles and Jars** Clear or coloured. Check with your recycling collector for instructions. Empty and rinse bottles and jars. Labels OK. Include lids with container recycling.	Drinking glasses, dishes, cookware, whole or broken window glass or mirrors, ceramic mugs or other ceramic products, light bulbs and light fixtures

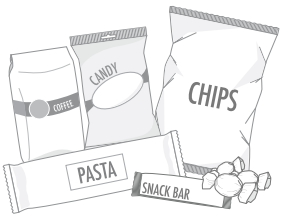
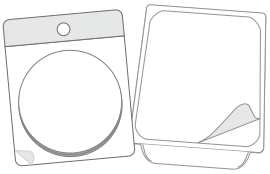
May be collected separately from curbside or multi-family buildings.

Check with your collector.

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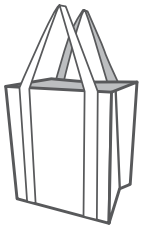
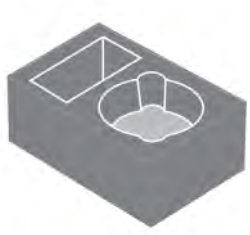
DROP-OFF ONLY: FLEXIBLE PLASTICS

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	**Plastic bags and overwrap** 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 Bags must be empty when returning to a depot.	Crinkly cellophane wrap for tea, floral arrangements, etc., packaging labelled biodegradable, compostable, or oxo-degradable, lumber or construction wrap
	**Stand-up and zipper lock pouches** 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.	Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl
	**Crinkly wrappers and bags** Bags for potato chips, candy, dried pasta, cereal, etc.; wrappers for cheese slices, snack bars, instant noodles, etc.	Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl
	**Flexible packaging with plastic seal** Packaging for fresh pasta, pre-packaged deli meats, pre-packaged cheese, etc.	Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl

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Materials List

DROP-OFF ONLY: FLEXIBLE PLASTICS

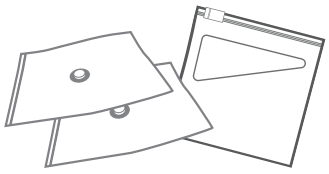
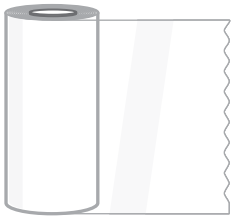
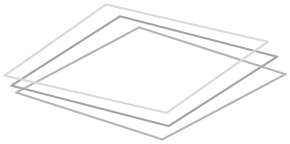
MATERIAL & DESCRIPTION		DO NOT INCLUDE
	**Woven and net plastic bags** Net bags for avocados, onions, oranges, lemons, limes, etc.; woven plastic bags for rice, etc.	Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl, plastic squeeze tubes
	**Non-food protective packaging** Padded protective plastic like plastic shipping envelopes, plastic air packets, bubble wrap	Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable, compostable, or oxo-degradable, vinyl, plastic squeeze tubes
	**Recycling bags** Transparent, single-use plastic bags for recycling	Items that are not packaging-like products, packaging labelled biodegradable, compostable, or oxo-degradable
	**Reusable plastic-only carry-out bags** Reusable plastic bags provided with purchase, or purchased as product	Items that are not packaging-like products, packaging labelled biodegradable, compostable, or oxo-degradable, or carry-out bags with PVC/vinyl
	**Squishy cushion packaging blocks and sheets** Commonly used in electronics packaging	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)

Some items are recyclable outside of Recycle BC's program. To find out where you can recycle something other than packaging or paper products, visit the Recycling Council of BC website www.rcbc.ca.

Materials List

DROP-OFF ONLY: FLEXIBLE PLASTICS

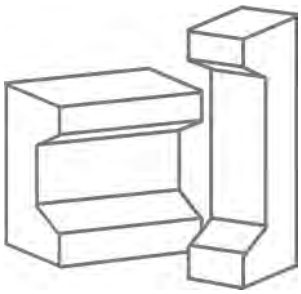
RECYCLEBC

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	**Food storage, sandwich and freezer bags, vacuum seal bags** Bags used for food storage, or bags purchased to store items with a vacuum seal	Items designed for disposal (i.e., garbage/compost/leaf bags), or aluminum foil lined food storage bags, packaging labelled biodegradable, compostable, or oxo-degradable
	**Plastic shrink wrap** Plastic shrink wrap found on meat in grocery stores, or electronics, or used to seal products Must be clean for recycling.	Items designed for (i.e., garbage/compost/leaf bags), or aluminum foil lined food storage bags, packaging labelled biodegradable, compostable, or oxo-degradable
	**Purchased gift bags, boxes** Bags and boxes that are purchased for gift giving	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
	**Reusable plastic curbside recycling bags** Thick, opaque reusable plastic bags used for curbside recycling in BC	Items labelled biodegradable, compostable, or oxo-degradable
	**LDPE/HDPE plastic sheets** Drop sheets for painting, covering items	Items that are not packaging-like products, items labelled biodegradable, compostable, or oxo-degradable, or made with PVC/vinyl
	Bubble wrap Plastic-only bubble wrap	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

Some items are recyclable outside of Recycle BC's program. To find out where you can recycle something other than packaging or paper products, visit the Recycling Council of BC website www.rcbc.ca.

Materials List

DROP-OFF ONLY: FOAM PACKAGING

MATERIAL & DESCRIPTION		DO NOT INCLUDE
	**Foam food containers and trays** Meat trays, foam egg cartons, foam clamshells, foam cups and bowls, etc. Remove food residue and liquid absorbing pads. Sort white and coloured foam into appropriate collection container at the depot.	Liquid-absorbing pads, napkins (include with green waste, if applicable)
	**Foam Cushion Packaging** Foam cushion packaging used to protect electronics, small appliances, etc. Remove food residue and liquid absorbing pads. Sort white and coloured foam into appropriate collection container at the depot.	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)

Some items are recyclable outside of Recycle BC's program. To find out where you can recycle something other than packaging or paper products, visit the Recycling Council of BC website www.rcbc.ca.

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REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 03, 2025

SUBJECT **2026 Schedule of Regular Board Meetings**

ISSUE SUMMARY

To provide notice of the 2026 meeting schedule for the Capital Regional District Board.

BACKGROUND

Bylaw 3828, "Capital Regional District Board Procedure Bylaw" states that regular meetings of the Capital Regional District (CRD) Board shall be held at the CRD Boardroom on the second Wednesday of the month commencing at 1:00 pm unless otherwise determined by a resolution of the Board.

For 2025, the Board resolved to commence the Board meetings at 12:00 pm (noon). The recommendation for 2026 is to continue meeting at 12:00 pm (noon) on the second Wednesday of the month.

Due to the general local election being held on Saturday, October 17, 2026, the recommendation is to hold a special meeting of the CRD Board on October 7, 2026 in lieu of the regular meeting on the second week of the month (October 14, 2026).

The 2027 provisional budget will need to be approved by the current Board prior to the October general local election date. Staff have scheduled special meetings for the Capital Regional Hospital District and CRD Board on September 23, 2026 to consider the 2027 provisional budget. Post-election, the inaugural CRD Board meeting will be held on November 18, 2026 due to Remembrance Day falling on the second Wednesday of the month.

ALTERNATIVES

Alternative 1
The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

1. That the regular meetings for the Capital Regional District Board be scheduled in 2026 to commence at 12:00 pm (noon) on the following dates: January 14, February 11, March 11, April 8, May 13, June 10, July 8, August 12 (at the call of the Chair), September 9, November 18 (inaugural), and December 9; and
2. That a special meeting for the Capital Regional District Board be scheduled on October 7, 2026 in lieu of a regular meeting on the second week of October due to general local elections.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Service Delivery Implications

The change in 2025 to an earlier start time of 12:00 pm was intended to provide more time at the end of the meeting day to consider closed meeting items while still maintaining quorum for important decisions. Staff recommend keeping the status quo and continuing the 12:00 pm start time. If the future Board wishes to maintain this schedule, staff can report back in 2027 with an amendment to the CRD Board Procedure Bylaw to formally implement the change on an ongoing basis.

CONCLUSION

In accordance with Bylaw 3828, "Capital Regional District Board Procedure Bylaw", regular meetings of the Capital Regional District Board shall be held at the CRD Boardroom on the second Wednesday of the month unless otherwise determined by a resolution of the Board. Staff recommend maintaining the 12:00 pm start time for 2026. A special Board meeting will be scheduled on October 7, 2026 in lieu of a regular meeting that month due to general local elections.

RECOMMENDATION

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

1. That the regular meetings for the Capital Regional District Board be scheduled in 2026 to commence at 12:00 pm (noon) on the following dates: January 14, February 11, March 11, April 8, May 13, June 10, July 8, August 12 (at the call of the Chair), September 9, November 18 (inaugural), and December 9; and
2. That a special meeting for the Capital Regional District Board be scheduled on October 7, 2026 in lieu of a regular meeting on the second week of October due to general local elections.

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

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SUPPLEMENTAL

Revised: December 9, 2025

BOARD/HOSPITAL BOARD & STANDING COMMITTEES 2026 MEETING SCHEDULE

JANUARY – DECEMBER 2026

This schedule has been prepared for planning purposes and is subject to change.
See Meeting Schedule | Capital Regional District *for monthly update*

Board/Committee	Meeting Time	Meeting Dates
BOARDS		
Capital Region Housing Corporation	2nd Wed @ 12:00 PM	Jan 14, Feb 11, Mar 11, Apr 8, May 13, Jun 10, Jul 8, Aug 12*, Sep 9, Oct 7 (special), Nov 18 (special – inaugural), Dec 9
CRD Board / Capital Regional Hospital District Board		Jan 14, Feb 11, Mar 11 (budget), Apr 8, May 13, Jun 10, Jul 8, Aug 12*, Sep 9, Sep 23 (special – provisional budget), Oct 7 (special), Nov 18 (special – inaugural), Dec 9
COMMITTEES		
Committee of the Whole	5th Wed @ 12:00 PM *At the call of the chair*	Apr 29 (strategic planning), Jul 29*, Sep 23 (budget)
Core Area Liquid Waste Management Committee	4th Wed @ 11:30 AM *Quarterly*	Mar 25, Jul 22
Electoral Areas Committee	2nd Wed @ 10:00 AM	Jan 14, Feb 11, Mar 11, Apr 8, May 13, Jun 10, Jul 8, Aug 12*, Sep 9, Sep 23 (special – budget), Oct 7 (special), Dec 9
Environmental Services Committee	3rd Wed @ 9:30 AM	Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17, Jul 15
Finance Committee	1st Wed @ 9:30 AM *Bi-Monthly*	Jan 7, Mar 4, May 6
Governance & First Nations Relations Committee	1st Wed @ 9:30 AM *Bi-Monthly*	Feb 4, Apr 1, Jun 3, Aug 5*
Hospitals and Housing Committee	1st Wed @ 1:30 PM	~~Jan 7~~, Feb 4, Mar 4, Apr 1, May 6, Jun 3, Aug 5*,
Juan de Fuca Land Use Committee	3rd Tues @ 7:00 PM	Jan 20, Feb 17, Mar 17, Apr 21, May 19, Jun 16, Jul 21, Aug 18, Sep 15, Nov 17, Dec 15
Planning & Protective Services Committee	4th Wed @ 1:30 PM *Bi-Monthly*	Feb 25, Apr 22, Jun 24
Regional Parks Committee	4th Wed @ 9:30 AM	Jan 28, Feb 25, Mar 25, Apr 22, May 27, Jun 24, Jul 22
Solid Waste Advisory Committee	1st Fri @ 12:30 PM *Quarterly*	~~Jan 2~~, Jan 9 (special), Mar 6, Jun 5, Sep 4
Transportation Committee	4th Wed @ 1:30 PM *Bi-Monthly*	Jan 28, Mar 25, May 27, Jul 22
COMMISSIONS		
Arts Commission	4th Wed @ 4:00 PM	Jan 28, Feb 25, Mar 25, Apr 22, May 27, Jun 24
Juan de Fuca Water Distribution Commission	1st Tues @ 1:30 PM *Quarterly*	Feb 3, May 5, Sep 15 (special - budget)
Peninsula Recreation Commission	4th Thurs @ 6:00 PM	Jan 22, Feb 26, Mar 26, Apr 23, May 28, Jun 25, Jul 23*, Aug 27*, Sep 24, Oct 22*, Nov 26*
Regional Water Supply Commission	3rd Wed @ 1:30 PM	Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17, Jul 15, Sep 16 (budget)
Saanich Peninsula Water & Wastewater Commissions	1st Thurs @ 9:30 AM *Bi-Monthly*	Feb 5, Apr 2, Jun 4, Sep 3 (budget)
Salt Spring Island Local Community Commission	2nd Thurs @ 5:00 PM	Jan 8*, Feb 12, Mar 12, Apr 9, May 14, Jun 11, Jul 9, Aug 13*, Sept 10, Nov 12 (inaugural), Dec 10
	3rd Thurs @ 9:00 AM	Jan 15, Jan 29 (special – budget), Feb 19, Mar 19, Apr 16, May 21, Jun 18, Jul 16, Aug 20*, Nov 19, Dec 17
Sooke & Electoral Area Parks & Recreation Commission	1st Tues @ 6:30 PM	~~Jan 6~~, Jan 20 (special), ~~Feb 3~~, Mar 3, Apr 7*, May 5, Jun 2, Jul 7*, Aug 4*, Sep 1, Oct 6 (budget)
LOCAL SERVICE AREA COMMITTEES / COMMISSIONS		
Lyall Harbour / Boot Cove Water Local Service	*At the call of the Chair* 2:00 PM *Tri-Annually*	TBC
Magic Lake Estates Water & Sewer Committee	*At the call of the Chair* 11:30 AM *Tri-Annually*	TBC
Port Renfrew Utility Services Committee	*At the call of the Chair* 2:00 PM *Tri-Annually*	TBC
Skana Water Service Committee	*At the call of the Chair* 9:30 AM *Tri-Annually*	TBC
Sticks Allison Water Local Service Committee	*At the call of the Chair* 9:30 AM *Tri-Annually*	TBC

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SUPPLEMENTAL

Revised: December 9, 2025

Board/Committee	Meeting Time	Meeting Dates
Surfside Park Estates Water Service Committee	*At the call of the Chair* 2:00 PM *Tri-Annually*	TBC
Wilderness Mountain Water Service Commission	*At the call of the Chair* 9:30 AM *Tri-Annually*	TBC
Water Advisory Committee	4th Tuesday @ 12:00 PM *Quarterly*	Mar 24, Jun 23, Sep 22*, Nov 24*

Notes: - most recent change, completed meeting
** - at the call of the Chair or TBC (To Be Confirmed)*
Board and Committees will generally stand down in August and after the December Board meetings
*Emergency Management Committee – **TBD** **@ 10:00 am**, CRD Boardroom*
*Association of Vancouver Island and Coastal Communities (AVICC) Convention **April 24-26, 2026**, Victoria, BC*
*Federation of Canadian Municipalities (FCM) Annual Conference **June 4-7, 2026**, Edmonton, AB*
*Union of British Columbia Municipalities (UBCM) AGM **September 14-18, 2026**, Vancouver, BC*

1st Tues 1:30 PM JdF Water Distribution Commission	**3rd Tues** 7:00 PM Juan de Fuca Land Use Committee
1st Tues 6:30 PM Sooke & Electoral Area Parks & Recreation Commission	**3rd Wed** 9:30 AM Environmental Services Committee
1st Wed 9:30 AM Finance Committee **(bi-monthly)**	**3rd Wed** 1:30 PM Regional Water Supply Commission
1st Wed 9:30 AM Governance and First Nations Relations Committee **(bi-monthly)**	**3rd Thurs** 9:00 AM SSI Local Community Commission
1st Wed 1:30 PM Hospitals and Housing Committee	**4th Wed** 9:30 AM Regional Parks Committee
1st Thurs 9:30 AM Saanich Peninsula Water Commission & Wastewater Commission **(bi-monthly)**	**4th Wed** 11:30 AM Core Area Liquid Waste Management Committee ***(Quarterly)***
1st Fri 12:30 PM Solid Waste Advisory Committee	**4th Wed** 1:30 PM Planning & Protective Services **(bi-monthly)**
2nd Wed 10:00 AM Electoral Area Committee (+Hearings)	**4th Wed** 1:30 PM Transportation Committee **(bi-monthly)**
2nd Wed 12:00 PM Capital Region Housing Corporation	**4th Wed** 4:00 PM Arts Commission
2nd Wed 12:00 PM Board/Hospital Board	**4th Thurs** 6:00 PM Peninsula Recreation Commission
2nd Thurs 5:00 PM SSI Local Community Commission	**5th Wed *** 12:00 PM Committee of the Whole

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REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 3, 2025

SUBJECT **2026 Appointment of Liaison to Accessibility Advisory Committee**

ISSUE SUMMARY

Appoint a liaison between the Accessibility Advisory Committee and the Governance and First Nations Relations Committee.

BACKGROUND

On April 12, 2023, the CRD Board approved the Accessibility Advisory Committee (AAC) Terms of Reference (Appendix A). The Terms of Reference states that "*The Governance Committee will recommend AAC member appointments to the CRD Board for up to a two-year term; and appoint a member as the liaison between the AAC and the Governance [now, and First Nations Relations] Committee."*

The Governance and First Nations Relations Committee must appoint one of its members to the AAC. A one-year term is recommended as standing committee appointments are established annually by the elected Board Chair. The Committee meets every two months on the third Tuesday at 1:00 pm. The next meeting is January 20, 2026.

Committee Chair Marie-Térèse Little was appointed as the liaison to the Accessibility Advisory Committee in 2025 and is eligible for re-appointment.

ALTERNATIVES

Alternative 1
The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
That Director [X] be appointed as the Governance and First Nations Relations Committee liaison to the Accessibility Advisory Committee for a one-year term ending December 31, 2026.

Alternative 2
That this report be referred back to staff for additional options on appointing a CRD liaison to the Accessibility Advisory Committee.

CONCLUSION

The Governance and First Nations Relations Committee must appoint one of its members to act as a liaison the Accessibility Advisory Committee.

RECOMMENDATION

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
That Director [X] be appointed as the Governance and First Nations Relations Committee liaison

to the Accessibility Advisory Committee for a one-year term ending December 31, 2026.

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

ATTACHMENT(S)

Appendix A: Accessibility Advisory Committee Terms of Reference

Terms of Reference

CRD ACCESSIBILITY ADVISORY COMMITTEE

PREAMBLE

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

The Committee's official name is to be:

Accessibility Advisory Committee

1.0 PURPOSE

The Accessibility Advisory Committee will:

a) Provide recommendations on the development of an accessibility plan.

b) Identify barriers of access to CRD services and programs for persons with disabilities in the community and recommend solutions for consideration by the CRD.

c) Be available as a resource to the CRD on matters relating to accessibility and participate in community engagement activities in an objective and unbiased manner, as needed, and avoid reflecting preferred outcomes.

d) Collaborate and share information and best practices with other committees and organizations focused on supporting persons with disabilities.

e) Provide input and advice to the Governance Committee on the best methods to engage the public and stakeholders.

f) Ensure that the accessibility plan and community engagement are neutral, balanced and inclusive.

g) Ensure that adequate information is provided to community members to enable them to provide informed feedback.

h) Remain objective and unbiased while overseeing the process of community education and participation.

i) Review CRD accessibility plan every three (3) years.

2.0 ESTABLISHMENT AND AUTHORITY

a) The Governance Committee will:

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

b) The AAC will appoint a Chair and a Vice-Chair on an annual basis.

c) The AAC will report its input to the Governance Committee for consideration. The CRD Board is the final decision-making authority.

3.0 COMPOSITION OF VOTING MEMBERSHIP

a) To the extent that it is possible, members will be people from diverse backgrounds, including Indigenous peoples, no less than half of whom must either be persons with disabilities or persons representing a disability-serving organization.

b) The AAC will be composed of at least five (5), and up to 11, members.

c) The AAC may include both members external and internal to the CRD organization.

d) Members will be appointed for a 2-year term (except in the first year when 3 citizen appointments will be appointed for a 1-year term to allow for staggered expiration terms).

e) A term will equal 2 years, and members will serve no more than 3 consecutive terms (i.e. 6 years).

f) Public members of the AAC will receive an honorarium in the amount of $110.00 per meeting and reimbursement of any necessary travel expenses. Honoraria are not intended for members who are representatives of organizations or businesses where they are employed.

g) AAC vacancies will be publicly posted for a minimum of 30 days and appointments will be made in accordance with the CRD Appointment of Public Members to External Boards Policy.

4.0 PROCEDURES

a) The CRD Board Procedures Bylaw will apply.

b) The AAC shall meet at a minimum of every two (2) months at the call of the Chair and have special meetings, as required.

c) The agenda will be finalized in consultation between staff and the Chair.

d) A quorum is a majority of the committee membership and is required to conduct committee business.

e) AAC meetings will be held in a manner which is as accessible as possible by default, including but not limited to: accessible meeting locations; use of accessible hybrid virtual meeting technology; provision of accessibility supports including ASL interpreters and live caption services; and other as identified by the AAC.

5.0 RESOURCES AND SUPPORT

a) The Senior Manager, Human Resources and Corporate Safety, will lead the coordination and allocation of resources to the Committee.

b) Appropriate CRD staff and resources will be provided to assist with the activities of and support to the AAC.

c) Minutes and agendas are prepared and distributed by the Legislative Services division.

Approved by the CRD Board on April 12, 2023

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REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 3, 2025

SUBJECT **2027-2030 Board Remuneration and Travel Expense Reimbursement Review**

ISSUE SUMMARY

To provide information on the upcoming review process of remuneration and travel expenses for Capital Regional District (CRD) Board Directors and their Alternates, Commissioners, First Nations Members, and certain appointees to external Boards.

BACKGROUND

The CRD Board has approved a CRD Board Remuneration and Travel Expense Reimbursement Policy ("Policy") (Appendix A). This Policy applies to CRD Board Directors, Commission members, First Nations Members, and certain Board appointees to external Boards. The Policy was established in 2016 and is derived from a remuneration philosophy that recognizes the significant commitment and expectations of a CRD Director, and gross remuneration which is comparable with other organizations. By Policy, remuneration is adjusted annually to the cost of living based on the Victoria Consumer Price Index year over year, with a more comprehensive review undertaken at defined periods to ensure alignment with the remuneration philosophy. Since initial adoption, updates to the Policy have been made by the CRD Board, notably with the inclusion of payments for First Nations Members and Commissioners of the Salt Spring Island Local Community Commission.

As a foundation of the Policy, the remuneration philosophy established by the CRD Board is as follows:

- a base Director annual stipend as the average paid to CRD member councillors, which recognizes attendance at all CRD Board meetings and Committee of the Whole meetings plus two Standing Committee commitments;

- an additional annual stipend to Electoral Area Directors which recognizes all additional Electoral Area work including Electoral Area Commission commitments;

- an additional annual stipend to the CRD Board Chair consistent with payments made by other Regional Districts, which recognizes all Board Chair responsibilities including all ex-officio responsibilities on Standing Committees;

- additional annual stipends to recognize the additional commitments of the: CRD Board Vice-Chair; Capital Regional Hospital District Chair; Standing Committee Chairs; CRD Directors appointed as a Commission Chair, when such Commission Chair appointment is made directly by the CRD Board Chair; CRD Directors who are involved on more than two Standing Committees; and Commissioners of the Salt Spring Island Local Community Commission;

- per meeting payments to CRD Directors appointed to local and sub-regional Commissions

and external Boards, except where remuneration is already paid and/or not eligible; and to Alternate Directors consistent with payments made by other Regional Districts; and

- that the annual cost of living adjustment based on the Victoria Consumer Price Index continue to be applied, and that a regular review be undertaken every three (3) to five (5) years to ensure remuneration remains comparable.

For the 3-5 year review, the practice of the CRD Board has been to have these conducted in the final year of a CRD Board term, to be effective for the next CRD Board term. Based on this, the next remuneration review is scheduled for 2026 and for implementation commensurate with the 2027-2030 CRD Board term.

As is standard process, a third-party consultant will be engaged in early 2026 to gather data and provide recommendations aligned with the Policy and its philosophy. The consultant is secured through a procurement process, in accordance with the CRD procurement policy. The consultant will be expected to conclude their review in mid-2026, in advance of budget considerations for the 2027 calendar year. Once the review from the third-party consultant is concluded, results will be presented to the CRD Board prior to implementation.

ALTERNATIVES

Alternative 1
The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

That the Board Remuneration and Travel Expense Reimbursement Review be conducted in 2026 and that any adjustments are in alignment with the established remuneration philosophy and be effective for the new Capital Regional District Board term 2027-2030.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Alignment with Existing Plans & Strategies
The CRD Board established a comprehensive remuneration Policy. The plan ensures relative market consistency based on the overall remuneration philosophy. Without reviewing on a regular basis, the CRD may be out of line with remuneration philosophy, be that below or exceeding, which is inconsistent with CRD Board direction.

Financial Implications
There are no financial implications for the current calendar year, 2026. Costs for the review are within the core budget and current requisition. Any adjustments for future years will be included in budget deliberations.

CONCLUSION

The CRD Board has established a CRD Board Remuneration and Travel Expense Reimbursement Policy, which is derived from a comprehensive remuneration philosophy.

Consistent with CRD Board direction within Policy, CRD staff will undertake the regular remuneration review process in 2026 for implementation in the 2027-2030 CRD Board term.

RECOMMENDATION

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

That the Board Remuneration and Travel Expense Reimbursement Review be conducted in 2026 and that any adjustments are in alignment with the established remuneration philosophy and be effective for the new Capital Regional District Board term 2027-2030.

Submitted by:	Chris Neilson, MBA, CPHR, Senior Manager, People, Safety and Culture
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: CRD Board Remuneration and Travel Expense Reimbursement Policy (BRD03)

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CAPITAL REGIONAL DISTRICT
BOARD POLICY

Policy Type	*Board*		
Section	*Executive Services, People, Safety & Culture (PS&C)*		
Title	**BOARD REMUNERATION AND TRAVEL EXPENSE REIMBURSEMENT**		
Adoption Date	September 9, 2015	Policy Number	BRD03
Last Amended	January 22, 2025	Amended By	Board
Policy Owner	People, Safety & Culture (PS&C)		

1. POLICY:

Board of Directors Remuneration and Travel Expense Policy.

2. PURPOSE:

To outline the Board remuneration and travel expense reimbursement guidelines. The CRD Board approved a new Board remuneration framework on September 9, 2015. A primary driver for establishing a CRD Board remuneration philosophy was to recognize the significant amount of commitment required of Directors and to design an approach that would assist with engagement as well as attendance.

3. SCOPE:

The policy applies to all CRD Board Directors, Commission members, First Nations Members and certain Board appointees to external Boards.

4. DEFINITIONS:

"**Board Remuneration**": means any compensation paid to Board Directors, certain Commission members, First Nations Members and Board appointees to external Boards as approved by the CRD Board in exchange for undertaking CRD business activities.

5. PROCEDURE:

Human Resources, in consultation with Finance and Technology and Corporate Services, is responsible for the control, coordination, and implementation of the policy. Modifications to the overall policy are to be approved by the Capital Regional District (CRD) Board.

a) All Board Directors, certain Commission members, Municipal Councillors, First Nations Members and certain Board appointees to external Boards shall receive an annual stipend and/or a payment per meeting and travel expenses as per CRD Board Remuneration and Travel Expense Policy - Schedule 1.

b) Eligibility for payments is defined in CRD Directors Appointments by Committees, Commissions to External Board - Schedule 2.

c) The remuneration amounts will be adjusted annually, by Financial Services, based on the Consumer Price Index for the Victoria area for the twelve months ending December 31 of the preceding year – Schedule 3.

d) The remuneration structure will be reviewed periodically as directed by the Board.

6. SCHEDULES:

1. CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY
2. REMUNERATION ELIGIBILITY TABLE
3. CRD BOARD REMUNERATION PHILOSOPHY

7. AMENDMENTS:

Adoption Date	Description
September 9, 2015 (Revised April 18, 2016)	*Approved by the Board*
April 12, 2017 *(eff. January 1, 2017)*	*Amendment 1, approved by the Board*
May 9, 2018 *(eff. January 1, 2019)*	*Amendment 2, approved by the Board*
February 10, 2020 *(Schedule 1 and 2 updates)*	*Amendment 3, approved by Human Resources (eff Jan.2020 Schedule 1; Dec.2019 Schedule 2)*
January 13, 2021 *(Schedule 2 update)*	*Amendment 4, approved by the Board*
February 2, 2021 *(Schedule 1 update)*	*Amendment 5, approved by Human Resources (eff. Jan.2021)*
January 24, 2022 *(Schedule 1 update)*	*Amendment 6, approved by Human Resources (eff. Jan.2022)*
January 20, 2023 *(Schedule 1 update)*	*Amendment 7, approved by Human Resources (eff. Jan.2023)*
June 2023	*Amendment 8, approved by the Board (eff. June 2023)*
January 19, 2024 *(Schedule 1 update)*	*Amendment 9, approved by Human Resources (eff. Jan.2024)*
December 11, 2024	*Amendment 10, approved by the Board (eff. Jan.1, 2025 - Schedule 1: SSI Electoral Area Director, Local Community Commission Commissioner)*
January 22, 2025 *(Schedule 1 update)*	*Amendment 11, approved by Human Resources (eff.Jan. 2025)*

8. REVIEWS:

Review Date	Description:
Annually	*Review annually for schedule(s) update*

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

- *Bylaw No. 3828, "Board Procedures Bylaw, 2012"*

SCHEDULE 1

CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY

Effective January 1, 2025

		REMUNERATION	EXPENSE ALLOWANCE	TOTAL
	ANNUAL STIPENDS Paid periodically throughout the year (currently, biweekly)			
1	**CRD / CRHD Board Directors** *Includes all CRD/CRHD Board meetings, Committee of the Whole Meetings, and two Standing Committee* commitments* **where defined as a standing committee in bylaws or terms of reference AND members are appointed by the Board Chair*	15,980	7,990	**23,970**
2	**Electoral Area Directors (additional)** - **JDF Electoral Area; SGI Electoral Area** - **SSI Electoral Area**	30,803 24,137	15,402 12,068	**46,205** **36,205**
3	**CRD Board Chair** (additional)	23,501	11,751	**35,252**
4	**CRD Board Vice-Chair** (additional)	4,699	2,350	**7,049**
5	**CRHD Board Chair** (additional) *(Not paid if the CRHD Board Chair is also the CRD Board Vice-Chair)*	4,699	2,350	**7,049**
6	**Board Standing Committee Chair, CRD Arts Commission Chair & Solid Waste Advisory Commission Chair** (additional) *(when appointed by CRD Board Chair)*	2,351	1,175	**3,526**
7	**Additional Board Standing Committee(s)** (additional) *(Payable if Standing Committee Membership exceeds the two remunerated in Section 1)*	4,699	2,350	**7,049**
8	**Salt Spring Island Local Community Commissioner** *(Payable to all elected LCC commissioners, except the Electoral Area Director)*	8,753	4,376	**13,129**
	PER MEETING PAYMENTS Paid for scheduled attendance at a meeting, except where such meeting has been cancelled in advance **(see Footnote 2 – Eligibility Verification)**			
9	**Alternate CRD/CRHD Board Director and Acting Standing Committee Chair**	73	37	**110**
10	**CRD Board Directors - Local & Sub-Regional Commission/Committee Meetings** Does not apply when: i. Commission /Committee within the responsibilities of the Electoral Area Director ii. Remuneration is already paid by the Commission iii. The Committee/Commission is not eligible for payment by Act, Regulation, Bylaw or other	73	37	**110**
11	**First Nation Member appointees to eligible CRD Committee**	73	37	**110**

12	**CRD Board Directors – appointed by CRD to External Board** Does not apply when: i. External Board falls within the responsibilities of the Electoral Area Director ii. Remuneration is already paid by the External Board iii. The External Board is not eligible for payment by Act, Regulation, Bylaw or other	73	37	**110**
13	**CRD Municipal Directors who vote on Part 26 Decisions of Juan de Fuca Electoral Area** Applies only when: a. Attendance at a JDFEA land use committee meeting of which the director is a member b. Attendance at any land use public hearing of the JDFEA regarding an area where the director is eligible to vote on decisions at the CRD Board Does not apply to the Electoral Area Director	73	37	**110**
14	**Alternate CRD Electoral Area Director attending formal Local and Sub-Regional Commission meetings in place of the Electoral Area Director**	73	37	**110**
15	**All Commissioners - Regional Water Supply Commission**	73	37	**110**
16	**Forum of Councils – First Nations, Municipal Councilors and Directors**	73	37	**110**
	TRAVEL EXPENSES **(see Footnote 3 regarding claim process)**			
17	**All Director, LCC Commissioner, or First Nation Member Travel - to and from meetings where the Director, LCC Commissioner or First Nation Member is a member**	$0.66	Per km. for regularly constituted meetings of Board, Commissions, Standing, and Select Committees	
	DIRECTOR TRAVEL Within Capital Region/Vancouver Island and Lower Mainland			
18	**Travel by Personal Automobile**	$0.66	Per kilometre	
19	**Travel by Bus, Train, Ferry, Air (economy class)**	Actual expense	Payable upon receipt	
	DIRECTOR TRAVEL Outside Capital Region/Vancouver Island and Lower Mainland			
20	**Travel by Personal Automobile**	$0.66	Per kilometre	
21	**Travel by Bus, Train, Ferry, Air (economy class), Car Rental (mid-size)**	Actual expense	Payable upon receipt	
22	**Electoral Area Director Travel - within Electoral Area**	$0.66	For travel greater than 10km from EA Director's residence within the EA or their office, provided the destination is a place to conduct EA business	

23	**CRD Board Chair, CRHD Board Chair, Standing Committee Chair - including Acting Chairs**	$0.66	For any business travel of the Board or Standing Committee, provided the expenses are incurred outside the municipality or EA which the Chair represents
	MEALS		
24	**For Travel Requiring Greater-Than 24 Hours from Place of Residence**	$84.00	Per diem allowance for meals, gratuities, parking, local calls
	For Travel Requiring Less-than 24 Hours from Place of Residence		
25	- Breakfast	$18.00	See Footnote 1
26	- Lunch	$24.00	See Footnote 1
27	- Dinner	$42.00	See Footnote 1
	OTHER		
28	**Seminars, Courses, Conferences, Meetings**	Actual Cost	Registration Fees paid for single participation (Receipt required)
29	**Accommodation**	Actual Cost	Based on single occupancy
30	**Taxi Expenses**	Actual Cost	Receipts are required
31	**Long Distance Telephone Calls**	Actual Cost	Receipts are required

FOOTNOTES

(1) Meal payments will be paid as follows:

If Departure Prior to:	7:00am	Breakfast, Lunch, Dinner
	12:00noon	Lunch, Dinner
	6:00pm	Dinner
If Return After:	12:30pm	Breakfast, Lunch
	6:00pm	Breakfast, Lunch, Dinner

(2) Eligibility Verification:
For attendance at meetings, seminars, courses, conferences and/or meetings outside of CRD facilities, claimants will confirm their attendance on the CRD Travel Expense Report Claim form and eligibility of expense claims will be approved by Legislative Services.

(3) Travel Expense Claims Process:
Claims for travel expenses are submitted *to Legislative Services* for approval on the CRD Travel Expense Report Claim form within thirty (30) *calendar days* of the period in which the expenses were incurred.

SCHEDULE 2

CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY

Remuneration Eligibility Table

Regional Board and Standing Committees	See Footnote
Capital Regional District Board	1
Capital Regional Hospital District Board	1
Capital Region Housing Corporation Board	1, 6
Climate Action Inter-Municipal Task Force	7
Committee of the Whole	1
Core Area Liquid Waste Management Committee	1, 2, 8
Electoral Areas Committee	1, 2, 8
Environmental Services Committee	1, 2, 8
Finance Committee	1, 2, 8
Governance and First Nations Relations Committee	1, 2, 8
Hospitals and Housing Committee	1, 2, 8
Planning and Protective Services Committee	1, 2, 8
Regional Parks Committee	1, 2, 8
Solid Waste Advisory Committee	7
Transportation Committee	1, 2, 8

Footnotes:

1. Within Director's core responsibilities

2. Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees

3. Eligible for per meeting payment

4. Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director

5. Not eligible for payment: Commission/Board already makes a payment for attendance

6. Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other

7. Not eligible for payment: Sub-Committee to a Standing Committee or other

8. Payments to be made to respective First Nations Governments on behalf of First Nation Member appointees following attendance at the meeting. Payments for attendance and expenses shall not exceed $8,250 per year per First Nation. Note that First Nation participation is only permitted where the specific Committee Terms of Reference allow.

Director Appointments to Local & Subregional Commissions	See Footnote
Arts Commission	3
East Sooke Fire Protection and Emergency Response Service Commission	4
East Sooke Advisory Planning Commission	4
Galiano Island Parks and Recreation Commission	4
Juan de Fuca Board of Variance	4
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission	4
Juan de Fuca Land Use Committee	4
Juan de Fuca Water Distribution Commission	3, 4
Lyall Harbour/Boot Cove Water Local Services Committee	4
Magic Lake Estates Water and Sewer Committee	4
Mayne Island Parks and Recreation Commission	4
North Galiano Fire Protection and Emergency Response Service Commission	4
Otter Point Advisory Planning Commission	4
Otter Point Fire Protection and Emergency Response Service Commission	4
Pender Islands Parks and Recreation Commission	4
Peninsula Recreation Commission	3
Port Renfrew Fire Protection and Emergency Response Service Commission	4
Port Renfrew Utility Services Committee	4
Regional Housing Trust Fund Commission	3
Regional Water Supply Commission	5
Saanich Peninsula Wastewater Commission	3
Saanich Peninsula Water Commission	3
Salt Spring Island Local Community Commission	1,4
Salt Spring Island Electoral Area Emergency Program Advisory Commission	4

Footnotes:

1. Within Director's core responsibilities

2. Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees

3. Eligible for per meeting payment

4. Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director

5. Not eligible for payment: Commission/Board already makes a payment for attendance

6. Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other

7. Not eligible for payment: Sub-Committee to a Standing Committee or other

Director Appointments to Local & Subregional Commissions (con't)	See Footnote
Saturna Island Parks and Recreation Commission	4
Shirley Fire Protection and Emergency Response Service Commission	4
Shirley/Jordan River Advisory Planning Commission	4
Skana Water Service Committee	4
Sooke and Electoral Area Parks and Recreation Commission	3, 4
Southern Gulf Islands Community Economic Sustainability Commission	4
Southern Gulf Islands Electoral Area Emergency Advisory Commission	4
Southern Gulf Islands Harbours Commission	4
Southern Gulf Islands Public Library Commission	4
SSI - Beddis Water Service Commission	4
SSI - Cedar Lane Water Service Commission	4
SSI - Cedars of Tuam Water Service Commission	4
SSI - Fernwood Water Local Service Commission	4
SSI - Fulford Water Service Commission	4
SSI - Ganges Sewer Local Services Commission	4
SSI - Highland Water and Sewer Services Commission	4
Sticks Allison Water Local Service Committee	4
Surfside Park Estates Water Service Committee	4
Traffic Safety Commission	3
Victoria Family Court and Youth Justice Committee	3
Water Advisory Committee	6
Wilderness Mountain Water Service Commission	4
Willis Point Fire Protection and Recreation Facilities Commission	4

Footnotes:

1. Within Director's core responsibilities

2. Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees

3. Eligible for per meeting payment

4. Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director

5. Not eligible for payment: Commission/Board already makes a payment for attendance

6. Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other

7. Not eligible for payment: Sub-Committee to a Standing Committee or other

Regional Board Appointments to External Boards	See Footnote
Capital Regional Emergency Services Telecommunications	5
Greater Victoria Coalition to End Homelessness Society	6
Greater Victoria Harbour Authority Board	5
Greater Victoria Labour Relations Board	3
Gulf Islands National Park Reserve Advisory Board	4
Island Corridor Foundation Board	5
Municipal Finance Authority	5
Pender Islands' Fire Protection Society	4
Regional Representative to the Treaty Table	3
Royal and McPhersion Theatres Society Advisory Committee	7
Royal and McPherson Theatres Society Board	3
Salt Spring Island Ferry Advisory Committee	4
Sooke Historical Society	4
Southern Gulf Islands Ferry Advisory Committees	4
Vancouver Island Regional Library	4

Footnotes:

1. Within Director's core responsibilities

2. Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees

3. Eligible for per meeting payment

4. Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director

5. Not eligible for payment: Commission/Board already makes a payment for attendance

6. Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other

7. Not eligible for payment: Sub-Committee to a Standing Committee or other

SCHEDULE 3

CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY

CRD Board Remuneration Philosophy

(Effective January 1, 2016)

- a base Director annual stipend as the average paid to CRD member councillors, which recognizes attendance at all Board meetings and Committee of the Whole meetings plus two Standing Committee commitments; and

- an additional annual stipend to Electoral Area Directors which recognizes all additional Electoral Area work including Electoral Area Commission commitments; and

- an additional annual stipend to the CRD Board Chair consistent with payments made by other Regional Districts, which recognizes all Board Chair responsibilities including all ex-officio responsibilities on Standing Committees; and

- additional annual stipends to recognize the additional commitments of the: CRD Board Vice-Chair; Capital Region Hospital District Chair; Standing Committee Chairs; CRD Directors appointed as a Commission Chair, when such Commission Chair appointment is made directly by the CRD Board Chair *[amended effective January 1, 2017];* and CRD Directors who are involved on more than two Standing Committees; and

- per meeting payments to CRD Directors appointed to local and sub-regional Commissions and external boards (except where remuneration is already paid and/or not eligible); and

- per meeting payments to Alternate Directors consistent with payments made by other Regional Districts; and

- that the annual cost of living adjustment based on the Victoria Consumer Price Index continue to be applied, and that a regular review be undertaken every three (3) to five (5) years to ensure remuneration remains comparable.

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REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 3, 2025

SUBJECT **2026 Election Planning to Increase Voter Turnout and Candidate Diversity**

ISSUE SUMMARY

To consider options to support voter turnout and candidate participation in the 2026 local government elections and report back on the motion to coordinate a region-wide campaign.

BACKGROUND

At the May 8, 2024, CRD Board meeting, the following motion was passed following direction that was initiated at the Board Priorities Annual Check-in:

> *"Ask staff to report back on options to develop a region-wide campaign to support increasing voter turnout and candidate participation in the 2026 local government elections in the CRD."*

The CRD conducts elections in the three Electoral Areas (EA) for EA Directors. In addition, the CRD conducts elections on behalf of Islands Trust for Local Trustees on North and South Pender Island, Galiano, Mayne, Saturna and Salt Spring Islands, and for School District Trustees for School Districts #61, #62, #63 and #64. CRD also administers the election for the Salt Spring Island Local Community Commission (SSI LCC) and the Juan de Fuca Advisory Planning Commission and Land Use Committee. In total, staff are responsible for administering over 20 different races across 19 polling locations, utilizing 16 unique forms of ballot to reflect the races in each sub-regional area.

Currently, all aspects of municipal elections are conducted by each municipality individually. Historically there are a few areas where there is collaboration between the local governments in the region with respect to elections: when leasing voting machines staff try to get a group discount from the vendor by negotiating as a group; City of Victoria coordinates a two-page advertisement in the Times Colonist identifying polling locations across the region which some, but not all, municipalities participate in; and post-election, the District of Esquimalt coordinates a joint orientation session for newly elected mayors, councilors and EA Directors. Most municipalities have their own candidate information sessions and communication strategies to educate candidates and voters in the run up to the election.

CRD does not currently have a service for regional promotion of elections. In addition, CRD is not well placed to advance this work and has capacity challenges in meeting the current workload associated with CRD elections, due to the number of races it administers and number of outside agencies staff coordinate with, all under tight statutory deadlines. Service levels have already increased for the 2026 general local election with the addition of the SSI LCC election (the initial election was 'off-cycle') and possible changes to School District #61 Trustee elections. While staff have limited ability to undertake regional activities due to limited capacity and the absence of funding for a regional service, there are improvements planned in 2026 for CRD elections aimed at increasing candidate participation and voter turnout.

ALTERNATIVES

Alternative 1
The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

1. That staff create a resource page on the CRD website with links to the election webpages of CRD municipalities;
2. That staff develop candidate information sessions for Electoral Area Directors and Salt Spring Island Local Community Commissioners to be held prior to the 2026 general local election;
3. That mail ballot voting be promoted early and often to encourage voter participation in the 2026 general local election; and
4. That staff consider inclusivity in addition to accessibility in selection of polling places.

Alternative 2
The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
That the matter of developing a region-wide campaign to support increasing voter turnout and candidate participation be referred to the 2027-2031 Board strategic planning process for consideration and potential inclusion in the 2028 service planning process.

Alternative 3
That this report be referred back to staff for additional information.

IMPLICATIONS

Intergovernmental Implications

Developing a region-wide campaign to increase voter turnout and candidate participation would require a high level of coordination with municipal staff and a formal endorsement of support from the municipalities through the creation of a new regional election service. If supported by the Regional Board, this could be considered as a priority for the next Board term but would not be possible for the 2026 general local election with current staff resources. There are, however, opportunities for CRD to make improvements for CRD elections in 2026, aimed at enhancing voter turnout and candidate participation, as set out in this report.

One change that CRD can implement for 2026 without the creation of a new service would be to include a subsite on the CRD election webpage, with resource links to municipal election webpages. This would assist any visitors to the CRD website who are looking for information related to elections in CRD municipalities. Having links is preferable to consolidating or reproducing information on the CRD website as it reduces the opportunity for any errors or missed information if the municipal websites are changed or updated during the election period.

It should be noted that there is a good deal of print advertising about the election both by CRD and the municipalities driven by requirements for publishing statutory notices during the election period. In 2022, CRD published 53 print and digital advertisements between the call for nominations and notice of election by voting. A list of election advertisements, and where they were published, is attached at Appendix A. While the majority are required by statute, some ads are designed to increase voter turnout, such as including notice of polling places in CRD water bills and posting print notices of polling places at community meeting sites throughout the electoral

areas. Staff intend to continue these advertisements for the 2026 election.

Equity, Diversity & Inclusion Implications

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

Qualifications for candidates in the general local elections are prescribed in Division 5 of the *Local Government Act*. Staff have a role in informing potential candidates about the legislated qualifications and ensuring those qualifications are met in the nomination documents, but to maintain neutrality in administration of the election, staff should not influence the nomination process beyond ensuring basic requirements are met. Staff can, however, ensure that information about the nomination process is communicated broadly and in ways that are more likely to reach diverse members of the community. In 2026, CRD will be hosting candidate information sessions for EA Directors and Salt Spring Local Community Commissioners. Staff are planning to deliver information sessions in a variety of formats, including online, print media, and in-person sessions, to hopefully cater to different learning styles and needs of diverse community members who may be interested in running for office.

In previous elections, CRD has utilized churches as polling places where there are no other public buildings in the area. Churches are typically suitable as polling places because they often have accessible entries, contain large open spaces for polling booths, and are often available for a low cost on general voting days. However, following the 2022 election, CRD received feedback from some community members that they do not feel safe in places of worship that display religious iconography, with a request that CRD discontinue the use of churches for polling places. To ensure all members of the public feel safe when voting, staff will discontinue booking churches or places of worship as voting locations and look for neutral, secular facilities instead. Staff will look to locate polling places in CRD facilities wherever possible, which will also help keep facility rental costs low.

Staff are also planning a campaign to more heavily promote the use of mail ballots in the 2026 election. Mail ballot voting is one way to make voting more accessible to individuals who may not be mobile or able to attend an in-person polling place. CRD elections cover some remote and rural areas, and many Southern Gulf Island voters are non-residents, so having more options for voting that do not include travel on prescribed voting days will hopefully increase voter turnout.

First Nations Implications

School District #61 has submitted a request to the province to transition from the current at-large Trustee election model to creating new Trustee Electoral Areas for the Songhees and Kosapsum Nations. If approved by the province, CRD will administer voting for School District Trustees for the two Nations. Staff will be working with the Songhees and Kosapsum Nations to find polling locations on reserve to facilitate easier voting and will seek to hire residents on reserve to staff the polling places.

Financial Implications

Currently all costs related to administration of the general election are borne by the three electoral areas, offset by any costs recovered by service agreements with Islands Trust and the School Districts. CRD currently has no regional role in elections and there is no service for promoting elections on behalf of municipalities. Creation of a regional service would be required to support any regional initiatives to promote candidate diversity and voter turnout. In the absence of a regional service, it could be possible to undertake regional work pursuant to service agreements with the municipalities, however, recovering the tangible costs of any promotional, activities, like advertising, does not address the lack of staff capacity to lead and coordinate the work.

Implementing the improvements that are identified in the report, such are creating an election webpage with municipal links and enhanced candidate information sessions, are cost neutral and can be absorbed within current staff capacity.

Alignment with Board & Corporate Priorities

The 2023-2026 Board Priority Initiatives includes Governance 5d: Foster greater civic participation among diverse community members. Finding secular polling places, targeting communities that traditionally have lower voter turnout, and using a variety of information mediums, like internet, print media and video for communication with potential nominees will help to encourage both candidate and voter participation with a more inclusive lens.

CONCLUSION

The CRD Board directed staff to consider options to support a regional-wide campaign to increase voter turnout and candidate participation in the 2026 local government elections. The CRD election service is a sub-regional budget funded wholly by the three electoral areas. A regional service would need to be created to advance promotion of general local elections on a regional level. For CRD elections, staff are planning improvements aimed at increasing voter turnout and candidate diversity by developing candidate information sessions in a variety of formats, promoting more ways to vote, increasing voting opportunities on reserve lands, and ensuring all polling places are in accessible, secular spaces.

RECOMMENDATION

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

1. That staff create a resource page on the CRD website with links to the election webpages of CRD municipalities;
2. That staff develop candidate information sessions for Electoral Area Directors and Salt Spring Island Local Community Commissioners to be held prior to the 2026 general local election;
3. That mail ballot voting be promoted early and often to encourage voter participation in the 2026 general local election; and
4. That staff consider inclusivity in addition to accessibility in selection of polling places.

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

ATTACHMENT(S)

Appendix A: List of Published Election Notices in 2022

Appendix A: List of Published Election Notices in 2022

VOTING TYPE	AD TITLE	AREA	PUBLISHER	CHANNEL	UNITS
Electoral Area Directors SSI LCC Commissioners Islands Trust Trustees	Notice of Nomination	Regional	TC	Print	2
Electoral Area Directors SSI LCC Commissioners Islands Trust Trustees	Notice of Nomination	SSI SGI	BP - Driftwood	Print	2
Electoral Area Directors SSI LCC Commissioners Islands Trust Trustees	Notice of Advance Voter Registration & List of Registered Voters Available	Regional	TC	Print	2
Electoral Area Directors SSI LCC Commissioners Islands Trust Trustees	Notice of Advance Voter Registration & List of Registered Voters Available	SSI SGI	BP - Driftwood	Print	2
JdF Land Use Committee Members	Notice of Nomination	JdF	BP - Goldstream/Sooke	Print	2
SSI Electoral Area Director SSI LCC Commissioners Referendum	Mail Ballot Voting	SSI	Salt Spring Exchange	Digital	1
Referendum - SGI	Notice of Applications for Volunteer Scrutineers	SGI	BP - Driftwood	Print	2
Referendum - SGI	Scrutineer Volunteer Opportunity	SGI	Mayneliner Galiano Actice Page Saturna Scribbler Pender Post	Print	4
Referendum - SSI	Notice of Applications for Volunteer Scrutineers	Regional	TC	Print	1

AREA	TOTAL
JdF	8
Regional	16
SGI	16
SSI	7
SSI & SGI	6
Total	**53**

VOTING TYPE	AD TITLE	AREA	PUBLISHER	CHANNEL	UNITS
Referendum - SSI	Notice of Applications for Volunteer Scrutineers	SSI	BP - Driftwood	Print	2
Islands Trust Trustees	Notice of Election by Voting & Acclamation	Regional	TC	Print	2
Islands Trust Trustees	Notice of Election by Voting & Acclamation	SSI SGI	BP - Driftwood	Print	2
SSI Electoral Area Director SSI LCC Commissioners Referendum	Notice of Election by Voting & Assent Voting Opportunity	Regional	TC	Print	2
SSI Electoral Area Director SSI LCC Commissioners Referendum	Notice of Election by Voting & Assent Voting Opportunity	SSI	BP - Driftwood	Print	2
SGI Electoral Area Director Referendum	Notice of Election by Voting & Assent Voting Opportunity	Regional	TC	Print	2
SGI Electoral Area Director Referendum	Notice of Election by Voting & Assent Voting Opportunity	SGI	BP - Driftwood		2
JdF Electoral Area Director JdF LUC Committee Members Referendum	Notice of Election by Voting & Acclamation	Regional	TC	Print	2
JdF Electoral Area Director JdF LUC Committee Members Referendum	Notice of Election by Voting & Acclamation	JdF	BP - Sooke Mirror	Print	2
ALL (Cost share with City of Victoria)	Voting Stations on General Voting Day	Regional	TC	Print	1
		Regional	CRD - Water Bill	Print	1
		Regional	CRD Website	Digital	1

VOTING TYPE	AD TITLE	AREA	PUBLISHER	CHANNEL	UNITS
		Fisgard HQ	CRD - Fisgard HQ	Print	1
		JdF	CRD - East Sooke Community Hall	Print	1
		JdF	CRD - Willis Point Community Hall	Print	1
		JdF	CRD - Port Renfrew Community Hall	Print	1
		JdF	CRD - SEAPARC	Print	1
		SSI	CRD - SIMS Community Centre	Print	1
		SSI	CRD - Rainbow Recreation Centre	Print	1
		SGI	CRD - South Galianao Community Hall	Print	1
		SGI	CRD - Corner Store, 61 Georgeson Bay	Print	1
		SGI	CRD- Islands Trust/CRD Notice Boards	Print	1
		SGI	CRD - Community Hall 4418 Bedwell Harbour Rd	Print	1
		SGI	CRD - Medicine Beach - 5827 Schooner Way	Print	1
		SGI	CRD - The Point Store Complex - 100 East Point Rd	Print	1
		SGI	CRD - The General Store complex - 101 Narvaez Bay	Print	1
		SGI	CRD - Mayne Isl Community Centre - 493 Felix Jack	Print	1

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REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 3, 2025

SUBJECT **First Nations Relations Operational Update**

ISSUE SUMMARY

To provide an update on recent initiatives supporting the Board's priority of advancing respectful relationships with First Nations.

BACKGROUND

Government-to-Government Relationship Building
Since the last First Nations Relations operational update in February 2025, government-to-government Memorandum of Understanding or Protocol Agreements have been signed with Kosapsum First Nation, SȾÁUTW̱ (Tsawout) First Nation, Songhees Nation, and with W̱JOŁEŁP (Tsartlip) and W̱SIḴEM (Tseycum) First Nations via the W̱SÁNEĆ Leadership Council. Leadership-level meetings involving Board Directors have been held with six First Nations. Chief and Council of T'Sou-ke Nation hosted a marine tour for CRD Directors and staff to learn more about T'Sou-ke territory and priorities.

Reconciliation Action Plan
Through an RFP process the CRD retained a consultant to support with the development of the CRD Reconciliation Action Plan (the Plan). The goal is for the Plan to contain a tangible set of actions for CRD to commit to and advance in partnership with First Nations over the next 5 years. An engagement plan was developed for First Nations as well as internally with CRD divisions and leadership.

In September, the First Nations Relations division reached out to all 19 First Nations on whose territory the CRD operates, to request their high-level feedback prior to beginning to draft the Plan. As of November 28, based on interest and response to date, meetings have been held with 11 First Nations. In addition, the consultant is reviewing 'what we heard' summaries so that the draft Plan incorporates input provided from First Nations to the CRD on other initiatives.

Between September to November, meetings have been held with 29 CRD divisions, all CRD general managers, and the Chief Administrative Officer, to identify ongoing and emerging opportunities for collaboration with First Nations for consideration in the draft Plan.

A draft plan that combines what has been heard from First Nations on other initiatives and on the Plan specifically, as well as input from CRD divisions, will be reviewed by the Executive Leadership Team and then brought to the Board for consideration in early 2026. Once the Board has approved the draft Plan as a starting place for further discussion, it will be shared with First Nations for their feedback early in 2026, with the goal of finalizing the Plan in 2026.

Training and Educational Opportunities
On June 20, 2025, 20 Directors and Alternate Directors attended a 3-hour W̱SÁNEĆ Awareness Learning Session that was offered by the W̱SÁNEĆ Leadership Council to deepen Directors' understanding of W̱SÁNEĆ—The Emerging People—whose relationship the lands and

seawaters continues to this day. 18 CRD managers also attended, including the executive leadership team.

The Board Chair and Vice-Chair who attended the Tribal Journeys event hosted by SC'IÁNEW First Nation on July 30, 2025, as well as the Regional Parks staff who supported the planning and implementation of the event, had the opportunity to learn about cultural protocol from the canoe families of SC'IÁNEW and other island First Nations who landed their canoes at East Sooke Regional Park and participated in protocol at the Sc'ianew longhouse that evening.

The CRD partnered with Indigenous Perspectives Society to offer two sessions of the 2-hour online Cultural Perspectives training that is mandatory for all CRD staff, and two sessions of the 3-hour in-person Building Local Relationships training that is designed for staff who work directly with Indigenous peoples. In total, 96 staff attended the four trainings.

In May, 23 CRD staff attended the 3-hour Indigenous Cultural walking tour offered by Songhees Nation.

First Nations Relations and Regional Parks staff worked closely with SC'IÁNEW First Nation and T'Sou-ke Nation on archaeology and heritage conservation in East Sooke Regional Park, with numerous learning opportunities for CRD staff throughout the duration of the project. First Nations Relations partnered with both Nations to organize an on-site event for CRD executive leadership that was a moment for learning as well as an opportunity to recognize and celebrate the collaborative partnership. The CRD Archaeology Manager then partnered with a SC'IÁNEW Elder to provide an educational presentation to all CRD managers.

The CRD Archaeology Manager offered three formal trainings on archaeological site identification and chance find response protocols to CRD staff as well as numerous project specific archaeological briefings as part of project kick-off meetings and construction tailgate talks.

Watershed Tours
First Nations Relations partnered with Watershed Protection to offer two tours of the watershed for First Nation leadership and staff, to support relationship building and identify opportunities for collaboration. On the first tour, 9 participants attended from 3 First Nations. For the second tour on November 28, 25 participants registered to attend from 4 First Nations.

Archaeology / Heritage Conservation
CRD staff meet quarterly with representatives from seven First Nations to bring forward land altering works in areas of high archaeological risk. These meetings provide an opportunity to mitigate concerns related to archaeological or heritage impacts prior to ground disturbance, and to identify where cultural monitors / Guardians from the Nations can be hired to support CRD project delivery.

Through project-related field work, the CRD and First Nations have identified several previously unregistered archaeological sites in the region. CRD have uploaded these to the Provincial Heritage Register.

The CRD manager of archaeology is participating in workshops and information sessions to review and provide feedback related to proposed changes to the *Heritage Conservation Ac*t, as the legislation is updated to be aligned with the provincial Declaration on the Rights of Indigenous

Peoples Act. Staff are reviewing the implications of the changes and being proactive to support organizational readiness.

Events
CRD sponsored the National Indigenous Peoples Day event at Royal Roads University, where CRD Regional Parks had a table. For the National Day for Truth and Reconciliation, CRD sponsored the South Island Powwow, the Penelakut Tribe event on Salt Spring Island, and flew the Xe Xe Smun' Eem (Sacred Children) orange flag in partnership with Orange Shirt Day Victoria.

Supporting CRD Service Delivery
The First Nations Relations Division provides support, guidance and advice to other CRD Divisions regarding First Nations engagement and related considerations for project planning, timelines, budgets and implementation. Some of the projects recently supported include:

- Regional Housing developments, conducting archaeological assessments in areas of high archaeological risk;
- Updates to the Regional Housing Affordability Strategy;
- Salt Spring Island Integrated Housing Strategy;
- Regional Transportation Plan;
- Regional Trails, including First Nations cultural monitoring of the Schooner Way Regional Trail development, and First Nations engagement for the Regional Trail Widening and Lighting Project (archaeology and heritage management, environmental, cultural visibility)
- Regional Parks, collaborating with several First Nations on ecological restoration projects to limit and avoid any potential impacts to heritage and archaeological values;
- Regional Water Supply Strategic Plan and Development Cost Charges;
- Regional Water Supply Master Plan implementation strategy, supporting staff and consultants to plan for First Nation consultation regarding regulatory permitting;
- Water and wastewater operations, including a planned bypass at McLoughlin Point, an infrastructure feasibility study for water and wastewater servicing in Port Renfrew, and archaeological assessments for water distribution systems (conveyances, pump stations, flow meters, etc) across the region in areas of archaeological risk;
- Installation of water conservation signage in Electoral Areas, involving First Nations cultural monitors;
- Land acquisition and disposition, and updates to the Regional Parks Land Acquisition Strategy;
- Electoral Area community park management, including supporting SSI staff to incorporate feedback from First Nations into the draft Mount Maxwell Community Park Management Plan, supporting the Galiano Island and Mayne Island Parks and Recreation Commissions with First Nations engagement on the development of a Master Plan for Galiano and Mayne Island Community parks, and conducting archaeological assessments and First Nation engagement pertaining to archaeological and environmental values at Fishboat Bay and Elrose Community Parks where improvements to existing infrastructure and new installations are planned;
- Solid waste management and operations, including negotiating a partnership agreement related to the Hartland landfill, First Nations engagement regarding biosolids management, and working with P’a:chi:da?aht (Pacheedaht) First Nation on solid waste management in Port Renfrew;
- Fire and emergency response services, supporting relationship building with P’a:chi:da?aht (Pacheedaht) First Nation;
- Supporting First Nations engagement into Regional Parks management plans and capital

projects, for example Mount Work Regional Park, St John Point Regional Park and parking lot improvements at Devonian Regional Park;
- Shoreline stabilization and water quality at Coles Bay Regional Park, with BOḰEĆEN (Pauquachin) First Nation; and
- Collaborating with P'a:chi:da?aht (Pacheedaht) First Nation on archaeological and heritage management as related to land use planning, development applications, park planning and infrastructure projects.

CONCLUSION

The recent initiatives highlighted in this report illustrate the variety of ways in which the CRD is operationalizing and continuing to advance Board commitments to reconciliation, across CRD service delivery. The work of the First Nations Relations Division, in collaboration with other CRD Divisions, supports the Board priority of advancing strong relationships with First Nations.

RECOMMENDATION

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

Submitted by:	Caitlyn Vernon, MES, Manager, First Nations Relations
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

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REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 3, 2025

SUBJECT **Regional Housing First Program Funding Increase and Land Lease: Verdier Affordable Housing Development**

ISSUE SUMMARY

To allocate the remaining $325 thousand (K) in funding available under the Regional Housing First Program (RHFP) to the Capital Region Housing Corporation's (CRHC) Verdier project.

BACKGROUND

The Verdier project is a proposed multi-unit, mixed use development at 1183 Verdier Avenue in Central Saanich. In April 2023, the Capital Regional District (CRD) Board awarded $5,075,000 in RHFP to the CRHC as the initial step towards the acquisition and redevelopment of the property. The partnership would see the CRD purchase the property and enter a long-term lease with the CRHC prior to construction. In March 2024, the project was selected to proceed through the *Building BC: Community Housing Fund,* that will provide approximately $18.1 million (M) in grant funding in addition to an ongoing operating subsidy. In July 2025, the CRD Board approved allocating approximately $800K from the Regional Housing Trust Fund to the Verdier Project.

The project aligns with the District of Central Saanich Official Community Plan (OCP) land use designation of Multi-Unit Residential and policies that support mixed-use development in the core commercial areas. The overall scope of the project is to redevelop the property into 110 new affordable rental homes, including 22 homes rented at Shelter Rate and 55 homes with rents geared to income (RGI) for eligible households. In alignment with the OCP, the project will include a 2,000 square foot commercial space, which has been designed to accommodate childcare operations.

ALTERNATIVES

Alternative 1
That the Hospitals and Housing Committee recommends to the Capital Regional District Board:

1) That $325,000 in grant funding from the Regional Housing First Program be allocated towards the Verdier development, bringing the total contribution to $5,400,000; and
2) That Edward Robbins, Chief Administrative Officer, and Nelson Chan, Chief Financial Officer, or their duly authorized delegates, or any two directors or officers of the Corporation, be authorized to do all things necessary to affect the project and take such steps as required to conclude the financing, lease, construction, and operation of the project located at 1183 Verdier Avenue.

Alternative 2
That this report be referred to staff for additional information.

IMPLICATIONS

Service Delivery Implications
The Verdier development consists of a six-storey, wood framed, mixed-use development containing ground level commercial space. The proposed RHFP funding increase would help support the development as it expands from 105 to 110 homes. The rental structure includes 22 homes that will be offered at Shelter Rate (up from 21), 55 homes at RGI and 33 homes at affordable rent levels, as defined in the Operating Agreement with BC Housing.

The CRD will retain ownership of the property and will enter a nominal lease with the CRHC prior to the start of construction. The lease term will end 60 years after the certificate of occupancy is issued. Under this arrangement, the CRHC will assume responsibility for all costs relating to developing the property and operating the affordable rental housing component, while the commercial space will be leased to and operated by a third-party service provider. The commercial component of the project will not carry a mortgage, once in operation.

The CRHC will hold the mortgage for the property and will be responsible for the debt servicing and operations. Debt servicing and operations costs will be paid through tenant rent revenue and an ongoing operating subsidy received from BC Housing. As part of CRHC's mortgage registration, the CRD will be required to enter a Tri-Partite Agreement between the CRD, CRHC and BC Housing Management Commission (BCHMC). This agreement overlaps with the Landlord Estoppel Certificate and is in place because the land and improvements will be leased to the CRHC by the CRD. As a condition of making the loan, the lender wishes to use this Tri-Partite Agreement to set out rights and obligations relating to the lease and mortgage. The agreement will ensure that the lease remains in force and in effect, and the parties agree to keep the lease in good standing. It also prevents the CRHC and the CRD from terminating their lease agreement without written consent of BC Housing.

Financial Implications
On October 29, 2025, the Regional Housing 2026 Operating and Capital Provisional Budget was approved by the CRD Board. As identified in the CRD's Five-Year Capital Plan for Land Banking and Housing (attached as Appendix A), the remaining $325K in RHFP funds is proposed for allocation to a project in 2026.

RHFP Program Implications
The proposed $325K grant contribution to the Verdier development would bring the total RHFP allocation to $120M, supporting 366 Shelter Rate units and 1,494 units overall. If approved, this would fully allocate the remaining RHFP funds from all three funding partners.

Initially, this final carryforward of $325K was set aside to support closing costs associated with the Capital Regional Hospital District acquisition of Mt. Tolmie. However, as these funds were not needed for this purpose, they are to be reallocated to the Verdier project, which is the last project that will receive Final Project Approval under the RHFP.

CONCLUSION

Approval of the $325K increase in RHFP funding to the Verdier development will complete the program's grant allocation and enable the development to proceed with its expanded scope of 110 affordable rental homes. The adjustment brings the total RHFP investment to $120M, fully committing all program funds across 1,494 homes, including 366 at Shelter Rate.

The Verdier project represents the final development under the RHFP and exemplifies the program's success in leveraging federal, provincial, and regional partnerships to deliver long-term affordable housing. Under the RHFP delivery model, the CRD will retain ownership of the property and enter a long-term lease with the CRHC, ensuring the asset remains in public ownership while enabling the CRHC to develop and operate the affordable housing.

The project will provide a mix of deeply affordable, RGI and market homes, along with community-serving commercial space, advancing the CRD Board's strategic priorities of increasing the supply of affordable, inclusive, and adequate housing across the region.

RECOMMENDATION

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

1) That $325,000 in grant funding from the Regional Housing First Program be allocated towards the Verdier development, bringing the total contribution to $5,400,000; and
2) That Edward Robbins, Chief Administrative Officer, and Nelson Chan, Chief Financial Officer, or their duly authorized delegates, or any two directors or officers of the Corporation, be authorized to do all things necessary to affect the project and take such steps as required to conclude the financing, lease, construction, and operation of the project located at 1183 Verdier Avenue.

Submitted by:	Don Elliott, BA, MUP, Senior Manager, Regional Housing
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning and Protective Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: CRD's 5 Year Capital Plan for Land Banking and Housing – 2026 to 2030

APPENDIX A

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2026 - 2030

Service #: 1.310

Service Name: Land Banking and Housing

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2025	2026	2027	2028	2029	2030	5 - Year Total
18-03	Defer	RHFP Contribution	Remainder of RHFP to be allocated	$ 325,000	B	Debt	$ 325,000	$ 325,000	$ -	$ -	$ -	$ -	$ 325,000
													$ -
24-01	Replacement	Office Equipment Replacement	Office equipment scheduled replacement	$ 15,000	E	ERF		$ 5,000	$ -	$ 8,000	$ 2,000	$ -	$ 15,000
													$ -
24-02	New	GCF Contribution	Thuthiqut Hulelum´ (Forest Homes) Affordable Housing Project	$ 2,078,000	B	Grant	$ 235,208	$ 235,208	$ -	$ -	$ -	$ -	$ 235,208
24-02	New	CWF Contribution	Thuthiqut Hulelum´ (Forest Homes) Affordable Housing Project	$ 700,000	B	Grant	$ 700,000	$ 700,000	$ -	$ -	$ -	$ -	$ 700,000
24-02	New	Donation	Thuthiqut Hulelum´ (Forest Homes) Affordable Housing Project	$ 150,000	B	Other	$ 150,000	$ 150,000	$ -	$ -	$ -	$ -	$ 150,000
													$ -
													$ -
													$ -
													$ -
													$ -
													$ -
													$ -
			Grand Total	**$ 3,268,000**			**$ 1,410,208**	**$ 1,415,208**	**$ -**	**$ 8,000**	**$ 2,000**	**$ -**	**$ 1,425,208**

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REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 3, 2025

SUBJECT **1800 McKenzie Redevelopment – Tri-Partite Agreement and Landlord Estoppel Certificate**

ISSUE SUMMARY

BC Housing Management Commission (BCHMC) requires the Capital Regional District (CRD) Board to authorize the execution of the Tri-Partite Agreement and Landlord Estoppel Certificate in order for the Capital Region Housing Corporation (CRHC) to execute the preliminary development funding (PDF) loan for the 1800 McKenzie redevelopment project, located at 1821 and 1827 McKenzie Avenue in the District of Saanich (Saanich).

The CRD Bylaw to Delegate Powers, Duties and Functions of the CRD Board (Bylaw No. 4186) requires that any acquisition, retention, management or divestment of lands or improvements or any interest or right in or with respect to property of the CRD that exceeds $500 thousand (K) be considered by the Board.

BACKGROUND

The CRHC Major Capital Plan (2026-2030) includes a 2026 budget allocation of $5.4 million (M) to advance the 1800 McKenzie Redevelopment project. The project received a provisional funding award through the Community Housing Fund (CHF) in April 2024.

As part of the CHF process, BCHMC provided an initial unsecured PDF loan of $499K in June 2024, and is the typical maximum value of unsecured PDF. BCHMC requires that any PDF loan exceeding $500K be secured on title. The total cost to advance the project through development and pre-construction is approximately $2.4M, which can be financed through a secured BCHMC PDF loan.

The CRHC has operated both properties under 60-year lease agreements with the Province of British Columbia since 1987. In 2015, ownership was assigned to the CRD and the CRHC leases remain in effect.

ALTERNATIVES

Alternative 1
The Hospitals and Housing Committee recommends to the Capital Regional District Board:

1. That the Tri-Partite Agreement and Landlord Estoppel Certificate in the form required by BC Housing Management Commission for the purposes of authorizing the execution of the Loan and Mortgage documents for the 1800 McKenzie Redevelopment project (1821 McKenzie Avenue PID 006-415-369), be approved; and
2. That Edward Robbins, Chief Administrative Office, and Nelson Chan, Chief Financial Officer, or their duly authorized delegates, or any two directors or officers of the Corporation be authorized to do all things necessary to affect the project and take such steps as are required to conclude the financing, construction, and operation of the 1800 McKenzie Redevelopment project, conditional on Final Project Approval.

Alternative 2
That this report be referred to staff for additional information based on Hospitals and Housing Committee direction.

IMPLICATIONS

Financial Implications
The CRD will retain ownership of the property and the existing lease with the CRHC will remain in place for the duration of the PDF loan. Prior to the start of construction, a new lease or lease amendment will be prepared for execution by the CRD and CRHC. Under this arrangement, the CRHC will assume responsibility for all costs relating to redeveloping and operating the property.

The PDF loan is for up to $2.4M to fund development and pre-construction activities such as design, due diligence, consultant fees, municipal approvals, and legal costs. The loan will be secured by a first-priority mortgage and related security in favour of BCHMC, consistent with standard financing requirements as outlined in the draft Loan Commitment Letter.

As part of CRHC's PDF loan registration, the CRD will be required to enter a Tri-Partite Agreement between the CRD, CRHC and BCHMC. This agreement overlaps with the Landlord Estoppel Certificate (sample attached as Appendix A) and is in place because the land and improvements are leased to the CRHC by the CRD. The lender wishes to use this Tri-Partite Agreement as a condition of receiving the loan, and to outline the rights and obligations relating to both the lease and loan. The agreement will ensure that the lease remains in force and in effect, and that all parties agree to keep the lease in good standing. It also prevents the CRHC and the CRD from terminating their lease agreement without written consent of BCHMC.

With the provisional CHF award, it is anticipated that BCHMC will provide an interim construction loan through the Final Project Approval (FPA) process in Q3 2026. The PDF loan is repayable on demand and will be fully discharged upon the registration of the interim construction mortgage and repayable from the first construction draw. The secured PDF loan will be charged against the Willowdene property, located at 1821 McKenzie Avenue. Rosewood, located at 1827 McKenzie Avenue will not be encumbered by the PDF loan.

As with all BCHMC secured PDF loans, repayment can be demanded at any time. A default could occur if CRHC fails to follow the loan terms, such as missing a repayment when demanded, abandoning the project, or failing to meet other key obligations. If a default occurs and CRHC cannot repay the loan, BCHMC may enforce its security, including taking rents, or, as a last resort, selling the property, although such action is considered unlikely and typically preceded by efforts to refinance or restructure.

CONCLUSION

Approval of the Tri-Partite Agreement and Landlord Estoppel Certificate will allow the CRD, as the property owner and lessor, to meet BCHMC's requirements for securing PDF on the 1800 McKenzie Redevelopment project. These agreements confirm the CRD's consent to the registration of a first-priority mortgage on title and ensure that the lease between CRD and CRHC remains in full force and effect for the duration of the loan.

CRD's participation does not create any new financial obligation or debt exposure, as all costs associated with the project and the loan repayment remain the responsibility of the CRHC under the lease. Execution of these documents ensure that the CRD fulfills its obligations as landowner, support access to BCHMC financing, and enables the CRHC to advance this major regional housing initiative.

RECOMMENDATION

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

1. That the Tri-Partite Agreement and Landlord Estoppel Certificate in the form required by BC Housing Management Commission for the purposes of authorizing the execution of the Loan and Mortgage documents for the 1800 McKenzie Redevelopment project (1821 McKenzie Avenue PID 006-415-369), be approved; and
2. That Edward Robbins, Chief Administrative Office, and Nelson Chan, Chief Financial Officer, or their duly authorized delegates, or any two directors or officers of the Corporation be authorized to do all things necessary to affect the project and take such steps as are required to conclude the financing, construction, and operation of the 1800 McKenzie Redevelopment project, conditional on Final Project Approval.

Submitted by:	Don Elliott, MUP, Senior Manager, Regional Housing & CRHC
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning and Protective Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS:

Appendix A: Sample Landlord Estoppel Certificate and Acknowledgement of Notice

LANDLORD ESTOPPEL CERTIFICATE AND ACKNOWLEDGEMENT OF NOTICE

To: **British Columbia Housing Management Commission** (the "Lender")

Re: **«Borrower_Name»** (the "Lessee")

«PID_Legal_Description»

(the "Property")

This certificate is given to you in connection with your mortgage and assignment of rents from the Lessee. **«Landlord Name»** (the "Lessor") confirms, acknowledges and certifies to you as follows:

1. The Lessee holds a lease (the "Lease") of the Property from the Lessor.
2. The rent due under the Lease will be paid in full the earlier of the interest adjustment date or occupancy of the Property.
3. The Lease is in full force and effect, has not been cancelled or surrendered, and has not been modified or amended since its execution except as follows:
4. To the best information and belief of the maker of the statements contained in this document, the Lessee and the Lessor are not in default under any provision of this Lease except as follows:
5. The Lessor consents to the Lessee granting a mortgage of the Lease to the Lender and acknowledges that in accordance with the Lease the Lessor has received from the Lender a copy of the mortgage of Lease and notice of the Lender's address for notice under the Lease. For greater certainty, the notices, demands and requests which may or are required to be given to the Lender pursuant to the Lease shall be in writing and shall be sufficiently given if served personally upon the Lender or an executive officer of the Lender or mailed prepaid and registered and addressed to: British Columbia Housing Management Commission, #1701 - 4555 Kingsway, Burnaby, BC V5H 4V8, or such other address as the Lender may from time to time advise by notice in writing.

DATED at _____, British Columbia, this ___ day of _____, 20__.

«LANDLORD NAME»
Per:

_____

_____

SAMPLE

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REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 26, 2025

SUBJECT **Regional Parks and Trails – State of Natural Features Report**

ISSUE SUMMARY

To present the Capital Regional District (CRD) Regional Parks and Trails State of Natural Features report, which will inform park planning and management, support the development of the CRD Regional Parks Stewardship Plan (Stewardship Plan) and guide the update to the Land Acquisition Strategy.

BACKGROUND

The State of Natural Features report fulfills priority action 2-1a of the CRD Regional Parks and Trails Strategic Plan 2022–2032. Alongside the State of Outdoor Recreation Report, it will inform the development of the Stewardship Plan—a key strategic action. The Stewardship Plan will offer an evidence-based approach for managing CRD regional parks, integrating both recreation and conservation values, and addressing the opportunities and challenges where these priorities intersect.

The State of Natural Features Report provides a comprehensive overview of natural features within the CRD's regional parks and trails system. Prepared by CRD staff, with the support of a technical report developed by external consultants, it synthesizes internal and external ecological data into a clear and accessible assessment of the health of regional parks and trails.

In addition to guiding the Stewardship Plan, the State of Natural Features and State of Outdoor Recreation Reports will:

- support the development of related plans, strategies and policies;
- facilitate knowledge sharing with interested First Nations; and
- enhance the understanding and management of CRD regional parks and trails.

Key Findings:

- CRD regional parks and trails span two biogeoclimatic zones: Coastal Douglas-fir (22%) and Coastal Western Hemlock (78%).
- Sensitive ecosystems were identified in 29 regional parks encompassing 19% of total park area. The most common sensitive ecosystems include mature forests (over 80 years old; 28%), old forests (over 250 years old; 11%), and sparsely vegetated habitats, such as coastal sand dunes (3%).
- The oldest forested stands within regional parks are found in Sooke Hills Wilderness (411 years old) and Sooke Potholes (256 years old) regional parks.
- One hundred and sixty-one species at risk have been documented, and 61 are protected under the *Species at Risk Act*.
- Key threats to ecological health include invasive species, visitor use disturbance, water level fluctuations, climate change, changes to wildfire regimes, and development.

IMPLICATIONS

Alignment with Existing Plans & Strategies

The completion of this report directly achieves priority action 2-1a of the Strategic Plan and supports additional goals and actions in the Strategic Plan, including the development of the Stewardship Plan and the update to the Land Acquisition Strategy.

First Nations Implications

The report is based on Western scientific methodologies and does not incorporate traditional ecological knowledge. Future planning will prioritize respectful and equitable integration of Indigenous knowledge through ongoing engagement and relationship-building.

Environmental Implications

The presence of a diverse range of at-risk species and sensitive ecosystems underscores the ecological importance of regional parks. It highlights the urgent need for strategic management and targeted conservation efforts to protect these habitats from known threats, including visitor use disturbance, through the development of the Stewardship Plan.

Climate Implications

The report highlights sensitive ecosystems that are particularly vulnerable to climate change and those that contribute to climate resilience, such as mature and old forests, riparian zones, and wetland ecosystems that store carbon, mitigate flooding, and support biodiversity. The report acknowledges threats to ecosystem health and recommends addressing these threats through management and protection of intact ecosystems.

Financial and Service Delivery Implications

There are no immediate financial or service delivery impacts. Opportunities exist to enhance monitoring, collaboration, education and data analysis. Staff will prioritize actions within existing work plans and seek cost-effective implementation strategies. While the findings in this report do not immediately affect service delivery, they may influence staff priorities by shaping park management and guiding future policy and planning efforts.

Intergovernmental Implications

Information from the report will aid in data sharing and collaboration across First Nations, community partnerships and other levels of government.

CONCLUSION

The CRD Regional Parks and Trails Strategic Plan 2022-2032 identified the State of Natural Features Report as a key priority to support management and decision-making. Staff will use the report to inform park planning and management, the development of the Stewardship Plan and Land Acquisition Strategy update, and future engagement with community partners, First Nations and other government organizations.

RECOMMENDATION

There are no recommendations. This report is for information only.

Submitted by:	Mike MacIntyre, Senior Manager, Regional Parks
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: 2025 State of Natural Features Report
Presentation: Regional Parks State of Natural Features Report

APPENDIX A

2025 State of Natural Features Report



Making a difference...together

September 2025

TERRITORIAL ACKNOWLEDGEMENT

The CRD conducts its business within the Territories of many First Nations, including but not limited to BOḰEĆEN (Pauquachin), MÁLEXEŁ (Malahat), paaʔčiidʔatx̣ (Pacheedaht), Spune'luxutth (Penelekut), Sc'ianew (Beecher Bay), Songhees, SŦÁUTW̱ (Tsawout), T'Sou-ke, W̱JOŁEŁP (Tsartlip), W̱SIḴEM (Tseycum), and xʷsepsum (Esquimalt) Nations, all of whom have a long-standing relationship with the land and waters from time immemorial that continues to this day.



Dancing Dragonflies by Chris Paul

The CRD commissioned W̱SÁNEĆ artist Chris Paul to create an image based on the idea of First Nation and Settler communities living side by side and our governments making a difference together.

Dragonfly is a symbol of change, transformation and swiftness. He represents a symbol of change in the view of self-understanding and the kind of change that has its source in maturity and insight into the deeper meaning of life.

It is our hope today that our work to change and transform will be swift, that as we mature we will develop insight that allows us to be poised for reconciliation and that we continue to build strong and meaningful relationships with local First Nations.

Cover photos:
Front: Matheson Lake Regional Park
Back: Mill Hill Regional Trail

Background

The State of Natural Features Report provides a comprehensive overview of the ecological values within the Capital Regional District's (CRD) regional parks and trails. It will inform the development of the Regional Parks Stewardship Plan—a key action in the CRD Regional Parks and Trails Strategic Plan 2022-2032. The Stewardship Plan will provide a holistic, evidence-based approach to the management of CRD regional parks. The plan will provide conservation and outdoor recreation management strategies in a balanced and complementary manner; to inform the planning, management and monitoring of the parks system.

The State of Natural Features report utilizes both internal and external data sources to better understand the state of regional parks and trails and the ecological health of natural areas within the region. The report set out the following objectives:

1. Provide an overview of the ecological features present within regional parks and trails using available data sets.
2. Summarize and discuss ecological threats both external and internal to regional parks and trails.
3. Discuss ways to protect features from ecological threats, such as through management planning and stewardship actions.
4. Identify the proportion of regional parks lands undergoing active ecological restoration and quantify the number of parks with active restoration sites.
5. Summarize ongoing research opportunities within regional parks and trails.
6. Provide recommendations for future monitoring, management and ecological health assessment work for future reporting.



Matheson Lake Regional Park

Eco-cultural Context

The report compiles western scientific methodologies and does not encompass other traditional ways of knowing, including Traditional Ecological Knowledge. Understanding of both bodies of knowledge and how they can be integrated and applied to support decision-making in regional parks and trails is an important next step. Future efforts to meaningfully integrate Indigenous knowledge in a respectful and equitable way would better inform management and planning decisions.

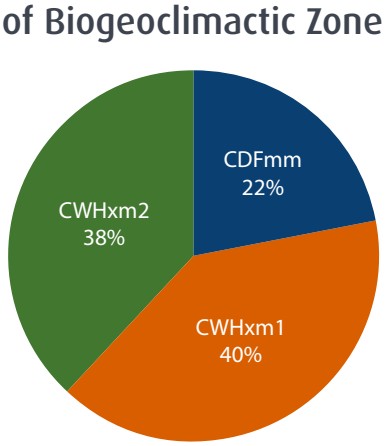
Capital Regional District Regional Parks

The CRD is responsible for managing 34 regional parks covering 13,400 hectares, which represents 6% of the regional land base. These range from small, coastal parks (East Point and Gonzales Hill regional parks, both less than 2 ha) to large swathes of forest (Sea to Sea and Sooke Hills Wilderness regional parks, both over 4,000 ha).

Natural features within regional parks and trails provide a way to assess important ecosystems and wildlife habitats for species and ecosystems of conservation concern. This includes the classification and quantification of ecosystems according to land cover, biogeoclimatic conditions and vulnerable or at-risk ecosystems. Vulnerable species and ecosystems face several stressors that threaten the ecological health and integrity of the regional parks and trails system. For example, the introduction of invasive plants poses a threat to native species within the system. The CRD is addressing these threats through ongoing research, park management and policy development.

Natural Features Summary

CRD regional parks and regional trails are located in two biogeoclimatic (BGC) zones: the Coastal Douglas-fir (CDF) and Coastal Western Hemlock (CWH). These BGC zones are further classified into the Moist Maritime (CDFmm) and the Very Dry Maritime (CWHxm1 and CWHxm2) subzones, with most parks occurring within the CWH subzones (78%). These CWH subzones are characterized by cool summers and mild winters and are in the rain shadow of the coastal mountains.





Mill Hill Regional Park

Sensitive Ecosystems

Sensitive and other important ecosystems can be found in all regional parks. The presence of these ecosystems indicates a variety of habitats that support distinct flora and fauna. Sensitive ecosystems are particularly vulnerable to threats such as habitat loss, climate change and invasive species. It is important to preserve these diverse ecosystems to support regional biodiversity and ecological health.

In the regional parks system, mature forest, old forest and sparsely vegetated ecosystems are the most commonly occurring sensitive ecosystems, covering over 3,803 ha (28%), 1,584 ha (11%) and 410 ha (3%) of regional parks, respectively. Forests are considered "mature" when the average stand age is at least 80 years whereas old forests are stands that are over 250 years old. The oldest forested stands can be found in Sooke Hills Wilderness (411 years) and Sooke Potholes (256 years) regional parks. Sparsely vegetated habitats include open habitats, such as coastal sand dunes, spits and inland cliffs and bluffs. Other sensitive ecosystems that occur in regional parks include herbaceous, intertidal, riparian, woodland, wetland and cliff.



Western Painted Turtle, Pacific Coast population

Species at Risk

CRD regional parks and trails are critically important for biodiversity conservation in the region, as they represent some of the less impacted areas from human development. Parks provide habitat within an urban landscape for a diverse array of species including plants, birds, mammals and other wildlife, and represent some of the best available habitats in the region.

Regional parks and trails are home to 161 documented occurrences of species at risk, comprising:

- 144 provincially listed species, and
- 61 species protected under the federal Species at Risk Act (SARA).

In addition, Critical Habitat—essential for the recovery of 25 federally listed species—has been identified within 28 regional parks, encompassing a total area of 8,574 hectares. Furthermore, 20 provincially red-listed ecological communities are known to occur within these protected areas.

The presence of such a wide range of at-risk species and sensitive ecological communities highlights the ecological significance of regional parks and trails. It underscores the urgent need for strategic management and conservation efforts to safeguard these vital habitats and ensure the long-term survival of the species they support.

Ecological Threats

Parks and trails play an important role in protecting biodiversity, preserving ecosystems and maintaining healthy natural environments. However, simply designating these areas as protected doesn't shield them from threats. These threats can come from outside the parks—like climate change—or from within, such as invasive plants.

To keep parks and trails healthy and sustainable over the long term, it's important to understand these threats and how they interact. This helps guide effective and flexible management strategies.

Threats outside of parks include climate change, adjacent development, changes to wildfire regimes and changes to hydrology. Threats inside the park include invasive species, visitor use disturbance and infrastructure development.

Ecological Research

The parks and trails are often used as sites for research, providing valuable spaces for both observational and experimental research. Research conducted in regional parks and trails can contribute to national or global programs, provide valuable opportunities for post-secondary students, or answer specific questions of local interest. All research activities are subject to park rules, regulations and bylaws and go through the relevant privacy review process.

Research work conducted by CRD staff or contractors provides the bulk of site-specific knowledge for CRD Regional Parks. For example, prior to acquiring new land, information on ecological values is collected to aid in decision-making.

In 2021 the CRD Board approved the establishment of two full-time permanent Conservation Technician positions and these roles allow Regional Parks to undertake more internal research focusing on priority items for conservation and park management.



Staff monitoring rare plants at Witty's Lagoon Regional Park



Volunteers and staff doing restoration work

Ecological Management

CRD staff are working under the direction of the Regional Parks and Trails Strategic Plan (2022-2032) which identifies priorities and actions for the next 10 years. Additional protections and management tools can be used to preserve the ecological integrity of regional parks and trails, with widespread benefits for the entire capital region. Staff support ongoing restoration and habitat enhancement, in partnership with other organizations and volunteers to maintain, restore and enhance natural and culturally important features.

The CRD aims to monitor, assess, restore, enhance and protect the ecological integrity and biodiversity of regional parks and trails in the region. This includes monitoring for ecological changes and trends, assessing for the presence of known threats, taking action to mitigate threats, and restoring, enhancing, and protecting ecosystems and habitat for ecologically and culturally important species. This approach to stewardship aims to ensure the overall health, function and integrity of natural areas both within parks and trails and the surrounding region.

Conclusion

CRD regional parks and regional trails protect a wide variety of ecosystems and species and support regional biodiversity and ecosystem services. Parks provide a refuge for at-risk species (both federal and provincial) and habitat that is critical to their recovery and help to connect a regional landscape of natural areas.

Understanding the natural features within the parks is important for informing decision-making and developing policies that guide the management of the regional parks and regional trails. The CRD supports protection of natural features through partnerships, research, ecological monitoring and knowledge sharing, planning and stewardship.



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Regional Parks State of Natural Features

Regional Parks Committee

November 26, 2025

Presentation Content

- Background
- Scope of Report
- Key Findings
- Implications
- Conclusion


Mount Work Regional Park

Background

The State of Natural Features Report fulfills priority action 2-1a of the CRD Regional Parks and Trails Strategic Plan 2022–2032.

The report:

- Enhances understanding of CRD regional parks and trails
- Informs the development of key actions identified in the Strategic Plan: the Stewardship Plan and the update to the Land Acquisition Strategy
- Guides the development of Management Plans





East Sooke Regional Park

Regional Park Overview

- 34 regional parks
- Four regional trails
- More than 13,350 hectares
- Represent 6% of the regional land base
- Represent 27% of all parks and protected areas in the region



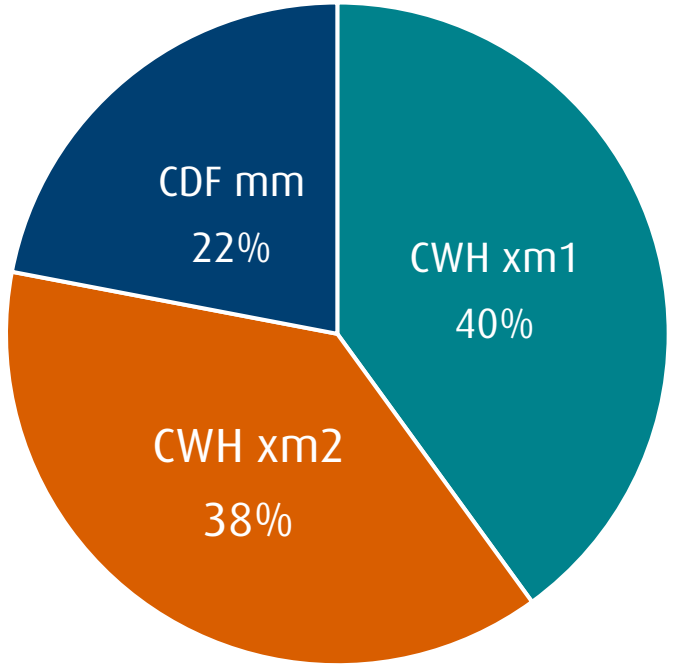
Island View Beach Regional Park

Scope of Report

- Provides an overview of the ecological features present within regional parks and trails
- Summarizes ecological threats
- Identifies ways to protect features from ecological threats
- Summarizes active ecological restoration activities and research within parks and trails
- Provides recommendations for future monitoring, management and ecological health assessment

Key Findings
Biogeoclimatic Zones

High biodiversity and rich forest compositions, featuring Douglas-fir and Western Hemlock.



- **Coastal Douglas-fir (CDF mm; moist maritime)**
  present in 23 parks
- **Coastal Western Hemlock (CWH xm1; eastern drier)**
  present in 11 parks
- **Coastal Western Hemlock (CWH xm2; western less dry)**
  present in 9 parks

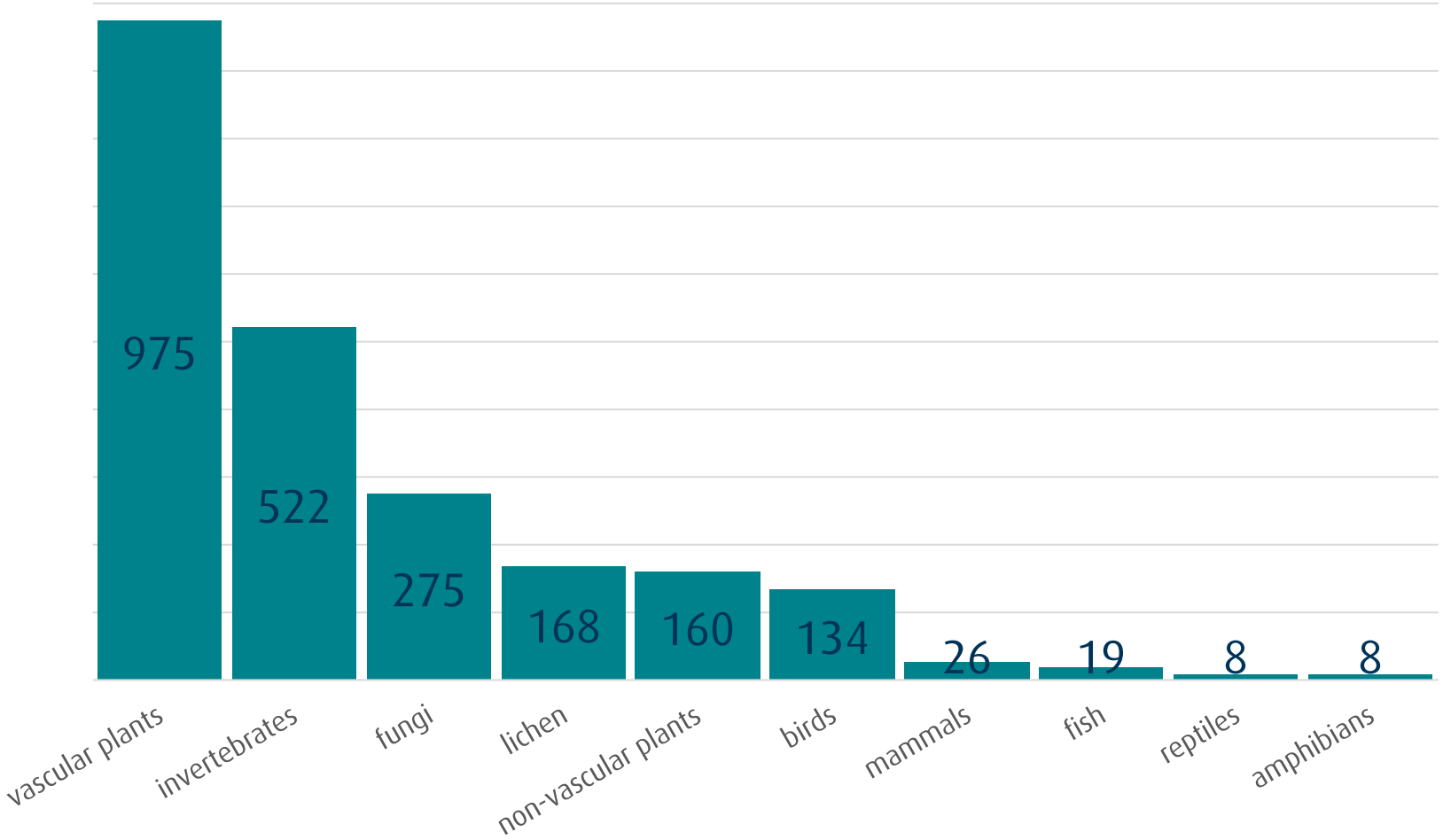
Key Findings
Sensitive Ecosystems

- Sensitive Ecosystems Inventory provides valuable information about at-risk and vulnerable ecosystems.
- 19% of regional parks and trails are identified as sensitive, e.g., old forests (over 250 years old) and sparsely vegetated (coastal sand dunes)
- 28% of regional parks and trails identified as important, e.g., mature forests. (80-100 years old)
- The data underscores the importance of preserving these diverse ecosystems to support regional biodiversity and ecological health.


Island View Beach Regional Park

Key Findings

Species Diversity



Species at Risk

- 144 are listed by the province (red or blue)
- 61 are listed federally (schedule 1 of Species At Risk Act)

Implications
First Nations and Environmental


Western Painted Turtle


Salmon Berry


Camas Flower


Island View Beach Regional Park

- Compiles western scientific ways of knowing
- Underscores the ecological importance of regional parks
- Does not include traditional ecological knowledge
- Understanding both bodies of knowledge and how they can be integrated is an important next step.

Implications

Service Delivery and Staff Priorities

- Traditional ecological knowledge
- Species and wildlife features inventories
- Terrestrial ecosystem mapping
- Invasive plant surveys
- Monitoring and research
- Restoration, habitat enhancement and impact assessment



Conclusion

- Collaboration and knowledge sharing
- Aids on-the-ground operations and land management
- Informs Management Plans and Interim Management Guidelines
- Aids in creating policies, guidelines and strategic plans


Mill Hill Regional Park


Mill Hill Regional Park

Questions?

Capital Regional District

CRDVictoria

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Making a difference...together

REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 26, 2025

SUBJECT **Regional Parks and Trails – State of Outdoor Recreation Report**

ISSUE SUMMARY

To present the Capital Regional District (CRD) Regional Parks and Trails State of Outdoor Recreation report, which will inform park planning and management, support the development of the CRD Regional Parks Stewardship Plan (Stewardship Plan) and guide the update to the Land Acquisition Strategy.

BACKGROUND

The State of Outdoor Recreation report was completed in alignment with the State of Natural Features Report to inform the development of the Stewardship Plan—a key action in the CRD Regional Parks and Trails Strategic Plan 2022–2032. The Stewardship Plan will offer an evidence-based approach for managing regional parks, integrating recreation and conservation values, and addressing the opportunities and challenges where these priorities intersect.

The report provides an overview of recreation opportunities within the CRD's regional parks and trails system. Prepared by CRD staff, with the support of a technical report developed by external consultants, it synthesizes internal and external data to summarize existing assets and infrastructure, analyze visitation trends and assess visitor use patterns. It also identifies environmental, physical and social barriers to access, as well as data gaps and areas for future research.

In addition to guiding the Stewardship Plan, the State of Natural Features and State of Outdoor Recreation Reports will:

- support the development of related plans, strategies and policies;
- facilitate knowledge sharing with interested First Nations; and
- enhance understanding and management of CRD regional parks and trails.

Key Findings:

- CRD regional parks and trails cover 13,400 hectares, about 6% of the regional land base.
- Four regional trails span approximately 103 km, connecting 12 municipalities and two electoral areas.
- CRD parks and trails comprise over 27% of all protected areas in the region, including national, provincial and municipal parks.
- Approximately 91% of residents live within a 15-minute drive of a regional park.
- Forested landscapes dominate the system but 52% of parks offer waterfront access, enabling activities such as swimming, fishing, kayaking and canoeing.
- Hiking is the primary activity, with a range of challenge levels in front- and mid-country settings. Four parks offer backcountry experiences.
- Multi-use trails that support hiking, cycling and equestrian use are available in 48% of parks.

- Recreational infrastructure includes boat launches, campgrounds, play structures, day-use areas and 345 km of designated trails, supported by washrooms and parking.
- Between 2014 and 2024, system-wide visitation increased by 47%, reaching 9.3 million annual visits.
- Regional trail visitation increased by 22% and park visitation by 58% over the same period.

Barriers to accessing regional parks:
- Only 4% of trails are designated as accessible or user-friendly.
- Public transit access is limited to 30% of parks; 25% are accessible via regional trails.

Key Limitations and Data Gaps:
- As the report did not analyze regional outdoor recreation demands, it is not possible to conclude if current opportunities and infrastructure meet regional demands.
- The compatibility of individual outdoor recreation activities was not considered within this report. This report and the State of Natural Features report will be used to develop management strategies within the Stewardship Plan that address compatibility and mitigation of visitor use impacts.

IMPLICATIONS

Alignment with Existing Plans & Strategies

As outlined in goal 3 of the Strategic Plan, regional parks provide opportunity for stewardship and compatible nature-based outdoor recreation opportunities for visitors, while supporting and protecting ecological values. The information in the State of Outdoor Recreation report supports multiple goals and actions within the Strategic Plan and will be used to inform the development of the Stewardship Plan.

First Nations Implications

The report supports information sharing with First Nations and provides context for engagement on policy documents, including the Stewardship Plan, Land Acquisition Strategy and park management processes.

Climate Implications

The report highlights opportunities for low-carbon transportation to parks, supporting the CRD Board's goal of reducing greenhouse gas emissions.

Equity, Diversity & Inclusion Implications

The report considers regional demographics and physical and social barriers to accessing parks and trails. It provides an overview of current accessible or adaptive outdoor recreation opportunities, identifies gaps and supports project prioritization.

Intergovernmental Implications

Regional parks and trails are a vital part of the interconnected network of parks and protected areas in the region. This report supports collaboration with First Nations and other levels of

government to meet regional conservation and recreation goals.

Financial and Service Delivery Implications

There are no immediate financial or service delivery impacts. Opportunities exist to enhance monitoring, collaboration, education and data analysis. Staff will prioritize actions within existing work plans and seek cost-effective implementation strategies. While findings do not immediately affect service delivery, they may influence future priorities and planning.

Environmental Implications

This report identifies known impacts of outdoor recreation on ecological and cultural values. In combination with the State of Natural Features, it highlights the necessity for strategic management to support compatible outdoor recreation while protecting the ecological integrity of the regional parks.

Social Implications

Outdoor recreation supports mental and physical health and fosters social and community connectivity for residents and visitors. Exceptional ecosystems provide high-quality recreation opportunities, and maintaining healthy ecosystems requires responsible, well-managed planning. Insights from the report will support data-driven planning and help achieve the strategic goal of providing enjoyable outdoor recreation experiences.

CONCLUSION

The State of Outdoor Recreation report, alongside the State of Natural Features report, will play a critical role in shaping the CRD Regional Parks Stewardship Plan—a key priority of the Strategic Plan 2022–2032. By summarizing recreation values and use patterns, it will serve as a foundational resource for park planning, management and the update to the Land Acquisition Strategy.

RECOMMENDATION

There are no recommendations. This report is for information only.

Submitted by:	Mike MacIntyre, Senior Manager, Regional Parks
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: 2025 State of Outdoor Recreation Report
Presentation: Regional Parks State of Outdoor Recreation

APPENDIX A

2025 State of Outdoor Recreation Report



Making a difference...together

September 2025

TERRITORIAL ACKNOWLEDGEMENT

The CRD conducts its business within the Territories of many First Nations, including but not limited to BOḰEĆEN (Pauquachin), MÁLEXEŁ (Malahat), paaʔčiidʔatx̌ (Pacheedaht), Spune'luxutth (Penelekut), Sc'ianew (Beecher Bay), Songhees, SŦÁUTW̱ (Tsawout), T'Sou-ke, WJOŁEŁP (Tsartlip), W̱ SIḴEM (Tseycum), and xʷsepsum (Esquimalt) Nations, all of whom have a long-standing relationship with the land and waters from time immemorial that continues to this day.



Dancing Dragonflies by Chris Paul

The CRD commissioned W̱SÁNEĆ artist Chris Paul to create an image based on the idea of First Nation and Settler communities living side by side and our governments making a difference together.

Dragonfly is a symbol of change, transformation and swiftness. He represents a symbol of change in the view of self-understanding and the kind of change that has its source in maturity and insight into the deeper meaning of life.

It is our hope today that our work to change and transform will be swift, that as we mature, we will develop insight that allows us to be poised for reconciliation and that we continue to build strong and meaningful relationships with local First Nations.

Cover photos:
Front: Mount Work Regional Park Back: Galloping Goose Regional Trail

Background

The State of Outdoor Recreation report provides a comprehensive understanding of the current scope of outdoor recreation opportunities, amenities and programs within the Capital Regional District (CRD) Regional Parks. It was primarily commissioned to inform the development of the Regional Parks Stewardship Plan—a priority action from the CRD Regional Parks and Trails Strategic Plan 2022-2032. The Stewardship Plan will provide a holistic, evidence-based approach to the management of CRD regional parks. The plan will provide conservation and outdoor recreation management strategies in a balanced and complementary manner, to inform the planning, management and monitoring of the parks system.

The State of Outdoor Recreation report will also support the development of related plans, strategies and policies and facilitate knowledge sharing with interested First Nations and other inter-governmental partners. The report set out the following objectives:

1. Provide an overview of the demographic and socio-economic characteristics of the capital regional district and their implications on outdoor recreation.
2. Summarize the latest and most influential outdoor recreation trends.
3. Provide an overview of visitation and visitation trends in regional parks and on regional trails.
4. Describe and quantify the outdoor recreation opportunities, amenities/ infrastructure and programs provided in regional parks and trails, including licences and park use permits.
5. Summarize the level and extent of outdoor recreation-specific volunteerism in regional parks and trails.
6. Present the most significant physical or environmental barriers to accessing regional parks.
7. Identify outdoor recreation and visitation-related data gaps.
8. Provide considerations and recommendations to be addressed in the Regional Parks Stewardship Plan.

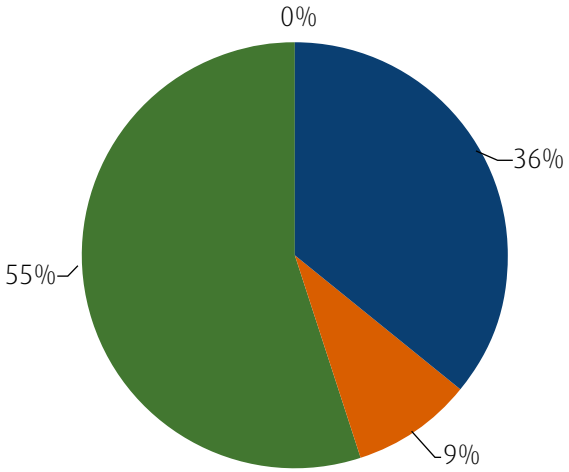

Witty's Lagoon Regional Park

Capital Regional District Regional Parks

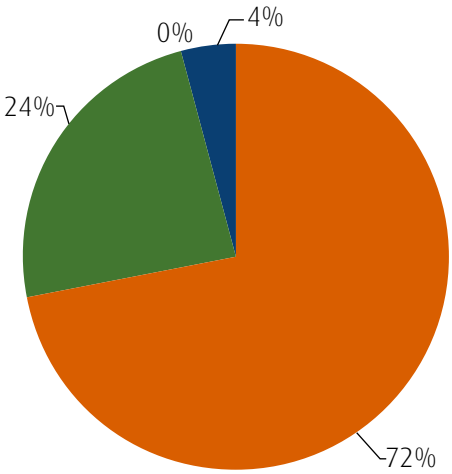
The CRD is responsible for managing 34 regional parks covering 13,400 hectares and representing 6% of the regional land base. While the CRD regional parks system is just one of multiple parks systems in the region, it is the largest park system by area and represents 27% of all parks and protected areas in the CRD.

Regional parks are given one of four classifications to guide their management. Conservation Areas focus on interpreting natural and cultural features. Wilderness Areas provide remote and secluded outdoor recreation. Conservancy Areas enhance the understanding of Indigenous cultural use. And Natural Recreation Areas balance the protection of natural areas with compatible outdoor recreation. This classification dictates the types and intensity of supported outdoor recreation, with Conservation, Wilderness and Conservancy Areas prioritizing ecological and cultural values over recreation, while Natural Recreation Areas strive to balance these priorities. The figures below identify the proportion of parks and the proportion of park land base within each classification.

Regional Parks by Classification



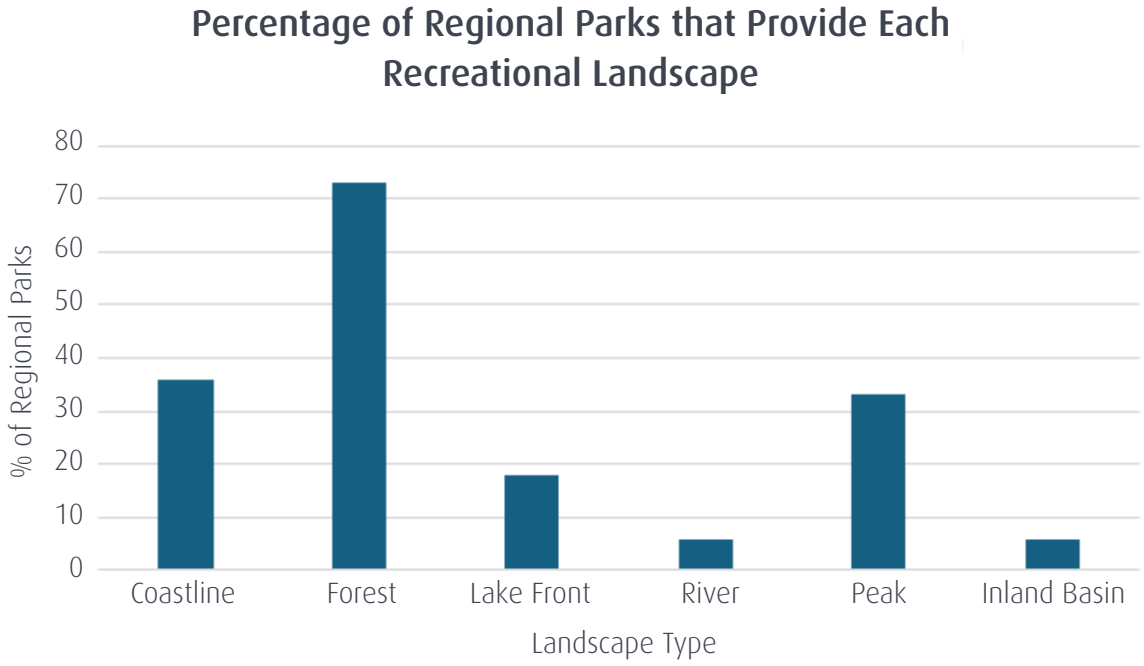
Regional Park Land Base by Classification



Conservation Area Wilderness Area Natural Recreation Area Conservancy Area

Regional parks support a range of outdoor recreation activities. Visitors can enjoy frontcountry/ auto-accessible camping, various trail activities such as hiking, running, walking, backpacking, equestrian activities and different types of cycling, including mountain biking and gravel biking. Water activities include swimming, rowing, paddling, sailing, powerboating and fishing. Additionally, other activities like wildlife viewing, photography, geocaching and picnicking are supported within regional parks.

Regional parks provide opportunities for these activities to be enjoyed in a range of recreational settings and landscapes. They can primarily be classified as front or mid-country, though some opportunities for backcountry recreation exist within the area of Sea to Sea and Sooke Hills Wilderness regional parks. Regional parks provide a range of recreational settings including coastline, mountains (peaks) and lake front, but forested landscapes are the most highly represented setting across the system.





Elk/Beaver Lake Regional Park

Trails and Recreational Infrastructure

Regional parks include a variety of infrastructures and amenities that support high-quality outdoor recreation. Within regional parks there are 345 km of sanctioned trails, primarily multi-use, allowing for hiking, cycling and equestrian activities. Day-use and picnic areas are available in nine parks, with a total of 151 picnic tables. The CRD provides three regional campgrounds with 141 camping pads and one main accessible play structure at Elk/Beaver Lake Regional Park. There are 17 parks with beach access (freshwater and coastal) and four boat launches, along with various comfort and convenience amenities such as toilets, washrooms, parking areas, drinking fountains, benches and bicycle racks.

- 345 km of sanctioned trails
- Beach areas – 21
- Boat Launches – 4
- Campgrounds – 3 (141 campsites)
- Docks – 6
- Mobi-mats – 2
- Mountain Bike Technical Training Areas – 1
- Nature Centres – 2
- Parking Lots – 85
- Picnic Shelters – 4
- Picnic Tables – 151
- Playground structures – 2
- Washrooms - 55

The CRD has four formal licence agreements with not-for-profit organizations that support specific outdoor recreation locations or activities. Through these agreements more than 6,000 volunteer hours annually are contributed to support visitor experience in the regional parks.

Visitation

Between 2014 and 2024 regional park visitation increased by 58%. A substantial proportion of this increase coincided with the COVID19 pandemic; visitation increased 24% from 2019 to 2020. However, long-term visitation patterns suggest that the increase in visitation and participation in outdoor recreation is a sustained trend that will likely continue and possibly even grow further into the future, especially given the region's projected population growth.



When regional parks are considered individually, growth in visitation varies substantially, with 13 regional parks experiencing visitation growth above the average 58% system-wide increase. High visitation parks include Elk/Beaver Lake and Thetis Lake regional parks. In general, parks near urban areas and parks with diverse settings and activities tend to attract more visitors.

Access to CRD Regional Parks

Despite the extensive network of regional parks and current infrastructure and amenities throughout the CRD Regional Parks system, barriers to access still exist. CRD regional parks are geographically dispersed across the region. Approximately, 91% of households within the CRD are within a 15-minutes drive of at least one regional park. However, barriers are present that limit access to regional parks. Only 30% of regional parks are accessible by public transit and only 35% of regional parks are connected to one of the CRD regional trails. Social barriers also play a role, such as gaps in information, the effects of urbanization, and underrepresentation of equity-denied groups in park usage and management.

Capital Regional District Regional Trails

The CRD is responsible for four regional trails with a total length of approximately 103 km. The regional trails provide visitors the opportunity to participate in both active transportation and recreational activities, as well as linking eight regional parks with neighbourhoods, amenities and other community spaces.

- E&N Rail Trail Humpback Connector – 13.9 km
- Galloping Goose Regional Trail – 55.85 km
- Lochside Regional Trail – 29.5 km
- Mayne Island Regional Trail – 4 km

Trail-based outdoor recreation opportunities provided on the regional trails include hiking, running, walking, dog walking, equestrian activities, roller blading, skateboarding, and cycling. Designated uses vary according to specific trail and location. The entirety of the E&N and Mayne Island regional trails are designated for cycling and pedestrian use with no equestrian use permitted. 66% of the Galloping Goose Regional Trail and 45% of the Lochside Regional Trail are designated for cycling, equestrian and pedestrian use and the remainder is limited to cycling and pedestrian use.

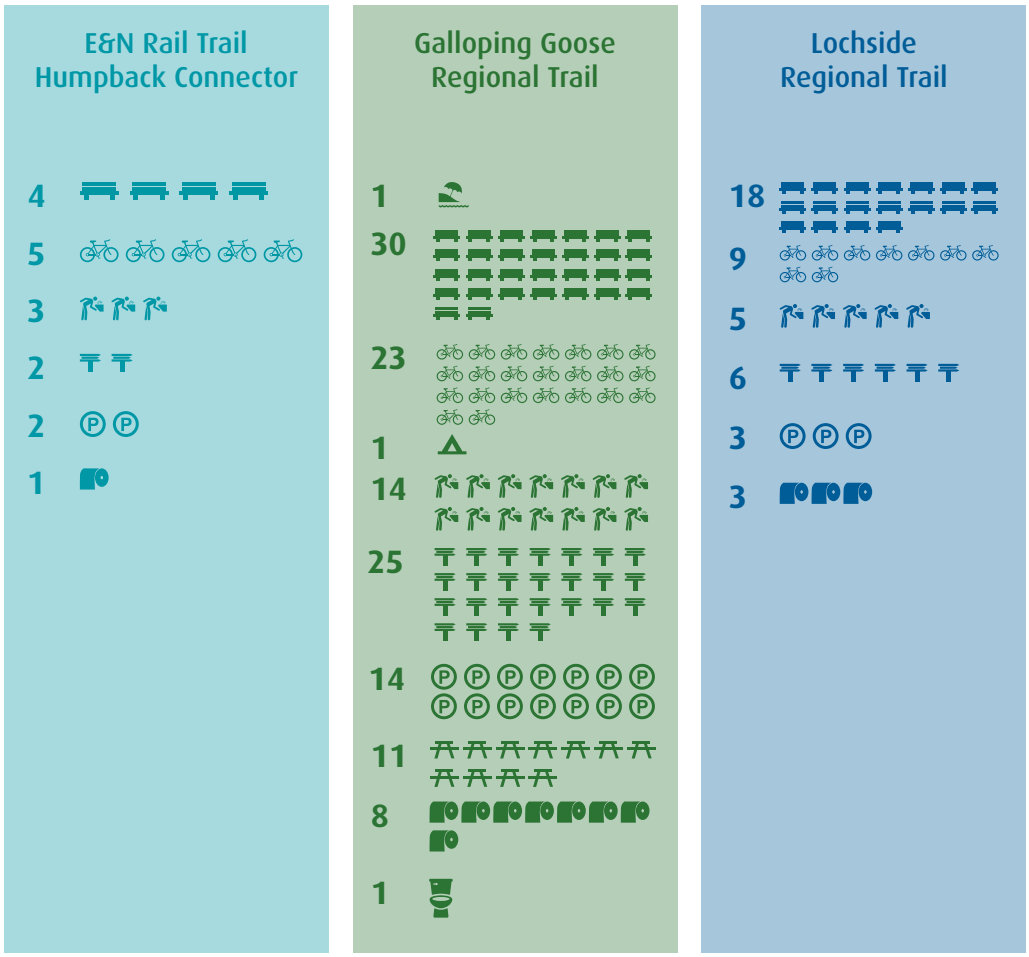
The regional trails traverse multiple landscapes and developed urban areas, rural areas and regional parks. In general, the E&N Rail Trail provides a developed recreational setting, the Lochside and Mayne Island regional trails provide both developed and frontcountry settings, and the Galloping Goose provides developed, frontcountry, mid-country and some backcountry semi-primitive settings.



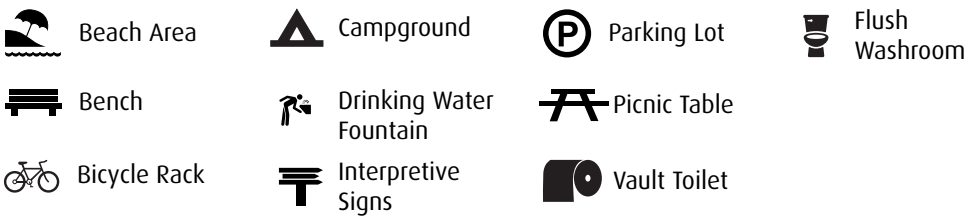
Elk/Beaver Lake Regional Park

In respect to the outdoor recreation landscapes, each trail provides a range of opportunities to experience different recreational landscapes, with the Galloping Goose Regional Trail providing the most diverse range of landscapes, including coastlines, forests, rivers and lakes. Along CRD regional trails (within 100 m of a given regional trail) there is a broad range of outdoor recreation-related infrastructure and amenities.

189 Total Amenities



Legend





Mount Work Regional Park

Regional Trail Visitation

Consistent with regional park visitation, regional trail visitation has increased in the past decade. Between 2014 and 2024 regional trail visitation increased by 35% to an estimated visitation of over 4 million in 2024. Overall trail use is highest in urban areas with a mix of different forms of transportation and ability levels, whereas rural sections see more seasonal, varied use.

Resident Feedback

The 2024 Resident Survey revealed that 94% of CRD residents think that regional parks are an important fixture in the community with high visitation rates and top activities, including walking, hiking, wildlife viewing and dog walking. The 2013 and 2019 Regional Trail Surveys highlighted the importance of commuting and fitness, satisfaction with trails, and concerns about safety and facilities. The 2021 Regional Park Visitor Survey emphasized outdoor recreation as a primary motivator, high satisfaction rates, concerns about dogs off-leash, and lack of amenities.

Outdoor Recreation Data

The details, data and summaries outlined in the State of Outdoor Recreation report are crucial for effective outdoor recreation planning and management and the development of the CRD Regional Parks and Trails Stewardship Plan. A few data gaps have been identified, including the classification of trails, understanding regional outdoor recreation demands, inventory of recreation settings, monitoring visitor use impacts, and assessing the economic impact of outdoor recreation.

Conclusion

Overall, the CRD's regional parks and trails system plays a vital role in providing diverse outdoor recreation opportunities, supporting conservation efforts, and enhancing the quality of life for residents and visitors. Continued efforts to address barriers, manage impacts, and gather comprehensive data will help ensure the sustainability and enjoyment of these valuable natural resources.



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Regional Parks State of Outdoor Recreation Report

Regional Parks Committee

November 26, 2025

Presentation Content

- Background
- Scope of Report
- Key Findings
- Implications
- Conclusion



Mount Work Regional Park

Background

The State of Outdoor Recreation Report was completed in alignment with the State of Natural Features Report

This report:

- Enhances understanding of CRD regional parks and trails
- Informs the development of key actions identified in the Strategic Plan - the Stewardship Plan and the update to the Land Acquisition Strategy
- Guides the development of Management Plans



East Sooke Regional Park

Regional Park Overview

- 34 regional parks
- Four regional trails
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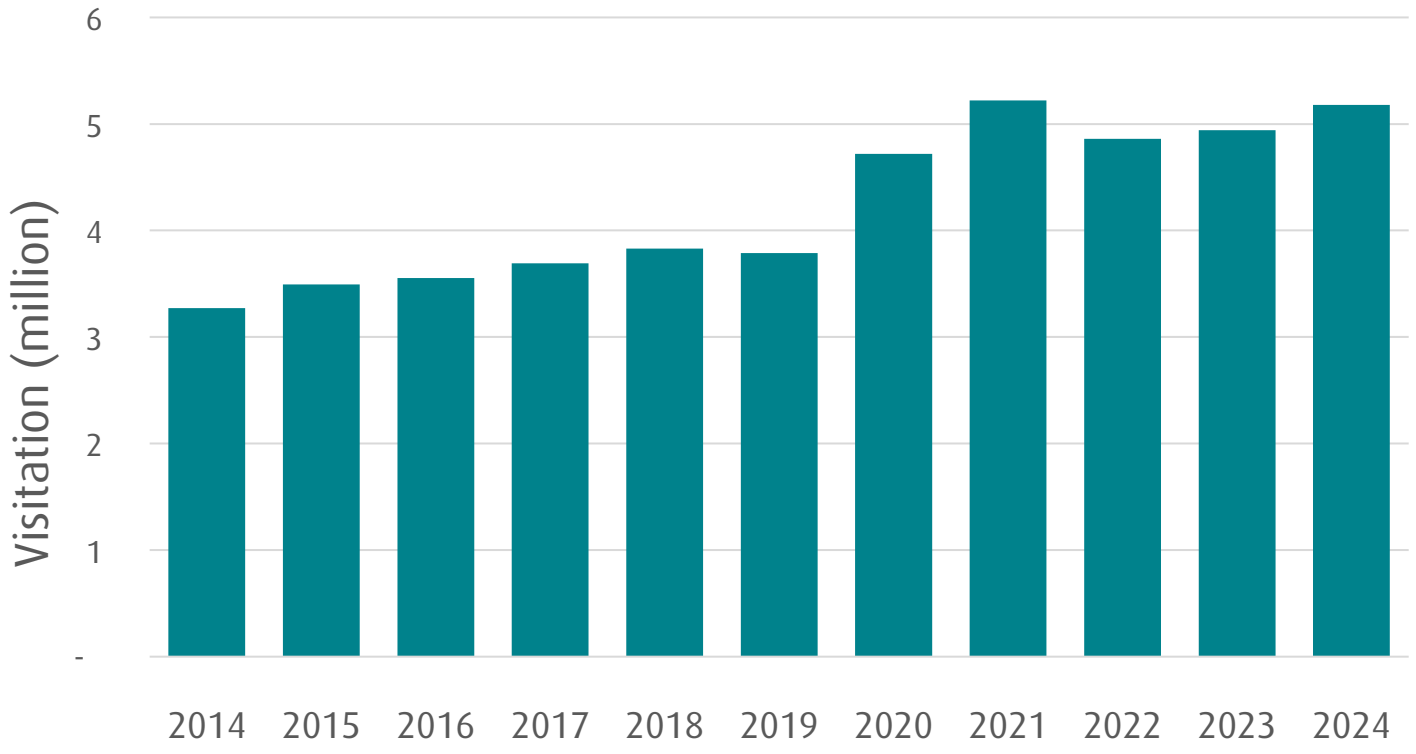


Elk/Beaver Lake Regional Park

Scope of Report

- Summarize demographic and socio-economic characteristics of CRD.
- Summarize outdoor recreation trends.
- Provide an overview of regional parks and trail visitation trends.
- Summarize and quantify outdoor recreation opportunities, amenities and infrastructure.
- Identify the most significant physical or environmental barriers to accessing regional parks and trails.
- Identify outdoor recreation related data gaps.

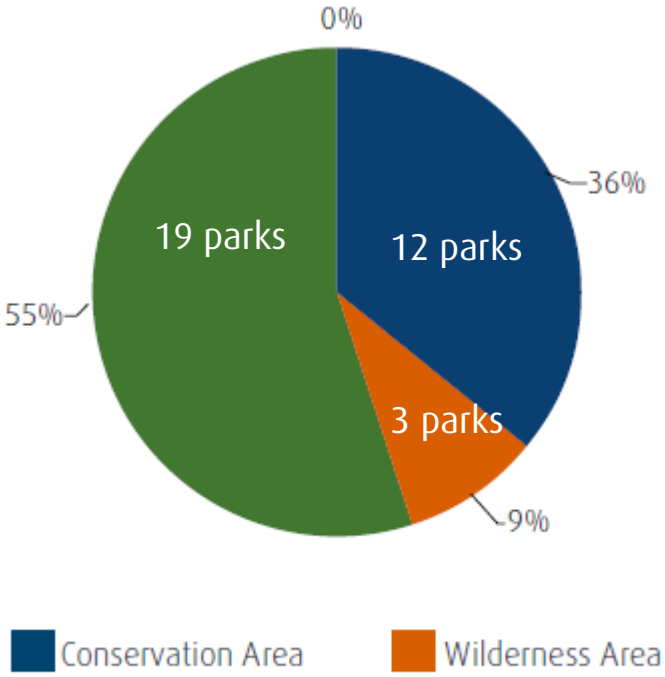
Key Findings
Regional Park Visitation



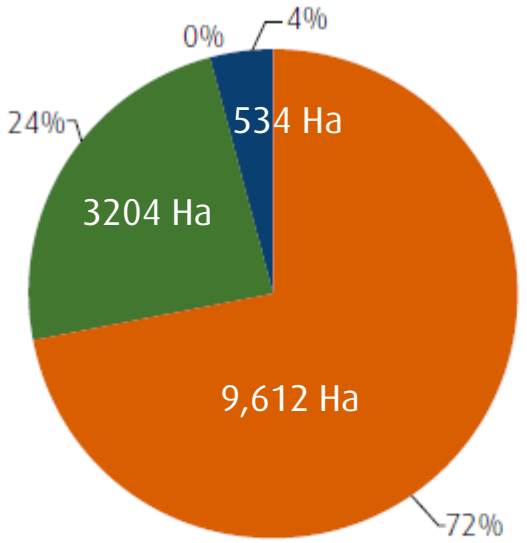
Regional Park visitation has increased 58% between 2014 and 2024.

Key Findings
Park Classifications

Regional Parks by Classification



Regional Park Land Base by Classification



Conservation Area | Wilderness Area | Natural Recreation Area | Conservancy Area


Elk/Beaver Lake Regional Park

Key Findings
Recreational Landscapes

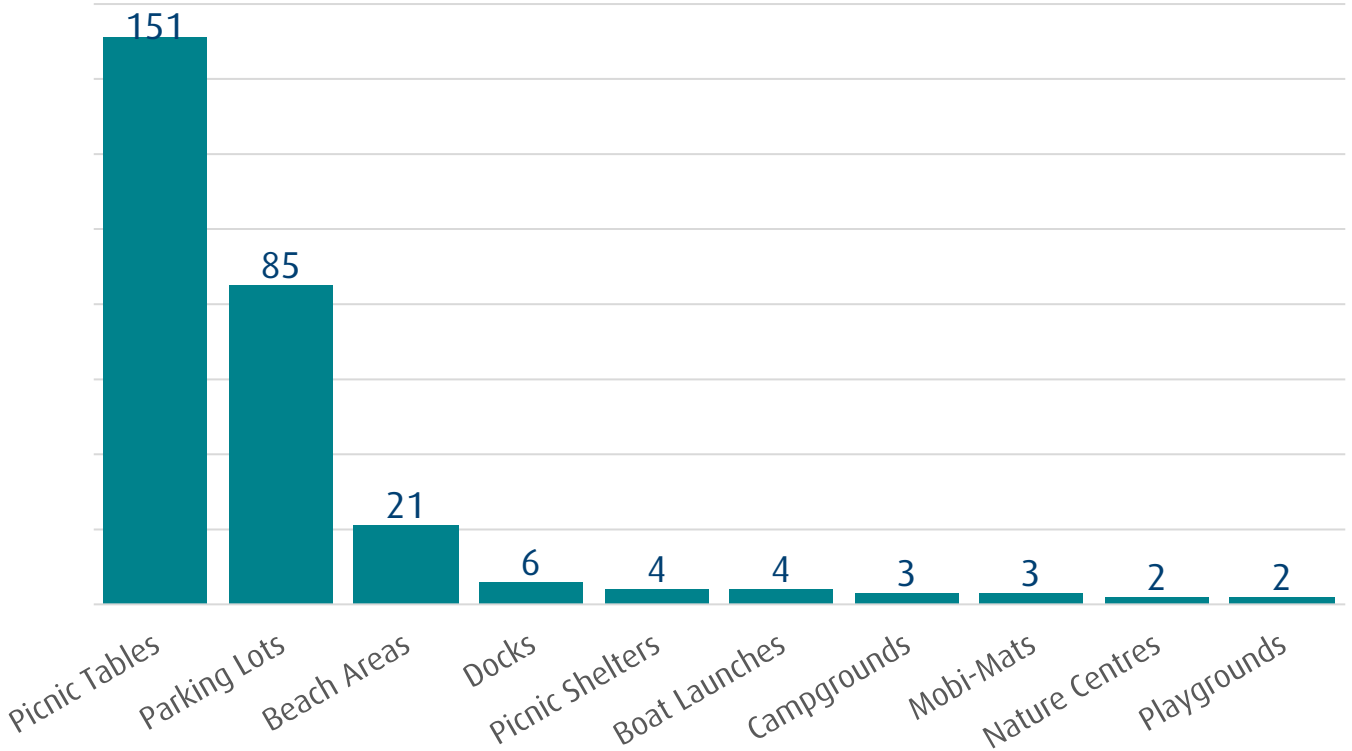
Regional parks and trails provide a range of recreational landscapes that represent regionally significant landscapes.

- Water access (lake or ocean) is provided in 52% of regional parks.
- Forest landscapes are present in 73% of regional parks.
- Hilltops provide summit opportunities and viewpoints in 33% of regional parks.



East Sooke Regional Park

Key Findings
Recreational Infrastructure



Plus, regional parks provide 354 km of maintained trails.


East Sooke Regional Park

Key Findings
Access and Equity


Elk/Beaver Lake Regional Park


E&N Rail Trail




Island View Beach Regional Park


Elk/Beaver Lake Regional Park

- 91% of households in the CRD are within a 15-minute drive of at least one regional park.
- 30% of regional parks are accessible by public transport.
- Only 4% of total length of trails in regional parks are classified as accessible or user-friendly.

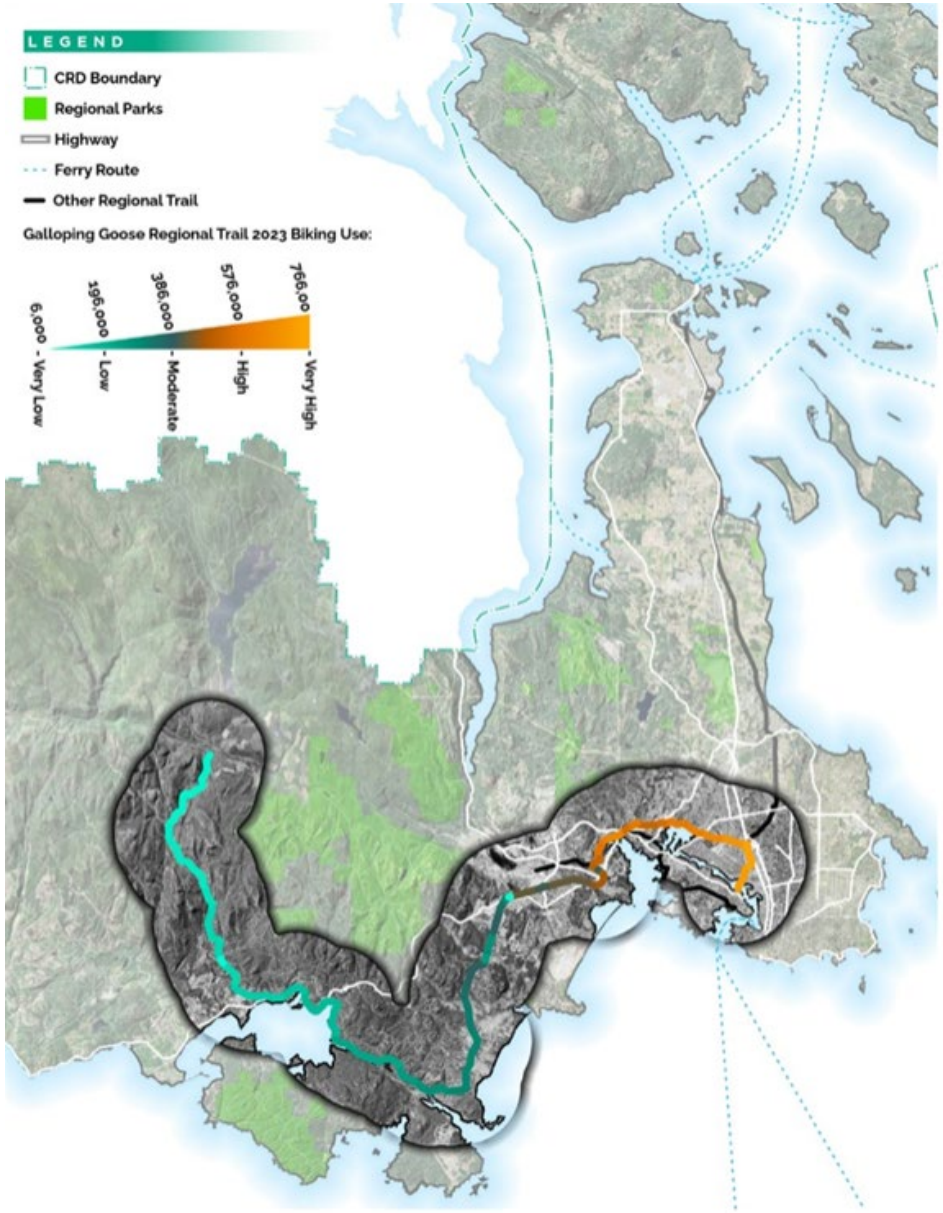
Key Findings
Regional Trails

E&N Rail Trail Humpback Connector
13.5 km

Galloping Goose Regional Trail
55.85 km

Lochside Regional Trail
29.5 km

Mayne Island Regional Trail
4 km



Regional Trail Visitation

- 35% increase from 2014 to 2024
- Estimated visitation of over 4 million in 2024
- Trail usage is highest in urban areas.
- Rural areas have a more seasonal use pattern.

Implications

Areas for Further Development

- Regional outdoor recreation demands
- Inventory of regional recreational settings
- Classification of trails in regional parks
- Visitor use surveys
- Visitor use impacts



Mount Work Regional Park

Conclusion

- Collaboration and knowledge sharing
- Aids on-the-ground operations and land management
- Informs Management Plans and Interim Management Guidelines
- Aids in creating policies, guidelines and strategic plans


Mill Hill Regional Park



Questions?

Capital Regional District

CRDVictoria

crd.bc.ca

Making a difference...together

REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, NOVEMBER 20, 2025

SUBJECT **Transfer of Assets, Liabilities, and Reserve Balances to the Combined Parks and Recreation Service**

ISSUE SUMMARY

To authorize the transfer of all assets, liabilities, and reserve balances from the existing Salt Spring Island (SSI) Parks and Recreation-related services into the newly established Combined Parks and Recreation Service effective year-end 2025.

BACKGROUND

The Capital Regional District (CRD) has adopted Bylaw 4684 which amends establishment Bylaw No. 2422, "Salt Spring Island Parks, Arts and Recreation Facilities Bylaw No. 1, 1996" to combine the Parks and Recreation Service (Park Land 1.459) with the Swimming Pool Service (1.453), the Community Parks Service (1.455), and the Community Recreation Service (1.458). This consolidates the four existing SSI parks and recreation services into one unified service to enhance administrative efficiency, improve financial management, and enable borrowing authority for future capital projects benefitting the entire community.

Currently, the four separate services each maintain individual Capital Reserve Funds (CRF), Equipment Replacement Funds (ERF), Operating Reserve Funds (ORF), and a Park Land Acquisition Fund, all restricted by bylaw to their respective service purposes. Following the establishment of the new combined service, these reserve funds must be formally transferred into reserve accounts under the Combined Parks and Recreation Service.

The transfer will ensure that all funds remain dedicated to parks and recreation purposes while allowing greater flexibility in allocating resources toward projects that serve multiple facilities and program areas. The process will be completed through Local Community Commission (LCC) and CRD Board resolutions, ensuring continued financial accountability and transparency.

ALTERNATIVES

Alternative 1
That the Salt Spring Island Local Community Commission recommends to the Capital Regional District (CRD) Board that all assets, liabilities, and reserve balances for the following services be transferred to the Salt Spring Island Parks and Recreation Facilities Local Service established under Bylaw No. 2422 as amended by Bylaw 4684, effective December 31, 2025:

- Bylaw No. 3206 Swimming Pool Service (1.453)
- Bylaw No. 4149 Community Parks Service (1.455)
- Bylaw No. 4151 Community Recreation Service (1.458)

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

The consolidation of assets, liabilities, and reserves represents a financial restructuring only and will not result in any increase to taxation.

The transfer will:

- Maintain all funds within the Parks and Recreation service purpose;
- Simplify financial reporting and long-term capital planning;
- Enable more flexible funding of multi-service capital projects; and
- Improve overall transparency and operational efficiency.

There are currently twelve separate reserves under the four previous parks and recreation services (Appendix A). Folding these reserves into four reserve funds supports coordinated capital investment planning across all parks and recreation assets (Appendix B).

Legal Implications

In accordance with the Local Government Act, the transfer of assets, liabilities, and reserve balances between dissolved and continuing services requires a resolution of both the Local Community Commission and the CRD Board. Legal review confirms this process is appropriate and consistent with the authority granted under the Local Government Act.

Service Delivery Implications

Combining liabilities, assets and reserves will improve the LCC's ability to plan and deliver community-wide capital projects that support recreation facilities, community programs, and park infrastructure. Without consolidation, reserves would remain fragmented and restricted to specific service boundaries, limiting the Commission's capacity to strategically fund projects across the broader system.

CONCLUSION

Transferring all assets, liabilities, and reserve balances into the expanded Salt Spring Island Parks and Recreation Facilities Local Service is a necessary administrative step following the adoption of Bylaw No. 4684. This action will streamline financial management, enhance flexibility in funding multi-use projects, and strengthen service delivery for the Salt Spring Island community.

RECOMMENDATION

That the Salt Spring Island Local Community Commission recommends to the Capital Regional District (CRD) Board that all assets, liabilities, and reserve balances for the following services be transferred to the Salt Spring Island Parks and Recreation Facilities Local Service established under Bylaw No. 2422 as amended by Bylaw 4684, effective December 31, 2025:

- Bylaw No. 3206 Swimming Pool Service (1.453)
- Bylaw No. 4149 Community Parks Service (1.455)
- Bylaw No. 4151 Community Recreation Service (1.458)

Submitted by:	Dan Ovington, BBA, Senior Manager, CRD Salt Spring Island Administration
Concurrence:	Stephen Henderson, MBA, B Sc, General Manager, Electoral Area Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: 2025 Salt Spring Island Reserve Funds Summary
Appendix B: Consolidated 2025 Salt Spring Island Reserve Funds Summary

1.45X SSI Pool, Park Land, Community Recreation and Community Parks
Reserves Summary
2026 - 2030 Financial Plan

Reserve/Fund Summary

Reserve/Fund Summary	Estimated	Budget				
	2025	2026	2027	2028	2029	2030
1.459 SSI Park Land						
Operating Reserve Fund - SSI Park Land	34,081	22,477	47,477	77,477	107,477	137,477
Capital Reserve Fund - SSI Park Land	178,354	108,354	143,354	233,354	333,354	443,354
Capital Reserve Fund - Park Land Acquisition	651,820	401,820	401,820	401,820	401,820	401,820
Subtotal	**864,255**	**532,651**	**592,651**	**712,651**	**842,651**	**982,651**
1.453 SSI Pool						
Capital Reserve Fund - SSI Pool	111,313	86,313	146,313	211,313	281,313	356,313
Equipment Replacement Fund - SSI Pool	34,140	64,140	94,140	124,140	144,140	164,140
Subtotal	**145,453**	**150,453**	**240,453**	**335,453**	**425,453**	**520,453**
1.458 SSI Community Recreation						
Operating Reserve Fund	3,798	6,298	11,298	18,298	26,298	34,298
Capital Reserve Fund - Community Recreation Facilities	122,707	80,207	37,707	45,207	49,707	54,207
Equipment Replacement Fund	2,103	4,103	6,103	8,103	10,103	12,103
Subtotal	**128,608**	**90,608**	**55,108**	**71,608**	**86,108**	**100,608**
1.455 SSI Community Parks						
Operating Reserve Fund	14,624	7,624	12,624	17,624	22,624	29,624
Capital Reserve Fund - Community Parks	11,709	4,709	4,709	4,709	4,709	4,709
Capital Reserve Fund - Community Park Facilities	18,247	8,247	18,247	28,247	43,247	58,247
Equipment Replacement Fund	57,880	66,880	35,880	39,880	51,880	63,880
Subtotal	**102,459**	**87,459**	**71,459**	**90,459**	**122,459**	**156,459**
Ending Balance $	**1,240,775**	**861,171**	**959,671**	**1,210,171**	**1,476,671**	**1,760,171**

1.459 SSI Parks and Recreation Facilities Local Service
Reserves Summary
2026 - 2030 Financial Plan

Reserve/Fund Summary

Reserve/Fund Summary	Estimated	Budget				
	2025	2026	2027	2028	2029	2030
Capital Reserve Fund	442,330	287,830	350,330	522,830	712,330	916,830
Land Reserve Fund	651,820	401,820	401,820	401,820	401,820	401,820
Operating Reserve Fund	52,503	36,399	71,399	113,399	156,399	201,399
Equipment Replacement Fund	94,122	135,122	136,122	172,122	206,122	240,122
Ending Balance $	**1,240,775**	**861,171**	**959,671**	**1,210,171**	**1,476,671**	**1,760,171**

2026 Appointments

Board and Committee Membership
Capital Regional District | 2026

Making a difference...together

Capital Regional District Board

Chair: Director McNeil-Smith
Vice Chair: Director Little

Capital Regional Hospital District Board

Chair: Director Murdoch
Acting Chair: Director Goodmanson

Capital Region Housing Corporation Board

Chair: Director de Vries
Vice Chair: Director Caradonna

Board of Directors

Participant	Director	Alternate Director
Central Saanich	R. Windsor	S. Riddell
Colwood	D. Kobayashi	I. Ward
Esquimalt	B. Desjardins	D. Cavens
Highlands	K. Williams	K. Roessingh
JDF EA	A. Wickheim	J. Grant
Langford	S. Goodmanson	M. Wagner / K. Guiry
Langford	L. Szpak	M. Wagner / K. Guiry
Metchosin	M. Little	S. Donaldson
North Saanich	P. Jones	C. Stock
Oak Bay	K. Murdoch	H. Braithwaite
Saanich	S. Brice	M. Westhaver / N. Chambers / K. Harper / T. Phelps Bondaroff
Saanich	J. Brownoff	T. Phelps Bondaroff / M. Westhaver / N. Chambers / K. Harper
Saanich	Z. de Vries	K. Harper / T. Phelps Bondaroff / M. Westhaver / N. Chambers
Saanich	D. Murdock	M. Westhaver / N. Chambers / K. Harper / T. Phelps Bondaroff
Saanich	C. Plant	N. Chambers / K. Harper / T. Phelps Bondaroff / M. Westhaver
SGI EA	P. Brent	R. Fawcett
Sidney	C. McNeil-Smith	C. Rintoul
Sooke	M. Tait	J. Bateman
SSI EA	G. Holman	E. Rook
Victoria	M. Alto	S. Kim / M. Dell / K. Loughton / S. Hammond / M. Gardiner
Victoria	J. Caradonna	S. Kim / M. Dell / K. Loughton / S. Hammond / M. Gardiner
Victoria	C. Coleman	S. Kim / M. Dell / K. Loughton / S. Hammond / M. Gardiner
Victoria	D. Thompson	S. Kim / M. Dell / K. Loughton / S. Hammond / M. Gardiner
View Royal	S. Tobias	J. Rogers

2026 Appointments

Board and Committee Membership
Capital Regional District | 2026

Standing Committees

Core Area Liquid Waste Management

Membership consists of all 15 Board members from the seven municipal participants in the Core Area Liquid Waste Management Plan.

Chair: Director Coleman
3. Director Alto
4. Director Brice
5. Director Brownoff
6. Director Caradonna
7. Director de Vries
8. Director Desjardins
9. Director Goodmanson

Vice Chair: Director Kobayashi
10. Director K. Murdoch
11. Director D. Murdock
12. Director Plant
13. Director Szpak
14. Director Thompson
15. Director Tobias
Board Chair (ex-officio)

Electoral Areas Committee

Membership consists of all 3 Electoral Area Directors.

Chair: Director Brent
3. Director Wickheim

Vice Chair: Director Holman
Board Chair (ex-officio)

Environmental Services Committee

Chair: Director Desjardins
3. Director Brownoff
4. Director Caradonna
5. Director Holman
6. Director Kobayashi
7. Director Plant

Vice Chair: Director Tobias
8. Director Tait
9. Director Thompson
10. Director Wickheim
Board Chair (ex-officio)

Finance Committee

Chair: Director Brice
3. Director Brent
4. Director Coleman
5. Director Goodmanson
6. Director Kobayashi

Vice Chair: Director Jones
7. Director Little
8. Director Williams
9. Director Windsor
Board Chair (ex-officio)

Governance and First Nations Relations Committee

Chair: Director Little
3. Director Alto
4. Director Brent
5. Director Coleman
6. Director Desjardins
7. Director K. Murdoch

Vice Chair: Director Williams
8. Director D. Murdock
9. Director Plant
10. Director Tait
Board Chair (ex-officio)

2026 Appointments

Board and Committee Membership
Capital Regional District | 2026

Hospitals and Housing Committee

Chair: Director K. Murdoch
Vice Chair: Director Caradonna

3. Director Alto
4. Director Brent
5. Director Brice
6. Director de Vries
7. Director Goodmanson
8. Director Holman
9. Director Jones

Board Chair (ex-officio)

Planning and Protective Services

Chair: Director de Vries
Vice Chair: Director Thompson

3. Director Jones
4. Director Little
5. Director Szpak
6. Director Williams
7. Director Wickheim
8. Director Windsor

Board Chair (ex-officio)

Regional Parks Committee

Chair: Director Brownoff
Vice Chair: Director Szpak

3. Director Coleman
4. Director Goodmanson
5. Director Holman
6. Director Tait
7. Director Tobias
8. Director Williams
9. Director Windsor

Board Chair (ex-officio)

Transportation Committee

Chair: Director D. Murdock
Vice Chair Director Goodmanson

3. Director Brent
4. Director Brice
5. Director Caradonna
6. Director de Vries
7. Director Desjardins
8. Director Kobayashi
9. Director Szpak
10. Director Tait
11. Director Thompson
12. Director Windsor

Board Chair (ex-officio)

Select & Sub-Committees

Accessibility Advisory Committee

Governance Committee member is appointed as liaison by Governance Committee.
Term is up to two years.

Director
Director Little

Appointments Advisory Committee

(reporting to the Governance Committee). Term is for one year.

There are no appointments to be made to external boards before November 2026.

Royal and McPherson Theatres Services Advisory Committee

(reporting to the Finance Committee) Members appointed from each of the participants. Chair appointed by Finance Committee. Term is for one year.

Participant	Board Member
Oak Bay	TBC
Saanich	TBC
	TBC
Victoria	Jeremy Caradonna
	Krista Loughton

Solid Waste Advisory Committee

Chair shall be the Chair of the Environmental Services Committee
(reporting to the Environmental Services Committee).

Chair: Director Desjardins	Vice Chair: Elected from amongst the membership

Victoria Family Court and Youth Justice Committee

(reporting to the Governance Committee) Members appointed from each of the participants. Term is up to two years.

Participant	Member
Central Saanich	Sarah Riddell
Colwood	Misty Olsen
Esquimalt	Ken Armour
Highlands	Marcie McLean
Langford	Kimberley Guiry
Metchosin	Marie-Terese Little
North Saanich	Kristine Marshall
Oak Bay	Esther Paterson
Saanich	Mena Westhaver
Sidney	Terri O'Keefe
Sooke	TBC
Victoria	Susan Kim
View Royal	Don Brown

2026 Appointments

Board and Committee Membership
Capital Regional District | 2026

Other CRD Committees & Commissions

Arts Commission

Members appointed from each of the participants. Term is four years for Directors, two years for Non-Directors.

Participant	Representative	Alternate
Esquimalt	Meagan Brame	Duncan Cavens
Highlands	Karel Roessingh	None
Metchosin	Sharie Epp	Steve Gray
Oak Bay	Carrie Smart	Cairine Green
Saanich	Director Colin Plant	Nathalie Chambers
Sooke	Jeff Bateman	Kevin Pearson
Southern Gulf Islands	Director Paul Brent	None
Victoria	Director Marianne Alto (Chair)	None
View Royal	Gery Lemon	None

Climate Action Inter-Municipal Task Force

Members appointed from each of the participants. Term is for four years.

Local Government	Representative	Alternate
Central Saanich	Sarah Riddell	None
Colwood	David Grove	Cynthia Day
Esquimalt	Meagan Brame	Barabara Desjardins
Highlands	Ann Baird	None
Langford	Mary Wagner	None
Metchosin	Steve Gray	None
North Saanich	Director Peter Jones	All Councillors
Oak Bay	Andrew Appleton	Lesley Watson
Saanich	Director Judy Brownoff	None
Sidney	Steve Duck	Sara Duncan
Sooke	Tony St-Pierre	None
Victoria	Marg Gardiner	None
View Royal	Alison MacKenzie	Gery Lemon
Salt Spring Island	Director Gary Holman	None
Southern Gulf Islands	Director Paul Brent	None
Juan de Fuca	Director Al Wickheim	None

Emergency Management Committee

Board appointment of the 3 EA Directors, ELT & Senior Manager, Protective Services. Term is four years.

Electoral Areas	Representative	ELT + Management		
Juan de Fuca	Director Wickheim	Ted Robbins	Shawn Carby	Kristen Morley
Southern Gulf Islands	Director Brent (Chair)	Kevin Lorette	Luisa Jones	Stephen Henderson
Salt Spring Island	Director Holman	Nelson Chan	Alicia Fraser	

2026 Appointments

Board and Committee Membership
Capital Regional District | 2026

Juan de Fuca Water Distribution Commission

Members appointed from each of the participants. Term is four years.

Participant	Commissioner	Alternate
Colwood	David Grove	Misty Olsen
Highlands	Gord Baird	Karel Roessingh
Juan de Fuca EA	Al Wickheim	Jeri Grant
Langford	Kimberly Guiry	Keith Yacucha, Mark Morley
Langford	Mary Wagner	Keith Yacucha, Mark Morley
Metchosin	Shelly Donaldson	Steve Gray
Sooke	Kevin Pearson	Dana Lajeunesse
View Royal	John Rogers	Ron Mattson

Peninsula Recreation Commission

Members appointed from each of the participants. Term is four years for Directors, two years for Non-Directors.

Participants	Commissioner	Alternate
Central Saanich	Director Ryan Windsor	Sarah Riddell
Central Saanich	Niall Paltiel	Gord Newton
North Saanich	Director Peter Jones	Celia Stock
North Saanich	Phil DiBattista	Kristine Marshall
Sidney	Director Cliff McNeil-Smith	Chad Rintoul
Sidney	Scott Garnett	Steve Duck

Regional Water Supply Commission

Members appointed from each of the participants. Term is four years.

Participant	Commissioner	Alternate
Central Saanich	Chris Graham	Zeb King
Colwood	Kim Jordison	Misty Olsen
Esquimalt	Tim Morrison	Duncan Cavens
Highlands	Gord Baird	Karel Roessingh
Juan de Fuca EA	Al Wickheim	Jeri Grant
Langford	Kimberly Guiry	Keith Yacucha
	Mary Wagner	Keith Yacucha
Metchosin	Steve Gray	Shelly Donaldson
North Saanich	Celia Stock	Irene McConkey
Oak Bay	Cairine Green	Esther Paterson
Saanich	Teale Phelps Bondaroff	Judy Brownoff, Colin Plant, Susan Brice
	Nathalie Chambers*	Colin Plant, Susan Brice, Judy Brownoff
	Zac de Vries*	Judy Brownoff, Colin Plant, Susan Brice
	Karen Harper*	Susan Brice, Judy Brownoff, Colin Plant
	Mena Westhaver*	Susan Brice, Judy Brownoff, Colin Plant
Sidney	Sara Duncan	Steve Duck
Sooke	Kevin Pearson	Tony St-Pierre
Victoria	Jeremy Caradonna	Matt Dell, Krista Loughton, Marg Gardiner
	Chris Coleman	Matt Dell, Krista Loughton, Marg Gardiner
	Stephen Hammond	Matt Dell, Krista Loughton, Marg Gardiner
	Susan Kim	Matt Dell, Krista Loughton, Marg Gardiner
View Royal	John Rogers	Ron Mattson

**Assignment of one additional vote*

Saanich Peninsula Wastewater Commission

Members appointed from each of the participants. Term is four years for Directors, two years for Non-Directors.

Participant	Commissioner	Alternate
Central Saanich	Director Ryan Windsor	Sarah Riddell
Central Saanich	Zeb King	Chris Graham
North Saanich	Director Peter Jones	Celia Stock
North Saanich	Sanjiv Shrivastava	Jack McClintock
Sidney	Director Cliff McNeil-Smith	Chad Rintoul
Sidney	Richard Novek	Steve Duck

Saanich Peninsula Water Commission

Members appointed from each of the participants. Term is four years for Directors, one year for Non-Directors.

Participant	Commissioner	Alternate
Central Saanich	Director Ryan Windsor	Sarah Riddell
Central Saanich	Zeb King	Chris Graham
North Saanich	Director Peter Jones	Celia Stock
North Saanich	Sanjiv Shrivastava	Jack McClintock
Sidney	Director Cliff McNeil-Smith	Chad Rintoul
Sidney	Richard Novek	Steve Duck

Salt Spring Island Local Community Commission

SSI Electoral Area Director, plus four commissioners elected by the community. Term is up to four years.

Representative
Director Gary Holman
Gayle Baker
Benjamin Corno
Earl Rook
Brian Webster

Sooke and Electoral Area Parks and Recreation Commission

Members appointed from each of the participants. Term is four years for Directors, two years for Non-Directors.

Participants	Commissioner	Alternate
Juan de Fuca	Director Wickheim (CRD Board Director)	Jeri Grant
Sooke	Director Tait (CRD Board Director)	Jeff Bateman
Sooke	TBC (Sooke Council Appointed)	TBC

Appointments to External Boards

CREST (Capital Region Emergency Service Telecommunications)

The CRD Board appoints Electoral Area Directors for shareholder votes for a four-year term. Proxies are appointed annually.

Appointed CRD Shareholder	Proxy
Director Al Wickheim	Jeri Grant
Director Gary Holman	John Wakefield
Director Paul Brent	Rob Releeder

2026 Appointments

Board and Committee Membership

Capital Regional District | 2026

Greater Victoria Harbour Authority Board

CRD Board Chair nominates up to three CRD Board Directors to be nominated as GVHA Director for a four-year term. Board appoints Member representative *annually.*

Member Representative (One Year Term)	Member Representative Alternate (One Year Term)	Board Nominee (Four Year Term)
Director Goodmanson	Director Plant	Director Brice

Community Liaison Committee - Greater Victoria Harbour Authority

GVHA Member Representative to be appointed.

Member Representative	Member Representative - Alternate
Director Goodmanson	Director Plant

Greater Victoria Labour Relations Association

The CRD Board appoints one Director as its representative, and one Director as alternate. Annual appointment.

Representative & AGM Delegate	Alternate
Director Coleman	Director Goodmanson

ICET – Island Coastal Economic Trust

The Board appoints either the CRD Board Chair or Director as representative. Annual appointment.

Member Representative
Director P. Brent

Island Corridor Foundation

Board appoints one Director as Local Government Designated Representative annually. Board nominates one Director for election to the Foundation Board (could be the same person as the Member Representative) at its AGM, held in May, for a two-year term.

Member Representative	Nominee
Director Alto	Director Desjardins

Municipal Finance Authority

CRD Board appoints two Directors as representatives and two Directors as alternates. Annual appointment.

Director	Alternate
Director Brent	None
Director Kobayashi	None

South Island Reconciliation Advisory Committee

(previously Te'mexw Treaty Advisory Committee)
Annual appointment.

Representative	Alternate
Director Wickheim	None

Royal and McPherson Theatres Society Board

Appointed by member Councils. Annual appointment.

Participants	Board Member	Alternate
Oak Bay	TBC	TBC
Saanich	TBC	None
Victoria	Matt Dell	None

Vancouver Island and Coastal Communities Climate Leadership Plan (VICC-CLP) Steering Committee

Elected Official(s) to be appointed for a four-year term.

Representative	Alternate
Director Thompson	None

Vancouver Island Regional Library Board

CRD Board appoints. Only Juan de Fuca Area participates in this service function. Annual appointment.

Representative	Alternate
Director Wickheim	Jeri Grant

Making a difference...together

REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, NOVEMBER 18, 2025

SUBJECT **Development Variance Permit and Floodplain Exemption for Lot 3, Section 15, Otter District, Plan 11437, except Parcel A (DD33503W) – 3139 Otter Point Road**

ISSUE SUMMARY

A request has been made for a development variance permit to reduce the yard setbacks of the Rural (A) zone to address the undue hardship designation under the *Riparian Areas Protection Regulation* (*RAPR*); and for a floodplain exemption in order to construct a single-family dwelling within the floodplain setbacks specified by Part 5 of the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040.

BACKGROUND

The .059 ha subject property is located at the corner of Otter Point and Young Lake Roads in Otter Point and is zoned Rural (A) under the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040 (Appendix A). All abutting parcels are also zoned Rural (A). At the time the application was submitted, the parcel was vacant; however, a fence was recently constructed along the Otter Point Road frontage and excavation work has commenced in contravention of the requirement for authorization under a development permit.

Since portions of the parcel are designated as Steep Slopes and Watercourses and Wetlands Areas development permit areas, a development permit for land alteration and construction of a dwelling is required; however, the landowner must first request a variance to reduce the restricted area of the site from the local government to meet the conditions of undue hardship under the *RAPR*. The applicants have requested variances to reduce all yard setback requirements to 4.5 m save for the rear yard designation (Appendix B).

The floodplain regulations, as outlined in Part 5, Section 2.0 (2)(a) of Bylaw No. 2040, specify that the floodplain setback is 30 m from the natural boundary of DeMamiel Creek. Since the entire west side of the property, which includes the proposed building site (Appendix C), is located within 30 m of DeMamiel Creek, a floodplain setback exemption is required pursuant to Section 524(7)(b) of the *Local Government Act (LGA)* and Part 5 of Bylaw No. 2040. In support of the exemption, a geotechnical engineer's report has been submitted (Appendix D).

ALTERNATIVES

Alternative 1
The Land Use Committee recommends to the Capital Regional District Board:
That Development Variance Permit and Floodplain Exemption DV000093 to authorize the siting of a proposed dwelling on Lot 3, Section 15, Otter District, Plan 11437, except Parcel A (DD33503W) be approved as follows:

1. Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Schedule A, Part 2:
   a) Section 2.07(a) is varied by reducing the front yard setback requirement from 7.5 m to 4.5 m;
   b) Section 2.07(b) is varied by reducing the side yard setback requirement from 6 m to 4.5 m; and
   c) Section 2.07(c) is varied by reducing the flanking yard setback requirement from 6 m CTS to 4.5 m.

2. Pursuant to Section 524 of the *Local Government Act*, the floodplain setback for DeMamiel Creek specified by Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Schedule A, Part 5, Section 2(a) is reduced from 30 m from the natural boundary to 11 m from the crest of the slope above the western side of the creek as shown in the geotechnical report certified by Shane Moore, P.Geo., dated July 15, 2025, revised July 30, 2025, subject to the following:
   a) That the professional geotechnical engineer's report certified by Shane Moore, P.Geo., dated July 15, 2025, revised July 30, 2025, be secured via a restrictive covenant registered on title pursuant to section 524(8)(c) of the *Local Government Act*;
   b) That development of the property comply with the recommendations outlined in the professional engineer's report certified by Shane Moore, P.Geo., dated July 15, 2025, revised July 30, 2025; and
   c) That the building setbacks be verified by BCLS survey prior to completion of the building permit.

Alternative 2
That the Development Variance Permit and Floodplain Exemption DV000093 be denied.

IMPLICATIONS

Legislative Implications

Section 524 of the *LGA* authorizes local governments to designate areas as floodplains and to specify flood levels, setbacks and other related provisions. Part 5 of Bylaw No. 2040 outlines requirements for floodplain management. A local government may exempt a person from the floodplain requirement pursuant to Section 524(7) of the *LGA*.

The Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Section 2.07 specifies yard setback requirements for the Rural (A) zone. In order to meet the conditions of undue hardship under the *RAPR*, a variance is required to authorize the siting of the proposed dwelling in the front and flanking setbacks.

Public Consultation Implications

There is no statutory or bylaw requirement to notify members of the public about a request for a floodplain exemption.

Pursuant to Section 499 of the *LGA*, if a local government is proposing to pass a resolution to issue a development variance permit it must give notice to each resident/tenant within a given distance as specified by bylaw. Juan de Fuca Development Fees and Procedures Bylaw No. 3885, states that the Board at any time may refer an application to an agency or organization for their comment. In addition, it states that a notice of intent must be mailed to adjacent property owners within a distance of not more than 500 metres. JdF Community Planning will provide notice accordingly. Any responses received from the public will be circulated to the Land Use Committee in advance of its November 18, 2025, meeting.

Land Use Implications

The parcel was originally created by subdivision in 1956, prior to the implementation of zoning, development permit areas and the *Riparian Areas Protection Regulation*. The parcel is roughly bisected by DeMamiel Creek and there is currently no means of access to the eastern portion of the lot. The western portion has historically been accessed by a driveway from Otter Point Road to the south.

The parcel is now partially designated as Steep Slopes and Watercourses and Wetlands development permit areas by the Otter Point Official Community Plan, Bylaw No. 3819. The Watercourses and Wetlands Areas DP corresponds with the Riparian Assessment Area defined by the *RAPR* and severely restricts the building envelope on the property. To meet the conditions of undue hardship that may be considered by the Province under the *RAPR*, the local government must first consider a variance to shift the building envelope away from the watercourse. Once the variances have been considered, the Provincial riparian assessment report review and CRD development permit approval process can be completed.

Variances:

The Juan de Fuca Land Use Bylaw specifies that in the Rural (A) zone, front yards shall be provided of not less than 7.5 m in width, side yards shall be not less than 6 m, and flanking yards shall not be less than 6 m CTS (clear to sky). Since the dwelling is also proposed to be located 4.5 m from the front and flanking yards to allow for the 11 m setback from the crest of the slope recommended by the engineers, a variance approval is required.

The extent of all proposed works will be reviewed during the development permit and building permit process by JdF Planning staff to confirm compliance with the requirements of the zone and other applicable land use regulations. Since the proposed siting of the dwelling is adjacent to roads and not the neighboring parcels, the variance is not anticipated to substantially alter the use and enjoyment of adjacent land. The application was referred to the Ministry of Transportation and Transit and no comments were received. Approval from the Ministry is not required unless a structure is proposed to be located less than 4.5 m from the road right-of-way.

Floodplain Exemption:

The floodplain regulations in Part 5, Section 2.0 (2)(e) of Bylaw No. 2040, specify a minimum setback of 30 m from the natural boundary of DeMamiel Creek. This encompasses most of the western portion of the property.

The Engineers' assessment submitted as a requirement of the floodplain exemption request stated that their analysis was based on a 2 m by 10 m dwelling identified on the 3D Geomatics Land Survey Drawing, dated May 14, 2025 (Appendix B). At this time, the final building design has not been confirmed with Planning or Building Inspection staff. Staff highlight that the dwelling will be required to meet the standards of Part 9 of the *BC Building Code*.

The Engineers modelled a building site in the southwest corner of the property, setback 11 m from the slope crest and 4.5 m from property lines. The Report confirmed that the proposed building location was safe from geological hazards and suitable for the use intended provided that the recommendations outlined in the report are implemented. This meets the requirements of Section 524(7)(b) of the *LGA*. Therefore, a floodplain exemption could be granted subject to the conditions outlined in the Report, the Report being secured via a restrictive covenant, and verification of the building foundation location by a BC Land Surveyor.

Should the variances and floodplain exemption be approved, the applicant will be required to:

- Register a covenant on the title of the property securing the Geotechnical Report.
- Obtain approval from the Province for a Riparian Areas Assessment Report prepared by a Qualified Environmental Professional (QEP).
- Obtain approval for a Development Permit.
- Obtain approval for a Building Permit.

A draft of Development Variance Permit and Floodplain Exemption DV000093 is attached as Appendix E for consideration.

CONCLUSION

The applicant has requested a development variance permit and floodplain exemption to reduce the yard setback requirements of the Rural (A) zone and to reduce the floodplain setback from DeMamiel Creek to meet *RAPR* undue hardship criteria for the purpose of constructing a dwelling. A report, certified by a qualified professional specified a safe building area for a 2 m by 10 m dwelling located 11 m from the crest of the slope above the creek, subject to the recommendations of the report. Development Variance Permit and Floodplain Exemption DV000093 has been prepared for consideration. If the Permit is approved by the Board, the Corporate Officer will proceed to issue the Permit and register a Notice of Permit on Title.

RECOMMENDATION

The Land Use Committee recommends to the Capital Regional District Board:
That Development Variance Permit and Floodplain Exemption DV000093 to authorize the siting of a proposed dwelling on Lot 3, Section 15, Otter District, Plan 11437, except Parcel A (DD33503W) be approved as follows:

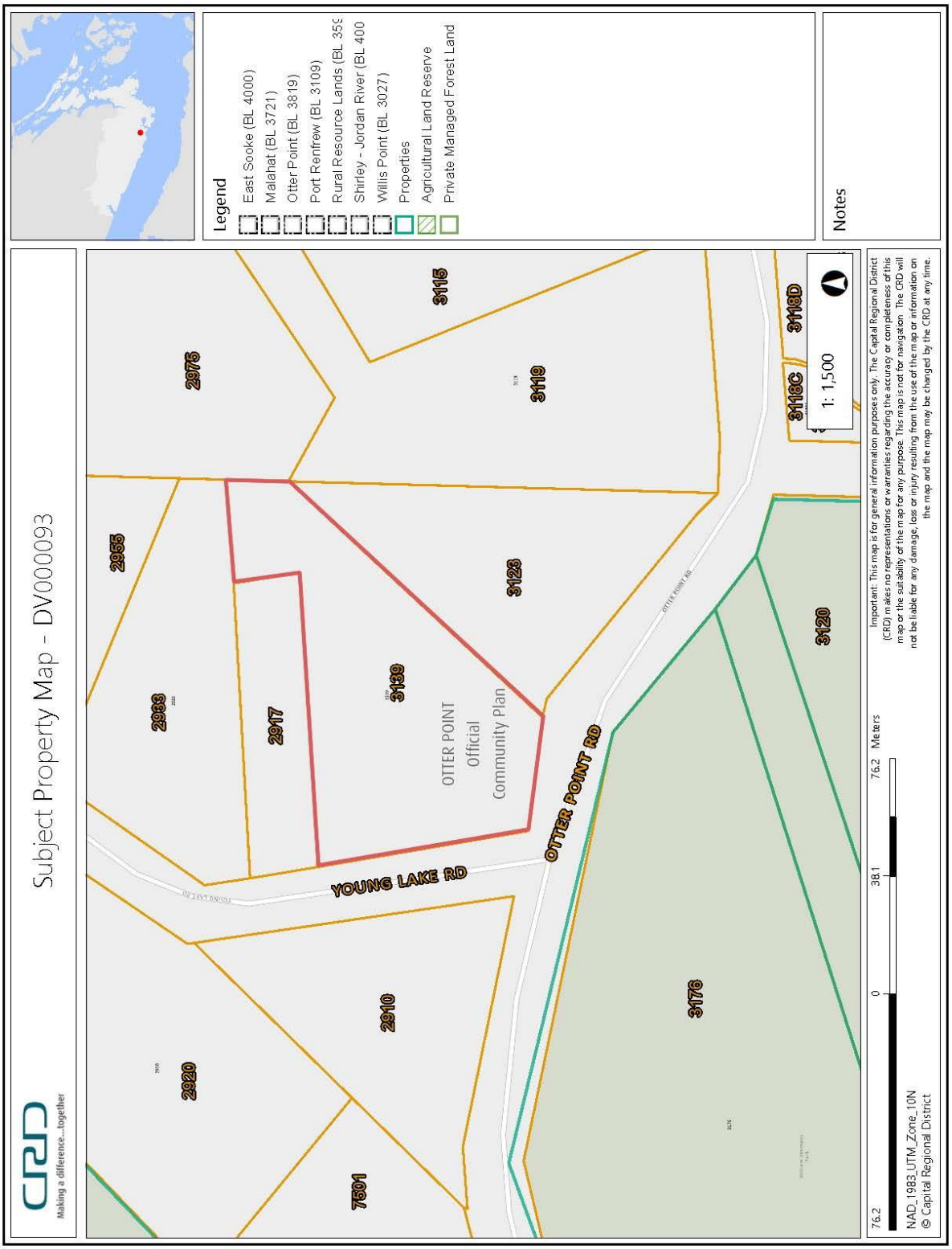
1. Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Schedule A, Part 2:
   a) Section 2.07(a) is varied by reducing the front yard setback requirement from 7.5 m to 4.5 m;
   b) Section 2.07(b) is varied by reducing the side yard setback requirement from 6 m to 4.5 m; and
   c) Section 2.07(c) is varied by reducing the flanking yard setback requirement from 6 m CTS to 4.5 m.
2. Pursuant to Section 524 of the *Local Government Act*, the floodplain setback for DeMamiel Creek specified by Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Schedule A, Part 5, Section 2(a) is reduced from 30 m from the natural boundary to 11 m from the crest of the slope above the western side of the creek as shown in the geotechnical report certified by Shane Moore, P.Geo., dated July 15, 2025, revised July 30, 2025, subject to the following:
   a) That the professional geotechnical engineer's report certified by Shane Moore, P.Geo., dated July 15, 2025, revised July 30, 2025, be secured via a restrictive covenant registered on title pursuant to section 524(8)(c) of the *Local Government Act*;
   b) That development of the property comply with the recommendations outlined in the professional engineer's report certified by Shane Moore, P.Geo., dated July 15, 2025, revised July 30, 2025; and
   c) That the building setbacks be verified by BCLS survey prior to completion of the building permit.

Submitted by:	Iain Lawrence, MCIP, RPP, Senior Manager, JdF Administration
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng., B.Sc., General Manager, Electoral Area Services
Concurrence:	Ted Robbins, B.Sc., C. Tech, Chief Administrative Officer

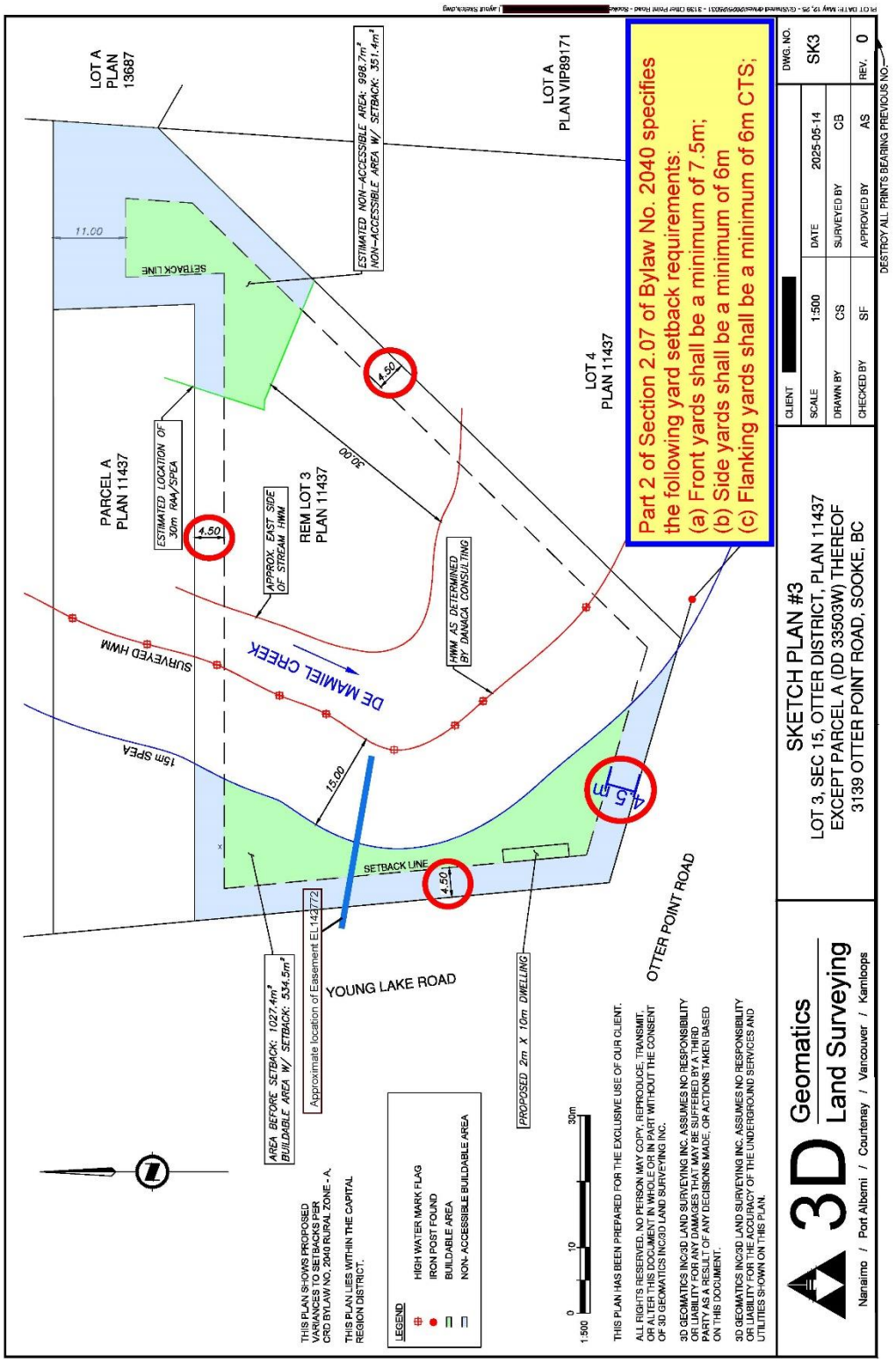
ATTACHMENTS

Appendix A: Subject Property Map
Appendix B: Site Plan - Yard Setback Variance Requests
Appendix C: Geotechnical Report Site Plan (Safe Building Area and Floodplain Exemption)
Appendix D: Geotechnical Report
Appendix E: Permit DV000093

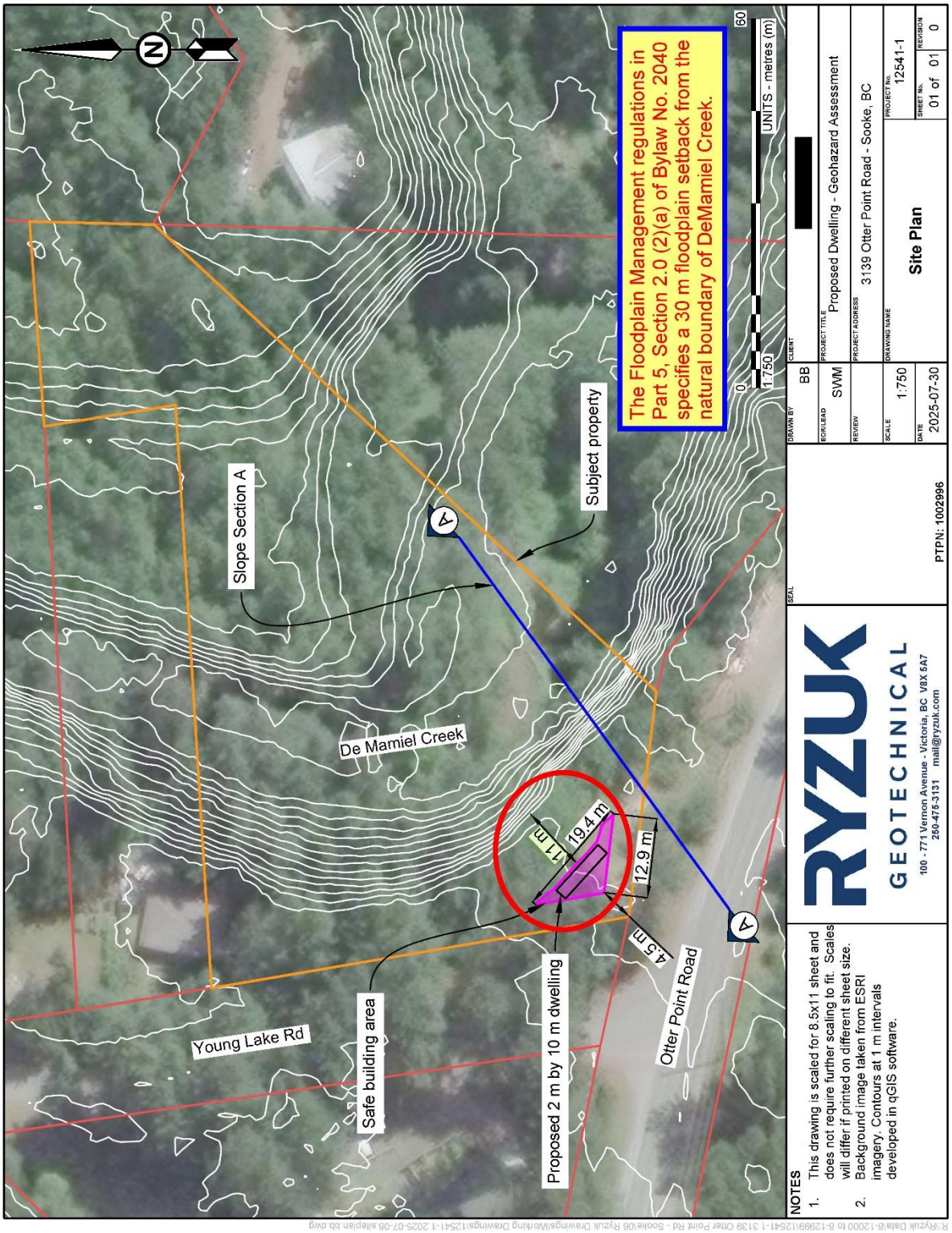
Appendix A: Subject Property Map



Appendix B: Site Plan - Yard Setback Variance Requests



Appendix C: Geotechnical Report Site Plan (Safe Building Area and Floodplain Exemption)



Appendix D: Geotechnical Report

RYZUK
GEOTECHNICAL

July 15, 2025
Project #: 12541-1
Revised: July 30, 2025

[redacted]
By e-mail: [redacted]

PROPOSED DWELLING – GEOHAZARD ASSESSMENT
3139 Otter Point Road – Sooke, BC

1. INTRODUCTION

As requested, we attended the referenced property on June 18, 2025, and completed an assessment of the potential geohazards affecting the site as such relates to the proposed dwelling. We herein provide our associated observations, comments, recommendations, and conclusions to be incorporated into the design/construction. This has been completed in accordance with Sections 488 and 491 of the Local Government Act for development permit and so that the land may be used safely for the use intended in accordance with Section 56 of the Community Charter for building permit. Our work has been completed in accordance with, and is subject to, the previously accepted Terms of Engagement.

Our recommendations consider the guidance/requirements provided by the:

- Engineers and Geoscientists of BC – Professional Practice Guidelines for Landslide Assessments in BC V4.1 – March 1, 2023, and
- Capital Regional District (CRD) Juan de Fuca – 3819 – Otter Point Official Community Plan – Bylaw No. 1, 2014 – Section 6.3 – Development Permit Area (DPA) No. 1: Steep Slopes, Section 6.5 – DPA No. 3: Watercourses and Wetlands Areas

Pursuant to Section E.6.1.3(e) of DPA 6 above, a development permit exemption may be granted provided the work is carried out in accordance with recommendations from a qualified professional. Furthermore, confirmation that the proposed dwelling location is not exposed to significant risk from geohazard is included in this assessment, pursuant to Section 56 of the Community Charter. The CRD is considered an authorized user of this report and may rely on its contents when making decisions related to the property.

#100-771 Vernon Avenue
Victoria, BC V8X 5A7

250-475-3131
mail@ryzuk.com

2. SITE LOCATION AND PROPOSED DEVELOPMENT

The subject property is located in the Otter Point community of the Juan de Fuca Electoral Area – CRD approximately 3.8 km to the northwest of the Sooke community center. The property is approximately 6522 square meters in area and is bounded by partially developed single-family residential properties to the north and east, Otter Point Road to the south, and Young Lake Road to the west. Based on our review of the 3D Geomatics Land Surveying drawing dated May 14, 2025, we understand that a 2 m by 10 m dwelling is proposed near the southwestern corner of the property.

3. GEOHAZARD ASSESSMENT

Our geotechnical assessment has involved an office-based review of available information, a site reconnaissance to complete a visual assessment for signs of geohazard that would impact the proposed development area, and an office-based slope stability analysis.

3.1 OFFICE-BASED STUDY

The office-based work included review of development drawings as well as perusal of geological/terrain mapping, BC LiDAR data, and BC Water Resources Atlas (well information).

Based on our review of the CRD GIS map satellite imagery and contours and BC LiDAR data (BCGS 092b032, Year: 2019) analyzed in QGIS software, the natural grade on the property significantly varies. The dwelling is proposed on a relatively flat plateau at the southwestern corner of the property that has a geodetic surface elevation between 83 and 84 m. To the northeast of the plateau, the grade steeply slopes down at an angle of 66 degrees a height of 11 m to the base of the western side of De Mamiel Creek. On the northeastern side or inside of the creek where its point bar formation exists, the surface topography gently slopes upwards at a relatively consistent rate to 83 m geodetic elevation at the northeast corner of the property. In the QGIS software, we produced Section A from BC LiDAR data to analyze the slope geometry on the property. The location of Section A can be seen on the attached Site Plan and will be discussed further in the Slope Stability section of the report.

Based on our review of BC Geological Survey – Geological Fieldwork 1991 mapping of the Sooke Land District, we expected the native soil conditions to consist of sand, gravel, silt, and clay of the Capilano Sediments of the Quaternary period. Well installation soil logs from the BC Water Resources Atlas located approximately 140 m to the northwest of the property indicated that bedrock was encountered at a depth of 7 m below the ground surface.

3.2 SITE RECONNAISSANCE

During our site reconnaissance we traversed the property to identify any notable surface features typically associated with steep slopes, such as past/current indication of erosion, land slip,

overland flow, and/or rock fall. Our visual assessment generally confirmed the findings of our office-based study.

The southeastern plateau was generally cleared of vegetation and a fence was constructed at the crest of the soil slope above De Mamiel Creek. A hand dug test pit was advanced on the plateau and we determined the topsoil layer was approximately 0.6 m thick atop native silty sand and gravel. The steepest portion of the slope is located at the south end of the property where the cutbank on the western outside curve of De Mamiel Creek is undergoing the most significant erosion. The slope crest was lined with young to middle aged trees that increased in size and age towards the north where the slope becomes less steep. In this area trees were also observed on the slope itself due to its shallower inclination and there is an access foot path to the base of the slope. A very dense "cemented" silty sand and gravel (inferred basal glacial till) was observed within the soil slope on the foot path down to the creek and at the toe of the cutbank of the slope. Basal glacial till is formed directly beneath a glacial which explains its very dense nature. The upper 1 m of the slope below the topsoil layer was noted to be lighter in colour indicating that it may be ablation till meaning it was formed by the melting of glacial ice, particularly from the upper layers of a glacier, and is considered to have a lower density than basal till. Small vegetation was visible on the steepest portions of the slope and a few trees on sloping areas of the property were 'pistol-butted'. There was loose soil collected at the base of the slope. The vertical scour height likely due to swift-flowing water at the base of the western cutbank of De Mamiel Creek was approximately 1.5 m in height. The material at the base of the creek was sorted to only contain primarily large gravel, cobbles, and boulders. This indicates that transportation of smaller sediment particles has occurred and that seasonally or in storm events the creek has a relatively high flow rate. At the time of our site reconnaissance, the creek was not flowing and shallow in depth.

3.3 SLOPE STABILITY ASSESSMENT

The native basal glacial till soil observed within the creek slope is typically hard/very dense and globally stable therefore deep-seated failure is considered unlikely. The high friction angle and cohesion of this material is shown through its steep inclination observed in static conditions. However, the slope section is considered over-steepened and potentially susceptible to movement in an earthquake event. Therefore, we have completed a slope stability analysis to confirm that the global slope stability factor of safety and movement meets the minimum requirements for both static and seismic conditions outlined in the EGBC guidelines. Another contributing factor to slope instability that has been considered in our analysis is the erosion rate of the creek at the toe of the slope that could be amplified by the effects of climate change.

We completed limit equilibrium slope stability analysis using RocScience Slide2 software and topography contour information extracted from the online BC LiDAR data (Section A). Section A was produced for our slope stability modelling and is a cross section of the steepest topography of the slope at the southwestern cutbank of the creek. We have modelled a proposed dwelling location offset approximately 11 m to the southwest of the slope crest determined from LiDAR. We understand that a variance is being requested to reduce the side yard setback from 6 m to 4.5 m. To model the most conservative case, we used the furthest setback of the proposed dwelling (4.5 m from the southwest property line) in combination with the steepest slope cross

section (Section A). Conservative soil strength properties were applied based on our observations, background review, and our past experience with similar soil types, and bedrock was not assumed to be present.

As part of our slope reconnaissance, we traversed near the toe of the ravine slope where the De Mamiel Creek has produced a cutbank from its seasonal flow scouring. We observed very dense "cemented" basal glacial till at the toe of the slope that is considered to have a low susceptibility to erosion due to its relatively high cohesion. However, we have conservatively incorporated into our analysis models the potential effects of slope regression including the effect of long-term scour, erosion, and bank undercutting. Additionally, we have included the potential impacts of climate change, including increased frequency and intensity of extreme rainfall events, that could also contribute to long-term erosion and subsequent regression of the ravine slopes. We determined that a horizontal slope regression of 5 m was appropriate to account for long-term erosion over the anticipated 75-year design life of the ravine slope. The slope crest in our modelling has been modified to be 5 m further back from the 2019 LiDAR slope crest geometry.

The pseudo-static analysis was run with seismic loading based on the Earth Design Ground Motion from the BC Building Code (BCBC) 2024 (National Building Code of Canada [NBCC] 2020 seismic hazard values) for a 2% probability of exceedance in 50 years (1 in 2475-year event), which is the requirement of the current 2024 BCBC. The associated peak ground acceleration (PGA) k value is 0.818 g which was determined using the online 2020 NBCC Seismic Hazard Tool and an estimated Site Classification for Seismic Site Response of 'C' based on observed soil conditions.

The results of our modelling indicate a minimum Factor of Safety (FS) of 1.53 in static conditions and a minimum FS of 0.60 in seismic conditions. Acceptable values of FS are typically >1.5 in static and >1.0 in seismic, as stated within the EGBC Landslide Guidelines Table B-6: Types of Static and Seismic Slope Stability Analysis. Given the NBCC 2020 seismic Factor of Safety resulted in less than the required threshold, and as per the methodology outlined in the guidelines, we used advanced functionality in the software to determine the critical seismic yield coefficient (k_y) value (0.408) and used this value in Travasarou's equation to estimate the anticipated permanent displacement resulting from a seismic event. The calculation using Travasarou's "Method 1" (2007) and conservative parameters resulted in a displacement of 12.1 cm, which is within the acceptable maximum limit of 15 cm.

The attached Slope Stability Analysis Results show the stratigraphy, soil parameters, and slip plane in static conditions, seismic 2%, and seismic (k_y) conditions.

For the purposes of the attached Appendix D: Landslide Assessment Assurance Statement, in accordance with Section 219 of the Land Title Act, we recommend a covenant be registered on title indicating that the steep slope above the creek is subject to geohazard, that the indicated safe building area is considered safe, and that any future building site(s) contemplated closer to the crest of the slope above the creek be assessed by a geotechnical professional to confirm such location is safe for residential construction. Given the above, it is our professional opinion that the proposed safe building area, as indicated on the attached Site Plan, setback 11 m from the slope crest is not subject to risk of geohazard.

The steep topography and location of De Mamiel Creek creates an access constraint to the northeast portion of the property, upslope from the point bar formation. Therefore, we consider that construction of a building on the northeast portion of the property to be impractical.

3.4 FLOOD ASSESSMENT

Under Bylaw No. 2040 of Schedule "A" of the CRD Juan de Fuca Land Use Bylaw, Part 5, we understand that a Floodplain Setback of a minimum of 30 m is required from the Natural Boundary of De Mamiel Creek. Due to the significant change in elevation from the toe of the slope at De Mamiel Creek (72 m geodetic) to the building site of the proposed dwelling (83 m geodetic), we consider the flooding risk on the property due to the creek to be negligible.

3.5 LIQUEFACTION ASSESSMENT

Based on our past experience in the area, soil mapping, and observed surficial soil deposits at the property, we expect the subsurface soils to be of glacial origin and over-consolidated. Generally being of cohesive and of a stiff consistency or well graded and of a dense consistency; therefore, we do not consider the soils at the site to be susceptible to liquefaction.

4. PRELIMINARY GEOTECHNICAL DESIGN

We anticipate site preparation for the proposed dwelling would include minor excavation and removal of any organic and loamy soils, as well as potential fills associated with previous land development. We recommend that the proposed dwelling is founded directly atop native very dense basal glacial till as analyzed in our slope stability modelling. It may also be desirable to utilize minor amounts of engineered fill (crushed gravel, shot rock etc.) to create a flatter and more level building site or to achieve the design bottom of footing grade. We anticipate that the building would be constructed on conventional shallow spread footings. We consider that foundation elements placed directly on undisturbed native very dense basal glacial till, or approved engineered fill atop such, will provide suitable long-term support for the construction of the proposed dwelling. For design purposes, foundations may be dimensioned considering Serviceability and Ultimate Limit State bearing resistance values of 150 kPa (SLS) and 225 kPa (ULS), respectively. We recommend that foundation subgrade surfaces, as well as engineered fill placed below foundation areas (if any), be reviewed by a geotechnical professional prior to pouring concrete. Additionally, footings should be embedded at least 450 mm below finished grade for protection from frost.

Based on our background review and observations of the soil conditions at site, we consider the appropriate Site Classification for Seismic Site Response (Site Class) would be 'C', as per the current BC Building Code.

We expect that conventional perimeter foundation drainage tied into a free draining backfill material would be suitable to limit hydrostatic pressure on the foundation walls. This, however, does not

preclude the possibility of dampness and/or minor seepage, which would be considered building envelop concerns.

The foundation drain arrangement (perforated pipe and uniform gravel/drain rock) should be covered with a non-woven geotextile filter fabric (not landscape fabric), or a suitably graded granular medium as approved by ourselves, to prevent the migration of finer materials from the backfill into voids within the drain arrangement.

To maintain the long-term surficial stability of the slope, the native soils should be protected from erosion caused by turbulent waterflows within drainage channels and at discharge locations. We recommend that all water from collected from perimeter drains and roof leaders is transmitted via closed piping to a municipal stormwater system or downslope and discharged onto a splash pad or atop the creek at the base of the slope.

5. CLOSURE

Provided the above recommendations are followed, we consider the land may be used safely for the use intended, that being the construction of a single-family dwelling. Our assessment is in accordance with Section 56 of the Community Charter, Sections 488 and 491 of the Local Government Act, Section 219 of the Land Title Act, the CRD Juan de Fuca Otter Point OCP, the BC Building Code, and the Professional Practice Guidelines for Legislated Landslide and Flood Assessments in BC (assurance statements attached). Our assessment has considered a design seismic occurrence with a 2% probability of exceedance in 50 years as well as the potential effects of future climate change.

We trust the preceding is suitable for your purposes at present. Please do not hesitate to contact the undersigned if we can be of further assistance.

Sincerely,

Ryzuk Geotechnical

Ben Brownoff, EIT
Advanced Junior Engineer

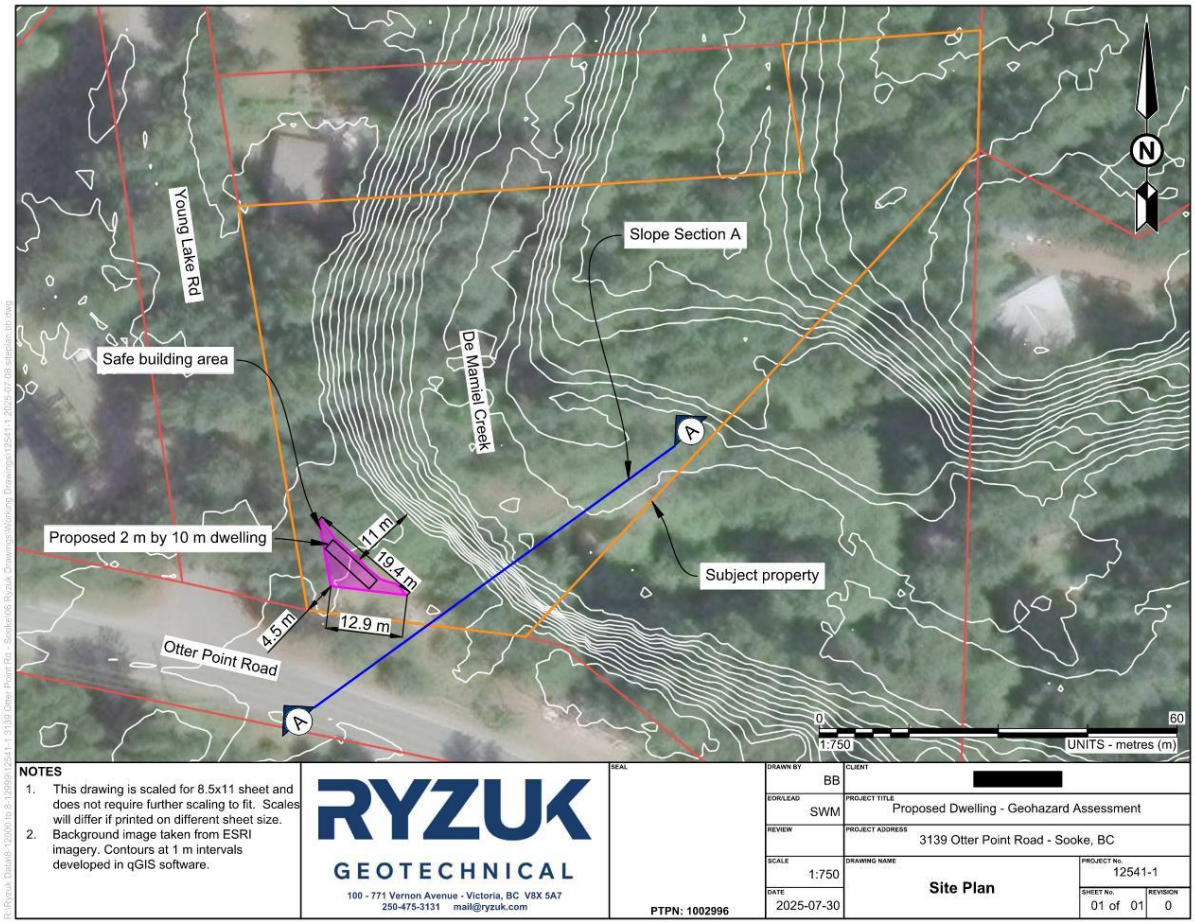
Jul. 31 2025

Shane Moore, P.Geo.
Senior Geoscientist

Permit to Practice Number: 1002996

Attachments:

- Site Plan
- Slope Stability Analysis Results
- EGBC Landslide Assurance Statement



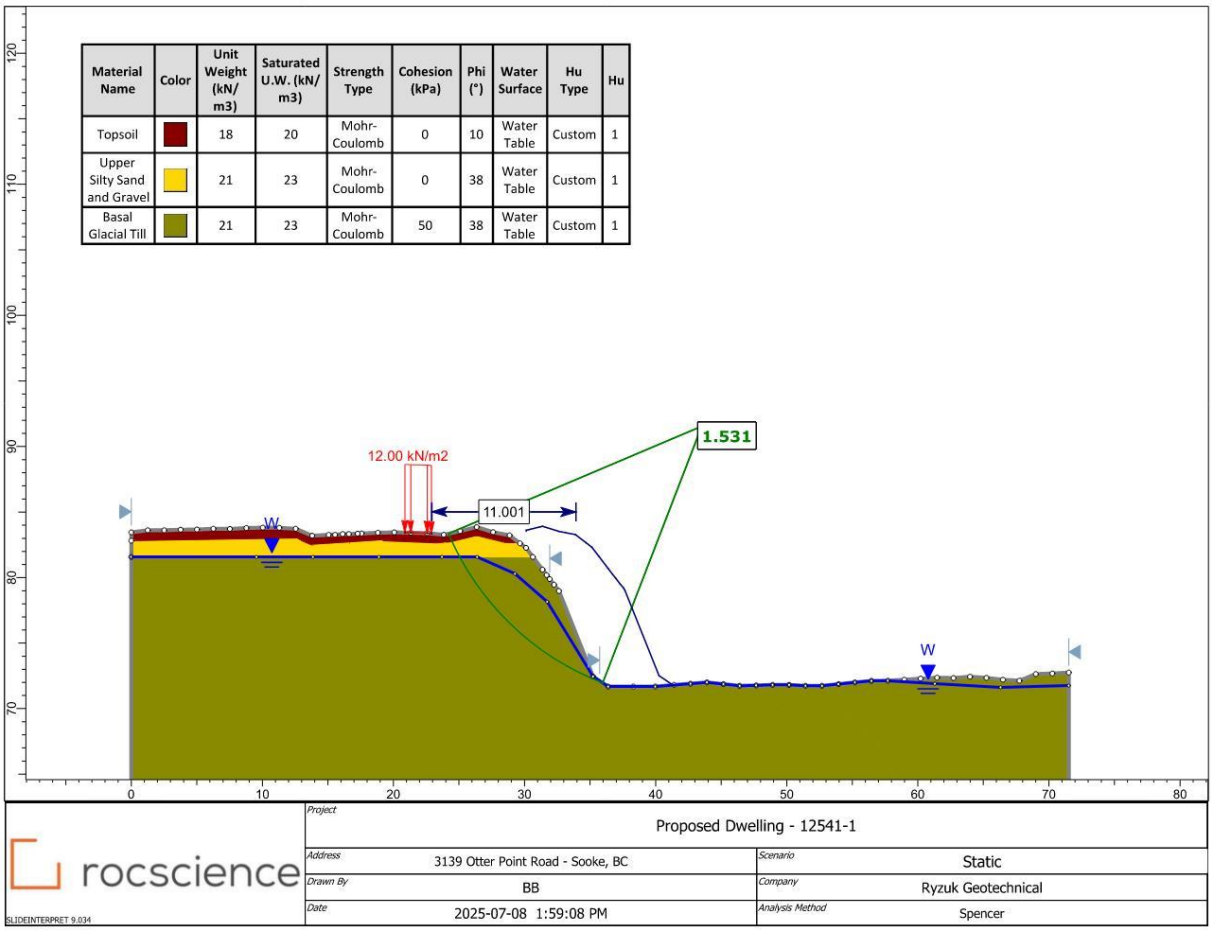
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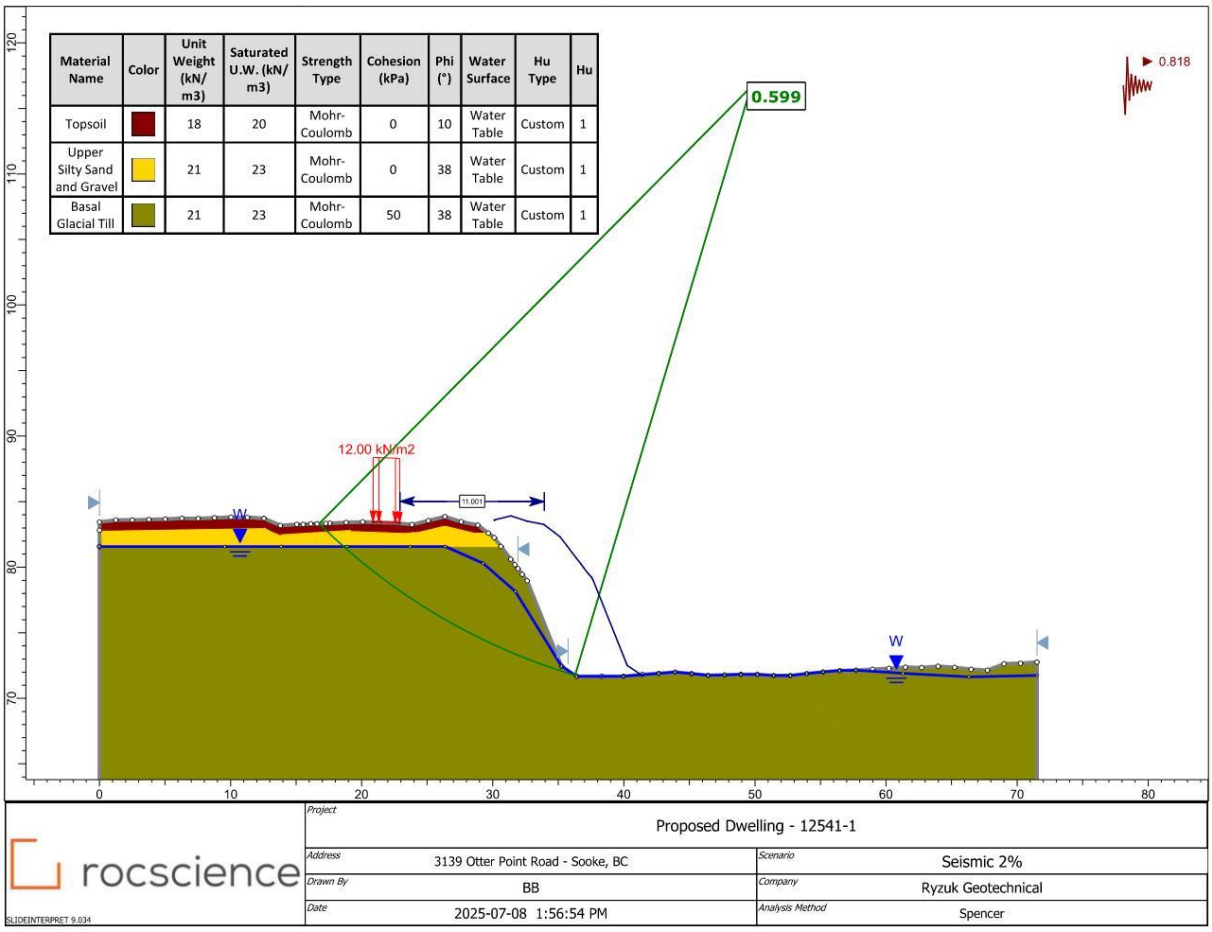
1. This drawing is scaled for 8.5x11 sheet and does not require further scaling to fit. Scales will differ if printed on different sheet size.
2. Background image taken from ESRI imagery. Contours at 1 m intervals developed in qGIS software.

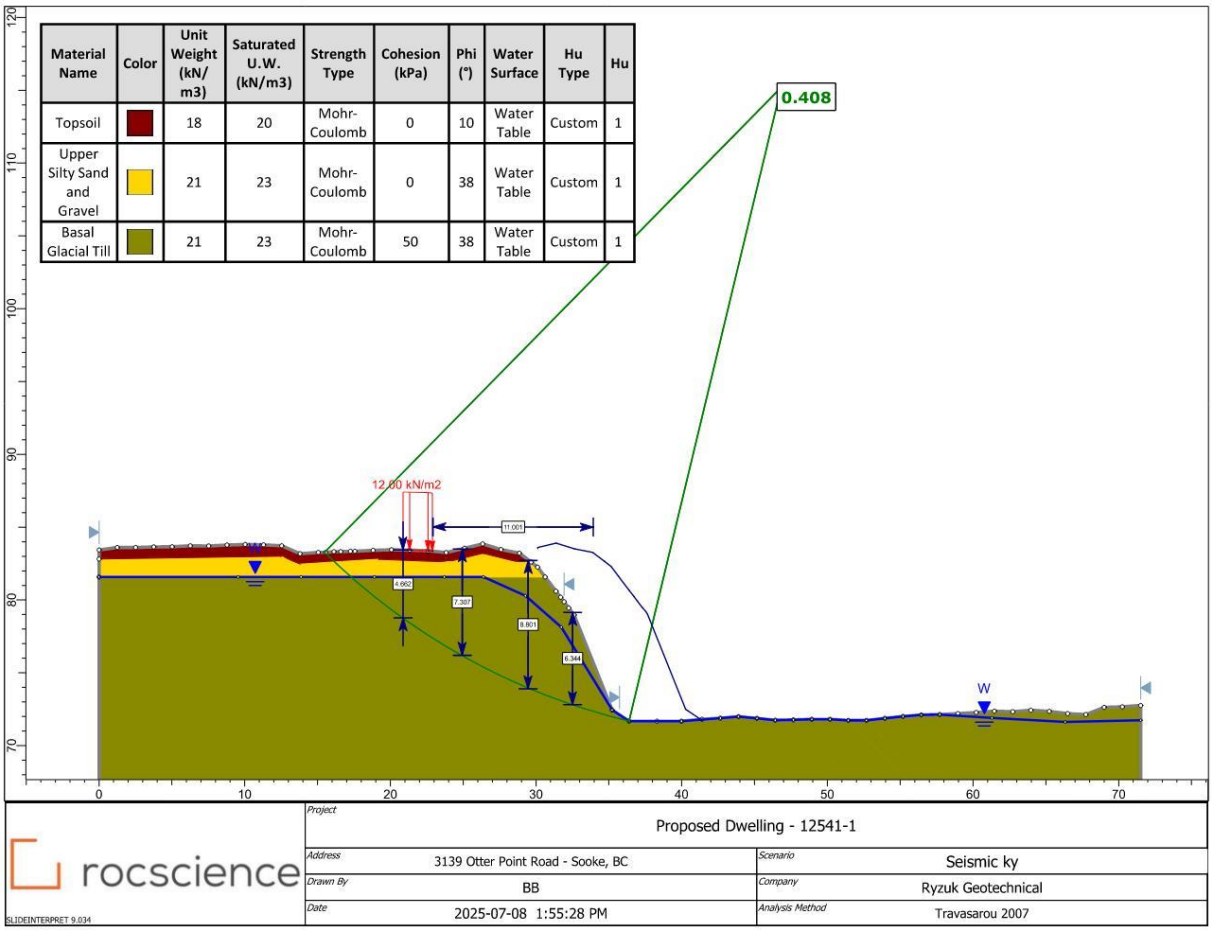
RYZUK GEOTECHNICAL
100 - 771 Vernon Avenue - Victoria, BC V8X 5A7
250-475-3131 mail@ryzuk.com

SEAL
PTPN: 1002996

DRAWN BY	BB
EOR/LEAD	SWM
REVIEW	
SCALE	1:750
DATE	2025-07-30
CLIENT	[redacted]
PROJECT TITLE	Proposed Dwelling - Geohazard Assessment
PROJECT ADDRESS	3139 Otter Point Road - Sooke, BC
DRAWING NAME	Site Plan
PROJECT No.	12541-1
SHEET No.	01 of 01
REVISION	0


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Upper Silty Sand and Gravel | 21 | 23 | Mohr-Coulomb | 0 | 38 | Water Table | Custom | 1
Basal Glacial Till | 21 | 23 | Mohr-Coulomb | 50 | 38 | Water Table | Custom | 1
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Upper Silty Sand and Gravel | 21 | 23 | Mohr-Coulomb | 0 | 38 | Water Table | Custom | 1
Basal Glacial Till | 21 | 23 | Mohr-Coulomb | 50 | 38 | Water Table | Custom | 1
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rocscience
SLIDEINTERPRET 9.034
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Material Name | Color | Unit Weight (kN/m3) | Saturated U.W. (kN/m3) | Strength Type | Cohesion (kPa) | Phi (°) | Water Surface | Hu Type | Hu
Topsoil | 18 | 20 | Mohr-Coulomb | 0 | 10 | Water Table | Custom | 1
Upper Silty Sand and Gravel | 21 | 23 | Mohr-Coulomb | 0 | 38 | Water Table | Custom | 1
Basal Glacial Till | 21 | 23 | Mohr-Coulomb | 50 | 38 | Water Table | Custom | 1
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rocscience
SLIDEINTERPRET 9.034
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Proposed Dwelling - 12541-1
Address
3139 Otter Point Road - Sooke, BC
Scenario
Seismic ky
Drawn By
BB
Company
Ryzuk Geotechnical
Date
2025-07-08 1:55:28 PM
Analysis Method
Travasarou 2007

LANDSLIDE ASSESSMENT ASSURANCE STATEMENT

Notes: This statement is to be read and completed in conjunction with the Engineers and Geoscientists BC *Professional Practice Guidelines – Landslide Assessments in British Columbia* ("the guidelines") and the current *BC Building Code* (*BCBC*), and is to be provided for Landslide Assessments (not floods or flood controls), particularly those produced for the purposes of the *Land Title Act*, *Community Charter*, or *Local Government Act*. Some jurisdictions (e.g., the Fraser Valley Regional District or the Cowichan Valley Regional District) have developed more comprehensive assurance statements in collaboration with Engineers and Geoscientists BC. Where those exist, the Qualified Professional is to fill out the local version only. Defined terms are capitalized; see the Defined Terms section of the guidelines for definitions.

To: The Approving Authority (or Client) Date: July 15, 2025

Capital Regional District - Juan de Fuca

625 Fisgard Street, Victoria, BC, V8W 1R7

Jurisdiction/name and address

With reference to (CHECK ONE):

- ☐ A. *Land Title Act* (Section 86) – Subdivision Approval
- ☒ B. *Local Government Act* (Sections 919.1 and 920) – Development Permit
- ☒ C. Community Charter (Section 56) – Building Permit
- ☐ D. Non-legislated assessment

For the following property (the "Property"):

3139 Otter Point Road - Sooke, BC

Civic address of the Property

The undersigned hereby gives assurance that they are a Qualified Professional and a professional engineer or professional geoscientist who fulfils the education, training, and experience requirements as outlined in the guidelines.

I have signed, authenticated, and dated, and thereby certified, the attached Landslide Assessment Report on the Property in accordance with the guidelines. That report must be read in conjunction this statement.

In preparing that report I have:

[CHECK TO THE LEFT OF APPLICABLE ITEMS]

- ☑ 1. Collected and reviewed appropriate background information
- ☐ 2. Reviewed the proposed Residential Development or other development on the Property
- ☑ 3. Conducted field work on and, if required, beyond the Property
- ☑ 4. Reported on the results of the field work on and, if required, beyond the Property
- ☑ 5. Considered any changed conditions on and, if required, beyond the Property
- 6. For a Landslide Hazard analysis or Landslide Risk analysis, I have:
  - ☑ 6.1 reviewed and characterized, if appropriate, any Landslide that may affect the Property
  - ☑ 6.2 estimated the Landslide Hazard
  - ☑ 6.3 identified existing and anticipated future Elements at Risk on and, if required, beyond the Property
  - ☑ 6.4 estimated the potential Consequences to those Elements at Risk
- 7. Where the Approving Authority has adopted a Level of Landslide Safety, I have:
  - ☐ 7.1 compared the Level of Landslide Safety adopted by the Approving Authority with the findings of my investigation
  - ☐ 7.2 made a finding on the Level of Landslide Safety on the Property based on the comparison
  - ☐ 7.3 made recommendations to reduce Landslide Hazards and/or Landslide Risks

LANDSLIDE ASSESSMENT ASSURANCE STATEMENT

8. Where the Approving Authority has **not** adopted a Level of Landslide Safety, or where the Landslide Assessment is not produced in response to a legislated requirement, I have:
   - ☑ 8.1 described the method of Landslide Hazard analysis or Landslide Risk analysis used
   - ☑ 8.2 referred to an appropriate and identified provincial, national, or international guideline for Level of Landslide Safety
   - ☑ 8.3 compared those guidelines (per item 8.2) with the findings of my investigation
   - ☑ 8.4 made a finding on the Level of Landslide Safety on the Property based on the comparison
   - ☑ 8.5 made recommendations to reduce Landslide Hazards and/or Landslide Risks

☑ 9. Reported on the requirements for future inspections of the Property and recommended who should conduct those inspections

Based on my comparison between:

[CHECK ONE]

☐ the findings from the investigation and the adopted Level of Landslide Safety (item 7.2 above)
☑ the appropriate and identified provincial, national, or international guideline for Level of Landslide Safety (item 8.4 above)

Where the Landslide Assessment is not produced in response to a legislated requirement, I hereby give my assurance that, based on the conditions[1] contained in the attached Landslide Assessment Report:

A. SUBDIVISION APPROVAL

☐ For subdivision approval, as required by the *Land Title Act* (Section 86), "the land may be used safely for the use intended"

[CHECK ONE]

- ☐ with one or more recommended additional registered Covenants
- ☐ without an additional registered Covenant(s)

B. DEVELOPMENT PERMIT

☑ For a development permit, as required by the *Local Government Act* (Sections 488 and 491), my report will "assist the local government in determining what conditions or requirements it will impose under subsection (2) of [Section 491]"

[CHECK ONE]

- ☑ with one or more recommended additional registered Covenants
- ☐ without an additional registered Covenant(s)

C. BUILDING PERMIT

☑ For a building permit, as required by the *Community Charter* (Section 56), "the land may be used safely for the use intended"

[CHECK ONE]

- ☑ with one or more recommended additional registered Covenants
- ☐ without any additional registered Covenant(s)

[1] When seismic slope stability assessments are involved, Level of Landslide Safety is considered to be a "life safety" criteria, as described in Commentary JJJ of the *National Building Code of Canada (NBC) 2015*, Structural Commentaries (User's Guide – NBC 2015: part 4 of division B). This states:

> "The primary objective of seismic design is to provide an acceptable level of safety for building occupants and the general public as the building responds to strong ground motion; in other words, to minimize loss of life. This implies that, although there will likely be extensive structural and non-structural damage, during the DGM (design ground motion), there is a reasonable degree of confidence that the building will not collapse, nor will its attachments break off and fall on people near the building. This performance level is termed 'extensive damage' because, although the structure may be heavily damaged and may have lost a substantial amount of its initial strength and stiffness, it retains some margin of resistance against collapse."

LANDSLIDE ASSESSMENT ASSURANCE STATEMENT

Shane Moore, P.Geo.
Name (print)

July 15, 2025
Date

#100-771 Vernon Avenue
Address

Victoria, BC V8X 5A7

250-475-3131
Telephone

shane@ryzuk.com
Email



(Affix PROFESSIONAL SEAL and signature here)

The Qualified Professional, as a registrant on the roster of a registrant firm, must complete the following:

I am a member of the firm Ryzuk Geotechnical Ltd.
(Print name of firm)

with Permit to Practice Number 1002996
(Print permit to practice number)

and I sign this letter on behalf of the firm.

Appendix E: Permit DV000093

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CAPITAL REGIONAL DISTRICT

DEVELOPMENT VARIANCE PERMIT AND FLOODPLAIN EXEMPTION NO. DV000093

1. This Development Variance Permit and Floodplain Exemption is issued under the authority of Sections 498 and 524 of the *Local Government Act* and subject to compliance with all of the bylaws of the Regional District applicable thereto, except as specifically authorized by this Permit.
2. This Development Variance Permit and Floodplain Exemption applies to a building area for a proposed dwelling within the Regional District described below (legal description) in accordance with the plans submitted to the CRD and attached herein:

   PID: **001-759-299;**
   Legal Description: **Lot 3, Section 15, Otter District, Plan 11437 except Parcel A (DD33503W) ("the Land")**
3. The Capital Regional District's **Bylaw No. 2040, Part 2** is varied under section 498 of the *Local Government Act* for the purpose of authorizing the siting of a dwelling on the Land as follows:
   a. Section 2.07(a) is varied by reducing the front yard setback requirement from 7.5 m to 4.5 m;
   b. Section 2.07(b) is varied by reducing the side yard setback requirement from 6 m to 4.5 m; and
   c. Section 2.07(c) is varied by reducing the flanking yard setback requirement from 6 m CTS to 4.5 m.
4. Pursuant to Section 524 of the *Local Government Act*, the floodplain setback for DeMamiel Creek specified by Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Schedule A, Part 5, Section 2(a) is reduced from 30 m from the natural boundary to 11 m from the crest of the slope above the western side of the creek as shown in the geotechnical report certified by Shane Moore, P.Geo., dated July 15, 2025, revised July 30, 2025, subject to the following:
   a. That the professional geotechnical engineer's report certified by Shane Moore, P.Geo., dated July 15, 2025, revised July 30, 2025, be secured via a restrictive covenant registered on title pursuant to section 524(8)(c) of the *Local Government Act*;
   b. That development of the property comply with the recommendations outlined in the professional engineer's report certified by Shane Moore, P.Geo., dated July 15, 2025, revised July 30, 2025; and
   c. That the building setbacks be verified by BCLS survey prior to completion of the building permit.
5. Notice of this Permit shall be filed in the Land Title Office at Victoria as required by Section 503 of the *Local Government Act*, and the terms of this Permit (DV000093) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
6. If the holder of a permit does not substantially start any construction permitted by this Permit within 2 years of the date it is issued, the permit lapses.
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit, and any plans and specifications attached to this Permit which shall form a part hereof.
8. The following plans and specifications are attached to and form part of this Permit:

   Attachment 1: Site Plan - Yard Setback Variance Requests
   Attachment 2: Geotechnical Report Site Plan (Safe Building Area and Floodplain Exemption)
   Attachment 3: Geotechnical Report prepared by Ben Brownoff, EIT, and Shane Morre, P.Geo., of Ryzuk Geotechnical, dated July 15, 2025, revised July 30, 2025.

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9. This Permit is NOT a Building Permit.
10. In issuing this Development Permit, the CRD does not represent or warrant that the land can be safely developed and used for the use intended and is acting in reliance upon the conclusions of the Geotechnical Report regarding the conditions to be followed for the safe development of the land.

RESOLUTION PASSED BY THE BOARD, THE ___ day of _____, 2025.

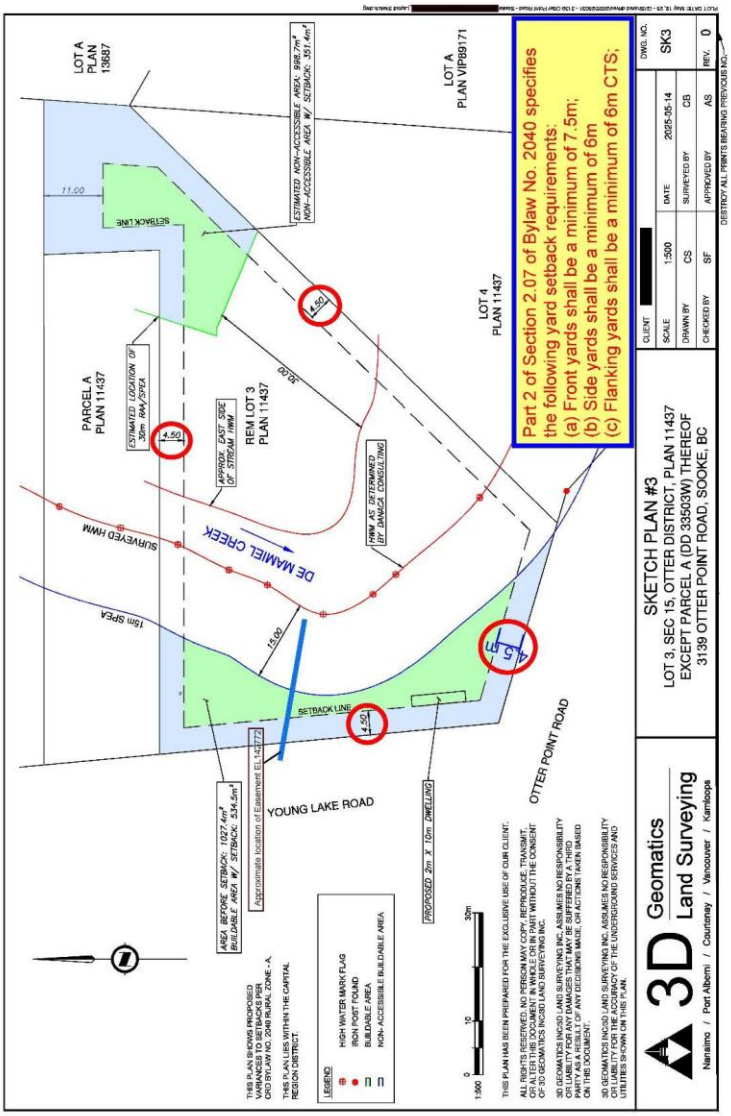
ISSUED this _____ day of _____, 2025

_____
Kristen Morley
Corporate Officer

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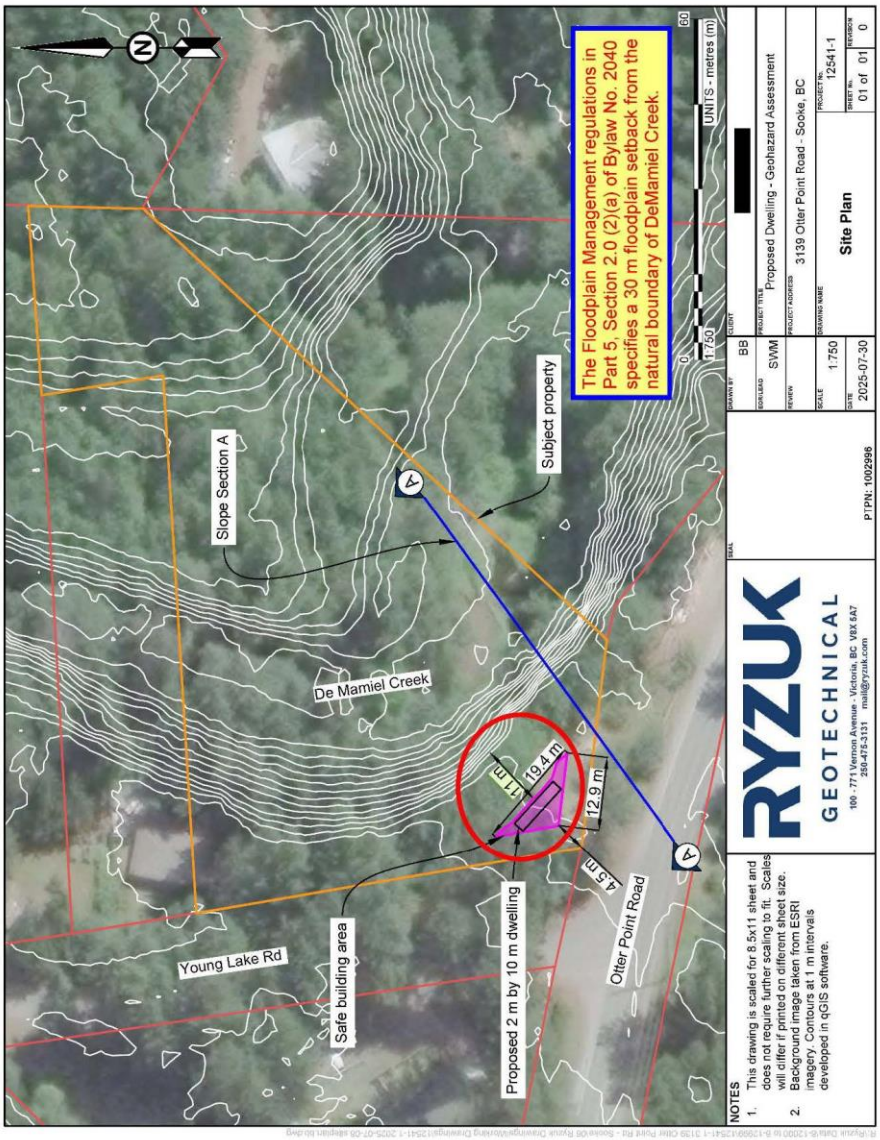
Attachment 1: Site Plan - Yard Setback Variance Requests



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Attachment 2: Geotechnical Report Site Plan (Safe Building Area and Floodplain Exemption)



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Attachment 3: Geotechnical Report

RYZUK GEOTECHNICAL

July 15, 2025
Project #: 12541-1
Revised: July 30, 2025

[redacted]
By e-mail: [redacted]

PROPOSED DWELLING – GEOHAZARD ASSESSMENT
3139 Otter Point Road – Sooke, BC

1. INTRODUCTION

As requested, we attended the referenced property on June 18, 2025, and completed an assessment of the potential geohazards affecting the site as such relates to the proposed dwelling. We herein provide our associated observations, comments, recommendations, and conclusions to be incorporated into the design/construction. This has been completed in accordance with Sections 488 and 491 of the Local Government Act for development permit and so that the land may be used safely for the use intended in accordance with Section 56 of the Community Charter for building permit. Our work has been completed in accordance with, and is subject to, the previously accepted Terms of Engagement.

Our recommendations consider the guidance/requirements provided by the:

- Engineers and Geoscientists of BC – Professional Practice Guidelines for Landslide Assessments in BC V4.1 – March 1, 2023, and
- Capital Regional District (CRD) Juan de Fuca – 3819 – Otter Point Official Community Plan – Bylaw No. 1, 2014 – Section 6.3 – Development Permit Area (DPA) No. 1: Steep Slopes, Section 6.5 – DPA No. 3: Watercourses and Wetlands Areas

Pursuant to Section E.6.1.3(e) of DPA 6 above, a development permit exemption may be granted provided the work is carried out in accordance with recommendations from a qualified professional. Furthermore, confirmation that the proposed dwelling location is not exposed to significant risk from geohazard is included in this assessment, pursuant to Section 56 of the Community Charter. The CRD is considered an authorized user of this report and may rely on its contents when making decisions related to the property.

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PROPOSED DWELLING – GEOHAZARD ASSESSMENT
3139 Otter Point Road – Sooke, BC

2. SITE LOCATION AND PROPOSED DEVELOPMENT

The subject property is located in the Otter Point community of the Juan de Fuca Electoral Area – CRD approximately 3.8 km to the northwest of the Sooke community center. The property is approximately 6522 square meters in area and is bounded by partially developed single-family residential properties to the north and east, Otter Point Road to the south, and Young Lake Road to the west. Based on our review of the 3D Geomatics Land Surveying drawing dated May 14, 2025, we understand that a 2 m by 10 m dwelling is proposed near the southwestern corner of the property.

3. GEOHAZARD ASSESSMENT

Our geotechnical assessment has involved an office-based review of available information, a site reconnaissance to complete a visual assessment for signs of geohazard that would impact the proposed development area, and an office-based slope stability analysis.

3.1 OFFICE-BASED STUDY

The office-based work included review of development drawings as well as perusal of geological/terrain mapping, BC LiDAR data, and BC Water Resources Atlas (well information).

Based on our review of the CRD GIS map satellite imagery and contours and BC LiDAR data (BCGS 092b032, Year: 2019) analyzed in QGIS software, the natural grade on the property significantly varies. The dwelling is proposed on a relatively flat plateau at the southwestern corner of the property that has a geodetic surface elevation between 83 and 84 m. To the northeast of the plateau, the grade steeply slopes down at an angle of 66 degrees a height of 11 m to the base of the western side of De Mamiel Creek. On the northeastern side or inside of the creek where its point bar formation exists, the surface topography gently slopes upwards at a relatively consistent rate to 83 m geodetic elevation at the northeast corner of the property. In the QGIS software, we produced Section A from BC LiDAR data to analyze the slope geometry on the property. The location of Section A can be seen on the attached Site Plan and will be discussed further in the Slope Stability section of the report.

Based on our review of BC Geological Survey – Geological Fieldwork 1991 mapping of the Sooke Land District, we expected the native soil conditions to consist of sand, gravel, silt, and clay of the Capilano Sediments of the Quaternary period. Well installation soil logs from the BC Water Resources Atlas located approximately 140 m to the northwest of the property indicated that bedrock was encountered at a depth of 7 m below the ground surface.

3.2 SITE RECONNAISSANCE

During our site reconnaissance we traversed the property to identify any notable surface features typically associated with steep slopes, such as past/current indication of erosion, land slip,

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PROPOSED DWELLING – GEOHAZARD ASSESSMENT
3139 Otter Point Road – Sooke, BC

overland flow, and/or rock fall. Our visual assessment generally confirmed the findings of our office-based study.

The southeastern plateau was generally cleared of vegetation and a fence was constructed at the crest of the soil slope above De Mamiel Creek. A hand dug test pit was advanced on the plateau and we determined the topsoil layer was approximately 0.6 m thick atop native silty sand and gravel. The steepest portion of the slope is located at the south end of the property where the cutbank on the western outside curve of De Mamiel Creek is undergoing the most significant erosion. The slope crest was lined with young to middle aged trees that increased in size and age towards the north where the slope becomes less steep. In this area trees were also observed on the slope itself due to its shallower inclination and there is an access foot path to the base of the slope. A very dense "cemented" silty sand and gravel (inferred basal glacial till) was observed within the soil slope on the foot path down to the creek and at the toe of the cutbank of the slope. Basal glacial till is formed directly beneath a glacial which explains its very dense nature. The upper 1 m of the slope below the topsoil layer was noted to be lighter in colour indicating that it may be ablation till meaning it was formed by the melting of glacial ice, particularly from the upper layers of a glacier, and is considered to have a lower density than basal till. Small vegetation was visible on the steepest portions of the slope and a few trees on sloping areas of the property were 'pistol-butted'. There was loose soil collected at the base of the slope. The vertical scour height likely due to swift-flowing water at the base of the western cutbank of De Mamiel Creek was approximately 1.5 m in height. The material at the base of the creek was sorted to only contain primarily large gravel, cobbles, and boulders. This indicates that transportation of smaller sediment particles has occurred and that seasonally or in storm events the creek has a relatively high flow rate. At the time of our site reconnaissance, the creek was not flowing and shallow in depth.

3.3 SLOPE STABILITY ASSESSMENT

The native basal glacial till soil observed within the creek slope is typically hard/very dense and globally stable therefore deep-seated failure is considered unlikely. The high friction angle and cohesion of this material is shown through its steep inclination observed in static conditions. However, the slope section is considered over-steepened and potentially susceptible to movement in an earthquake event. Therefore, we have completed a slope stability analysis to confirm that the global slope stability factor of safety and movement meets the minimum requirements for both static and seismic conditions outlined in the EGBC guidelines. Another contributing factor to slope instability that has been considered in our analysis is the erosion rate of the creek at the toe of the slope that could be amplified by the effects of climate change.

We completed limit equilibrium slope stability analysis using RocScience Slide2 software and topography contour information extracted from the online BC LiDAR data (Section A). Section A was produced for our slope stability modelling and is a cross section of the steepest topography of the slope at the southwestern cutbank of the creek. We have modelled a proposed dwelling location offset approximately 11 m to the southwest of the slope crest determined from LiDAR. We understand that a variance is being requested to reduce the side yard setback from 6 m to 4.5 m. To model the most conservative case, we used the furthest setback of the proposed dwelling (4.5 m from the southwest property line) in combination with the steepest slope cross

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PROPOSED DWELLING – GEOHAZARD ASSESSMENT
3139 Otter Point Road – Sooke, BC

section (Section A). Conservative soil strength properties were applied based on our observations, background review, and our past experience with similar soil types, and bedrock was not assumed to be present.

As part of our slope reconnaissance, we traversed near the toe of the ravine slope where the De Mamiel Creek has produced a cutbank from its seasonal flow scouring. We observed very dense "cemented" basal glacial till at the toe of the slope that is considered to have a low susceptibility to erosion due to its relatively high cohesion. However, we have conservatively incorporated into our analysis models the potential effects of slope regression including the effect of long-term scour, erosion, and bank undercutting. Additionally, we have included the potential impacts of climate change, including increased frequency and intensity of extreme rainfall events, that could also contribute to long-term erosion and subsequent regression of the ravine slopes. We determined that a horizontal slope regression of 5 m was appropriate to account for long-term erosion over the anticipated 75-year design life of the ravine slope. The slope crest in our modelling has been modified to be 5 m further back from the 2019 LiDAR slope crest geometry.

The pseudo-static analysis was run with seismic loading based on the Earth Design Ground Motion from the BC Building Code (BCBC) 2024 (National Building Code of Canada [NBCC] 2020 seismic hazard values) for a 2% probability of exceedance in 50 years (1 in 2475-year event), which is the requirement of the current 2024 BCBC. The associated peak ground acceleration (PGA) k value is 0.818 g which was determined using the online 2020 NBCC Seismic Hazard Tool and an estimated Site Classification for Seismic Site Response of 'C' based on observed soil conditions.

The results of our modelling indicate a minimum Factor of Safety (FS) of 1.53 in static conditions and a minimum FS of 0.60 in seismic conditions. Acceptable values of FS are typically >1.5 in static and >1.0 in seismic, as stated within the EGBC Landslide Guidelines Table B-6: Types of Static and Seismic Slope Stability Analysis. Given the NBCC 2020 seismic Factor of Safety resulted in less than the required threshold, and as per the methodology outlined in the guidelines, we used advanced functionality in the software to determine the critical seismic yield coefficient (k_y) value (0.408) and used this value in Travasarou's equation to estimate the anticipated permanent displacement resulting from a seismic event. The calculation using Travasarou's "Method 1" (2007) and conservative parameters resulted in a displacement of 12.1 cm, which is within the acceptable maximum limit of 15 cm.

The attached Slope Stability Analysis Results show the stratigraphy, soil parameters, and slip plane in static conditions, seismic 2%, and seismic (k_y) conditions.

For the purposes of the attached Appendix D: Landslide Assessment Assurance Statement, in accordance with Section 219 of the Land Title Act, we recommend a covenant be registered on title indicating that the steep slope above the creek is subject to geohazard, that the indicated safe building area is considered safe, and that any future building site(s) contemplated closer to the crest of the slope above the creek be assessed by a geotechnical professional to confirm such location is safe for residential construction. Given the above, it is our professional opinion that the proposed safe building area, as indicated on the attached Site Plan, setback 11 m from the slope crest is not subject to risk of geohazard.

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PROPOSED DWELLING – GEOHAZARD ASSESSMENT
3139 Otter Point Road – Sooke, BC

The steep topography and location of De Mamiel Creek creates an access constraint to the northeast portion of the property, upslope from the point bar formation. Therefore, we consider that construction of a building on the northeast portion of the property to be impractical.

3.4 FLOOD ASSESSMENT

Under Bylaw No. 2040 of Schedule "A" of the CRD Juan de Fuca Land Use Bylaw, Part 5, we understand that a Floodplain Setback of a minimum of 30 m is required from the Natural Boundary of De Mamiel Creek. Due to the significant change in elevation from the toe of the slope at De Mamiel Creek (72 m geodetic) to the building site of the proposed dwelling (83 m geodetic), we consider the flooding risk on the property due to the creek to be negligible.

3.5 LIQUEFACTION ASSESSMENT

Based on our past experience in the area, soil mapping, and observed surficial soil deposits at the property, we expect the subsurface soils to be of glacial origin and over-consolidated. Generally being of cohesive and of a stiff consistency or well graded and of a dense consistency; therefore, we do not consider the soils at the site to be susceptible to liquefaction.

4. PRELIMINARY GEOTECHNICAL DESIGN

We anticipate site preparation for the proposed dwelling would include minor excavation and removal of any organic and loamy soils, as well as potential fills associated with previous land development. We recommend that the proposed dwelling is founded directly atop native very dense basal glacial till as analyzed in our slope stability modelling. It may also be desirable to utilize minor amounts of engineered fill (crushed gravel, shot rock etc.) to create a flatter and more level building site or to achieve the design bottom of footing grade. We anticipate that the building would be constructed on conventional shallow spread footings. We consider that foundation elements placed directly on undisturbed native very dense basal glacial till, or approved engineered fill atop such, will provide suitable long-term support for the construction of the proposed dwelling. For design purposes, foundations may be dimensioned considering Serviceability and Ultimate Limit State bearing resistance values of 150 kPa (SLS) and 225 kPa (ULS), respectively. We recommend that foundation subgrade surfaces, as well as engineered fill placed below foundation areas (if any), be reviewed by a geotechnical professional prior to pouring concrete. Additionally, footings should be embedded at least 450 mm below finished grade for protection from frost.

Based on our background review and observations of the soil conditions at site, we consider the appropriate Site Classification for Seismic Site Response (Site Class) would be 'C', as per the current BC Building Code.

We expect that conventional perimeter foundation drainage tied into a free draining backfill material would be suitable to limit hydrostatic pressure on the foundation walls. This, however, does not

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RYZUK **PROPOSED DWELLING – GEOHAZARD ASSESSMENT**
3139 Otter Point Road – Sooke, BC

preclude the possibility of dampness and/or minor seepage, which would be considered building envelop concerns.

The foundation drain arrangement (perforated pipe and uniform gravel/drain rock) should be covered with a non-woven geotextile filter fabric (not landscape fabric), or a suitably graded granular medium as approved by ourselves, to prevent the migration of finer materials from the backfill into voids within the drain arrangement.

To maintain the long-term surficial stability of the slope, the native soils should be protected from erosion caused by turbulent waterflows within drainage channels and at discharge locations. We recommend that all water from collected from perimeter drains and roof leaders is transmitted via closed piping to a municipal stormwater system or downslope and discharged onto a splash pad or atop the creek at the base of the slope.

5. CLOSURE

Provided the above recommendations are followed, we consider the land may be used safely for the use intended, that being the construction of a single-family dwelling. Our assessment is in accordance with Section 56 of the Community Charter, Sections 488 and 491 of the Local Government Act, Section 219 of the Land Title Act, the CRD Juan de Fuca Otter Point OCP, the BC Building Code, and the Professional Practice Guidelines for Legislated Landslide and Flood Assessments in BC (assurance statements attached). Our assessment has considered a design seismic occurrence with a 2% probability of exceedance in 50 years as well as the potential effects of future climate change.

We trust the preceding is suitable for your purposes at present. Please do not hesitate to contact the undersigned if we can be of further assistance.

Sincerely,

Ryzuk Geotechnical

Ben Brownoff, EIT
Advanced Junior Engineer

Jul. 31 2025

Shane Moore, P.Geo.
Senior Geoscientist

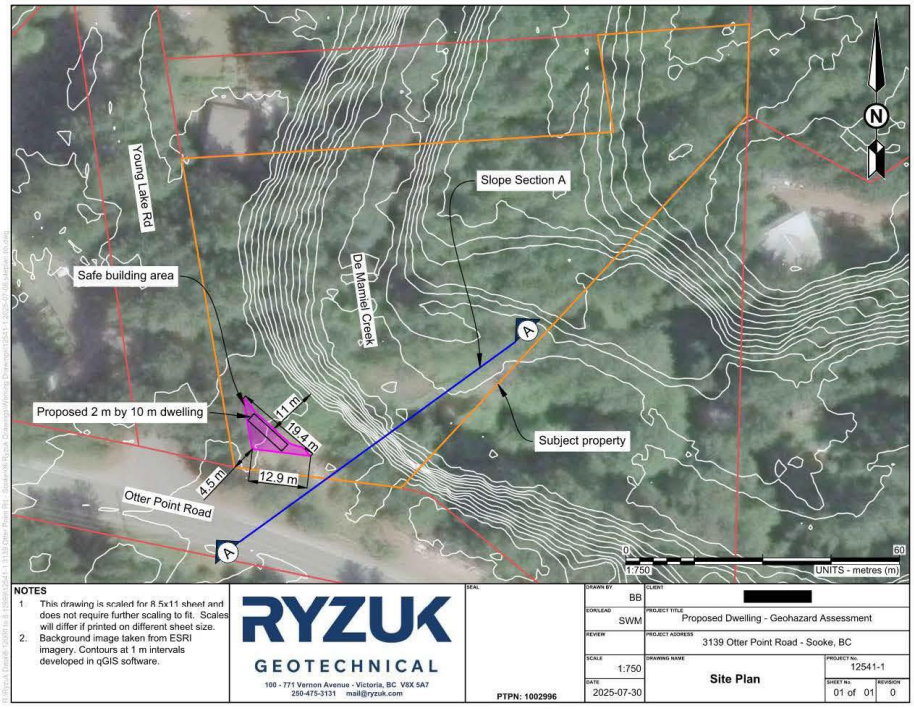
Permit to Practice Number: 1002996

Attachments:

- Site Plan
- Slope Stability Analysis Results
- EGBC Landslide Assurance Statement

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NOTES
1. This drawing is scaled for 8.5x11 sheet and does not require further scaling to fit. Scales will differ if printed on different sheet size.
2. Background image taken from ESRI imagery. Contours at 1 m intervals developed in qGIS software.

RYZUK GEOTECHNICAL
100 - 771 Vernon Avenue - Victoria, BC V8X 5A7
250-475-3131 mail@ryzuk.com

SEAL

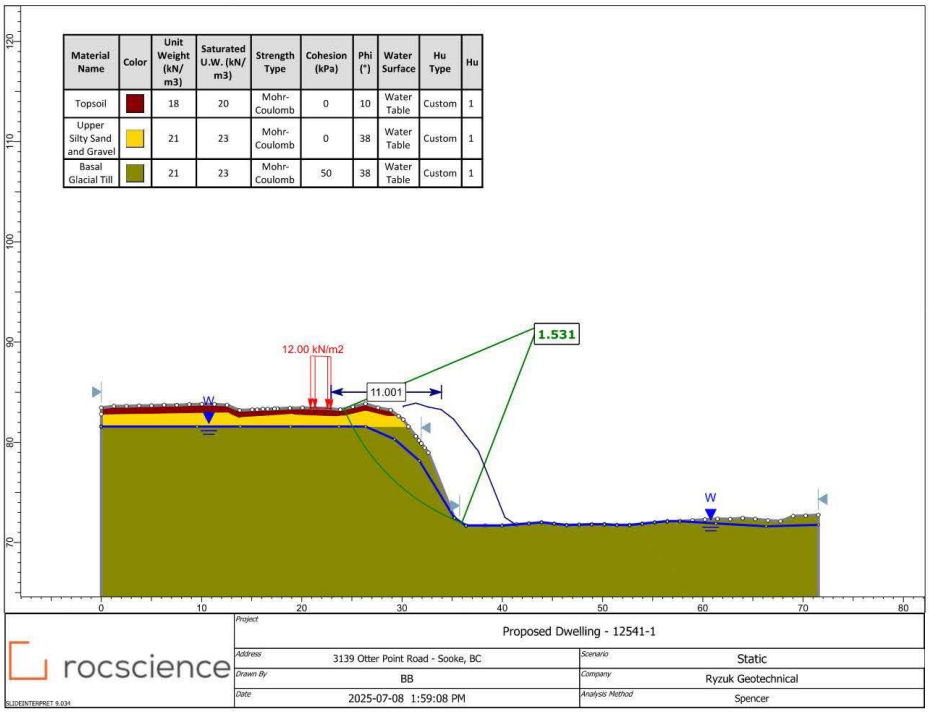
PTPN: 1002996

DRAWN BY	BB
CLIENT	[redacted]
CONTRACTOR	SWM
PROJECT TITLE	Proposed Dwelling - Geohazard Assessment
REVIEW	
PROJECT ADDRESS	3139 Otter Point Road - Sooke, BC
SCALE	1:750
DRAWING NAME	Site Plan
PROJECT No.	12541-1
DATE	2025-07-30
SHEET No.	01 of 01
REVISION	0

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Material Name	Color	Unit Weight (kN/m3)	Saturated U.W. (kN/m3)	Strength Type	Cohesion (kPa)	Phi (°)	Water Surface	Hu Type	Hu
Topsoil		18	20	Mohr-Coulomb	0	10	Water Table	Custom	1
Upper Silty Sand and Gravel		21	23	Mohr-Coulomb	0	38	Water Table	Custom	1
Basal Glacial Till		21	23	Mohr-Coulomb	50	38	Water Table	Custom	1



rocscience

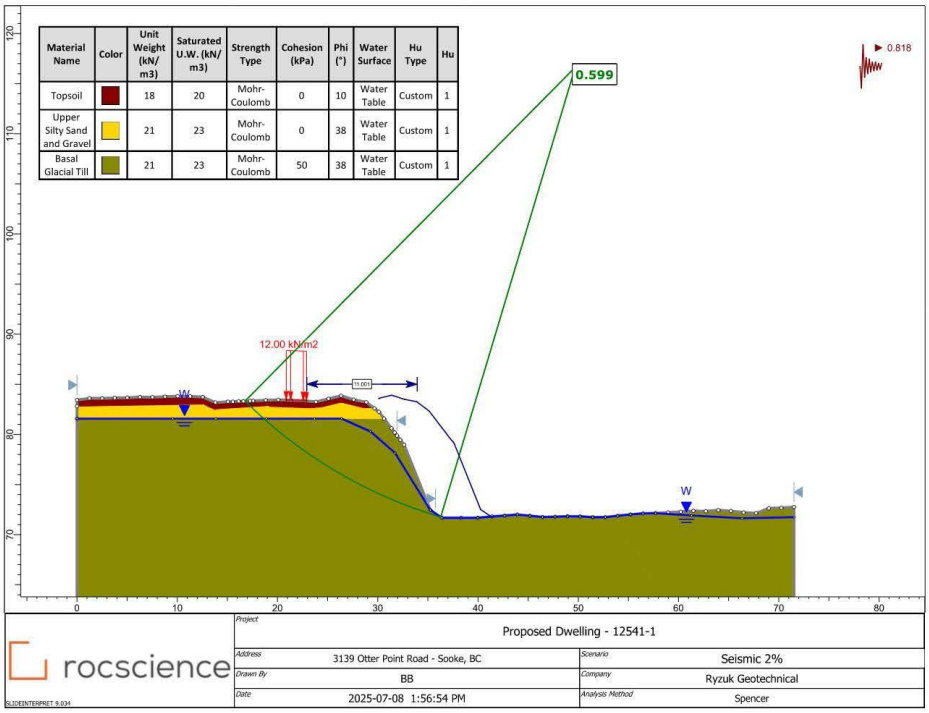
Project	Proposed Dwelling - 12541-1		
Address	3139 Otter Point Road - Sooke, BC	Scenario	Static
Drawn By	BB	Company	Ryzuk Geotechnical
Date	2025-07-08 1:59:08 PM	Analysis Method	Spencer

SLIDEINTERPRET 9.034

12

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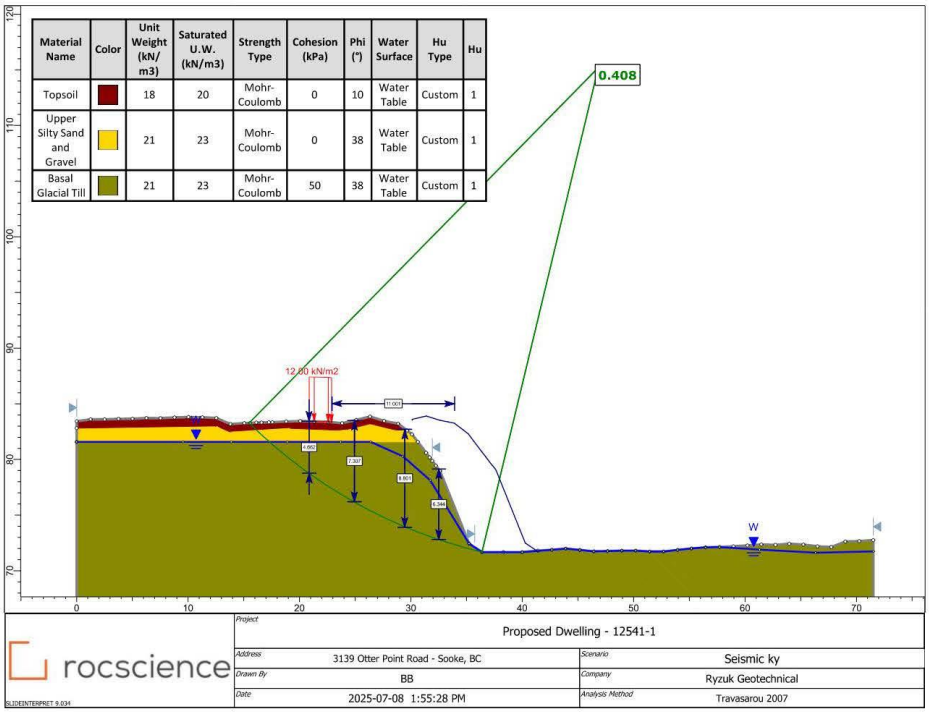
DV000093



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Material Name	Color	Unit Weight (kN/m3)	Saturated U.W. (kN/m3)	Strength Type	Cohesion (kPa)	Phi (°)	Water Surface	Hu Type	Hu
Topsoil		18	20	Mohr-Coulomb	0	10	Water Table	Custom	1
Upper Silty Sand and Gravel		21	23	Mohr-Coulomb	0	38	Water Table	Custom	1
Basal Glacial Till		21	23	Mohr-Coulomb	50	38	Water Table	Custom	1



rocscience

Project	Proposed Dwelling - 12541-1		
Address	3139 Otter Point Road - Sooke, BC	Scenario	Seismic ky
Drawn By	BB	Company	Ryzuk Geotechnical
Date	2025-07-08 1:55:28 PM	Analysis Method	Travasarou 2007

SLIDEINTERPRET 9.034

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LANDSLIDE ASSESSMENT ASSURANCE STATEMENT

Notes: This statement is to be read and completed in conjunction with the Engineers and Geoscientists BC *Professional Practice Guidelines – Landslide Assessments in British Columbia* ("the guidelines") and the current *BC Building Code* (*BCBC*), and is to be provided for Landslide Assessments (not floods or flood controls), particularly those produced for the purposes of the *Land Title Act*, *Community Charter*, or *Local Government Act*. Some jurisdictions (e.g., the Fraser Valley Regional District or the Cowichan Valley Regional District) have developed more comprehensive assurance statements in collaboration with Engineers and Geoscientists BC. Where those exist, the Qualified Professional is to fill out the local version only. Defined terms are capitalized; see the Defined Terms section of the guidelines for definitions.

To: The Approving Authority (or Client) Date: July 15, 2025

Capital Regional District - Juan de Fuca

625 Fisgard Street, Victoria, BC, V8W 1R7

Jurisdiction/name and address

With reference to (CHECK ONE):

- ☐ A. *Land Title Act* (Section 86) – Subdivision Approval
- ☑ B. *Local Government Act* (Sections 919.1 and 920) – Development Permit
- ☑ C. Community Charter (Section 56) – Building Permit
- ☐ D. Non-legislated assessment

For the following property (the "Property"):

3139 Otter Point Road - Sooke, BC

Civic address of the Property

The undersigned hereby gives assurance that they are a Qualified Professional and a professional engineer or professional geoscientist who fulfils the education, training, and experience requirements as outlined in the guidelines.

I have signed, authenticated, and dated, and thereby certified, the attached Landslide Assessment Report on the Property in accordance with the guidelines. That report must be read in conjunction this statement.

In preparing that report I have:

[CHECK TO THE LEFT OF APPLICABLE ITEMS]

- ☑ 1. Collected and reviewed appropriate background information
- ☐ 2. Reviewed the proposed Residential Development or other development on the Property
- ☑ 3. Conducted field work on and, if required, beyond the Property
- ☑ 4. Reported on the results of the field work on and, if required, beyond the Property
- ☑ 5. Considered any changed conditions on and, if required, beyond the Property
- 6. For a Landslide Hazard analysis or Landslide Risk analysis, I have:
  - ☑ 6.1 reviewed and characterized, if appropriate, any Landslide that may affect the Property
  - ☑ 6.2 estimated the Landslide Hazard
  - ☑ 6.3 identified existing and anticipated future Elements at Risk on and, if required, beyond the Property
  - ☑ 6.4 estimated the potential Consequences to those Elements at Risk
- 7. Where the Approving Authority has adopted a Level of Landslide Safety, I have:
  - ☐ 7.1 compared the Level of Landslide Safety adopted by the Approving Authority with the findings of my investigation
  - ☐ 7.2 made a finding on the Level of Landslide Safety on the Property based on the comparison
  - ☐ 7.3 made recommendations to reduce Landslide Hazards and/or Landslide Risks

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LANDSLIDE ASSESSMENT ASSURANCE STATEMENT

8. Where the Approving Authority has **not** adopted a Level of Landslide Safety, or where the Landslide Assessment is not produced in response to a legislated requirement, I have:
   - ☑ 8.1 described the method of Landslide Hazard analysis or Landslide Risk analysis used
   - ☑ 8.2 referred to an appropriate and identified provincial, national, or international guideline for Level of Landslide Safety
   - ☑ 8.3 compared those guidelines (per item 8.2) with the findings of my investigation
   - ☑ 8.4 made a finding on the Level of Landslide Safety on the Property based on the comparison
   - ☑ 8.5 made recommendations to reduce Landslide Hazards and/or Landslide Risks
- ☑ 9. Reported on the requirements for future inspections of the Property and recommended who should conduct those inspections

Based on my comparison between:

[CHECK ONE]

- ☐ the findings from the investigation and the adopted Level of Landslide Safety (item 7.2 above)
- ☑ the appropriate and identified provincial, national, or international guideline for Level of Landslide Safety (item 8.4 above)

Where the Landslide Assessment is not produced in response to a legislated requirement, I hereby give my assurance that, based on the conditions[1] contained in the attached Landslide Assessment Report:

A. SUBDIVISION APPROVAL

☐ For subdivision approval, as required by the *Land Title Act* (Section 86), "the land may be used safely for the use intended"

[CHECK ONE]

- ☐ with one or more recommended additional registered Covenants
- ☐ without an additional registered Covenant(s)

B. DEVELOPMENT PERMIT

☑ For a development permit, as required by the *Local Government Act* (Sections 488 and 491), my report will "assist the local government in determining what conditions or requirements it will impose under subsection (2) of [Section 491]"

[CHECK ONE]

- ☑ with one or more recommended additional registered Covenants
- ☐ without an additional registered Covenant(s)

C. BUILDING PERMIT

☑ For a building permit, as required by the *Community Charter* (Section 56), "the land may be used safely for the use intended"

[CHECK ONE]

- ☑ with one or more recommended additional registered Covenants
- ☐ without any additional registered Covenant(s)

[1] When seismic slope stability assessments are involved, Level of Landslide Safety is considered to be a "life safety" criteria, as described in Commentary JJJ of the *National Building Code of Canada (NBC) 2015*, Structural Commentaries (User's Guide – NBC 2015: part 4 of division B). This states:

> "The primary objective of seismic design is to provide an acceptable level of safety for building occupants and the general public as the building responds to strong ground motion; in other words, to minimize loss of life. This implies that, although there will likely be extensive structural and non-structural damage, during the DGM (design ground motion), there is a reasonable degree of confidence that the building will not collapse, nor will its attachments break off and fall on people near the building. This performance level is termed 'extensive damage' because, although the structure may be heavily damaged and may have lost a substantial amount of its initial strength and stiffness, it retains some margin of resistance against collapse."

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LANDSLIDE ASSESSMENT ASSURANCE STATEMENT

Shane Moore, P.Geo.
Name (print)

July 15, 2025
Date

#100-771 Vernon Avenue
Address

Victoria, BC V8X 5A7

250-475-3131
Telephone

shane@ryzuk.com
Email

Jul. 31 2025

(Affix PROFESSIONAL SEAL and signature here)

The Qualified Professional, as a registrant on the roster of a registrant firm, must complete the following:

I am a member of the firm Ryzuk Geotechnical Ltd.
(Print name of firm)

with Permit to Practice Number 1002996
(Print permit to practice number)

and I sign this letter on behalf of the firm.

PROFESSIONAL PRACTICE GUIDELINES
LANDSLIDE ASSESSMENTS IN BRITISH COLUMBIA

VERSION 4.1 101

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CAPITAL REGIONAL DISTRICT

DEVELOPMENT VARIANCE PERMIT AND FLOODPLAIN EXEMPTION NO. DV000093

1. This Development Variance Permit and Floodplain Exemption is issued under the authority of Sections 498 and 524 of the *Local Government Act* and subject to compliance with all of the bylaws of the Regional District applicable thereto, except as specifically authorized by this Permit.

2. This Development Variance Permit and Floodplain Exemption applies to a building area for a proposed dwelling within the Regional District described below (legal description) in accordance with the plans submitted to the CRD and attached herein:

   PID: 001-759-299;
   Legal Description: Lot 3, Section 15, Otter District, Plan 11437 except Parcel A (DD33503W) ("the Land")

3. The Capital Regional District's **Bylaw No. 2040, Part 2** is varied under section 498 of the *Local Government Act* for the purpose of authorizing the siting of a dwelling on the Land as follows:

   a. Section 2.07(a) is varied by reducing the front yard setback requirement from 7.5 m to 4.5 m; and

   b. Section 2.07(c) is varied by reducing the flanking yard setback requirement from 6 m CTS to 4.5 m.

4. Pursuant to Section 524 of the *Local Government Act*, the floodplain setback for DeMamiel Creek specified by Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Schedule A, Part 5, Section 2(a) is reduced from 30 m from the natural boundary to 11 m from the crest of the slope above the western side of the creek as shown in the geotechnical report certified by Shane Moore, P.Geo., dated July 15, 2025, revised July 30, 2025, subject to the following:

   a. That the professional geotechnical engineer's report certified by Shane Moore, P.Geo., dated July 15, 2025, revised July 30, 2025, be secured via a restrictive covenant registered on title pursuant to section 524(8)(c) of the *Local Government Act*;

   b. That development of the property comply with the recommendations outlined in the professional engineer's report certified by Shane Moore, P.Geo., dated July 15, 2025, revised July 30, 2025; and

   c. That the building setbacks be verified by BCLS survey prior to completion of the building permit.

5. Notice of this Permit shall be filed in the Land Title Office at Victoria as required by Section 503 of the *Local Government Act*, and the terms of this Permit (DV000093) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.

6. If the holder of a permit does not substantially start any construction permitted by this Permit within 2 years of the date it is issued, the permit lapses.

7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit, and any plans and specifications attached to this Permit which shall form a part hereof.

8. The following plans and specifications are attached to and form part of this Permit:

   Attachment 1: Site Plan - Yard Setback Variance Requests
   Attachment 2: Geotechnical Report Site Plan (Safe Building Area and Floodplain Exemption)
   Attachment 3: Geotechnical Report prepared by Ben Brownoff, EIT, and Shane Morre, P.Geo., of Ryzuk Geotechnical, dated July 15, 2025, revised July 30, 2025.

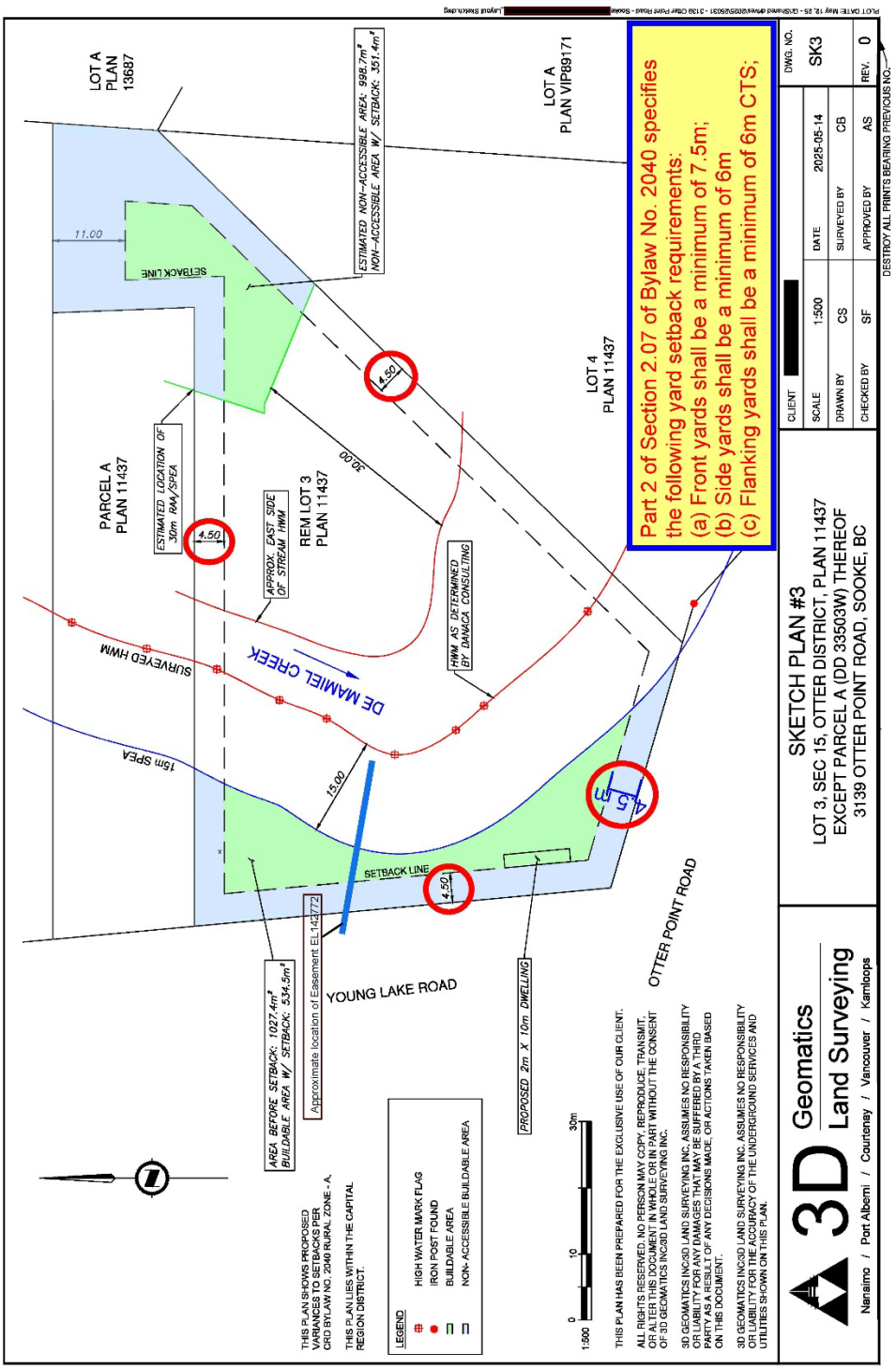
9. This Permit is NOT a Building Permit.
10. In issuing this Development Permit, the CRD does not represent or warrant that the land can be safely developed and used for the use intended and is acting in reliance upon the conclusions of the Geotechnical Report regarding the conditions to be followed for the safe development of the land.

RESOLUTION PASSED BY THE BOARD, THE ____ day of _____, 2025.

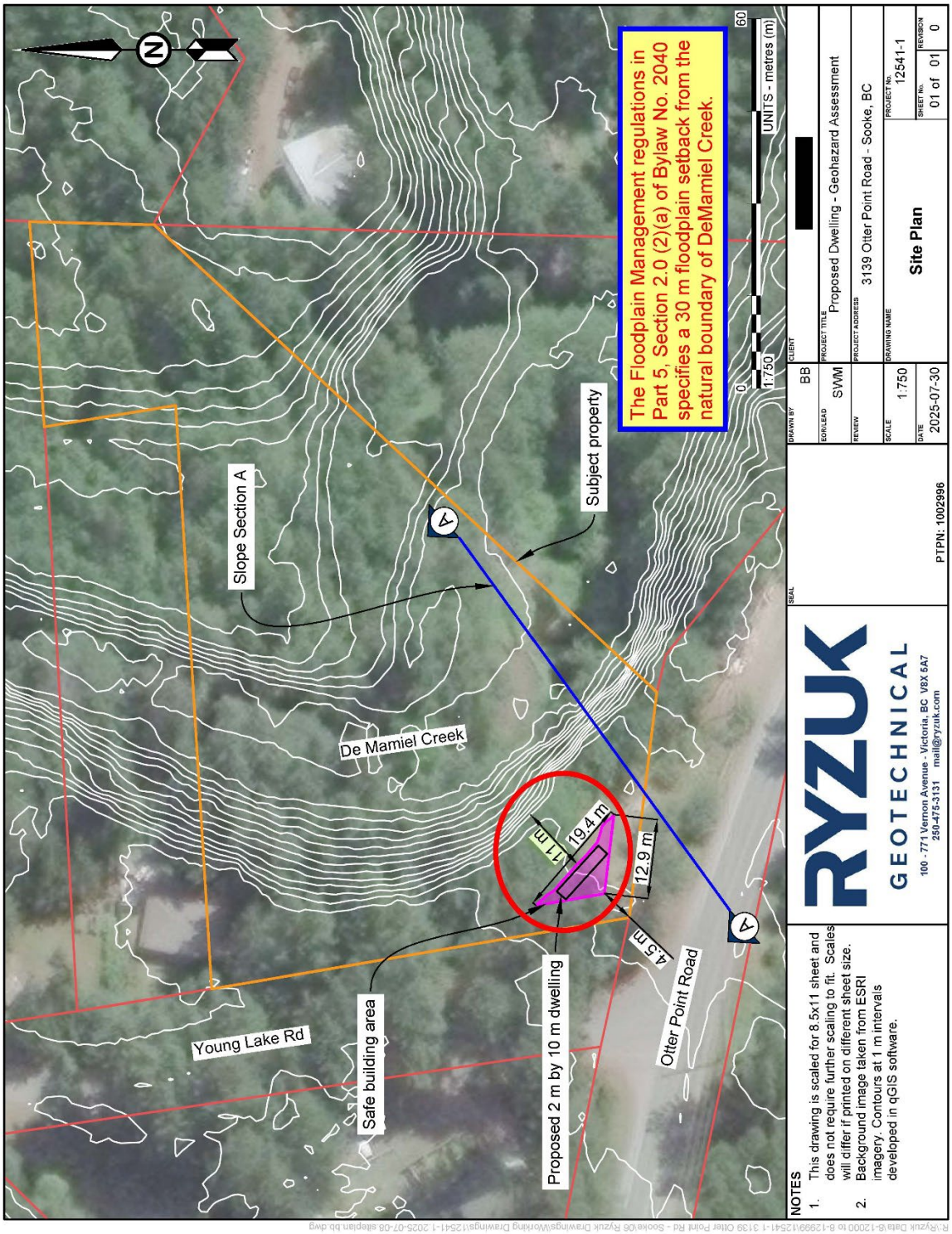
ISSUED this _____ day of _____, 2025

_____
Kristen Morley
Corporate Officer

Attachment 1: Site Plan - Yard Setback Variance Requests



Attachment 2: Geotechnical Report Site Plan (Safe Building Area and Floodplain Exemption)



Attachment 3: Geotechnical Report

RYZUK GEOTECHNICAL

July 15, 2025
Project #: 12541-1
Revised: July 30, 2025

[redacted]
By e-mail: [redacted]

PROPOSED DWELLING – GEOHAZARD ASSESSMENT
3139 Otter Point Road – Sooke, BC

1. INTRODUCTION

As requested, we attended the referenced property on June 18, 2025, and completed an assessment of the potential geohazards affecting the site as such relates to the proposed dwelling. We herein provide our associated observations, comments, recommendations, and conclusions to be incorporated into the design/construction. This has been completed in accordance with Sections 488 and 491 of the Local Government Act for development permit and so that the land may be used safely for the use intended in accordance with Section 56 of the Community Charter for building permit. Our work has been completed in accordance with, and is subject to, the previously accepted Terms of Engagement.

Our recommendations consider the guidance/requirements provided by the:

- Engineers and Geoscientists of BC – Professional Practice Guidelines for Landslide Assessments in BC V4.1 – March 1, 2023, and
- Capital Regional District (CRD) Juan de Fuca – 3819 – Otter Point Official Community Plan – Bylaw No. 1, 2014 – Section 6.3 – Development Permit Area (DPA) No. 1: Steep Slopes, Section 6.5 – DPA No. 3: Watercourses and Wetlands Areas

Pursuant to Section E.6.1.3(e) of DPA 6 above, a development permit exemption may be granted provided the work is carried out in accordance with recommendations from a qualified professional. Furthermore, confirmation that the proposed dwelling location is not exposed to significant risk from geohazard is included in this assessment, pursuant to Section 56 of the Community Charter. The CRD is considered an authorized user of this report and may rely on its contents when making decisions related to the property.

2. SITE LOCATION AND PROPOSED DEVELOPMENT

The subject property is located in the Otter Point community of the Juan de Fuca Electoral Area – CRD approximately 3.8 km to the northwest of the Sooke community center. The property is approximately 6522 square meters in area and is bounded by partially developed single-family residential properties to the north and east, Otter Point Road to the south, and Young Lake Road to the west. Based on our review of the 3D Geomatics Land Surveying drawing dated May 14, 2025, we understand that a 2 m by 10 m dwelling is proposed near the southwestern corner of the property.

3. GEOHAZARD ASSESSMENT

Our geotechnical assessment has involved an office-based review of available information, a site reconnaissance to complete a visual assessment for signs of geohazard that would impact the proposed development area, and an office-based slope stability analysis.

3.1 OFFICE-BASED STUDY

The office-based work included review of development drawings as well as perusal of geological/terrain mapping, BC LiDAR data, and BC Water Resources Atlas (well information).

Based on our review of the CRD GIS map satellite imagery and contours and BC LiDAR data (BCGS 092b032, Year: 2019) analyzed in QGIS software, the natural grade on the property significantly varies. The dwelling is proposed on a relatively flat plateau at the southwestern corner of the property that has a geodetic surface elevation between 83 and 84 m. To the northeast of the plateau, the grade steeply slopes down at an angle of 66 degrees a height of 11 m to the base of the western side of De Mamiel Creek. On the northeastern side or inside of the creek where its point bar formation exists, the surface topography gently slopes upwards at a relatively consistent rate to 83 m geodetic elevation at the northeast corner of the property. In the QGIS software, we produced Section A from BC LiDAR data to analyze the slope geometry on the property. The location of Section A can be seen on the attached Site Plan and will be discussed further in the Slope Stability section of the report.

Based on our review of BC Geological Survey – Geological Fieldwork 1991 mapping of the Sooke Land District, we expected the native soil conditions to consist of sand, gravel, silt, and clay of the Capilano Sediments of the Quaternary period. Well installation soil logs from the BC Water Resources Atlas located approximately 140 m to the northwest of the property indicated that bedrock was encountered at a depth of 7 m below the ground surface.

3.2 SITE RECONNAISSANCE

During our site reconnaissance we traversed the property to identify any notable surface features typically associated with steep slopes, such as past/current indication of erosion, land slip,

overland flow, and/or rock fall. Our visual assessment generally confirmed the findings of our office-based study.

The southeastern plateau was generally cleared of vegetation and a fence was constructed at the crest of the soil slope above De Mamiel Creek. A hand dug test pit was advanced on the plateau and we determined the topsoil layer was approximately 0.6 m thick atop native silty sand and gravel. The steepest portion of the slope is located at the south end of the property where the cutbank on the western outside curve of De Mamiel Creek is undergoing the most significant erosion. The slope crest was lined with young to middle aged trees that increased in size and age towards the north where the slope becomes less steep. In this area trees were also observed on the slope itself due to its shallower inclination and there is an access foot path to the base of the slope. A very dense "cemented" silty sand and gravel (inferred basal glacial till) was observed within the soil slope on the foot path down to the creek and at the toe of the cutbank of the slope. Basal glacial till is formed directly beneath a glacial which explains its very dense nature. The upper 1 m of the slope below the topsoil layer was noted to be lighter in colour indicating that it may be ablation till meaning it was formed by the melting of glacial ice, particularly from the upper layers of a glacier, and is considered to have a lower density than basal till. Small vegetation was visible on the steepest portions of the slope and a few trees on sloping areas of the property were 'pistol-butted'. There was loose soil collected at the base of the slope. The vertical scour height likely due to swift-flowing water at the base of the western cutbank of De Mamiel Creek was approximately 1.5 m in height. The material at the base of the creek was sorted to only contain primarily large gravel, cobbles, and boulders. This indicates that transportation of smaller sediment particles has occurred and that seasonally or in storm events the creek has a relatively high flow rate. At the time of our site reconnaissance, the creek was not flowing and shallow in depth.

3.3 SLOPE STABILITY ASSESSMENT

The native basal glacial till soil observed within the creek slope is typically hard/very dense and globally stable therefore deep-seated failure is considered unlikely. The high friction angle and cohesion of this material is shown through its steep inclination observed in static conditions. However, the slope section is considered over-steepened and potentially susceptible to movement in an earthquake event. Therefore, we have completed a slope stability analysis to confirm that the global slope stability factor of safety and movement meets the minimum requirements for both static and seismic conditions outlined in the EGBC guidelines. Another contributing factor to slope instability that has been considered in our analysis is the erosion rate of the creek at the toe of the slope that could be amplified by the effects of climate change.

We completed limit equilibrium slope stability analysis using RocScience Slide2 software and topography contour information extracted from the online BC LiDAR data (Section A). Section A was produced for our slope stability modelling and is a cross section of the steepest topography of the slope at the southwestern cutbank of the creek. We have modelled a proposed dwelling location offset approximately 11 m to the southwest of the slope crest determined from LiDAR. We understand that a variance is being requested to reduce the side yard setback from 6 m to 4.5 m. To model the most conservative case, we used the furthest setback of the proposed dwelling (4.5 m from the southwest property line) in combination with the steepest slope cross

section (Section A). Conservative soil strength properties were applied based on our observations, background review, and our past experience with similar soil types, and bedrock was not assumed to be present.

As part of our slope reconnaissance, we traversed near the toe of the ravine slope where the De Mamiel Creek has produced a cutbank from its seasonal flow scouring. We observed very dense "cemented" basal glacial till at the toe of the slope that is considered to have a low susceptibility to erosion due to its relatively high cohesion. However, we have conservatively incorporated into our analysis models the potential effects of slope regression including the effect of long-term scour, erosion, and bank undercutting. Additionally, we have included the potential impacts of climate change, including increased frequency and intensity of extreme rainfall events, that could also contribute to long-term erosion and subsequent regression of the ravine slopes. We determined that a horizontal slope regression of 5 m was appropriate to account for long-term erosion over the anticipated 75-year design life of the ravine slope. The slope crest in our modelling has been modified to be 5 m further back from the 2019 LiDAR slope crest geometry.

The pseudo-static analysis was run with seismic loading based on the Earth Design Ground Motion from the BC Building Code (BCBC) 2024 (National Building Code of Canada [NBCC] 2020 seismic hazard values) for a 2% probability of exceedance in 50 years (1 in 2475-year event), which is the requirement of the current 2024 BCBC. The associated peak ground acceleration (PGA) k value is 0.818 g which was determined using the online 2020 NBCC Seismic Hazard Tool and an estimated Site Classification for Seismic Site Response of 'C' based on observed soil conditions.

The results of our modelling indicate a minimum Factor of Safety (FS) of 1.53 in static conditions and a minimum FS of 0.60 in seismic conditions. Acceptable values of FS are typically >1.5 in static and >1.0 in seismic, as stated within the EGBC Landslide Guidelines Table B-6: Types of Static and Seismic Slope Stability Analysis. Given the NBCC 2020 seismic Factor of Safety resulted in less than the required threshold, and as per the methodology outlined in the guidelines, we used advanced functionality in the software to determine the critical seismic yield coefficient (k_y) value (0.408) and used this value in Travasarou's equation to estimate the anticipated permanent displacement resulting from a seismic event. The calculation using Travasarou's "Method 1" (2007) and conservative parameters resulted in a displacement of 12.1 cm, which is within the acceptable maximum limit of 15 cm.

The attached Slope Stability Analysis Results show the stratigraphy, soil parameters, and slip plane in static conditions, seismic 2%, and seismic (k_y) conditions.

For the purposes of the attached Appendix D: Landslide Assessment Assurance Statement, in accordance with Section 219 of the Land Title Act, we recommend a covenant be registered on title indicating that the steep slope above the creek is subject to geohazard, that the indicated safe building area is considered safe, and that any future building site(s) contemplated closer to the crest of the slope above the creek be assessed by a geotechnical professional to confirm such location is safe for residential construction. Given the above, it is our professional opinion that the proposed safe building area, as indicated on the attached Site Plan, setback 11 m from the slope crest is not subject to risk of geohazard.

The steep topography and location of De Mamiel Creek creates an access constraint to the northeast portion of the property, upslope from the point bar formation. Therefore, we consider that construction of a building on the northeast portion of the property to be impractical.

3.4 FLOOD ASSESSMENT

Under Bylaw No. 2040 of Schedule "A" of the CRD Juan de Fuca Land Use Bylaw, Part 5, we understand that a Floodplain Setback of a minimum of 30 m is required from the Natural Boundary of De Mamiel Creek. Due to the significant change in elevation from the toe of the slope at De Mamiel Creek (72 m geodetic) to the building site of the proposed dwelling (83 m geodetic), we consider the flooding risk on the property due to the creek to be negligible.

3.5 LIQUEFACTION ASSESSMENT

Based on our past experience in the area, soil mapping, and observed surficial soil deposits at the property, we expect the subsurface soils to be of glacial origin and over-consolidated. Generally being of cohesive and of a stiff consistency or well graded and of a dense consistency; therefore, we do not consider the soils at the site to be susceptible to liquefaction.

4. PRELIMINARY GEOTECHNICAL DESIGN

We anticipate site preparation for the proposed dwelling would include minor excavation and removal of any organic and loamy soils, as well as potential fills associated with previous land development. We recommend that the proposed dwelling is founded directly atop native very dense basal glacial till as analyzed in our slope stability modelling. It may also be desirable to utilize minor amounts of engineered fill (crushed gravel, shot rock etc.) to create a flatter and more level building site or to achieve the design bottom of footing grade. We anticipate that the building would be constructed on conventional shallow spread footings. We consider that foundation elements placed directly on undisturbed native very dense basal glacial till, or approved engineered fill atop such, will provide suitable long-term support for the construction of the proposed dwelling. For design purposes, foundations may be dimensioned considering Serviceability and Ultimate Limit State bearing resistance values of 150 kPa (SLS) and 225 kPa (ULS), respectively. We recommend that foundation subgrade surfaces, as well as engineered fill placed below foundation areas (if any), be reviewed by a geotechnical professional prior to pouring concrete. Additionally, footings should be embedded at least 450 mm below finished grade for protection from frost.

Based on our background review and observations of the soil conditions at site, we consider the appropriate Site Classification for Seismic Site Response (Site Class) would be 'C', as per the current BC Building Code.

We expect that conventional perimeter foundation drainage tied into a free draining backfill material would be suitable to limit hydrostatic pressure on the foundation walls. This, however, does not

preclude the possibility of dampness and/or minor seepage, which would be considered building envelop concerns.

The foundation drain arrangement (perforated pipe and uniform gravel/drain rock) should be covered with a non-woven geotextile filter fabric (not landscape fabric), or a suitably graded granular medium as approved by ourselves, to prevent the migration of finer materials from the backfill into voids within the drain arrangement.

To maintain the long-term surficial stability of the slope, the native soils should be protected from erosion caused by turbulent waterflows within drainage channels and at discharge locations. We recommend that all water from collected from perimeter drains and roof leaders is transmitted via closed piping to a municipal stormwater system or downslope and discharged onto a splash pad or atop the creek at the base of the slope.

5. CLOSURE

Provided the above recommendations are followed, we consider the land may be used safely for the use intended, that being the construction of a single-family dwelling. Our assessment is in accordance with Section 56 of the Community Charter, Sections 488 and 491 of the Local Government Act, Section 219 of the Land Title Act, the CRD Juan de Fuca Otter Point OCP, the BC Building Code, and the Professional Practice Guidelines for Legislated Landslide and Flood Assessments in BC (assurance statements attached). Our assessment has considered a design seismic occurrence with a 2% probability of exceedance in 50 years as well as the potential effects of future climate change.

We trust the preceding is suitable for your purposes at present. Please do not hesitate to contact the undersigned if we can be of further assistance.

Sincerely,

Ryzuk Geotechnical

Ben Brownoff

Ben Brownoff, EIT
Advanced Junior Engineer

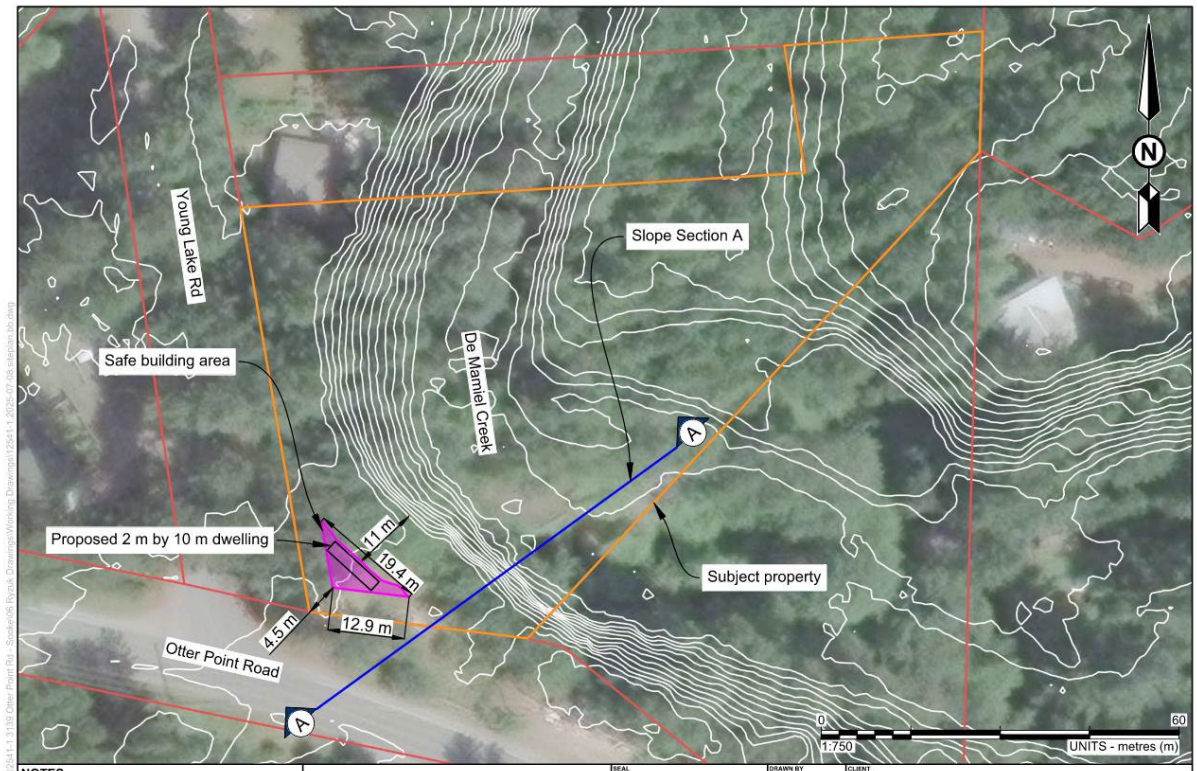
Jul. 31 2025

Shane Moore, P.Geo.
Senior Geoscientist

Permit to Practice Number: 1002996

Attachments:

- Site Plan
- Slope Stability Analysis Results
- EGBC Landslide Assurance Statement



NOTES

1. This drawing is scaled for 8.5x11 sheet and does not require further scaling to fit. Scales will differ if printed on different sheet size.
2. Background image taken from ESRI imagery. Contours at 1 m intervals developed in qGIS software.

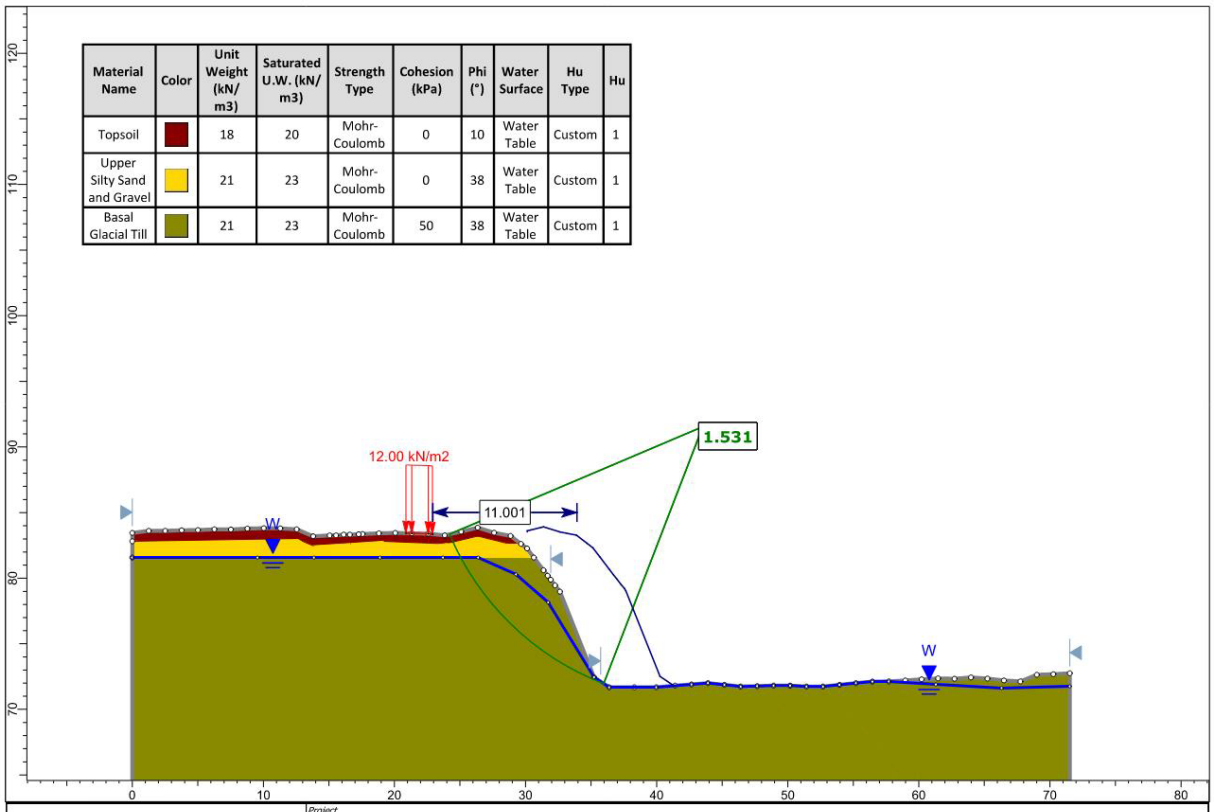
RYZUK GEOTECHNICAL
100 - 771 Vernon Avenue - Victoria, BC V8X 5A7
250-475-3131 mail@ryzuk.com

SEAL

PTPN: 1002996

DRAWN BY	BB
EOR/LEAD	SWM
REVIEW	
SCALE	1:750
DATE	2025-07-30
CLIENT	[redacted]
PROJECT TITLE	Proposed Dwelling - Geohazard Assessment
PROJECT ADDRESS	3139 Otter Point Road - Sooke, BC
DRAWING NAME	Site Plan
PROJECT No.	12541-1
SHEET No.	01 of 01
REVISION	0

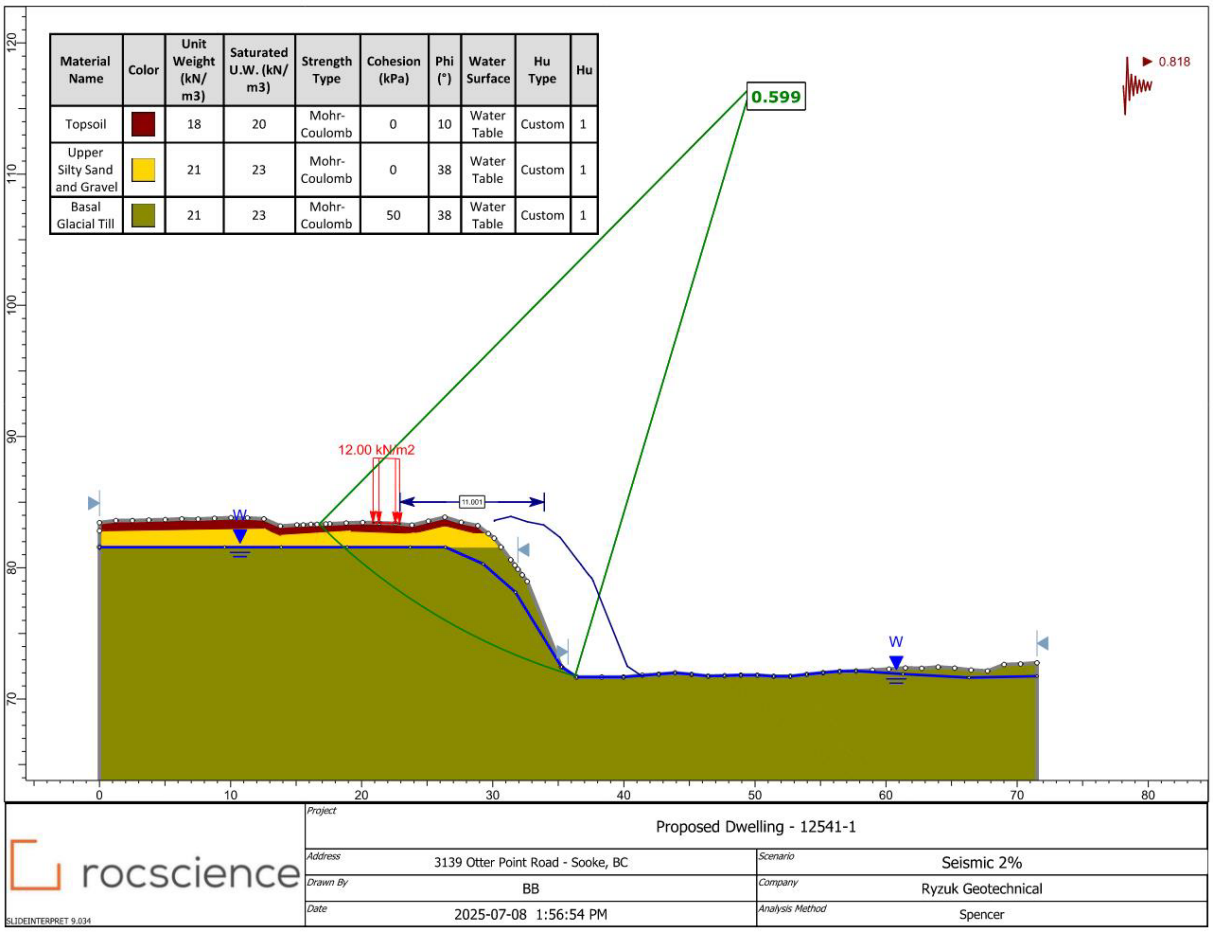
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Upper Silty Sand and Gravel		21	23	Mohr-Coulomb	0	38	Water Table	Custom	1
Basal Glacial Till		21	23	Mohr-Coulomb	50	38	Water Table	Custom	1



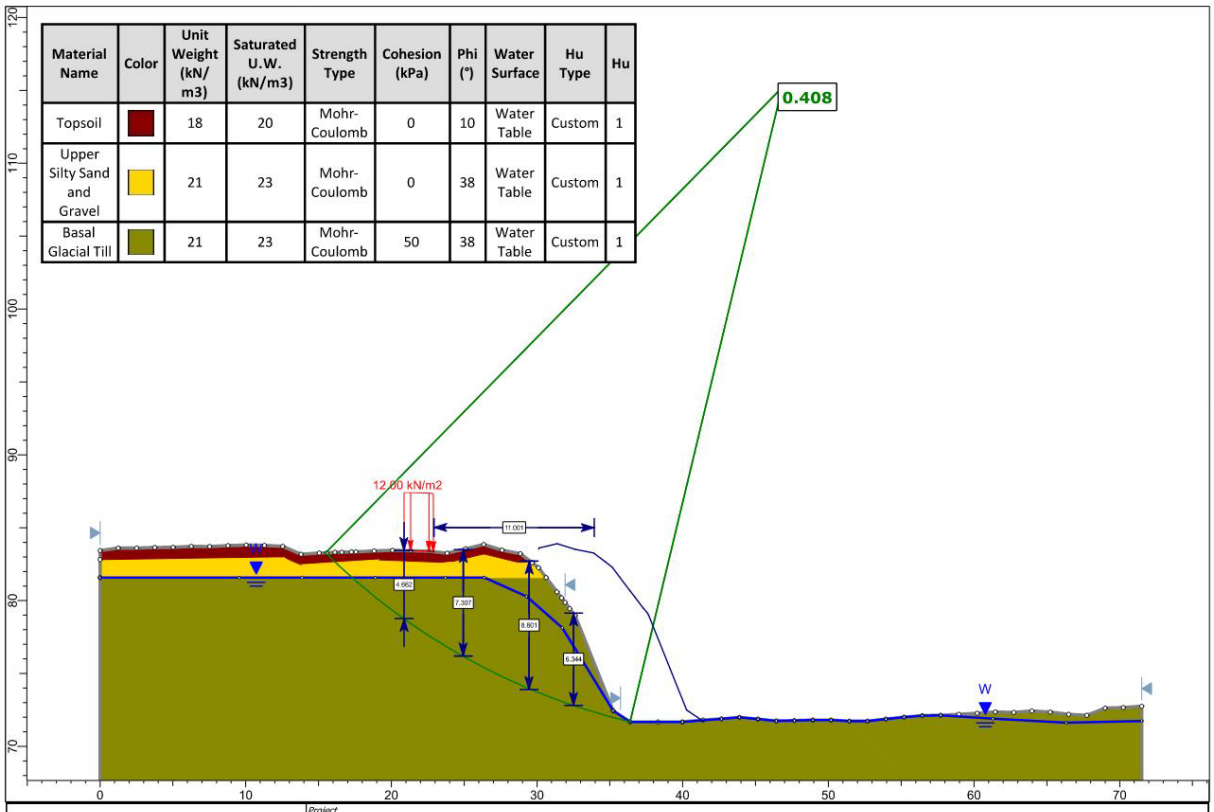
rocscience

SLIDEINTERPRET 9.034

Project	Proposed Dwelling - 12541-1		
Address	3139 Otter Point Road - Sooke, BC	Scenario	Static
Drawn By	BB	Company	Ryzuk Geotechnical
Date	2025-07-08 1:59:08 PM	Analysis Method	Spencer


Material Name
Color
Unit Weight (kN/m3)
Saturated U.W. (kN/m3)
Strength Type
Cohesion (kPa)
Phi (°)
Water Surface
Hu Type
Hu
Topsoil
18
20
Mohr-Coulomb
0
10
Water Table
Custom
1
Upper Silty Sand and Gravel
21
23
Mohr-Coulomb
0
38
Water Table
Custom
1
Basal Glacial Till
21
23
Mohr-Coulomb
50
38
Water Table
Custom
1
0.599
0.818
12.00 kN/m2
11.001
W
W
120
110
100
90
80
70
0
10
20
30
40
50
60
70
80
rocscience
SLIDEINTERPRET 9.034
Project
Proposed Dwelling - 12541-1
Address
3139 Otter Point Road - Sooke, BC
Scenario
Seismic 2%
Drawn By
BB
Company
Ryzuk Geotechnical
Date
2025-07-08 1:56:54 PM
Analysis Method
Spencer

Material Name	Color	Unit Weight (kN/m3)	Saturated U.W. (kN/m3)	Strength Type	Cohesion (kPa)	Phi (°)	Water Surface	Hu Type	Hu
Topsoil		18	20	Mohr-Coulomb	0	10	Water Table	Custom	1
Upper Silty Sand and Gravel		21	23	Mohr-Coulomb	0	38	Water Table	Custom	1
Basal Glacial Till		21	23	Mohr-Coulomb	50	38	Water Table	Custom	1



rocscience

SLIDEINTERPRET 9.034

Project	Proposed Dwelling - 12541-1		
Address	3139 Otter Point Road - Sooke, BC	Scenario	Seismic ky
Drawn By	BB	Company	Ryzuk Geotechnical
Date	2025-07-08 1:55:28 PM	Analysis Method	Travasarou 2007

LANDSLIDE ASSESSMENT ASSURANCE STATEMENT

Notes: This statement is to be read and completed in conjunction with the Engineers and Geoscientists BC *Professional Practice Guidelines – Landslide Assessments in British Columbia* ("the guidelines") and the current *BC Building Code* (*BCBC*), and is to be provided for Landslide Assessments (not floods or flood controls), particularly those produced for the purposes of the *Land Title Act*, *Community Charter*, or *Local Government Act*. Some jurisdictions (e.g., the Fraser Valley Regional District or the Cowichan Valley Regional District) have developed more comprehensive assurance statements in collaboration with Engineers and Geoscientists BC. Where those exist, the Qualified Professional is to fill out the local version only. Defined terms are capitalized; see the Defined Terms section of the guidelines for definitions.

To: The Approving Authority (or Client) Date: July 15, 2025

Capital Regional District - Juan de Fuca

625 Fisgard Street, Victoria, BC, V8W 1R7

Jurisdiction/name and address

With reference to (CHECK ONE):

- ☐ A. *Land Title Act* (Section 86) – Subdivision Approval
- ☑ B. *Local Government Act* (Sections 919.1 and 920) – Development Permit
- ☑ C. Community Charter (Section 56) – Building Permit
- ☐ D. Non-legislated assessment

For the following property (the "Property"):

3139 Otter Point Road - Sooke, BC

Civic address of the Property

The undersigned hereby gives assurance that they are a Qualified Professional and a professional engineer or professional geoscientist who fulfils the education, training, and experience requirements as outlined in the guidelines.

I have signed, authenticated, and dated, and thereby certified, the attached Landslide Assessment Report on the Property in accordance with the guidelines. That report must be read in conjunction this statement.

In preparing that report I have:

[CHECK TO THE LEFT OF APPLICABLE ITEMS]

- ☑ 1. Collected and reviewed appropriate background information
- ☐ 2. Reviewed the proposed Residential Development or other development on the Property
- ☑ 3. Conducted field work on and, if required, beyond the Property
- ☑ 4. Reported on the results of the field work on and, if required, beyond the Property
- ☑ 5. Considered any changed conditions on and, if required, beyond the Property
- 6. For a Landslide Hazard analysis or Landslide Risk analysis, I have:
  - ☑ 6.1 reviewed and characterized, if appropriate, any Landslide that may affect the Property
  - ☑ 6.2 estimated the Landslide Hazard
  - ☑ 6.3 identified existing and anticipated future Elements at Risk on and, if required, beyond the Property
  - ☑ 6.4 estimated the potential Consequences to those Elements at Risk
- 7. Where the Approving Authority has adopted a Level of Landslide Safety, I have:
  - ☐ 7.1 compared the Level of Landslide Safety adopted by the Approving Authority with the findings of my investigation
  - ☐ 7.2 made a finding on the Level of Landslide Safety on the Property based on the comparison
  - ☐ 7.3 made recommendations to reduce Landslide Hazards and/or Landslide Risks

LANDSLIDE ASSESSMENT ASSURANCE STATEMENT

8. Where the Approving Authority has **not** adopted a Level of Landslide Safety, or where the Landslide Assessment is not produced in response to a legislated requirement, I have:
   - ☑ 8.1 described the method of Landslide Hazard analysis or Landslide Risk analysis used
   - ☑ 8.2 referred to an appropriate and identified provincial, national, or international guideline for Level of Landslide Safety
   - ☑ 8.3 compared those guidelines (per item 8.2) with the findings of my investigation
   - ☑ 8.4 made a finding on the Level of Landslide Safety on the Property based on the comparison
   - ☑ 8.5 made recommendations to reduce Landslide Hazards and/or Landslide Risks
9. ☑ Reported on the requirements for future inspections of the Property and recommended who should conduct those inspections

Based on my comparison between:

[CHECK ONE]

- ☐ the findings from the investigation and the adopted Level of Landslide Safety (item 7.2 above)
- ☑ the appropriate and identified provincial, national, or international guideline for Level of Landslide Safety (item 8.4 above)

Where the Landslide Assessment is not produced in response to a legislated requirement, I hereby give my assurance that, based on the conditions[1] contained in the attached Landslide Assessment Report:

A. SUBDIVISION APPROVAL

☐ For subdivision approval, as required by the *Land Title Act* (Section 86), "the land may be used safely for the use intended"

[CHECK ONE]

- ☐ with one or more recommended additional registered Covenants
- ☐ without an additional registered Covenant(s)

B. DEVELOPMENT PERMIT

☑ For a development permit, as required by the *Local Government Act* (Sections 488 and 491), my report will "assist the local government in determining what conditions or requirements it will impose under subsection (2) of [Section 491]"

[CHECK ONE]

- ☑ with one or more recommended additional registered Covenants
- ☐ without an additional registered Covenant(s)

C. BUILDING PERMIT

☑ For a building permit, as required by the *Community Charter* (Section 56), "the land may be used safely for the use intended"

[CHECK ONE]

- ☑ with one or more recommended additional registered Covenants
- ☐ without any additional registered Covenant(s)

[1] When seismic slope stability assessments are involved, Level of Landslide Safety is considered to be a "life safety" criteria, as described in Commentary JJJ of the *National Building Code of Canada (NBC) 2015*, Structural Commentaries (User's Guide – NBC 2015: part 4 of division B). This states:

"The primary objective of seismic design is to provide an acceptable level of safety for building occupants and the general public as the building responds to strong ground motion; in other words, to minimize loss of life. This implies that, although there will likely be extensive structural and non-structural damage, during the DGM (design ground motion), there is a reasonable degree of confidence that the building will not collapse, nor will its attachments break off and fall on people near the building. This performance level is termed 'extensive damage' because, although the structure may be heavily damaged and may have lost a substantial amount of its initial strength and stiffness, it retains some margin of resistance against collapse."

LANDSLIDE ASSESSMENT ASSURANCE STATEMENT

Shane Moore, P.Geo.
Name (print)

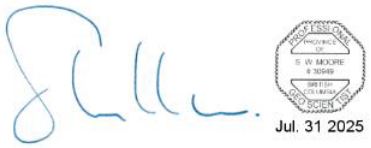
July 15, 2025
Date

#100-771 Vernon Avenue
Address

Victoria, BC V8X 5A7

250-475-3131
Telephone

shane@ryzuk.com
Email



(Affix PROFESSIONAL SEAL and signature here)

The Qualified Professional, as a registrant on the roster of a registrant firm, must complete the following:

I am a member of the firm Ryzuk Geotechnical Ltd.
(Print name of firm)

with Permit to Practice Number 1002996
(Print permit to practice number)

and I sign this letter on behalf of the firm.

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

SUBJECT **Revised for Third Reading: Bylaw No. 4647 SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025**

ISSUE SUMMARY

The need to increase the maximum allowable requisition for the Capital Regional District (CRD) Salt Spring Island (SSI) Community Transit and Transportation Service.

BACKGROUND

The CRD Board received a staff report on September 10, 2025 recommending a 78% increase to the maximum allowable requisition for the CRD SSI Community Transit and Transportation Service (Appendix A). The CRD Board read Bylaw No. 4647 a first and second time and directed staff that the Bylaw be amended so that the maximum requisition is no greater than a 25% increase. This will support the existing transit service levels and enable forecast cost escalations to be funded, however this increase will not be sufficient to support an expansion of the transit service.

The updated Bylaw No. 4647 amends Bylaw No. 3438 to increase the maximum allowable requisition for Transit Service equal to 25% with all other content in the bylaw amendment remain unchanged. Pursuant to Section 349 of the *Local Government Act* (LGA), this bylaw amendment requires SSI Electoral Area Director consent. Pursuant to Section 3(2) of the *Regional District Establishing Bylaw Approval Exemption Regulation*, the amended 25% increase to requisition does not require Inspector approval.

ALTERNATIVES

Alternative 1

1. That Bylaw No. 4647, "SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025", be read a third time;
2. That staff be directed to proceed with Salt Spring Island Electoral Area Director consent.

Alternative 2

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

IMPLICATIONS

Service Delivery Implications

Alternative one will enable the current level of transit service to be sustained in 2026. This increase in funding will not support an expansion.

Financial Implications

Table 1 below summarizes the current maximum limit and proposed new maximum limit.

Greater of (1) or (2a / 2b)	Current Maximum Limit	New Maximum Limit	Change %
(1) Tax Amount $	$245,000*	$633,172	158%
(2a) Tax Rate	$0.076 per $1000 assess value	$0.0950 per $1000 assess value	25%
(2b) Tax Amount $: 2025 Assessment x (2a) Tax Rate	$506,538*	$633,172**	25%

**$245,000 is the Maximum Rate established in the 2013 Bylaw, however with the increase in house values the allowable Maximum Rate increases in a pro-rated manner to $506,538 in 2025.*
***Future assessment will be applied to the tax rate to calculate the maximum limit annually.*

The proposed new requisition maximum limit of $633,172 and $0.0950 per $1000 assessed value represents 25% increase over current maximum allowable requisition. The new maximum limit of 25% increase is required to maintain the existing service level, mitigate the risk of fee revenue shortfalls and allow contingency for costs escalation and inflationary adjustments based on the forecasted budgets from BC Transit.

The future service expansions will require further maximum requisition limit adjustments.

CONCLUSION

The establishment bylaw has a maximum requisition limit that needs to be increased. This will support the existing transit service levels and enable forecast cost escalations to be funded, however this increase will not be sufficient to support an expansion of the transit service. The bylaw amendment will require SSI Electoral Area Director consent.

RECOMMENDATION

1. That Bylaw No. 4647, "SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025", be read a third time;
2. That staff be directed to proceed with Salt Spring Island Electoral Area Director consent.

Submitted by:	Dan Ovington, BBA Senior Manager, Salt Spring Island Administration
Concurrence	Stephen Henderson, MBA, BSc, General Manager Electoral Areas
Concurrence	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance and IT
Concurrence	Ted Robbins, B.Sc. C.Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Staff Report Date September 10, 2025, Bylaw No. 4647 SSI Community Transit and Transportation Service Establishment Bylaw No.1 2007, Amendment Bylaw No. 4, 2025
Appendix B: Bylaw No. 4647, "SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No.4, 2025"
Appendix C: Bylaw No. 3438 (Unofficial Consolidation)

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REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, JULY 17, 2025

SUBJECT **Bylaw No. 4647 SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025**

ISSUE SUMMARY

The need to increase the maximum allowable requisition for the Capital Regional District (CRD) Salt Spring Island (SSI) Community Transit and Transportation Service.

BACKGROUND

The SSI Community Transit and Transportation Service Establishment was adopted through Bylaw No. 3438 in 2007. The bylaw established two separate services on SSI:

(1) Community Transit Service ("Transit") provides a public transit system on SSI delivered by BC Transit; and

(2) Transportation Service ("Transportation") carries out transportation studies, provides for the construction, installation, maintenance and regulation of sidewalks and bicycle paths, parking facilities, pedestrian and safety and traffic calming facilities and implements transportation demand management programs.

In 2024 the SSI Local Community Commission (LCC) progressed discussions with BC Transit to evaluate options for expanding transit service. Several options were considered, and it was determined that efforts should be focused on increasing the frequency of service on Route 2 Fulford Ferry to Ganges to be implemented in 2026, and Route 7 Cusheon/Beddis to Ganges Route through to be implemented in 2027 through the Notice of Motion below.

At the June 27, 2024 meeting the SSI LCC directed staff to request that BC Transit provide a revised costing for expansion of the following priorities:

1. *For implementation in January 2026, expansion of 1000 annual service hours on the Route 2 Fulford-Ganges, but not including the introduction of year-round service to Beaver Point/Ruckle Park.*

2. *For implementation in January 2027, expansion on the Route 7 Cusheon Lake to be extended to Beddis Beach and request consideration to change the direction of the Route 7 to counter-clockwise, rather than clockwise*

At the September 12, 2024 meeting the SSI LCC made additional recommendations:

1. *That the Salt Spring Island Local Community Commission support the Fulford Harbour Route expansion in 2026*

2. *That the Salt Spring Island Local Community Commission directs staff to report back on the process of increasing the levy for the transit service.*

BC Transit was not able to support the expansion of service hours within the desired time frame and have responded with a 1 year postponement. The revised proposed will have the Route 2 Fulford Ganges proposal implemented in January 2027, and the Route 7 Cusheon Lake to Beddis Beach expansion implemented in June 2027.

The SSI Transit Service budget (1.238A Community Transit) is mainly funded through CRD tax requisition paid by SSI taxpayers and transit fees paid by service users. BC Transit has responded with cost estimates for each service expansion as incremental costs above the existing service level. In 2025, the budgeted requisition of $454,571 for existing service level is 90% of the current maximum allowable requisition of $506,538 based on 2025 assessment. Increases in the Community Transit service maximum levy is required to maintain the existing service level and accommodate the service expansions.

The proposed Bylaw No. 4647 amends Bylaw No. 3438 to increase the maximum allowable requisition for Transit Service while the Transportation Service remains unchanged. Pursuant to Section 349 of the *Local Government Act* (LGA), this bylaw amendment requires Inspector and SSI Electoral Area Director Approval.

ALTERNATIVES

Alternative 1

That the Salt Spring Island Local Community Commission recommends to the Capital Regional District Board

1. That Bylaw No. 4647, "SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025", be introduced and read a first, second, and third time;
2. That Bylaw No. 4647 be referred to the Inspector of Municipalities for approval;
3. That staff be directed to proceed with Salt Spring Island Electoral Area Director consent.

Alternative 2

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

IMPLICATIONS

Service Delivery Implications

Transit service expansion investments are important components to sustaining and growing a successful community transit system. The current system experiences capacity issues and users are often passed by during peak times. Additional peak service routes and extending an existing route is expected to mitigate these capacity issues and improve ridership.

Financial Implications

The transit system expansion initiatives being explored require additional funding which exceeds

the current maximum requisition limit in the service establishment bylaw.

Table 1 below summarizes the current maximum limit and proposed new maximum limit.

Greater of (1) or (2a / 2b)	Current Maximum Limit	New Maximum Limit	Change %
(1) Tax Amount $	$245,000*	$900,000	268%
(2a) Tax Rate	$0.076 per $1000 assess value	$0.1350 per $1000 assess value	78%
(2b) Tax Amount $: 2025 Assessment x (2a) Tax Rate	$506,538*	$900,000**	78%

**$245,000 is the Maximum Rate established in the 2013 Bylaw, however with the increase in house values the allowable Maximum Rate increases in a pro-rated manner to $506,538 in 2025.*
***Future assessment will be applied to the tax rate to calculate the maximum limit annually.*

The proposed new requisition maximum limit of $900,000 and $0.1350 per $1000 assessed value is mainly informed by the forecasted costs estimates provided by BC Transit. The new maximum limit is required to maintain existing service level, accommodate the new service expansions, mitigate the risk of fee revenue shortfalls and allow contingency for service growth and inflationary adjustments in the longer term.

Forecast costs of the increased Service level were provided by BC Transit in 2025 as follows.

PROPOSED PARATRANSIT EXPANSION INITIATIVES – YEAR 1 (2026/27)						
AOA Period	Estimated In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
		1,000	**2**	**14,348**	**210,170**	**108,158**
2026/27	January 2027	**Description**	Additional peak service Route 2 Fulford Harbour.			

PROPOSED PARATRANSIT EXPANSION INITIATIVES – YEAR 1 (2027/28)						
AOA Period	Estimated In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
		300	**0**	**4304**	**77,413**	**32,320**
2027/28	June 2027	**Description**	Extend Route 7 Cusheon Lake / Beddis to Ganges.			

Please refer to Appendix A for a detailed analysis and simulation of implications to the requisition and maximum levy for the expanded service level. This appendix also provides a summary of the forecasted costs, revenues and rationale for the proposed increase.

Key assumptions used in this simulation are outlined below:

- The estimated net costs for two service expansions were provided by BC Transit.
- BC Transit costs and fee revenue are forecasted to increase annually at 6% and 2% respectively for existing service level. This is based on the average increases from 2025-2027 draft budget provided by BC Transit.
- CRD's other operating costs are forecasted to increase at an annual inflation rate of 2%.
- Reserve fund transfers are forecasted at a level required to maintain balances within CRD guidelines.
- The service expansion on Route 2, Fulford ferry to Ganges, is scheduled for implementation in January 2027. The estimated annual net cost of **$108,160** in 2027 budget represents an increase of 21% over the current maximum requisition of $506,538. Future inflationary adjustments are also considered in the simulation.
- The service expansion on Route 7, Cusheon/Beddis to Ganges is scheduled for implementation in June 2027. The estimated seven months net cost of **$18,850** in 2027 budget represents an increase of 4% over the current maximum requisition of $506,538. Future inflationary adjustments and annualization are also considered in the simulation.

Inter-Governmental Implications

The approval of this increase can be made by the Electoral Area Director without the completion of an Alternative Approval Process, and subject to the approval of the Inspector of Municipalities. The advantage of the expedited approval by the Electoral Area Director will reduce the costs to the service of running an island-wide Alternative Approval Process or referendum. However, there is the potential that the Inspector will deny this amendment to the bylaw and request a more formal process be used for participant approval of this amendment.

CONCLUSION

The establishment bylaw has a maximum requisition limit that needs to be raised to implement the two transition service expansions approved by SSI LCC. Pursuant to Section 349 of the LGA., the bylaw amendment requires a review by the Inspector of Municipalities and SSI Electoral Area Director consent.

RECOMMENDATION

That the Salt Spring Island Local Community Commission recommend to the Capital Regional District Board:

1. That Bylaw No. 4647, "SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025", be introduced and read a first, second, and third time;
2. That Bylaw No. 4647 be referred to the Inspector of Municipalities for approval;
3. That staff be directed to proceed with Salt Spring Island Electoral Area Director consent.

Submitted by:	Dan Ovington, BBA Senior Manager, Salt Spring Island Administration
Concurrence	Stephen Henderson, MBA, BSc, General Manager Electoral Areas
Concurrence	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance and IT
Concurrence	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence	Ted Robbins, B.Sc. C.Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: SSI Transit Maximum Levy Simulation and Assumptions
Appendix B: Bylaw No. 4647, "SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No.4, 2025"
Appendix C: Bylaw No. 3438 (Unofficial Consolidation)

Appendix A

SSI Transit Maximum Levy Simulation and Assumptions *Prepared June 2025*	**Budget 2025**	**Max Levy Simulation with Service Expansion**						**Key Assumptions**
		2026	**2027**	**2028**	**2029**	**2030**	**2031**	
Budget Requirement from BC Transit - Existing Service Level	$ 592,612	$ 621,260	$ 666,310	$ 706,290	$ 748,670	$ 793,590	$ 841,210	a). 2025-2027 drafted budgets provided by BC Transit b). 6% annual increase applied for 2028-2031 based on average increase of BC transit 2025-2027 drafted budgets
Estimated Expansion Net Costs from BC Transit - Expanded Service Level								a). Estimated expansion net costs of $108,158 and $32,320 provided by BC Transit for Year one implementation b). 6% annual increase applied for future years
Additional Peak Service Route 2 Fulford Harbour - Jan 2027 Start			**$ 108,160**	**$ 114,650**	**$ 121,530**	**$ 128,820**	**$ 136,550**	
Extend route 7 Cusheon Lake to Beddis Beach - Jun 2027 Start			**$ 18,850**	**$ 34,260**	**$ 36,320**	**$ 38,500**	**$ 40,810**	
Budget from CRD (Insurance, allocations and other operating costs)	$ 36,700	$ 37,430	$ 38,180	$ 38,940	$ 39,720	$ 40,510	$ 41,320	2% annual increase applied for 2026-2031
Reserve Fund Transfers (Operating and Capital Reserves)	$ 43,070	$ 44,000	$ 45,000	$ 46,000	$ 47,000	$ 48,000	$ 48,410	Indicative high-level planning placeholder for reserve funds contribution
Total Expenditures	**$ 672,382**	**$ 702,690**	**$ 876,500**	**$ 940,140**	**$ 993,240**	**$ 1,049,420**	**$ 1,108,300**	
Change % over previous year		*5%*	*25%*	*7%*	*6%*	*6%*	*6%*	
Transit Fees	$ 217,011	$ 221,030	$ 225,450	$ 229,960	$ 234,560	$ 239,250	$ 244,040	a).2025-2027 drafted budgets provided by BC Transit b).2% annual increase applied for 2028-2031 based on average increase of BC transit 2025-2027 drafted budgets
Other Miscellaneous Revenue	$ 690	$ 700	$ 710	$ 720	$ 730	$ 740	$ 750	
Total Fee Revenue	**$ 217,701**	**$ 221,730**	**$ 226,160**	**$ 230,680**	**$ 235,290**	**$ 239,990**	**$ 244,790**	
Change % over previous year		*2%*	*2%*	*2%*	*2%*	*2%*	*2%*	
Estimated Tax Requisition Requirement	**$ 454,681**	**$ 480,960**	**$ 650,340**	**$ 709,460**	**$ 757,950**	**$ 809,430**	**$ 863,510**	
Requisition Increase %		*6%*	*35%*	*9%*	*7%*	*7%*	*7%*	

Notes:

1 Current Maximum Requisition per Bylaw 3901 is the greater of:
(a). Two Hundred Forty Five Thousand Dollars ($245,000); or
(b). An amount equal to the amount that could be raised by a property value tax rate of $0.076 per One Thousand ($1,000.00) dollars applied to the net taxable value of land and improvements in the Service Area.

2 Current maximum requisition per 2025 Assessment is **$ 506,538**

3 Proposed new maximum requisition is **$900,000** or $ 0.1350 per 1000 assessed value based on 2025 assessment

4	**Projected future requisition**		$ 480,960	$ 650,340	$ 709,460	$ 757,950	$ 809,430	**$ 863,510**
	% increase over current 2025 maximum requisition	$ 506,538	*-5%*	*28%*	*40%*	*50%*	*60%*	***70%***

5	**Projected Incremental Expansion Net Costs**							
	Fulford			$ 108,160	$ 114,650	$ 121,530	$ 128,820	$ 136,550
	% over current 2025 maximum requisition	$ 506,538		*21%*	*23%*	*24%*	*25%*	*27%*
	Cusheon-Beddis			$ 18,850	$ 34,260	$ 36,320	$ 38,500	$ 40,810
	% over current 2025 maximum requisition	$ 506,538		*4%*	*7%*	*7%*	*8%*	*8%*

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4647

****

A BYLAW TO AMEND THE SALT SPRING ISLAND COMMUNITY TRANSIT AND TRANSPORTATION SERVICES (BYLAW NO. 3438)

****

WHEREAS:

A. Under Bylaw No. 3438, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007", the Regional Board established two services: a Transit Service, for off-setting the cost of public passenger transportation on Salt Spring Island; and a Transportation Service, for transportation studies, sidewalk, pedestrian safety, and parking planning and construction, among other purposes;

B. An increased level of Transit Service is expected from 2027 and ongoing, beginning with additional peak service on Route 2, Fulford Harbour, and extending Route 7, Cusheon Lake to Beddis Beach, this will necessitate the purchase and payment of new vehicle(s), increased expenditures, and will provide an increased level of service;

C. Participating area approval has been obtained by Electoral Area Director consent on behalf per ss. 342, 347(2), and 349 of the *Local Government Act*; and

D. The Board wishes to amend Bylaw No. 3438 to increase the level of Transit Service as proposed, as well as update references to now-replaced legislation;

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

1. Bylaw No. 3438, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007", is hereby amended as follows:

    (a) By updating the following references to the *Local Government Act* with the updated references as follows:

        i. In section 4, Cost Recovery, replacing
            1. reference to section 803 with section 378;
            2. reference to Division 4.3 of Part 24 with Division 3 of Part 2;
            3. reference to section 363 with section 397;

        ii. In section 5, Maximum Requisition, replacing, in sections 5(1) and 5(2), section 800.1(1)(e) with 339(1)(e);

    (b) By removing, in section 5, Maximum Requisition, sections 5(3) and 5(4) in their entirety;

    (c) By replacing section 5(1)(a) and (b) as follows:

        i. In section 5(1)(a), the words "Two Hundred Fourty Five Thousand Dollars ($250,000) with the words "Nine Hundred Thousand Dollars ($900,000)";

        ii. In section 5(1)(b), the amount "$0.076" with "$0.1350".

2. This bylaw may be cited for all purposes as “Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025”.

READ A FIRST TIME THIS	th	day of	20__
READ A SECOND TIME THIS	th	day of	20__
READ A THIRD TIME THIS	th	day of	20__
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of	20__
APPROVED BY ELECTORAL AREA DIRECTOR CONSENT THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

CHAIR

CORPORATE OFFICER

Making a difference...together

BYLAW NO. 3438

SALT SPRING ISLAND COMMUNITY TRANSIT AND TRANSPORTATION SERVICE ESTABLISHMENT BYLAW NO. 1, 2007

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED JULY 11, 2007
(Consolidated with Amending Bylaws 3740, 3901, 3956, 4647)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3438

****

A BYLAW TO ESTABLISH A SERVICE AREA WITHIN THE CAPITAL REGIONAL DISTRICT FOR THE PURPOSE OF A COMMUNITY TRANSIT AND TRANSPORTATION SERVICE ON SALT SPRING ISLAND

****

WHEREAS under section 796 of the *Local Government Act* a regional district may, by bylaw, establish and operate any service the Board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the Board of the Capital Regional District wishes to establish a service for the purpose of providing a public passenger transportation system as defined in the *British Columbia Transit Act* as a community transit service on Salt Spring Island; together with a service to address transportation needs within the Electoral Area;

AND WHEREAS the approval of the electors in the Participating Areas has been obtained under section 801.3 of the *Local Government Act*;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 801(1)(a) of the *Local Government Act*;

NOW THEREFORE the Board of the Capital Regional District in open meeting assembled enacts as follows:

1. Services

The services being established and to be operated are:

(1) the Salt Spring Island Community Transit Service (the "**Transit Service**") for the purpose of providing a public passenger transportation system service on Salt Spring Island; and

(2) the Salt Spring Island Community Transportation Service (the "**Transportation Service**") for the purpose of providing transportation, including , without limitation:

(a) transportation studies;

(b) construction, installation, maintenance and regulation of sidewalks and bicycle paths;

(c) construction, maintenance and regulation of parking spaces, areas and facilities;

(d) implementing and providing transportation demand management programs; and

(e) construction and maintenance of pedestrian safety and traffic calming facilities.

2. Service Area Boundaries

The boundaries of each of :

(a) the Transit Service area;

(b) the Transportation Service area

are the boundaries of the Salt Spring Island Electoral Area (the "**Service Area**").

3. Participating Areas

The Electoral Area of Salt Spring Island is the participating area for each of

(a) the Transit Service; and

(b) the Transportation Service.

4. Cost Recovery

As provided in section ~~803~~ 378 of the *Local Government Act*, the annual cost of providing each of the Transit Service and the Transportation Service shall be recovered by one or more of the following:

(a) property value taxes imposed in accordance with Division ~~4.33~~ of Part ~~24~~ 2 of the *Local Government Act*;

(b) fees and charges imposed under section ~~363~~ 397 of the *Local Government Act*;

(c) revenues raised by other means authorized by the *Local Government Act* or another Act;

(d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

(Bylaw 4645~~7~~)

5. Maximum Requisition

(1) In accordance with section ~~800.1(1)(e)~~339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the Transit Service is the greater of:

(a) Two Hundred Forty Five Thousand Dollars ($~~245,000~~900,000); or

(b) an amount equal to the amount that could be raised by a property value tax rate of $0.~~076~~ 135~~5~~50 per one thousand ($1,000.00) dollars applied to the net taxable value of land and improvements in the Service Area.

(*Bylaw 3901, 4647*)

(2) In accordance with section ~~800.1(1)(e)~~339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the Transportation Service is the greater of:

(a) One Hundred Forty-Six Thousand Two Hundred Fifty ($146,250) dollars; or

(b) an amount equal to the amount that could be raised by a property value tax rate of $0.044 per One Thousand ($1,000.00) dollars applied to the net taxable value of land and improvements in the Service Area.

(*Bylaw 3740*)

~~(3) In accordance with section 800.1(1)(e) of the *Local Government Act*, and despite the provisions of Section 5(2), for the years 2015 through and including 2018, the maximum amount that may be requisitioned for the cost of the Transportation Service is the great of:~~

~~(a) Three Hundred Ninety-Sis Thousand Two Hundred Fifty Dollars ($396,250); or~~

~~(b) an amount equal to the amount that could be raised by a property value tax rate of $0.1346 per One Thousand ($1,000.00) dollars applied to the net taxable value of land and improvements in the Service Area.~~

~~(*Bylaw 3956*)~~

~~(4) For greater certainty, for the year 2019 and following, the maximum amount that may be requisitioned for the cost of the Transportation Service shall again be as provided under Section 5(2).~~ ~~(*Bylaw 3956*)~~

6. Citation

This Bylaw may be cited as the "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007".

READ A FIRST TIME THIS	9th	day of	May 2007
READ A SECOND TIME THIS	9th	day of	May 2007
READ A THIRD TIME THIS	9th	day of	May 2007
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	24th	day of	May 2007
RECEIVED THE ASSENT OF THE ELECTORS THIS	10th	day of	July 2007
ADOPTED THIS	11th	day of	July 2007

Original signed by Denise Blackwell
Chair

Original signed by Carmen Thiel
Secretary

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS 16th day of July 2007

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4647

****

A BYLAW TO AMEND THE SALT SPRING ISLAND COMMUNITY TRANSIT AND TRANSPORTATION SERVICES (BYLAW NO. 3438)

****

WHEREAS:

A. Under Bylaw No. 3438, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007", the Regional Board established two services: a Transit Service, for off-setting the cost of public passenger transportation on Salt Spring Island; and a Transportation Service, for transportation studies, sidewalk, pedestrian safety, and parking planning and construction, among other purposes;

B. The financial forecast indicates the existing transit service levels for 2026 and ongoing cannot be sustained within the existing maximum requisition due to increasing operating costs and lower revenue projections.

C. Participating area approval has been obtained by Electoral Area Director consent on behalf per ss. 342, 347(2), and 349 of the *Local Government Act*; and

D. The Board wishes to amend Bylaw No. 3438 to support the transit service as proposed, as well as update references to now-replaced legislation;

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

1. Bylaw No. 3438, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007", is hereby amended as follows:

    (a) By updating the following references to the *Local Government Act* with the updated references as follows:

        i. In section 4, Cost Recovery, replacing
            1. reference to section 803 with section 378;
            2. reference to Division 4.3 of Part 24 with Division 3 of Part 2;
            3. reference to section 363 with section 397;

        ii. In section 5, Maximum Requisition, replacing, in sections 5(1) and 5(2), section 800.1(1)(e) with 339(1)(e);

    (b) By removing, in section 5, Maximum Requisition, sections 5(3) and 5(4) in their entirety;

    (c) By replacing section 5(1)(a) and (b) as follows:

        i. In section 5(1)(a), the words "Two Hundred Forty Five Thousand Dollars ($245,000) with the words "Six Hundred Thirty Three Thousand One Hundred Seventy Two Dollars ($633,172)";

        ii. In section 5(1)(b), the amount "$0.076" with "$0.0950".

2. This bylaw may be cited for all purposes as “Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025”.

READ A FIRST TIME THIS	th	day of	20__
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CHAIR

CORPORATE OFFICER

Making a difference...together

BYLAW NO. 3438

SALT SPRING ISLAND COMMUNITY TRANSIT AND TRANSPORTATION SERVICE ESTABLISHMENT BYLAW NO. 1, 2007

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED JULY 11, 2007
(Consolidated with Amending Bylaws 3740, 3901, 3956, 4647)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3438

****

A BYLAW TO ESTABLISH A SERVICE AREA WITHIN THE CAPITAL REGIONAL DISTRICT FOR THE PURPOSE OF A COMMUNITY TRANSIT AND TRANSPORTATION SERVICE ON SALT SPRING ISLAND

****

WHEREAS under section 796 of the *Local Government Act* a regional district may, by bylaw, establish and operate any service the Board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the Board of the Capital Regional District wishes to establish a service for the purpose of providing a public passenger transportation system as defined in the *British Columbia Transit Act* as a community transit service on Salt Spring Island; together with a service to address transportation needs within the Electoral Area;

AND WHEREAS the approval of the electors in the Participating Areas has been obtained under section 801.3 of the *Local Government Act*;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 801(1)(a) of the *Local Government Act*;

NOW THEREFORE the Board of the Capital Regional District in open meeting assembled enacts as follows:

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The services being established and to be operated are:

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(2) the Salt Spring Island Community Transportation Service (the "**Transportation Service**") for the purpose of providing transportation, including , without limitation:

(a) transportation studies;

(b) construction, installation, maintenance and regulation of sidewalks and bicycle paths;

(c) construction, maintenance and regulation of parking spaces, areas and facilities;

(d) implementing and providing transportation demand management programs; and

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2. Service Area Boundaries

The boundaries of each of :

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As provided in section ~~803~~ 378 of the *Local Government Act*, the annual cost of providing each of the Transit Service and the Transportation Service shall be recovered by one or more of the following:

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(c) revenues raised by other means authorized by the *Local Government Act* or another Act;

(d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

(Bylaw 4645~~7~~)

5. Maximum Requisition

(1) In accordance with section ~~800.1(1)(e)~~339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the Transit Service is the greater of:

(a) ~~Two Hundred Forty Five Thousand Dollars~~ Six Hundred Thirty Three Thousand One Hundred Seventy Two Dollars ($633,172) (~~$245,000~~900,000); or

(b) an amount equal to the amount that could be raised by a property value tax rate of $0.~~076~~ 0.0950 per one thousand ($1,000.00) dollars applied to the net taxable value of land and improvements in the Service Area.

(*Bylaw 3901, 4647*)

(2) In accordance with section ~~800.1(1)(e)~~339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the Transportation Service is the greater of:

(a) One Hundred Forty-Six Thousand Two Hundred Fifty ($146,250) dollars; or

(b) an amount equal to the amount that could be raised by a property value tax rate of $0.044 per One Thousand ($1,000.00) dollars applied to the net taxable value of land and improvements in the Service Area.

(*Bylaw 3740*)

~~(3) In accordance with section 800.1(1)(e) of the *Local Government Act*, and despite the provisions of Section 5(2), for the years 2015 through and including 2018, the maximum amount that may be requisitioned for the cost of the Transportation Service is the great of:~~

~~(a) Three Hundred Ninety-Sis Thousand Two Hundred Fifty Dollars ($396,250); or~~
~~(b) an amount equal to the amount that could be raised by a property value tax rate of $0.1346 per One Thousand ($1,000.00) dollars applied to the net taxable value of land and improvements in the Service Area.~~

~~(*Bylaw 3956*)~~

~~(4) For greater certainty, for the year 2019 and following, the maximum amount that may be requisitioned for the cost of the Transportation Service shall again be as provided under Section 5(2).~~ ~~(*Bylaw 3956*)~~

6. Citation

This Bylaw may be cited as the "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007".

READ A FIRST TIME THIS	9th	day of	May 2007
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Original signed by Denise Blackwell
Chair

Original signed by Carmen Thiel
Secretary

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS 16th day of July 2007

Making a difference...together

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

SUBJECT **Parcel Tax Roll Review Panel**

ISSUE SUMMARY

A Parcel Tax Roll Review Panel needs to be established annually to meet requirements of the *Community Charter* and to requisition parcel tax revenues. The process requires:

- Appointment of three Directors and one Alternate to review, confirm and authenticate the Parcel Tax Roll; and
- Selection of the time and place for the sitting of the panel.

BACKGROUND

The Capital Regional District (CRD) requisitions revenues by parcel tax in 27 service areas located throughout the Juan de Fuca, Salt Spring Island and Southern Gulf Island electoral areas.

Before a parcel tax can be levied for the first time, the Parcel Tax Roll Review Panel must consider any complaints respecting the parcel tax roll and must authenticate the roll in accordance with Sections 204 and 205 of the *Community Charter*, however; for subsequent years, in the absence of conditions outlined in the Division 4 (Parcel Taxes), Sections 204 and 205 of the Community Charter, the parcel tax roll is deemed to be authenticated under Section 208 of the *Community Charter* and the Parcel Tax Roll Review Panel meeting may be cancelled.

For 2026 and subsequent years, the CRD will schedule the Parcel Tax Roll Review meetings, pending cancellation if legislative conditions for convening the annual meeting are not met. Pursuant to the Community Charter, the meeting must continue if a parcel tax is levied for the first time (such as when new service is established), (Section 204(1)) or if complaints are received at least 48 hours prior to the scheduled meeting (Section 205(1)). This change in process was approved by the Executive Leadership Team on May 8, 2025 and presented to the Electoral Areas Committee in the July 9, 2025 meeting (Appendix A). The change in process does not impact the ability of parcel owners to make complaints or the ability for Electoral Area Directors to request information related to parcel taxes.

A person may make a complaint to the Parcel Tax Roll Review Panel on one or more of the following grounds:

a) An error or omission respecting a name or address on the parcel tax roll;
b) An error or omission respecting the inclusion of a parcel;
c) An error or omission respecting the taxable area or the taxable frontage of a parcel; or
d) An exemption that has been improperly allowed or disallowed.

The 2026 Parcel Tax Roll Review is tentatively scheduled for Wednesday, 11 March 2026 at 11:00am, the same day as the regular March 2026 CRD Board meeting.

ALTERNATIVES

Alternative 1

1. That the Parcel Tax Roll Review Panel meeting be tentatively scheduled for Wednesday, 11 March 2026, at 11:00am in Room 652 of the Capital Regional District offices, 625 Fisgard Street, Victoria, British Columbia; and
2. That the following individuals be appointed to the Parcel Tax Roll Review Panel for the year 2026:

   Cliff McNeil-Smith, Capital Regional District Board Chair
   Al Wickheim, Director, Juan de Fuca Electoral Area
   Paul Brent, Director, Southern Gulf Islands Electoral Area
   Gary Holman, Director, Salt Spring Island Electoral Area
3. That the Parcel Tax Roll Review Panel meeting be cancelled in the absence of conditions outlined in the Division 4 (Parcel Taxes), Sections 204 and 205 of the Community Charter.

Alternative 2

That the Board appoint alternate directors to the Parcel Tax Roll Review Panel.

IMPLICATIONS

Financial Implications

In 2025 parcel tax revenues comprised approximately $3.36 million of the CRD's requisition to the Rural Property Taxation Branch. 27 CRD service areas will requisition revenues by parcel tax in 2025. The amount of the requisition will be known when the participating service area budgets are finalized in March 2026.

CONCLUSION

This staff report proposing CRD Board appointments to the Parcel Tax Roll Review Panel and setting the proposed Parcel Tax meeting date is brought forward annually for consideration. The *Community Charter* requires the CRD to appoint a Parcel Tax Roll Review Panel to adjudicate any complaints and authenticate the Parcel Tax Roll for taxation purposes, if necessary.

RECOMMENDATION

1. That the Parcel Tax Roll Review Panel meeting be tentatively scheduled for Wednesday, 11 March 2026, at 11:00am in Room 652 of the Capital Regional District offices, 625 Fisgard Street, Victoria, British Columbia; and
2. That the following individuals be appointed to the Parcel Tax Roll Review Panel for the year 2026:

   Cliff McNeil-Smith, Capital Regional District Board Chair
   Al Wickheim, Director, Juan de Fuca Electoral Area
   Paul Brent, Director, Southern Gulf Islands Electoral Area
   Gary Holman, Director, Salt Spring Island Electoral Area
3. That the Parcel Tax Roll Review Panel meeting be cancelled in the absence of conditions outlined in the Division 4 (Parcel Taxes), Sections 204 and 205 of the Community Charter.

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

ATTACHMENT

Appendix A: Parcel Tax Annual Process Update Report to Electoral Areas Committee Meeting July 9, 2025

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

SUBJECT **Parcel Tax Annual Process Update**

ISSUE SUMMARY

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

BACKGROUND

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

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

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

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

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

IMPLICATIONS

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

Financial Implications

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

Service Delivery Implications

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

CONCLUSION

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

RECOMMENDATION

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

Submitted by:	Varinia Somosan, CPA, CGA, Sr. Mgr., Financial Services / Deputy CFO
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: CRD Parcel Tax Roll Review Panel – March 12, 2025 Agenda
Appendix B: CRD Parcel Tax Roll Review Panel – March 13, 2024 Minutes
Appendix C: District of Saanich Parcel Tax Review Panel 2025 Meeting Notice – no meeting required

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APPENDIX A

PARCEL TAX ROLL REVIEW PANEL
Notice of Meeting on **Wednesday, March 12, 2025, at 11:00 am**
Boardroom, 6th floor, 625 Fisgard Street, Victoria, BC

Cliff McNeil-Smith Paul Brent Gary Holman Al Wickheim

AGENDA

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

   Note: Each year, the parcel tax roll is compiled and the public is notified of the review by sending notices to property owners with changes to the roll, local newspaper advertising (attached herein), and in having the roll available for public viewing. The Parcel Tax Roll Review Panel will hear only those complaints or appeals filed in writing with Nelson Chan, Chief Financial Officer, Capital Regional District, at least 48 hours in advance of its sitting, in accordance with the *Community Charter*, Section 205, which outlines the Panel's authorization for hearing and reviewing complaints and for correcting the roll.
8. Certification of the 2025 Parcel Tax Roll — Chair
   a) Motion
      That the Capital Regional District 2025 Parcel Tax Assessment Roll be confirmed and authenticated pursuant to *Community Charter* Section 206 (2)
   b) Signature of Certificate of Authentication by Directors
9. Other Business
10. Adjournment

DRAFT

To ensure quorum, advise Marlene Lagoa, 250.360.3127 if you or your alternate cannot attend.

Jurisdiction of the Parcel Tax Roll Review Panel

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

- Port Renfrew Water Service
- Port Renfrew Sewer Service
- Port Renfrew Street Lighting Service
- Seagirt Water Service
- Wilderness Mountain Water Service
- Durrance Road Fire Protection Service

- Salt Spring Island Liquid Waste Disposal Service
- Small Craft Harbour Facilities (Salt Spring Island, Fernwood Dock)
- Ganges Sewerage Service (Salt Spring Island)
- Highland and Fernwood Water Service (Salt Spring Island)
- Fernwood Water Service (Salt Spring Island)
- Highland Water Service (Salt Spring Island)
- Maliview Sewer Service (Salt Spring Island)
- Beddis Water Service (Salt Spring Island)
- Fulford Water Service (Salt Spring Island)
- Cedar Lane Water Service (Salt Spring Island)

- Small Craft Harbour Facilities (Southern Gulf Islands)
- Magic Lake Estates Water Service (Pender Island)
- Magic Lake Estates Sewer Service (Pender Island)
- Magic Lake Estates Sewer Debt Service
- Lyall Harbour/Boot Cove Water Service (Saturna Island)
- North Galiano Fire Protection & Emergency Response Service
- South Galiano Fire Protection & Emergency Response Service
- Sticks Allison Water Service (Galiano Island)
- Gossip Island Electric Power Supply Service
- Surfside Park Estates Water Service (Mayne Island)
- Skana Water Service (Mayne Island)

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

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

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

Activities Prior to Parcel Tax Roll Review Panel

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

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

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

Juan de Fuca – 5 new folios added

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

Salt Spring Island – 18 new folios added

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

Southern Gulf Islands – 7 new folios added

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

Item #7 Presentation of any complaints or appeals

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

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

Capital Regional District CRD

Notice of Review

2025 Parcel Tax Roll Review Panel

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

Date: Wednesday, March 12, 2025
Time: 11:00 am
Place: CRD Headquarters, Room 652
625 Fisgard Street, Victoria, BC

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

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

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

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

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

Dated at Victoria, British Columbia, this 26th day of February 2025.

Nelson Chan, Chief Financial Officer
Capital Regional District

Parcel Tax Folio Summary - Multi-year Analysis

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

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APPENDIX B

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

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

1. Call to Order

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

2. Oath of Office

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

3. Nomination/Election of Chair

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

4. Approval of the Agenda

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

CARRIED

5. Adoption of the Minutes of March 8, 2023

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

CARRIED

6. Jurisdiction of the Parcel Tax Roll Review Panel

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

7. Presentation of Complaints or Appeals

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

8. Certification of the 2024 Parcel Tax Roll

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

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

CARRIED

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

9. Other Business: None.

10. Adjournment

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

CARRIED

_____
CHAIR

_____
RECORDER

APPENDIX C

District of Saanich – Parcel Tax Review Panel 2025 Meeting Notice

Parcel Tax Review Panel

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

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

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

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

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

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

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

SUBJECT **Bylaw No. 4738: 2025-2029 Financial Plan Bylaw, 2025, Amendment No. 5, 2025**

ISSUE SUMMARY

The 2025 to 2029 Financial Plan was adopted on March 12, 2025, with subsequent approved amendments on May 14, July 9, September 10 and November 12, 2025. Additional amendments are now required to authorize revised operating and capital expenditures.

BACKGROUND

The Capital Regional District (CRD) Board approved the 2025 to 2029 Financial Plan (Bylaw No. 4665, "2025 to 2029 Financial Plan Bylaw, 2025") on March 12, 2025, followed by amendment bylaws on:

- May 14: Bylaw No. 4676 (Amendment Bylaw No. 1)
- July 9: Bylaw No. 4695 (Amendment Bylaw No. 2)
- September 10: Bylaw No. 4710, (Amendment Bylaw No. 3)
- November 12: Bylaw No. 4717 (Amendment Bylaw No. 4)

Under Section 374(2) of the *Local Government Act*, a financial plan may be amended at any time to incorporate budget changes. As new information becomes available, the CRD Board may revise the financial plan accordingly.

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

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

Service	Description	Budget	Funding	Net Impact $	Committee / Commission Approval
3.717 Core Area Wastewater (CAWW) Operations	Return performance deductions taken to date	Operating	Reserves	$4,285,296	CRD Board, Nov 11, 2025
3.798C CAWW Debt/Capital	Reduction to the budget for Optimization of Residual Treatment Facility Operations	Capital	Debt	($300,000)	CRD Board, Nov 11, 2025

Service	Description	Budget	Funding	Net Impact $	Committee / Commission Approval
3.798C CAWW Debt/Capital	CAWW Treatment Plant – Electrical Connection (BC Hydro)	Capital	Reserves	$1,050,000	Staff Directed

In addition to the 2025 budget amendments outlined above, Bylaw No. 4738 incorporates 2026 early-approval items endorsed through the provisional financial plan. These early approvals authorize spending effective January 1, 2026, rather than waiting for final financial plan approval in March. Each year, the Board uses the provisional plan to approve budget and funding for specific projects and initiatives that must commence at the start of the fiscal year. These projects and initiatives are listed in Schedule C of Appendix A.

Bylaw No. 4738 consolidates all changes through updated Schedules A and B and the addition of Schedule C.

ALTERNATIVES

Alternative 1
1. That Bylaw No. 4738, "2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 5, 2025", be introduced and read a first, second and third time; and
2. That Bylaw No. 4738 be adopted.

Alternative 2
That Bylaw No. 4738 be deferred pending further analysis by Capital Regional District staff.

IMPLICATIONS

Financial Implications

Core Area Wastewater Operations

Hartland Resource Management Group (HRMG) has committed to a plan to achieve final contractual completion under the project agreement for the Residuals Treatment Facility (RTF). This plan includes constructing the additional minor capital work required for completion, as well as further capital investments intended to optimize receipt of McLoughlin influent and support the successful ongoing operation of the facility.

As security for completion, HRMG previously paid CRD total performance deductions of $4,285,296. These funds are to be returned to HRMG by December 17, 2025 in exchange for a $3 million letter of credit. Contractual completion is anticipated in 2027.

Core Area Wastewater Debt/Capital

Residuals Treatment Facility Optimization

As part of the agreement to reach completion, the CRD agreed to a $2,950,000 contribution towards the $127-million RTF project for facility optimization, including:

- A purchase of the rights in the excess biogas produced by the facility's digesters;
- Early acceptance of Other Municipal Solids, benefitting regional partners with a beneficial use, despite completion being anticipated in 2027;
- Purchase of a permanent strain-press solution, to ensure facility influent is free of hair, fibre and debris to ensure a more streamlined and less disrupted treatment process;
- A capital contribution for a renewable natural gas connection from the facility;
- Resolution of a potable water issue at the facility's buildings; and
- Re-arrangement of the facility's boundaries and insurance obligations.

The 2025 financial plan already includes $3,250,000 for the anticipated RTF Optimization capital improvements. The final settlement therefore results in a net reduction of $300,000 to the 2025 Capital Plan.

Core Area Wastewater Treatment Plant - Electrical Connection (BC Hydro)

As part of the 2018 CAWW Treatment Project's construction of the McLoughlin Point Wastewater Treatment Plant, CRD was required to extend significant electrical service infrastructure to the new facility through BC Hydro. Under the agreement, if the CRD consumed a significant amount of power over a five-year period (or if other users connected to the infrastructure and purchased power during that time) the CRD's capital contribution would be reduced to nil, as the contribution would instead be recovered through BC Hydro's fee structure. To secure this arrangement, CRD was required to provide a five-year Revenue Guarantee Letter of Credit of approximately $1 million.

With the five-year guarantee period now complete, and due to insufficient power consumption under the terms of the agreement, BC Hydro has advised that $1,050,000 is now payable. This amount will be funded from capital reserves.

Staff have requested a review under BC Hydro's Extension Fee Refund process, which allows customers to request a re-assessment to determine whether additional users connected to the extension within five years of energization. Such a review could potentially reduce the balance owing.

2026 Early Approvals

On October 29, 2025, as part of the 2026-2030 Provisional Financial Plan approval, the CRD Board approved budgeted expenditure and funding for specific projects and initiatives scheduled to begin January 1, 2026. These projects and initiatives are presented in Schedule C of Appendix A.

CONCLUSION

In compliance with the *Local Government Act*, the proposed Bylaw No. 4738 authorizes the required updates to Bylaw No. 4665, "2025 to 2029 Financial Plan Bylaw, 2025", as previously approved by the CRD Board on March 12, 2025.

RECOMMENDATION

1. That Bylaw No. 4738, "2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 5, 2025", be introduced and read a first, second and third time; and
2. That Bylaw No. 4738 be adopted.

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

ATTACHMENT

Appendix A: Bylaw No. 4738, "2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 5, 2025", with Schedules A, B and C

APPENDIX A

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4738

****

A BYLAW TO AMEND THE FIVE-YEAR FINANCIAL PLAN FOR THE YEARS 2025 – 2029 (BYLAW NO. 4665)

****

WHEREAS:

A. Under Bylaw No. 4665, “2025 to 2029 Financial Plan Bylaw, 2025”, pursuant to Section 374 of the *Local Government Act*, the Regional District must adopt a five-year financial plan for the years 2025 to 2029, by bylaw, by the 31 of March;

B. The Board wishes to amend Bylaw No. 4665 to incorporate projects and initiatives deemed necessary and desirable to incorporate in the 2026 budget year, within Bylaw No. 4665’s Schedule A and Schedule B, in accordance with Section 374(2) of the *Local Government* Act; and

C. The Board wishes to amend Bylaw No. 4665 to include approval for specific projects and initiatives to begin January 1, 2026.

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

1. Bylaw No. 4665, "2025 to 2029 Financial Plan Bylaw, 2025", is hereby amended by replacing Schedule A and Schedule B with the attached schedule hereto.

2. Bylaw No. 4665, "2025 to 2029 Financial Plan Bylaw, 2025", is hereby amended by adding Schedule C as attached hereto.

3. This Bylaw may be cited as “2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 5, 2025”.

READ A FIRST TIME THIS	day of	20__
READ A SECOND TIME THIS	day of	20__
READ A THIRD TIME THIS	day of	20__
ADOPTED THIS	day of	20__

_____ _____

CHAIR CORPORATE OFFICER

Schedule A

CAPITAL REGIONAL DISTRICT 2025 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2025	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2025	Surplus from Prior Year	Recovery from Other Services	Transfers from Reserves	Other Revenue	Fees & Charges	Parcel Tax	Property Value Tax	Requisition 2025
1.010	Legislative & General Government	44,195,606	40,816,450	98,000	-	1,424,470	1,856,686	44,195,606	800,000	24,764,759	2,766,729	2,280,748	106,580	-	13,476,790	13,476,790
1.10X	Facilities Management	5,196,915	4,551,303	-	73,612	75,000	497,000	5,196,915	-	4,884,554	73,612	68,472	-	-	170,277	170,277
1.101	G.I.S.	682,011	613,771	-	-	18,240	50,000	682,011	-	524,684	-	6,545	-	-	150,782	150,782
1.103	Elections	162	162	-	-	-	-	162	-	-	-	162	-	-	-	-
1.104	U.B.C.M.	13,600	13,422	-	178	-	-	13,600	-	-	-	100	-	-	13,500	13,500
1.108	Joint Electoral Area Admin	174,997	174,997	-	-	-	-	174,997	-	-	-	-	-	-	174,997	174,997
1.109	Electoral Area Admin Exp - JDF	74,777	73,777	-	-	-	1,000	74,777	-	-	-	260	-	-	74,517	74,517
1.110	Electoral Area Admin Exp - SGI	515,635	514,505	-	-	-	1,130	515,635	50,000	-	22,621	16,362	-	-	426,652	426,652
1.111	Electoral Area Admin Exp - SSI	1,598,333	1,511,137	-	44,196	-	43,000	1,598,333	53,264	720,640	7,208	5,986	-	-	811,235	811,235
1.112	Regional Grant in Aid	1,692,433	1,692,433	-	-	-	-	1,692,433	1,642,433	-	-	50,000	-	-	-	-
1.114	Grant-in-Aid - Juan de Fuca	30,282	30,282	-	-	-	-	30,282	18,516	-	-	290	-	-	11,476	11,476
1.116	Grant-in-Aid - Salt Spring Island	73,995	73,995	-	-	-	-	73,995	147	-	-	123	-	-	73,725	73,725
1.117	Grant-in-Aid - Southern Gulf Islands	119,099	119,099	-	-	-	-	119,099	4,489	-	-	1,258	-	-	113,352	113,352
1.119	Vancouver Island Regional Library	426,494	426,494	-	-	-	-	426,494	563	-	-	742	-	-	425,189	425,189
1.121	Sooke Regional Museum	299,972	299,972	-	-	-	-	299,972	56	-	-	670	-	-	299,246	299,246
1.123	Prov. Court of B.C. (Family Court)	149,360	-	-	-	-	149,360	149,360	-	-	-	149,360	-	-	-	-
1.124	SSI Economic Development Commission	120,089	120,089	-	-	-	-	120,089	51,652	-	3,345	610	-	-	64,482	64,482
1.125	SGI Economic Development Commission	666,772	666,772	-	-	-	-	666,772	39,172	-	-	496,995	-	-	130,605	130,605
1.126	Victoria Family Court Committee	48,652	48,652	-	-	-	-	48,652	32,849	-	-	803	-	-	15,000	15,000
1.128	Greater Victoria Police Victim Services	332,841	332,841	-	-	-	-	332,841	2,465	-	-	16,212	-	-	314,164	314,164
1.129	Vancouver Island Regional Library - Debt	340,166	1,900	338,266	-	-	-	340,166	-	-	-	340,166	-	-	-	-
1.133	Langford E.A. - Greater Victoria Public Library	34,683	34,683	-	-	-	-	34,683	723	-	-	100	-	-	33,860	33,860
1.137	Galiano Island Community Use Building	72,936	40,783	30,653	-	-	1,500	72,936	2,500	-	-	330	-	-	70,106	70,106
1.138	Southern Gulf Islands Regional Library	252,930	252,930	-	-	-	-	252,930	2,565	-	-	2,560	-	-	247,805	247,805
1.141	Salt Spring Island Public Library	768,618	620,252	146,651	-	-	1,715	768,618	-	-	-	1,940	-	-	766,678	766,678
1.15X	Municipalities' Own Debt - M.F.A.	17,964,718	95,050	17,869,668	-	-	-	17,964,718	-	-	-	95,050	-	-	17,869,668	17,869,668
1.170	Gossip Island Electric Power Supply	63,552	931	62,621	-	-	-	63,552	297	-	-	380	-	62,875	-	62,875
1.224	Community Health	923,215	923,215	-	-	-	-	923,215	-	-	38,750	258,833	-	-	625,632	625,632
1.226	Health Facilities - VIHA	1,811,746	856,906	-	-	-	954,840	1,811,746	-	-	-	1,811,746	-	-	-	-
1.227	Saturna Island Medical Clinic	12,521	12,521	-	-	-	-	12,521	1,327	-	-	1,571	-	-	9,623	9,623
1.228	Galiano Health Service	149,125	149,125	-	-	-	-	149,125	486	-	-	130	-	-	148,509	148,509
1.229	Pender Islands Health Care Centre	279,682	278,955	-	727	-	-	279,682	-	-	-	2,306	-	-	277,376	277,376
1.230	Traffic Safety Commission	99,639	99,639	-	-	-	-	99,639	23,457	-	-	3,161	-	-	73,021	73,021
1.232	Port Renfrew Street Lighting	11,092	11,092	-	-	-	-	11,092	2,274	-	-	360	4,310	4,148	-	4,148
1.234	SSI Street Lighting	32,872	32,872	-	-	-	-	32,872	-	-	-	40	-	-	32,832	32,832
1.235	SGI Small Craft Harbour Facilities	513,059	282,291	87,493	-	-	143,275	513,059	-	-	-	8,100	160,360	344,599	-	344,599
1.236	Salt Spring Island Fernwood Dock	18,040	17,040	-	-	-	1,000	18,040	-	-	-	170	-	17,870	-	17,870
1.238A	Community Transit (SSI)	672,382	629,312	-	-	-	43,070	672,382	-	-	-	217,811	-	-	454,571	454,571
1.238B	Community Transportation (SSI)	72,390	47,390	-	-	-	25,000	72,390	-	-	-	375	-	-	72,015	72,015
1.280	Regional Parks	21,310,198	15,756,350	1,324,207	-	275,400	3,954,241	21,310,198	535,000	77,539	-	1,121,439	729,366	-	18,846,854	18,846,854
1.290	Royal Theatre	595,242	105,242	-	-	105,000	385,000	595,242	-	-	-	-	-	-	595,242	595,242
1.295	McPherson Theatre	783,045	346,812	-	-	90,000	346,233	783,045	-	-	-	33,045	-	-	750,000	750,000
1.297	Arts Grants	3,301,886	3,300,856	-	-	-	1,030	3,301,886	-	15,628	66,914	172,779	-	-	3,046,565	3,046,565
1.299	Salt Spring Island Arts	147,895	147,895	-	-	-	-	147,895	2,312	-	-	190	-	-	145,393	145,393
1.309	Climate Action and Adaptation	3,081,849	1,970,526	-	-	1,043,257	68,066	3,081,849	-	-	465,536	946,362	25,347	-	1,644,604	1,644,604
1.310	Land Banking & Housing	5,641,538	3,511,784	2,090,904	-	34,720	4,130	5,641,538	-	627,883	100,000	1,598,983	35,130	-	3,279,542	3,279,542
1.311	Regional Housing Trust Fund	4,362,430	4,362,430	-	-	-	-	4,362,430	4,198,273	-	-	164,157	-	-	-	-
1.312	Regional Goose Management	331,444	331,444	-	-	-	-	331,444	-	-	66,425	12,793	-	-	252,226	252,226
1.313	Animal Care Services	1,888,210	1,846,055	-	-	-	42,155	1,888,210	-	-	20,000	1,271,480	53,090	-	543,640	543,640
1.314	SGI House Numbering	10,412	10,405	-	7	-	-	10,412	-	-	-	122	-	-	10,290	10,290
1.315	Biodiversity & Environmental Stewardship	212,803	212,803	-	-	-	-	212,803	-	102,296	-	-	-	-	110,507	110,507
1.316	SSI Building Numbering	10,594	10,535	-	59	-	-	10,594	-	-	-	19	-	-	10,575	10,575
1.317	JDF Building Numbering	14,270	14,270	-	-	-	-	14,270	52	-	-	49	-	-	14,169	14,169
1.318	Building Inspection	2,403,242	2,336,082	-	-	13,860	53,300	2,403,242	-	33,016	307,194	5,080	1,391,190	-	666,762	666,762
1.319	Soil Deposit Removal	26,294	26,294	-	-	-	-	26,294	-	-	15,185	40	-	-	11,069	11,069
1.320	Noise Control	77,618	67,618	-	10,000	-	-	77,618	-	-	-	269	-	-	77,349	77,349
1.322	Nuisances & Unsightly Premises	59,900	59,900	-	-	-	-	59,900	-	-	3,350	314	-	-	56,236	56,236
1.323	By-Law Enforcement	833,421	764,291	-	-	-	69,130	833,421	-	789,535	-	43,886	-	-	-	-
1.324	Regional Planning Services	2,989,383	2,986,883	-	-	-	2,500	2,989,383	-	91,440	1,523,263	66,551	-	-	1,308,129	1,308,129
1.325	Electoral Area Services - Planning	977,003	906,233	-	-	-	70,770	977,003	-	34,176	77,274	2,287	46,350	-	816,916	816,916
1.326	Foodlands Access	270,175	95,175	-	-	-	175,000	270,175	-	-	-	-	-	-	270,175	270,175
1.330	Regional Growth Strategy	792,714	779,214	-	-	-	13,500	792,714	-	-	450,862	17,460	-	-	324,392	324,392
1.335	Geo-Spatial Referencing System	188,729	123,179	-	-	30,550	35,000	188,729	-	-	-	8,382	8,920	-	171,427	171,427
1.340	JDF Livestock Injury Compensation	3,158	3,158	-	-	-	-	3,158	3,104	-	-	41	-	-	13	13
1.341	SGI Livestock Injury Compensation	3,185	3,185	-	-	-	-	3,185	3,165	-	-	20	-	-	-	-
1.342	SSI Livestock Injury Compensation	3,158	3,158	-	-	-	-	3,158	3,143	-	-	2	-	-	13	13
1.350	Willis Point Fire Protect & Recreation	195,629	129,732	-	-	6,720	59,177	195,629	-	-	-	35,000	-	-	160,629	160,629
1.352	South Galiano Fire Protection	636,003	371,176	141,027	-	10,500	113,300	636,003	-	-	-	1,420	-	141,027	493,556	634,583
1.353	Otter Point Fire Protection	750,559	531,692	-	-	14,147	204,720	750,559	8,097	-	-	350	-	-	742,112	742,112
1.354	Malahat Fire Protection	69,009	69,009	-	-	-	-	69,009	2,775	-	-	-	-	-	66,234	66,234
1.355	Durrance Road Fire Protection	3,016	2,716	-	-	-	300	3,016	-	-	-	-	-	3,016	-	3,016
1.356	Pender Fire Protection	1,479,126	1,152,630	111,596	11,560	-	203,340	1,479,126	-	-	111,596	13,426	-	-	1,354,104	1,354,104
1.357	East Sooke Fire Protection	721,891	429,467	178,274	-	5,150	109,000	721,891	8,781	-	-	29,014	71,430	-	612,666	612,666
1.358	Port Renfrew Fire Protection	228,171	202,051	-	-	-	26,120	228,171	-	-	-	1,498	91,604	-	135,069	135,069
1.359	North Galiano Fire Protection	338,770	272,407	56,363	-	5,000	5,000	338,770	10,000	-	-	1,275	-	24,440	303,055	327,495
1.360	Shirley Fire Protection	231,094	141,124	-	-	11,730	78,240	231,094	-	-	-	220	-	-	230,874	230,874
1.363	Saturna Island Fire	337,571	337,571	-	-	-	-	337,571	313	-	-	15,349	-	-	321,909	321,909
1.369	Electoral Area Fire Services	491,492	488,992	-	-	2,500	-	491,492	-	-	90,604	120	-	-	400,768	400,768
1.370	Juan de Fuca Emergency Program	109,407	97,527	-	-	-	11,880	109,407	-	-	-	269	-	-	109,138	109,138
1.371	SSI Emergency Program	136,329	136,329	-	-	-	-	136,329	-	-	12,049	200	-	-	124,080	124,080
1.372	Electoral Area Emergency Program	1,119,770	1,114,770	-	-	-	5,000	1,119,770	-	524,820	64,570	351,038	-	-	179,342	179,342
1.373	SGI Emergency Program	332,706	318,106	-	-	-	14,600	332,706	-	-	75,000	2,608	-	-	255,098	255,098
1.374	Regional Emergency Program Support	150,075	150,075	-	-	-	-	150,075	-	-	-	7,606	-	-	142,469	142,469
1.375	Hazardous Material Incident Response	531,470	521,910	-	-	-	9,560	531,470	-	-	32,066	19,091	-	-	480,313	480,313
1.377	JDF Search and Rescue	94,550	91,550	-	-	-	3,000	94,550	-	-	-	22,500	-	-	72,050	72,050
1.378	SSI Search and Rescue	27,525	27,525	-	-	-	-	27,525	945	-	-	100	-	-	26,480	26,480
1.40X	SEAPARC	5,711,058	5,062,692	68,966	-	-	579,400	5,711,058	25,000	-	-	540,881	1,652,350	-	3,492,827	3,492,827
1.405	JDF EA - Community Parks	256,379	243,579	-	-	-	12,800	256,379	-	-	-	1,005	-	-	255,374	255,374
1.408	JDF EA - Community Recreation	95,380	95,380	-	-	-	-	95,380	-	-	-	22,630	-	-	72,750	72,750

CAPITAL REGIONAL DISTRICT 2025 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2025	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2025	Surplus from Prior Year	Recovery from Other Services	Transfers from Reserves	Other Revenue	Fees & Charges	Parcel Tax	Property Value Tax	Requisition 2025
1.44X	Panorama Rec. Center.	11,508,989	10,061,681	345,308	-	-	1,102,000	11,508,989	52,000	-	41,517	2,156,195	3,361,313	-	5,897,964	5,897,964
1.455	Salt Spring Island - Community Parks	1,050,126	1,022,126	-	-	-	28,000	1,050,126	-	371,867	-	24,723	-	-	653,536	653,536
1.458	Salt Spring Is.- Community Rec	402,378	399,878	-	-	-	2,500	402,378	-	-	-	10,088	257,230	-	135,060	135,060
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	2,713,369	2,555,369	-	-	-	158,000	2,713,369	-	92,073	35,000	186,030	330,315	-	2,069,951	2,069,951
1.465	Saturna Island Comm. Parks	31,409	26,516	-	-	-	4,893	31,409	1,299	-	-	1,516	-	-	28,594	28,594
1.468	Saturna Island - Community Rec.	20,878	20,878	-	-	-	-	20,878	3,576	-	-	788	-	-	16,514	16,514
1.475	Mayne Is. Com. Parks & Rec	100,553	81,493	-	-	-	19,060	100,553	-	-	-	300	-	-	100,253	100,253
1.476	Mayne Is. Comm. Parks (reserve)	34,889	34,889	-	-	-	-	34,889	23,999	-	-	9,830	1,060	-	-	-
1.478	Mayne Is. Community Rec.	46,056	46,056	-	-	-	-	46,056	8,076	-	-	60	-	-	37,920	37,920
1.485	North & South Pender Com. Parks	189,018	164,018	-	-	-	25,000	189,018	-	-	-	2,257	-	-	186,761	186,761
1.488	North & South Pender Com. Rec	75,708	75,708	-	-	-	-	75,708	4	-	-	850	-	-	74,854	74,854
1.495	Galiano Parks	165,600	156,325	-	-	-	9,275	165,600	20,000	-	11,350	23,540	-	-	110,710	110,710
1.498	Galiano Community Recreation	47,934	47,934	-	-	-	-	47,934	140	-	-	30	-	-	47,764	47,764
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	52,223,347	47,342,958	-	-	-	4,880,389	52,223,347	-	232,000	3,877,066	16,470,038	31,644,243	-	-	-
1.523	Port Renfrew Refuse Disposal	164,775	146,775	-	-	-	18,000	164,775	-	27,233	-	72,796	2,400	-	62,346	62,346
1.525	Solid Waste Disposal - Debt	2,026,178	88,920	1,937,258	-	-	-	2,026,178	-	-	-	2,420	2,023,758	-	-	-
1.531	Stormwater Quality Management - Sooke	41,810	28,950	-	-	-	12,860	41,810	-	-	-	154	-	-	41,656	41,656
1.533	Stormwater Quality Management - SGI	42,828	42,828	-	-	-	-	42,828	-	-	-	576	-	-	42,252	42,252
1.535	Stormwater Quality Management - SSI	57,582	57,582	-	-	-	-	57,582	15,000	-	27,112	120	-	-	15,350	15,350
1.536	LWMP-Stormwater Quality Management-Core	788,233	775,240	-	-	-	12,993	788,233	-	-	-	88,554	-	-	699,679	699,679
1.537	Stormwater Quality Management - Peninsula	128,753	128,753	-	-	-	-	128,753	-	-	-	4,508	-	-	124,245	124,245
1.538	Source - Stormwater Quality - Peninsula	70,929	70,929	-	-	-	-	70,929	-	-	10,673	1,594	-	-	58,662	58,662
1.57X	Environmental Services	29,482,795	27,774,490	-	12,482	665,000	1,030,823	29,482,795	-	28,581,968	900,827	-	-	-	-	-
1.911	911 Systems	2,677,917	1,626,439	1,011,949	29,829	-	9,700	2,677,917	-	-	-	2,075,772	120,238	-	481,907	481,907
1.912B	911 Call Answer - Municipalities	37,303	-	-	37,303	-	-	37,303	-	631,757	-	-39,068	-	-	(555,386)	(555,386)
1.913	913 Fire Dispatch	403,406	398,118	-	-	-	5,288	403,406	-	-	14,646	17,953	-	-	370,807	370,807
1.921	Regional CREST Contribution	2,008,152	2,004,533	-	3,619	-	-	2,008,152	-	-	-	106,151	-	-	1,902,001	1,902,001
1.923	Emergency Comm - CREST - SGI	191,570	191,570	-	-	-	-	191,570	379	-	-	1,976	-	-	189,215	189,215
1.924	Emergency Comm - CREST - JDF	154,780	154,780	-	-	-	-	154,780	24,787	-	-	289	-	-	129,704	129,704
1.925	Emergency Comm - CREST - SSI	156,054	156,054	-	-	-	-	156,054	123	-	-	160	-	-	155,771	155,771
2.610	Saanich Peninsula Water Supply	8,325,361	7,535,061	90,300	-	-	700,000	8,325,361	-	-	-	129,500	8,195,861	-	-	-
2.620	SSI Highland Water System	13,844	83	13,761	-	-	-	13,844	5,240	-	-	60	-	8,544	-	8,544
2.621	Highland / Fernwood Water - SSI	584,314	382,797	43,177	-	-	158,340	584,314	-	-	-	1,020	495,538	87,756	-	87,756
2.622	Cedars of Tuam	54,026	36,916	-	-	-	17,110	54,026	-	-	-	90	53,936	-	-	-
2.624	Beddis Water	316,694	198,721	2,503	-	-	115,470	316,694	-	-	-	151	222,020	94,523	-	94,523
2.626	Fulford Water	246,858	168,665	15,433	-	-	62,760	246,858	-	-	-	750	189,220	56,888	-	56,888
2.628	Cedar Lane Water (SSI)	96,039	62,642	1,627	-	-	31,770	96,039	-	-	-	160	76,762	19,117	-	19,117
2.630	Magic Lakes Estate Water System	1,103,811	825,789	211,137	-	-	66,885	1,103,811	-	-	45,000	11,420	449,931	597,460	-	597,460
2.640	Saturna Island Water System (Lyall Harbour)	300,159	219,111	16,048	-	-	65,000	300,159	-	-	16,500	970	134,860	147,829	-	147,829
2.642	Skana Water (Mayne)	112,321	76,307	569	-	-	35,445	112,321	-	-	10,000	100	73,780	28,441	-	28,441
2.650	Port Renfrew Water	184,040	146,645	-	7,395	-	30,000	184,040	-	-	10,000	1,161	85,550	87,329	-	87,329
2.660	Fernwood Water	7,165	51	7,114	-	-	-	7,165	2,091	-	-	40	-	5,034	-	5,034
2.665	Sticks Allison Water (Galiano)	84,900	67,125	-	-	-	17,775	84,900	-	-	10,000	100	69,240	5,560	-	5,560
2.667	Surfside Park Estates (Mayne)	165,709	132,890	569	14,000	-	18,250	165,709	-	-	5,000	200	129,980	30,529	-	30,529
2.670	Regional Water Supply	44,959,023	22,294,227	2,587,255	-	19,500,000	577,541	44,959,023	-	-	-	768,433	44,190,590	-	-	-
2.680	Juan de Fuca Water Distribution	29,313,997	17,646,586	2,770,341	-	8,235,506	661,564	29,313,997	-	-	-	230,120	29,083,877	-	-	-
2.681	Florence Lake Water System Debt	19,038	-	19,038	-	-	-	19,038	118	-	-	37	-	18,883	-	18,883
2.682	Seagirt Water System Debt	114,767	20,000	94,767	-	-	-	114,767	-	-	-	-	-	114,767	-	114,767
2.691	Wilderness Mountain Water Service	205,500	149,296	25,664	15,000	-	15,540	205,500	-	-	10,000	160	116,370	78,970	-	78,970
3.700	Septage Disposal	163,563	163,563	-	-	-	-	163,563	-	-	-	163,563	-	-	-	-
3.701	Millstream Remediation Service	19,732	570	19,162	-	-	-	19,732	-	-	9,129	1,474	-	-	9,129	9,129
3.705	SSI Liquid Waste Disposal	1,223,914	1,069,967	116,557	-	-	37,390	1,223,914	-	-	30,000	1,821	785,916	406,177	-	406,177
3.707	LWMP - On Site System Management Program	201,727	201,727	-	-	-	-	201,727	-	-	21,968	12,232	-	167,527	-	167,527
3.71X	Core Area Wastewater Operations	43,512,556	42,712,556	-	-	-	800,000	43,512,556	-	647,113	6,745,702	30,100,539	-	-	6,019,202	6,019,202
3.718	Peninsula Wastewater TP	5,215,006	4,154,516	68,250	-	-	992,240	5,215,006	-	158,602	120,000	2,689,452	-	-	2,246,952	2,246,952
3.720	LWMP - (Peninsula) - Implementation	57,819	35,226	-	-	-	22,593	57,819	-	-	-	949	-	-	56,870	56,870
3.750	LWMP - Core and West Shore	590,804	335,943	-	-	-	254,861	590,804	-	-	-	158,077	200,000	-	232,727	232,727
3.751	LWMP - Core and West Shore Debt	21,427	11,000	10,427	-	-	-	21,427	-	-	-	7,703	-	-	13,724	13,724
3.752	LWMP - Harbour Studies	375,614	375,614	-	-	-	-	375,614	-	-	-	22,777	-	-	352,837	352,837
3.755	Regional Source Control	1,755,201	1,755,201	-	-	-	-	1,755,201	-	55,000	84,483	87,253	63,036	-	1,465,429	1,465,429
3.756	Harbours Environmental Action	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3.7XX	Core Area & Legacy Trunk Sewer - Debt	24,232,880	400,762	10,760,757	2,337	5,529,745	7,539,279	24,232,880	5,522	-	-	17,738,547	-	-	6,488,811	6,488,811
3.810	Ganges Sewer	1,298,564	927,881	245,813	-	-	124,870	1,298,564	-	-	-	2,780	1,231,784	64,000	-	64,000
3.820	Maliview Estates Sewer System	239,608	182,167	6,836	-	-	50,605	239,608	-	-	-	25,280	209,108	5,220	-	5,220
3.830	Magic Lake Estates Sewer System	959,050	723,947	174,103	-	-	61,000	959,050	-	11,940	-	4,890	317,390	624,830	-	624,830
3.830D	Magic Lake Estates Sewer Debt	232,205	1,520	230,685	-	-	-	232,205	-	-	-	2,721	-	229,484	-	229,484
3.850	Port Renfrew Sewer	142,348	118,728	-	-	-	23,620	142,348	-	-	-	1,630	70,349	70,369	-	70,369
21.ALL	Feasibility Study Reserve Fund - All	162,876	162,876	-	-	-	-	162,876	20,509	-	-	10,367	-	-	132,000	132,000
21.E.A.	Feasibility Study Reserve Fund - E.A.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT 2026 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2026	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2026	Surplus from Prior Year	Recovery from Other Services	Transfers from Reserves	Other Revenue	Fees & Charges	Parcel Tax	Property Value Tax	Requisition 2026
1.010	Legislative & General Government	44,721,917	42,795,659	203,000	-	1,481,336	241,922	44,721,918	500,000	26,679,889	652,914	1,921,542	107,910	-	14,859,663	14,859,663
1.10X	Facilities Management	5,229,585	4,656,445	-	-	-	573,140	5,229,585	-	4,986,180	-	68,195	-	-	175,210	175,210
1.101	G.I.S.	697,966	629,366	-	-	18,600	50,000	697,966	-	535,180	-	6,150	-	-	156,636	156,636
1.103	Elections	314,786	273,226	-	-	-	41,560	314,786	-	-	148,915	81,960	-	-	83,911	83,911
1.104	U.B.C.M.	13,721	13,721	-	-	-	-	13,721	-	-	-	100	-	-	13,621	13,621
1.108	Joint Electoral Area Admin	320,863	320,863	-	-	-	-	320,863	-	-	-	-	-	-	320,863	320,863
1.109	Electoral Area Admin Exp - JDF	77,295	75,295	-	-	-	2,000	77,295	-	-	-	260	-	-	77,035	77,035
1.110	Electoral Area Admin Exp - SGI	478,187	477,037	-	-	-	1,150	478,187	-	-	23,099	16,808	-	-	438,280	438,280
1.111	Electoral Area Admin Exp - SSI	1,579,334	1,493,334	-	-	-	86,000	1,579,334	-	735,040	77,208	5,920	-	-	761,166	761,166
1.112	Regional Grant in Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.114	Grant-in-Aid - Juan de Fuca	21,520	21,520	-	-	-	-	21,520	-	-	-	290	-	-	21,230	21,230
1.116	Grant-in-Aid - Salt Spring Island	79,123	79,123	-	-	-	-	79,123	-	-	-	280	-	-	78,843	78,843
1.117	Grant-in-Aid - Southern Gulf Islands	116,956	116,956	-	-	-	-	116,956	-	-	-	1,310	-	-	115,646	115,646
1.119	Vancouver Island Regional Library	435,105	435,105	-	-	-	-	435,105	-	-	-	670	-	-	434,435	434,435
1.121	Sooke Regional Museum	306,018	306,018	-	-	-	-	306,018	-	-	-	690	-	-	305,328	305,328
1.123	Prov. Court of B.C. (Family Court)	149,360	-	-	-	-	149,360	149,360	-	-	-	149,360	-	-	-	-
1.124	SSI Economic Development Commission	69,609	68,739	-	-	-	870	69,609	-	-	-	660	-	-	68,949	68,949
1.125	SGI Economic Development Commission	134,813	134,813	-	-	-	-	134,813	-	-	-	1,550	-	-	133,263	133,263
1.126	Victoria Family Court Committee	15,824	15,824	-	-	-	-	15,824	-	-	-	824	-	-	15,000	15,000
1.128	Greater Victoria Police Victim Services	336,007	336,007	-	-	-	-	336,007	-	-	-	15,190	-	-	320,817	320,817
1.129	Vancouver Island Regional Library - Debt	340,166	1,900	338,266	-	-	-	340,166	-	-	-	340,166	-	-	-	-
1.133	Langford E.A. - Greater Victoria Public Library	35,384	35,384	-	-	-	-	35,384	-	-	-	100	-	-	35,284	35,284
1.137	Galiano Island Community Use Building	73,967	41,784	30,653	-	-	1,530	73,967	-	-	-	334	-	-	73,633	73,633
1.138	Southern Gulf Islands Regional Library	262,967	262,967	-	-	-	-	262,967	-	-	-	2,660	-	-	260,307	260,307
1.141	Salt Spring Island Public Library	794,170	633,914	146,651	-	-	13,605	794,170	-	-	-	1,960	-	-	792,210	792,210
1.15X	Municipalities' Own Debt - M.F.A.	17,107,901	95,050	17,012,851	-	-	-	17,107,901	-	-	-	95,050	-	-	17,012,851	17,012,851
1.170	Gossip Island Electric Power Supply	63,393	772	62,621	-	-	-	63,393	-	-	-	380	-	63,013	-	63,013
1.224	Community Health	893,792	893,792	-	-	-	-	893,792	-	-	-	249,438	-	-	644,354	644,354
1.226	Health Facilities - VIHA	1,847,981	878,802	-	-	-	969,179	1,847,981	-	-	-	1,847,981	-	-	-	-
1.227	Saturna Island Medical Clinic	12,776	12,776	-	-	-	-	12,776	-	-	-	1,490	-	-	11,286	11,286
1.228	Galiano Health Service	152,132	152,132	-	-	-	-	152,132	-	-	-	130	-	-	152,002	152,002
1.229	Pender Islands Health Care Centre	286,710	286,710	-	-	-	-	286,710	-	-	-	2,070	-	-	284,640	284,640
1.230	Traffic Safety Commission	77,718	77,718	-	-	-	-	77,718	-	-	-	3,740	-	-	73,978	73,978
1.232	Port Renfrew Street Lighting	9,654	9,654	-	-	-	-	9,654	-	-	-	370	4,400	4,884	-	4,884
1.234	SSI Street Lighting	33,540	33,540	-	-	-	-	33,540	-	-	-	40	-	-	33,500	33,500
1.235	SGI Small Craft Harbour Facilities	531,940	292,787	87,493	-	-	151,660	531,940	-	-	-	8,170	163,590	360,180	-	360,180
1.236	Salt Spring Island Fernwood Dock	26,423	17,688	-	-	-	8,735	26,423	-	-	-	180	-	26,243	-	26,243
1.238A	Community Transit (SSI)	709,730	659,095	-	-	-	50,635	709,730	-	-	-	221,734	-	-	487,996	487,996
1.238B	Community Transportation (SSI)	140,386	51,591	3,520	-	-	85,275	140,386	-	-	-	450	-	-	139,936	139,936
1.280	Regional Parks	22,532,428	16,250,647	1,919,207	-	280,908	4,081,666	22,532,428	-	79,090	20,000	971,293	742,445	-	20,719,600	20,719,600
1.290	Royal Theatre	602,000	112,000	-	-	105,000	385,000	602,000	-	-	-	-	-	-	602,000	602,000
1.295	McPherson Theatre	785,339	349,106	-	-	90,000	346,233	785,339	-	-	-	35,339	-	-	750,000	750,000
1.297	Arts Grants	3,374,276	3,373,226	-	-	-	1,050	3,374,276	-	16,080	52,700	186,993	-	-	3,118,503	3,118,503
1.299	Salt Spring Island Arts	165,876	165,876	-	-	-	-	165,876	-	-	-	190	-	-	165,686	165,686
1.309	Climate Action and Adaptation	2,770,510	1,890,536	-	-	792,961	87,013	2,770,510	-	-	301,674	717,352	67,653	-	1,683,831	1,683,831
1.310	Land Banking & Housing	4,960,275	2,463,148	2,467,747	-	25,210	4,170	4,960,275	-	474,607	-	712,367	2,000	-	3,771,301	3,771,301
1.311	Regional Housing Trust Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.312	Regional Goose Management	270,953	270,953	-	-	-	-	270,953	-	-	-	12,793	-	-	258,160	258,160
1.313	Animal Care Services	1,969,518	1,897,953	-	-	-	71,565	1,969,518	-	-	-	1,295,800	54,150	-	619,568	619,568
1.314	SGI House Numbering	10,630	10,630	-	-	-	-	10,630	-	-	-	130	-	-	10,500	10,500
1.315	Biodiversity & Environmental Stewardship	219,100	219,100	-	-	-	-	219,100	-	113,735	-	-	-	-	105,365	105,365
1.316	SSI Building Numbering	10,805	10,805	-	-	-	-	10,805	-	-	-	20	-	-	10,785	10,785
1.317	JDF Building Numbering	14,565	14,565	-	-	-	-	14,565	-	-	-	70	-	-	14,495	14,495
1.318	Building Inspection	2,489,719	2,412,269	-	-	14,150	63,300	2,489,719	-	33,680	245,550	4,690	1,419,020	-	786,779	786,779
1.319	Soil Deposit Removal	29,025	29,025	-	-	-	-	29,025	-	-	13,485	40	-	-	15,500	15,500
1.320	Noise Control	79,188	69,008	-	-	-	10,180	79,188	-	-	-	300	-	-	78,888	78,888
1.322	Nuisances & Unsightly Premises	65,904	65,904	-	-	-	-	65,904	-	-	4,294	340	-	-	61,270	61,270
1.323	By-Law Enforcement	1,021,109	954,134	-	-	-	66,975	1,021,109	-	976,418	-	44,691	-	-	-	-
1.324	Regional Planning Services	1,747,309	1,744,809	-	-	-	2,500	1,747,309	-	94,090	211,757	66,750	-	-	1,374,712	1,374,712
1.325	Electoral Area Services - Planning	988,554	917,784	-	-	-	70,770	988,554	-	34,860	57,514	2,250	47,280	-	846,650	846,650
1.326	Foodlands	378,254	248,254	-	-	-	130,000	378,254	-	-	-	-	-	-	378,254	378,254
1.330	Regional Growth Strategy	423,654	412,854	-	-	-	10,800	423,654	-	-	75,000	17,510	-	-	331,144	331,144
1.335	Geo-Spatial Referencing System	192,305	125,945	-	-	30,660	35,700	192,305	-	-	-	8,000	9,100	-	175,205	175,205
1.340	JDF Livestock Injury Compensation	3,163	3,163	-	-	-	-	3,163	-	-	-	30	-	-	3,133	3,133
1.341	SGI Livestock Injury Compensation	3,184	3,184	-	-	-	-	3,184	-	-	-	20	-	-	3,164	3,164
1.342	SSI Livestock Injury Compensation	3,163	3,163	-	-	-	-	3,163	-	-	-	20	-	-	3,143	3,143
1.350	Willis Point Fire Protect & Recreation	201,828	133,958	-	-	6,920	60,950	201,828	-	-	-	36,030	-	-	165,798	165,798
1.352	South Galiano Fire Protection	635,973	379,236	141,027	-	10,710	105,000	635,973	-	-	-	1,420	-	141,027	493,526	634,553
1.353	Otter Point Fire Protection	758,229	543,239	-	-	6,170	208,820	758,229	-	-	-	360	-	-	757,869	757,869
1.354	Malahat Fire Protection	70,424	70,424	-	-	-	-	70,424	-	-	-	-	-	-	70,424	70,424
1.355	Durrance Road Fire Protection	3,020	2,720	-	-	-	300	3,020	-	-	-	-	-	3,020	-	3,020
1.356	Pender Fire Protection	1,580,993	1,264,980	94,931	-	-	221,082	1,580,993	-	-	94,931	12,180	-	-	1,473,882	1,473,882
1.357	East Sooke Fire Protection	724,845	430,141	178,274	-	5,250	111,180	724,845	-	-	-	29,710	72,860	-	622,275	622,275
1.358	Port Renfrew Fire Protection	233,113	206,473	-	-	-	26,640	233,113	-	-	-	1,390	93,508	-	138,215	138,215
1.359	North Galiano Fire Protection	334,463	268,100	56,363	-	5,000	5,000	334,463	-	-	-	1,140	-	24,440	308,883	333,323
1.360	Shirley Fire Protection	234,607	144,337	-	-	10,510	79,760	234,607	-	-	-	220	-	-	234,387	234,387
1.363	Saturna Island Fire	344,485	344,485	-	-	-	-	344,485	-	-	-	15,660	-	-	328,825	328,825
1.369	Electoral Area Fire Services	481,040	464,065	-	-	2,500	14,475	481,040	-	-	-	120	-	-	480,920	480,920
1.370	Juan de Fuca Emergency Program	111,476	99,596	-	-	-	11,880	111,476	-	-	-	240	-	-	111,236	111,236
1.371	SSI Emergency Program	143,007	139,007	-	-	-	4,000	143,007	-	-	2,027	200	-	-	140,780	140,780
1.372	Electoral Area Emergency Program	917,454	912,454	-	-	-	5,000	917,454	-	535,320	12,384	176,020	-	-	193,730	193,730
1.373	SGI Emergency Program	287,850	273,430	-	-	-	14,420	287,850	-	-	25,000	2,860	-	-	259,990	259,990
1.374	Regional Emergency Program Support	154,668	154,668	-	-	-	-	154,668	-	-	-	7,640	-	-	147,028	147,028
1.375	Hazardous Material Incident Response	523,822	507,367	-	-	-	16,455	523,822	-	-	-	18,660	-	-	505,162	505,162
1.377	JDF Search and Rescue	96,430	93,430	-	-	-	3,000	96,430	-	-	-	22,940	-	-	73,490	73,490
1.378	SSI Search and Rescue	27,129	27,129	-	-	-	-	27,129	-	-	-	100	-	-	27,029	27,029
1.40X	SEAPARC	5,932,640	5,177,686	163,966	-	-	590,988	5,932,640	-	-	-	551,438	1,685,397	-	3,695,805	3,695,805
1.405	JDF EA - Community Parks	262,607	243,437	-	-	-	19,170	262,607	-	-	-	960	-	-	261,647	261,647
1.408	JDF EA - Community Recreation	97,290	97,290	-	-	-	-	97,290	-	-	-	23,080	-	-	74,210	74,210

CAPITAL REGIONAL DISTRICT 2026 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2026	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2026	Surplus from Prior Year	Recovery from Other Services	Transfers from Reserves	Other Revenue	Fees & Charges	Parcel Tax	Property Value Tax	Requisition 2026
1.44X	Panorama Rec. Center.	12,121,277	10,363,489	606,728	-	-	1,151,060	12,121,277	-	-	75,000	2,273,433	3,538,030	-	6,234,814	6,234,814
1.455	Salt Spring Island - Community Parks	1,068,678	1,043,178	-	-	-	25,500	1,068,678	-	379,304	-	25,130	-	-	664,244	664,244
1.458	Salt Spring Is.- Community Rec	416,971	410,171	-	-	-	6,800	416,971	-	-	-	10,040	262,370	-	144,561	144,561
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	3,050,559	2,658,516	27,458	-	-	364,585	3,050,559	-	93,914	-	184,210	341,415	-	2,431,020	2,431,020
1.465	Saturna Island Comm. Parks	32,073	27,083	-	-	-	4,990	32,073	-	-	-	1,360	-	-	30,713	30,713
1.468	Saturna Island - Community Rec.	17,640	17,640	-	-	-	-	17,640	-	-	-	710	-	-	16,930	16,930
1.475	Mayne Is. Com. Parks & Rec	102,909	83,469	-	-	-	19,440	102,909	-	-	-	300	-	-	102,609	102,609
1.476	Mayne Is. Comm. Parks (reserve)	11,100	11,100	-	-	-	-	11,100	-	-	-	10,020	1,080	-	-	-
1.478	Mayne Is. Community Rec.	38,740	38,740	-	-	-	-	38,740	-	-	-	60	-	-	38,680	38,680
1.485	North & South Pender Com. Parks	202,927	170,927	-	-	-	32,000	202,927	-	-	-	2,250	-	-	200,677	200,677
1.488	North & South Pender Com. Rec	79,470	79,470	-	-	-	-	79,470	-	-	-	870	-	-	78,600	78,600
1.495	Galiano Parks	150,730	139,397	-	-	-	11,333	150,730	-	-	11,580	24,010	-	-	115,140	115,140
1.498	Galiano Community Recreation	48,890	48,890	-	-	-	-	48,890	-	-	-	30	-	-	48,860	48,860
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	48,345,441	45,036,894	-	-	-	3,308,547	48,345,441	-	237,000	-	18,613,166	29,495,275	-	-	-
1.523	Port Renfrew Refuse Disposal	168,124	149,764	-	-	-	18,360	168,124	-	27,778	-	74,303	2,400	-	63,643	63,643
1.525	Solid Waste Disposal - Debt	2,718,145	25,920	2,692,225	-	-	-	2,718,145	-	-	-	2,420	2,715,725	-	-	-
1.531	Stormwater Quality Management - Sooke	92,575	79,772	-	-	-	12,803	92,575	-	-	50,000	86	-	-	42,489	42,489
1.533	Stormwater Quality Management - SGI	44,041	44,041	-	-	-	-	44,041	-	-	-	610	-	-	43,431	43,431
1.535	Stormwater Quality Management - SSI	27,888	27,888	-	-	-	-	27,888	-	-	1,910	121	-	-	25,857	25,857
1.536	LWMP-Stormwater Quality Management-Core	807,800	795,636	-	-	-	12,164	807,800	-	-	-	89,230	-	-	718,570	718,570
1.537	Stormwater Quality Management - Peninsula	132,112	132,112	-	-	-	-	132,112	-	-	-	4,455	-	-	127,657	127,657
1.538	Source - Stormwater Quality - Peninsula	62,757	62,757	-	-	-	-	62,757	-	-	682	1,763	-	-	60,312	60,312
1.57X	Environmental Services	29,778,795	28,690,885	-	-	-	1,087,910	29,778,795	-	29,608,571	170,224	-	-	-	-	-
1.911	911 Systems	2,676,466	1,648,167	1,011,949	-	-	16,350	2,676,466	-	-	-	2,051,051	117,833	-	507,582	507,582
1.912B	911 Call Answer - Municipalities	-	-	-	-	-	-	-	-	619,122	-	-45,640	-	-	(573,482)	(573,482)
1.913	913 Fire Dispatch	424,511	410,761	-	-	-	13,750	424,511	-	-	-	12,920	-	-	411,591	411,591
1.921	Regional CREST Contribution	2,102,572	2,102,572	-	-	-	-	2,102,572	-	-	-	104,490	-	-	1,998,082	1,998,082
1.923	Emergency Comm - CREST - SGI	195,438	195,438	-	-	-	-	195,438	-	-	-	2,090	-	-	193,348	193,348
1.924	Emergency Comm - CREST - JDF	157,913	157,913	-	-	-	-	157,913	-	-	-	260	-	-	157,653	157,653
1.925	Emergency Comm - CREST - SSI	159,208	159,208	-	-	-	-	159,208	-	-	-	160	-	-	159,048	159,048
2.610	Saanich Peninsula Water Supply	9,773,797	8,013,454	1,210,343	-	-	550,000	9,773,797	-	-	-	500	9,773,297	-	-	-
2.620	SSI Highland Water System	13,845	84	13,761	-	-	-	13,845	-	-	-	60	-	13,785	-	13,785
2.621	Highland / Fernwood Water - SSI	656,652	440,892	109,950	-	-	105,810	656,652	-	-	20,000	1,030	539,090	96,532	-	96,532
2.622	Cedars of Tuam	91,376	46,031	9,185	-	-	36,160	91,376	-	-	-	90	91,286	-	-	-
2.624	Beddis Water	366,401	204,208	19,323	-	-	142,870	366,401	-	-	-	150	252,820	113,431	-	113,431
2.626	Fulford Water	269,489	173,947	19,722	-	-	75,820	269,489	-	-	-	770	206,140	62,579	-	62,579
2.628	Cedar Lane Water (SSI)	137,139	83,770	11,494	-	-	41,875	137,139	-	-	20,000	160	93,080	23,899	-	23,899
2.630	Magic Lakes Estate Water System	1,129,677	831,231	165,861	-	-	132,585	1,129,677	-	-	40,000	11,530	462,767	615,380	-	615,380
2.640	Saturna Island Water System (Lyall Harbour)	297,810	199,433	33,497	-	-	64,880	297,810	-	-	-	990	141,600	155,220	-	155,220
2.642	Skana Water (Mayne)	122,771	74,266	12,220	-	-	36,285	122,771	-	-	-	102	88,536	34,133	-	34,133
2.650	Port Renfrew Water	208,005	147,555	-	-	-	60,450	208,005	-	-	8,000	1,190	98,383	100,432	-	100,432
2.660	Fernwood Water	4,161	51	4,110	-	-	-	4,161	-	-	-	40	-	4,121	-	4,121
2.665	Sticks Allison Water (Galiano)	77,125	57,850	-	-	-	19,275	77,125	-	-	-	100	71,300	5,725	-	5,725
2.667	Surfside Park Estates (Mayne)	192,810	144,983	20,592	-	-	27,235	192,810	-	-	-	200	155,980	36,630	-	36,630
2.670	Regional Water Supply	49,595,077	23,196,711	4,809,274	-	21,000,000	589,092	49,595,077	-	-	-	1,162,150	48,432,927	-	-	-
2.680	Juan de Fuca Water Distribution	31,697,178	18,944,788	3,312,394	-	8,820,200	619,796	31,697,178	-	-	-	237,120	31,460,058	-	-	-
2.681	Florence Lake Water System Debt	19,078	40	19,038	-	-	-	19,078	-	-	-	77	-	19,001	-	19,001
2.682	Seagirt Water System Debt	146,552	-	146,552	-	-	-	146,552	-	-	-	-	-	146,552	-	146,552
2.691	Wilderness Mountain Water Service	209,282	146,728	26,104	-	-	36,450	209,282	-	-	4,000	160	122,202	82,920	-	82,920
3.700	Septage Disposal	166,830	166,830	-	-	-	-	166,830	-	-	-	166,830	-	-	-	-
3.701	Millstream Remediation Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3.705	SSI Liquid Waste Disposal	1,306,927	1,103,588	109,719	-	-	93,620	1,306,927	-	-	15,000	1,810	833,070	457,047	-	457,047
3.707	LWMP - On Site System Management Program	179,222	179,222	-	-	-	-	179,222	-	-	-	7,485	-	171,737	-	171,737
3.71X	Core Area Wastewater Operations	38,444,181	37,144,181	-	-	-	1,300,000	38,444,181	-	655,995	150,000	31,227,471	-	-	6,410,715	6,410,715
3.718	Peninsula Wastewater TP	5,615,857	4,627,222	314,745	-	-	673,890	5,615,857	-	161,770	135,000	2,896,654	-	-	2,422,433	2,422,433
3.720	LWMP - (Peninsula) - Implementation	58,957	36,270	-	-	-	22,687	58,957	-	-	-	949	-	-	58,008	58,008
3.750	LWMP - Core and West Shore	603,139	343,575	-	-	-	259,564	603,139	-	-	-	161,197	204,000	-	237,942	237,942
3.751	LWMP - Core and West Shore Debt	168,391	32,000	136,391	-	-	-	168,391	-	-	-	60,537	-	-	107,854	107,854
3.752	LWMP - Harbour Studies	384,674	384,674	-	-	-	-	384,674	-	-	-	21,382	-	-	363,292	363,292
3.755	Regional Source Control	1,816,445	1,816,445	-	-	-	-	1,816,445	-	55,495	61,133	87,253	64,297	-	1,548,267	1,548,267
3.756	Harbours Environmental Action	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3.7XX	Core Area & Legacy Trunk Sewer - Debt	25,547,709	234,860	11,172,025	-	5,529,745	8,611,079	25,547,709	-	-	-	18,542,510	-	-	7,005,199	7,005,199
3.810	Ganges Sewer	1,419,322	993,589	263,138	-	-	162,595	1,419,322	-	-	30,000	2,832	1,318,010	68,480	-	68,480
3.820	Maliview Estates Sewer System	270,346	182,209	45,102	-	-	43,035	270,346	-	-	-	25,780	238,822	5,744	-	5,744
3.830	Magic Lake Estates Sewer System	1,027,640	779,427	174,103	-	-	74,110	1,027,640	-	12,180	40,000	4,980	326,910	643,570	-	643,570
3.830D	Magic Lake Estates Sewer Debt	232,205	1,520	230,685	-	-	-	232,205	-	-	-	2,770	-	229,435	-	229,435
3.850	Port Renfrew Sewer	149,418	121,213	-	-	-	28,205	149,418	-	-	-	1,660	73,869	73,889	-	73,889
21.ALL	Feasibility Study Reserve Fund - All	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21.E.A.	Feasibility Study Reserve Fund - E.A.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Schedule A

CAPITAL REGIONAL DISTRICT 2027 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2027	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2027	Surplus from Prior Year	Recovery from Other Services	Transfers from Reserves	Other Revenue	Fees & Charges	Parcel Tax	Property Value Tax	Requisition 2027
1.010	Legislative & General Government	43,687,952	42,500,789	304,332	-	577,530	305,301	43,687,952	500,000	26,656,411	-	1,863,582	109,270	-	14,558,689	14,558,689
1.10X	Facilities Management	5,428,303	4,774,003	-	-	-	654,300	5,428,303	-	5,179,525	-	68,494	-	-	180,284	180,284
1.101	G.I.S.	713,842	644,872	-	-	18,970	50,000	713,842	-	545,880	-	6,270	-	-	161,692	161,692
1.103	Elections	43,801	561	-	-	-	43,240	43,801	-	-	500	101	-	-	43,200	43,200
1.104	U.B.C.M.	13,995	13,995	-	-	-	-	13,995	-	-	-	100	-	-	13,895	13,895
1.108	Joint Electoral Area Admin	329,753	329,753	-	-	-	-	329,753	-	-	-	-	-	-	329,753	329,753
1.109	Electoral Area Admin Exp - JDF	78,848	76,808	-	-	-	2,040	78,848	-	-	-	260	-	-	78,588	78,588
1.110	Electoral Area Admin Exp - SGI	484,991	483,821	-	-	-	1,170	484,991	-	-	19,119	17,192	-	-	448,680	448,680
1.111	Electoral Area Admin Exp - SSI	1,542,092	1,470,997	-	-	-	71,095	1,542,092	-	749,750	15,000	5,940	-	-	771,402	771,402
1.112	Regional Grant in Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.114	Grant-in-Aid - Juan de Fuca	21,550	21,550	-	-	-	-	21,550	-	-	-	290	-	-	21,260	21,260
1.116	Grant-in-Aid - Salt Spring Island	84,224	84,224	-	-	-	-	84,224	-	-	-	280	-	-	83,944	83,944
1.117	Grant-in-Aid - Southern Gulf Islands	119,301	119,301	-	-	-	-	119,301	-	-	-	1,330	-	-	117,971	117,971
1.119	Vancouver Island Regional Library	443,811	443,811	-	-	-	-	443,811	-	-	-	690	-	-	443,121	443,121
1.121	Sooke Regional Museum	312,139	312,139	-	-	-	-	312,139	-	-	-	710	-	-	311,429	311,429
1.123	Prov. Court of B.C. (Family Court)	149,360	-	-	-	-	149,360	149,360	-	-	-	149,360	-	-	-	-
1.124	SSI Economic Development Commission	71,000	69,020	-	-	-	1,980	71,000	-	-	-	670	-	-	70,330	70,330
1.125	SGI Economic Development Commission	137,520	137,520	-	-	-	-	137,520	-	-	-	1,580	-	-	135,940	135,940
1.126	Victoria Family Court Committee	15,824	15,824	-	-	-	-	15,824	-	-	-	824	-	-	15,000	15,000
1.128	Greater Victoria Police Victim Services	342,727	342,727	-	-	-	-	342,727	-	-	-	15,190	-	-	327,537	327,537
1.129	Vancouver Island Regional Library - Debt	340,166	1,900	338,266	-	-	-	340,166	-	-	-	340,166	-	-	-	-
1.133	Langford E.A. - Greater Victoria Public Library	36,087	36,087	-	-	-	-	36,087	-	-	-	100	-	-	35,987	35,987
1.137	Galiano Island Community Use Building	75,450	42,804	30,653	-	-	1,993	75,450	-	-	-	340	-	-	75,110	75,110
1.138	Southern Gulf Islands Regional Library	268,232	268,232	-	-	-	-	268,232	-	-	-	2,710	-	-	265,522	265,522
1.141	Salt Spring Island Public Library	810,032	647,684	9,888	-	-	152,460	810,032	-	-	-	1,980	-	-	808,052	808,052
1.15X	Municipalities' Own Debt - M.F.A.	15,569,425	95,050	15,474,375	-	-	-	15,569,425	-	-	-	95,050	-	-	15,474,375	15,474,375
1.170	Gossip Island Electric Power Supply	63,405	784	62,621	-	-	-	63,405	-	-	-	380	-	63,025	-	63,025
1.224	Community Health	293,781	293,781	-	-	-	-	293,781	-	-	-	60,958	-	-	232,823	232,823
1.226	Health Facilities - VIHA	1,884,941	901,198	-	-	-	983,743	1,884,941	-	-	-	1,884,941	-	-	-	-
1.227	Saturna Island Medical Clinic	13,027	13,027	-	-	-	-	13,027	-	-	-	1,520	-	-	11,507	11,507
1.228	Galiano Health Service	155,172	155,172	-	-	-	-	155,172	-	-	-	130	-	-	155,042	155,042
1.229	Pender Islands Health Care Centre	294,641	294,641	-	-	-	-	294,641	-	-	-	2,110	-	-	292,531	292,531
1.230	Traffic Safety Commission	79,256	79,256	-	-	-	-	79,256	-	-	-	3,810	-	-	75,446	75,446
1.232	Port Renfrew Street Lighting	9,843	9,843	-	-	-	-	9,843	-	-	-	380	4,490	4,973	-	4,973
1.234	SSI Street Lighting	34,208	34,208	-	-	-	-	34,208	-	-	-	40	-	-	34,168	34,168
1.235	SGI Small Craft Harbour Facilities	542,570	303,807	87,493	-	-	151,270	542,570	-	-	-	8,320	166,860	367,390	-	367,390
1.236	Salt Spring Island Fernwood Dock	30,369	18,369	-	-	-	12,000	30,369	-	-	-	190	-	30,179	-	30,179
1.238A	Community Transit (SSI)	730,739	704,994	-	-	-	25,745	730,739	-	-	-	225,891	-	-	504,848	504,848
1.238B	Community Transportation (SSI)	147,608	49,376	22,187	-	-	76,045	147,608	-	-	-	460	-	-	147,148	147,148
1.280	Regional Parks	23,926,841	16,660,629	3,019,207	-	286,526	3,960,479	23,926,841	-	80,672	-	990,676	755,558	-	22,099,935	22,099,935
1.290	Royal Theatre	608,000	118,000	-	-	109,000	381,000	608,000	-	-	-	-	-	-	608,000	608,000
1.295	McPherson Theatre	785,339	349,106	-	-	94,000	342,233	785,339	-	-	-	35,339	-	-	750,000	750,000
1.297	Arts Grants	3,443,238	3,442,168	-	-	-	1,070	3,443,238	-	16,546	52,700	186,993	-	-	3,186,999	3,186,999
1.299	Salt Spring Island Arts	169,191	169,191	-	-	-	-	169,191	-	-	-	190	-	-	169,001	169,001
1.309	Climate Action and Adaptation	2,059,491	1,808,246	-	-	164,023	87,222	2,059,492	-	-	-	216,152	67,653	-	1,775,687	1,775,687
1.310	Land Banking & Housing	4,817,720	2,282,966	2,504,834	-	25,710	4,210	4,817,720	-	371,776	-	716,643	2,000	-	3,727,301	3,727,301
1.311	Regional Housing Trust Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.312	Regional Goose Management	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.313	Animal Care Services	2,027,488	1,949,023	-	-	-	78,465	2,027,488	-	-	-	1,321,710	55,230	-	650,548	650,548
1.314	SGI House Numbering	10,840	10,840	-	-	-	-	10,840	-	-	-	130	-	-	10,710	10,710
1.315	Biodiversity & Environmental Stewardship	225,592	225,592	-	-	-	-	225,592	-	117,066	-	-	-	-	108,526	108,526
1.316	SSI Building Numbering	11,026	11,026	-	-	-	-	11,026	-	-	-	20	-	-	11,006	11,006
1.317	JDF Building Numbering	14,849	14,849	-	-	-	-	14,849	-	-	-	70	-	-	14,779	14,779
1.318	Building Inspection	2,480,110	2,402,370	-	-	14,440	63,300	2,480,110	-	34,350	65,250	4,730	1,447,380	-	928,400	928,400
1.319	Soil Deposit Removal	27,363	27,363	-	-	-	-	27,363	-	-	7,170	40	-	-	20,153	20,153
1.320	Noise Control	80,770	70,397	-	-	-	10,373	80,770	-	-	-	300	-	-	80,470	80,470
1.322	Nuisances & Unsightly Premises	67,243	67,243	-	-	-	-	67,243	-	-	1,343	340	-	-	65,560	65,560
1.323	By-Law Enforcement	967,263	876,938	-	-	-	90,325	967,263	-	921,673	-	45,590	-	-	-	-
1.324	Regional Planning Services	2,108,858	2,106,358	-	-	-	2,500	2,108,858	-	96,810	500,510	68,090	-	-	1,443,448	1,443,448
1.325	Electoral Area Services - Planning	1,025,643	954,873	-	-	-	70,770	1,025,643	-	35,557	62,366	2,290	48,230	-	877,200	877,200
1.326	Foodlands	456,747	326,747	-	-	-	130,000	456,747	-	-	-	-	-	-	456,747	456,747
1.330	Regional Growth Strategy	355,547	347,247	-	-	-	8,300	355,547	-	-	-	17,860	-	-	337,687	337,687
1.335	Geo-Spatial Referencing System	196,079	128,624	-	-	31,270	36,185	196,079	-	-	-	8,160	9,280	-	178,639	178,639
1.340	JDF Livestock Injury Compensation	3,166	3,166	-	-	-	-	3,166	-	-	-	30	-	-	3,136	3,136
1.341	SGI Livestock Injury Compensation	3,187	3,187	-	-	-	-	3,187	-	-	-	20	-	-	3,167	3,167
1.342	SSI Livestock Injury Compensation	3,166	3,166	-	-	-	-	3,166	-	-	-	20	-	-	3,146	3,146
1.350	Willis Point Fire Protect & Recreation	208,200	138,290	-	-	7,130	62,780	208,200	-	-	-	37,090	-	-	171,110	171,110
1.352	South Galiano Fire Protection	645,960	387,313	141,027	-	10,920	106,700	645,960	-	-	-	1,420	-	141,027	503,513	644,540
1.353	Otter Point Fire Protection	774,116	554,836	-	-	6,290	212,990	774,116	-	-	-	370	-	-	773,746	773,746
1.354	Malahat Fire Protection	71,830	71,830	-	-	-	-	71,830	-	-	-	-	-	-	71,830	71,830
1.355	Durrance Road Fire Protection	3,023	2,723	-	-	-	300	3,023	-	-	-	-	-	3,023	-	3,023
1.356	Pender Fire Protection	1,515,842	1,290,330	-	-	-	225,512	1,515,842	-	-	-	12,430	-	-	1,503,412	1,503,412
1.357	East Sooke Fire Protection	736,740	439,706	178,274	-	5,360	113,400	736,740	-	-	-	30,418	74,320	-	632,002	632,002
1.358	Port Renfrew Fire Protection	238,078	210,908	-	-	-	27,170	238,078	-	-	-	1,410	94,760	-	141,908	141,908
1.359	North Galiano Fire Protection	340,184	273,821	56,363	-	5,000	5,000	340,184	-	-	-	1,160	-	24,440	314,584	339,024
1.360	Shirley Fire Protection	239,299	147,609	-	-	10,720	80,970	239,299	-	-	-	220	-	-	239,079	239,079
1.363	Saturna Island Fire	351,481	351,481	-	-	-	-	351,481	-	-	-	15,970	-	-	335,511	335,511
1.369	Electoral Area Fire Services	505,092	470,757	-	-	2,500	31,835	505,092	-	-	-	120	-	-	504,972	504,972
1.370	Juan de Fuca Emergency Program	113,557	101,677	-	-	-	11,880	113,557	-	-	-	240	-	-	113,317	113,317
1.371	SSI Emergency Program	148,022	141,682	-	-	-	6,340	148,022	-	-	-	200	-	-	147,822	147,822
1.372	Electoral Area Emergency Program	764,718	759,718	-	-	-	5,000	764,718	-	546,030	11,328	1,040	-	-	206,320	206,320
1.373	SGI Emergency Program	268,114	253,734	-	-	-	14,380	268,114	-	-	-	2,920	-	-	265,194	265,194
1.374	Regional Emergency Program Support	159,171	159,171	-	-	-	-	159,171	-	-	-	7,780	-	-	151,391	151,391
1.375	Hazardous Material Incident Response	549,452	517,767	-	-	-	31,685	549,452	-	-	-	19,040	-	-	530,412	530,412
1.377	JDF Search and Rescue	98,350	95,350	-	-	-	3,000	98,350	-	-	-	23,390	-	-	74,960	74,960
1.378	SSI Search and Rescue	27,675	27,675	-	-	-	-	27,675	-	-	-	100	-	-	27,575	27,575
1.40X	SEAPARC	6,149,524	5,337,750	208,966	-	-	602,808	6,149,524	-	-	-	562,259	1,719,105	-	3,868,160	3,868,160
1.405	JDF EA - Community Parks	268,787	245,617	-	-	-	23,170	268,787	-	-	-	980	-	-	267,807	267,807
1.408	JDF EA - Community Recreation	99,230	99,230	-	-	-	-	99,230	-	-	-	23,540	-	-	75,690	75,690

CAPITAL REGIONAL DISTRICT 2027 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2027	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2027	Surplus from Prior Year	Recovery from Other Services	Transfers from Reserves	Other Revenue	Fees & Charges	Parcel Tax	Property Value Tax	Requisition 2027
1.44X	Panorama Rec. Center.	12,340,174	10,547,493	606,728	-	-	1,185,953	12,340,174	-	-	-	2,315,376	3,608,790	-	6,416,008	6,416,008
1.455	Salt Spring Island - Community Parks	1,093,338	1,064,083	-	-	-	29,255	1,093,338	-	386,891	-	25,610	-	-	680,837	680,837
1.458	Salt Spring Is.- Community Rec	428,274	420,274	-	-	-	8,000	428,274	-	-	-	10,040	267,620	-	150,614	150,614
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	3,146,575	2,626,151	157,394	-	-	363,030	3,146,575	-	95,791	-	187,640	348,240	-	2,514,904	2,514,904
1.465	Saturna Island Comm. Parks	32,740	27,650	-	-	-	5,090	32,740	-	-	-	1,390	-	-	31,350	31,350
1.468	Saturna Island - Community Rec.	17,995	17,995	-	-	-	-	17,995	-	-	-	720	-	-	17,275	17,275
1.475	Mayne Is. Com. Parks & Rec	105,296	85,466	-	-	-	19,830	105,296	-	-	-	300	-	-	104,996	104,996
1.476	Mayne Is. Comm. Parks (reserve)	11,320	11,320	-	-	-	-	11,320	-	-	-	10,220	1,100	-	-	-
1.478	Mayne Is. Community Rec.	39,510	39,510	-	-	-	-	39,510	-	-	-	60	-	-	39,450	39,450
1.485	North & South Pender Com. Parks	217,773	182,033	-	-	-	35,740	217,773	-	-	-	2,290	-	-	215,483	215,483
1.488	North & South Pender Com. Rec	83,420	83,420	-	-	-	-	83,420	-	-	-	890	-	-	82,530	82,530
1.495	Galiano Parks	156,050	142,490	-	-	-	13,560	156,050	-	-	11,810	24,490	-	-	119,750	119,750
1.498	Galiano Community Recreation	49,870	49,870	-	-	-	-	49,870	-	-	-	30	-	-	49,840	49,840
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	47,315,720	45,320,808	-	-	-	1,994,912	47,315,720	-	241,500	-	18,549,822	28,524,398	-	-	-
1.523	Port Renfrew Refuse Disposal	171,491	152,761	-	-	-	18,730	171,491	-	28,333	-	75,814	2,400	-	64,944	64,944
1.525	Solid Waste Disposal - Debt	2,764,022	2,420	2,761,602	-	-	-	2,764,022	-	-	-	2,420	2,761,602	-	-	-
1.531	Stormwater Quality Management - Sooke	43,425	30,606	-	-	-	12,819	43,425	-	-	-	86	-	-	43,339	43,339
1.533	Stormwater Quality Management - SGI	45,269	45,269	-	-	-	-	45,269	-	-	-	620	-	-	44,649	44,649
1.535	Stormwater Quality Management - SSI	28,176	28,176	-	-	-	-	28,176	-	-	1,680	122	-	-	26,374	26,374
1.536	LWMP-Stormwater Quality Management-Core	827,055	816,420	-	-	-	10,635	827,055	-	-	-	89,230	-	-	737,825	737,825
1.537	Stormwater Quality Management - Peninsula	135,605	135,605	-	-	-	-	135,605	-	-	-	4,455	-	-	131,150	131,150
1.538	Source - Stormwater Quality - Peninsula	64,465	64,465	-	-	-	-	64,465	-	-	716	1,763	-	-	61,986	61,986
1.57X	Environmental Services	30,408,275	29,241,615	-	-	-	1,166,660	30,408,275	-	30,239,521	168,754	-	-	-	-	-
1.911	911 Systems	2,697,436	1,671,132	1,011,949	-	-	14,355	2,697,436	-	-	-	2,033,770	115,476	-	548,190	548,190
1.912B	911 Call Answer - Municipalities	-	-	-	-	-	-	-	-	606,739	-	-46,560	-	-	(560,179)	(560,179)
1.913	913 Fire Dispatch	457,806	440,936	-	-	-	16,870	457,806	-	-	-	13,170	-	-	444,636	444,636
1.921	Regional CREST Contribution	2,163,494	2,163,494	-	-	-	-	2,163,494	-	-	-	106,580	-	-	2,056,914	2,056,914
1.923	Emergency Comm - CREST - SGI	199,346	199,346	-	-	-	-	199,346	-	-	-	2,130	-	-	197,216	197,216
1.924	Emergency Comm - CREST - JDF	161,069	161,069	-	-	-	-	161,069	-	-	-	260	-	-	160,809	160,809
1.925	Emergency Comm - CREST - SSI	162,390	162,390	-	-	-	-	162,390	-	-	-	160	-	-	162,230	162,230
2.610	Saanich Peninsula Water Supply	10,726,994	8,966,651	1,210,343	-	-	550,000	10,726,994	-	-	-	500	10,726,494	-	-	-
2.620	SSI Highland Water System	11,292	85	11,207	-	-	-	11,292	-	-	-	60	-	11,232	-	11,232
2.621	Highland / Fernwood Water - SSI	751,579	448,569	222,010	-	-	81,000	751,579	-	-	-	830	634,910	115,839	-	115,839
2.622	Cedars of Tuam	140,596	42,777	62,679	-	-	35,140	140,596	-	-	-	90	140,506	-	-	-
2.624	Beddis Water	426,050	226,301	62,444	-	-	137,305	426,050	-	-	-	150	289,780	136,120	-	136,120
2.626	Fulford Water	319,253	188,698	56,515	-	-	74,040	319,253	-	-	-	790	243,370	75,093	-	75,093
2.628	Cedar Lane Water (SSI)	148,782	66,345	21,477	-	-	60,960	148,782	-	-	-	160	117,550	31,072	-	31,072
2.630	Magic Lakes Estate Water System	1,121,409	810,356	152,803	-	-	158,250	1,121,409	-	-	-	11,580	475,989	633,840	-	633,840
2.640	Saturna Island Water System (Lyall Harbour)	312,668	203,430	38,888	-	-	70,350	312,668	-	-	-	1,010	148,680	162,978	-	162,978
2.642	Skana Water (Mayne)	175,385	74,626	63,209	-	-	37,550	175,385	-	-	6,000	101	122,180	47,104	-	47,104
2.650	Port Renfrew Water	229,858	151,635	10,083	-	-	68,140	229,858	-	-	-	1,220	113,139	115,499	-	115,499
2.660	Fernwood Water	3,398	51	3,347	-	-	-	3,398	-	-	-	40	-	3,358	-	3,358
2.665	Sticks Allison Water (Galiano)	79,417	59,027	-	-	-	20,390	79,417	-	-	-	100	73,420	5,897	-	5,897
2.667	Surfside Park Estates (Mayne)	279,485	136,186	115,409	-	-	27,890	279,485	-	-	-	200	226,171	53,114	-	53,114
2.670	Regional Water Supply	56,345,350	23,578,196	9,166,280	-	23,000,000	600,874	56,345,350	-	-	-	1,004,150	55,341,200	-	-	-
2.680	Juan de Fuca Water Distribution	34,606,467	20,657,040	3,701,035	-	9,620,200	628,192	34,606,467	-	-	-	247,120	34,359,347	-	-	-
2.681	Florence Lake Water System Debt	19,078	40	19,038	-	-	-	19,078	-	-	-	77	-	19,001	-	19,001
2.682	Seagirt Water System Debt	146,552	-	146,552	-	-	-	146,552	-	-	-	-	-	146,552	-	146,552
2.691	Wilderness Mountain Water Service	221,394	162,655	31,739	-	-	27,000	221,394	-	-	10,000	160	125,824	85,410	-	85,410
3.700	Septage Disposal	170,162	170,162	-	-	-	-	170,162	-	-	-	170,162	-	-	-	-
3.701	Millstream Remediation Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3.705	SSI Liquid Waste Disposal	1,369,351	1,080,638	243,628	-	-	45,085	1,369,351	-	-	-	1,830	883,050	484,471	-	484,471
3.707	LWMP - On Site System Management Program	183,502	183,502	-	-	-	-	183,502	-	-	-	7,485	-	176,017	-	176,017
3.71X	Core Area Wastewater Operations	39,843,672	38,443,672	-	-	-	1,400,000	39,843,672	-	669,178	365,000	31,227,471	-	-	7,582,023	7,582,023
3.718	Peninsula Wastewater TP	5,786,795	4,584,842	496,383	-	-	705,570	5,786,795	-	165,000	30,000	2,896,654	-	-	2,695,141	2,695,141
3.720	LWMP - (Peninsula) - Implementation	60,117	37,330	-	-	-	22,787	60,117	-	-	-	949	-	-	59,168	59,168
3.750	LWMP - Core and West Shore	615,582	351,222	-	-	-	264,360	615,582	-	-	-	164,327	208,080	-	243,175	243,175
3.751	LWMP - Core and West Shore Debt	475,031	32,000	443,031	-	-	-	475,031	-	-	-	170,774	-	-	304,257	304,257
3.752	LWMP - Harbour Studies	395,361	395,361	-	-	-	-	395,361	-	-	-	21,382	-	-	373,979	373,979
3.755	Regional Source Control	1,825,221	1,825,221	-	-	-	-	1,825,221	-	55,945	20,899	87,253	65,583	-	1,595,541	1,595,541
3.756	Harbours Environmental Action	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3.7XX	Core Area & Legacy Trunk Sewer - Debt	26,834,138	265,110	12,356,404	-	5,529,745	8,682,879	26,834,138	-	-	-	19,444,811	-	-	7,389,327	7,389,327
3.810	Ganges Sewer	1,539,136	1,010,907	374,889	-	-	153,340	1,539,136	-	-	25,000	2,872	1,436,630	74,634	-	74,634
3.820	Maliview Estates Sewer System	293,084	193,625	58,519	-	-	40,940	293,084	-	-	10,000	26,290	250,762	6,032	-	6,032
3.830	Magic Lake Estates Sewer System	1,032,090	769,944	93,471	-	-	168,675	1,032,090	-	12,420	15,000	5,070	336,720	662,880	-	662,880
3.830D	Magic Lake Estates Sewer Debt	232,205	1,520	230,685	-	-	-	232,205	-	-	-	2,800	-	229,405	-	229,405
3.850	Port Renfrew Sewer	156,828	123,693	-	-	-	33,135	156,828	-	-	-	1,690	77,558	77,580	-	77,580
21.ALL	Feasibility Study Reserve Fund - All	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21.E.A.	Feasibility Study Reserve Fund - E.A.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT 2028 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2028	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2028	Surplus from Prior Year	Recovery from Other Services	Transfers from Reserves	Other Revenue	Fees & Charges	Parcel Tax	Property Value Tax	Requisition 2028
1.010	Legislative & General Government	44,305,620	43,095,604	304,332	-	594,860	310,824	44,305,620	500,000	27,081,466	-	1,578,709	110,660	-	15,034,785	15,034,785
1.10X	Facilities Management	5,622,436	4,891,946	-	-	-	730,490	5,622,436	-	5,368,139	-	68,795	-	-	185,502	185,502
1.101	G.I.S.	728,939	659,589	-	-	19,350	50,000	728,939	-	556,800	-	6,390	-	-	165,749	165,749
1.103	Elections	44,172	67	-	-	-	44,105	44,172	-	-	-	107	-	-	44,065	44,065
1.104	U.B.C.M.	14,268	14,268	-	-	-	-	14,268	-	-	-	100	-	-	14,168	14,168
1.108	Joint Electoral Area Admin	338,886	338,886	-	-	-	-	338,886	-	-	-	-	-	-	338,886	338,886
1.109	Electoral Area Admin Exp - JDF	80,427	78,347	-	-	-	2,080	80,427	-	-	-	260	-	-	80,167	80,167
1.110	Electoral Area Admin Exp - SGI	496,610	495,420	-	-	-	1,190	496,610	-	-	19,704	17,586	-	-	459,320	459,320
1.111	Electoral Area Admin Exp - SSI	1,563,337	1,494,157	-	-	-	69,180	1,563,337	-	764,700	-	5,960	-	-	792,677	792,677
1.112	Regional Grant in Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.114	Grant-in-Aid - Juan de Fuca	21,581	21,581	-	-	-	-	21,581	-	-	-	290	-	-	21,291	21,291
1.116	Grant-in-Aid - Salt Spring Island	89,326	89,326	-	-	-	-	89,326	-	-	-	280	-	-	89,046	89,046
1.117	Grant-in-Aid - Southern Gulf Islands	121,688	121,688	-	-	-	-	121,688	-	-	-	1,350	-	-	120,338	120,338
1.119	Vancouver Island Regional Library	452,690	452,690	-	-	-	-	452,690	-	-	-	710	-	-	451,980	451,980
1.121	Sooke Regional Museum	318,382	318,382	-	-	-	-	318,382	-	-	-	730	-	-	317,652	317,652
1.123	Prov. Court of B.C. (Family Court)	149,360	-	-	-	-	149,360	149,360	-	-	-	149,360	-	-	-	-
1.124	SSI Economic Development Commission	72,418	69,303	-	-	-	3,115	72,418	-	-	-	680	-	-	71,738	71,738
1.125	SGI Economic Development Commission	140,273	140,273	-	-	-	-	140,273	-	-	-	1,610	-	-	138,663	138,663
1.126	Victoria Family Court Committee	15,824	15,824	-	-	-	-	15,824	-	-	-	824	-	-	15,000	15,000
1.128	Greater Victoria Police Victim Services	349,581	349,581	-	-	-	-	349,581	-	-	-	15,190	-	-	334,391	334,391
1.129	Vancouver Island Regional Library - Debt	340,166	1,900	338,266	-	-	-	340,166	-	-	-	340,166	-	-	-	-
1.133	Langford E.A. - Greater Victoria Public Library	36,812	36,812	-	-	-	-	36,812	-	-	-	100	-	-	36,712	36,712
1.137	Galiano Island Community Use Building	76,950	43,863	30,653	-	-	2,434	76,950	-	-	-	340	-	-	76,610	76,610
1.138	Southern Gulf Islands Regional Library	273,613	273,613	-	-	-	-	273,613	-	-	-	2,760	-	-	270,853	270,853
1.141	Salt Spring Island Public Library	826,078	661,840	9,888	-	-	154,350	826,078	-	-	-	2,000	-	-	824,078	824,078
1.15X	Municipalities' Own Debt - M.F.A.	15,279,281	95,050	15,184,231	-	-	-	15,279,281	-	-	-	95,050	-	-	15,184,231	15,184,231
1.170	Gossip Island Electric Power Supply	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.224	Community Health	255,731	255,731	-	-	-	-	255,731	-	-	-	31,478	-	-	224,253	224,253
1.226	Health Facilities - VIHA	1,922,640	924,532	-	-	-	998,108	1,922,640	-	-	-	1,922,640	-	-	-	-
1.227	Saturna Island Medical Clinic	13,288	13,288	-	-	-	-	13,288	-	-	-	1,550	-	-	11,738	11,738
1.228	Galiano Health Service	158,273	158,273	-	-	-	-	158,273	-	-	-	130	-	-	158,143	158,143
1.229	Pender Islands Health Care Centre	302,809	302,809	-	-	-	-	302,809	-	-	-	2,150	-	-	300,659	300,659
1.230	Traffic Safety Commission	80,820	80,820	-	-	-	-	80,820	-	-	-	3,880	-	-	76,940	76,940
1.232	Port Renfrew Street Lighting	10,033	10,033	-	-	-	-	10,033	-	-	-	390	4,580	5,063	-	5,063
1.234	SSI Street Lighting	34,896	34,896	-	-	-	-	34,896	-	-	-	40	-	-	34,856	34,856
1.235	SGI Small Craft Harbour Facilities	553,420	315,652	87,493	-	-	150,275	553,420	-	-	-	8,470	170,200	374,750	-	374,750
1.236	Salt Spring Island Fernwood Dock	33,400	19,095	-	-	-	14,305	33,400	-	-	-	200	-	33,200	-	33,200
1.238A	Community Transit (SSI)	735,253	719,198	-	-	-	16,055	735,253	-	-	-	230,405	-	-	504,848	504,848
1.238B	Community Transportation (SSI)	167,813	51,721	23,672	-	-	92,420	167,813	-	-	-	470	-	-	167,343	167,343
1.280	Regional Parks	25,674,281	17,112,108	4,179,207	-	292,257	4,090,709	25,674,281	-	82,285	20,000	1,010,449	770,669	-	23,790,878	23,790,878
1.290	Royal Theatre	614,100	124,100	-	-	109,000	381,000	614,100	-	-	-	-	-	-	614,100	614,100
1.295	McPherson Theatre	785,339	349,106	-	-	94,000	342,233	785,339	-	-	-	35,339	-	-	750,000	750,000
1.297	Arts Grants	3,515,801	3,514,711	-	-	-	1,090	3,515,801	-	17,026	52,700	186,993	-	-	3,259,082	3,259,082
1.299	Salt Spring Island Arts	172,568	172,568	-	-	-	-	172,568	-	-	-	190	-	-	172,378	172,378
1.309	Climate Action and Adaptation	1,964,861	1,877,425	-	-	-	87,436	1,964,861	-	-	-	75,874	67,653	-	1,821,334	1,821,334
1.310	Land Banking & Housing	4,874,572	2,344,268	2,499,834	-	26,220	4,250	4,874,572	-	381,750	-	721,039	2,000	-	3,769,783	3,769,783
1.311	Regional Housing Trust Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.312	Regional Goose Management	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.313	Animal Care Services	2,068,029	1,998,319	-	-	-	69,710	2,068,029	-	-	-	1,348,140	56,330	-	663,559	663,559
1.314	SGI House Numbering	11,061	11,061	-	-	-	-	11,061	-	-	-	140	-	-	10,921	10,921
1.315	Biodiversity & Environmental Stewardship	232,274	232,274	-	-	-	-	232,274	-	120,492	-	-	-	-	111,782	111,782
1.316	SSI Building Numbering	11,247	11,247	-	-	-	-	11,247	-	-	-	20	-	-	11,227	11,227
1.317	JDF Building Numbering	15,144	15,144	-	-	-	-	15,144	-	-	-	70	-	-	15,074	15,074
1.318	Building Inspection	2,548,552	2,469,287	-	-	14,730	64,535	2,548,552	-	35,040	-	4,770	1,476,330	-	1,032,412	1,032,412
1.319	Soil Deposit Removal	31,289	31,289	-	-	-	-	31,289	-	-	7,065	40	-	-	24,184	24,184
1.320	Noise Control	82,380	71,825	-	-	-	10,555	82,380	-	-	-	300	-	-	82,080	82,080
1.322	Nuisances & Unsightly Premises	69,180	68,605	-	-	-	575	69,180	-	-	-	340	-	-	68,840	68,840
1.323	By-Law Enforcement	1,097,643	1,010,928	-	-	-	86,715	1,097,643	-	1,051,157	-	46,486	-	-	-	-
1.324	Regional Planning Services	1,734,822	1,732,322	-	-	-	2,500	1,734,822	-	99,620	50,122	69,460	-	-	1,515,620	1,515,620
1.325	Electoral Area Services - Planning	1,036,290	965,520	-	-	-	70,770	1,036,290	-	36,269	39,831	2,330	49,190	-	908,670	908,670
1.326	Foodlands	461,292	331,292	-	-	-	130,000	461,292	-	-	-	-	-	-	461,292	461,292
1.330	Regional Growth Strategy	362,600	356,400	-	-	-	6,200	362,600	-	-	-	18,220	-	-	344,380	344,380
1.335	Geo-Spatial Referencing System	200,094	131,284	-	-	31,900	36,910	200,094	-	-	-	8,330	9,470	-	182,294	182,294
1.340	JDF Livestock Injury Compensation	3,169	3,169	-	-	-	-	3,169	-	-	-	30	-	-	3,139	3,139
1.341	SGI Livestock Injury Compensation	3,190	3,190	-	-	-	-	3,190	-	-	-	20	-	-	3,170	3,170
1.342	SSI Livestock Injury Compensation	3,169	3,169	-	-	-	-	3,169	-	-	-	20	-	-	3,149	3,149
1.350	Willis Point Fire Protect & Recreation	214,794	142,794	-	-	7,340	64,660	214,794	-	-	-	38,180	-	-	176,614	176,614
1.352	South Galiano Fire Protection	656,196	395,629	141,027	-	11,140	108,400	656,196	-	-	-	1,420	-	141,027	513,749	654,776
1.353	Otter Point Fire Protection	790,416	566,746	-	-	6,420	217,250	790,416	-	-	-	380	-	-	790,036	790,036
1.354	Malahat Fire Protection	73,267	73,267	-	-	-	-	73,267	-	-	-	-	-	-	73,267	73,267
1.355	Durrance Road Fire Protection	3,026	2,726	-	-	-	300	3,026	-	-	-	-	-	3,026	-	3,026
1.356	Pender Fire Protection	1,546,209	1,316,179	-	-	-	230,030	1,546,209	-	-	-	12,680	-	-	1,533,529	1,533,529
1.357	East Sooke Fire Protection	748,983	449,569	178,274	-	5,470	115,670	748,983	-	-	-	31,141	75,810	-	642,032	642,032
1.358	Port Renfrew Fire Protection	243,187	215,477	-	-	-	27,710	243,187	-	-	-	1,430	96,833	-	144,924	144,924
1.359	North Galiano Fire Protection	346,062	279,699	56,363	-	5,000	5,000	346,062	-	-	-	1,180	-	24,440	320,442	344,882
1.360	Shirley Fire Protection	244,082	150,982	-	-	10,930	82,170	244,082	-	-	-	220	-	-	243,862	243,862
1.363	Saturna Island Fire	355,242	355,242	-	-	-	-	355,242	-	-	-	16,290	-	-	338,952	338,952
1.369	Electoral Area Fire Services	515,186	481,266	-	-	2,500	31,420	515,186	-	-	-	120	-	-	515,066	515,066
1.370	Juan de Fuca Emergency Program	115,679	103,799	-	-	-	11,880	115,679	-	-	-	240	-	-	115,439	115,439
1.371	SSI Emergency Program	155,409	144,429	-	-	-	10,980	155,409	-	-	-	200	-	-	155,209	155,209
1.372	Electoral Area Emergency Program	785,859	780,859	-	-	-	5,000	785,859	-	556,950	8,119	1,060	-	-	219,730	219,730
1.373	SGI Emergency Program	273,480	259,165	-	-	-	14,315	273,480	-	-	-	2,980	-	-	270,500	270,500
1.374	Regional Emergency Program Support	163,495	163,495	-	-	-	-	163,495	-	-	-	7,930	-	-	155,565	155,565
1.375	Hazardous Material Incident Response	576,371	528,271	-	-	-	48,100	576,371	-	-	-	19,430	-	-	556,941	556,941
1.377	JDF Search and Rescue	100,310	97,310	-	-	-	3,000	100,310	-	-	-	23,850	-	-	76,460	76,460
1.378	SSI Search and Rescue	28,233	28,233	-	-	-	-	28,233	-	-	-	100	-	-	28,133	28,133
1.40X	SEAPARC	6,426,072	5,437,241	373,966	-	-	614,865	6,426,072	-	-	-	573,297	1,753,487	-	4,099,288	4,099,288
1.405	JDF EA - Community Parks	274,863	251,233	-	-	-	23,630	274,863	-	-	-	1,000	-	-	273,863	273,863
1.408	JDF EA - Community Recreation	101,210	101,210	-	-	-	-	101,210	-	-	-	24,010	-	-	77,200	77,200

CAPITAL REGIONAL DISTRICT 2028 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2028	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2028	Surplus from Prior Year	Recovery from Other Services	Transfers from Reserves	Other Revenue	Fees & Charges	Parcel Tax	Property Value Tax	Requisition 2028
1.44X	Panorama Rec. Center.	12,703,816	10,807,905	606,728	-	-	1,289,183	12,703,816	-	-	-	2,358,150	3,680,966	-	6,664,700	6,664,700
1.455	Salt Spring Island - Community Parks	1,118,569	1,098,509	-	-	-	20,060	1,118,569	-	394,629	-	26,100	-	-	697,840	697,840
1.458	Salt Spring Is.- Community Rec	438,200	430,100	-	-	-	8,100	438,200	-	-	-	10,040	272,960	-	155,200	155,200
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	3,208,625	2,690,366	157,394	-	-	360,865	3,208,625	-	97,707	-	191,150	355,200	-	2,564,568	2,564,568
1.465	Saturna Island Comm. Parks	33,412	28,222	-	-	-	5,190	33,412	-	-	-	1,420	-	-	31,992	31,992
1.468	Saturna Island - Community Rec.	18,350	18,350	-	-	-	-	18,350	-	-	-	730	-	-	17,620	17,620
1.475	Mayne Is. Com. Parks & Rec	107,787	87,557	-	-	-	20,230	107,787	-	-	-	300	-	-	107,487	107,487
1.476	Mayne Is. Comm. Parks (reserve)	11,540	11,540	-	-	-	-	11,540	-	-	-	10,420	1,120	-	-	-
1.478	Mayne Is. Community Rec.	40,300	40,300	-	-	-	-	40,300	-	-	-	60	-	-	40,240	40,240
1.485	North & South Pender Com. Parks	234,067	185,817	-	-	-	48,250	234,067	-	-	-	2,330	-	-	231,737	231,737
1.488	North & South Pender Com. Rec	87,560	87,560	-	-	-	-	87,560	-	-	-	910	-	-	86,650	86,650
1.495	Galiano Parks	161,560	145,672	-	-	-	15,888	161,560	-	-	36,880	140	-	-	124,540	124,540
1.498	Galiano Community Recreation	50,870	50,870	-	-	-	-	50,870	-	-	-	30	-	-	50,840	50,840
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	47,268,941	46,098,304	-	-	-	1,170,637	47,268,941	-	246,000	1,033,215	18,497,036	27,492,690	-	-	-
1.523	Port Renfrew Refuse Disposal	174,930	155,830	-	-	-	19,100	174,930	-	28,900	-	77,360	2,400	-	66,270	66,270
1.525	Solid Waste Disposal - Debt	2,770,730	5,920	2,764,810	-	-	-	2,770,730	-	-	-	2,420	2,768,310	-	-	-
1.531	Stormwater Quality Management - Sooke	44,292	31,429	-	-	-	12,863	44,292	-	-	-	86	-	-	44,206	44,206
1.533	Stormwater Quality Management - SGI	46,531	46,531	-	-	-	-	46,531	-	-	-	630	-	-	45,901	45,901
1.535	Stormwater Quality Management - SSI	28,469	28,469	-	-	-	-	28,469	-	-	1,445	122	-	-	26,902	26,902
1.536	LWMP-Stormwater Quality Management-Core	846,832	837,776	-	-	-	9,056	846,832	-	-	-	89,230	-	-	757,602	757,602
1.537	Stormwater Quality Management - Peninsula	138,948	138,948	-	-	-	-	138,948	-	-	-	4,455	-	-	134,493	134,493
1.538	Source - Stormwater Quality - Peninsula	66,209	66,209	-	-	-	-	66,209	-	-	730	1,763	-	-	63,716	63,716
1.57X	Environmental Services	31,212,556	30,036,986	-	-	-	1,175,570	31,212,556	-	31,065,370	147,186	-	-	-	-	-
1.911	911 Systems	2,722,339	1,696,090	1,011,949	-	-	14,300	2,722,339	-	-	-	2,017,134	113,167	-	592,038	592,038
1.912B	911 Call Answer - Municipalities	-	-	-	-	-	-	-	-	594,605	-	-47,490	-	-	(547,115)	(547,115)
1.913	913 Fire Dispatch	484,829	454,759	-	-	-	30,070	484,829	-	-	-	13,440	-	-	471,389	471,389
1.921	Regional CREST Contribution	2,206,770	2,206,770	-	-	-	-	2,206,770	-	-	-	108,710	-	-	2,098,060	2,098,060
1.923	Emergency Comm - CREST - SGI	203,334	203,334	-	-	-	-	203,334	-	-	-	2,170	-	-	201,164	201,164
1.924	Emergency Comm - CREST - JDF	164,286	164,286	-	-	-	-	164,286	-	-	-	260	-	-	164,026	164,026
1.925	Emergency Comm - CREST - SSI	165,633	165,633	-	-	-	-	165,633	-	-	-	160	-	-	165,473	165,473
2.610	Saanich Peninsula Water Supply	11,709,507	9,899,164	1,210,343	-	-	600,000	11,709,507	-	-	-	500	11,709,007	-	-	-
2.620	SSI Highland Water System	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2.621	Highland / Fernwood Water - SSI	958,808	446,280	470,078	-	-	42,450	958,808	-	-	-	840	807,380	150,588	-	150,588
2.622	Cedars of Tuam	179,976	43,537	92,839	-	-	43,600	179,976	-	-	-	90	179,886	-	-	-
2.624	Beddis Water	571,308	257,361	216,517	-	-	97,430	571,308	-	-	20,000	150	367,400	183,758	-	183,758
2.626	Fulford Water	408,813	192,467	147,541	-	-	68,805	408,813	-	-	-	810	310,380	97,623	-	97,623
2.628	Cedar Lane Water (SSI)	189,918	71,652	43,156	-	-	75,110	189,918	-	-	-	160	149,370	40,388	-	40,388
2.630	Magic Lakes Estate Water System	1,154,097	833,965	101,612	-	-	218,520	1,154,097	-	-	-	11,630	489,607	652,860	-	652,860
2.640	Saturna Island Water System (Lyall Harbour)	328,273	209,878	44,555	-	-	73,840	328,273	-	-	-	1,030	156,110	171,133	-	171,133
2.642	Skana Water (Mayne)	177,861	70,272	65,799	-	-	41,790	177,861	-	-	-	110	128,290	49,461	-	49,461
2.650	Port Renfrew Water	277,187	164,445	70,156	-	-	42,586	277,187	-	-	13,000	1,250	130,110	132,827	-	132,827
2.660	Fernwood Water	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2.665	Sticks Allison Water (Galiano)	82,561	60,246	-	-	-	22,315	82,561	-	-	-	100	76,330	6,131	-	6,131
2.667	Surfside Park Estates (Mayne)	314,416	142,458	139,293	-	-	32,665	314,416	-	-	7,000	200	248,789	58,427	-	58,427
2.670	Regional Water Supply	63,181,911	24,312,194	13,256,825	-	25,000,000	612,892	63,181,911	-	-	-	1,179,950	62,001,961	-	-	-
2.680	Juan de Fuca Water Distribution	36,445,207	22,305,811	3,772,441	-	9,730,200	636,755	36,445,207	-	-	-	186,120	36,259,087	-	-	-
2.681	Florence Lake Water System Debt	19,078	40	19,038	-	-	-	19,078	-	-	-	77	-	19,001	-	19,001
2.682	Seagirt Water System Debt	146,552	-	146,552	-	-	-	146,552	-	-	-	-	-	146,552	-	146,552
2.691	Wilderness Mountain Water Service	219,612	152,433	53,609	-	-	13,570	219,612	-	-	4,000	160	128,332	87,120	-	87,120
3.700	Septage Disposal	173,559	173,559	-	-	-	-	173,560	-	-	-	173,560	-	-	-	-
3.701	Millstream Remediation Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3.705	SSI Liquid Waste Disposal	1,396,720	1,096,995	248,440	-	-	51,285	1,396,720	-	-	-	1,850	900,710	494,160	-	494,160
3.707	LWMP - On Site System Management Program	187,898	187,898	-	-	-	-	187,898	-	-	-	7,485	-	180,413	-	180,413
3.71X	Core Area Wastewater Operations	40,460,423	38,860,423	-	-	-	1,600,000	40,460,423	-	682,625	95,000	31,227,471	-	-	8,455,327	8,455,327
3.718	Peninsula Wastewater TP	6,041,640	4,763,323	547,437	-	-	730,880	6,041,640	-	168,300	130,000	2,896,654	-	-	2,846,686	2,846,686
3.720	LWMP - (Peninsula) - Implementation	61,300	38,418	-	-	-	22,882	61,300	-	-	-	949	-	-	60,351	60,351
3.750	LWMP - Core and West Shore	628,298	359,049	-	-	-	269,249	628,298	-	-	-	161,197	212,240	-	254,861	254,861
3.751	LWMP - Core and West Shore Debt	749,088	15,000	734,088	-	-	-	749,088	-	-	-	269,297	-	-	479,791	479,791
3.752	LWMP - Harbour Studies	406,359	406,359	-	-	-	-	406,359	-	-	-	21,382	-	-	384,977	384,977
3.755	Regional Source Control	1,877,827	1,877,827	-	-	-	-	1,877,827	-	56,392	22,948	87,253	66,894	-	1,644,340	1,644,340
3.756	Harbours Environmental Action	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3.7XX	Core Area & Legacy Trunk Sewer - Debt	39,173,158	279,360	23,609,374	-	5,529,745	9,754,679	39,173,158	-	-	10,283,553	20,886,516	-	-	8,003,089	8,003,089
3.810	Ganges Sewer	1,669,740	1,069,569	481,591	-	-	118,580	1,669,740	-	-	80,000	2,910	1,508,460	78,370	-	78,370
3.820	Maliview Estates Sewer System	288,746	187,437	58,519	-	-	42,790	288,746	-	-	-	26,810	255,782	6,154	-	6,154
3.830	Magic Lake Estates Sewer System	1,047,420	778,837	72,588	-	-	195,995	1,047,420	-	12,670	-	5,160	346,820	682,770	-	682,770
3.830D	Magic Lake Estates Sewer Debt	232,205	1,520	230,685	-	-	-	232,205	-	-	-	2,830	-	229,375	-	229,375
3.850	Port Renfrew Sewer	164,618	128,238	2,200	-	-	34,180	164,618	-	-	-	1,720	81,439	81,459	-	81,459
21.ALL	Feasibility Study Reserve Fund - All	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21.E.A.	Feasibility Study Reserve Fund - E.A.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT 2029 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2029	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2029	Surplus from Prior Year	Recovery from Other Services	Transfers from Reserves	Other Revenue	Fees & Charges	Parcel Tax	Property Value Tax	Requisition 2029
1.010	Legislative & General Government	45,333,165	44,099,638	304,332	-	612,710	316,485	45,333,165	500,000	27,613,889	-	1,586,779	112,070	-	15,520,427	15,520,427
1.10X	Facilities Management	5,743,619	5,011,919	-	-	-	731,700	5,743,619	-	5,483,652	-	69,099	-	-	190,868	190,868
1.101	G.I.S.	744,433	674,693	-	-	19,740	50,000	744,433	-	567,940	-	6,510	-	-	169,983	169,983
1.103	Elections	45,059	74	-	-	-	44,985	45,059	-	-	-	114	-	-	44,945	44,945
1.104	U.B.C.M.	14,552	14,552	-	-	-	-	14,552	-	-	-	100	-	-	14,452	14,452
1.108	Joint Electoral Area Admin	348,267	348,267	-	-	-	-	348,267	-	-	-	-	-	-	348,267	348,267
1.109	Electoral Area Admin Exp - JDF	82,042	79,922	-	-	-	2,120	82,042	-	-	-	260	-	-	81,782	81,782
1.110	Electoral Area Admin Exp - SGI	508,398	507,188	-	-	-	1,210	508,398	-	-	20,179	17,999	-	-	470,220	470,220
1.111	Electoral Area Admin Exp - SSI	1,599,707	1,533,457	-	-	-	66,250	1,599,707	-	779,920	-	5,980	-	-	813,807	813,807
1.112	Regional Grant in Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.114	Grant-in-Aid - Juan de Fuca	21,613	21,613	-	-	-	-	21,613	-	-	-	290	-	-	21,323	21,323
1.116	Grant-in-Aid - Salt Spring Island	94,429	94,429	-	-	-	-	94,429	-	-	-	280	-	-	94,149	94,149
1.117	Grant-in-Aid - Southern Gulf Islands	124,127	124,127	-	-	-	-	124,127	-	-	-	1,370	-	-	122,757	122,757
1.119	Vancouver Island Regional Library	461,743	461,743	-	-	-	-	461,743	-	-	-	730	-	-	461,013	461,013
1.121	Sooke Regional Museum	324,749	324,749	-	-	-	-	324,749	-	-	-	750	-	-	323,999	323,999
1.123	Prov. Court of B.C. (Family Court)	149,360	-	-	-	-	149,360	149,360	-	-	-	149,360	-	-	-	-
1.124	SSI Economic Development Commission	73,858	69,588	-	-	-	4,270	73,858	-	-	-	690	-	-	73,168	73,168
1.125	SGI Economic Development Commission	143,122	143,122	-	-	-	-	143,122	-	-	-	1,640	-	-	141,482	141,482
1.126	Victoria Family Court Committee	15,824	15,824	-	-	-	-	15,824	-	-	-	824	-	-	15,000	15,000
1.128	Greater Victoria Police Victim Services	356,573	356,573	-	-	-	-	356,573	-	-	-	15,190	-	-	341,383	341,383
1.129	Vancouver Island Regional Library - Debt	340,166	1,900	338,266	-	-	-	340,166	-	-	-	340,166	-	-	-	-
1.133	Langford E.A. - Greater Victoria Public Library	37,546	37,546	-	-	-	-	37,546	-	-	-	100	-	-	37,446	37,446
1.137	Galiano Island Community Use Building	78,360	44,856	-	-	-	33,504	78,360	-	-	-	220	-	-	78,140	78,140
1.138	Southern Gulf Islands Regional Library	279,102	279,102	-	-	-	-	279,102	-	-	-	2,810	-	-	276,292	276,292
1.141	Salt Spring Island Public Library	841,712	675,527	-	-	-	166,185	841,712	-	-	-	1,150	-	-	840,562	840,562
1.15X	Municipalities' Own Debt - M.F.A.	15,138,089	95,050	15,043,039	-	-	-	15,138,089	-	-	-	95,050	-	-	15,043,039	15,043,039
1.170	Gossip Island Electric Power Supply	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.224	Community Health	257,281	257,281	-	-	-	-	257,281	-	-	-	31,498	-	-	225,783	225,783
1.226	Health Facilities - VIHA	1,961,093	948,856	-	-	-	1,012,237	1,961,093	-	-	-	1,961,093	-	-	-	-
1.227	Saturna Island Medical Clinic	13,549	13,549	-	-	-	-	13,549	-	-	-	1,580	-	-	11,969	11,969
1.228	Galiano Health Service	161,435	161,435	-	-	-	-	161,435	-	-	-	130	-	-	161,305	161,305
1.229	Pender Islands Health Care Centre	311,220	311,220	-	-	-	-	311,220	-	-	-	2,190	-	-	309,030	309,030
1.230	Traffic Safety Commission	82,428	82,428	-	-	-	-	82,428	-	-	-	3,950	-	-	78,478	78,478
1.232	Port Renfrew Street Lighting	10,233	10,233	-	-	-	-	10,233	-	-	-	400	4,670	5,163	-	5,163
1.234	SSI Street Lighting	35,591	35,591	-	-	-	-	35,591	-	-	-	40	-	-	35,551	35,551
1.235	SGI Small Craft Harbour Facilities	564,530	328,287	87,493	-	-	148,750	564,530	-	-	-	8,620	173,610	382,300	-	382,300
1.236	Salt Spring Island Fernwood Dock	34,068	19,868	-	-	-	14,200	34,068	-	-	-	210	-	33,858	-	33,858
1.238A	Community Transit (SSI)	741,691	733,691	-	-	-	8,000	741,691	-	-	1,835	235,008	-	-	504,848	504,848
1.238B	Community Transportation (SSI)	177,243	52,736	33,032	-	-	91,475	177,243	-	-	-	480	-	-	176,763	176,763
1.280	Regional Parks	27,386,120	17,526,428	5,339,207	-	298,102	4,222,383	27,386,120	-	83,931	-	1,030,617	786,082	-	25,485,490	25,485,490
1.290	Royal Theatre	620,200	130,200	-	-	113,000	377,000	620,200	-	-	-	-	-	-	620,200	620,200
1.295	McPherson Theatre	785,339	349,106	-	-	98,000	338,233	785,339	-	-	-	35,339	-	-	750,000	750,000
1.297	Arts Grants	3,589,526	3,588,416	-	-	-	1,110	3,589,526	-	17,518	52,700	186,993	-	-	3,332,315	3,332,315
1.299	Salt Spring Island Arts	176,016	176,016	-	-	-	-	176,016	-	-	-	190	-	-	175,826	175,826
1.309	Climate Action and Adaptation	2,014,917	1,927,467	-	-	-	87,450	2,014,917	-	-	-	75,874	67,653	-	1,871,390	1,871,390
1.310	Land Banking & Housing	4,446,314	1,915,440	2,499,834	-	26,740	4,300	4,446,314	-	391,673	-	725,561	2,000	-	3,327,080	3,327,080
1.311	Regional Housing Trust Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.312	Regional Goose Management	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.313	Animal Care Services	2,109,382	2,048,982	-	-	-	60,400	2,109,382	-	-	-	1,375,090	57,460	-	676,832	676,832
1.314	SGI House Numbering	11,282	11,282	-	-	-	-	11,282	-	-	-	140	-	-	11,142	11,142
1.315	Biodiversity & Environmental Stewardship	239,160	239,160	-	-	-	-	239,160	-	124,025	-	-	-	-	115,135	115,135
1.316	SSI Building Numbering	11,468	11,468	-	-	-	-	11,468	-	-	-	20	-	-	11,448	11,448
1.317	JDF Building Numbering	15,459	15,459	-	-	-	-	15,459	-	-	-	70	-	-	15,389	15,389
1.318	Building Inspection	2,682,051	2,532,671	-	-	15,020	134,360	2,682,051	-	35,740	-	4,810	1,505,850	-	1,135,651	1,135,651
1.319	Soil Deposit Removal	31,916	31,916	-	-	-	-	31,916	-	-	2,856	40	-	-	29,020	29,020
1.320	Noise Control	84,020	73,274	-	-	-	10,746	84,020	-	-	-	300	-	-	83,720	83,720
1.322	Nuisances & Unsightly Premises	71,252	69,987	-	-	-	1,265	71,252	-	-	-	340	-	-	70,912	70,912
1.323	By-Law Enforcement	1,119,691	1,032,411	-	-	-	87,280	1,119,691	-	1,072,283	-	47,408	-	-	-	-
1.324	Regional Planning Services	1,779,149	1,776,649	-	-	-	2,500	1,779,149	-	102,500	14,398	70,850	-	-	1,591,401	1,591,401
1.325	Electoral Area Services - Planning	1,081,546	1,010,776	-	-	-	70,770	1,081,546	-	36,994	50,932	2,370	50,170	-	941,080	941,080
1.326	Foodlands	465,918	335,918	-	-	-	130,000	465,918	-	-	-	-	-	-	465,918	465,918
1.330	Regional Growth Strategy	369,890	365,790	-	-	-	4,100	369,890	-	-	-	18,580	-	-	351,310	351,310
1.335	Geo-Spatial Referencing System	204,095	134,005	-	-	32,440	37,650	204,095	-	-	-	8,500	9,660	-	185,935	185,935
1.340	JDF Livestock Injury Compensation	3,173	3,173	-	-	-	-	3,173	-	-	-	30	-	-	3,143	3,143
1.341	SGI Livestock Injury Compensation	3,194	3,194	-	-	-	-	3,194	-	-	-	20	-	-	3,174	3,174
1.342	SSI Livestock Injury Compensation	3,173	3,173	-	-	-	-	3,173	-	-	-	20	-	-	3,153	3,153
1.350	Willis Point Fire Protect & Recreation	219,756	146,316	-	-	7,490	65,950	219,756	-	-	-	38,940	-	-	180,816	180,816
1.352	South Galiano Fire Protection	666,579	404,192	141,027	-	11,360	110,000	666,579	-	-	-	1,420	-	141,027	524,132	665,159
1.353	Otter Point Fire Protection	807,119	578,969	-	-	6,550	221,600	807,119	-	-	-	390	-	-	806,729	806,729
1.354	Malahat Fire Protection	74,736	74,736	-	-	-	-	74,736	-	-	-	-	-	-	74,736	74,736
1.355	Durrance Road Fire Protection	3,028	2,728	-	-	-	300	3,028	-	-	-	-	-	3,028	-	3,028
1.356	Pender Fire Protection	1,577,055	1,342,437	-	-	-	234,618	1,577,055	-	-	-	12,940	-	-	1,564,115	1,564,115
1.357	East Sooke Fire Protection	761,514	459,680	178,274	-	5,580	117,980	761,514	-	-	-	31,880	77,330	-	652,304	652,304
1.358	Port Renfrew Fire Protection	248,414	220,154	-	-	-	28,260	248,414	-	-	-	1,450	99,072	-	147,892	147,892
1.359	North Galiano Fire Protection	352,105	285,746	21,359	-	5,000	40,000	352,105	-	-	-	1,200	-	24,440	326,465	350,905
1.360	Shirley Fire Protection	248,963	154,453	-	-	11,150	83,360	248,963	-	-	-	220	-	-	248,743	248,743
1.363	Saturna Island Fire	355,572	355,572	-	-	-	-	355,572	-	-	-	16,620	-	-	338,952	338,952
1.369	Electoral Area Fire Services	525,491	492,031	-	-	2,500	30,960	525,491	-	-	-	120	-	-	525,371	525,371
1.370	Juan de Fuca Emergency Program	117,857	105,977	-	-	-	11,880	117,857	-	-	-	240	-	-	117,617	117,617
1.371	SSI Emergency Program	163,172	147,242	-	-	-	15,930	163,172	-	-	-	200	-	-	162,972	162,972
1.372	Electoral Area Emergency Program	807,624	802,624	-	-	-	5,000	807,624	-	568,090	4,444	1,080	-	-	234,010	234,010
1.373	SGI Emergency Program	278,952	264,857	-	-	-	14,095	278,952	-	-	-	3,040	-	-	275,912	275,912
1.374	Regional Emergency Program Support	167,942	167,942	-	-	-	-	167,942	-	-	-	8,080	-	-	159,862	159,862
1.375	Hazardous Material Incident Response	604,600	538,975	-	-	-	65,625	604,600	-	-	-	19,820	-	-	584,780	584,780
1.377	JDF Search and Rescue	102,310	99,310	-	-	-	3,000	102,310	-	-	-	24,320	-	-	77,990	77,990
1.378	SSI Search and Rescue	28,800	28,800	-	-	-	-	28,800	-	-	-	100	-	-	28,700	28,700
1.40X	SEAPARC	6,574,937	5,573,809	373,966	-	-	627,162	6,574,937	-	-	-	584,556	1,788,555	-	4,201,826	4,201,826
1.405	JDF EA - Community Parks	281,097	256,997	-	-	-	24,100	281,097	-	-	-	1,020	-	-	280,077	280,077
1.408	JDF EA - Community Recreation	103,230	103,230	-	-	-	-	103,230	-	-	-	24,490	-	-	78,740	78,740

	CAPITAL REGIONAL DISTRICT 2029 FINANCIAL PLAN															Schedule A
		Expenditures						*Revenue*								
		Total 2029	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2029	Surplus from Prior Year	Recovery from Other Services	Transfers from Reserves	Other Revenue	Fees & Charges	Parcel Tax	Property Value Tax	Requisition 2029
1.44X	Panorama Rec. Center.	13,002,581	11,076,246	606,728	-	-	1,319,607	13,002,581	-	-	-	2,401,790	3,754,583	-	6,846,208	6,846,208
1.455	Salt Spring Island - Community Parks	1,144,389	1,125,399	-	-	-	18,990	1,144,389	-	402,521	-	26,610	-	-	715,258	715,258
1.458	Salt Spring Is.- Community Rec	448,313	440,193	-	-	-	8,120	448,313	-	-	-	10,040	278,410	-	159,863	159,863
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	3,271,908	2,756,674	157,394	-	-	357,840	3,271,908	-	99,661	-	194,710	362,300	-	2,615,237	2,615,237
1.465	Saturna Island Comm. Parks	34,108	28,818	-	-	-	5,290	34,108	-	-	-	1,450	-	-	32,658	32,658
1.468	Saturna Island - Community Rec.	18,718	18,718	-	-	-	-	18,718	-	-	-	740	-	-	17,978	17,978
1.475	Mayne Is. Com. Parks & Rec	110,368	89,738	-	-	-	20,630	110,368	-	-	-	300	-	-	110,068	110,068
1.476	Mayne Is. Comm. Parks (reserve)	11,770	11,770	-	-	-	-	11,770	-	-	-	10,630	1,140	-	-	-
1.478	Mayne Is. Community Rec.	41,100	41,100	-	-	-	-	41,100	-	-	-	60	-	-	41,040	41,040
1.485	North & South Pender Com. Parks	251,629	189,709	-	-	-	61,920	251,629	-	-	-	2,370	-	-	249,259	249,259
1.488	North & South Pender Com. Rec	91,920	91,920	-	-	-	-	91,920	-	-	-	930	-	-	90,990	90,990
1.495	Galiano Parks	167,280	148,960	-	-	-	18,320	167,280	-	-	37,620	140	-	-	129,520	129,520
1.498	Galiano Community Recreation	51,890	51,890	-	-	-	-	51,890	-	-	-	30	-	-	51,860	51,860
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	48,023,183	46,842,694	-	-	-	1,180,489	48,023,183	-	250,500	1,227,017	18,454,807	28,090,859	-	-	-
1.523	Port Renfrew Refuse Disposal	178,442	158,962	-	-	-	19,480	178,442	-	29,478	-	78,937	2,400	-	67,627	67,627
1.525	Solid Waste Disposal - Debt	2,797,561	2,420	2,795,141	-	-	-	2,797,561	-	-	-	2,420	2,795,141	-	-	-
1.531	Stormwater Quality Management - Sooke	45,176	32,278	-	-	-	12,898	45,176	-	-	-	86	-	-	45,090	45,090
1.533	Stormwater Quality Management - SGI	47,827	47,827	-	-	-	-	47,827	-	-	-	640	-	-	47,187	47,187
1.535	Stormwater Quality Management - SSI	28,767	28,767	-	-	-	-	28,767	-	-	1,205	122	-	-	27,440	27,440
1.536	LWMP-Stormwater Quality Management-Core	867,179	859,722	-	-	-	7,457	867,179	-	-	-	89,230	-	-	777,949	777,949
1.537	Stormwater Quality Management - Peninsula	142,623	142,623	-	-	-	-	142,623	-	-	-	4,455	-	-	138,168	138,168
1.538	Source - Stormwater Quality - Peninsula	67,999	67,999	-	-	-	-	67,999	-	-	746	1,763	-	-	65,490	65,490
1.57X	Environmental Services	31,347,771	30,162,657	-	-	-	1,185,114	31,347,771	-	31,195,076	152,695	-	-	-	-	-
1.911	911 Systems	2,751,472	1,723,243	1,011,949	-	-	16,280	2,751,472	-	-	-	2,001,159	110,903	-	639,410	639,410
1.912B	911 Call Answer - Municipalities	-	-	-	-	-	-	-	-	582,713	-	-48,440	-	-	-534,273	-534,273
1.913	913 Fire Dispatch	513,380	486,880	-	-	-	26,500	513,380	-	-	-	13,710	-	-	499,670	499,670
1.921	Regional CREST Contribution	2,250,900	2,250,900	-	-	-	-	2,250,900	-	-	-	110,870	-	-	2,140,030	2,140,030
1.923	Emergency Comm - CREST - SGI	207,405	207,405	-	-	-	-	207,405	-	-	-	2,210	-	-	205,195	205,195
1.924	Emergency Comm - CREST - JDF	167,585	167,585	-	-	-	-	167,585	-	-	-	260	-	-	167,325	167,325
1.925	Emergency Comm - CREST - SSI	168,948	168,948	-	-	-	-	168,948	-	-	-	160	-	-	168,788	168,788
2.610	Saanich Peninsula Water Supply	12,724,235	10,913,892	1,210,343	-	-	600,000	12,724,235	-	-	-	500	12,723,735	-	-	-
2.620	SSI Highland Water System	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2.621	Highland / Fernwood Water - SSI	1,248,207	475,079	654,853	-	-	118,275	1,248,207	-	-	20,000	860	1,031,590	195,757	-	195,757
2.622	Cedars of Tuam	228,986	59,962	118,214	-	-	50,810	228,986	-	-	20,000	90	208,896	-	-	-
2.624	Beddis Water	768,731	262,330	409,266	-	-	97,135	768,731	-	-	-	150	502,130	266,451	-	266,451
2.626	Fulford Water	545,233	216,319	251,542	-	-	77,372	545,233	-	-	20,000	830	397,490	126,913	-	126,913
2.628	Cedar Lane Water (SSI)	243,389	73,043	87,876	-	-	82,470	243,389	-	-	-	160	190,730	52,499	-	52,499
2.630	Magic Lakes Estate Water System	1,187,769	854,100	80,334	-	-	253,335	1,187,769	-	-	-	11,680	503,639	672,450	-	672,450
2.640	Saturna Island Water System (Lyall Harbour)	344,662	216,943	64,639	-	-	63,080	344,662	-	-	-	1,050	163,920	179,692	-	179,692
2.642	Skana Water (Mayne)	196,739	82,460	70,299	-	-	43,980	196,739	-	-	10,000	110	134,700	51,929	-	51,929
2.650	Port Renfrew Water	303,661	152,025	112,856	-	-	38,780	303,661	-	-	-	1,280	149,627	152,754	-	152,754
2.660	Fernwood Water	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2.665	Sticks Allison Water (Galiano)	94,508	68,978	550	-	-	24,980	94,508	-	-	7,000	100	80,910	6,498	-	6,498
2.667	Surfside Park Estates (Mayne)	322,782	142,312	147,160	-	-	33,310	322,782	-	-	-	200	261,231	61,351	-	61,351
2.670	Regional Water Supply	71,096,754	25,582,474	17,889,131	-	27,000,000	625,149	71,096,754	-	999,500	-	883,150	69,214,105	-	-	-
2.680	Juan de Fuca Water Distribution	38,314,258	24,123,061	3,345,507	-	10,200,200	645,490	38,314,258	-	-	-	186,352	38,127,906	-	-	-
2.681	Florence Lake Water System Debt	19,078	40	19,038	-	-	-	19,078	-	-	-	77	-	19,001	-	19,001
2.682	Seagirt Water System Debt	146,552	-	146,552	-	-	-	146,552	-	-	-	-	-	146,552	-	146,552
2.691	Wilderness Mountain Water Service	229,917	161,633	53,609	-	-	14,675	229,917	-	-	10,000	160	130,897	88,860	-	88,860
3.700	Septage Disposal	177,027	177,027	-	-	-	-	177,027	-	-	-	177,027	-	-	-	-
3.701	Millstream Remediation Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3.705	SSI Liquid Waste Disposal	1,424,635	1,118,388	172,302	-	-	133,945	1,424,635	-	-	-	1,870	918,720	504,045	-	504,045
3.707	LWMP - On Site System Management Program	192,408	192,408	-	-	-	-	192,408	-	-	-	7,485	-	184,923	-	184,923
3.71X	Core Area Wastewater Operations	41,893,327	40,293,327	-	-	-	1,600,000	41,893,327	-	696,345	640,000	33,594,770	-	-	6,962,212	6,962,212
3.718	Peninsula Wastewater TP	6,085,045	4,728,698	600,067	-	-	756,280	6,085,045	-	171,660	-	3,220,026	-	-	2,693,359	2,693,359
3.720	LWMP - (Peninsula) - Implementation	62,507	39,540	-	-	-	22,967	62,507	-	-	-	949	-	-	61,558	61,558
3.750	LWMP - Core and West Shore	658,034	367,060	-	-	-	290,974	658,034	-	-	-	177,073	216,480	-	264,481	264,481
3.751	LWMP - Core and West Shore Debt	1,026,978	-	1,026,978	-	-	-	1,026,978	-	-	-	369,199	-	-	657,779	657,779
3.752	LWMP - Harbour Studies	417,667	417,667	-	-	-	-	417,667	-	-	-	21,382	-	-	396,285	396,285
3.755	Regional Source Control	1,931,266	1,931,266	-	-	-	-	1,931,266	-	58,623	23,213	87,253	68,232	-	1,693,945	1,693,945
3.756	Harbours Environmental Action	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3.7XX	Core Area & Legacy Trunk Sewer - Debt	71,165,946	190,860	53,929,444	-	5,529,745	11,515,897	71,165,946	-	-	41,134,212	21,687,605	-	-	8,344,129	8,344,129
3.810	Ganges Sewer	1,637,373	1,009,414	488,509	-	-	139,450	1,637,373	-	-	-	2,943	1,553,710	80,720	-	80,720
3.820	Maliview Estates Sewer System	294,516	191,359	58,519	-	-	44,638	294,516	-	-	-	27,340	260,900	6,276	-	6,276
3.830	Magic Lake Estates Sewer System	1,098,710	799,608	69,767	-	-	229,335	1,098,710	-	12,920	-	4,720	364,160	716,910	-	716,910
3.830D	Magic Lake Estates Sewer Debt	232,205	1,520	230,685	-	-	-	232,205	-	-	-	2,860	-	229,345	-	229,345
3.850	Port Renfrew Sewer	172,789	131,839	17,170	-	-	23,780	172,789	-	-	-	1,750	85,509	85,530	-	85,530
21.ALL	Feasibility Study Reserve Fund - All	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21.E.A.	Feasibility Study Reserve Fund - E.A.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

SCHEDULE B

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CAPITAL REGIONAL DISTRICT

CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

EXPENDITURE / FUNDING SUMMARY (ALL SERVICES)	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE						
Buildings	56,280,125	9,736,155	7,164,500	1,746,000	2,522,500	77,449,280
Equipment	29,312,062	14,721,279	10,731,753	6,046,670	6,772,031	67,583,795
Land	37,783,000	7,130,000	3,025,000	4,695,000	2,865,000	55,498,000
Engineered Structures	183,142,208	112,978,975	131,123,888	141,414,275	96,833,000	665,492,346
Vehicles	9,014,250	3,802,000	4,365,000	3,799,500	2,127,500	23,108,250
	315,531,645	**148,368,409**	**156,410,141**	**157,701,445**	**111,120,031**	**889,131,671**
SOURCE OF FUNDS						
Capital Funds on Hand	100,984,011	32,151,883	31,039,472	32,494,000	36,898,000	233,567,366
Debenture Debt	132,440,508	78,492,155	88,116,163	100,403,594	59,451,000	458,903,420
ERF	14,032,304	8,113,618	6,698,610	6,923,650	5,635,531	41,403,713
Grants (Federal, Provincial)	17,738,814	3,577,478	4,843,001	7,464,781	379,000	34,003,074
Reserve Fund	39,864,045	25,003,275	25,487,895	10,415,420	8,556,500	109,327,135
Other	10,471,963	1,030,000	225,000	-	200,000	11,926,963
	315,531,645	**148,368,409**	**156,410,141**	**157,701,445**	**111,120,031**	**889,131,671**

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2025 - CAPITAL EXPENDITURE PLAN

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
1.011	Board Expenditures	751,000					751,000			751,000				751,000
1.014	CAO / Corporate Services	5,754					5,754			5,754				5,754
1.015	Real Estate	-					-			-				-
1.016	Human Resources	9,590					9,590			9,590			-	9,590
1.017	Finance	30,182		100,000			130,182	100,000		30,182				130,182
1.018	Health & Capital Planning Strategies	-					-			-				-
1.022	Information Technology	3,800,453	120,000	50,000			3,970,453	3,775,105		195,348				3,970,453
1.024	GM - Planning & Protective Services	-					-			-				-
1.025	Corporate Emergency	14,000					14,000			14,000				14,000
1.027	First Nations Relations	-					-			-				-
1.105	Facilities Management	35,000	165,000				200,000			200,000				200,000
1.106	Facilities and Risk	300,000		465,000	25,000		790,000	300,000					490,000	790,000
1.107	Corporate Satellite Facilities			3,050,000			3,050,000						3,050,000	3,050,000
1.109	JDF Admin. Expenditures	-					-			-				-
1.110	SGI Admin. Expenditures	-					-			-				-
1.111	SSI Admin. Expenditures	24,900	-				24,900			24,900				24,900
1.118	Corporate Communications	116,701					116,701			5,754			110,947	116,701
1.123	Family Court Building			1,361,795			1,361,795	46,795				700,000	615,000	1,361,795
1.137	Galiano Island Community Use Building			42,000			42,000						42,000	42,000
1.141	SSI Public Library			140,000			140,000				110,000		30,000	140,000
1.226	Health Facilities - VIHA	440,000		3,687,760	75,000		4,202,760	1,057,760				835,000	2,310,000	4,202,760
1.235	SGI Small Craft Harbour Facilities			40,000	623,000		663,000	327,000			40,000		296,000	663,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				250,000		250,000	30,000			95,000		125,000	250,000
1.238A	Community Transit (SSI)				175,000		175,000	105,000			60,000		10,000	175,000
1.238B	Community Transportation (SSI)				871,000		871,000	235,000	-		536,000		100,000	871,000
1.280	Regional Parks	88,400	1,622,000	650,000	15,037,000	3,275,000	20,672,400	798,000	11,250,000	1,710,400	500,000		6,414,000	20,672,400
1.290	Royal Theatre	345,000		1,231,000			1,576,000	222,000			-	375,000	979,000	1,576,000
1.295	McPherson Theatre	122,000		891,500			1,013,500	337,500					676,000	1,013,500
1.297	Arts Grants and Development	-					-			-				-
1.309	Climate Action and Adaptation	1,433,257					1,433,257	668,236			765,021			1,433,257
1.310	Land Banking and Housing	5,000		26,053,000			26,058,000		22,000,000	5,000	2,778,000	1,275,000		26,058,000
1.313	Animal Care Services	23,000	50,000	100,000	45,000		218,000	155,000		63,000				218,000
1.318	Building Inspection	72,000	125,000				197,000			197,000				197,000
1.323	ByLaw Services	4,000	75,000				79,000			79,000				79,000
1.324	Regional Planning Services	48,000					48,000			48,000				48,000
1.325	Community Planning	68,290			550,000		618,290			68,290	550,000			618,290
1.326	Foodland Access	175,000					175,000						175,000	175,000
1.335	Geo-Spatial Referencing	250,000					250,000			250,000				250,000
1.350	Willis Point Fire	72,250	60,000	20,000			152,250	40,250		70,000			42,000	152,250
1.352	South Galiano Fire	45,200	120,000				165,200	5,000		125,200			35,000	165,200
1.353	Otter Point Fire	15,000	-	50,000			65,000			15,000			50,000	65,000
1.356	Pender Island Fire	5,000		35,000			40,000			5,000			35,000	40,000
1.357	East Sooke Fire	52,500	450,000				502,500	-		502,500			-	502,500
1.358	Port Renfrew Fire	47,000		10,000			57,000	15,000		32,000			10,000	57,000
1.359	North Galiano Fire	180,000		20,000			200,000			180,000			20,000	200,000
1.360	Shirley Fire Department	10,000					10,000			10,000				10,000
1.370	JDF Emergency Program	4,100					4,100			4,100				4,100
1.371	SSI Emergency Program	31,700					31,700			1,700	10,000		20,000	31,700
1.372	Emergency Planning Coordination	2,500	-				2,500			2,500				2,500
1.373	SGI Emergency Program	78,000					78,000	53,000					25,000	78,000
1.375	Hazardous Material Incident Response	75,000	-				75,000			75,000				75,000
1.377	JDF Search and Rescue		205,000				205,000			92,000		113,000		205,000
1.405	JDF EA Community Parks & Recreation	45,000			412,000	100,000	557,000	292,000			265,000			557,000
1.408	JDF EA Community Recreation			100,000	25,000		125,000				125,000			125,000
1.40X	SEAPARC	523,750		822,250	1,157,000		2,503,000	104,000	1,300,000	393,250	79,000		626,750	2,503,000
1.44x	Panorama Recreation	1,583,433	137,000	4,949,086	3,063,793		9,733,312	209,186	3,403,000	1,141,233	2,137,293		2,842,600	9,733,312
1.455	SSI Community Parks	50,000	90,000		305,000		445,000	155,000		45,000	200,000	5,000	40,000	445,000
1.458	SSI Community Recreation	30,000			260,000		290,000			5,000	150,000		135,000	290,000
1.459	SSI Park Land & Rec Programs	50,000	-	943,000	570,000	120,000	1,683,000	805,000	-	40,000	325,000	378,000	135,000	1,683,000
1.465	Saturna Island Community Parks				52,000		52,000	2,000					50,000	52,000
1.475	Mayne Island Community Parks	9,500		92,734	31,000		133,234	26,734			45,000		61,500	133,234
1.485	Pender Island Community Parks	7,000			2,234,101	50,000	2,291,101	548,834			1,015,000	352,267	375,000	2,291,101
1.495	Galiano Community Parks	2,616			91,037		93,653	31,037		2,616			60,000	93,653

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2025 - CAPITAL EXPENDITURE PLAN

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
1.521	Environmental Resource Management	455,000			27,918,523	-	28,373,523	14,018,523	8,650,000	455,000			5,250,000	28,373,523
1.523	Port Renfrew Refuse Disposal				334,500		334,500	292,500					42,000	334,500
1.575	Environmental Administration Services	6,000					6,000			6,000				6,000
1.576	Environmental Engineering Services	40,000	155,000				195,000	45,000		150,000				195,000
1.577	Wastewater Operations	55,000	1,537,000				1,592,000			1,592,000	-			1,592,000
1.578	Environmental Protection	438,971	180,000				618,971	300,000		318,971				618,971
1.579	Environmental Water Quality	10,766					10,766			10,766				10,766
1.911	911 Call Answer	-					-			-				-
2.610	Saanich Peninsula Water Supply	660,000			16,140,000		16,800,000		12,900,000	240,000		100,000	3,560,000	16,800,000
2.620	Highland Water (SSI)				10,000		10,000	10,000						10,000
2.621	Highland & Fernwood Water (SSI)				1,119,000		1,119,000	170,500	790,000		40,000		118,500	1,119,000
2.622	Cedars of Tuam Water (SSI)	15,000			116,000		131,000	15,000	-		92,000		24,000	131,000
2.624	Beddis Water (SSI)	19,000			400,000		419,000	54,000	220,000		-		145,000	419,000
2.626	Fulford Water (SSI)	161,000			86,000		247,000	98,000	-		90,000		59,000	247,000
2.628	Cedar Lane Water (SSI)				343,000		343,000	80,000	143,000		110,000		10,000	343,000
2.630	Magic Lake Estates Water (Pender)				270,000		270,000	120,000	-				150,000	270,000
2.640	Lyall Harbour Boot Cove Water (Saturna)	-			780,000		780,000	270,000	460,000		30,000		20,000	780,000
2.642	Skana Water (Mayne)	60,000			42,000		102,000	27,000	50,000				25,000	102,000
2.650	Port Renfrew Water	-			185,000		185,000	175,000	-		-		10,000	185,000
2.665	Sticks Allison Water (Galiano)				5,000		5,000		-		-		5,000	5,000
2.667	Surfside Park Estates (Mayne)	12,500			80,000		92,500		50,000				42,500	92,500
2.670	Regional Water Supply	13,708,500	2,091,250	11,251,000	46,729,000	33,580,000	107,359,750	53,553,000	40,500,000	1,376,250	6,000,000	5,930,500		107,359,750
2.680	JDF Water Distribution	830,000	1,755,000	125,000	23,928,000		26,638,000	18,301,000	4,700,000	1,670,000		375,000	1,592,000	26,638,000
2.682	Seagirt Water System				-		-		-					-
2.691	Wilderness Mountain Water Service	20,000			54,000		74,000	4,000	-		50,000		20,000	74,000
3.701	Millstream Site Remediation					658,000	658,000	401,500			256,500			658,000
3.705	SSI Septage / Composting				319,196		319,196	75,000	120,000		60,000	33,196	31,000	319,196
3.718	Saanich Peninsula Wastewater	1,090,000			4,505,000		5,595,000		3,000,000	1,023,000	-		1,572,000	5,595,000
3.750	L.W.M.P. - Core and West Shore				1,888,000		1,888,000	788,000	1,100,000					1,888,000
3.798C	Debt - Core Area Wastewater Treatment Program	50,000			29,124,508		29,174,508	200,000	21,203,508	791,000			6,980,000	29,174,508
3.810	Ganges Sewer Utility (SSI)	539,248	77,000		310,000		926,248	764,000	-		75,000		87,248	926,248
3.820	Maliview Sewer Utility (SSI)				1,713,000		1,713,000	102,000	601,000		950,000		60,000	1,713,000
3.830	Magic Lake Sewer Utility (Pender)	60,000			700,550		760,550	500,550	-		200,000		60,000	760,550
3.850	Port Renfrew Sewer				190,000		190,000	175,000	-				15,000	190,000
Total		**29,312,062**	**9,014,250**	**56,280,125**	**183,142,208**	**37,783,000**	**315,531,645**	**100,984,011**	**132,440,508**	**14,032,304**	**17,738,814**	**10,471,963**	**39,864,045**	**315,531,645**

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2026 - CAPITAL EXPENDITURE PLAN

Schedule B

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

Making a difference...together

2026 - CAPITAL EXPENDITURE PLAN

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
1.578	Environmental Protection	126,269	60,000				186,269	50,000		136,269				186,269
1.579	Environmental Water Quality	6,480					6,480			6,480				6,480
1.911	911 Call Answer	1,000,000					1,000,000			1,000,000				1,000,000
2.610	Saanich Peninsula Water Supply	300,000			1,569,000		1,869,000		-	200,000		-	1,669,000	1,869,000
2.620	Highland Water (SSI)				-		-	-						-
2.621	Highland & Fernwood Water (SSI)				1,945,000		1,945,000	-	1,800,000		-		145,000	1,945,000
2.622	Cedars of Tuam Water (SSI)	-			885,000		885,000	5,000	835,000		10,000		35,000	885,000
2.624	Beddis Water (SSI)	-			393,000		393,000	-	340,000		-		53,000	393,000
2.626	Fulford Water (SSI)	-			415,000		415,000	-	390,000		-		25,000	415,000
2.628	Cedar Lane Water (SSI)				189,000		189,000	-	124,000		15,000		50,000	189,000
2.630	Magic Lake Estates Water (Pender)				222,000		222,000	-	-				222,000	222,000
2.640	Lyall Harbour Boot Cove Water (Saturna)	58,000			25,000		83,000	-	83,000		-		-	83,000
2.642	Skana Water (Mayne)	740,000			35,000		775,000	-	745,000				30,000	775,000
2.650	Port Renfrew Water	-			30,000		30,000	-	-		-		30,000	30,000
2.665	Sticks Allison Water (Galiano)				30,000		30,000		-		30,000		-	30,000
2.667	Surfside Park Estates (Mayne)	7,500			1,550,000		1,557,500		1,550,000				7,500	1,557,500
2.670	Regional Water Supply	3,907,500	773,000	540,000	36,070,000	4,080,000	45,370,500	19,497,500	24,700,000	773,000	-	400,000		45,370,500
2.680	JDF Water Distribution	217,500	774,000	40,000	13,751,000		14,782,500	8,951,500	4,100,000	774,000		-	957,000	14,782,500
2.682	Seagirt Water System				-		-		-					-
2.691	Wilderness Mountain Water Service	-			50,000		50,000	-	40,000		-		10,000	50,000
3.701	Millstream Site Remediation					-	-	-			-			-
3.705	SSI Septage / Composting				2,330,000		2,330,000	-	2,280,000		40,000	-	10,000	2,330,000
3.718	Saanich Peninsula Wastewater	1,755,000			1,100,000		2,855,000		2,070,000	415,000	-		370,000	2,855,000
3.750	L.W.M.P. - Core and West Shore				3,200,000		3,200,000	-	3,200,000					3,200,000
3.798C	Debt - Core Area Wastewater Treatment Program	250,000			16,235,000		16,485,000	-	13,235,000	800,000			2,450,000	16,485,000
3.810	Ganges Sewer Utility (SSI)	-	-		1,980,000		1,980,000	105,000	1,575,000		300,000		-	1,980,000
3.820	Maliview Sewer Utility (SSI)				2,698,000		2,698,000	-	1,909,000		779,000		10,000	2,698,000
3.830	Magic Lake Sewer Utility (Pender)	-			-		-	-	-		-		-	-
3.850	Port Renfrew Sewer				-		-	-	-				-	-
Total		**14,721,279**	**3,802,000**	**9,736,155**	**112,978,975**	**7,130,000**	**148,368,409**	**32,151,883**	**78,492,155**	**8,113,618**	**3,577,478**	**1,030,000**	**25,003,275**	**148,368,409**

Making a difference...together

2027 - CAPITAL EXPENDITURE PLAN

Schedule B

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

Making a difference...together

2027 - CAPITAL EXPENDITURE PLAN

Schedule B

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

Making a difference...together

2028 - CAPITAL EXPENDITURE PLAN

Schedule B

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

Making a difference...together

2028 - CAPITAL EXPENDITURE PLAN

Schedule B

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

Making a difference...together

2029 - CAPITAL EXPENDITURE PLAN

Schedule B

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

Making a difference...together

2029 - CAPITAL EXPENDITURE PLAN

Schedule B

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

Schedule C

January 2026 - Operating and Capital Early Approvals

Purpose: To summarize the budget items that require implementation before final budget approval, as outlined in the updated service plans.

Service Area		Budget Item Description	FTE Impact	IBC	Operating Budget*	Capital Budget	Funding Source
CRD HQ							
	1.106	Gender Neutral Washroom Upgrades				300,000	Capital Reserve Fund
	1.106	Server Room A/C Unit Replacement				200,000	Capital Reserve Fund
Corporate Satellite Facilities							
	1.107	JDF Building Condition Assessment				7,500	Capital Reserve Fund
First Nations Relations							
	1.027	First Nations Liaison	1.0 FTE; regular ongoing	2026 IBC: 2a-2.3 Master Plan Program - 2026 start	91,178		Internal Recovery
SEAPARC							
	1.40X	Infrastructure growth plan				150,000	Capital Reserve Fund
	1.40X	Renewal of lighting controls				35,000	Capital Reserve Fund
Panorama Recreation							
	1.44X	Fire Doors				60,000	Capital Reserve Fund
	1.44X	CO2 tanks for the pool				20,000	Capital Reserve Fund
	1.44X	Arena renovation				400,000	Capital Reserve Fund
	1.44X	DCS Recreation Facility				1,000,000	Capital Reserve Fund
Regional Parks							
	1.280	Develop Matthew's Point facilities				35,000	Capital Reserve Fund
	1.280	Witty's Lagoon bridges				375,000	Capital Reserve Fund
Galiano Community Building							
	1.137	Building Condition Assessment				7,500	Capital Reserve Fund
Environmental Innovation							
	1.574	Climate Action Coordinator Electric Mobility	1.0 FTE; new term 5 years	2025 6a-1.1. Implement Climate Action Strategy	4,424		Internal Recovery
Regional Housing							
	1.310	Sr. Project Coordinator	1.0 FTE; term extension	2026 IBC 5a-1.7 Housing Capital Project Delivery Terms	4,673		Operating Reserve Fund
	CRHC	Sr. Project Coordinator	2.0 FTEs; term extension	2026 IBC 5a-1.7 Housing Capital Project Delivery Terms	9,273		Stabilization Reserve/Operations
Environmental Resource Management							
	1.521	Replacing of Small Equipment				270,000	ERF
	1.521	Gas & Leachate Collection Pipe Extension				500,000	Capital Reserve
	1.521	Aggregate Production for Internal Use				500,000	Capital Reserve
	1.521	Sedimentation Pond Relining				1,000,000	Capital Reserve
	1.521	Cell 5&6 GRW				2,000,000	Debt
	1.521	Cell 5&6 GRW				750,000	Capital Funds on Hand
	1.521	Cell 5 Liner Construction				3,400,000	Debt
	1.521	Cell 5 Liner Construction				3,400,000	Capital Funds on Hand
	1.521	Relocation of N. Toe Road Sedimentation Pond				500,000	Capital Funds on Hand
	1.521	North End Wheel Wash				400,000	Capital Reserve
	1.521	Cell 4, 5A & 5B Construction Field QA/QC				250,000	Debt
	1.521	Hartland Environmental Monitoring and Containment Projects				75,000	Capital Funds on Hand
	1.521	Cell 4& 5 Bottom Lift Gas Wells / Leachate Drain				350,000	Debt
	1.521	RTF Biogas Tie-In to RNG				1,000,000	Capital Reserve
	1.521	Existing Utilities - Relocate for Cell 5				1,150,000	Debt
	1.521	Landfill Gas Wellfield Optimization				180,000	Debt
Royal Theatre							
	1.290	Building condition assessment				45,000	Capital Reserve Fund
	1.290	Building envelope repairs				125,000	Capital Reserve Fund
	1.290	Annual minor capital improvements				115,000	Capital Reserve Fund
McPherson Playhouse							
	1.295	Building condition assessment				45,000	Capital Reserve Fund
	1.295	Annual minor capital improvements				115,000	Capital Reserve Fund
JDF Water Distribution							
	2.680	Pump Station Renewal Program (26-01)				1,200,000	Capital Funds on Hand
	2.680	Utility Operator	1.0 FTE; regular ongoing	2026 IBC: 2b-2.5 Utility Operator Program	229,558		Fee For Service
	2.680	Operations Coordinator	0.5 FTE; regular ongoing	2026 IBC: 2b-2.6 Operations Coordinator	125,997		Fee For Service
Regional Water Service							
	2.670	Master Plan Program Management (26-01)				1,000,000	Capital Funds on Hand
	2.670	Operations Supervisor	1.0 FTE; regular ongoing	2026 IBC: 2a-2.3 Master Plan Program	115,097		Fee For Service
	2.670	Sr. Project Manager	1.0 FTE; regular ongoing	2026 IBC: 2a-2.3 Master Plan Program	169,039		Internal Recovery
	2.670	Operations Coordinator	0.5 FTE; regular ongoing	2026 IBC: 2b-2.6 Operations Coordinator	69,469		Fee For Service
CAWW							
	3.798C	Concrete Condition Assessments				450,000	MFA Debt
	3.798C	Wastewater Strategic Plan				200,000	MFA Debt

Schedule C

January 2026 - Operating and Capital Early Approvals

Purpose: To summarize the budget items that require implementation before final budget approval, as outlined in the updated service plans.

Service Area		Budget Item Description	FTE Impact	IBC	Operating Budget*	Capital Budget	Funding Source
SPWW							
	3.718	Keating Pump Station – Pump Replacement				530,000	Equipment Replacement Fund
	3.718	Wastewater Strategic Plan				50,000	Capital Reserve Fund
Local Services & Electoral Areas							
Bylaw Enforcement							
	1.323	One-time Aux wages to support Hartland			90,000		Internal Recovery
	1.323	One year Aux wages		2025 IBC- 16g-3.4 Bylaw Enforcement Staffing 2025	105,500		Internal Recovery
EA Fire Inspection & Investigation							
	1.368	New services established in 2026. Consulting and travel costs to perform fire inspections and investigations in 3 EA's.			25,000		Requisition
South Galiano Fire							
	1.352	Conversion of Fire Chief and Assistant Chief to CRD Employees	**1.6** FTEs; regular ongoing	2026 IBC - 16g-3.3 EA Fire Chief Conversion to CRD Staff	60,750		Requisition
Otter Point Fire							
	1.353	Conversion of Fire Chief and Assistant Chief to CRD Employees	**2.0** FTEs; regular ongoing	2026 IBC - 16g-3.3 EA Fire Chief Conversion to CRD Staff	-		Requisition
North Galiano Fire							
	1.359	Conversion of Assistant Chief to CRD Employee	**0.6** FTEs; regular ongoing	2026 IBC - 16g-3.3 EA Fire Chief Conversion to CRD Staff	23,300		Requisition
SSI Admin Expenditures							
	1.111	One-time Auxiliary wages (PT Engineering Technician & Clerk)			62,255		Requisition/Internal Recovery
SSI Park, Land, & Rec Programs							
	1.459	SIMS Safety and security upgrades				40,000	Grants
	1.459	Ball Field Development				658,500	Capital Reserve Fund/ Donations/Grants/Capital on Hand
	1.459	Rainbow Recreation Centre re opening STAT holiday			14,500		Program Fees/Requisition
SSI Community Transit							
	1.238A	Bus Shelters				185,000	Grants/Capital Reserve Fund
JDF EA Parks							
	1.405	Priest Cabin Access - Secure a statutory right of way for public access trails to Priest Cabin Community Park. Complete trail and wayfinding improvements to incorporate the access road into a loop.				75,000	Capital Reserve Fund
	1.405	Construct a multi-use trail and park improvements at Elrose Park				15,000	Capital Reserve Fund
	1.405	Wieland Trail -Develop 1.7km trail from William Simmons Park to Kemp Lake Road as part of an Otter Point alternate transportation route				200,000	Grants
	1.405	Cedar Coast Rd - Develop a gravel parking area and trailhead improvements for the Priest Cabin Community Park. Secure a License of Occupation (MOTT) for public access over Cedar Coast Road				100,000	Grants
	1.405	One-time Auxiliary wages shared between 1.405 (95%) and 1.408 (5%)			54,265		Requisition
JDF EA Recreation							
	1.408	One-time Auxiliary wages shared between 1.405 (95%) and 1.408 (5%)			2,856		Requisition
Highland Fernwood							
	2.621	SCADA Design				40,000	Capital Reserve Fund
	2.621	Maliview PRV 2 Design				30,000	Grants
	2.621	Maliview PRV 2 Construction				50,000	Capital Reserve Fund
	2.621	Manganese Removal				60,000	Capital Reserve Fund
	2.621	SCADA Construction				420,000	MFA Debt/Grants
	2.621	Fernwood Reservoir 1. Repair roof top railing				22,000	Capital Reserve Fund/Capital on Hand
Beddis Water							
	2.624	SCADA Upgrade Design				40,000	Capital Reserve Fund
	2.624	SCADA Upgrade (Construction)				300,000	MFA Debt/Grants
Fulford Water							
	2.626	SCADA Upgrade Design				40,000	Capital Reserve Fund
Ganges Sewer Utility							
	3.810	100% surcharged lines				424,961	Grants/Capital Reserve Fund
	3.810	UF Membrane replacement				500,000	Grants/Equipment Replacement Fund
Maliview Sewer							
	3.820	WWTP Upgrade				3,384,000	MFA Debt/Grants
	3.820	I&I program				70,000	MFA Debt/Capital on Hand
Lyall Harbour Water							
	2.640	Dam Improvement and regulatory requirements				700,000	MFA Debt/Capital on Hand
	2.640	Storage Tank Condition Assessment and Repair Details				100,000	MFA Debt
Magic Lake Estates Sewer							
	3.830	WWTP Optimization				20,000	Capital Reserve Fund
*** Incremental Operating Budget impact from 2025**			**13.2**		**$ 1,257,134**	**$ 29,664,461**	

Making a difference...together

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

SUBJECT **Regional Digital and Technology Collaboration Opportunities**

ISSUE SUMMARY

This report summarizes the results of the Island Chief Information Officer (CIO) questionnaire on shared opportunities for digital and technology collaboration.

BACKGROUND

At its September 10, 2025 meeting, the Capital Regional District (CRD) Board asked staff to determine whether there is real actionable, interest across Vancouver Island municipalities and regional districts in working together on shared digital and technology initiatives.

In response, staff developed an exploratory non-binding questionnaire that was circulated in October 2025 to 18 Island Chief Information Officers (CIOs), Information Technology (IT) Directors and IT Managers. The questions were drawn from priorities, themes and recurring agenda items discussed at the Island CIO committee, an informal group of IT leaders from many municipalities and regional districts on Vancouver Island.

The questionnaire focused on three pillars:

1. Testing interest and readiness: confirming whether local governments see value in regional collaboration and how soon they might realistically participate
2. Identifying where shared approaches could help: highlighting areas where doing things once together (for example, group buying, using provincial agreements, or shared Artificial Intelligence/Large Language Model (AI/LLM) pilots) could reduce duplication, improve outcomes and lower risk for everyone
3. Clarifying expectations up front: understanding what municipalities and regional districts need in terms of governance would, opt-in participation, funding and cost-sharing models before any formal proposals or Investment Business Cases are brought forward

The responses show support working together with a strong preference for “me-too” models that reuse what has already been implemented and provide measurable benefit. Any collaboration or action must be clear in scope, transparent in governance and have well-defined financial implications.

Responses were received from 10 organizations representing a mix of municipalities and regional districts in varying size, maturity and internal capacity. The questionnaire was structured around 10 main categories outlined in Appendix E.

IMPLICATIONS

Service Delivery Implications

The questionnaire responses show that there *is* an appetite to work together especially around

group buying, using provincial agreements, testing AI/LLM pilots and aligning on basic procurement standards. Respondents want simple pragmatic ways to reuse what already works: tools, contracts and standards that other municipalities or regional district have already put into practice.

While there is broad support among respondents for the proposed concepts and a clear interest in further exploring several of the suggested initiatives, all emphasized they are unable to commit personnel or financial resources at this time. Before respondents can move forward on any of the initiatives proposed, most need more detail on what would be delivered (scope), how decisions would be made (governance) and how costs would be shared. Any concrete participation would also depend on their own Council, Committee or Board approvals.

Respondents expressed a general willingness for the CRD to serve as a convener, bringing stakeholders together, facilitating coordinated discussions and helping to shape potential options. They indicated the greatest comfort with an approach that allows for opt-in participation, enabling organizations to join when ready; operates under a shared governance structure; and advances each major initiative through separate business cases.

Additional detail on key findings, themes and common goals is outlined in Appendix D.

Considering resource constraints with the CRD and local governments, staff will informally share and review projects through the Island CIO committee, limiting commitment until measurable benefits are demonstrated.

CONCLUSION

The Island CIO questionnaire and supporting responses shows shared interest across municipalities and regional districts in working together on digital and technology initiatives. Respondents are looking for practical, easy to adopt ways to reuse what already works with measurable benefit. However, respondents are resource constrained and not able to commit funding at this time.

Staff will continue to informally share and review projects through the Island CIO committee, limiting commitment until measurable benefits are demonstrated, at which time a business case will be advanced through the CRD planning process.

RECOMMENDATION

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

Submitted by:	Chris Hauff, Senior Manager, Technology & Digital Transformation
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: Island CIO Questionnaire Results
Appendix B: Definition Table
Appendix C: Detailed Summary of Options and Implications
Appendix D: Key Findings from Questionnaire
Appendix E: Questionnaire Category Responses

Island CIO Questionnaire Results

Breakdown of Answers to the Island Chief Information Office Interest Survey
Across all Questions Responses from October 16 to November 17, 2025

1. Strategic Priorities

- Most respondents prioritized the modernization of legacy services
- Others selected Cybersecurity, reduce capital and operating spend or transformation of service delivery

2. Deal Administration Model

- Preferences varied:
  - Several chose Capital Regional District (CRD) as the lead agency
  - Others preferred an independent consortium office or had no preference

3. Sector Advocacy

- Majority supported CRD's role:
  - Either directly or with an advisory council of Chief Information Officers
  - One respondent preferred another body with structured governance

4. Artificial Intelligence/Large Language Model Collaboration

- Top interests included:
  - Drafting council/board reports
  - Citizen-service chat/Frequently Asked Questions
  - Records summarization/search
  - Policy synthesis/compliance checks

5. Guardrails for Artificial Intelligence/Large Language Model Pilots

- Most common selections:
  - Human-in-the-loop review
  - Personally Identifiable Information/prompt handling policy
  - Model risk rubric and data residency
  - One respondent suggested a centralized console for guardrails and reporting

6. Use of Provincial Agreements

- Responses ranged from:
  - We use some
  - We do not, but are open
  - We cannot (policy/constraints)

7. Participation in CRD Call-downs

- Most likely areas:
  - Telecom/network (internet, Wide Area Network, mobility)
  - Hosting/cloud (Infrastructure as a Service/Platform as a Service)
  - Print/Multifunction Printer services

8. Primary Barriers

- Common barriers:
  - Internal capacity to onboard
  - Contract terms (privacy/Freedom of Information and Protection of Privacy Act, indemnity)
  - Technical fit/integration
  - Local procurement policy/thresholds

9. Support for Capital Regional District as Contract Administrator

- Most respondents supported CRD:
  - Either fully or with local opt-out rights
  - A few preferred a third-party administrator

10. Preferred Procurement Approach

- Most favoured:
  - Use of existing cooperative vehicles
  - Hybrid approaches
  - Some supported CRD-led competitive procurement

Definition Table

Acronym	Definition	Context in Report
AI	Artificial Intelligence	Used for potential shared pilots (e.g., chat/FAQ, policy synthesis, report drafting).
CIO	Chief Information Officer	Senior IT leader; survey targeted Island CIOs / IT leaders.
CIS	Center for Internet Security	Source of widely used cybersecurity control frameworks (e.g., CIS Controls).
CRD	Capital Regional District	Regional government and lead convener for the collaboration initiative.
CRM	Customer Relationship Management	Platforms such as Dynamics 365 or Salesforce for managing citizen/service interactions.
E5	Microsoft 365 E5 License Tier	Enhanced M365 licensing level including advanced security and compliance features.
ERP	Enterprise Resource Planning	Core business systems (finance, HR, etc.) such as SAP, Oracle, or Workday.
FAQ	Frequently Asked Questions	High-volume citizen inquiries that could be supported by AI/LLM chat/FAQ pilots.
FOIPPA	Freedom of Information and Protection of Privacy Act (BC)	Primary privacy legislation governing data handling and contract terms.
GIS	Geographic Information System	Mapping and spatial analysis platforms (e.g., ESRI ArcGIS) used by municipalities.
HRIS	Human Resources Information System	Systems used to manage HR and payroll (e.g., SAP SuccessFactors, Dayforce).
IBC / IBCs	Investment Business Case(s)	Formal business cases required before committing to shared initiatives or spending.
ISO	International Organization for Standardization	Referenced indirectly via ISO security standards (e.g., ISO 27001).
IT	Information Technology	General reference to technology services, systems, and teams.
LLM	Large Language Model	A type of AI model used for natural language tasks; basis for AI/LLM pilots.
M365	Microsoft 365	Core productivity and collaboration suite used as a baseline in many municipalities.
MISA BC	Municipal Information Systems Association of British Columbia	Professional association for municipal IT; potential partner or alignment body.
PIA	Privacy Impact Assessment	Formal assessment of privacy risks and controls for initiatives, including AI/LLM.
PII	Personally Identifiable Information	Sensitive information that must be protected in AI/LLM and data handling.
RFP	Request for Proposal	Competitive procurement process used to solicit vendor solutions.

APPENDIX B

Acronym	Definition	Context in Report
RFSO	Request for Standing Offer	Procurement vehicle used to establish standing offers/contracts with vendors.
Q1	First Quarter of the Fiscal Year	Used for budget timing (e.g., when funds could realistically be committed).
Q4	Fourth Quarter of the Fiscal Year	Used for potential commitment/implementation windows.
ROI	Return on Investment	Used in assessing financial value of pilots, group buys, and shared services.
SLA	Service Level Agreement	Common performance and availability commitments in shared contracts and group buys.
STRA	Security Threat and Risk Assessment	Formal assessment of security threats and mitigations for shared systems/services.
TCO	Total Cost of Ownership	Used to understand full lifecycle costs of shared platforms and initiatives.
TDT	Technology and Digital Transformation (Division)	CRD division leading the digital and technology strategy and the questionnaire.
UBCM	Union of BC Municipalities	Provincial local-government association; potential partner for advocacy and frameworks.

Detailed Summary of Options and Implications

C1. Options for Further Consideration

Option 1 – Develop a Regional Collaboration Framework

No funding commitment at this stage.

Under this option, the Board would:

- Receive the questionnaire findings and acknowledge the cross-island interest in collaboration.
- Direct staff to work with interested municipalities to co-develop a regional digital and technology collaboration framework that:
    - Defines priority operational and service areas (e.g., telecom/network resiliency, cybersecurity, Artificial Intelligence/Large Language Model (AI/LLM) pilots, provincial call-downs);
    - Outlines governance, participation and decision-making structures;
    - Identifies shared benefits, efficiencies and risk-reduction opportunities; and
    - Describes potential cost-sharing models without committing any party to funding or staffing.
- Require that any future pilots, shared services, or group-buy initiatives return through separate business cases/Investment Business Cases (IBCs) with clear financial, legal and operational implications.

This option advances planning and strategy only, recognizing that partners require more detail and internal approvals before committing resources.

Option 2 – Focus on Advocacy and Knowledge-Sharing

No structured framework at this time.

Under this option, the Board would direct staff to:

- Use questionnaire findings to support CRD's advocacy with Union of BC Municipalities (UBCM), the province and sector partners on opportunities such as:
    - Provincial cooperative buying programs;
    - AI/LLM guidance and ethical frameworks; and
    - Municipal and regional cybersecurity funding.
- Support a light-touch island Chief Information Officer/Information Technology leadership network focused on sharing best practices and templates (e.g., AI guardrails, procurement language, Privacy Impact Assessment/Security Threat and Risk Assessment approaches), without developing a formal consortium or shared-service model.

This option maintains CRD's role as a convener and collaborator while avoiding structured shared-service work until partners signal readiness.

Option 3 – Refer Report Back for Further Analysis

The Board may request additional analysis, including:

- Scenario modelling of potential shared initiatives (telecom group-buy, security tools, AI sandbox);
- A preliminary resourcing model outlining capacity requirements if partners proceed; and
- A phased roadmap sequencing work based on partner readiness, procurement windows and internal capacity.

This option delays decisions while more detailed options are developed.

C2. Implications

Alignment with Board and Corporate Priorities

- Aligns with Board priorities around cost containment, risk reduction, modernization and regional collaboration
- Shared procurement, AI guardrails and common cybersecurity standards directly support these objectives

Alignment with Existing Plans and Strategies

The work is aligned with the CRD Digital & Technology Strategy and supports CRD's role as a regional collaborator and convener.

It also aligns with modernization efforts across core platforms widely used by Island municipalities, including:

- Enterprise Resource Planning: SAP, Workday, Oracle
- Geographic Information Systems: ESRI ArcGIS
- Productivity suites: Microsoft 365, Google Workspace
- Human Resources Information Systems/Payroll: SuccessFactors, Dayforce, ADP
- Asset management: CityWide, Cartegraph, IBM Maximo
- Licensing/Permitting: Tempest, Amanda, CloudPermit
- Customer service/CRM: Dynamics 365, Salesforce
- Financial/Budgeting: Questica, CaseWare

Financial Implications

At this stage, all work is exploratory. There are:

- No financial commitments;
- No operating or capital funding requirements; and
- No obligations for partners.

Any future pilots, shared services, or group-buy initiatives will require:

- Separate business cases/IBCs outlining Return on Investment, Total Cost of Ownership and Proof of Value;
- Council/Board approvals; and
- Clear governance and cost-sharing structures.

Intergovernmental Implications

- Strong willingness among island municipalities and regional districts to collaborate, with CRD acting as a convener
- Governance must remain shared and participation opt-in

- Creates opportunities to align with provincial frameworks and sector bodies such as Municipal Information Systems Association of BC and UBCM.

Service Delivery Implications

If advanced through future approvals, regional collaboration could:

- Reduce duplication of effort;
- Improve access to specialized tools and expertise;
- Strengthen resiliency and cybersecurity; and
- Improve consistency and quality of service delivery across the region.

There are no direct operational changes at this stage.

Key Findings from Questionnaire

D1. Overview

The questionnaire responses from 10 island municipalities and regional districts highlight strong interest in collaboration on modernization, cybersecurity and shared services, while also confirming that most partners are not yet ready to commit funding. The findings below summarize the common themes and goals.

D2. Key Findings – Interest, Themes and Common Goals

1. Strong interest in collaboration - especially on modernization and cybersecurity

Across the 10 respondents, modernization of legacy services, cybersecurity and cloud transformation emerged as dominant strategic priorities for 2025–2026. Respondents see value in working together to modernize while managing risk and cost, rather than pursuing isolated, one-off initiatives.

2. Clear appetite for shared services in specific operational areas

The questionnaire identified several operational areas where there is shared interest in working together to gain efficiencies and common benefits, including:

- Group buying and centralized contracts (e.g., security tools, cloud services, business systems)
- Telecom/network services as a first “call-down” category under provincial or shared agreements
- Artificial Intelligence/Large Language Model (AI/LLM) pilots focused on practical use cases such as citizen-service chat/frequently asked questions (FAQ), policy synthesis and compliance checks and drafting council/board materials
- Common minimum standards for cybersecurity, privacy and data residency

These areas are seen as high impact, with clear potential for cost savings, improved service delivery and reduced duplication of effort.

3. Broad support for CRD or a central body to act as convener – under shared governance

Respondents expressed strong support for CRD (or a similar central body) playing a convener and coordinating role, provided that:

- Governance is shared (e.g., through a Chief Information officer advisory council or equivalent)
- Local governments retain opt-in and opt-out rights for specific initiatives
- Any consortium or coordination office operates on a transparent cost-recovery basis with clear terms of reference

There is no indication of resistance to CRD leadership; respondents primarily want to ensure that regional collaboration remains inclusive and accountable.

4. High interest in AI/LLM – paired with mature guardrails

Municipalities are open to AI/LLM pilots, particularly where they can:

- Improve citizen service (high-volume inquiry chat/FAQ)
- Reduce staff workload (policy synthesis, report drafting, compliance checks)
- Enable shared experimentation in a controlled environment

At the same time, respondents stressed that AI work must proceed policy-first, with guardrails such as Freedom of Information and Protection of Privacy Act (FOIPPA) - aligned Personally Identifiable Information handling, human-in-the-loop review, clear vendor terms, logging and data residency controls.

5. Provincial agreements are attractive but under-used

Respondents see value in leveraging provincial agreements—especially for telecom/network services—but identified barriers related to:

- Contract terms (e.g., FOIPPA and indemnity clauses)
- Technical fit and integration
- Pricing structures
- Internal capacity to onboard and manage new services

A centrally led coordinating effort could help address these barriers by consolidating requirements and providing shared templates, guidance and lessons learned

6. Cost sharing and budget: interest is high, but financial readiness is lo

Only four of the ten respondents selected a specific cost-sharing model (e.g., pro-rata by population, tiered flat fee, or usage-based) and only two identified a clear budget timing window. Most respondents indicated unknown timing or dependencies on internal governance (Executive and Council/Board approvals), and six did not select a cost-sharing model at all.

This confirms that while there is strong support in principle for regional collaboration, most municipalities are not yet able to commit resources or funding. Any next steps should therefore focus on scoping, design, and alignment rather than implementation spending.

Questionnaire Category Responses

E1. Overview

The questionnaire captured nine core areas of interest across island municipalities and regional districts. Responses showed consistent themes of modernization, shared services and risk reduction, with a strong preference for approaches that allow municipalities to adopt proven practices already deployed by peers—a “me-too” model that helps reduce cost, complexity and risk.

E2. Category Responses

1. Chief information Officer Priorities for 2025–2026

When asked about their top priorities for the next two years, Information Technology (IT) leaders were very consistent:

- Update older, legacy systems so they’re easier and safer to run
- Replacement of financial and human resources systems
- An affordable plan to move more systems to secure cloud platforms over time

Because so many municipalities are trying to do similar or the same things, there’s a real opportunity for them to learn from each other—using the same types of tools, following similar technical “blueprints,” and avoiding the trial-and-error that happens when everyone works alone.

2. How We Could Buy Together (Joint Purchasing Models)

The focus was on how joint purchasing could be organized if municipalities decide to buy services or technology together.

Respondents were open to several options, such as:

- Capital Regional District coordinating group purchases on behalf of multiple municipalities
- Another regional body acting as the “hub”
- Or even creating a small, shared team or office to manage joint agreements

The common idea is “Let’s not each build our own process from scratch”. People want to reuse procurement approaches, templates and contracts that have already been set up somewhere else, instead of every municipality negotiating alone.

In summary this category is about who runs and administers shared deals, not about the specific vendors or provincial agreements themselves.

3. Shared Municipal Voice

This question explored whether municipalities see value in speaking together as a group to the province, vendors and other partners.

Many respondents felt it would be helpful to have a shared voice on:

- Group buying and better pricing
- Funding for cybersecurity and critical infrastructure
- Safe and responsible use of Artificial Intelligence/Large Language Models (AI/LLM)

Rather than every municipality sending separate messages and requests, they see value in one coordinated group speaking on behalf of local governments. This makes it easier for smaller communities to benefit from work that larger organizations may already be doing.

In summary this category is about joint advocacy and influence, not about how contracts are run or how costs are split.

4. Artificial Intelligence/Large Language Model Collaboration

When it comes to AI, respondents are interested in very practical uses, such as:

- Helping residents get answers faster through online chat
- Summarizing long documents and policies
- Drafting reports, council/board materials and other routine writing

At the same time, they are very clear that AI must be used safely. That means:

- Respecting the Freedom of Information and Protection of Privacy Act (FOIPPA)
- Protecting names and personal information
- Being open about how vendors handle data
- Keeping people “in the loop” to check the AI’s work

The “shared concept” idea is important here: one municipality might pilot an AI tool first, work through the risks and then others can copy that model instead of starting from zero.

5. Plugging into Provincial Agreements

This question asked about using agreements the province has already negotiated, especially for telecom and network services. Many municipalities want to:

- Take advantage of pricing and terms the province has already secured
- Reduce the need for their own lengthy procurement processes
- Benefit from the leverage that comes with larger, province-wide deals

Proposal: if the province already has a good deal, local governments would like to “plug in” rather than start from scratch and duplicate efforts for a lesser outcome.

In summary this category is about riding on existing provincial deals, whereas Question 2 is about creating and running new shared deals within the local government sector.

6. Group Buying and Sharing Contracts

The focus was on creating new shared contracts just for municipalities and regional districts, separate from provincial agreements.

There was strong interest in group buying, where multiple municipalities join the same contract to get:

- Lower prices
- Shared service levels
- Less time spent on duplicate procurements

However, respondents were clear that local choice still matters. They like the idea of opt-in: municipalities can join the common contract when it fits their business and budge cycles, and they still have the ability to step back if it doesn't.

In summary this category is about building our own shared contracts as a sector, not about provincial piggybacking (Question 5) or how costs are split (Question 8).

7. Collaboration on Developing Common Standards and Guardrails

This question looked at what minimum standards should apply across shared work, so everyone is operating at a safe and consistent baseline.

Respondents recognize that some basics should be common across the sector—for example:

- A baseline level of security in tools like Microsoft 365
- Contracts that clearly protect privacy and keep data in the right place
- Following widely recognized security frameworks (e.g., CIS/ISO)

In practice, this means smaller municipalities don't have to design their own standards from scratch or spend their limited funds and or resources. They can adopt standards and contract language already used by neighbouring municipalities, speeding things up and reducing legal and technical risk.

In summary this category is about the rules of the road (standards and safeguards), not about who runs contracts or how to pay for them.

8. Cost Sharing and Budget Timing

This question focused on how municipalities might split costs and when they could realistically join in.

Four respondents said they were ready in principle to share costs across municipalities, while others were not yet at that point. Many noted that their timing depends on:

- Internal budget cycles
- Council or Board approvals
- How full their current work plans already are

Again, there's an opportunity: if one or two municipalities successfully launch a shared initiative with a workable cost-sharing model, others can copy that pattern and align their timing later.

In summary this category is about who pays what, and when they can afford to join, not about what is being bought or who manages the contracts.

9. How Participation and Oversight Would Work

This question asked **how people want participation and decision-making to be structured** in any shared initiative.

Most respondents want flexible participation and clear, transparent governance. Common preferences included:

- Opt-in participation (join when ready, not forced from day one)
- Oversight by a group of Chief Information Officers or senior IT leaders
- Clear roles, decision-making rules, and reporting

This lets each municipality participate in shared work when it fits their local priorities and capacity, while still benefiting from being part of a larger community.

10. Overall Priorities and Where to Start First

Finally, respondents were asked to choose their single top priority for 2025–2026 from options such as group buying, using provincial agreements, AI/LLM pilots, or speaking with one voice (advocacy). They could also indicate that all were equally important.

While specific selections varied by organization, the themes were consistent:

- Group buying and using provincial agreements are seen as practical, high impact starting points.
- AI/LLM pilots and shared advocacy are also important, especially for longer-term transformation and influence.

Several respondents commented that these areas really belong together rather than being ranked strictly shared contracts, shared advocacy, and shared AI pilots reinforce each other. That points toward a phased approach where municipalities can join the pieces that align with their local priorities and readiness, instead of a one-size-fits-all program.

In summary this category shows where people want to start first, tying together all the earlier themes.

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

SUBJECT **Regional Context Statement Alignment Review – District of Saanich**

ISSUE SUMMARY

To review the District of Saanich Regional Context Statement (RCS) in relation to the Capital Regional District's (CRD) Regional Growth Strategy (RGS) Bylaw (Bylaw No. 4017).

BACKGROUND

The RGS is a vision for the future of the capital region, guiding decisions on regional issues such as transportation, population growth and settlement patterns. The RGS promotes the long-term livability of the region with policy intended to enhance social, economic and environmental performance. The current RGS was adopted by the CRD Board on March 14, 2018 (Bylaw No. 4017). On April 14, 2021, the CRD Board amended the RGS with updated population projections (Bylaw No. 4328).

An RCS, adopted within a local government's Official Community Plan (OCP), sets out the relationship between the RGS and OCP and how they will be made compatible over time. Per section 446 of the *Local Government Act* (the *Act*), an OCP in a local government to which an RGS applies must include an accepted RCS. The *Act* stipulates that upon receipt of a proposed RCS, the CRD Board must respond by resolution within 120 days to the municipal council to indicate whether or not it accepts the RCS. The Board is deemed to have accepted the RCS if it does not respond within the 120-day period.

On April 11, 2018, the CRD Board approved a framework to guide the evaluation of regional context statements.

On October 28, 2025, the District of Saanich submitted an updated RCS for Board acceptance (see Appendix A). The RCS was prepared as part of an amendment to the District's OCP and incorporates updated housing demand projections from the 2024 District of Saanich Housing Needs Report. The CRD Board approved the District's previous RCS on April 10, 2024.

Regional Planning staff have evaluated the updated RCS in accordance with the Board-approved Regional Context Statement Framework. This framework identifies three criteria against which staff should evaluate an RCS:

1) **All relevant content is included:** The RCS addresses all RGS content relevant to the OCP. Content that is not applicable in the context of the OCP should be identified as "not applicable".
2) **Clearly articulates relevant content:** The RCS provides a sufficient level of detail to convey how the specific OCP content relates to the RGS.
3) **Plan to be consistent over time:** The RCS identifies how the OCP will become consistent with the RGS over time, if content is not immediately consistent.

Appendix B presents a summary of the evaluation.

ALTERNATIVES

Alternative 1
That the District of Saanich Regional Context Statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 448 of the *Local Government Act*.

Alternative 2
That the District of Saanich Regional Context Statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and not be accepted in accordance with the requirements of section 448 of the *Local Government Act*.

Alternative 3
That the District of Saanich Regional Context Statement report be referred back to staff for additional information based on CRD Board direction.

IMPLICATIONS

Intergovernmental Implications
Board acceptance of the RCS is a key RGS implementation tool as the context statement relates a local government's OCP to the RGS. The OCP provides policies that guide decisions related to land use, infrastructure, mobility, housing, parks and other content under the authority of a local government. The District of Saanich has submitted a proposed RCS to fulfill its statutory obligation to have an accepted RCS that demonstrates the relationship of its new OCP to the RGS. An accepted RCS is necessary in order for the adoption of an updated OCP.

Regional Growth Strategy Implications
The District of Saanich's proposed RCS is largely unchanged from the previously approved RCS from 2024. The purpose of this update is to integrate the figure for additional housing units needed per the District's 2024 Housing Needs Report.

The change to the RCS is a single sentence under the subsection "Objective 1: Keep Urban Settlement Compact".

To be deleted: *"To support this population growth an additional 15,400 net housing units will be needed by 2046."*

Replaced by: "*To appropriately house our existing and future residents, an additional 23,559 net housing units will be needed between 2021 and 2041*."

The proposed RCS continues to demonstrate a strong relationship to the RGS that supports the RGS vision and objectives, based on staff's analysis against the RCS evaluation criteria. The RCS fully captures all relevant OCP content (*criteria #1*) and identifies how the OCP relates to the RGS (*criteria #2*), and how it will develop policy over time to ensure alignment with RGS goals *(criteria #3).*

As outlined in Appendix B, the RCS is aligned with the vision and objectives for growth management, environment and infrastructure, housing and community, transportation, economic development, food systems and climate action. The proposed OCP provides a wide range of policies that strongly align with the RGS vision and objectives.

Environmental & Climate Implications
The CRD Climate Action Strategy identifies sustainable land use, planning and preparedness as an important goal area to reduce greenhouse gas (GHG) emissions. RGS implementation, including the approval of RCSs that will help reduce community-based GHG emissions, is a key action.

As shown in Appendix B, the District of Saanich's RCS shows a strong alignment with the RGS objectives for efficient and compact urban settlement patterns that minimize GHG emissions by promoting complete communities, more dense housing typologies, low carbon transportation options, and preservation of ecosystem health.

Alignment with Board & Corporate Priorities
Reviewing RCSs for consistency addresses the Planning Community Need from the 2023-2026 CRD Corporate Plan goal 8a for managed growth. The RCS review is an on-going initiative, which is part of Regional Planning's core service delivery.

Alignment with Existing Plans & Strategies
The District of Saanich's RCS is aligned with existing CRD plans and strategies that detail and enact the seven primary objectives of the RGS.

CONCLUSION

Provincial legislation requires that a municipal OCP contain an accepted RCS. Board acceptance of the RCS is a key tool for RGS implementation. Staff have reviewed the District of Saanich's proposed RCS amendment in accordance with the Board-approved evaluation framework. The RCS continues to demonstrate a strong relationship to the RGS and will work toward achieving RGS vision and objectives.

RECOMMENDATION

That the District of Saanich regional context statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 448 of the *Local Government Act*.

Submitted by:	Patrick Klassen, MCIP, RPP, Senior Manager, Regional Planning
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning and Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: District of Saanich Regional Context Statement Referral
Appendix B: Regional Context Statement Evaluation

APPENDIX A

District of Saanich
Community Planning
770 Vernon Ave.
Victoria BC V8X 2W7

t. 250-475-5471
f. 250-475-5430
saanich.ca

PLANNING

October 28, 2025

Kristin Morley, General Manager, Corporate Services
Capital Regional District
625 Fisgard Street
Victoria BC V8W 1R7

Dear Kristen Morley:

Re: District of Saanich - Regional Context Statement Referral (minor amendment)

The purpose of this referral is to submit a minor amendment to the District of Saanich Regional Context Statement (RCS) for consideration and acceptance by the Capital Regional District (CRD) Board. Council has considered the matter and directed the update. Their adopted motion is attached. The Official Community Plan Amendment Bylaw will proceed to Council for approval prior to December 31, 2025. The updated RCS incorporates housing demand projections from the 2024 District of Saanich Housing Needs Report.

> *To appropriately house our existing and future residents, an additional 23,559 net housing units will be needed between 2021 and 2041*. (District of Saanich OCP p.165)

The RCS is otherwise unchanged in its previously approved description of how the District of Saanich Official Community Plan aligns with and contributes to the achievement of regional objectives for growth and change, as outlined in the CRD 2018 Regional Growth Strategy.

Thank you for your consideration for acceptance of the attached District of Saanich Regional Context Statement update. Please direct your question and your response to the undersigned at cameron.scott@saanich.ca or 250-475-7115.

Sincerely,

Cameron Scott
Manager of Community Planning

cc: Kevin Lorette, General Manager of Housing, Planning & Protective Services
Noah Brotman, Research Planner, Capital Regional District

Enclosures: Council Resolution

APPENDIX B

REGIONAL CONTEXT STATEMENT EVALUATION

The Regional Context Statement (RCS) has been reviewed in accordance with the evaluation framework approved by the CRD Board on April 11, 2018. The evaluation framework relies on the three criteria shown below.

1. **All relevant content is included:** The regional context statement addresses all Regional Growth Strategy (RGS) content relevant to the Official Community Plan (OCP). Content that is not applicable in the context of the OCP should be identified as "not applicable".

   Example: *The regional context statement contains headers, sections, a table or other such format that clearly identifies each applicable RGS objective. Should an objective not apply, such as if a municipality contains no identified food or farmlands, the context statement would note that the objective does not apply.*

2. **Clearly articulates relevant content:** The regional context statement provides a sufficient level of detail to convey how the specific OCP content relates to the RGS.

   Example: *The regional context statement provides content specificity such that it is clear what the Board is accepting. An example is: "RGS Objective X is implemented by building in "…" location, at a range of "…" densities and proximate to "…" services." A context statement with content as follows: "RGS Objective X is implemented with OCP policies A, B and C" would not be sufficiently specific.*

3. **Plan to be consistent over time:** The regional context statement identifies how the OCP will become consistent with the RGS over time, if content is not immediately consistent.

   Example: *A regional context statement identifies that a municipality will undertake a population projection to determine how to align with the RGS population projections over time.*

Table 1. Regional Context Statement Evaluation Framework

LGA	RCS Content	Relationship to Legislative Requirement For CRD* Board consideration		
		All relevant content is included	Clearly articulates relevant content	Plan to be consistent over time
		✓	✓	N/A
429(2)(a)	Identify how the OCP relates to the RGS vision on p. 1 of the RGS.	The RCS addresses all seven topic areas from the RGS and identifies alignment with all objectives.	The RCS references a wide range of OCP policy that identify how the OCP is aligned with the vision and objectives of the RGS.	
		✓	✓	N/A
429(2)(b)	Identify how the OCP relates to the projections provided in Table 1 of the RGS.	The RCS references OCP policy and targets that are aligned with the population, dwelling, and employment projections from RGS Table 1.	The RCS references OCP sections are that address the updated Housing Needs Report targets as well as policies and actions to support these population and dwelling targets.	

Legend: Regional Context Statement Evaluation

✓ Strong alignment with evaluation criteria; recommend approval

– Moderate alignment with evaluation criteria; recommend approval

X Weak alignment with evaluation criteria; do not recommend approval

LGA	RCS Content	**Relationship to Legislative Requirement** For CRD* Board consideration		
		All relevant content is included	Clearly articulates relevant content	Plan to be consistent over time
		Managing and Balancing Growth (Objectives 1.1 & 1.2)		
		✅	✅	N/A
429(2)(c) and (d); 429(3)	Identify how the OCP relates to the RGS.	The RCS identifies how the OCP aligns with RGS objectives for managing and balancing growth.	The RCS references OCP sections on the Urban Containment Boundary (7.1.2). The RCS references policies to guide future growth areas (section 7.3) and residential infill (section 7.4). These growth concepts and policies are aligned with RGS Maps 3a and 3b. The RCS provides policies to protect the integrity of rural and agricultural lands.	
		Environment and Infrastructure (Objective 2.1 & 2.2)		
		✅	✅	N/A
		The RCS identifies how the OCP aligns with RGS objectives for environmental protection, sustainability, and the efficient delivery of infrastructure.	The RCS supports RGS principles for sustainability and protection of Capital Green Lands Policy Area lands. The RCS notes OCP policies on protection of ecologically significant areas and preservation of water quality in accordance with zoning and shoreline development permit process. The RCS supports the RGS objective of focusing efficient and sustainable delivery of infrastructure within the Urban Containment Boundary.	

Legend: Regional Context Statement Evaluation

✅ Strong alignment with evaluation criteria; recommend approval

➖ Moderate alignment with evaluation criteria; recommend approval

X Weak alignment with evaluation criteria; do not recommend approval

Relationship to Legislative Requirement
For CRD* Board consideration

LGA	RCS Content	All relevant content is included	Clearly articulates relevant content	Plan to be consistent over time
	Housing and Community (Objectives 3.1 & 3.2)			
		✓	✓	N/A
		The RCS identifies how the OCP aligns with RGS objectives for housing and complete communities.	The RCS supports a framework for growth that is consistent with the "Complete Community Criteria" set out in the RGS. This includes supporting a variety of housing types, diverse transportation options, and walkable 15-minute communities. The RCS references the OCP vision of guiding growth to Primary Growth Areas in "centres", "villages", and "corridors" (section 7.2).	
	Transportation (Objective 4.1)			
		✓	✓	N/A
		The RCS identifies how the OCP aligns with RGS objectives for transportation.	The RCS references OCP policies that support the Regional Transportation Plan. The RCS states OCP policies support a multi-modal transportation network that will help create safe, convenient, effective, and sustainable mobility choices (section 9.1.5 and maps 4 and 8-10). Land use policies are integrated to shape development patterns that will achieve transportation objectives (section 7) The RCS is aligned with the RGS goal of achieving a system by 2038 where 42% of all trips are made by walking, cycling, and transit.	

Legend: Regional Context Statement Evaluation

✓ Strong alignment with evaluation criteria; recommend approval

– Moderate alignment with evaluation criteria; recommend approval

X Weak alignment with evaluation criteria; do not recommend approval

Economic Development (Objective 5.1)			
	✅	✅	N/A
	The RCS identifies how the OCP aligns with RGS objectives for economic development.	The RCS references OCP objectives that align with RGS policies on maintaining an adequate supply of employment and industrial lands in diverse range of sectors. The RCS expresses an intent to focus employment growth in the Uptown Corridor, as this area allows for a variety of active mobility options. The RCS aligns with RGS policies on the conservation and management of Renewable Resource Lands Policy Area.	
Food and Agricultural Systems (Objective 6.1)			
	✅	✅	N/A
	The RCS identifies how the OCP aligns with RGS objectives for food and agricultural systems.	The RCS aligns with the RGS objective for fostering a resilient food and agriculture system and has a strong focus on the sustainability and economic viability of agriculture in the community. The RCS references agriculture and food security policies in the OCP and the Agriculture and Food Security Plan that support agricultural activity in the district.	

Legend: Regional Context Statement Evaluation

✅ Strong alignment with evaluation criteria; recommend approval

➖ Moderate alignment with evaluation criteria; recommend approval

X Weak alignment with evaluation criteria; do not recommend approval

	Climate Action (Objective 7.1)		
	✅ The RCS identifies how the OCP aligns with RGS objectives for climate action.	✅ The RCS aligns with the RGS objective and policies of reducing community-based greenhouse gas emissions. The RCS identifies OCP policies that address the reduction of greenhouse gasses through: green building design, energy efficiency technologies, renewable energy sources and efficient energy distribution systems; compact and complete communities that encourage alternative transportation options; and, protecting and managing the natural environment, environmentally sensitive areas, urban forests, and aquatic habitat.	N/A

Acronym*	
CRD	Capital Regional District
LGA	*Local Government Act*
OCP	Official Community Plan
RCS	Regional Context Statement
RGS	Regional Growth Strategy

Legend: Regional Context Statement Evaluation

✅ Strong alignment with evaluation criteria; recommend approval

➖ Moderate alignment with evaluation criteria; recommend approval

X Weak alignment with evaluation criteria; do not recommend approval

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

SUBJECT **Regional Context Statement Alignment Review – District of Oak Bay**

ISSUE SUMMARY

To review the District of Oak Bay Context Statement (RCS) in relation to the Capital Regional District's (CRD) Regional Growth Strategy (RGS) Bylaw (Bylaw No. 4017).

BACKGROUND

The RGS is a vision for the future of the capital region, guiding decisions on regional issues such as transportation, population growth and settlement patterns. The RGS promotes the long-term livability of the region with policy intended to enhance social, economic and environmental performance. The current RGS was adopted by the CRD Board on March 14, 2018 (Bylaw No. 4017). On April 14, 2021, the CRD Board amended the RGS with updated population projections (Bylaw No. 4328).

An RCS, adopted within a local government's Official Community Plan (OCP), sets out the relationship between the RGS and OCP and how they will be made compatible over time. Per section 446 of the *Local Government Act* (the *Act*), an OCP in a local government to which an RGS applies must include an accepted RCS. The *Act* stipulates that upon receipt of a proposed RCS, the CRD Board must respond by resolution within 120 days to the municipal council to indicate whether or not it accepts the RCS. The Board is deemed to have accepted the RCS if it does not respond within the 120-day period.

On April 11, 2018, the CRD Board approved a framework to guide the evaluation of regional context statements.

On November 20, 2025, the District of Oak Bay submitted an updated RCS for Board acceptance (see Appendix A). The RCS was prepared as part of an update to the District's OCP, which incorporates new provincial policy and updated housing demand projections from the 2024 District of Oak Bay Housing Needs Report. The CRD Board approved the District's previous RCS on October 9, 2019.

Regional Planning staff have evaluated the updated RCS in accordance with the Board-approved Regional Context Statement Framework. This framework identifies three criteria against which staff should evaluate an RCS:

1) **All relevant content is included:** The RCS addresses all RGS content relevant to the OCP. Content that is not applicable in the context of the OCP should be identified as "not applicable".
2) **Clearly articulates relevant content:** The RCS provides a sufficient level of detail to convey how the specific OCP content relates to the RGS.
3) **Plan to be consistent over time:** The RCS identifies how the OCP will become consistent with the RGS over time, if content is not immediately consistent.

Appendix B presents a summary of the evaluation.

ALTERNATIVES

Alternative 1
That the District of Oak Bay Regional Context Statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 448 of the *Local Government Act*.

Alternative 2
That the District of Oak Bay Regional Context Statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and not be accepted in accordance with the requirements of section 448 of the *Local Government Act*.

Alternative 3
That the District of Oak Bay Regional Context Statement report be referred back to staff for additional information based on CRD Board direction.

IMPLICATIONS

Intergovernmental Implications
Board acceptance of the RCS is a key RGS implementation tool as the context statement relates a local government's OCP to the RGS. The OCP provides policies that guide decisions related to land use, infrastructure, mobility, housing, parks and other content under the authority of a local government. The District of Oak has submitted a proposed RCS to fulfill its statutory obligation to have an accepted RCS that demonstrates the relationship of its updated OCP to the RGS. An accepted RCS is necessary in order for the adoption of an updated OCP.

Regional Growth Strategy Implications
The District of Oak Bay's updated OCP has a range of policy revisions, including an updated land use framework, new development permit area (DPA) guidelines, pre-zoning options, and other OCP policy updates. This update also integrates the District's 2024 Housing Needs Report and addresses new provincial policy requirements.

The proposed RCS continues to demonstrate a strong relationship to the RGS that supports the RGS vision and objectives, based on staff's analysis against the RCS evaluation criteria. The RCS captures all relevant OCP content (*criteria #1*) and identifies how the OCP relates to the RGS (*criteria #2*), and how it will develop policy over time to ensure alignment with RGS goals *(criteria #3).*

As outlined in Appendix B, the RCS is aligned with the vision and objectives for growth management, environment and infrastructure, housing and community, transportation, economic development, food systems and climate action. The proposed OCP provides a wide range of policies that strongly align with the RGS vision and objectives.

Environmental & Climate Implications
The CRD Climate Action Strategy identifies sustainable land use, planning and preparedness as an important goal area to reduce greenhouse gas (GHG) emissions. RGS implementation, including the approval of RCSs that will help reduce community-based GHG emissions, is a key action.

As shown in Appendix B, the District of Oak Bay's RCS shows a strong alignment with the RGS objectives for efficient and compact urban settlement patterns that minimize GHG emissions by promoting complete communities, more dense housing typologies, low carbon transportation options, and preservation of ecosystem health.

Alignment with Board & Corporate Priorities
Reviewing RCSs for consistency addresses the Planning Community Need from the 2023-2026 CRD Corporate Plan goal 8a for managed growth. The RCS review is an on-going initiative, which is part of Regional Planning's core service delivery.

Alignment with Existing Plans & Strategies
The District of Oak Bay's RCS is aligned with existing CRD plans and strategies that detail and enact the seven primary objectives of the RGS.

CONCLUSION

Provincial legislation requires that a municipal OCP contain an accepted RCS. Board acceptance of the RCS is a key tool for RGS implementation. Staff have reviewed the District of Oak Bay's proposed RCS amendment in accordance with the Board-approved evaluation framework. The RCS continues to demonstrate a strong relationship to the RGS and will work toward achieving RGS vision and objectives.

RECOMMENDATION

That the District of Oak Bay regional context statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 448 of the *Local Government Act*.

Submitted by:	Patrick Klassen, MCIP, RPP, Senior Manager, Regional Planning
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning and Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: District of Oak Bay Regional Context Statement Referral
Appendix B: Regional Context Statement Evaluation

DISTRICT OF OAK BAY

November 25, 2025

Patrick Klassen
Senior Manager Regional Planning and Transportation
Capital Regional District
625 Fisgard Street
Victoria BC, V8W 1R7

Re: District of Oak Bay - Official Community Plan Bylaw No. 4942, 2025

Dear Mr. Klassen,

The District of Oak Bay provides the attached updated Regional Context Statement for consideration of acceptance by the Capital Regional District (CRD) Board.

Background

The District of Oak Bay is situated on the traditional territory of the Coast and Straits Salish Peoples. The District recognizes the Lək̓ʷəŋən Peoples, known today as the Songhees and Esquimalt Nations, and that their historic connections to these lands continue to this day.

The District is updating its Official Community Plan (OCP) in accordance with the recently updated provincial legislation and housing directives. This is a focused update, that is not intended to be a complete update of the OCP and Zoning Bylaw. The primary objectives are to update the land use plan to accommodate the 20-year housing supply of 3761 new housing units as determined by the latest interim housing needs report (2024), identifying the top priorities for Oak Bay as it grows, and to apply a climate action lens to the OCP.

At the Regular Council Meeting on Monday, November 24, 2025, Oak Bay Council read Official Community Plan Bylaw No. 4942, 2025, a second time, motioned to refer the bylaw to the CRD Board for consideration of acceptance, and directed staff to schedule a public hearing:

> *THAT "Official Community Plan Bylaw No. 4942, 2025" be read a second time as amended.*
>
> *THAT Council direct staff to schedule a public hearing for Official Community Plan Bylaw No. 4942, 2025.*
>
> *THAT Council direct staff to submit the amended Regional Context Statement (RCS) contained in OCP Bylaw No. 4942, 2025 to the Capital Regional District (CRD) in accordance with s.448(1) of the Local Government Act for acceptance by the CRD Board.*

A copy of the updated regional context statement is attached for review. Additionally, a copy of the updated OCP is provided for information.

Summary of Updated Regional Context Statement

Considered one of the core municipalities in the CRD, Oak Bay works collaboratively with the other municipalities to achieve regional objectives. The Regional Growth Strategy (RGS) sets out the vision, objectives, principles and policies for the region. The Regional Context Statement (RCS) identifies how the OCP is consistent and supports the objectives of the RGS and how its policies support implementation of these objectives through the OCP.

The OCP land use framework, designations, policies, and implementation tools supports each of the objectives, policies, and approaches set out in the RGS. In particular, this updated OCP addresses the District's approach to managing growth, meeting housing needs, and applying a climate lens. The updated RCS captures the changes and how the OCP addresses the following RGS objectives:

- Keeping Urban Settlement Compact
- Protect the Integrity of Rural Communities
- Protect, Conserve and Manage Ecosystem Health
- Manage Regional Infrastructure Services Sustainably
- Create Safe and Complete Communities
- Improve Housing Affordability
- Improve Multi-Modal Connectivity and Mobility
- Realize the Region's Economic Potential
- Foster a Resilient Food and Agriculture System
- Significantly Reduce Community-Based Greenhouse Gas Emissions

It is our understanding that the CRD Board will consider the updated Rregional Ccontext Sstatement and provide a decision to accept or refuse at the next Board meeting.

If you require further information please contact us at your convenience.

Regards,



Colin Brown MCP
Senior Planner – Housing Policy
E: colin.brown@oakbay.ca
T: 250 598 3311 ext 7489

Encl:

- Oak Bay 2025 Regional Context Statement (draft OCP, Part 10, p147)
- Oak Bay Official Community Plan (draft OCP Bylaw No. 4942, 2025)

CC:

- Andre Boel, Director of Community Building and Planning Services
- Brian Green, Deputy Director of Community Building and Planning
- Kristen Morley, General Manager of Corporate Services, Capital Regional District

10 Regional Context Statement

10.1 Purpose

As a municipality within the Capital Regional District (CRD), Oak Bay works collaboratively with the other 12 partner municipalities to achieve regional objectives. The CRD's Regional Growth Strategy (RGS), adopted in 2018, sets out the vision, objectives, principles and policies for the region. The Regional Context Statement, as required under Part 13 of the *Local Government Act*, specifically identifies the relationship of, and how the Official Community Plan is consistent with the RGS. It sets out how the municipality is responsible for supporting the objectives and policies of the RGS through its own Community Plan.

The following indicates how this OCP addresses and is consistent with the objectives of the RGS. These objectives and policies are discussed in more detail within the OCP.

10.2 Regional Growth Strategy Objectives

Objective 1. Managing and Balancing Growth

Keep Urban Settlement Compact

Considered one of the core municipalities of the CRD, Oak Bay is located within the Urban Containment Area and plays a role in accommodating the majority of new dwelling units within the Containment Area. It is a compact community with relatively slow population growth over recent years. As noted in section 1.6, the OCP plans for Oak Bay to become a more compact complete community, offering opportunities for residential, commercial and economic growth (see also 5.1, 5.2, 5.3, 5.4). For example, Oak Bay Village and other neighbourhood villages act as nodes to support residential, commercial, employment and community services for local residents.

Opportunities for increased residential density occur throughout the District in the form of infill housing while apartments and townhouses will be focused near to existing villages and commercial areas, and close to transit corridors ensure the provision of community amenities to keep services close to residents. Future growth will increase the number of people living in complete communities and contributes to the Core area jobs to population ratio in the RGS. The Plan encourages increases in the number of units in new multifamily housing projects and a slight expansion in multifamily housing areas as transitions between mixed use areas and established neighbourhoods (see 5.2, 5.3).The forms of infill proposed in established neighbourhoods include a variety of housing options where they achieve a contextual fit, infrastructure is available, and they contribute to economic viability; for example,

- secondary suites are permitted in all infill residential areas subject to regulations contained in the Zoning Bylaw (see 5.3 H15, HR1) and,
- duplexes, triplexes, laneway houses and accessory dwelling units were approved in all zones previously restricted to single-detached and duplexes as part zoning changes introduced in 2024 to address the Province's housing legislation (Bill 44).

Protect the Integrity of Rural Communities

Oak Bay is an urban community with no rural areas, and the rural policies of the Regional Growth Strategy do not apply.

Objective 2. Environment and Infrastructure

Protect, Conserve and Manage Ecosystem Health

Oak Bay is characterized by a spectacular setting and a natural environment that includes ocean shoreline, creeks and Garry oak ecosystems. Major parks, or the RGS Capital Green Lands, are identified as Uplands Park and Anderson Hill Park, which the OCP designates as Parks & Open Space. Since these areas are already protected from development, the Plan seeks to protect existing natural areas through education and stewardship. General policies (see 4.2 NE1 - NE6) encourage initiatives and activities that promote public awareness and address environmental restoration and enhancement.

Given the geographical location of the municipality, the community would not contribute to the sea-to-sea green/blue belt, which runs from the Saanich Inlet in the east to the Juan de Fuca Strait in the west.

The urban forest is also an important environmental feature in Oak Bay, and the Plan focuses on protection and enhancement of the urban forest, increasing vegetation and tree canopy cover (see 4.2 NE7 - NE11, 5.6 PR4, PR5).

Bowker Creek is an important regional watercourse that has been the subject of extensive study within the CRD, and a small portion of Hobbs Creek also flows through Oak Bay. Watercourses and shorelines are protected through development permit areas and policies that encourage a Green Shores approach and return shorelines to their natural state (see 4.2 NE15 - NE18), 8.2.1, 8.2.2). This, in addition to a rainwater management plan, serves to support the RGS target of reducing contaminants in fresh and marine water bodies.

OCP policies speak to a number of other initiatives, including:

- preparing a network plan of trails to support active transportation and highlight greenways (see 5.6 PR1, PR11, PR12), and which also supports the RGS target to complete a Regional Trail Network that is located outside of the municipality;
- preparing a rainwater management plan (see 4.2 NE12, 5.2 BE6, 6.2 US9) to achieve low impact development practices and increase onsite retention and infiltration;
- continuing to promote stewardship activities (see Chapter 4); and,
- giving consideration to marine areas where shoreline protection and restoring the shoreline to a natural state is balanced against use of the boating community and providing for boat access (see 4 2 NE15 - NE118, 5.6 PR19, 8.2.2).

Manage Regional Infrastructure Services Sustainably

The District is responsible for providing utility services to the community, including water, sewer and garbage collection. The District is also continuously looking at ways to reduce energy use and lower greenhouse gas emissions in the delivery of those services. For example, with an aging infrastructure, water pipes are being replaced or repaired, resulting in water conservation where water leaks are being reduced.

The OCP land use designations support a development pattern to direct most apartment and townhouse residential growth to village and multifamily areas and along transit corridors (see Schedules B and C). Villages consist of mixed use, low to mid rise buildings along arterial or collector roads, and multi unit residential areas follow a similar pattern along arterial or collector roads (see 5.1 CF1, 5.3 H17, H19, H21, H26, H27, H31). The pattern of development better utilizes existing and replacement infrastructure as outlined in RGS principles.

Any increases to the Oak Bay population will have an impact on the infrastructure. Policies that support this growth and accommodate infrastructure include repairing and replacing water and sewer lines on an ongoing basis, separating combined sewer systems where applicable, and expanding the solid waste collection program (see 6.2 US2, US 3, US7, US10). Demand for water is addressed through the asset management program, specifically the water master plan and water conservation program (see 6.2 US2, US6).

Specific policies and actions that support sustainable services and protect the natural environment include:

- regular messaging to the community on waste reduction, and water and energy conservation (see 6.2 CCE5)
- development permit area guidelines that protect the natural environment and specify sustainable building practices that promote water and energy conservation, waste reduction, and reduction of greenhouse gas emissions (see 8.2.1, 8.2.2, 8.2.3, 8.3.1.6, 8.3.2.6, 8.3.3.6).

Objective 3. Housing and Community

Create Safe and Complete Communities

From the perspective of aligning with the RGS all of Oak Bay can be considered a complete community, with commercial areas and recreation centres within walking distance for most residents, and the OCP seeks to enhance this further. The Plan encourages mixed use in villages and other commercial areas, including the Oak Bay Village and Neighbourhood Villages (see 5.1 CF1, 5.2 MUC6 - MUC10). The OCP directs higher densities to existing villages, commercial areas, and multifamily residential areas, along with infill and townhomes respecting the characteristics of existing neighbourhoods (see 5.2 BE1, BE2).

The OCP also encourages improvements to parks and recreation, and community facilities and services including arts and culture, education, health, festivals and events (see 5.5 CIS1 - CIS22, 5.6 PR1, PR6 - PR18) by not only expanding and offering a wider diversity of services, but also ensuring these services are offered throughout the community. The Plan supports the expansion of existing commercial areas and businesses, more housing units and housing forms including duplexes, triplexes and townhomes, as part of mixed use redevelopment projects, and expansion of opportunities for home based businesses.

The District continues to work with the Capital Regional District and other levels of government in efforts to mitigate or adapt to climate change (see 3.1 CCE8, CCE9), and continues to develop an asset management program to maintain a sustainable infrastructure for the community (see 6.2).

Improve Housing Affordability

A major goal of the OCP is to increase housing options to improve affordability and access to housing (see 5.3 H4, H6-H18). A subsection of the OCP focuses on affordable and inclusive housing.

The Plan promotes a coordinated approach to addressing housing issues, through collaboration with other levels of government and community groups, by:

- supporting innovative approaches to creating affordable and inclusive housing, for example housing agreements, shared ownership, mixed market and non market projects, rental housing and secondary suites (see H6, H7, H12)
- including affordable and inclusive rental, market, and non-market housing units as a community amenity contribution for rezonings and considering incentives to lower housing costs (see 5.2 CF7, CF8, CF9, 4.3 H10)
- considering additional infill dwelling units on most residential parcels and supporting conversion of existing heritage and character homes (see 5.2 BE5, 5.3 H7, 5.7 HR1), and,
- preparing a housing strategy to specifically identify opportunities for affordable and special needs housing (see 5.3 H1, H6).

These actions will lead to an increase in the supply of more affordable housing, and reducing both the number of people in core housing need and those who are experiencing housing insecurity.

Objective 4. Transportation

Improve Multi-Modal Connectivity and Mobility

The Regional Growth Strategy includes a target of 42% of all trips within the regional transportation system as made by walking, cycling and transit. Oak Bay's compact nature and topography make it easily accessible for walking and biking. According to the latest Origins and Destinations Survey (CRD, 2022), the District of Oak Bay has the following mode share:

- Auto driver: 50%
- Auto passenger: 15%
- Transit: 6%
- Bicycle/Micromobility: 10%
- Walk: 17%
- Other: 1%

An OCP goal is to support a diverse range of transportation options and encourage active modes of transportation; and the Road Network and Active Transportation Network reflects the OCP's land use plan and supports and connects with the Regional Multi-Modal Network. While supporting major trip generators such as educational facilities and work trips in and out of the municipality, the Plan addresses:

- "complete streets" in villages through completion of urban design plans and implementing new street standards (see 5.4 MUC9, 6.1 T1)
- universal design of transportation infrastructure, in concert with adjacent municipalities and institutions, to ensure people of all mobility levels have access to sidewalks, bike routes and transit (see 6.1 T2, T4)

- encouraging more environmentally friendly vehicular alternatives to single occupancy vehicles and private car ownership such as ride shares and clean energy vehicles (see 6.1 T8, T9, T10)
- encouraging the development of Oak Bay's pedestrian and cycling networks (for example, construction of Cadboro Bay Road bike lanes that link with the City of Victoria bike lanes), upgrading sidewalks, and improving infrastructure for cycling (see 6.1 T11 - T13)
- advocating for increased transit service through BC Transit and exploring options for local modes of public transportation (see 6.1 T16 - T19)
- encouraging Transportation Demand Management by requiring transportation studies for new developments (see 6.1 T20), and
- encouraging infrastructure to support multiple forms of transportation in new developments, for example bicycle storage, showers and vehicle charging stations and potentially reducing parking requirements in new development projects (see 6.1 T20).

The OCP also proposes improving off-road trails and paths through the development of a network plan, to address, for example, the sidewalk network, greenway corridors, and wayfinding systems (see 5.6 PR11 - PR13, 6.1 T14).

Objective 5. Economic Development

Realize the Region's Economic Potential

The OCP supports the improvement of Oak Bay's economy through strategic opportunities that enhance the villages, commercial centres, and home-based businesses, and encourage new businesses to establish and flourish. OCP policies speak to expansion of existing commercial uses and developing strategies that encourage and support small and locally owned businesses to establish and thrive (see 5.4 MUC2, MUC3), considering new mixed use buildings in existing villages, near existing corner commercial and in locations lacking commercial areas (see 5.4 MUC6, MUC7); and increasing the number of housing units on mixed use redevelopment projects. Tourism is encouraged and supported through Oak Bay Tourism by marketing Oak Bay as a destination (see 5.4 MUC11, MUC12), and policies support expanding opportunities for home based businesses by permitting additional uses (see 5.4 MUC13).

The Regional Growth Strategy establishes a target of 0.6 for the jobs to population ratio within the Core Area. Over time, OCP policies will continue to contribute to the RGS target as commercial activities within the villages expand, home-based businesses are supported, and tourism continues to be promoted (see 5.4 MUC2, MUC6, MUC11 - MUC13).

Objective 6. Food Systems

Foster a Resilient Food and Agriculture System

The District of Oak Bay is home to lands that are located in the Agricultural Land Reserve. These lands have historically been used as the Victoria Golf Club and the Uplands Golf Club, and so provide limited opportunity to contribute to food security through increased crop production.
While these lands are not used for agriculture, OCP policy does recognize the importance of food security and can support the Regional Growth Strategy crop production target through smaller urban agriculture opportunities within the community (see 5.1 CF6, 5.4 MUC13, 5.6 PR8).

Commercial areas support the retail sale and consumption of food, and OCP social wellbeing objectives support the popular local festivals, providing opportunity for the sale of local fresh and prepared foods. Waste management policies identify the possible expansion of solid waste collection, including green waste pick up.

Objective 7. Climate Action

Significantly Reduce Community-Based Greenhouse Gas Emissions

The Regional Growth Strategy sets a target of reducing community greenhouse gas emissions by 61% (from 2007 levels) by 2038. The GHG reductions target for Oak Bay included in this OCP is net zero by 2050. The Oak Bay Official Community Plan is based upon a series of goals supporting community resilience and sustainability, and which will help accomplish the RGS target. These goals are then supported through a series of objectives and policies that address climate change and greenhouse gas emissions. Policies and supportive measures in this OCP focus on reducing emissions in the personal transportation and buildings sectors. Several policies and supportive measures are described in the transportation section.

Policies and actions to be undertaken include:

- reviewing and assessing greenhouse gas emissions and climate change mitigation measures on a regular basis (see 3.2 CCE1 - CCE4, CCE8)
- continued implementation of BC Energy Step Code and Zero Carbon Step Code and upgrades to municipal buildings (see 3.2 CCE12)
- accelerate low-carbon building retrofits (see 3.2 CCE14)
- develop policy and standards addressing embodied carbon in building materials (see 3.2 CCE 12)
- consider building benchmarking requirements
- work with the CRD and other agencies to consider climate change mitigation measures and adaptation planning, for example, determining the extent of, and developing an action plan to address sea level rise (see 3.2 CCE8, CCE9).

The District of Oak Bay has declared a climate emergency, supported through strategic priorities and OCP policy. Climate change, greenhouse gas emissions (see 3.2 CCE1 for the targeted emissions reduction as mandated by the *Local Government Act*), and energy measures are incorporated through multiple sections of the OCP, from the Natural Environment and Parks and Open Space, to the Built Environment, Utilities and Services, and Development Permit Areas.

Natural areas with ecosystem values continue to be protected, and actions to increase vegetation and tree canopy cover are identified. Contributing to climate change mitigation and adaptation, protection of the natural environment is an integral component of the Official Community Plan (see 4.2, NE1 - NE7).

APPENDIX B

REGIONAL CONTEXT STATEMENT EVALUATION

The Regional Context Statement (RCS) has been reviewed in accordance with the evaluation framework approved by the CRD Board on April 11, 2018. The evaluation framework relies on the three criteria shown below.

1. **All relevant content is included:** The regional context statement addresses all Regional Growth Strategy (RGS) content relevant to the Official Community Plan (OCP). Content that is not applicable in the context of the OCP should be identified as "not applicable".

   Example: *The regional context statement contains headers, sections, a table or other such format that clearly identifies each applicable RGS objective. Should an objective not apply, such as if a municipality contains no identified food or farmlands, the context statement would note that the objective does not apply.*

2. **Clearly articulates relevant content:** The regional context statement provides a sufficient level of detail to convey how the specific OCP content relates to the RGS.

   Example: *The regional context statement provides content specificity such that it is clear what the Board is accepting. An example is: "RGS Objective X is implemented by building in "…" location, at a range of "…" densities and proximate to "…" services." A context statement with content as follows: "RGS Objective X is implemented with OCP policies A, B and C" would not be sufficiently specific.*

3. **Plan to be consistent over time:** The regional context statement identifies how the OCP will become consistent with the RGS over time, if content is not immediately consistent.

   Example: *A regional context statement identifies that a municipality will undertake a population projection to determine how to align with the RGS population projections over time.*

Table 1. Regional Context Statement Evaluation Framework

LGA	RCS Content	Relationship to Legislative Requirement For CRD* Board consideration		
		All relevant content is included	Clearly articulates relevant content	Plan to be consistent over time
		✅	✅	N/A
429(2)(a)	Identify how the OCP relates to the RGS vision on p. 1 of the RGS.	The RCS addresses all seven topic areas from the RGS and identifies alignment with all objectives.	The RCS references a wide range of OCP policy that identify how the OCP is aligned with the vision and objectives of the RGS.	
		➖	✅	N/A
429(2)(b)	Identify how the OCP relates to the projections provided in Table 1 of the RGS.	The RCS references OCP policies for how it will support RGS goals for population, dwelling, and employment growth. Specific projections for population, dwellings, and employment are not provided.	The RCS references OCP policies for how it will support future population growth and contribute to the Core Area jobs to population ratio in the RGS. The RCS references OCP policies that direct employment growth to village areas. The OCP references the Interim Housing Needs Report (2024) which identifies a need for 1,215 new dwellings over the next five years and 3,761 over the next 20 years to meet local housing needs.	

Legend: Regional Context Statement Evaluation

✅ Strong alignment with evaluation criteria; recommend approval

➖ Moderate alignment with evaluation criteria; recommend approval

X Weak alignment with evaluation criteria; do not recommend approval

LGA	RCS Content	**Relationship to Legislative Requirement** For CRD* Board consideration All relevant content is included	Clearly articulates relevant content	Plan to be consistent over time
		Managing and Balancing Growth (Objectives 1.1 & 1.2)		
		✅	✅	N/A
429(2)(c) and (d); 429(3)	Identify how the OCP relates to the RGS.	The RCS identifies how the OCP aligns with RGS objectives for managing and balancing growth.	The RCS references OCP policies on growth management and becoming a more compact and complete growth community (sections 1.6, 5.1, 5.2, 5.3, 5.4). Growth will be directed to Oak Bay village and other neighbourhood villages as well as infill development. The RCS notes that the OCP supports new multi-family housing areas will transition between mixed use areas and established neighbourhoods. Secondary suites are permitted in all infill residential areas. Duplexes, triplexes, laneway houses, and accessory dwelling units are now approved in all zones previously restricted to single-detached and duplex housing. This was done to address Provincial housing legislation (Bill 44). These growth concepts and policies are aligned with RGS Maps 3a and 3b.	

Legend: Regional Context Statement Evaluation

✅ Strong alignment with evaluation criteria; recommend approval

➖ Moderate alignment with evaluation criteria; recommend approval

X Weak alignment with evaluation criteria; do not recommend approval

LGA	RCS Content	Relationship to Legislative Requirement For CRD* Board consideration		
		All relevant content is included	Clearly articulates relevant content	Plan to be consistent over time
		Environment and Infrastructure (Objective 2.1 & 2.2)		
		✓	✓	N/A
		The RCS identifies how the OCP aligns with RGS objectives for environmental protection, sustainability, and the efficient delivery of infrastructure.	The RCS supports RGS principles for sustainability and protection of Capital Green Lands Policy Area lands. This includes Uplands Park and Anderson Hill Park. The RCS references OCP policy (section 4.2 NE1 – NE6) to support initiatives and public awareness for environment restoration and enhancement. Also referenced are policies for the protection and enhancement of the urban forest (section 4.2 NE7 – NE11, 5.6 PR4, PR5) The RCS references OCP land use designations that support the location of higher density housing along transit corridor. This pattern of development supports the efficient use of infrastructure and is aligned with RGS land use policies.	

Legend: Regional Context Statement Evaluation

✓ Strong alignment with evaluation criteria; recommend approval

– Moderate alignment with evaluation criteria; recommend approval

X Weak alignment with evaluation criteria; do not recommend approval

LGA	RCS Content	Relationship to Legislative Requirement For CRD* Board consideration		
		All relevant content is included	Clearly articulates relevant content	Plan to be consistent over time
		Housing and Community (Objectives 3.1 & 3.2)		
		✓	✓	N/A
		The RCS identifies how the OCP aligns with RGS objectives for housing and complete communities.	The RCS supports a framework for growth that is consistent with the "Complete Community Criteria" set out in the RGS. This includes supporting a variety of housing types, diverse transportation options, and walkable 15-minute communities. The RCS references OCP policies for improvements to parks and recreation and community facilities (section 5.5 CIS1 – CIS2.2, 5.6 PR1, PR6 – PR18). The RCS notes that a major goal of this OCP update is to increase housing options to improve affordability and access to housing (section 5.3 H4, H6-H18). The RCS references OCP policies that support affordable and inclusive housing through housing agreements, shared ownership, mixed market and non market projects, rental housing, and secondary suites (section H6, H7, H12).	

Legend: Regional Context Statement Evaluation

✓ Strong alignment with evaluation criteria; recommend approval

– Moderate alignment with evaluation criteria; recommend approval

X Weak alignment with evaluation criteria; do not recommend approval

LGA	RCS Content	Relationship to Legislative Requirement For CRD* Board consideration		
		All relevant content is included	Clearly articulates relevant content	Plan to be consistent over time
		Transportation (Objective 4.1)		
		✓	✓	N/A
		The RCS identifies how the OCP aligns with RGS objectives for transportation.	The RCS references OCP policies support a diverse range of transportation options and encourage active modes of travel and connect to the regional multi-modal network. The RCS references OCP policies on complete streets (section 5.4 MUC9, 6.1 T1), universal design of transportation infrastructure in concern with adjacent municipalities (section 6.1 T2, T4), encouraging the pedestrian and cycling networks (section 6.1 T11-T13), and advocating for increased transit service through BC Transit (section 6.1 T16-T19).	

Legend: Regional Context Statement Evaluation

✓ Strong alignment with evaluation criteria; recommend approval

– Moderate alignment with evaluation criteria; recommend approval

X Weak alignment with evaluation criteria; do not recommend approval

LGA	RCS Content	Relationship to Legislative Requirement For CRD* Board consideration		
		All relevant content is included	Clearly articulates relevant content	Plan to be consistent over time
	Economic Development (Objective 5.1)			
		✅	✅	N/A
		The RCS identifies how the OCP aligns with RGS objectives for economic development.	The RCS references OCP policies that strive to improve Oak Bay's economic by encouraging new business to be established in villages and commercial centres and home-based businesses (section 5.4 MUC2, MUC3). This includes considering new mixed-use building in existing villages and increasing the housing units on mixed-use redevelopment projects. Tourism is encouraged and supported by marketing Oak Bay as a destination (section 5.4 MUC11, MUC12).	

Legend: Regional Context Statement Evaluation

✅ Strong alignment with evaluation criteria; recommend approval

➖ Moderate alignment with evaluation criteria; recommend approval

X Weak alignment with evaluation criteria; do not recommend approval

LGA	RCS Content	Relationship to Legislative Requirement For CRD* Board consideration		
		All relevant content is included	Clearly articulates relevant content	Plan to be consistent over time
		Food and Agricultural Systems (Objective 6.1)		
		✅	✅	N/A
		The RCS identifies how the OCP aligns with RGS objectives for food and agricultural systems.	The RCS references OCP policies that recognize the importance of and support for RGS goals regarding food security in the region (section 5.1 CF6, 5.4 MUC13, 5.6PR8). Given that Oak Bay is within the Urban Containment Policy Area and has limited land within the Agricultural Land Reserve (Victoria Golf Club and Uplands Golf Club), support for food systems is focused on smaller urban agriculture within the community.	

Legend: Regional Context Statement Evaluation

✅ Strong alignment with evaluation criteria; recommend approval

➖ Moderate alignment with evaluation criteria; recommend approval

X Weak alignment with evaluation criteria; do not recommend approval

LGA	RCS Content	Relationship to Legislative Requirement For CRD* Board consideration		
		All relevant content is included	Clearly articulates relevant content	Plan to be consistent over time
		Climate Action (Objective 7.1)		
		✅	✅	N/A
		The RCS identifies how the OCP aligns with RGS objectives for climate action.	The RCS is aligned with the RGS objective and policies of reducing community-based greenhouse gas emissions. The OCP includes a GHG reduction target of net-zero by 2050. Policies in the OCP focus on reducing emissions in the personal transportation and buildings sectors. The RCS cites policies that support implementation of the BC Energy Step Code and Zero Carbon Step Cod (section 3.2 CCE12). Also supported are low-carbon building retrofits (section 3.2 CCE14).	

Acronym*	
CRD	Capital Regional District
LGA	*Local Government Act*
OCP	Official Community Plan
RCS	Regional Context Statement
RGS	Regional Growth Strategy

Legend: Regional Context Statement Evaluation

✅ Strong alignment with evaluation criteria; recommend approval

➖ Moderate alignment with evaluation criteria; recommend approval

X Weak alignment with evaluation criteria; do not recommend approval

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EEI 25-48

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

SUBJECT **Biosolids Beneficial Use Management – November Update**

To provide a monthly update to the Capital Regional District (CRD) Board on the management and beneficial use of biosolids in alignment with the Long-Term Biosolids Management Strategy.

BACKGROUND

The CRD has been producing Class A biosolids at the Residuals Treatment Facility since the commissioning of the Core Area Wastewater Treatment Project in 2020. On March 19, 2025, the Minister of Environment and Parks endorsed the CRD's Long-Term Biosolids Management Strategy. The strategy prioritizes advanced thermal treatment as the preferred option for biosolids management with a portfolio of out-of-region, non-agricultural beneficial uses for resiliency and contingency purposes. Regarding the implementation of the thermal processing project, the CRD selected Pyrocal as the preferred proponent to deliver this technology as an addition to the Residual Treatment Facility.

This report provides a monthly update on the beneficial use activity and progress implementing the Long-Term Biosolids Management Strategy.

Biosolids Beneficial Use Management

Biosolids Production and Management

In November 2025, all biosolids produced at the CRD Residuals Treatment Facility were beneficially used for out-of-region, non-agricultural applications in accordance with the Long-Term Strategy.

Up to date information on biosolids production and beneficial use can be found on the CRD website https://www.crd.ca/government-administration/data-documents/biosolids-production.

The CRD has established three options for beneficial uses of biosolids including energy feedstock for cement manufacturing in Richmond, BC, as a soil amendment for the reclamation of a quarry site in Cassidy, BC, and as a soil amendment for landscape plant growers in the Fraser Valley. CRD staff actively coordinate biosolids allocation across this portfolio to maintain operational reliability and cost-effective management.

The biosolids receiving silo in Richmond has been experiencing ongoing challenges with reliability and the facility is not expected to be able to receive CRD biosolids until 2026.

Landscape Plant growers in the Fraser Valley have indicated they won't require any additional biosolids until Spring 2026. As a result, the majority of biosolids produced in November were managed at the Cassidy quarry site.

As part of ongoing contract oversight, CRD staff conducted a site visit to the Cassidy quarry in mid-November. No odour or operational concerns were identified during the visit. The quarry operator also confirmed that the site has sufficient operational capacity to continue receiving all

CRD biosolids throughout the winter period. This confirmation supports continuity of service and operational resilience for the 2025-26 winter season.

Out-of-region Compliance Options

To support a healthy redundancy of options and competitive pricing, staff have issued a Request for Proposals (RFP) to identify additional Tier 2 (non-agricultural, out-of-region) options, which will remain open until December 31, 2025. No submissions have been received as of the date of this report.

Upon expiry of the current RFP, staff will be issuing a new procurement process for additional beneficial use options through 2026, consistent with the Long-Term Biosolids Management Strategy.

Financial Implications

At the July 9, 2025 CRD Board meeting, the financial plan was amended to $2.8 million for biosolids management. Forecasted costs for 2025 remain within the approved budget.

Advanced Thermal Processing Project Updates

Staff and technical consultants met with the Ministry of Environment and Parks (ENV) in November 2025 to tour the Residual Treatment Facility, Hartland Landfill and to confirm regulatory expectations for the waste discharge authorization. The proposed air discharge modelling plan was submitted for review and assessment will proceed once feedback is received, with results to be shared through public and First Nations engagement.

Staff anticipate returning to the Board for a decision on the next steps in the development of the advanced thermal processing project in Spring 2026.

CONCLUSION

Throughout November, the Capital Regional District (CRD) continued to beneficially use all Class A biosolids in alignment with the Long-Term Biosolids Management Strategy using a portfolio of out-of-region non-agricultural options. The primary beneficial use continued to be quarry land reclamation. The project to procure a Biosolids Beneficial Use Advanced Thermal Facility remains on track.

RECOMMENDATION

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

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

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 10, 2025

SUBJECT **Bylaw Nos. 4735 and 4736: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas**

ISSUE SUMMARY

To update the utility rates for the three electoral areas as recommended by the respective commissions and committees, and as included in the 2026 Financial Plan.

BACKGROUND

Amendments to the Electoral Area utilities fees and charges bylaws are recommended annually to reflect the rates included in the service budgets and financial plan for the forthcoming year. All local service commissions and committees have recommended their respective 2026 budgets, inclusive of the changes to fees and charges except Sticks Allison Water Local Service Committee.

Budget reviews were conducted with the Sticks Allison Water Local Service Committee on October 30, 2025 resulting in the committee not recommending the presented 2026 Operating and Capital Budget with a 20% increase in user fees and parcel tax, which received provisional approval from the Capital Regional District (CRD) Board on October 29, 2025. The committee passed several motions recommending deferral of capital projects and reduced reserve transfers to arrive at a 10% fee increase for 2026. Taking consideration of committee's recommendation and in consultation with the Electoral Area Director, staff are proceeding with the 20% CRD Board approved provisional increase to maintain the reserve transfers. The fees and charges included in Bylaw No.4736 reflects 20% increase in 2026. The committee will be engaged in further discussion regarding sustainable service delivery and prudent financial planning for future years

The proposed fee and charges amendments are intended to cover the projected net cost of service delivery inclusive of reserve contributions for the upcoming year. Board approval is required in advance of the effective billing period January 1 through December 31, 2026.

With final surplus and deficits not yet completed for 2025, results will be monitored to identify any material impact. If required, the material impact would be incorporated into a rate adjustment and bylaw amendment after final year end results.

Appendix C contains a comparison of changes to rates contained in each of the two bylaws: Bylaw No. 4735 (Appendix A) and Bylaw No. 4736 (Appendix B).

Bylaw No. 4735 covers all Salt Spring Island Electoral Area Sewer, Water and Liquid Waste Disposal Fees and Charges. Bylaw No. 4736 covers all Southern Gulf Islands and Juan de Fuca Electoral Areas Sewer, Water and Street Lighting Fees and Charges.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4735, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 19, 2025", be introduced and read a first, second and third time; and
2. That Bylaw No. 4735 be adopted.
3. That Bylaw No. 4736, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 14, 2025", be introduced and read a first, second and third time; and
4. That Bylaw No. 4736 be adopted.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

Changes in fees and charges are required for local utility services in the three Electoral Areas to maintain adequate levels of funding for annual operating costs inclusive of reserve contributions and debt servicing. The recommended rates are effective January 1 through December 31, 2026 and reflect estimates of the 2025 surpluses and/or deficits.

CONCLUSION

Utilities within the Electoral Areas require changes to fees and charges to fund operating and capital budgets. Amendments to the Electoral Area utilities fees and charges bylaws are recommended annually to reflect the rates included in the service budgets and financial plan for the forthcoming year. The Fees and Charges Bylaws are required approval prior to January 1, 2026, to attain the revenue targets specified in the 2026 service budgets.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4735, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 19, 2025", be introduced and read a first, second and third time; and
2. That Bylaw No. 4735 be adopted.
3. That Bylaw No. 4736, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 14, 2025", be introduced and read a first, second and third time; and
4. That Bylaw No. 4736 be adopted.

Submitted by:	Varinia Somosan, CPA, CGA, Senior Manager, Financial Services & Deputy Chief Financial Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Bylaw No. 4735, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 19, 2025", and Schedules B and C
Appendix B: Bylaw No. 4736, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 14, 2025", and Schedule C
Appendix C: Changes to Fees and Charges Summary
Appendix D: Bylaw No. 3864 Consolidated Redline Version December 2025 – Bylaw No. 4735
Appendix E: Bylaw No. 3847 Consolidated Redline Version December 2025 – Bylaw No. 4736

APPENDIX A

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4735

****

A BYLAW TO AMEND FEES AND CHARGES FOR UTILITY SERVICES AND LIQUID WASTE DISPOSAL WITHIN THE SALT SPRING ISLAND ELECTORAL AREA (BYLAW NO. 3864)

****

WHEREAS:

A. Under Bylaw No. 3864, “Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012”, the Regional Board established services and facilities to collect, convey, treat and dispose of sewage in the participating area of Salt Spring Island Electoral Area;

B. Amendments to the Electoral Area utilities fees and charges bylaws are recommended annually to reflect the rates included in the services budgets and financial plan for the forthcoming year;

C. Pursuant to Section 378 and Section 397 of the *Local Government Act*, the Board may, by bylaw, impose a fee or charge payable in respect of all or part of a service of the district or the exercise of regulatory authority by the Board;

D. Changes in fees and charges are required for local utility services in the Electoral Areas to maintain adequate levels of funding for annual operating costs inclusive of reserve contributions and debt servicing; and

E. Bylaw No. 4735 covers all Salt Spring Island Electoral Area Sewer, Water and Liquid Waste Disposal Fees and Charges.

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

1. Bylaw No. 3864, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012", is hereby amended as follows:

   a) By removing Schedule “B” in its entirety and replacing it with Schedule “B” attached hereto.

   b) By removing Schedule “C” in its entirety and replacing it with Schedule “C” attached hereto.

2. This Bylaw shall take effect January 1, 2026.

3. This Bylaw may be cited as “Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 19, 2025”.

READ A FIRST TIME THIS	day of	20___
READ A SECOND TIME THIS	day of	20___
READ A THIRD TIME THIS	day of	20___
ADOPTED THIS	day of	20___

_____ _____

CHAIR CORPORATE OFFICER

SCHEDULE "B"

1. Water Service Turn On and Turn Off Fee

Pursuant to Section 4, the fee for turning on or turning off the water supply at the curb stop is the following. The fees payable herein shall be paid to the CRD on application for the service.

(a) During Normal Working Hours (07:30 – 16:00) Monday through Friday (non-inclusive of statutory holidays): $75.00
Fulford Water only $150.00

(b) During Non-Working Hours: $200.00

(Schedule "B" continued on next page)

2. Water and Sewer User Fees

The user fees payable shall include a fixed fee and a variable consumption charge based on the volume of water metered as outlined below:

(a) Fixed Fee

Service Area	Annual Charge, 25% of which is billed each three months
Cedars of Tuam	$3,512.94 per single family dwelling unit or equivalent
Cedar Lane	$1,757.18 per single family dwelling unit or equivalent
Beddis	$1,328.22 per single family dwelling unit or equivalent
Highland	$0 per single family dwelling unit or equivalent
Fernwood	$0 per single family dwelling unit or equivalent
Highland and Fernwood	$1,438.22 per single family dwelling unit or equivalent
Maliview	$2,418.70 per single family dwelling unit or equivalent
Fulford	$1,834.74 per single family dwelling unit or equivalent Other users: No Fixed Fee

(b) Consumption Charge based on volume of water metered

The Consumption Charge for water or sewer will be the total volume of water metered to the water service connection, measured in cubic metres (or other units converted to cubic metres) over a three-month billing period, at a rate as follows:

Service Area	Volume of Water	Charge
Cedars of Tuam	First 38.0 cubic metres or portion	$9.00 per cubic metre
	Greater than 38.0 cubic metres	$18.00 per cubic metre
Cedar Lane	First 30.0 cubic metres or portion	$2.50 per cubic metre
	31.0 to 60.0 cubic metres or portion	$9.00 per cubic metre
	Greater than 61 cubic metres	$25.00 per cubic metre
Beddis	First 38.0 cubic metres or portion	$3.10 per cubic metre
	Next 68.0 cubic metres or portion	$6.30 per cubic metre
	Greater than 106 cubic metres	$8.50 per cubic metre
Highland and Fernwood	First 38.0 cubic metres or portion	$0.64 per cubic metre
	Next 68.0 cubic metres or portion	$2.00 per cubic metre
	Greater than 106 cubic metres	$5.13 per cubic metre
Maliview	$1.75 per cubic metre of total water provided or delivered to the single-family dwelling unit or equivalent served by the sewer connection to the CRD Highland Water System	
Fulford	Single Family Residential: No Consumption Charge Other users: $3.90 per cubic metre Minimum Consumption Charge per three months is $458.69 per service connection.	

SCHEDULE "C"

Liquid Waste Receiving Facility

1. Disposal Fees and Charges

Every Hauler depositing Liquid Waste at the Liquid Waste Receiving Facility shall pay the following fees and charges:

Fees:	
Septage	$129.78 per cubic metre ($0.590 per imperial gallon)
Sewage	$129.78 per cubic metre ($0.590 per imperial gallon)
Facility User Permit	$50.00 per Septage waste disposal truck per annum (valid for a period from January 1 of each year until December 31 of the subject year). This fee is not pro-rated in the first year of this schedule coming into force.
Charges:	
Call Out Charge	$75.00 per hour; minimum charge $150 first 2 hours
After Hours Call Out	$75.00 per hour; minimum charge $150 first 2 hours

2. Definitions:

The following terms, words and phrases when used in this schedule shall have the meanings set forth in this contained in this schedule:

"**CRD**" means the Capital Regional District.

"**Call Out Charge**" means a charge issued to any person who uses the Liquid Waste Receiving Facility due to an event directly attributable to a person(s) actions requiring CRD personnel to attend the Liquid Waste Receiving Facility.

"**Discharge**" means to directly or indirectly introduce a substance into a Sewer or sewage facility by spilling, disposing of, abandoning, depositing, leaking, seeping, pouring, draining, emptying or by any other means.

"**Facility Access Permit**" means a Facility Access Permit issued by the CRD.

"**Generator**" means an owner or occupier of property from which the Liquid Waste originates that is being trucked to a facility for disposal.

"**Hauler**" means a person or company who transports liquid waste from a Generator to a Liquid Waste Facility for disposal.

"**Local Service Area**" means the Local Service Area established under bylaw 2118 Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993.

"**Load of Liquid Waste**" means the Liquid Waste being delivered by the hauling vehicle.

"**Liquid Waste**" means Septage and/or Sewage Sludge.

"**Liquid Waste Receiving Facility**" means the Salt Spring Liquid Waste facility that receives Trucked Liquid Waste, more particularly described as located off Burgoyne Bay Road, Salt Spring Island (part of the North ½ of Section 4, Range 1, South Salt Spring Island, Cowichan District).

"**Measured volume**" means the actual volume of Liquid Waste Discharged at the designated Liquid Waste Receiving Facility as measured by the flow meter installed at the facility.

"**Municipality**" means a municipality or electoral area participating in the Local Service Area and/or the CRD itself.

"**Prohibited Waste**" means Hazardous Waste as defined by the *Hazardous Waste Regulation*.

"**Septage**" means a combination of liquid and solid wastes and/or settled solids from residences, businesses, institutions and industries normally collected in a Septic Tank or holding tank.

"**Septic Tank**" means a chamber made of concrete, fiberglass, PVC or plastic, through which domestic wastewater flows for primary treatment

"**Sewage Sludge**" means the primary or secondary Sewage Sludge from a sewage treatment plant.

"**Sewer**" means all pipes, conduits, drains and other equipment and facilities owned or otherwise under the control or jurisdiction of the CRD for collecting, pumping and transporting wastewater, either to a Sewage Facility or otherwise.

"**Trucked Liquid Waste**" means any Liquid Waste that is collected and transported from the site where the Liquid Waste originated by means other than Discharge to a Sewer, including but not limited to: Septic Tank waste, chemical toilet contents, oil and grease from interceptors or traps and other sludges of organic or inorganic origin.

"**Trucked Waste Manifest**" means a form provided by the CRD to be completed by the Generator, or agent acting on behalf of the Generator and Hauler of Septage as a condition of using a Liquid Waste Receiving Facility.

3. User Fees:

   a) The Liquid Waste disposal fee set out in Section 1 will be imposed on every Hauler depositing liquid waste at the Liquid Waste Receiving Facility and shall be paid in accordance with this bylaw.

   b) The fees charged will be calculated by multiplying the measured volume of Liquid Waste Discharged by the unit rate set out in Section 1. Where no measured volume is available, the fees charged will be calculated by multiplying the unit rate by the volume of a full load of Liquid Waste from the Haulers truck as specified in the operator's manual for the Haulers truck.

4. Credit:

   a) Persons depositing Liquid Waste at the Liquid Waste Receiving Facility on a regular basis may apply to the CRD for credit. If the CRD is satisfied of the credit worthiness of the Hauler, credit may be granted, in which case payment of the user fees imposed under Section 3 shall be made and credit extended under the following conditions:

      i. The person receiving credit shall pay to the CRD all fees in full within thirty (30) days of the last day of the month for which an invoice has been submitted. The CRD will invoice monthly for Liquid Waste delivered during the preceding month. The invoice

amount will be based on the total quantity of the waste delivered during the month, and the posted rates in effect at the time of delivery.

ii. Late payment(s) will be subject to an interest penalty of 1.5% per month.

iii. The CRD reserves the right to cancel, upon five (5) days' notice, the credit offered herein for late payment, non-payment or other justified cause as judged solely by the CRD.

5. Regulations:

a) Persons, including Generators or Haulers of Liquid Waste, shall only use the Liquid Waste Receiving Facility upon the following conditions:

i. That they agree to comply with all provisions within this bylaw.

ii. They have received a Facility Access Permit from the CRD.

iii. That the Liquid Waste meets the operating criteria to be received and processed at the facility.

iv. That they agree to comply with all operating protocols governing the use of the Liquid Waste Receiving Facility as prescribed in Section 6, as stated on any signage or materials published by the CRD, or as directed by an employee or agent of the CRD.

b) Any person making a Discharge at the Trucked Liquid Waste Receiving Facility shall immediately stop the Discharge at the instructions of an employee of the CRD if that employee has reasonable grounds to believe the Discharge does not meet the provisions of this bylaw or any other enactment.

c) A Hauler or other person is liable for any damage to a Liquid Waste Receiving Facility or CRD property caused by the Hauler or other person or caused by the functioning or operation of a Hauler or other person's vehicle, tank, or equipment.

d) The CRD may suspend or revoke a permit to access and use of the Liquid Waste Receiving Facility if the Generator or Hauler falsifies or omits information on a Trucked Waste Manifest.

e) Sections 5 (a) to 5 (d) do not apply to a Municipality or agent of a Municipality, where Liquid Waste is removed from a water, sewer or sewage facility or the Liquid Waste Receiving Facility for purposes of maintenance activities on the water, Sewer or sewage facility or the Liquid Waste Receiving facility.

6. Operating Protocols:

a) The Liquid Waste Receiving Facility is an unattended facility and is controlled by a locked gate. In order to access the site a Hauler must have a valid Facility Access Permit.

i. Permits can be obtained by making application to the CRD on the application form attached hereto in Schedule E, and paying the annual fee as set out in Section 1.

ii. Each vehicle owned by the Hauler that is used for the purposes of Septage waste disposal at the Liquid Waste Receiving Facility must be listed on the Facilty Access Permit.

iii. Once approved a Facility Access Permit sticker, gate access key and/or codes will issued to the Hauler.

iv. A Facility Access Permit Sticker will be issued for each vehicle listed on the Facility Access Permit.

v. The CRD may suspend or revoke a Facility Access Permit:

(1) for any or all vehicles licensed to any one Hauler for any violation of, or noncompliance with, the terms and conditions of this bylaw, or any enactment applicable to the Discharge of waste into a Liquid Waste Receiving Facility, when the violation or noncompliance interferes with the operation of the Liquid Waste Receiving Facility.

(2) if a Generator or Hauler falsifies or omits information regarding the source, type, or quality of Septage Discharged at the Liquid Waste Receiving Facility.

(3) for any or all vehicles licensed to any one Hauler for failure to pay fees described in this bylaw within 60 days of being invoiced by the CRD or the Operator.

b) While on site at the Liquid Waste Receiving Facility, all Haulers, persons, employees and agents of the CRD shall abide by WorkSafeBC and CRD protocols and regulations and conduct their activities in a safe and respectful manner.

c) The designated intake connection at the Liquid Waste Receiving Facility must be used. Discharging Liquid Waste directly or indirectly into any other point at the Liquid Waste Receiving Facility is strictly prohibited and may result in suspension or revocation of a Facility Access Permit.

d) Information regarding the Liquid Waste to be Discharged including the waste manifest must be properly entered into the log-in Hauler's panel or may result in suspension or revocation of a Facility Access Permit.

e) The solid to Liquid Waste content shall not contain any solid rocks or debris larger than 38mm in diameter. Failure to comply with this requirement may lead to Call Out Charges as set out in Section 1, if CRD staff are required to attend the Liquid Waste Receiving Facility, and could result in liability to repair the facility if damage is caused.

f) Should the Liquid Waste Receiving Facility alarm go into effect and the inlet valve close, Haulers must wait until the Liquid Waste Receiving Facility has been reset before continuing to off-load. No Liquid Waste shall be deposited anywhere else on site while waiting for CRD personnel to respond.

g) All hauling vehicles using the site must have connection devices compatible with those of the facility.

h) The Hauler is responsible for connecting and disconnecting hoses from the hauling vehicle to the facility Discharge coupling, and the operation of the equipment associated with the hauling vehicle.

i) The Discharge of Liquid Waste shall be conducted without spillage. Hoses shall not be drained to the ground. In the event that an environmental spill occurs, the Hauler must

immediately discontinue discharging and contact the CRD and report the a) date / time; b) volume; c) material spilled.

j) Each vehicle owned by the Hauler that is used for the purpose of waste disposal at the Liquid Waste Receiving Facility must provide sufficient containment of loads to prevent spillage in transit, including spillage from hoses and other appurtenances.

k) Parking for Haulers' or other persons' vehicles on site is permitted only while discharging Liquid Waste.

l) There is a limited supply of water to operate the Liquid Waste Receiving Facility. No person shall use water for washing or servicing their vehicles.

m) The Hauler shall designate on the Trucked Waste Manifest the type of Liquid Waste being Discharged.

n) Users shall observe and comply with all posted speed limit requirements on the road access and on the Liquid Waste Receiving Facility.

o) Hours of Operation:

i. Liquid Waste will only be accepted at the Liquid Waste Receiving Facility during regular hours of operation.

ii. The regular hours of operation at the Liquid Waste Receiving Facility are as follows:

Monday to Friday, excluding statutory holidays	7:30 am to 4:00 pm

iii. During the regular hours of operation, the Liquid Waste Receiving Facility will be open for Haulers to dispose of Liquid Waste. CRD staff will only be available to respond to any issues or alarms during regular hours of operation.

iv. After-hours access may be considered under emergency situations.

v. No person shall make use of the Liquid Waste Receiving Facility at any time other than the regular hours and days of operation, unless:

(1) that person is an employee, contractor or agent of the CRD; or

(2) there is an emergency situation, and the person using the Liquid Waste Receiving Facility pays the after hour charges as set out in Section 1.

p) A flow meter is provided and shall be used to measure the volume of each Discharge. The CRD will bill each Hauler based on the total volume of Liquid Waste Discharged.

7. <u>Offences and Penalties:</u>

a) A person who contravenes this bylaw is guilty of an offence and is liable, upon conviction, to a fine not exceeding $10,000.

b) Where an offence is committed, or continues on for more than one day, a person shall be deemed to have committed separate offences for each day on or during which an offence occurs or continues, and separate fines, each not exceeding $10,000, may be imposed for each day on or during which an offence occurs or continues.

Nothing in this bylaw shall limit the CRD from utilizing any other remedy that would otherwise be available to the CRD at law.

APPENDIX B

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4736

****

A BYLAW TO AMEND FEES AND CHARGES FOR UTILITY SERVICES WITHIN THE SOUTHERN GULF ISLANDS AND JUAN DE FUCA ELECTORAL AREAS (BYLAW NO. 3847)

****

WHEREAS:

A. Under Bylaw No. 3847, “Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012”, the Regional Board established services and facilities to collect, convey, treat and dispose of sewage in the participating areas of the Southern Gulf Islands Electoral Area and operate a street lighting system in the Juan de Fuca Electoral Area.

B. Amendments to the Electoral Area utilities fees and charges bylaws are recommended annually to reflect the rates included in the services budgets and financial plan for the forthcoming year;

C. Pursuant to Section 378 and Section 397 of the *Local Government Act*, the Board may, by bylaw, impose a fee or charge payable in respect of all or part of a service of the district or the exercise of regulatory authority by the Board;

D. Changes in fees and charges are required for local utility services in the Electoral Areas to maintain adequate levels of funding for annual operating costs inclusive of reserve contributions and debt servicing; and

E. Bylaw No. 4736 covers all Southern Gulf Islands and Juan de Fuca Electoral Areas Sewer, Water and Street Lighting Fees and Charges.

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

1. Bylaw No. 3847, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012", is hereby amended as follows:

    a) By removing Schedule “C” in its entirety and replacing it with Schedule “C” attached hereto.

2. This Bylaw shall take effect January 1, 2026.

3. This Bylaw may be cited as "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 14, 2025".

READ A FIRST TIME THIS	day of	20___
READ A SECOND TIME THIS	day of	20___
READ A THIRD TIME THIS	day of	20___
ADOPTED THIS	day of	20___

CHAIR

CORPORATE OFFICER

SCHEDULE "C"

1. Water, Sewer and Port Renfrew Street Lighting

a) For Single Family Equivalent, the user fees payable by Service Area shall be:

Service Area	Annual Charge • 25% of which is billed each three months
Skana Water	$1,433.77 per Single Family Equivalent connected to the water system
Surfside Park Estates Water	$2,013.80 per Single Family Equivalent connected to the water system
Lyall Harbour/ Boot Cove Water	$869.82 per Single Family Equivalent connected to the water system
Magic Lake Estates Sewer	$565.65 per Single Family Equivalent connected to the sewer system
Magic Lake Estates Water	$464.84 per Single Family Equivalent connected to the water system
	Quarterly Consumption Charge >50 m^3 = $0.50 per m^3 >80 m^3 = $1.50 per m^3
Sticks Allison Water	$2,226.22 per Single Family Equivalent connected to the water system
	Excess Consumption Fee – for metered water use per service connection in excess of 90 cubic metres per three months: $5.00 per cubic metre
Wilderness Mountain Water	Consumption Charge: $26.78 per month for each Single-Family Equivalent connected to the water system Annual User Charge: $1,329.85 per annum for each Single-Family Equivalent connected to the water system
Port Renfrew Water Annual User Charge	$286.43 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Sewer Annual User Charge	$755.55 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Street Lighting	$48.78 per User

(Schedule "C" continued on next page)

b) For other Consumers, the annual charge, 25% of which is billed each three months, is calculated as "N" times the total annual Single-Family Equivalent. "N" is determined as outlined in the following chart, except as noted in Sections 1c and 1d.

Use	"N"
Bed and Breakfast – each building	1.00
Hotel/Motel – each housekeeping unit	1.00
Cabin – each unit	1.00
Mobile home park – per space	1.00
Commercial building housing 1 business	
Up to 3 employees	1.25
4 or more employees	1.50
Commercial building housing more than 1 business	
Each business up to 3 employees	1.25
Each business 4 or more employees	1.50
Restaurant	2.00
Church	1.00
School – for each classroom	1.00
Hospital – for each bed	1.00
Other – for each 1,360 litres of daily winter water consumption. Estimated flows will be based on regulations or guidelines issued pursuant to the BC Health Act.	1.00

c) For the Lyall Harbour/Boot Cover Water Service Area

Use	"N"
Commercial building housing 1 business	
Up to 3 employees	1.00
4 or more employees	2.00
Commercial building housing more than 1 business	
Each business up to 3 employees:	1.00
Each business with 4 or more employees:	2.00

d) For Port Renfrew Water and Sewer Service Areas:
If the Single Family Equivalent has not been designated in 1b, the unit calculation will be based on the Minimum Daily Design Flow as specified in the Sewerage System Standard Practice Manual, Version 2, September 21, 2007, prepared by the BC Onsite Sewage Association.

APPENDIX C

Changes to Fees and Charges, Bylaws No. 4735 and 4736

Purpose: To summarize changes to Fees and Charges for 2026 in the three Electoral Areas.

Bylaw No. 4735:
To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges

Changes to Schedule B (2) a) Water and Sewer User Fees - Fixed Fees

Service Area	2026 Annual Charge (per SFE)	2025 Annual Charge (per SFE)	Committee/Commission Recommendation
Cedars of Tuam Water	$3,512.94	$2,628.82	Cedars of Tuam Water Service Commission October 14, 2025
Cedar Lane Water	$1,757.18	$1,673.38	Cedar Lane Water Service Commission October 24, 2025
Beddis Water	$1,328.22	$1,193.95	Beddis Water Service Commission October 24, 2025
Highland Water	No Change	$0	Fernwood and Highland Water Service Commission November 7, 2025
Fernwood Water	No Change	$0	
Highland & Fernwood Water	$1,438.22	$1,361.06	
Maliview Sewer	$2,418.70	$2,091.08	Maliview Sewer Local Service Commission November 7, 2025
Fulford Water	$1,834.74	$1,781.26	Fulford Water Service Commission October 14, 2025

Bylaw No. 4735:
To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges

Changes to Schedule B (2) b) Water and Sewer User Fees - Consumption Charge based on volume of water metered

Service Area	2026 Consumption Charge	2025 Consumption Charge	Committee/Commission Recommendation
Cedars of Tuam Water	No Change	First 38 m^3 =$9.00/$m^3$ >38 m^3 = $18.00/$m^3$	Cedars of Tuam Water Service Commission October 14, 2025
Cedar Lane Water	No Change	First 30 m^3 =$2.50/$m^3$ >30 m^3 = $9.00/$m^3$ >61 m^3 = $25.00/$m^3$	Cedar Lane Water Service Commission October 24, 2025
Beddis Water	No Change	First 38 m^3 =$3.10/$m^3$ Next 68 m^3 = $6.30/$m^3$ >106 m^3 = $8.50/$m^3$	Beddis Water Service Commission October 24, 2025
Highland and Fernwood Water	No Change	First 38 m^3 =$0.64/$m^3$ Next 68 m^3 = $2.00/$m^3$ >106 m^3 = $5.13/$m^3$	Fernwood and Highland Water Service Commission November 7, 2025
Maliview Sewer	No Change	$1.75/$m^3$ of total water provided or delivered to the single family dwelling unit or equivalent served by the sewer connection to the CRD Highland Water System	Maliview Sewer Local Service Commission November 7, 2025
Fulford Water	Single Family Residential: No Consumption Charge Other: $3.71/$m^3$ Minimum Consumption Charge per three months is $458.69 per service connection.	Single Family Residential: No Consumption Charge Other: $3.71/$m^3$ Minimum Consumption Charge per three months is $445.32 per service connection.	Fulford Water Service Commission October 14, 2025

Bylaw No. 4735:
To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges

Changes to Schedule C (1) Disposal Fees and Charges

Service Area	2026 Fees	2025 Fees	Committee/Commission Recommendation
Septage	$129.78 per cubic metre ($0.590 per imperial gallon)	$125.38 per cubic metre ($0.570 per imperial gallon)	Salt Spring Island Local Community Commission September 11, 2025
Sewage	$129.78 per cubic metre ($0.590 per imperial gallon)	$125.38 per cubic metre ($0.570 per imperial gallon)	Salt Spring Island Local Community Commission September 11, 2025

Bylaw No. 4736:
To Amend Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges

Changes to Schedule C (1) a) Water, Sewer and Port Renfrew Street Lighting

Service Area	2026 Annual Charge	2025 Annual Charge	Committee/Commission Recommendation
Skana Water	$1,433.77 (per SFE)	$1,392.08 (per SFE)	Skana Water Service Committee October 23, 2025
Surfside Park Estates Water	$2,013.80 (per SFE)	$1,856.86 (per SFE)	Surfside Park Estates Water Service Committee October 23, 2025
Lyall Harbour/Boot Cove Water	$869.82 (per SFE)	$793.29 (per SFE)	Lyall Harbour/Boot Cove Water Local Services Committee November 13, 2025
Magic Lake Estates Sewer	$565.65 (per SFE)	$487.54 (per SFE)	Magic Lake Estates Water and Sewer Committee November 13, 2025
Magic Lake Estates Water	$464.84 (per SFE)	$395.50 (per SFE)	
	No Change	Consumption Charge >50 m^3 = $0.50/$m^3$ >80 m^3 = $1.50/$m^3$	
Sticks Allison Water	$2,226.22 (per SFE)	$1,855.14 (per SFE)	Sticks Allison Water Local Service Committee October 30, 2025
	No Change	> 90 m^3 per 3 months = 5.00/m^3	
Wilderness Mountain Water	$1,329.85 (per SFE)	$1,266.47 (per SFE)	Wilderness Mountain Water Service Commission October 28, 2025
	Consumption Charge = $26.78 (Monthly per SFE)	Consumption Charge = $25.51 (Monthly per SFE)	
Port Renfrew Water Annual User Charge	$286.43 (per Unit)	$270.21 (per Unit)	Port Renfrew Utility Services Committee October 28, 2025
Port Renfrew Sewer Annual User Charge	$755.55 (per Unit)	$719.54 (per Unit)	
Port Renfrew Street Lighting	$48.78 (per User)	$47.89 (per User)	

APPENDIX D

Making a difference...together

BYLAW NO. 3864

SALT SPRING ISLAND LIQUID WASTE, SEWER, AND WATER FEES AND CHARGES BYLAW NO. 1, 2012

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED DECEMBER 12, 2012
(Consolidated with Amending Bylaws 3891, 3925, 3977, 3993, 4073, 4236, 4273, 4286, 4301, 4311, 4339, 4395, 4470, 4525, 4586, 4648 & 4735)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3864

****

A BYLAW TO PROVIDE FOR FEES AND CHARGES PAYABLE FOR UTILITY SERVICES IN SERVICE AREAS WITHIN THE SALT SPRING ISLAND ELECTORAL AREA

****

WHEREAS:

A. Pursuant to section 378 and section 397 of the *Local Government Act,* the Board may, by bylaw, impose a fee or charge payable in respect of all or part of a service of the district or the exercise of regulatory authority by the Board.

B. The Capital Regional District established services and facilities to supply, treat, convey, store, and distribute water in the participating areas of the Salt Spring Island Electoral Area (Cedars of Tuam Water System, Cedar Lane Water Service, Beddis Water Service, Highland Water System, Fernwood Water Supply and Fulford Water Service).

C. The Capital Regional District established services and facilities to collect, convey, treat, and dispose of sewage in the participating area of Salt Spring Island Electoral Area (Maliview Estates Sewerage).

D. These bylaws authorize the recovery of annual costs by methods including:

(a) by way of an annual parcel tax; or

(b) by fees and charges to be imposed by bylaw under Section 397 of the *Local Government Act*.

E. The Board wishes to establish a consolidated bylaw for the recovery of annual costs for utility services on Salt Spring Island.

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

1. The Board hereby authorizes and imposes fees and charges from time to time for the Service Areas shown on Schedules “A” of the following bylaws:

(a) Bylaw No. 3021, “Salt Spring Island Cedars of Tuam Water System Service Establishment Bylaw No. 1, 2002”;

(b) Bylaw No. 3424, “Cedar Lane Water Service Establishment Bylaw No. 1, 2007”;

(c) Bylaw No. 3188, “Beddis Water Service Establishment Bylaw No. 1, 2004”;

(d) Bylaw No. 1937, “Highland Water System Local Service Establishment Bylaw No. 1, 1999,” as amended;

(e) Bylaw No. 1772, “Fernwood Water Supply Local Service Establishment Bylaw No. 1, 1989,” as amended;

(f) Bylaw No. 1938, “Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991”;

(g) Bylaw No. 3202, “Fulford Water Service Establishment Bylaw No. 1, 2004,” as amended;

(h) Bylaw No. 2118, “Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993; and

(i) Bylaw No. 1923, “Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991.”

2. Interpretation

In this bylaw, unless context otherwise requires:

(a) **"Applicant"** means a person who is the owner, lessee or tenant of an authorized premises and who has requested or applied for water or sewer service or for any other matter or thing under this bylaw from the Capital Regional District.

(b) **"Board"** means the Capital Regional District Board.

(c) **"Consumer"** means a person to whom a service connection has been provided by the Capital Regional District.

(d) **"Construction Costs"** include costs of labour, materials and equipment.

(e) **"CRD"** means the Capital Regional District.

(f) **"Engineering Costs"** include costs of survey, design, permit acquisition, layout, inspection and as-constructed drawings.

(g) **"Property"** means a Parcel which may or may not contain one or more buildings or other structures.

(h) **"Service Abandonment"** an intentional relinquishment of the water service. A dwelling(s) that have been allowed to become uninhabitable would be considered to be abandoned.

(i) **"Service Area"** means a service area specified in Section 1 above.

(j) **"Service Line"** means the water supply pipeline from the property line to the primary building or structure on the property of a Consumer. *(Bylaw 3891)*

(k) **"Sewer Service Connection"** means a pipe and all appurtenances necessary to connect a sewer main to a building sanitary sewer at the property line.

(l) **"Single Family Equivalent"** means and includes a single family dwelling unit intended for the use or occupancy by one or more individuals as a non-profit household, and includes a dwelling unit in an apartment, condominium, duplex, or other multiple family facility.

(m) **"Single Family Residential"** means a water or sewer service connection to a parcel of land having actual use identified by BC Assessment as a Single Family Dwelling, and which may include one secondary dwelling or suite.

(n) **"Temporary disconnection"** means to shut off the water service at the Water Service Connection for a period of time not exceeding twelve months.

(o) **"User Fee"** means a fee or charge imposed under Section 6 of this bylaw.

(p) **"Water Service Connection"** means a pipe and all necessary valves, connections, meters, and other appurtenances necessary to connect a water main to a curb stop on the property line.

3. Water or Sewer Service Connection Fee

An Applicant for a Water or Sewer Service Connection in respect of real property within a Service Area shall, at the time of making an application for the service connection, pay the service connection fee set out in Schedule "A" hereto.

4. Water Service Turn On and Turn Off Fee

A Consumer in a Service Area requesting the turning off or turning on of the water supply at the curb stop under Section 22 or 24 of Bylaw No. 1792, "Water Regulations Bylaw No. 1, 1990", shall

pay the applicable turn on or turn off fee set out in Section 1 of Schedule “B” hereto.

5. Water Service Abandonment Fee

The owner of property in a Service Area wishing to discontinue water service shall pay the applicable abandonment fee set out in Section 2 of Schedule “A” hereto.

6. Water and Sewer User Fees and Liquid Waste Disposal Fee

(a) The user fees in Section 2 of Schedule “B” are hereto imposed on each Consumer in a Service Area and shall be paid in accordance with the following:

i) User fees invoiced by the CRD are due and payable by the owner of the parcel within thirty (30) days from the date the bill is issued.

ii) User fees shall be billed quarterly by the CRD.

iii) A late payment charge of 1.5% of the past due amount shall be added to all delinquent water and sewer bills. *(Bylaw 3891)*

iv) All payments received will be applied firstly against arrears, and then to current balances.

(b) Water and sewer user fees for all water and sewer services, excluding Ganges sewerage, are provided in Section 2 of Schedule “B”.

(c) Liquid waste disposal fees are provided in Schedule “C”.

(d) User fees for Ganges sewerage are provided in Schedule “D”.

7. Utility Bill Appeal

(a) Any Consumer obtaining a utility bill may formally register a complaint or dispute with the General Manager regarding the amount of any charge on the utility bill, no more than thirty (30) days from the date of billing.

(b) The General Manager will review the complaint and may reduce the utility bill amount if:

i) there is an error in the calculation of the bill amount; or

ii) another circumstance exists that makes payment of the full bill amount unjust.

8. Utility Bill Adjustments for Leaks in the Service Line

(a) No adjustment shall be made for leaks in internal plumbing systems and fixtures, including faucets and toilets, or leaks in an irrigation system on the Property.

(b) The General Manager may make an adjustment to a utility bill in the case of a water leak and may take into consideration the cause of the water loss, the opportunity for the Consumer to detect the leak, the possibility of Consumer negligence or fault regarding the leak, and the promptness with which the leak was stopped or repaired after discovery.

(c) To qualify for a utility bill adjustment, the leak must have been caused by circumstances beyond the Consumer’s control, such as a break in the Service Line, a mechanical malfunction, water theft, vandalism, or other unusual or emergency conditions.

(d) An owner must provide tangible proof that all water leaks have been repaired; the CRD Integrated Water Services has the authority to inspect the repair prior to considering a water leak adjustment.

(e) The General Manager, upon receiving an application for a water leak adjustment, may adjust the amount of any utility bill for a Consumer where the owner satisfactorily proves there was a water leak(s) originating within the Consumer’s Service Line. *(Bylaw 3891)*

(f) If the General Manager permits a utility bill adjustment, the Consumer shall assume responsibility for the normal amount of water consumed at the current retail water rate based on the same billing period's consumption in the previous year; CRD Integrated Water Services shall absorb the remainder of the water consumption cost.

(g) CRD Integrated Water Services will only consider a water leak adjustment for the billing period the leak was detected and the previous billing period in which the leak occurred to a maximum of two (2) billing periods.

(h) Where the sewer charges are based on the water consumption volumes and a water leak adjustment has been approved, the consumption for sewer charges will be adjusted in accordance with the water consumption adjustment.

(i) Where the sewer charges are based on the water consumption volumes and a water leak is in an irrigation system, the General Manager may adjust the sewer charges based on water consumption during the same billing period in the previous year; CRD Integrated Water Services shall absorb the remainder of the sewer consumption cost.

(j) A sewer leak adjustment will be considered only for the billing period the water leak was detected and the previous billing period in which the leak occurred to a maximum of two (2) billing periods.

(k) Only one leak adjustment for water and sewer per Property within a twelve (12) month period shall be permitted.

(l) A leak adjustment application form must be submitted within 30 days of the billing date of the utility bill.

9. Water Meter Readings

(a) If for any reason CRD Integrated Water Services shall be required to estimate the water consumption of a Property for any given period, the following procedure shall be followed:

i) The estimate shall be based on the water consumption history and the application of the use by the Consumer on the Property for which a water estimate is required; and,

ii) In the event that no sufficient history exists to produce a reasonable estimate, the estimate shall be calculated on the basis of an average of the water consumption for similar properties in the same area; the minimum estimate allowed will be ten (10) cubic metres of water per week.

10. Temporary Disconnection of Water Service Connection

(a) The Consumer requesting their Water Service Connection to be shut off for a period of time not exceeding twelve months must give written notice to the CRD Integrated Water Services to turn off the water.

(b) Despite shutting off the water service, the Consumer must pay the annual user charge when the Water Service Connection is shut off by temporary disconnection.

11. Date Effective

Section 8 of this bylaw comes into effect as of 01/07/12.

12. Repeal

Bylaw No. 3688, cited as "Salt Spring Island Sewer and Water Fee and Charge Bylaw No. 1, 2010" and all amendments thereto are hereby repealed.

13. Citation

This Bylaw may be cited as "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012".

READ A FIRST TIME THIS	12th	DAY OF	December	2012
READ A SECOND TIME THIS	12th	DAY OF	December	2012
READ A THIRD TIME THIS	12th	DAY OF	December	2012
ADOPTED THIS	12h	DAY OF	December	2012

Original signed by Alastair Bryson
CHAIR

Original signed by Sonia Santarossa
CORPORATE OFFICER

SCHEDULE "A"

(*Bylaw 4236*)

1. Water and Sewer Service Connections and Charges

The British Columbia Plumbing Code shall apply to all connections made to CRD water or sewer system, together with the conditions as set forth hereinafter:

(a) Any connections not conforming to the requirements set out in the British Columbia Plumbing Code shall not be connected to a CRD water or sewer system.

(b) The connection charge for a water or sewer service connection shall be the actual cost for the connection, calculated as follows:

(I) Engineering Costs:
Including survey, design, permit acquisition, layout, inspection and as-constructed drawings $_____

(ii) Construction Costs:
Including labour, materials, and equipment $_____

(iii) Administration Costs:
At 15% of the sum of (i) + (ii) $_____

ACTUAL COST = Sum of (i) + (ii) + (iii) $_____

(c) Fees or estimated fees payable herein shall be paid to the CRD on application for connection to the utility. Where applicable, the difference between fees paid upon application and the actual cost for the connection will be billed or refunded to the Applicant.

2. Water or Sewer Service Abandonment Fee

Pursuant to Section 5, the fee for abandonment of a water or sewer service connection is the actual cost to the CRD to remove the service connection, calculated in accordance with the formula set out in the above Section 1 of Schedule “A” hereto.

SCHEDULE "B"

(*Bylaw 4735*)

1. Water Service Turn On and Turn Off Fee

Pursuant to Section 4, the fee for turning on or turning off the water supply at the curb stop is the following. The fees payable herein shall be paid to the CRD on application for the service.

(a) During Normal Working Hours (07:30 – 16:00) Monday through Friday (non-inclusive of statutory holidays): $75.00
Fulford Water only $150.00

(b) During Non-Working Hours: $200.00

(Schedule "B" continued on next page)

2. Water and Sewer User Fees

The user fees payable shall include a fixed fee and a variable consumption charge based on the volume of water metered as outlined below:

(a) Fixed Fee

Service Area	Annual Charge, 25% of which is billed each three months
Cedars of Tuam	$3,512.94 per single family dwelling unit or equivalent
Cedar Lane	$1,757.18 per single family dwelling unit or equivalent
Beddis	$1,328.22 per single family dwelling unit or equivalent
Highland	$0 per single family dwelling unit or equivalent
Fernwood	$0 per single family dwelling unit or equivalent
Highland and Fernwood	$1,438.22 per single family dwelling unit or equivalent
Maliview	$2,418.70 per single family dwelling unit or equivalent
Fulford	$1,834.74 per single family dwelling unit or equivalent Other users: No Fixed Fee

(b) Consumption Charge based on volume of water metered

The Consumption Charge for water or sewer will be the total volume of water metered to the water service connection, measured in cubic metres (or other units converted to cubic metres) over a three-month billing period, at a rate as follows:

Service Area	Volume of Water	Charge
Cedars of Tuam	First 38.0 cubic metres or portion	$9.00 per cubic metre
	Greater than 38.0 cubic metres	$18.00 per cubic metre
Cedar Lane	First 30.0 cubic metres or portion	$2.50 per cubic metre
	31.0 to 60.0 cubic metres or portion	$9.00 per cubic metre
	Greater than 61 cubic metres	$25.00 per cubic metre
Beddis	First 38.0 cubic metres or portion	$3.10 per cubic metre
	Next 68.0 cubic metres or portion	$6.30 per cubic metre
	Greater than 106 cubic metres	$8.50 per cubic metre
Highland and Fernwood	First 38.0 cubic metres or portion	$0.64 per cubic metre
	Next 68.0 cubic metres or portion	$2.00 per cubic metre
	Greater than 106 cubic metres	$5.13 per cubic metre
Maliview	$1.75 per cubic metre of total water provided or delivered to the single-family dwelling unit or equivalent served by the sewer connection to the CRD Highland Water System	
Fulford	Single Family Residential: No Consumption Charge Other users: $3.71 per cubic metre Minimum Consumption Charge per three months is $458.69 per service connection.	

SCHEDULE "C"

(*Bylaw 4648*)

Liquid Waste Receiving Facility

1. Disposal Fees and Charges

Every Hauler depositing Liquid Waste at the Liquid Waste Receiving Facility shall pay the following fees and charges:

Fees:	
Septage	$129.78 per cubic metre ($0.590 per imperial gallon)
Sewage	$129.78 per cubic metre ($0.590 per imperial gallon)
Facility User Permit	$50.00 per Septage waste disposal truck per annum (valid for a period from January 1 of each year until December 31 of the subject year). This fee is not pro-rated in the first year of this schedule coming into force.
Charges:	
Call Out Charge	$75.00 per hour; minimum charge $150 first 2 hours
After Hours Call Out	$75.00 per hour; minimum charge $150 first 2 hours

2. Definitions:

The following terms, words, and phrases when used in this schedule shall have the meanings set forth in this contained in this schedule:

"**CRD**" means the Capital Regional District.

"**Call Out Charge**" means a charge issued to any person who uses the Liquid Waste Receiving Facility due to an event directly attributable to a person(s) actions requiring CRD personnel to attend the Liquid Waste Receiving Facility.

"**Discharge**" means to directly or indirectly introduce a substance into a Sewer or sewage facility by spilling, disposing of, abandoning, depositing, leaking, seeping, pouring, draining, emptying, or by any other means.

"**Facility Access Permit**" means a Facility Access Permit issued by the CRD.

"**Generator**" means an owner or occupier of property from which the Liquid Waste originates that is being trucked to a facility for disposal.

"**Hauler**" means a person or company who transports Liquid Waste from a Generator to a Liquid Waste facility for disposal.

"**Local Service Area**" means the Local Service Area established under bylaw 2118 Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993.

"**Load of Liquid Waste**" means the Liquid Waste being delivered by the hauling vehicle.

"**Liquid Waste**" means Septage and/or Sewage Sludge.

"**Liquid Waste Receiving Facility**" means the Salt Spring Liquid Waste facility that receives Trucked Liquid Waste, more particularly described as located off Burgoyne Bay

Road, Salt Spring Island (part of the North ½ of Section 4, Range 1, South Salt Spring Island, Cowichan District).

"**Measured Volume**" means the actual volume of Liquid Waste Discharged at the designated Liquid Waste Receiving Facility as measured by the flow meter installed at the facility.

"**Municipality**" means a municipality participating in the Local Service Area and/or the CRD itself.

"**Prohibited Waste**" means Hazardous Waste as defined by the *Hazardous Waste Regulation*.

"**Septage**" means a combination of liquid and solid wastes and/or settled solids from residences, businesses, institutions, and industries normally collected in a Septic Tank or holding tank.

"**Septic Tank**" means a chamber made of concrete, fiberglass, PVC, or plastic, through which domestic wastewater flows for primary treatment.

"**Sewage Sludge**" means the primary or secondary Sewage Sludge from a sewage treatment plant.

"**Sewer**" means all pipes, conduits, drains, and other equipment and facilities owned or otherwise under the control or jurisdiction of the CRD for collecting, pumping, and transporting wastewater, either to a Sewage Facility or otherwise.

"**Trucked Liquid Waste**" means any Liquid Waste that is collected and transported from the site where the Liquid Waste originated by means other than Discharge to a Sewer, including but not limited to: Septic Tank waste, chemical toilet contents, oil and grease from interceptors or traps and other sludges of organic or inorganic origin.

"**Trucked Waste Manifest**" means a form provided by the CRD to be completed by the Generator, or agent acting on behalf of the Generator, and Hauler of Septage as a condition of using a Liquid Waste Receiving Facility.

3. User Fees:

(a) The Liquid Waste disposal fee set out in Section 1 will be imposed on every Hauler depositing Liquid Waste at the Liquid Waste Receiving Facility and shall be paid in accordance with this bylaw.

(b) The fees charged will be calculated by multiplying the measured volume of Liquid Waste Discharged by the unit rate set out in Section 1. Where no measured volume is available, the fees charged will be calculated by multiplying the unit rate by the volume of a full load of Liquid Waste from the Haulers truck as specified in the operator's manual for the Haulers truck.

4. Credit:

(a) Persons depositing Liquid Waste at the Liquid Waste Receiving Facility on a regular basis may apply to the CRD for credit. If the CRD is satisfied of the credit worthiness of the Hauler, credit may be granted, in which case payment of the user fees imposed under Section 3 shall be made and credit extended under the following conditions:

(i) The person receiving credit shall pay to the CRD all fees in full within thirty (30) days of the last day of the month for which an invoice has been submitted. The CRD will invoice monthly for Liquid Waste delivered during the preceding month. The invoice amount will be based on the total quantity of the waste delivered during the month, and the posted rates in effect at the time of delivery.

(ii) Late payment(s) will be subject to an interest penalty of 1.5% per month.

(iii) The CRD reserves the right to cancel, upon five (5) days' notice, the credit offered herein for late payment, non-payment, or other justified cause as judged solely by the CRD.

5. Regulations:

(a) Persons, including Generators or Haulers of Liquid Waste, shall only use the Liquid Waste Receiving Facility upon the following conditions:

(i) That they agree to comply with all provisions within this Bylaw.

(ii) They have received a Facility Access Permit from the CRD.

(iii) That the Liquid Waste meets the operating criteria to be received and processed at the facility.

(iv) That they agree to comply with all operating protocols governing the use of the Liquid Waste Receiving Facility as prescribed in Section 6, as stated on any signage or materials published by the CRD, or as directed by an employee or agent of the CRD.

(b) Any person making a Discharge at the Trucked Liquid Waste Receiving Facility shall immediately stop the Discharge at the instructions of an employee of the CRD if that employee has reasonable grounds to believe the Discharge does not meet the provisions of this bylaw or any other enactment.

(c) A Hauler or other person is liable for any damage to a Liquid Waste Receiving Facility or CRD property caused by the Hauler or other person or caused by the functioning or operation of a Hauler or other person's vehicle, tank, or equipment.

(d) The CRD may suspend or revoke a permit to access and use of the Liquid Waste Receiving Facility if the Generator or Hauler falsifies or omits information on a Trucked Waste Manifest.

(e) Sections 5 (a) to 5 (d) do not apply to a Municipality or agent of a Municipality, where Liquid Waste is removed from a water, Sewer or sewage facility, or the Liquid Waste Receiving Facility for purposes of maintenance activities on the water, Sewer or sewage facility, or the Liquid Waste Receiving Facility.

6. Operating Protocols:

(a) The Liquid Waste Receiving Facility is an unattended facility and is controlled by a locked gate. In order to access the site a Hauler must have a valid Facility Access Permit.

(i) Permits can be obtained by making application to the CRD on the application form attached hereto in Schedule "E", and paying the annual fee as set out in Section 1.

(ii) Each vehicle owned by the Hauler that is used for the purposes of Septage waste disposal at the Liquid Waste Receiving Facility must be listed on the Facility Access Permit.

(iii) Once approved a Facility Access Permit sticker, gate access key and/or codes will be issued to the Hauler.

(iv) A Facility Access Permit Sticker will be issued for each vehicle listed on the Facility Access Permit.

(v) The CRD may suspend or revoke a Facility Access Permit:

(1) for any or all vehicles licensed to any one Hauler for any violation of, or noncompliance with, the terms and conditions of this bylaw, or any enactment applicable to the Discharge of waste into a Liquid Waste Receiving Facility, when the violation or noncompliance interferes with the operation of the Liquid Waste Receiving Facility.

(2) if a Generator or Hauler falsifies or omits information regarding the source, type, or quality of Septage Discharged at the Liquid Waste Receiving Facility.

(3) for any or all vehicles licensed to any one Hauler for failure to pay fees described in this bylaw within 60 days of being invoiced by the CRD or the Operator.

(b) While on site at the Liquid Waste Receiving Facility, all Haulers, persons, employees, and agents of the CRD shall abide by WorkSafeBC and CRD protocols and regulations and conduct their activities in a safe and respectful manner.

(c) The designated intake connection at the Liquid Waste Receiving Facility must be used. Discharging Liquid Waste directly or indirectly into any other point at the Liquid Waste Receiving Facility is strictly prohibited and may result in suspension or revocation of a Facility Access Permit.

(d) Information regarding the Liquid Waste to be Discharged including the waste manifest must be properly entered into the log-in Hauler's panel or may result in suspension or revocation of a Facility Access Permit.

(e) The solid to Liquid Waste content shall not contain any solid rocks or debris larger than 38mm in diameter. Failure to comply with this requirement may lead to Call Out Charges as set out in Section 1, if CRD staff are required to attend the Liquid Waste Receiving Facility, and could result in liability to repair the facility if damage is caused.

(f) Should the Liquid Waste Receiving Facility alarm go into effect and the inlet valve close, Haulers must wait until the Liquid Waste Receiving Facility has been reset before continuing to off-load. No Liquid Waste shall be deposited anywhere else on site while waiting for CRD personnel to respond.

(g) All hauling vehicles using the site must have connection devices compatible with those of the facility.

(h) The Hauler is responsible for connecting and disconnecting hoses from the hauling vehicle to the facility Discharge coupling, and the operation of the equipment associated with the hauling vehicle.

(i) The Discharge of Liquid Waste shall be conducted without spillage. Hoses shall not be drained to the ground. In the event that an environmental spill occurs, the Hauler must immediately discontinue discharging and contact the CRD and report the a) date / time; b) volume; c) material spilled.

(j) Each vehicle owned by the Hauler that is used for the purpose of waste disposal at the Liquid Waste Receiving Facility must provide sufficient containment of loads to prevent spillage in transit, including spillage from hoses and other appurtenances.

(k) Parking for Haulers' or other persons' vehicles on site is permitted only while discharging Liquid Waste.

(l) There is a limited supply of water to operate the Liquid Waste Receiving Facility. No person shall use water for washing or servicing their vehicles.

(m) The Hauler shall designate on the Trucked Waste Manifest the type of Liquid Waste being Discharged.

(n) Users shall observe and comply with all posted speed limit requirements on the road access and on the Liquid Waste Receiving Facility.

(o) Hours of Operation:

(i) Liquid Waste will only be accepted at the Liquid Waste Receiving Facility during regular hours of operation.

(ii) The regular hours of operation at the Liquid Waste Receiving Facility are as follows:

Monday to Friday, excluding statutory holidays	7:30 am to 4:00 pm

(iii) During the regular hours of operation, the Liquid Waste Receiving Facility will be open for Haulers to dispose of Liquid Waste. CRD staff will only be available to respond to any issues or alarms during regular hours of operation.

(iv) After hours access may be considered under emergency situations.

(v) No person shall make use of the Liquid Waste Receiving Facility at any time other than the regular hours and days of operation, unless:

(1) that person is an employee, contractor, or agent of the CRD; or

(2) there is an emergency situation, and the person using the Liquid Waste Receiving Facility pays the after hour charges as set out in Section 1.

(p) A flow meter is provided and shall be used to measure the volume of each Discharge. The CRD will bill each Hauler based on the total volume of Liquid Waste Discharged.

7. Offences and Penalties:

(a) A person who contravenes this bylaw is guilty of an offence and is liable, upon conviction, to a fine not exceeding $10,000.

(b) Where an offence is committed, or continues on for more than one day, a person shall be deemed to have committed separate offences for each day on or during which an offence occurs or continues, and separate fines, each not exceeding $10,000, may be imposed for each day on or during which an offence occurs or continues.

Nothing in this bylaw shall limit the CRD from utilizing any other remedy that would otherwise be available to the CRD at law.

SCHEDULE "D"

USER RATES FOR GANGES SEWERAGE

A. Billing and Payment:

1) The user rate imposed under Section 6 (d) of this bylaw is due and payable upon invoice by the Capital Regional District.

2) If the user fee is not paid within thirty (30) days of the billing date for the user fee, a late payment charge of 2.5% of the past due amount shall be added to all delinquent sewer bills.

3) An amount of user fee, together with any penalty added under Subsection 2 will be considered to be a user fee in arrears.

4) All payments received will be applied firstly against user fees in arrears, and then to current balances.

5) A user fee which is unpaid as of December 31 in any year which it is payable will constitute a charge or lien on the land and improvements in respect of which the charge is imposed in accordance with Section 364 of the *Local Government Act* and may be collected as taxes in accordance with Section 376 of the *Local Government Act*.

For the purposes of this Schedule:

B. **"Average Residential Consumption"** means the average water consumption of all Residential Properties in the applicable year.

"Business Property" means property, subject to this bylaw, which is classified as Class 6 by the British Columbia Assessment Authority and also includes fire halls, Coast Guard facilities, and other federal, provincial and local government buildings, but does not include institutional property.

"Institutional Property" means schools, hospitals, long-term and extended care facilities, subject to this bylaw, but does not include libraries or churches.

"Net Cost" means the cost of operating, maintaining and paying debt charges payable in the current year for the sewerage system less all other revenue received for the sewerage system including grants and parcel tax levies.

"Premises" means any structure with a roof and with walls enclosing more than 60 per cent of the total perimeter.

"Residential Property" means property, subject to this bylaw, classified as Class 1 by the British Columbia Assessment Authority and includes churches and libraries, each of the latter is considered, for the purposes of this bylaw, a Single Family Equivalency.

"Single Family Equivalency" means and includes a single family dwelling unit intended for the use or occupancy by one or more individuals as a non-profit household, and includes a dwelling unit in an apartment, condominium, duplex, or other multiple family facility and a church or a library.

"User Charge" means a charge imposed under Section 1 of this bylaw.

"User Fund" means the total operating cost including debt repayment payable in the current year of the Ganges Sewerage Local Service Area, less the funds generated by the Parcel Tax.

"Water Consumption" means the total consumption of water used by a Business, Institutional, and Residential Property as measured by meter installed, read, and adjusted, if necessary, by the water supplier for the eight month period commencing September 1st and ending April 30th in the calendar year for which the user charge is imposed. In the event of a new installation or a change of use of an existing installation, the water consumption for the initial year will be estimated by the General Manager, based on average water usage values for similar users within the Local Service Area.

The user fund shall in each year be divided into three shares as follows:

C.

1) The Business Share shall be the percentage of the User Fund that the total Water Consumption of all Business Properties is of the total Water Consumption of all Business, Institutional and Residential Properties.

2) The Institutional Share shall be the percentage of the User Fund that the total Water Consumption of all Institutional Properties is of the total Water Consumption of all Business, Institutional and Residential Properties.

3) The Residential Share shall be the percentage of the User Fund that the total Water Consumption of all Residential Properties is of the total Water Consumption of all Business, Institutional and Residential Properties.

D.

1) The Business Share of the User Fund shall be paid by all the owners or occupiers of Business Property that is subject to a User Charge.

2) The Institutional Share of the User Fund shall be paid by all the owners or occupiers of Institutional Property that is subject to a User Charge.

3) The Residential Share of the User Fund shall be paid by all the owners or occupiers of Residential Property that is subject to a User Charge.

E. Each owner or occupier of a Business Property that is subject to a User Charge shall pay their share of the Business Share:

1) The Business Share is divided into two equal portions of 50 per cent each.

2) One portion of the Business Share is divided amongst the Business Properties that are subject to a User Charge, based on the percentage that the square footage of the exterior measurement of the Premises on a Business Property represents in relation to the total of all Premises on all Business Properties within the local service area.

3) The second portion of the Business Share is divided amongst the business properties that are subject to a User Charge based on the percentage of the Water Consumption of the Business Share that is used by that property.

F. Each owner or occupier of an Institutional Property that is subject to a User Charge shall pay the percentage of the Institutional Share that the Water Consumption of its property is of the total Water Consumption of all Institutional Properties, of the Institutional Share.

G. Each owner or occupier of a Residential Property that is subject to a User Charge shall pay:

1) $150.00 for each Single Family Equivalency; plus

2) The percentage of the Residential Share that the Water Consumption of his property is of the total Water Consumption of all Residential Properties of the Residential Share after deducting the monies payable under G (1) from the Residential Share.

CAPITAL REGIONAL DISTRICT
SALT SPRING ISLAND
LIQUID WASTE RECEIVING FACILITY PERMIT

Making a difference...together

SCHEDULE E

(*Bylaw 4286*)

APPLICATION FOR A FACILITY ACCESS PERMIT

Submit Completed Form to:	**Capital Regional District** **Salt Spring Island Electoral Area** **121 McPhillips Avenue** **Salt Spring Island, BC, VBK 2T6**

Please Print

COMPANY NAME: _____

COMPANY REPRESENTATIVE: _____

BUSINESS ADDRESS: _____

MAILING ADDRESS (if different from above): _____

TELEPHONE: (business) _____ (home) _____ (fax)_____

The Facility Access Permit fee as outlined in Schedule C must be remitted with the application.

2. List all vehicles to be included in the Facility Access Permit:

DESCRIPTION OF VEHICLE(S): _____

CAPACITY: _____

MAKE AND YEAR: _____

LICENSE NUMBER:_____

REGISTRATION NUMBER: _____

DESCRIPTION OF VEHICLE(S): _____

CAPACITY: _____

MAKE AND YEAR: _____

LICENSE NUMBER:_____

REGISTRATION NUMBER: _____

SCHEDULE E
BYLAW 3864

(Bylaw 4286)

DESCRIPTION OF VEHICLE(S): _____

CAPACITY: _____

MAKE AND YEAR: _____

LICENSE NUMBER: _____

REGISTRATION NUMBER: _____

DESCRIPTION OF VEHICLE(S): _____

CAPACITY: _____

MAKE AND YEAR: _____

LICENSE NUMBER: _____

REGISTRATION NUMBER: _____

DESCRIPTION OF VEHICLE(S): _____

CAPACITY: _____

MAKE AND YEAR: _____

LICENSE NUMBER: _____

REGISTRATION NUMBER: _____

Signature: _____ **Date:** _____

APPENDIX E

Making a difference...together

BYLAW NO. 3847

SOUTHERN GULF ISLANDS AND JUAN DE FUCA ELECTORAL AREAS UTILITIES AND STREET LIGHTING FEES AND CHARGES BYLAW NO. 1, 2012

Consolidated for Public Convenience

(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED DECEMBER 12, 2012
(Consolidated with Amending Bylaws 3892, 3924, 3987, 4074, 4170, 4233, 4274, 4337, 4389, 4471, 4524, 4587,4649 & 4736)

For reference to original bylaws or further details, please contact the Capital Regional District, Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3847

****

A BYLAW TO PROVIDE FOR FEES AND CHARGES PAYABLE FOR UTILITIES AND STREET LIGHTING WITHIN THE SOUTHERN GULF ISLANDS AND JUAN DE FUCA ELECTORAL AREAS

****

WHEREAS:

A. Pursuant to section 378 and section 397 of the *Local Government Act,* the Board may, by bylaw, impose a fee or charge payable in respect of all or part of a service of the district or the exercise of regulatory authority by the Board.

B. The Capital Regional District established services and facilities to supply, treat, convey, store, and distribute water in the participating areas of the Southern Gulf Islands Electoral Area and Juan de Fuca Electoral Area (Skana Water Service, Surfside Park Estates Water Service, Lyall Harbour/Boot Cove Water Service, Magic Lake Estates Water System Local Service, Sticks Allison Water Local Service, and Wilderness Mountain Water Service).

C. The Capital Regional District established services and facilities to collect, convey, treat, and dispose of sewage in the participating areas of the Southern Gulf Islands Electoral Area (Magic Lake Estates Sewage System Local Service).

D. The Capital Regional District established services and facilities to operate a street lighting system in the participating area of Port Renfrew in the Juan de Fuca Electoral Area.

E. These bylaws authorize the recovery of annual costs by methods including:

(a) by way of an annual parcel tax; or

(b) by fees and charges to be imposed by bylaw under Section 397 of the *Local Government Act*.

F. The Board wishes to establish a consolidated bylaw for the recovery of annual costs for utilities and street lighting in the Southern Gulf Islands and Juan de Fuca Electoral Areas.

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

1. The Board hereby authorizes and imposes fees and charges for the Service Areas shown from time to time on Schedules “A” of the following bylaws:

(a) Bylaw No. 3089, “Skana Water Service Establishment Bylaw No. 1, 2003”;

(b) Bylaw No. 3087, “Surfside Park Estates Water Service Establishment Bylaw No. 1, 2003”, as amended

(c) Bylaw No. 1873, “Outer Gulf Islands Magic Lake Estates Sewage System Local Service Establishment Bylaw, 1990”;

(d) Bylaw No. 2920, “Lyall Harbour/Boot Cove Water Service Establishment Bylaw No. 1, 2001”, as amended;

(e) Bylaw No. 1874, “Outer Gulf Islands Magic Lake Estates Water System Local Service Establishment Bylaw, 1990”, as amended;

(f) Bylaw No. 2556, “Sticks Allison Water Local Service Establishment Bylaw No. 1, 1997”;

(g) Bylaw No. 3503, "Wilderness Mountain Water Service Establishment Bylaw No. 1, 2008";

(h) Bylaw No. 1746, "Port Renfrew Street Lighting Local Service Establishment Bylaw No. 1, 1989", as amended;

(i) Bylaw No. 1744, cited as "Port Renfrew Sewer Local Service Establishment Bylaw No. 1, 1989", as amended; and

(j) Bylaw No. 1747, cited as "Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989", as amended.

2. Interpretation

In this bylaw, unless context otherwise requires:

(a) **"Applicant"** means a person who is the owner, lessee or tenant of an authorized premises and who has requested or applied for water or sewer service or for any other matter or thing under this bylaw from the Capital Regional District;

(b) **"Board"** means the Board of Directors of the Capital Regional District;

(c) **"Consumer"** means a person to whom a water or sewer service connection or street lighting has been provided by the Capital Regional District;

(d) **"Construction Costs"** include costs of labour, materials and equipment;

(e) **"CRD"** means the Capital Regional District;

(f) **"Engineering Costs"** include costs of survey, design, permit acquisition, layout, inspection and as-constructed drawings;

(g) **"Property"** means a Parcel which may or may not contain one or more buildings or other structures.

(h) **"Service Abandonment"** an intentional relinquishment of the water service. A dwelling(s) that have been allowed to become uninhabitable would be considered to be abandoned.

(i) **"Service Area"** means a service area specified in Section 1 above;

(j) **"Service Line**" means the water supply pipeline from the property line to the primary building or structure on the property of a Consumer. (*Bylaw 3892*)

(k) **"Sewer Service Connection"** means a pipe and all appurtenances necessary to connect a sewer main to a building sanitary sewer at the property line;

(l) **"Single Family Equivalent"** means and includes a single family dwelling unit intended for the use or occupancy by one or more individuals as a non-profit household, and includes a dwelling unit in an apartment, condominium, duplex, or other multiple family facility.

(m) **"Single Family Residential"** means a water or sewer service connection to a parcel of land having actual use identified by BC Assessment as a Single Family Dwelling, and which may include one secondary dwelling or suite;

(n) **"Temporary disconnection"** means to shut off the water service at the Water Service Connection for a period of time not exceeding twelve months.

(o) **"User Fee"** means a fee or charge imposed under Section 6 of this bylaw; and

(p) **"Water Service Connection"** means a pipe and all necessary valves, connections, meters and other appurtenances necessary to connect a water main to a curb stop on the property line.

3. Water or Sewer Service Connection Fee

An Applicant for a Water or Sewer Service Connection in respect of real property within a Service

Area shall, at the time of making an application for the service connection, pay the service connection fee set out in Schedule "A" hereto.

4. Water Service Turn On and Turn Off Fee

A Consumer in a Service Area requesting the turning off or turning on of the water supply at the curb stop under Section 22 or 24 of Bylaw No. 1792, "Water Regulations Bylaw No. 1, 1990", shall pay the applicable turn on or turn off fee set out in Section 1 of Schedule "B" hereto.

5. Water or Sewer Service Abandonment Fee

The owner of property in a Service Area wishing to discontinue water or sewer service shall pay the applicable abandonment fee set out in Section 2 of Schedule "A" hereto.

6. Household Pump Station Service Fee

Where a household pump station is required, the Consumer shall be responsible for the supply of the station and the Consumer shall be responsible for the installation, operation, repairs and replacement of the station. The CRD may service or carry out repairs to the station at the Consumer's request and shall charge a fee for the service as shown on Schedule "D".

7. Utility Bill Appeal

(a) Any Consumer obtaining a utility bill may formally register a complaint or dispute with the General Manager regarding the amount of any charge on the utility bill, no more than thirty (30) days from the date of billing.

(b) The General Manager will review the complaint and may reduce the utility bill amount if:

(i) there is an error in the calculation of the bill amount; or

(ii) another circumstance exists that makes payment of the full bill amount unjust.

8. Utility Bill Adjustments for Leaks in the Service Line

(a) No adjustment shall be made for leaks in internal plumbing systems and fixtures, including faucets and toilets, or leaks in an irrigation system on the Property.

(b) The General Manager may make an adjustment to a utility bill in the case of a water leak and may take into consideration the cause of the water loss, the opportunity for the Consumer to detect the leak, the possibility of Consumer negligence or fault regarding the leak, and the promptness with which the leak was stopped or repaired after discovery.

(c) To qualify for a utility bill adjustment, the leak must have been caused by circumstances beyond the Consumer's control, such as a break in the Service Line, a mechanical malfunction, water theft, vandalism, or other unusual or emergency conditions.

(d) An owner must provide tangible proof that all water leaks have been repaired; the CRD Integrated Water Services has the authority to inspect the repair prior to considering a water leak adjustment.

(e) The General Manager, upon receiving an application for a water leak adjustment, may adjust the amount of any utility bill for a Consumer where the owner satisfactorily proves there was a water leak(s) originating within the Consumer's Service Line. (*Bylaw 3892*)

(f) If the General Manager permits a utility bill adjustment, the Consumer shall assume responsibility for the normal amount of water consumed at the current retail water rate based on the same billing period's consumption in the previous year; CRD Integrated Water Services shall absorb the remainder of the water consumption cost.

(g) CRD Integrated Water Services will only consider a water leak adjustment for the billing period the leak was detected and the previous billing period in which the leak occurred to a maximum of two (2) billing periods.

(h) Where the sewer charges are based on the water consumption volumes and a water leak adjustment has been approved, the consumption for sewer charges will be adjusted in accordance with the water consumption adjustment.

(i) Where the sewer charges are based on the water consumption volumes and a water leak is in an irrigation system, the General Manager may adjust the sewer charges based on water consumption during the same billing period in the previous year; CRD Integrated Water Services shall absorb the remainder of the sewer consumption cost.

(j) A sewer leak adjustment will be considered only for the billing period the water leak was detected and the previous billing period in which the leak occurred to a maximum of two (2) billing periods.

(k) Only one leak adjustment for water and sewer per Property within a twelve (12) month period shall be permitted.

(l) A leak adjustment application form must be submitted within 30 days of the billing date of the utility bill.

9. Water Meter Readings

(a) If for any reason CRD Integrated Water Services shall be required to estimate the water consumption of a Property for any given period, the following procedure shall be followed:

(i) The estimate shall be based on the water consumption history and the application of the use by the Consumer on the Property for which a water estimate is required; and,

(ii) In the event that no sufficient history exists to produce a reasonable estimate, the estimate shall be calculated on the basis of an average of the water consumption for similar properties in the same area; the minimum estimate allowed will be ten (10) cubic metres of water per week.

10. Temporary Disconnection of Water Service Connection

(a) The Consumer requesting their Water Service Connection to be shut off for a period of time not exceeding twelve months must give written notice to the CRD Integrated Water Services to turn off the water.

(b) Despite shutting off the water service, the Consumer must pay the annual user charge when the Water Service Connection is shut off by temporary disconnection.

11. Street Lighting

Every person owning a parcel of land on which a dwelling or business is located within a street lighting local service area shall be deemed to be supplied with street lighting.

12. Water, Sewer, and Street Lighting User Fees

The User Fees set out in Section 1 of Schedule “C”, are hereto imposed on each Consumer in a Service Area and shall be paid in accordance with the following:

(a) User fees invoiced by the CRD are due and payable by the owner of the parcel within thirty (30) days from the date the bill is issued;

(b) User fees shall be payable each three months as billed by the CRD;

(c) A late payment charge of 1.5% of the past due amount shall be added to all delinquent water and sewer bills; (*Bylaw 3892*)

(d) All payments received will be applied firstly against arrears, and then to current balances; and

(e) Amounts outstanding after penalty dates will be considered in arrears.

13. Date Effective

Section 8 of this bylaw comes into effect as of 01/07/12.

14. Repeal

Bylaw No. 3778, cited as “Southern Gulf Islands and Juan de Fuca Electoral Areas Sewer, Water and Street Lighting Fees and Charges Bylaw No. 1, 2011” and any amendments thereto are hereby repealed.

15. Citation

This Bylaw may be cited as "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012”.

READ A FIRST TIME THIS	12th	DAY OF	December	2012
READ A SECOND TIME THIS	12th	DAY OF	December	2012
READ A THIRD TIME THIS	12th	DAY OF	December	2012
ADOPTED THIS	12th	DAY OF	December	2012

Original signed by Alastair Bryson

Original signed by Sonia Santarossa

SCHEDULE "A"

(*Bylaw 4274*)

1. Water and Sewer Service Connections and Charges

The British Columbia Plumbing Code shall apply to all connections made to a CRD water or sewer system, together with the conditions as set forth hereinafter:

(a) Any connections not conforming to the requirements set out in the British Columbia Plumbing Code shall not be connected to a CRD water or sewer system.

(b) The connection charge for a water or sewer service connection shall be the actual cost for the connection, calculated as follows:

(i) Engineering Costs:
Including survey, design, permit acquisition, layout, inspection, and as-constructed drawings $

(ii) Construction Costs:
Including labour, materials, and equipment $

(iii) Administration Costs:
At 15% of the sum of (i) + (ii) $

ACTUAL COST = Sum of (i) + (ii) + (iii) $

(c) Despite subsection 1(b),

(i) In the Skana Water Service Area, the minimum connection charge shall be $1,000.

(ii) In the Magic Lake Estates Sewer Service Area and the Magic Lake Estates Water System Service Area, the minimum connection charge shall be $500.

(iii) For all other Service Areas, the minimum connection charge shall be $400.

(d) Estimated fees payable herein shall be paid to the CRD on application for connection to the utility. The difference between fees paid upon application and the actual cost for the connection will be billed or refunded to the Applicant.

2. Water or Sewer Service Abandonment Fee

Pursuant to Section 5, the fee for abandonment of a water or sewer service connection is

the actual cost to the CRD to remove the service connection, calculated in accordance with the formula set out in the above Section 1 of Schedule “A” hereto.

SCHEDULE "B"

(*Bylaw 4274*)

1. Water Service Turn On and Turn Off Fee

Pursuant to Section 4, the fee for turning on or turning off the water supply at the curb stop is the following. The fees payable herein shall be paid to the CRD on application for the service.

Service Area	**During Normal Working Hours (07:30 – 16:00) Monday through Friday (non-inclusive of statutory holidays)**	**During Non-Working Hours**
Lyall Harbour / Boot Cove Water	No fee	No fee
Magic Lake Estates Water Sticks Allison Water	No fee	$25.00
Skana Water Surfside Park Estates Water	$25.00	$75.00
Wilderness Mountain Water	$50.00	$50.00

SCHEDULE "C"

(*Bylaw 4736*)

1. Water, Sewer, and Port Renfrew Street Lighting

(a) For Single Family Equivalent, the user fees payable by Service Area shall be:

Service Area	Annual Charge • 25% of which is billed each three months
Skana Water	$1,433.77 per Single Family Equivalent connected to the water system
Surfside Park Estates Water	$2,013.80 per Single Family Equivalent connected to the water system
Lyall Harbour/ Boot Cove Water	$869.82 per Single Family Equivalent connected to the water system
Magic Lake Estates Sewer	$565.65 per Single Family Equivalent connected to the sewer system
Magic Lake Estates Water	$464.84 per Single Family Equivalent connected to the water system
	Quarterly Consumption Charge >50 m^3 = $0.50 per m^3 >80 m^3 = $1.50 per m^3
Sticks Allison Water	$2,226.22 per Single Family Equivalent connected to the water system
	Excess Consumption Fee – for metered water use per service connection in excess of 90 cubic metres per three months: $5.00 per cubic metre
Wilderness Mountain Water	Consumption Charge: $26.78 per month for each Single-Family Equivalent connected to the water system Annual User Charge: $1,329.85 per annum for each Single-Family Equivalent connected to the water system
Port Renfrew Water Annual User Charge	$286.43 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Sewer Annual User Charge	$755.55 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Street Lighting	$48.78 per User

(Schedule "C" continued on next page)

(b) For other Consumers, the annual charge, 25% of which is billed each three months, is calculated as "N" times the total annual Single Family Equivalent. "N" is determined as outlined in the following chart, except as noted in Sections 1c and 1d.

Use	"N"
Bed and Breakfast – each building	1.00
Hotel/Motel – each housekeeping unit	1.00
Cabin – each unit	1.00
Mobile home park – per space	1.00
Commercial building housing 1 business	
Up to 3 employees	1.25
4 or more employees	1.50
Commercial building housing more than 1 business	
Each business up to 3 employees	1.25
Each business 4 or more employees	1.50
Restaurant	2.00
Church	1.00
School – for each classroom	1.00
Hospital – for each bed	1.00
Other – for each 1,360 litres of daily winter water consumption. Estimated flows will be based on regulations or guidelines issued pursuant to the BC Health Act.	1.00

(c) For the Lyall Harbour/Boot Cover Water Service Area

Use	"N"
Commercial building housing 1 business	
Up to 3 employees	1.00
4 or more employees	2.00
Commercial building housing more than 1 business	
Each business up to 3 employees:	1.00
Each business with 4 or more employees:	2.00

(d) For Port Renfrew Water and Sewer Service Areas:
If the Single Family Equivalent has not been designated in 1b, the unit calculation will be based on the Minimum Daily Design Flow as specified in the Sewerage System Standard Practice Manual, Version 2, September 21, 2007, prepared by the BC Onsite Sewage Association.

SCHEDULE "D"

1. Household Pump Station Service Fee

Pursuant to Section 6, the charges for services performed on a household pump station are as follows:

(a) Inspecting and Servicing of Pump Unit at Site

To inspect, clear off grease, and/or blockage, and/or service pump	$80.00

(b) Removal and Repair of Pump Unit Where Pump Must be Removed for Repair

The cost to remove and repair the pump shall be the total of Items (i), (ii) and (iii) below:

(i)	To remove pump from pump station	$80.00
(ii)	Repair costs for pump unit to be 230% of the cost of the repair parts	
(iii)	To re-install pump and test	$80.00

(c) Repair of Electrical Components of the Pump Stations

The cost to repair the electrical components of the pump station shall be 230% of the cost of the repair parts which have been installed

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REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 3, 2025

SUBJECT **Regional Engagement on Supportive Housing and Sheltering**

ISSUE SUMMARY

This report summarizes recent regional engagement on the Capital Regional District's (CRD) potential role in advancing supportive housing and sheltering objectives. The engagement identified key roles that, subject to Board direction, can be incorporated into the Regional Housing Affordability Strategy (RHAS) update to better support a coordinated regional response to homelessness and housing affordability.

BACKGROUND

At the September 2024 CRD Board meeting, a report was presented outlining the CRD's past and present efforts to address homelessness in the region. The report noted that experiences of homelessness result from a complex interplay of structural factors (e.g., high rents and low incomes), systemic failures (e.g., challenging transitions from child welfare, correctional, or health systems), and personal or relational circumstances (e.g., trauma, personal crisis, mental health, or substance use challenges). These factors make addressing homelessness complex, as the boundary between being housed and unhoused can be fluid, and recovery for individuals or households is neither linear nor uniform.

During the September 2024 meeting, the CRD Board directed staff to include a one-time amount of $100 thousand (K) in the 2025 Financial Plan to undertake regional engagement to determine the CRD's potential role in advancing regional supportive housing and sheltering objectives.

Additionally, at its July 2025 meeting, the CRD Board further directed staff to include the following items from the City of Victoria's Community Safety and Wellbeing Plan for consideration:

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

When scoping the engagement work directed by the CRD Board, staff determined that the project would best be advanced parallel to the planned update to the RHAS. The updated RHAS is expected to be before the Board in September 2026.

Over the course of September and October 2025, a series of engagement sessions across the region with a wide range of social service organizations, non-profit housing providers, and individuals with lived and living experience of homelessness were undertaken. Four in-person workshops - held in Langford, Esquimalt, and Sidney, along with one online session - were held to ensure broad regional representation. Sessions were facilitated using a roundtable format to allow all participants to contribute, with discussions focused on service gaps, barriers, and opportunities to inform potential CRD future directions.

In addition to the five engagement sessions, staff facilitated a regional coordination workshop on supportive housing and sheltering with municipal staff and other strategic partners involved in homelessness response. This workshop was delivered in partnership with BC Housing.

Feedback from these sessions has informed the development of a *What We Heard* report, which outlines the engagement approach, summarizes key themes and insights from participants, and identifies key roles in building a coordinated regional response. These key roles are further explored in the 'Alignment with Existing Plans & Strategies' section of this staff report, with the full *What We Heard* report attached as Appendix A.

ALTERNATIVES

Alternative 1

The Hospitals and Housing Committee recommends to the Capital Regional District Board:
That staff be directed to incorporate the key roles identified in the *What We Heard* report into the ongoing development of the Regional Housing Affordability Strategy, which is anticipated to come before the CRD Board in 2026.

Alternative 2

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

IMPLICATIONS

Alignment with Board & Corporate Priorities

The CRD has a long-standing involvement in addressing homelessness and housing instability, beginning with the 2007 update of the RHAS, which introduced "Strategy 5: Expand the scope of the Victoria Homelessness Community Plan to the region as a whole". This direction was reaffirmed in the 2018 RHAS through "Goal 4: Develop and operationalize a regionally coordinated housing and homelessness response", and continues under the 2023–2026 CRD Corporate Plan through "Initiative 5c-1: Support a coordinated, regional, and collaborative response to homelessness".

Social Implications

On September 24, 2025, the CRD released the results of the 2025 Greater Victoria Point-in-Time (PiT) Count. The count, conducted on March 25 and 26, identified 1,749 individuals experiencing homelessness, compared to 1,665 in March 2023. While the PiT Count provides a snapshot of homelessness at a specific point in time and is not directly comparable year-over-year, the findings can still help illustrate general shifts and patterns over time. The full 2025 PiT Count Report can be found as Appendix B.

Funded through the Government of Canada's Reaching Home Program (RHP), the 2025 PiT Count was supported by more than 130 volunteers, community organizations, and partners. As the Community Entity (CE) administering the federal RHP within the Victoria Census Metropolitan Area (CMA), the CRD is responsible for coordinating the PiT Count. Beginning in 2025, the federal government transitioned to requiring annual PiT enumerations, accompanied by comprehensive surveys every three years.

Service Delivery Implications

Currently, the CRD's role in regional homelessness includes both the administration of services on behalf of other levels of government and direct service delivery, as authorized under two services:

Land Assembly, Housing and Land Banking Service

Through the Land Assembly, Housing and Land Banking service, the CRD supports several initiatives designed to support homelessness response and increase housing supply for people experiencing or at-risk of homelessness.

The Regional Housing First Program (RHFP) launched in 2016 as a $120 million (M) housing supply partnership between the CRD, BC Housing and the Canada Mortgage and Housing Corporation (CMHC). The program model sets rent for 20% of units at the Government of BC's Income Assistance Rate Table Shelter Maximum (Shelter Rate) for persons experiencing or at-risk of homelessness who can live independently. At full build-out, the RHFP is expected to deliver up to 1,494 total units of affordable rental housing by 2028 (20% of which, will be set at shelter rate).

Since 2019, the CRD has served as the CE within the Victoria CMA for the federally funded RHP. The RHP is a community-based program aimed at preventing and reducing homelessness across Canada. This program provides funding to urban, Indigenous, rural, and remote communities to help them address their local homelessness needs. The RHP aligns with the goals of the National Housing Strategy to support the most vulnerable Canadians in maintaining safe, stable, and affordable housing and to reduce chronic homelessness nationally by 50% by 2028. Between 2019 and 2028, the CRD will administer approximately $27.9M in RHP funding.

Since 2020, the CRD has administered over $34M in Rapid Housing Initiative (RHI) funding from CMHC, supporting 202 units across four below-market and supportive housing projects in the capital region. These include developments on Albina Street in Saanich, Prosser Road in Central Saanich, Catherine Street in Victoria, and Admirals Road on Songhees Nation land.

In 2021-2022, the CRD received $292K through the Province's Strengthening Communities' Services Program to support unsheltered residents on Salt Spring Island during the COVID-19 pandemic. This initiative provided emergency supports for vulnerable populations and temporary increases in bylaw services to ensure public spaces remained safe and inclusive during high-use periods.

Community Health Service

It is through the Community Health service that the CRD provided operational funding to the Aboriginal Coalition to End Homelessness (ACEH) and, until 2025, the Alliance to End Homelessness in the Capital Region (AEHCR).

The 2024–2025 Service Agreement with the AEHCR identified a series of deliverables intended to enhance understanding of homelessness needs and responses across the region. These deliverables were completed by March 2025 and include the following:

- *2025 Capital Region Resources Guide*: An online resource that outlines accessible and essential services available to individuals in need.

- *Supportive Housing Impact Assessment*: A report that summarizes provincially provided community-level supportive housing guidelines, examines the relationship between supportive housing and communities, and identifies related best practices (attached as Appendix C).
- *Affordable and Supportive Housing Development: An Informational Resource for CRD Communities*: A document developed to support dialogue and collaboration among local governments and stakeholders in the planning and development of appropriate, safe, and affordable housing throughout the region (attached as Appendix D).
- *Regional Overview of Permitted Sheltering Spaces*: A report that identifies municipal areas within the CRD where individuals experiencing homelessness may legally camp, shelter, or park overnight in a vehicle (attached as Appendix E).

Together, these resources provide a foundational understanding of the current landscape of homelessness and housing-related supports across the region, and can help inform future planning, policy development, and intergovernmental collaboration.

In June 2025, the AEHCR provided notice to the CRD that, following a special general meeting, its members had voted to cease operations by the end of the year. The AEHCR ceased operations on September 30, 2025. The CRD has confirmed that it would act as the custodian of the organization's records, maintaining access to key documents and resources that support regional homelessness response.

Alignment with Existing Plans & Strategies

This regional engagement on the CRD's potential role in advancing supportive housing and sheltering objectives provides the foundation for updating the RHAS, anticipated for publication in 2026. More specifically, the *What We Heard* report identifies three key roles in building a coordinated regional response to homelessness: regional alignment, strengthened housing and service capacity, and improved regional data systems.

1) **Regional alignment:** Aligning jurisdictions, partners, and strategies across the region is essential to effective coordination in addressing homelessness. Achieving this requires a clear mandate, well-defined responsibilities, including relevant service authority, and adequate resources for local governments. A clearer provincial mandate is essential to enable local governments to act with clarity and authority. Regional alignment also includes aligning all jurisdictions and partners through a coordinated, "whole-of-region" approach grounded in a shared purpose and understanding of the region's interconnected needs.
2) **Strengthened housing and service capacity:** A coordinated response must reflect the unique context of each jurisdiction and leverage local experience addressing complex health and social issues. Participants emphasized the importance of a system-wide perspective to identify existing resources, opportunities for scaling, and areas needing coordination, while breaking down service silos, reducing redundancies, and using resources effectively.
3) **Improved regional data systems:** Accessible, real-time, and up-to-date data on housing and services supports a coordinated approach. It helps identify gaps, streamline access for people experiencing homelessness, and enables communities to track individuals, document needs, prioritize housing, and connect people to appropriate supports.

Subject to Board direction, these key roles can be integrated into the RHAS update, ensuring the strategy supports a coordinated response to homelessness and broader housing affordability. This update will set out potential actions for implementation, which can be considered through the annual service planning and financial planning processes.

First Nations Implications

CRD staff invited First Nations within the region to participate in a two-phased engagement process related to the update of the RHAS. Phase 1 of this project focused on the CRD's potential role in advancing supportive housing and sheltering objectives. Phase 2, running from September 2025 until December 2025, will inform the broader RHAS update. This engagement is intended to support a better understanding of Indigenous housing priorities and perspectives, and to ensure that regional housing planning reflects the diverse needs of communities across the region.

Financial Implications

Between 2008 and March 31, 2025, the CRD supported core operations of the AEHCR to advance coordination, research, engagement, and strategy development activities related to homelessness intervention. What began as an annual commitment of $150K in 2008 increased to $225K in 2010 and though the initial commitment was for 10 years, this was revised in 2018 to be ongoing. The CRD also provided a one-time funding increase of $120K in 2024/25, the final year in which the CRD provided operational funding prior to the AEHCR's closure. Over 18 years, the CRD provided more than $3.6M in core operational funding to support the work of the AEHCR.

The ACEH was initially provided with three years of seed funding at $150K per year from 2020 through to 2022. This was then extended by one year into 2023 before the CRD Board renewed a three-year commitment of $155K starting in 2024 and then increasing based on inflation. The CRD provided core funding to the ACEH of $158K in 2025 and has included $161K in the provisional CRD 2026 Financial Plan. Since 2020, and including the 2026 commitment, the CRD will have provided core operational funding to the ACEH totalling approximately $1.1M, with no additional funding currently budgeted for 2027 onward.

At their September 2024 meeting, the CRD Board authorized a one-time increase of $100,000 in the CRD's 2025 Financial Plan for CRD staff to undertake regional engagement to determine the CRD's potential role in advancing regional supportive housing and sheltering objectives. The accompanying *What We Heard* report being presented to the Board represents the culmination of this work.

As the limited funding available in support of homelessness intervention is either committed (as with the ACEH), not included in the provisional 2026 Financial Plan in an effort to help mitigate requisition pressure, or was one-time (as with the regional engagement on homelessness initiative), additional activities directed by the CRD Board, as identified in the RHAS, can be considered through future service and financial planning processes. This will enable staff to undertake full costing, and any identified actions can be advanced to the CRD Board alongside other corporate priorities for consideration.

Intergovernmental Implications

Provincial Alignment Project:

When the AEHCR formed in 2008, there was a clear need for collaboration among community organizations, governments, and other partners to lead efforts to end homelessness. Since then, the landscape has become significantly more complex with multiple orders of government advancing distinct strategies to address homelessness. This evolving context presents an opportunity for the CRD to work with member municipalities, senior governments, service delivery organizations, and other partners to explore a more coordinated regional response that better addresses local needs while aligning with federal and provincial strategies.

The launch of the federal National Housing Strategy in 2017 and the RHP in 2018 marked a substantial shift. As the CE for the RHP in the Victoria CMA, the CRD administers federal funding for multiple program components, including the ongoing implementation of Coordinated Access (CA) and the Homelessness Individuals and Families Information System (HIFIS). CA is a response to homelessness that streamlines access to housing and supports, by coordinating services using real-time data from HIFIS to drive outcomes. CA, currently anticipated to be implemented in 2026, can enable a broad range of housing and support service organizations to collaborate more effectively and report on regional data and outcomes.

The CRD delivering its obligations under the RHP requires strong collaboration with the provincial government, particularly BC Housing. The Provincial *Belonging in BC: A Collaborative Plan to Prevent and Reduce Homelessness* outlines a phased approach to system transformation. There is strong alignment between the CRD's responsibilities under the RHP, particularly related to CA and HIFIS, and the provincial plan's goals for system transformation.

To support more integrated local governance and better coordination of services, BC Housing, in partnership with Housing Infrastructure and Communities Canada and Reaching Home CEs in BC, launched the Alignment Project. This joint federal-provincial-community initiative, which began in 2024, is being rolled out in phases across the province. Its goal is to bring together all the different programs, services, and systems that help people experiencing or at-risk of homelessness, so they work better together. This includes aligning roles, responsibilities, systems (like HIFIS), and service delivery requirements.

The project builds on successful approaches already in place in BC and across Canada, including the Coordinated Access model, stronger governance, and the use of quality data to guide decision-making. BC Housing and CRD staff presented a high-level overview of the Alignment Project to the CRD's Hospital and Housing Committee in February 2025 (presentation attached as Appendix F).

Consideration of July 2025 Board Direction:

In carrying out the regional engagement on supportive housing and sheltering, CRD staff considered the Board's July 2025 direction. Key areas of focus include:

- "Working with other partners to create a regional approach to housing" and "addressing homelessness and service provision for vulnerable individuals in their own communities" are being advanced through the broader RHAS update, which identify region-wide housing priorities and outline opportunities for coordinated planning and service delivery.

- Exploring a regional approach to homelessness directly connects with the key roles for building a coordinated regional response to homelessness outlined in the *What We Heard* report. A regional approach to homelessness is also being explored via the Alignment Project, specifically the creation of a Homelessness Response Leader Table which is intended to support local leadership with planning, implementation, reporting and funding alignment to prevent and reduce homelessness across the region.
- The Greater Victoria Rent Bank provides financial assistance through interest-free repayable loans and is administered by the Community Social Planning Council of Greater Victoria (CSPC). Loan programs are ineligible for RHP funding; however, the CRD, through the RHP, funded non-loan components of the Rent Bank from 2020 to 2022 and currently funds CSPC's Eviction Prevention Project, which complements the Rent Bank by supporting households ineligible for loans. Additionally, since 2018 the RHP has provided over $5M in Prevention and Shelter Diversion funding, supporting people before a crisis occurs by reducing risks and preventing homelessness, including those at imminent risk of losing their housing or being discharged from public systems.

CONCLUSION

The recent regional engagement provides a foundation for the CRD's consideration of its potential role in advancing supportive housing and sheltering objectives. Subject to Board direction, the key roles identified through the engagement underpinning the *What we Heard* report can be incorporated into the 2026 RHAS update.

This will help ensure the RHAS considers the findings through the recent engagement work and so that staff can return to the Board with opportunities to support a more coordinated regional response to homelessness alongside other identified properties as may be identified within the RHAS.

RECOMMENDATION

The Hospitals and Housing Committee recommends to the Capital Regional District Board:
That staff be directed to incorporate the key roles identified in the *What We Heard* report into the ongoing development of the Regional Housing Affordability Strategy, which is anticipated to come before the CRD Board in 2026.

Submitted by:	Don Elliott, BA, MUP, Senior Manager, Regional Housing
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ATTACHMENTS

Appendix A: What We Heard: A Report of the Findings from the Capital Regional District's Engagement on Sheltering and Supportive Housing
Appendix B: 2025 Greater Victoria Point in Time Homelessness Count and Survey
Appendix C: AEHCR Supportive Housing Impact Assessment
Appendix D: AEHCR Affordable and Supportive Housing Development: An Informational Resource for CRD Communities
Appendix E: AEHCR Regional Overview of Permitted Sheltering Spaces
Appendix F: Presentation: Aligning Federal/Provincial Homelessness Response

APPENDIX A

CITY SPACES

What We Heard:

A Report of the Findings from the Capital Regional District's Engagement on Sheltering and Supportive Housing

Capital Regional District | December 2025

COMMUNITY SOCIAL PLANNING COUNCIL
Insights · Dialogue · Solutions

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Introduction

The Capital Regional District (CRD) engaged CitySpaces to update the Regional Housing Affordability Strategy (RHAS), last revised in 2018. The 2018 RHAS established five goals, each supported by objectives and strategies to guide the CRD's housing initiatives:

1) Build the right supply of housing across the spectrum;
2) Sustain a shared regional response to existing and emerging housing demand;
3) Protect and maintain existing non-market and market rental housing stock;
4) Develop and operationalize a regionally coordinated housing and homelessness response; and
5) Create community understanding and support for affordable housing developments.

Anticipated in 2026, the updated RHAS will identify opportunities and actions to advance housing affordability across the Capital Region, reflecting changing housing market conditions, recent developments in housing legislation, and evolving housing needs and priorities.

As a component of this work, the Community Social Planning Council of Greater Victoria (CSPC) led a comprehensive regional engagement process focused on the CRD's potential role in advancing regional sheltering and supportive housing objectives. This focused engagement process responds to a CRD Board motion directing staff to undertake regional engagement to determine the CRD's potential role in advancing regional supportive housing and sheltering objectives. This report summarizes findings from the engagement process, which occurred between September 23rd and October 10th, 2025.

The engagement process included two streams with distinct participant groups:

1) representatives from the homelessness serving sector and individuals/groups with lived and living experience of homelessness, and
2) local governments and strategic partners.

A letter invitation was also sent to First Nations within whose territories the CRD conducts its business, inviting their participation and outlining engagement opportunities.

The report is composed of three main sections:

- The first section provides an overview of the engagement process for both streams of engagement.
- The second section summarizes the findings from all engagement activities, highlighting recurring themes and issues.
- The final section of the report highlights feedback regarding the potential role of the CRD and actions that the regional district could take to support a coordinated regional approach to addressing homelessness.

Engagement Approach & Overview

Engagement with Social Services and Non-profit Housing Providers

From planning, to invitation, to execution and analysis, the engagement with social service and non-profit housing providers was grounded in a commitment to equity, accessibility, and inclusion. Recognizing that factors contributing to homelessness are complex and deeply personal, particular attention was taken to include the voices of those with lived and living experience of homelessness, ensuring that their involvement was handled respectfully and reflected how they wanted to contribute. To better understand the scope of homelessness across the region, it was also vital that the engagement was inclusive and encompassed the entire CRD, rather than focusing on areas where services for homeless people are concentrated. The engagement emphasized regional representation to capture the many ways that homelessness is experienced within the different municipalities and electoral areas that encompass the CRD.

PARTICIPANT RECRUITMENT AND SELECTION

The invitation list composed of Indigenous and non-Indigenous social service organizations and non-profit housing providers, health (both government and community), housing services including services offered through local First Nations, and lived and living experience individuals/groups. Other groups who were invited included community and residents' associations, housing and related departments at local universities, and Business Associations (see **Appendix 1** for a full list of those invited).

ACCESSIBILITY AND DESIGN

A facilitated workshop design was used with small groups to ensure that everyone had ample opportunity to comment. To increase accessibility, capture diverse perspectives, and ensure a regional approach to engagement, the in-person workshops were held in different locations across the region - **Langford, Esquimalt, Sidney,** and one workshop was held **via Zoom** for those who could only attend online. Additionally, in-person workshops were held in central locations in the different communities in spaces that are well known and accessed by groups from inside and outside of the area (e.g., Mary Winspear Centre in Sidney and Salvation Army Connection Point Church and Resource Centre in Langford).

Workshops were facilitated (one facilitator per table) by members of the CSPC research team. To ensure that each participant had the opportunity to contribute to their full extent,

each group had a maximum of 7 participants with an average of 5 participants per table across workshops. A roundtable format was used, allowing each participant the opportunity to comment on every question. Time permitting, participants were provided with two opportunities to respond to each question. The same questions were used at each workshop, with a slight condensing of the questions for the online workshop to allow for a shorter duration.

Questions were open-ended and developed in collaboration between CSPC, CitySpaces, and the CRD, with aim of understanding current gaps in services and housing, barriers to access, and opportunities for the CRD to provide regional leadership (see **Appendix 1** for the list of questions). Extensive notes were taken by the CSPC research team member at each of the tables to capture comments. For those who were unable to attend a workshop, responses were received by email.

To aid in the analysis of findings, the notes from the workshops and email responses to questions were entered into a spreadsheet organized by question and separated by workshop. The analysis involved going line-by-line through each response to identify themes within and across questions.

VALUING THE VOICES OF PEOPLE WITH LIVED AND LIVING EXPERIENCE

In recognition of their time and expertise, honoraria were provided to participants with lived or living experience of homelessness who attended one of the workshops. Although many individuals with lived and living experience of homelessness opted to attend one of the facilitated workshops, recognized groups representing people with lived and living experience in the community were also given the option to have a dedicated workshop facilitated by CSPC staff scheduled at a time and location convenient for them. The People with Lived and Living Experience (PWLLE) Advisory Committee with Victoria Community Action Team requested a dedicated workshop (see **page 13** for a detailed summary of the workshop with the PWLLE Advisory Committee).

ATTENDANCE AND EVALUATION

To assess meaningful engagement, we evaluated the workshops based on several factors. **78 participants attended over five engagements** (10 were provided via email), representing diverse sectors from across the region, including healthcare workers, lived experts, housing providers, chamber of commerce representatives, health and housing providers from local nations, and frontline social service providers. 31 participants (46%) completed feedback forms. The majority of participants reported satisfaction with the workshops. Dissatisfaction

was reported due to skepticism about the usefulness of engagement on informing the regional housing affordability strategy update.

Engagement with Local Government and Strategic Partners

A workshop was hosted on October 9th, 2025 in Esquimalt, BC to engage local government staff and strategic partners in understanding the region's diverse supportive housing and sheltering needs. The workshop also sought to identify ways the CRD could support local government efforts and strengthen coordination across the region.

The workshop brought together local government staff and strategic partners to:

- Brief participants on the work being advanced by the CRD and explore how it could better support emerging and ongoing challenges related to housing precarity and homelessness.
- Provide an opportunity to hear directly from BC Housing and the CRD about the Alignment Project, a shared federal-provincial initiative related to homelessness and how participants could inform efforts across the region.
- Gather feedback on a proposed regional approach to supportive housing and sheltering for inclusion in this report, providing insight into regional challenges and opportunities to strengthen coordination.

The workshop was held in partnership with BC Housing, who contributed expertise and perspectives on homelessness at the provincial level. Ultimately, the workshop helped inform this report by examining ongoing efforts to improve regional coordination of programs and services for those experiencing, or at imminent risk of homelessness.

PARTICIPANT RECRUITMENT AND SELECTION

Invitations were sent to CAOs and staff from the CRD's 13 member municipalities, 3 electoral areas, BC Housing, the Ministry of Housing and Municipal Affairs, the Homeless Encampment Action Response Team (HEART) and Homeless Encampment Action Response Temporary Housing (HEARTH) working groups, the Canadian Alliance to End Homelessness, and other provincial partners (see **Appendix 1** for a list of invitees).

ACCESSIBILITY AND DESIGN

The CRD, BC Housing, CSPC, and CitySpaces delivered a presentation on the RHAS Update process, engagement activities to date, and related initiatives. Following the presentation and questions and answer period, the workshop shifted to small group discussions.

Consistent with the design used in the workshops with the homelessness serving sector and people with lived and living experience, a **facilitated workshop design** was used with small groups (maximum 8 people) to ensure that all participants had ample opportunity to contribute. Workshops were facilitated (one facilitator per table) by members of the project team and guided by a list of questions (see **Appendix 1** for a list of questions). A roundtable format was used, allowing each participant the opportunity to comment on every question. Extensive notes were taken by the facilitators at each table to capture comments.

To aid in the analysis of findings, the notes from the workshop were entered onto a spreadsheet and organized by question. The analysis involved a detailed review of each question to identify themes within and across questions.

ATTENDANCE AND EVALUATION

There were 44 participants at the workshop with local government and strategic partners on October 9th, 2025. Feedback forms were placed at each seat for participants to complete at the end of the engagement. Feedback collected through post-workshop surveys indicated that participants found the session valuable. Comments highlighted a desire for future sessions to include a broader range of interest-holders, including Island Health, housing and service providers, First Nations, and other provincial ministries whose work intersects with housing such as the Ministries of Health, Justice, and Child and Family Development.

Summary of Findings

This section summarizes the main themes from both streams of engagement. Where possible, direct quotes from participants have been included.

Engagement with Social Services and Non-profit Housing Providers

HOMELESSNESS AS A REGIONAL ISSUE

Sector representatives described how homelessness looks across the region in similar and distinct ways, ranging from "hidden" to "highly visible." They identified a spectrum of people experiencing hardship, from those who are couch surfing or sleeping in their vehicle, to people on the street with obvious unmet mental health and/or substance use needs. For them, homelessness looks like "people sleeping in doorways" or sheltering in encampments in wooded outlying areas, and increasingly, homelessness in the region consists of people sleeping in their vehicles. Although participants recognize that visible homelessness is newer in some areas, they view homelessness as a big problem in every area of the region, even areas that weren't previously impacted.

It is generally understood by participants that people experiencing homelessness will gather near important services and community supports, like emergency shelters and other sources of material aid. As a result, homelessness and other associated issues tend to be more concentrated and visible in certain areas, such as downtown Victoria. Participants acknowledged that **the highly charged political nature of homelessness contributes to the problem of uneven distribution of services and housing in the region**, perpetuating and sustaining this problem, making resolutions more difficult to achieve.

PRIORITY POPULATIONS

Participants identified a diversity of different demographics as being 'priority populations' in critical need of housing and support. **There is not one singular priority population, but many populations of concern, which reflects the breadth and urgency of the current situation.** To meet their diverse support requirements, a range of service and housing options are needed in the region to provide adequate support.

Although participants did not coalesce around one priority population, there were populations consistently identified as being disproportionately impacted by homelessness

and requiring urgent, targeted support. Across the region, feedback overwhelmingly pointed to the following population groups, which are presented in no particular order:

- **Youth and seniors**
- **Individuals experiencing mental health or substance use challenges**
- **People living with disabilities**
- **Indigenous peoples and communities**
- **Men, women, and gender-diverse individuals** - with a call for housing that meets their specific needs
- **Newcomers and immigrants**
- **People experiencing housing or financial instability**
- **Individuals impacted by institutional gaps and system failures**

For a summary of feedback pertaining to each population group listed, please see **Appendix 2.**

GAPS IN REGIONAL SERVICES

Participants identified multiple intersecting gaps in regional services and housing, highlighting areas where both services and housing need to be enhanced.

The main gaps in services are outlined below with examples of the types of suggested services.

- **Geographic Gaps** – Current clustering of services in downtown Victoria or other urban areas; need more service options in outlying communities.
- **Ensuring a Focus on Prevention** – Rent Banks, rental subsidies and grant programs, support for people who are precariously housed to keep them housed, etc.
- **Access to Basic Health and Social Services** – Access to primary care, mental health services, hygiene services, ID services, access to bus passes.
- **High Acuity Services for People Living with Complex Needs** – Specialized services, more mental health and social services to respond to higher acuity needs.

In terms of gaps in housing, a recurring theme within the workshops was the need for housing to go beyond just being shelter. It must **integrate supports tailored to the specific needs of various populations, such as youth, families, and people in recovery for substance use**

challenges. Current shelter options are often temporary, overcrowded, and/or unsuitable for the diverse situations people face, contributing to increased vulnerability and continuing the cycle of homelessness. Expanding the variety of housing options across the region would help ensure that people's unique needs can supported in their home community and provide **"spaces where they feel safe, supported, and at home."**

Through the engagement sessions, participants identified the following types of housing needed:

- **Housing with wraparound and integrated supports:** Homes that provide comprehensive, coordinated services to meet residents' diverse needs.
- **Youth housing:** Options for young people aging out of care systems, as well as dedicated housing for young mothers.
- **Family housing:** Affordable units with three or more bedrooms to accommodate larger families.
- **Housing for people in recovery or actively using substances:** A diverse range of housing options to support individuals at different stages of recovery and substance use.
- **Diverse and scalable housing options:** Smaller-scale shelters and housing integrated throughout various communities in the region, designed to support different populations.
- **Alternative housing models:** Development of tiny homes and conversion of unused or vacant buildings into housing and shelter spaces.

For a summary of participants' input regarding each housing group listed above, please see **Appendix 3.**

BARRIERS TO ACCESSING HOUSING

Across the region, individuals experiencing homelessness and housing precarity face a range of barriers that hinder their access to housing. Although participants identified many barriers, the following barriers were discussed most frequently:

- **Technology:** Limited access to phones, computers, and the internet makes it difficult for individuals to obtain information, complete applications, and connect with housing and related services.
- **Applications and service navigation:** Complex application processes and fragmented service systems create confusion and make it difficult to access supports.

- **Financial barriers:** For people receiving Persons with Disabilities (PWD) or income assistance, the shelter allowance is insufficient to cover housing costs. Additionally, individuals with low incomes often face rental discrimination from landlords.
- **Shelter and support program rules:** Restrictions on guests, pets, and personal belongings in shelters and supportive housing often deter individuals from accessing or remaining in these spaces.
- **Safety and stigma:** Many individuals avoid shelters due to concerns about personal safety and the stigma associated with homelessness and service use.
- **Discrimination and social exclusion:** Systemic discrimination and social isolation further limit housing opportunities

For summary of participants feedback related to each type of barrier listed above, please see **Appendix 4.**

VISUALIZING THE REGION IN 10 YEARS

When asked what they would like the region to look like in 10 years, participants prioritized the wellbeing and safety of all community members, especially the most vulnerable, through a more cohesive and responsive system of services. Housing is no longer in crisis, but serves as a stable foundation for health, dignity, and inclusion. As one participant noted, "It will be harder to identify problems… because we've addressed them." Homelessness is rare, and people have access to a spectrum of different housing options - supportive, transitional, permanent, culturally appropriate, affordable housing, and it is available across all municipalities.

At the core of this vision is a strong sense of community. Walkable, connected neighborhoods, shared living models, and welcoming public spaces foster connection and safety, ensuring youth, elders, families, and newcomers are supported and included. Cross-sector collaboration between governments, non-profits, schools, and developers, ensures housing is treated not just as a basic need, but as a foundation for a healthy, equitable, and thriving society.

Figure 1. Word Cloud: Most Common Words and Phrases Used to Describe How the Region Could Look in 10 Years



WORKSHOP WITH PERSONS WITH LIVED AND LIVING EXPERIENCE (PWLLE) ADVISORY COMMITTEE

Participants who attended the **PWLLE Advisory Committee** workshop expressed concerns around stigma regarding the term 'lived experts,' noting that it can oversimplify the diverse identities and expertise of individuals.

Among those in attendance were a **not-for-profit executive director, a singer/songwriter, peer supporters and outreach workers, parents, paramedics, a master's student, a Metis senior and business owner,** all of whom bring valuable lived experience alongside professional and personal expertise.

Participants identified several critical gaps and barriers in the current sheltering and supportive housing system, including the lack of detox centers and truly supportive housing options. Current-state sheltering and supportive housing were described as warehousing rather than promoting wellness. They emphasized that individuals are not choosing to live on the street over accessing shelter, rather they are refusing unsafe conditions.

One participant noted, "tents should not be illegal. If you don't have walls, you aren't safe." Concerns include how jail has become housing, but criminal records make accessing supportive or permanent housing increasingly difficult. Overall, **participants stressed that sheltering and supportive housing must be safe, dignified, and accessible** - no one should have to choose between incarceration or the street to escape bad weather or receive care.

When asked about the future state of sheltering and supportive housing, **participants envisioned supported, mixed-income buildings where, with the support of case management, individuals who are ready may be integrated into the community.** They emphasized the importance of on-site, accessible services tailored to residents' needs. Rather than a one-size-fits-all approach, future housing models should reflect the diversity of those they serve. Suggestions included culturally appropriate housing for Métis community members, and housing that allows partners, pets, and guests to live or visit together. Currently, identification is required for visitors, yet many individuals lack ID or face restrictions due to criminal records, creating additional barriers to connection and support.

Regarding the CRD's role in sheltering and supportive housing, participants shared that a range of housing options across the region would be ideal. Diversity here includes geographic location as well as varying levels of support. More specifically, there was an emphasis on mental health, substance use, and disability support. Participants suggested that every municipality should have an extreme weather response program and appropriate sheltering options. We heard that **there is a desire for a coordinated effort to support people's transition through the housing continuum**, citing challenges with missing BC Housing calls thus extending time on the waitlist. The participants stated that individuals with lived and living experience should consistently be centered in decision-making processes, stating, **"nothing about us without us."**

POTENTIAL CRD ROLES AND ACTIONS

Building a Coordinated Regional Response

Participants emphasized the need for a **coordinated regional approach that extends beyond local government boundaries, supported by political will across all orders of government.** Comments regarding political will were often in relation to a coordinated regional response wherein every municipality is doing their part and has an equal sense of commitment to addressing homelessness.

They described a coordinated regional approach as building community and deepening connections across the CRD and reducing stigma through education and increased awareness. For participants, there also needs to be a regional approach to determining where resources are located that results in a **more equitable distribution across municipalities**. They also emphasized the need for people with lived and living experience to be integrally involved in driving change. Participants identified the importance of collaboration and coordination with both the homelessness serving sector and with other levels of government. Each area and the key suggested actions are discussed separately below.

Collaboration and Coordination with the Homelessness Serving Sector

For those on the frontlines, there is an urgent need to bring together organizations across the capital region to develop a more coordinated, collaborative approach to addressing homelessness and housing precarity. Participants identified the need to **develop shared definitions and goals**, something that is currently lacking, and to build on what exists to consolidate efforts across organizational mandates and jurisdictions.

To bridge the disconnect between services and build capacity in important ways, participants identified **two interconnected actions requiring regional leadership:**

- **Assisting with service navigation by improving information-sharing about available services and housing across the region.** To support system navigation, participants highlighted the need for a **coordinated, real-time regional database of services and housing** that is accessible, efficient, and through which we're better able to identify gaps in services and plan for future needs. Such a tool would improve system navigation, decrease administrative burden, and reduce the need for unhoused people to repeatedly tell their stories.
- **Creating a regional approach to data collection, use, storage, and access.** Participants talked about how the sector could use regional guidance and support that unifies all organizations through a coordinated approach to tracking and sharing data across the CRD. Other benefits of a coordinated response to data collection and usage noted by participants include being able to use data to educate and inform decision-making and determine the effectiveness of housing and services approaches.

Collaboration and Coordination with Other Levels of Government

For participants, a coordinated regional response to homelessness must unify and guide accountable action across all orders of government. As a bridge between local communities

and higher levels of government, **participants view the CRD as being well positioned to act in a coordinating role between levels of government.**

Representatives of the homelessness serving sector identified **3 main actions requiring collaboration and coordination with other levels of government:**

- **Bringing everyone together and ensuring that all jurisdictions have the same goals, are tracking the same types of information, and are working across municipal boundaries to find shared solutions and build consensus.** In practical terms, it also means a regional approach to siting services and housing, including temporary 'extreme weather responses,' that locates resources more evenly throughout the region. Participants also noted how a coordinated regional plan for locating services and housing should be aligned with municipal housing targets set by the province.
- **Working closely with all levels of government to get more housing built.** For participants, **a primary aim of the coordinated regional response would be to advance multiple forms of housing for different income groups through diverse partnerships (public, private, and non-profit sectors) anchored by provincial and/or federal government support.** This includes increasing the supply of deeply affordable (Rent Geared to Income) units for people with very low incomes.
    - Participants discussed a tension between the urgency of need for housing that demands immediate action and the reality that even well placed, supported projects are not guaranteed. For them, a coordinated regional approach should plan for where resources are located, ensuring that every municipality is addressing a piece of the bigger problem. Participants noted that in siting much needed but contentious resources, it may be necessary to support the province to institute paramountcy.
- **Working with provincial or federal government to address systemic problems including known cracks between service systems.** A **coordinated regional response would bring together different systems of government services – hospitals, psychiatric units, correctional institutions, and child welfare, to find ways to prevent discharges into homelessness.** For participants, it can be as simple as notifying an organization that someone is being released before they show up at their door, allowing a chance to prepare. They also talked about the importance of working with government funders to lessen the administrative burden on service and housing providers through more streamlined reporting, paperwork, and data entry.

Engagement with Local Government and Strategic Partners

HOMELESSNESS AS A REGIONAL ISSUE

Local government and strategic partners who attended the October 9th workshop described homelessness across the region in different ways, many of which mirror the comments from the engagement with the homelessness serving sector. They describe homelessness as being most visible in downtown Victoria, where individuals who experience complex, overlapping support requirements - mental health, substance use, various disabilities - are more concentrated due to where services are primarily located. Workshop participants also noted that **effective responses require coordination across intersecting services such as health, food security, and employment.**

The participants talked about how communities are seeing rising housing precarity among seniors, many of whom are being renovicted or priced out after decades of stable tenancy. Some face re-entering a rental market where prices have tripled, while others are unable to downsize because mortgage and rental costs have both increased. This group is particularly vulnerable to sudden displacement and isolation. They also highlighted the rise of vehicular homelessness which includes individuals living in cars, trailers, and motorhomes for a range of reasons - from displacement and unaffordable rents to lifestyle choice or seasonal work. An example noted by a participant was a campground that houses a large number of permanent residents, despite being zoned as a campground. The populations they see being affected include seniors, students, and farm workers, many of whom live in rural or peripheral areas far from services. In these cases, **"services" often extend beyond more traditional supports to include recreation centres for showers, food banks, and community kitchens.**

Several communities also reported increased visibility of homelessness in parks, along regional trails, and near bottle depots. Some participants noted that the clean-up on Pandora Avenue in Victoria displaced individuals westward along the Galloping Goose and E&N corridors. Small, recurring encampments have formed where fire departments and bylaw officers regularly check on residents. Other participants from municipalities identified "resident homeless" individuals known to local police and fire services, who often avoid shelters due to safety concerns. While alcohol use is common, drug use is less prevalent. Participants emphasized the importance of addressing homelessness at this more manageable stage, when local staff in some municipalities still know and can support individuals before it escalates to the scale seen in Victoria's downtown core.

In rural and semi-rural areas, many residents live in unpermitted secondary suites or accessory dwellings. Municipal staff from these areas highlighted a moral and regulatory dilemma: enforcing safety and zoning compliance risks displacing tenants, while non-enforcement poses liability concerns. This reflects a broader **tension between maintaining safety standards and preventing further homelessness.**

POTENTIAL CRD ROLES AND ACTIONS

Local government and strategic partners were asked to reflect on three key questions related to the potential roles and actions of the CRD.

1. What is the CRD's role in supporting local government with supportive housing guidelines?
2. What is the CRD's role in monitoring progress on homelessness and housing precarity?
3. What is the CRD's role in coordinating a regional response to homelessness and housing precarity?

The discussions highlighted an urgent need for a more coordinated, transparent, and well-resourced regional approach to addressing homelessness in the region.

Participants expressed concern that the current housing and health service systems are not operating as efficiently or cohesively as needed. A recurring concern was the lack of accountability, with local governments often acting independently rather than as part of a coordinated regional response**. Participants emphasized the importance of a clearly defined mandate that outlines roles and responsibilities across jurisdictions.**

There was strong interest in the CRD taking on a more proactive leadership role, one that not only convenes partners and stakeholders but also removes systemic barriers, enables meaningful action, and fosters ongoing regional alignment. However, it was also noted that the CRD lacks the service authority and resources required to support an enhanced role in advancing collaborative and coordinated homelessness intervention. Several key themes emerged where the CRD could play a meaningful role in supporting a coordinated response. These include data collection and sharing, capacity building for housing and homelessness infrastructure, and fostering alignment across services and levels of government.

Data Collection, Integration, and Transparency

Participants emphasized the need for a more coordinated approach to collecting, using, and sharing data across the region. They highlighted the importance of **leadership in**

developing and overseeing a regional data system - one that reduces duplication, improves transparency, and helps paint a clearer picture of housing need and homelessness across municipalities. It was expressed that this would support more consistent tracking of housing assets, service flows, and progress on homelessness targets, including the implementation of a By-Name List and integration of shelter and Point-in-Time (PiT) count data.

Local government and strategic partners also highlighted the importance of making data accessible to the broader community, including local First Nations and municipalities, while respecting Indigenous data sovereignty and ensuring informed consent. A well-managed data system would support decision-making, enable service coordination, identify priority populations, and strengthen advocacy efforts. Ultimately, **improved data infrastructure would reduce administrative burden, support coordinated access and enhance transparency in housing and homelessness systems.**

Capacity Building – Housing and Infrastructure Development

Participants identified a significant need for regional coordination to help local governments, particularly smaller or rural ones to advance housing development. Many local governments face challenges around internal capacity, land readiness, and connection with development partners. Feedback given noted that the CRD's ownership of the Capital Region Housing Corporation (CRHC) uniquely positions it to lead or support non-profit housing development across the region. Participants identified areas where the CRD could assist such as **offering technical support, facilitating partnerships, and helping make projects viable,** especially where municipalities can offer land but lack development expertise.

There was also support for the CRD to play a coordinating role in advocating for shared housing and sheltering targets across municipalities. Participants emphasized the importance of the CRD guiding municipalities in meeting these targets and ensuring that supportive housing is developed equitably and distributed fairly throughout the region. They highlighted the need for municipalities to be better connected and aligned on housing and sheltering goals, enabling them to act collectively and address the broader regional challenges together.

Capacity Building – Homelessness Serving Sector

The participants highlighted the strain on the homelessness-serving sector and emphasized the need for greater coordination, consistent funding, and workforce support. Organizations are doing critical work under pressure, often without a clear picture of what others in the system are doing or how to align efforts.

The participants saw an **important role for the CRD in helping to coordinate services,** which they noted could include the CRD acting as a liaison between service providers, municipalities, and funders. More integrated work with health and social services, particularly Island Health, was also seen as necessary to build a regional system where housing, health, and other services are better integrated. Participants also identified a need to support workforce development and align standards of practice. Identifying hosting regional trainings and setting up shared administrative functions and other efficiencies as crucial supports. While these suggestions fall outside the CRD's current mandate, participants viewed regional government as one of the few entities positioned to convene and influence cross-sector collaboration. Their feedback underscores both the sector's need for stronger supports and the importance of clearly defining the roles and responsibilities of all organizations involved.

The importance of regional leadership and working together to leverage the knowledge and expertise within the region to the benefit of every municipality was also highlighted by participants. It's necessary because many local governments are unsure how to engage or what role they can play. A coordinated regional response would help **clarify roles and provide direct assistance to local governments in understanding and building local response that is part of a broader regional strategy.**

Regional Alignment

Participants overwhelmingly called for a unified regional strategy that aligns efforts across municipalities, service providers, and levels of government. Many described current efforts as fragmented, with varying goals, policies, and funding applications across jurisdictions. There was strong interest in CRD convening regular meetings to bring partners together, review progress, and ensure a shared understanding of regional goals and priorities. Some suggested annual or bi-annual reviews of guidelines and outcomes to support accountability and course correction.

In building a coordinated regional response to homelessness, participants stressed how political will is key. **Without political buy-in across the region with strong governance structures and shared leadership, progress risks being siloed or stalled completely.** Participants supported a CRD role in creating space for intergovernmental collaboration, integrating planning and policy efforts, and advocating for stronger coordination with provincial ministries, particularly around zoning, service delivery, and funding. While municipalities differ

in capacity, participants suggested that the CRD could help tailor roles based on readiness and resource levels, making involvement in a regional response more accessible.

To empower jurisdictions to respond, local governments also need clear expectations and a clear mandate from the province to act confidently and be able to attract funding. For participants, **the ability to build the political will needed to support a coordinated regional response starts with a shared sense of responsibility and ability to act that comes from a clear provincial mandate.**

Building a Coordinated Regional Response

Across the two streams of engagement, there was a high degree of alignment between themes despite the different perspectives represented. Resoundingly, strategic and local government partners, social services organizations, and non-profit housing providers see a role for the CRD developing and leading a coordinated regional response to homelessness and housing precarity.

Bringing together the themes across all workshops, there are **three main roles where regional leadership is most needed in the development of a coordinated regional response:**

- regional alignment;
- strengthening regional service and housing capacity; and
- developing regional information and data systems.

Each role and the required actions are discussed separately below.

Regional Alignment

As a foundational component of a successful coordinated regional approach, participants talked about the need to harness and build political will and promote accountability among partners wherever possible. A key action required for this to happen is a clear mandate for local governments to respond to issues of homelessness so they can act decisively and attract funding. **Advocating for a clear mandate from the province is a necessary step towards creating regional alignment** because without it, local governments are unable to move forward with confidence.

For participants across the workshops, regional alignment also means that all jurisdictions and potential partners are unified through a **coordinated "whole of region" response that fosters cohesion around a shared purpose and understanding of the interconnected nature of the region.** Achieving regional alignment requires a focus on relationships, building partnerships, and ensuring that the right people are at the table. For participants, it also involves establishing shared goals and priorities and supporting municipalities to meet provincial housing targets and other housing guidelines. In a coordinated and regionally aligned response, there is also an approach to determining where services and housing are located that considers the potential impacts within and between jurisdictions.

Strengthening Regional Housing and Service Capacity

Given the CRD's role in the development and operation of housing through ownership of the CRHC and as the Community Entity for *Reaching Home – Canada's Homelessness Strategy*, the participants view the CRD as being well positioned to lead a coordinated regional response. For participants, having well positioned and aligned organizations with the experience to lead a coordinated regional response, increases the potential for success.

The participants recognize the need for any coordinated regional response to reflect the unique situation in each jurisdiction that takes levels of experience in dealing with complex health and social issues like homelessness and the toxic drug crises into account, as well as existing infrastructure. Participants identified the need to take a broad view of the system of housing and services to understand what currently exists and what can be built on or scaled up through a coordinated regional response.

They also highlighted the need for better coordination in the homelessness serving sector with a focus on **breaking down service silos, identifying and reducing redundances, and determining if resources are being used most effectively.** Homelessness interventions are guided by programs, policies, and regulations established by provincial and federal governments, with the responsibility falling on communities and the homelessness serving sector to implement them. However, these challenges are too large and complex for non-profit organizations to address alone. To begin dismantling structural barriers, a "whole-of-government" approach is needed. This high level of collaboration is essential to improving conditions and outcomes at the community level.

Enhancing Regional Information and Data Systems

Participants across engagements identified the need for higher level coordination to improve service system navigation that includes the development of some kind of database to ensure there is easily accessible, up-to-date information on services and housing to aid in navigating the interconnected web of resources across the region. Participants noted that such a tool would also be helpful in identifying gaps in service and housing. **Having a more cohesive, navigable system of homelessness services is an important part of establishing a Coordinated Access System** which is as a community-wide system that streamlines the process for people experiencing homelessness to access housing and supports. A strong Coordinated Access System follows the principles of housing first and shares **real-time data** to facilitate the housing process.

The other related action is developing a coordinated regional response to collecting, sharing, and using data. Participants talked about how a coordinated regional 'data' response needs to build regional capacity for collecting, sharing, and using data. Different sources of homelessness data need to be brought together, including the Point in Time Homelessness Count, and there needs to be overarching guidance on what data to collect, how the data fits together, and how it will be used to inform a coordinated regional approach. Once again, participants identified a potential action being the creation of some type of shared database for regional data. For participants, an important part of a regional data strategy is evaluation and the development of program evaluations and related metrics to help demonstrate the efficacy of interventions and the impacts of a coordinated regional approach at different levels. **A data-informed approach is needed to convince funders, government and other strategic partners, and the public of the impact, including potential cost-benefit analyses.**

Table 1. Summary of Main Roles and Associated Actions

Role	Actions
Regional Alignment	• Harness and build political will and promote accountability among partners • Advocate for clear mandate for municipalities to act • Create a unified "whole of region" approach that foster cohesion around a shared purpose • Focus on relationships and building partnerships • Establish shared goals and priorities • Support for municipalities to achieve provincial housing targets • Look for opportunities to leverage/pool resources • Use a regional approach for siting resources
Strengthening Regional Service and Housing Capacity	• Build a coordinated regional response that reflects the unique situation in each jurisdiction • Leverage successes and what's working regionally • Breakdown service silos, reduce redundances, and ensure resources are being used most effectively • Build on role as Community Entity for Reaching Home
Enhancing Regional Information and Data Systems	• Improve system navigation and support the development of a Coordinated Access System • Develop an accessible, up-to-date database of housing and related services across the region

Role	Actions
	• Develop a coordinated regional response to data collection, sharing, and use that includes a shared database • Use a data-informed approach to evaluation to demonstrate impact at different levels

Concluding Comments

The purpose of this engagement process was to collect input from the homelessness serving sector, people with lived and living experience, local governments within the region, and strategic partners on the CRD's potential role in advancing regional supportive housing and sheltering objectives.

Overall, participants underscored the need for a more coordinated, streamlined, and responsive system of housing and services across the region. Advancing this will require a regional approach with collaboration across sectors, communities, and levels of governments. Engagement illuminated opportunities for the CRD to play a role in supporting a coordinated, regional response to homelessness, working with other orders of government to:

- Advocate for a clear Provincial mandate outlining the roles and responsibilities of local governments in addressing homelessness;
- Advance political alignment across local governments, service providers, and other partners through a "whole of region" approach that establishes shared goals and priorities and recognizes the interconnected nature of the region;
- Coordinate across the homelessness serving sector to break down service silos and support a more streamlined, efficient system; and
- Enhance and align regional data systems to support the homelessness serving sector's ability to navigate resources and identify service gaps.

This scoped engagement process is one component of the ongoing work to update the RHAS, which is anticipated to be completed in 2026. The findings outlined in this report are intended to inform how the Strategy responds to the needs of those at risk of or experiencing homelessness, with a focus on outlining the CRD's role in supporting municipal efforts and enhancing coordination across the region. Additional RHAS engagement focused more broadly on regional housing affordability is currently underway and will be summarized in a separate report later this year.

APPENDIX 1

Engagement Overview

Invite List for Workshops with the Homelessness Serving Sector

List of Invited Groups for the Homelessness Serving Sector Engagement
Aboriginal Coalition to End Homelessness Society (ACEH)
Alliance to End Homelessness in the Capital Region (AEHCR)
Anawim Companion Society
AVI Health and Community Services
Beacon Community Services
Beecher Bay (Sc\'ianew) Nation – Health and Housing
BGC South Vancouver Island
Bridges for Women Society
Burnside Gorge Community Association
Cadboro Bay Residents Association
Capital Region Housing Corporation (CRHC)
Children's Health Foundation of Vancouver Island
City of Victoria
Community Living BC
Connections Place
Cordova Bay Association for Community Affairs
Cornerstone Youth Society
Destination Greater Victoria
Elizabeth Fry Society
Fairfield Community Association
Falaise Community Association
Federation of Community Social Services of BC
Fernwood Neighbourhood Resource Group
First Nations Health Authority
The Foundry Victoria
Goldstream Foodbank
Gordon Head Community Association
Gorge View Society
Greater Victoria Chamber of Commerce
Greater Victoria Housing Society
Greater Victoria Public Library
Habitat for Humanity Victoria
Hulitan Family and Community Services Society
Inter-Cultural Association of Greater Victoria

List of Invited Groups for the Homelessness Serving Sector Engagement
Island Community Mental Health Association
Island Community Services
Island Health
Island Metis Family and Community Services Society
Islanders Working Against Violence
John Howard Society of Victoria
Kosapsum (xʷsepsum) Nation
Langford Residents Association
Laren House Society
Living Edge Community
Lookout Housing and Health Society
M'akola Housing Society
Malahat (MÁLEXEŁ) Nation
Margaret Laurence House | Second Stage Housing for Women
Mental Health Recovery Partners - South Island
Metis Nation of BC
Metis Nation of Greater Victoria
Ministry of Policy Development and Poverty Reduction
Moms Stop the Harm
Mustard Seed Family Centre
Neighbourhood Solidarity with Unhoused Neighbours
Neil Squire Society
North Park Neighbourhood Association
North Quadra Community Association
Oak Bay Business Improvement Association
Oasis Society
Our Place Society
Pacheedaht (paaʔčiidʔatx̣) Nation – Health and Housing
Pacific Centre Family Services Association
Pacifica Housing
Pauquachin (BOKEĆEN) Nation – Health and Housing
Peers Victoria Resource Society
Penelekut (Spune\'luxutth) Nation – Health and Housing
PHS Community Services Society
Prospect Lake District Community Association

List of Invited Groups for the Homelessness Serving Sector Engagement
QomQem Coastal Connections
Quadra Cedar Hill Community Association
Quadra Village Community Centre
Royal Roads
Saanich Community Association Network
Saanich Neighbourhood Place
Saanich Peninsula Chamber of Commerce
Salt Spring Island Chamber of Commerce
Salt Spring Island Community Services
Salt Spring Island Foundation
Salvation Army ARC
Sidney Business Improvement Area Society
Society of St. Vincent de Paul
SOLID Outreach Society
Songhees Nation – Health and Housing
Sooke Region Chamber of Commerce
Sooke Region Chamber of Commerce
Sooke Shelter Society/Sooke Homelessness Coalition
South Island Prosperity Partnership
Surrounded by Cedar Child and Family Services Society
The Cridge Centre for the Family
The Existence Project
Threshold Housing Society
Thrive Social Services Society
Together Against Poverty Society
Township of Esquimalt
Tsartlip (W̱JOŁEŁP) Nation – Health and Housing
Tsawout (SȾÁUTW̱) Nation – Health and Housing
Tseycum (W̱SIḴEM) Nation – Health and Housing
T'Sou-ke Nation – Health and Housing
Umbrella Society
United Way BC
United Way Southern Vancouver Island
University of Victoria
Veterans House Victoria

List of Invited Groups for the Homelessness Serving Sector Engagement
Victoria Brain Injury Society
Victoria Business Improvement Area (Downtown Victoria Business Association)
Victoria Cool Aid Society
Victoria Disability Resource Centre
Victoria Division of Family Practice
Victoria Downtown Residents Association
Victoria Foundation
Victoria Immigrant and Refugee Society
Victoria Native Friendship Centre
Victoria Rainbow Kitchen Society
Victoria Tenant Action Group
Victoria West Community Association
Victoria Women in Need Community Cooperative (WIN)
Victoria Women's Transition House
Victoria Youth Empowerment Society
Westshore Chamber of Commerce
WorkBC
YM/YWCA of Greater Victoria
Young Parents Support Network

Invite List for Regional Coordination Workshop

List of Invited Groups: Local Government + Strategic Partner Workshop on October 9th, 2025
Aboriginal Coalition to End Homelessness
BC Housing
BOḴEĆEN First Nation
Canadian Alliance to End Homelessness
City of Colwood
City of Langford
City of Victoria
Cool Aid Society
District of Central Saanich
District of Highlands
District of Metchosin
District of North Saanich
District of Oak Bay
District of Saanich
District of Sooke
Housing, Infrastructure and Communities Canada
Ministry of Housing and Municipal Affairs
Ministry of Social Development and Poverty Reduction
Our Place Society
paaʔčiidʔatx̣ First Nation
Pacifica Housing
PHS Community Services Society
Sc'ianew First Nation
Songhees Nation
Spune'luxutth
SȾÁUTW̱ First Nation
Town of Sidney
Town of View Royal
Township of Esquimalt
T'Sou-ke First Nation
Victoria Native Friendship Centre
W̱SÁNEĆ Leadership Council
xʷsepsum Nation

Homelessness Serving Sector Workshop Questions

1. What does homelessness look like in your community? Who are the priority populations?
2. What specific actions could the CRD take to improve the situation for people experiencing homelessness or those at risk of homelessness?
3. What are the gaps in services (including sheltering and supportive housing) for people experiencing homelessness in your community/for the people you serve?
4. What are the barriers to accessing sheltering and supportive housing for people experiencing homelessness in your community/for the people you serve?
5. What information or data would best support your organization in informing your work in homelessness services?
6. What would you like the region to look like in ten years in terms of housing affordability and sheltering and supportive housing?

Regional Coordination Workshop Questions

1. In your community, what does homelessness and housing precarity look like?
2. What successes can you highlight in your community?
3. What does a coordinated regional response to housing precarity and homelessness look like?
4. What role do you see for your community/organization in a coordinated regional response?
5. What role should the CRD play in:
    - Supporting local government efforts with supportive housing guidelines.
    - Monitoring progress on homelessness and housing precarity.
    - Coordinating a regional response to homelessness and housing precarity.

APPENDIX 2

Feedback: Priority Populations

1. Youth and seniors
Seniors- fixed incomes not aligned with cost of living
Limited senior as well as youth specific housing
Youth- gaps in support for transition when aging out of care
Youth- experiencing more hidden homelessness
2. Individuals experiencing mental health or substance use challenges
Not enough housing and support options to meet people where they are at in their recovery journey
Greater support options needed for those experiencing domestic abuse and fleeing violence
Deeper measures of trauma-informed care should be taken in approaches to services and housing systems.
There are insufficient support measures and still a significant amount of stigma surrounding both mental health and addiction services
3. People living with disabilities
Need for accessible, medically informed housing for those with high needs and diverse abilities
physical, cognitive, and developmental disabilities, including traumatic brain injuries, autism, and chronic illnesses were identified as needing considerations when planning supportive housing
Discharge from medical facilities occur with no appropriate support in place
4. People experiencing housing or financial instability
More people experiencing homelessness for the first time due to rising costs of living, sudden job losses, and evictions
Increasing amount of community experiencing hidden homelessness; living in vehicles, tents, or the woods, not just in central urban areas like downtown Victoria but across the entire region, including in more rural areas
5. Individuals impacted by institutional gaps and system failures
Individuals exiting jail, foster care, hospitals, or other institutional settings face abrupt transitions with little support
Many experiencing homelessness have become deeply institutionalized and distrustful of systems
6. Men, women, and gender-diverse individuals
There are not enough shelter options for women, gender-diverse individuals, and non-binary people that are informed and address safety concerns that these populations have in accessing shelters
Men, particularly vulnerable young white males, are dying on the streets in increasing numbers but are often overlooked due to service prioritization models
7. Newcomers and immigrants

This population faces challenges with language barriers, documentation issues, and a lack of culturally appropriate services

8. Indigenous Peoples and communities
Indigenous people are overly represented among those experiencing homelessness
More culturally safe and Indigenous-led housing initiatives needed

APPENDIX 3

Feedback: Types of Housing and Approaches Needed

1. Youth Housing
Wrap-around services should be tied to youth housing to prevent chronic adult homelessness
More second stage and transitional units for youth needed
2. Family Housing
Safe and appropriate housing needed specifically for young mothers
Young mothers face barriers to accessing housing due to age requirements on applications, leaving this population vulnerable
More family-specific shelters are needed to prevent separating families
3. People in Recovery and Still Using Substances
Diverse options are needed to support people at various stages of substance use and recovery
Current models often force people to choose between abstinence-based ("dry") and harm-reduction ("wet") environments, with little in between
People going through withdrawal are often banned from "dry sites" which poses health and safety risks
4. Wraparound and Integrated Supports
Successful housing must integrate mental health care, substance use treatment, case management, culturally safe services, life skills training, and other wraparound supports
Longterm solutions must also be imbedded into housing such as clinics, childcare, and access to groceries
5. Need for Diverse and Scaled Options
More specific housing options needed for various populations
Non-profit led housing developments
Low-barrier shelters with fewer restrictions
Smaller scale shelters and homes spread throughout the CRD
6. Alternative Housing Options
Expanding development of tiny home villages with both wet and dry options, and spread throughout the CRD
Converting unused office and commercial spaces into shelters or housing
Support creative low-cost building materials and techniques
Updating bylaws to allow more alternative housing models

APPENDIX 4

Feedback:
Barriers to Accessing Housing

1. Technology
Lack of access to phones, computers, internet, and digital literacy keeps people from applying for housing or services
Devices are frequently lost or stolen for those without fixed addresses
Digital requirements from provincial and federal systems pose challenges for those with varying digital literacy
2. Applications and Service Navigation
Application forms are complicated, repetitive, and difficult to access, particularly for those with limited literacy, cognitive challenges, or who are navigating trauma
Fixed addresses, ID, transportation, and time are barriers to applying to services and housing
Emphasized need for not-for-profit or outreach workers to help people interpret and navigate these systems
Austerity measures and cutbacks have reduced office hours, staffing levels, and local access points, making systems feel more distant and less responsive
3. Financial Barriers
Provincial disability or income assistance shelter allowance is not enough for current rental prices
Low-income renters, especially first-time renters or youth without references, are routinely denied by landlords
4. Support/Sheltering Challenges
Supportive housing's strict rules can be a challenge to many and limit freedom and personal autonomy
People feel forced into housing that doesn't reflect their cultural or family needs, such as for multigenerational or culturally appropriate spaces
5. Safety and Stigma
Violence, substance use, and a lack of privacy can make shelters inaccessible or traumatic, particularly for seniors, families, and gender-diverse individuals who may not feel safe in gendered spaces
Stigma is attached to supportive housing, which can lead to discrimination when trying to enter market rentals
6. Discrimination and Social Exclusion
Racism, ableism, and anti-homeless sentiment (NIMBYism) were identified as barriers to accessing shelters, and more permanent housing options
Individuals with no fixed address, without ID, or with visible mental health or substance use challenges are often excluded and denied housing and support

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2025 POINT IN TIME Count & Survey

GREATER VICTORIA

APPENDIX B

2025 Greater Victoria Point in Time Homelessness Count and Survey



Canada

CRD Making a difference...together

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COMMUNITY SOCIAL PLANNING COUNCIL
Insights · Dialogue · Solutions



Land Acknowledgment

The 2025 PiT Count was conducted on the traditional territories of many First Nations. We respectfully acknowledge the First Nations governments across this region — BOḰEĆEN(Pauquachin), MÁLEXEŁ (Malahat), P'a:chi:da?aht (Pacheedaht), Pune'laxutth' (Penelakut), Sc'ianew (Beecher Bay), Songhees, SŦÁUTW̱ (Tsawout), T'Sou-ke, W̱ JOŁEŁP (Tsartlip), W̱ SIKEM (Tseycum), and xʷsepsəm (Esquimalt) — all of whom have cared for and maintained deep connections to these lands and waters since time immemorial and continue to do so today.We especially acknowledge the relationship between homelessness and the ongoing impacts of colonization. The dispossession of land from Indigenous peoples, along with historical and continued colonial policies and practices, have contributed to First Nations, Inuit, and Métis peoples being disproportionately affected by homelessness in our region and across Canada. We recognize that any effort to address homelessness must also confront and work to dismantle these systemic inequities.

Thank you message

We are incredibly grateful to everyone who contributed their invaluable time, support, and expertise to the 2025 Point in Time (PiT) Count & Survey. This includes all of the organizations, community partners, sponsors, supporters, and 130 dedicated volunteers who made this effort possible.We would like to extend a special thank you to those experiencing the challenges of homelessness who generously shared their personal and often difficult experiences through their participation in the survey. Your willingness to participate plays a crucial role in shaping local, provincial, and national efforts to reduce and ultimately end homelessness. This report would not have been possible without your contributions.Thank you all, this truly is a community effort. The success of the PiT Count and Survey depends on the dedication of everyone involved in the many aspects of planning and delivery. Survey depends on the dedication of everyone involved in the many aspects of planning and delivery.

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Jane Finerty
Drew Guyan

Sooke Shelter Society
Sherry Thompson
Megan Kowal
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PHS Community Services Society
Bernice Kamano

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In-Kind Contributions
Magnet Event Partners
QomQem Coastal Connections, Cornerstone Youth Society, John Howard Society of Victoria, Victoria Cool Aid Society, Beacon Community Services, and the Salvation Army Connection Point Church and Resource Centre

Volunteer Headquarters
Salvation Army ARC

Sponsors & Donors
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Cover art: "Blue Moon" by John Prevost

"The blue moon every 4 years comes our way. The two wolves are protecting the mother blue moon." —John Prevost

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Executive Summary

Greater Victoria's 2025 Point in Time (PiT) Count and Homeless Needs Survey took place on March 25th and 26th, 2025. Sheltered enumeration (at emergency shelters, transitional housing, and public systems including health and corrections) occurred the night of March 25th. Unsheltered enumeration took place the following day, March 26th, during which survey participants were asked where they had slept the previous night. PiT Counts are intended to provide a community-based measure, or "snapshot", of individuals experiencing sheltered and unsheltered homelessness at a single point in time. The initiative is federally funded through *Reaching Home: Canada's Homelessness Strategy* and contributes to a national picture of homelessness.

The 2025 PiT Count and Homeless Needs Survey was completed with the support of 130 community volunteers, in conjunction with local housing facilities and service providers. The PiT Count took place within the Victoria Census Metropolitan Area (CMA), commonly referred to as Greater Victoria, which contains 13 municipalities and spans the traditional territories of at least 11 First Nations.

On the night of March 25th, 2025 the PiT Count found that at least **1,749 individuals were experiencing homelessness** in Greater Victoria. The count, or enumeration, is intended to identify, on a single night, how many individuals and families are experiencing homelessness in emergency shelters, transitional housing, and on the streets; staying in public systems without permanent housing; or experiencing hidden homelessness, such as couch surfing or staying with family and friends because they have nowhere else to go.

On March 26th, Homeless Needs Surveys were conducted, gathering invaluable data to help understand local stories and experiences of homelessness. The Homeless Needs Survey collects data about the demographics, history, and service needs of those experiencing homelessness. The survey allows communities to better understand who is experiencing homelessness, why they are experiencing homelessness, and how, as a community, we can better serve these individuals and families.

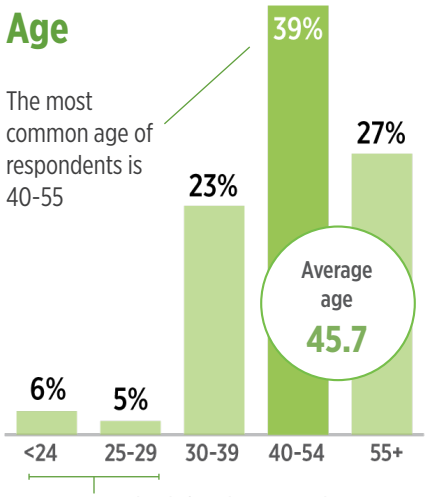
Infographics: Key Survey Findings

Enumeration Breakdown

The night of March 25, 2025, at least **1,749 people** were experiencing homelessness in Greater Victoria. Categories listed do not add to 1,749, as there were 3 individuals who slept in an unknown location.

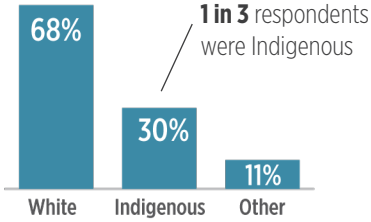


Age



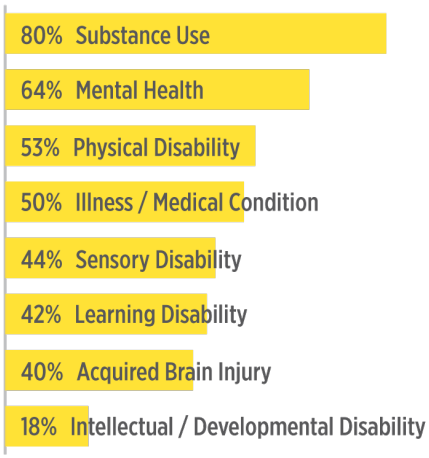
11% were youth (defined as 29 and younger)

Ethnic identities



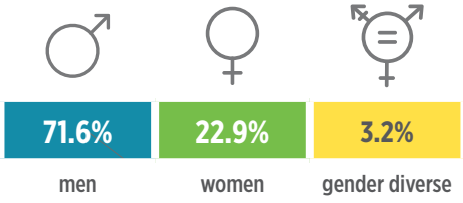
* Respondents could report multiple.

Priority Health challenges

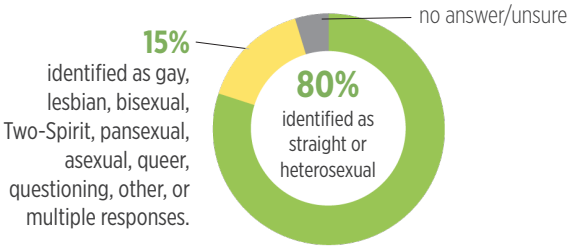


Gender

Over two-thirds identified as men



Sexual orientation



Foster care/ group homes

Over a third (36%) of all respondents were in government care during their childhood or youth.

33% of respondents from foster care became homeless within the first year of exiting the system.

7% became homeless on the first day.

Discharged into homelessness

12% of respondents reported being discharged from a hospital into homelessness during the past year.

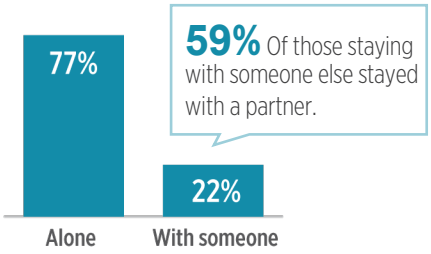
Most Reported Service Needs

1. **Primary Care Services—67%**
2. Food Security Supports—57%
3. Mental Health Services—51%
4. Identification Services—46%
5. Transportation—45%
6. Addiction/Substance Use Services—43%

Infographics: Key Survey Findings

Family composition

77% of respondents spent the night of March 25th alone.



59% Of those staying with someone else stayed with a partner.

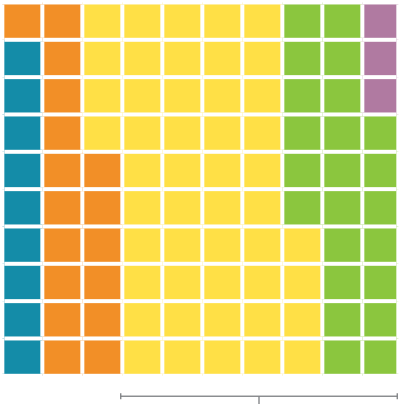
* Remaining responses no answer/unsure

76% had reasons for avoiding shelters in Greater Victoria

Top reasons for not staying in a shelter

47%	**Fear for Safety**
37%	Not wanting to lose belongings/theft
31%	Issues with cleanliness/bugs/pests
29%	Crowding
21%	Substance use related concerns

Time in Greater Victoria



- < 1 year—9%
- 1-5 years—17%
- > 5 years—48%
- always—23%
- no answer—3%

1 square = 1% of respondents

Over two-thirds of respondents have lived in Greater Victoria for more than 5 years.

Length of time of homelessness

Over the past year, **73%** experienced homelessness for 9–12 months

Over the past 3 years, **75%** experienced homelessness for half or more of that time

Most reported income sources

92% of respondents reported **at least** one form of income.

1. Disability benefits—52%
2. Social assistance/welfare—28%
3. Informal income sources—9%

Immigration

< **6%** came to Canada as an immigrant, refugee, or asylum claimant.

School attendance

3% currently in school (high school, post-secondary, vocational)

14% not currently in school and would like to be

Barriers to Housing

High rent prices **(65%)** and low income **(61%)** were the most frequent answers when asked what is keeping respondents from finding housing.

Introduction



On the March 25th and 26th, 2025, 130 citizen volunteers and staff, along with a cross-sector of service agencies and community partners, participated in Greater Victoria's 2025 PiT Count and Survey.

Data was collected from 58 locations, including shelters, transitional housing, and health facilities. Surveys were completed at 20 indoor sites and along 26 walking routes throughout Greater Victoria. While the number of walking routes appears lower compared to the 49 routes in 2023, the 2025 PiT Count extended each route to cover a larger area and assigned more surveyors per route.

Through this extensive effort, at least 1,749 individuals experiencing homelessness were counted on the night of March 25th, 2025. Between March 26th and April 4th, 2025, volunteers conducted 607 surveys with people experiencing homelessness across the region, offering an invaluable collection of personal stories, experiences, and identified needs.

While totals from PiT Counts are not directly comparable year over year, the surveys' consistent methodology allows for trend analysis. As in the 2023 PiT Report, this year's report provides an overview of the enumeration and an analysis of the survey data to show how the structures and experiences of homelessness have changed in our region. The PiT strategy gathers community-level information on the demographics, histories, and service needs of people experiencing homelessness, offering valuable insight into its nature and extent.

While enumeration provides a snapshot of the numbers, the Homeless Needs Survey provides valuable data to guide decision-makers, planners, and service providers in directing resources to the areas of greatest need.

Background

Homelessness is a widespread challenge impacting communities all across Canada. According to Statistics Canada's 2021 Canadian Housing Survey, 11.2% of Canadians, approximately 1.69 million people, reported having experienced some form of homelessness in their lifetime (Statistics Canada, 2023).This includes both absolute homelessness, where individuals stayed in shelters or unsheltered locations (reported by 2.2% of households), and hidden homelessness, such as couch surfing or temporarily living with others without secure housing, which was reported by 10.5% of respondents (Statistics Canada, 2023).

In 2019, *Reaching Home: Canada's Homelessness Strategy* was launched by the Federal Government under the National Housing Strategy to support the goal of solving the housing crisis (Employment and Social Development Canada, 2023). Reaching Home aims to prevent and reduce homelessness through community-based solutions and funds PiT Counts and surveys to help track the extent and experiences of homelessness in various communities across the country.

The coordinated approach of Point in Time Counts includes core standards for all participating communities. A consistent, nationally approved methodology is used to collect information that is comparable at both the national and provincial levels. Communities can customize certain aspects of data collection to ensure results are useful for their local context; Greater Victoria's 2025 survey included additional questions on the Indigenous population and access to housing and services. The enumeration of people experiencing homelessness in PiT Counts is known to be an undercount because it only includes facilities that participate and individuals who are encountered and willing to take part in the survey. While the count represents a minimum number of people experiencing homelessness on a single night, the survey provides invaluable data that gives a clearer picture of who is affected and their presenting needs. This information can guide policymakers, planners, and service providers in efforts to reduce homelessness.

PiT Count efforts in the region have been led by the Capital Regional District (CRD) since 2016, with coordination provided by the Community Social Planning Council of Greater Victoria (CSPC). The region's first PiT Count and needs assessment was the 2007 Homeless Needs Survey, conducted by the Victoria Cool Aid Society in partnership with CSPC. For the 2025 PiT Count, CSPC continued collaborating with the University of Victoria's Canadian Institute for Substance Use Research to strengthen the ethical and methodological components of the project.

HOMELESSNESS IN GREATER VICTORIA

The Victoria Census Metropolitan Area (CMA), commonly referred to as Greater Victoria, is made up of 13 municipalities and is home to a population of almost 400,000 (Statistics Canada, 2023).The region spans the territories of approximately 11 First Nations and is a highly desirable place to live and visit. However, the housing and rental market is one of the least affordable in the country.

Homelessness results from the interplay between structural and systemic factors. Structural factors are broad economic and societal issues including a lack of affordable housing, poverty, racism and other forms of discrimination including sex and gender discrimination, and the lasting impact of colonialism on Indigenous Peoples in Canada (Gaetz et al., 2013; Gaetz & Dej, 2017).

Systems failures contribute to homelessness through barriers to accessing public systems, discharges from hospitals, corrections and child welfare into homelessness, and the complexity of the systems aimed at assisting individuals experiencing homelessness (Gaetz & Dej, 2017).

The primary structural factor is a lack of affordable housing across Greater Victoria, impacting the health and well-being of many across the region. Within the region 19.7% of renters fall within core housing need, meaning they fall below indicator thresholds measured across Canada and are spending more than 30% of their income (before income tax) on housing (Statistics Canada, 2022). As of October 2024, the vacancy rate in Victoria is 2.6% with the average monthly cost of a bachelor apartment at $1,366 (CMHC, 2025). This is far beyond the means of someone on disability or income assistance which provides $500 per month for the shelter component.

It is evident the high-priced rental market in Greater Victoria makes it hard for people on low or fixed incomes to afford rental housing. While the cost of rental housing is the main structural factor causing homelessness, it is one of several factors that drive homelessness (Community Social Planning Council, 2022). Structural and systemic issues including discharging people into homelessness create the conditions for homelessness (Gaetz et al., 2013; Gaetz & Dej, 2017; Allegrante & Sleet, 2021). There are multiple policy decisions at every level of government that create the conditions that lead to homelessness (Allegrante & Sleet, 2021). Greater Victoria's long-standing high cost of housing, low vacancy rates, lack of affordable housing, waitlists for subsidized and supportive housing, and inadequate incomes make life in the region challenging for its population and contributes to homelessness. The survey's findings highlight the diversity of people experiencing homelessness in Greater Victoria and provide insight into the unique experiences and needs among survey respondents.

Definition of Homelessness

The Canadian Observatory on Homelessness defines homelessness in Canada as the inability of an individual, family or community to access or acquire stable, safe, permanent and appropriate housing (COH 2012). Homelessness describes a range of housing and shelter circumstances and encompasses a range of physical living situations, including:

1. **Unsheltered**—absolute homelessness and living on the streets or in places not intended for human habitation (i.e., public spaces, vehicles, abandoned buildings, etc.).
2. **Emergency sheltered**—those staying in overnight shelters for people who are homeless, or in shelter for those impacted by family violence.
3. **Provisionally accommodated**—staying in accommodation that is lacking security of tenure (i.e. transitional housing with a maximum stay of three years, living in hotels/motels funded by themselves, couch surfing, and public systems).
4. **At risk for homelessness**—people who are not homeless, but current economic and/or housing situation is precarious or does not meet public health and safety standards.

The Greater Victoria's 2025 PiT project's definition of homelessness aligns with this widely accepted definition of homelessness and includes people who are unsheltered, emergency sheltered, and provisionally accommodated. The PiT project does not enumerate or survey people who are at risk for homelessness.

Additionally, *Reaching Home: Canada's Homelessness Strategy Directives* defines chronic homelessness as individuals who are currently experiencing homelessness and who meet at least one of the following criteria:

1. They have a total of at least six months (180 days) of homelessness over the past year.
2. They have recurrent experiences of homelessness over the past three years, with a cumulative duration of at least 18 months (546 days).

Methodology

The following provides a high-level overview of the methodology used for the 2025 Greater Victoria PiT Count and Homeless Needs Survey. This summary is intended to support understanding of the standardized approach used for PiT Counts across regions, ensuring alignment with national practices and consistency in how counts are conducted across Canada.

The 2025 Greater Victoria PiT Count and Survey were conducted over a 24-hour period, providing a snapshot of homelessness in the region on a single night. The methodology followed both national and provincial guidelines and was informed by previous counts conducted locally and in other Canadian communities. Ethical considerations were a key part of the process, and the PiT Count was conducted in accordance with research ethics standards.

The two key components of the PiT Count are:

1. **Enumeration** – a count of people experiencing homelessness across various settings, including shelters, transitional housing, and unsheltered locations.
2. **Homeless Needs Survey** – a voluntary survey conducted with individuals experiencing homelessness to gather more detailed information on their needs and experiences.

For a more detailed account of the methodology, including the dataset, research definitions, research ethics, and survey tools, please refer to the 2025 Greater Victoria PiT Count and Survey Technical Appendix.

Enumeration

The enumeration component provides a count of the minimum number of people experiencing homelessness who were staying in emergency shelters, provisional accommodations (such as transitional housing, couch surfing, or within public systems), or who were unsheltered.

Two primary methods were used to estimate the number of individuals experiencing homelessness:

- **Administrative Data:** Staff from participating emergency shelters, transitional housing programs, and institutional settings (such as health care, treatment, and correctional facilities) completed enumeration forms reporting the number of individuals who spent the night of March 25th, 2025, in their facilities.
- **Survey Data:** Individuals who stayed in unsheltered locations (e.g., outdoors, in vehicles) or who were provisionally accommodated (e.g., staying with someone temporarily) but not captured through administrative data were included in the enumeration if they were reached by volunteers conducting surveys on March 26th, 2025.

It is important to note that individuals who reported staying in a sheltered location when asked where they stayed last night during the survey, were not included in the total enumeration count, as they would have already been accounted for through the administrative data.

Homelessness Needs Survey

A team of approximately 130 trained community volunteers conducted 607 surveys, providing valuable data on the demographics and experiences of people experiencing homelessness in the Greater Victoria region. The survey began with a consent page and included a brief set of screening questions aligned with the PiT Count and Survey definition of



homelessness. Both the consent page and survey are included in the Technical Appendix for further review.

Survey questions included a combination of standardized items required by national guidelines and locally developed questions tailored to the unique context of the region. These local questions were created in collaboration with members of the Community Advisory Committee.

The Homelessness Needs Survey was administered by volunteers and staff across a variety of settings, including outdoor locations, temporary housing and shelter facilities, homeless- and non-homeless-serving agencies (such as food banks and meal programs), as well as through organized magnet events.

This survey method has limitations in capturing the full extent of both unsheltered and hidden homelessness. Hidden homelessness, in particular, is challenging to enumerate using point in time methodologies. Compared to the previous count in 2023, the 2025 survey placed greater emphasis on outdoor and drop-in locations, with reduced coverage of housing-based sites due to limited sector staffing capacity. As a result, while the overall number of surveys completed decreased, the number of unsheltered individuals surveyed increased, from 242 in 2023 to 318 in 2025.

The 2025 PiT Count also introduced a methodological change, allowing for a longer survey period. Surveys were conducted between March 26th and April 4th, 2025, and included five magnet events to support and expand data collection efforts. However, it is important to note that surveys completed after March 26th fell outside the 24-hour enumeration period and are not included in the official total count.

MAGNET EVENTS

Between March 26th and April 4th, 2025, five Magnet Events were held to supplement survey data and help reach individuals who may have been missed during the main Point in Time Count on March 26th. These events provided food and services to encourage participation, offering individuals the opportunity to complete the Homelessness Needs Survey in a welcoming and supportive setting, within the community they are living in.

Partnerships with local service providers in the homelessness-serving sector were essential to the success of these events. Through collaboration, we were able to plan and deliver targeted outreach to populations that are often underrepresented in traditional count methods, including youth and Indigenous community members.

We also made a concerted effort to reach individuals living outside the downtown core - areas that often have limited access to social services compared to the downtown area, where most shelters and service organizations are concentrated.

The 5 magnet events for additional surveying were as follows:

- **March 27th** (Downtown) – In partnership with QomQem Coastal Connections
- **March 27th** (Downtown) – In partnership with Cornerstone Youth Society
- **March 31st** (Saanich) – In partnership with the John Howard Society of Victoria and Victoria Cool Aid Society
- **April 2nd** (Saanich Peninsula) – In partnership with Beacon Community Services
- **April 4th** (Westshore) – In partnership with Salvation Army Connection Point Church and Resource Centre

COMMUNITY ADVISORY COMMITTEE

The project adhered to best practices for participatory and community-based research and met Point in Time (PiT) Count standards for a community-driven methodology. In the early stages of planning, representatives from local service providers, academia, government, and individuals with lived experience were invited to join a planning committee for the 2025 PiT Count and Survey.

Community engagement in both the planning and implementation phases is essential to the success of the PiT Count. It ensures that decisions about how the count is conducted are well-informed, thoughtful, and reflective of a range of perspectives from those working in the homelessness-serving sector.

Committee meetings were held in the lead-up to the count to provide input on key methodological decisions and to review and offer feedback on the Homelessness Needs Survey. Additionally, a separate meeting was held with individuals working in homelessness outreach to collaboratively plan survey mapping routes. Their up to date, on-the-ground knowledge was invaluable in identifying the most appropriate locations to conduct the survey.

LIVED EXPERTS OF HOMELESSNESS

For the 2025 Point in Time Count, CSPC consulted with The Housing Justice Project, an independent group of lived experts of homelessness, to identify project gaps in data collection, counting, analysis, and reporting. Being able to view homelessness from people who have/are experiencing it provides sightlines into previously invisible or misunderstood nooks and crannies. This ultimately improves the quality of the count and survey. The Housing Justice Project describes themselves as:

> *"We have 156 years of lived experiences with homelessness. We have survived and escaped all forms of homelessness. We are Indigenous, we are racialized, we are settlers, we are women, we are men, we are non-binary, we live with disabilities, we are seniors, and we are young. Many of us are not far enough away from our experience of homelessness to have survived it. Many of us live in fear of becoming homeless again because of the lack of safe affordable homes in our community. We hold space for those currently experiencing homelessness and for those who did not survive homelessness."*



Half of the membership of the Housing Justice Project is Indigenous, and for this project, the group they convened was 75% Indigenous. The Housing Justice Project is committed to making Indigenous experiences of homelessness visible and figuring out how to work in a decolonizing way. CSPC requested the Housing Justice Project provide input into preferred terminology to describe people experiencing homelessness.

An excerpt of this work, the HJP definition of Lived Experts is included below.

"The term lived experts is acceptable when the context is shared decision-making, as opposed to being mined for data. Lived experts of homelessness are people who:

- *have experienced homelessness,*
- *are able to communicate their experiences and the context of their experiences (whether that context is colonialism or government policy failure)*
- *are in the room, as equal partners and/or collaborators in the project (as opposed to being mined for knowledge production)*

We have seen the term 'lived experts' abused, noting that sometimes the speaker is not even looking for data, they are just looking to check a box. We have seen the term be dismissive, belittling and patronizing."

HJP was supported with professional independent facilitation which enabled group decision-making from diverse lived experts. Group decision-making supported by independent facilitation inoculates against tokenization and manipulation.

With the support of CSPC, the Housing Justice Project facilitated workshops with the Community Advisory Committee for the 2025 Point in Time Count and local housing providers to propose a definition of Transitional Housing that reflects the lived realities of individuals without security of tenure. While this definition was not formally adopted, the collaborative process surrounding this work was helpful in informing decisions about facilities included in the Point in Time Count, resulting in a broader and more inclusive set of transitional housing facilities being counted. The full proposed definition of Transitional Housing that was created can be found in the Technical Appendix.

"To find effective ways to end homelessness, we need clear lines of sight to the outcomes of homelessness. This happens with genuine, respectful partnerships with lived experts."



NUMBEROSITY

"We chose the orange to harmonize with the Every Child Matters movement and Orange Shirt Day which are part of the Indigenous healing movements in Canada, where Indigenous people are overrepresented in homelessness counts. The fist overlaid with computer-generated binary code is to represent resistance to being reduced to statistics."

– Rama de la Rosa and Bruce Livingstone, Housing Justice Project

Artwork has been added to enrich this report. CSPC is grateful for the artists' contributions.



Enumeration

GREATER VICTORIA POINT IN TIME COUNT 2025

AT LEAST **1,749** people were experiencing homelessness in Greater Victoria on the night of March 25, 2025

318 Unsheltered	493 Emergency Shelters	73 Couch Surfing	112 Public Systems	750 Transitional Housing
318 stayed in an unsheltered location, such as a public space, park, tent, vehicle, or other place not intended for human habitation	493 in emergency shelters, seasonal shelters, youth shelters, and domestic violence shelters for emergency accommodation	*At least* 73* stayed with a friend, family member, or stranger, or at a hotel/motel, because they did not have a secure place of their own	112 stayed in public system settings with no home to return to, such as correctional halfway houses, hospitals, and treatment centres	750 stayed in transitional housing, a temporary type of accommodation meant to bridge the gap from homelessness to permanent housing

In total, **811** people were unsheltered and emergency sheltered

A total of **935** were provisionally accommodated

Another 3 spent the night in an unknown sleeping location

*The total number of people counted to be couch surfing is an undercount as it solely relies on the survey outreach methodology. There are likely many couch surfing individuals not accessing services who do not know about the count.

Survey Findings

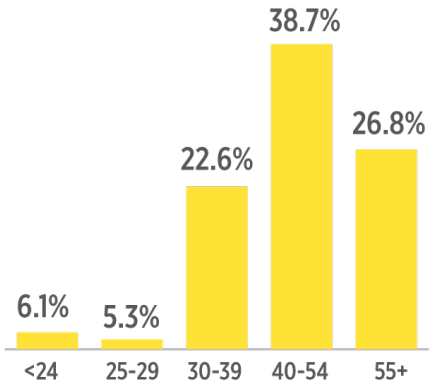
The findings in this section are based on the data shared from 607 people who participated in the PiT Homelessness Needs Survey from March 26th to April 4th, 2025 (see the Technical Appendix for a sample survey and complete data tables).

Surveys were administered throughout the Greater Victoria region, including outdoor locations, housing facilities, shelters, and service agencies. Staff and volunteers conducted surveys to people who provided informed consent and were identified as meeting the project's definition of homelessness, based on their response to the question about where they had slept the previous night.

AGE

People experiencing homelessness in Greater Victoria varied greatly in age. The largest age range among respondents was 40 to 54 years old, accounting for 38.7% of the total. Youth, defined as individuals aged 29 and younger, represented 11.4% of respondents, while seniors (aged 45 and older) comprised just over half of all participants at 51.9%. Refer to Youth and Senior profiles to see breakdown of survey results by age groups.

Age of Respondents

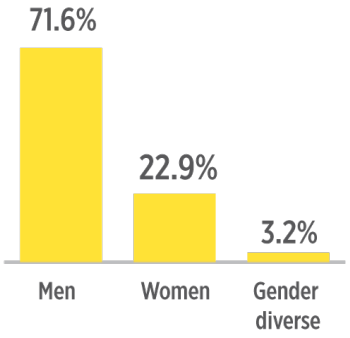


GENDER

Consistent with previous years' PiT Count findings, the majority of respondents identified as men: 71.6% identified as men, 22.9% as women, and 3.2% as gender diverse. In the survey, participants had the option to self-identify as Two-Spirit, trans man, trans woman, non-binary (gender queer), or other gender identities. However, due to the small number of responses in these categories, the data was consolidated into a single 'gender diverse' category to protect participants' identifiable information.

See Gender profile to see breakdown of survey responses by gender groups: men, women, gender diverse.

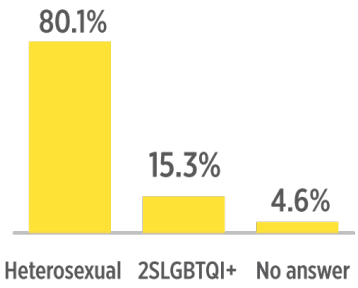
Gender of Respondents



SEXUAL ORIENTATION

A total of 80.1% of respondents identified their sexual orientation as straight/heterosexual. Respondents who identified as 2SLGBTQI+ were able to select from options such as lesbian, gay, bisexual, Two-Spirit, and others. Including transgender identity within sexual orientation helped our descriptive statistics better reflect the diversity of respondents (Reynolds et al., 2025). 15.4% of respondents identified as 2SLGBTQI+ which is considerably higher than the national average of 4.4% (Statistics Canada, 2024). This over representation of 2SLGBTQI+ people experiencing homelessness is consistent with previous years' PiT Count survey findings.

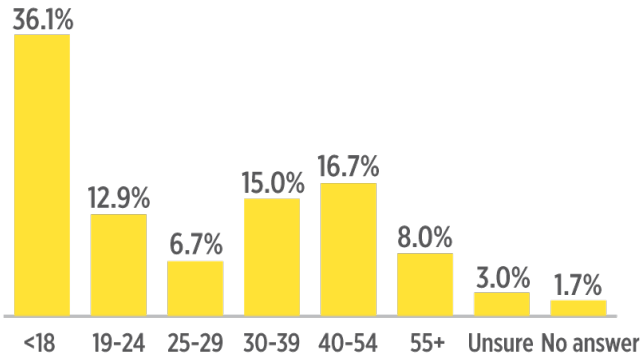
Sexual Orientation of Respondents



AGE AT FIRST HOMELESSNESS

The mean age of first experiencing homelessness was 28.7± 15.6. A majority of respondents (55.6%) indicated that they first experienced homelessness while in their youth (29 and younger), with 36.1% of those experiencing it at age 18 or younger. 17.8% reported first experiencing homelessness as a senior (aged 45 and over).

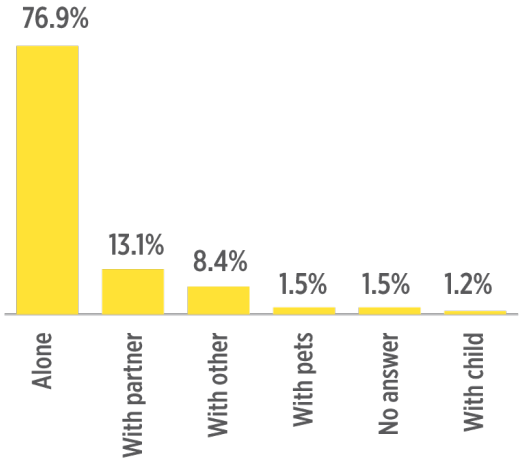
Age at First Experience of Homelessness



SLEEPING ARRANGEMENTS

Over three quarters (76.9%) of respondents spent the last night alone. 13.1% reported staying with a partner, or someone else they considered family (8.4%). Only a small proportion (1.2%) indicated they had children or dependents staying with them.

Living Situation Breakdown



Over three quarters spent the last night alone.

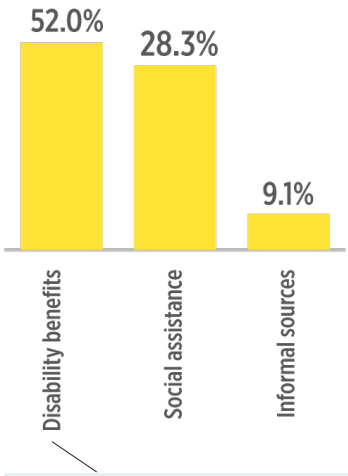
INCOME SOURCES

Respondents were asked to report their sources of income and were able to choose more than one option. Over half (52.0%) of the respondents reported receiving income from disability benefits. This reflects a continued upward trend in income from disability payments, increasing from 36.1% in 2020 to 46.3% in 2023. The second most reported form of income was social assistance or welfare (28.3%), which was followed by informal income sources, including activities like bottle returns and panhandling, at 9.1%.

"Personal instability makes it hard to work and take care of yourself. If you can't have a home, you don't have stability"

– Anonymous survey respondent

Income Sources of Respondents



The maximum a single person can make on PWD a month is $1,483.50 (max $500 for shelter) and the average cost for a bachelor suite in the Greater Victoria region is $1,366.

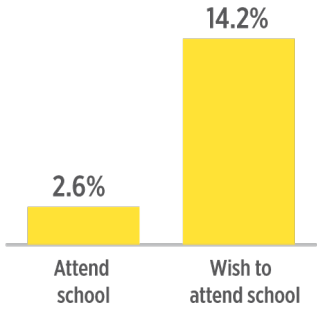
SCHOOL ATTENDANCE

A very small number of respondents reported attending some form of schooling, including high school, post-secondary, adult upgrading, or vocational, at 2.6%. However, 14.2% of respondents said they would like to attend school, which was a notable increase from 3.6% in 2023.

"(Homelessness has) put my life on hold completely — have had to stop online study"

– Anonymous survey respondent

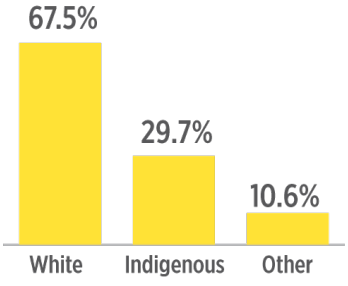
School Attendance of Respondents



ETHNIC IDENTITY

Participants were able to report multiple racial and ethnic identities. The largest racial group was white, with just over two-thirds (67.5%) of respondents. The second largest group was Indigenous (including First Nations, Indigenous, Métis, and Inuit) at 29.7%. A total of 10.6% of respondents identified as people from backgrounds other than Indigenous or White, including Black, Asian, Latin American, or other.

Ethnic Identity of Respondents

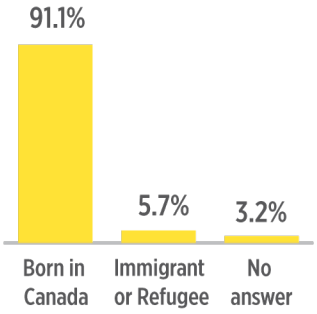


IMMIGRATION STATUS

Most respondents were born in Canada, at 91.1%, while 5.7% came to Canada as an immigrant, refugee, or a refugee claimant.

Remaining respondents were unsure or declined to answer.

Immigration Status of Respondents



GOVERNMENT/MINISTRY CARE HISTORY

Over a third (35.5%) of respondents were in foster care during their childhood or youth. This is similar to the findings in 2023 of 32.2% and consistent with research that suggests children from government care systems are more likely to experience homelessness. Among respondents with a history of foster care, 32.8% reported becoming homeless within the first year of leaving care, including 7.0% who became homeless on the very day they exited the system. Only 15.6% of respondents reported that Child Protection Services were helpful in supporting their transition from foster care to independent living.

Foster Care Experience (out of 594 responses)



1 square = 1% of respondents (or ~6 people)

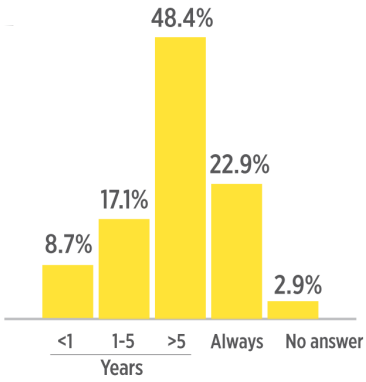
PATTERNS OF MIGRATION

Nearly half (48.4%) of respondents have lived in Greater Victoria for longer than five years, and an additional 22.9% having always been here.

8.7% have lived here for less than one year.

When asked about their reasons for moving to Greater Victoria, the most cited responses were because family moved to the area (29.5%) and to visit friends or family (15.1%).

Time in Greater Victoria



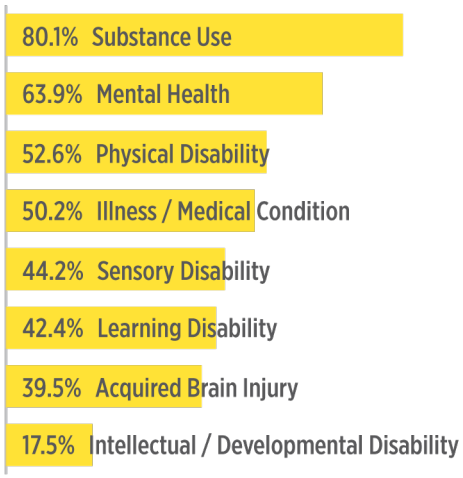
HEALTH CHALLENGES

Just over half (50.2%) of respondents were experiencing an illness or medical condition, such as diabetes, tuberculosis, and human immunodeficiency virus (HIV). Moreover, 52.6% had a physical disability or mobility impairment, 39.5% had acquired a brain injury at some point during their life, and 44.2% had sense related challenges, such as seeing or hearing impairments.

42.4% reported challenges related to learning or cognitive function, which includes attention deficit hyperactivity disorder (ADHD), dyslexia, and dementia. Additionally, 17.5% have some form of intellectual or developmental challenge, such as fetal alcohol spectrum disorder (FASD) or autism.

The majority of respondents reported having a substance use-related issue (80.1%), and just under two-thirds of respondents reported having mental health related challenges (63.9%).

Priority Health Challenges of Respondents



Substance use is a general term that refers to use of legal substances (e.g. alcohol, cannabis) and illegal substances (e.g. heroin, crack, cocaine, illicitly produced fentanyl). Substance use does not necessarily mean addiction. In fact, approximately 80% of Canadians used alcohol in the last 12 months and approximately 8% of the general survey population consumed illegal drugs in the last 12 months. https://www.canada.ca/en/health-canada/services/canadian-alcohol-drugs-survey/2023-summary.html

People use substances for a wide range of reasons such as to celebrate, to relax, to feel better or perform better, to cope with difficult or stressful situations and/or trauma (CISUR, 2021). However, the circumstances in which people are born, grow, live, work, and age, known as the social determinants of health, play a critical role (World Health Organization). Substance use can be a response to difficult situations such as poverty, abuse, conflict, and trauma; situations which may precede homelessness. Homelessness, itself, is an extremely difficult and stressful living situation that impacts mental health with experiences of fear, anxiety, and isolation. So, it is no surprise that substance use may increase the longer people are homeless (Reaching Home, 2021) and make it more difficult for them to find housing. Of serious concern is that homelessness increases the risks associated with substance use such as overdoses (Yamamoto et la. ,2019; BC Corners Service, 2025). A risk that is further increased when homeless people are displaced (Barocas et al., 2023).

"It (homelessness) has affected my way of thinking. There are times when I have wanted to end my life. Depression plays a strong role of being homeless"

– Anonymous survey respondent

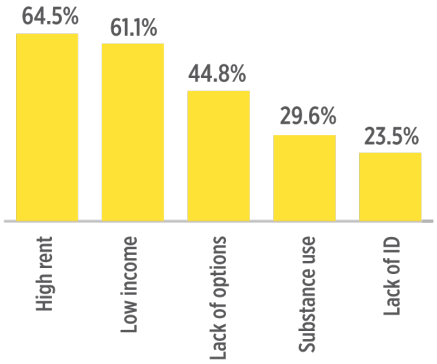
"Being homeless leads to addiction and mental health crisis"

– Anonymous survey respondent

HOUSING ACCESS: LOSS AND BARRIERS

The survey included a question on barriers to finding housing, where respondents listed costs as the primary reason, including high rent prices (64.5%) and low income (61.1%). Other commonly reported barriers to finding housing included lack of available options (44.8%), substance use related challenges (29.6%), and lack of identification (23.5%).

Barriers to Housing Access



> **"Victoria is super expensive, impossible to find a place even when I was working, couldn't afford it"**
>
> **- Anonymous survey respondent**

Respondents were asked how they had lost their most recent housing, with the option to select more than one reason. Not enough income was the most common reason for losing their most recent housing (25.4%), which was followed by conflict with their spouse or partner (13.2%), and substance use issues (11.7%).

- 44.9% of respondents reported being evicted from their last housing.
- A total of 62.1% of respondents reported losing their most recent housing within the past four years.

Respondents were asked whether they had been discharged into homelessness from various types of accommodations in the last year. 12.1% of respondents reported being discharged from a hospital into homelessness, 11.6% from an emergency shelter stay, and 6.3% from a corrections facility.

> **"(Homelessness is) a hole where it gets too deep you can't get out, continuing circle. If you don't have a house, you can't shower, you can't eat, you can't get a job."**
>
> **- Anonymous survey respondent**

HOUSING WAITLIST

62.6% of respondents have applied for subsidized, supportive, or Indigenous culturally supportive housing. With nearly half (48.2%) reporting being on the waitlist for under one year, and 25.8% waiting for over two years.

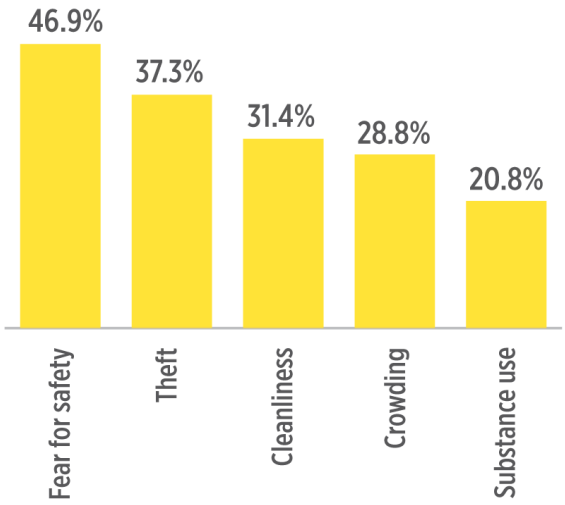
> **"I apply for housing all the time. I'm on every list there is for housing"**
>
> **– Anonymous survey respondent**



SHELTER STAYS

Just under two thirds (64.9%) or respondents have stayed in a homeless shelter within the past year. Meanwhile, 75.6% of respondents reported having a reason for not staying in a shelter. The most common reasons were safety concerns (46.9%) and fear of theft or losing belongings (37.3%). This contrasts with the 2023 PiT findings, which identified shelter capacity as the main reason for not staying in a shelter.

Reasons for Choosing Not to Stay in a Shelter



"Shelters are not safe for technology, phones, tablets often robbed"

– Anonymous survey respondent

During severe weather events, Extreme Weather Responses (EWRs) are activated to increase availability of emergency shelters temporarily. A total of 69.7% of respondents reported being aware of when EWR shelters are open.

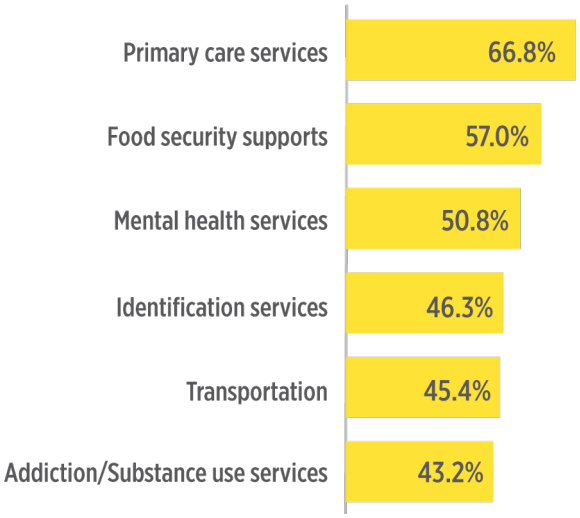
"(It's) hard to keep up with the emergency weather shelter options"

– Anonymous survey respondent

"The shelter counts are not indicative of anything I would say. Personally, I was never in a shelter, and every young woman that I knew avoided them as well because they had a reputation of being scary places. That is one of the reasons why Housing Justice Project says: "Shelters are not homes."

– Housing Justice Project

Most Reported Service Needs



LENGTH OF HOMELESSNESS EXPERIENCE

The findings indicate that a substantial proportion of respondents have experienced long-term homelessness. In the past year, **73.4% reported being homeless for a duration of at least 9 to 12 months.** Additionally, over the past three years, **75.2% of respondents experienced homelessness for at least half of that period.**

"(Homelessness) makes it difficult to live a normal life. I miss appointments. I can't wake up on time or have routine"

– Anonymous survey respondent

Population Profiles

Indigenous

Across Canada, Indigenous peoples experience disproportionately high rates of homelessness in both rural and urban communities. This burden on Indigenous peoples can be attributed to systemic barriers, racial discrimination, and the intergenerational trauma of colonization and experiences of residential schools (Peters & Christensen, 2016). The picture of Indigenous homelessness is further complicated by the high prevalence of hidden homelessness and rapidly changing living situations of Indigenous peoples experiencing homelessness. Research calls on us to recognize the multi-dimensionality of the Indigenous homelessness experience, by recognizing the role of colonialism, trauma, and the displacement of Indigenous peoples has on the prevalence of homelessness in this population (Peters & Christensen, 2016).

The Canadian Observatory on Homelessness defines Indigenous homelessness as:

"Indigenous homelessness is a human condition that describes First Nations, Métis and Inuit individuals, families or communities lacking stable, permanent, appropriate housing, or the immediate prospect, means or ability to acquire such housing. Unlike the common colonialist definition of homelessness, Indigenous homelessness is not defined as lacking a structure of habitation; rather, it is more fully described and understood through a composite lens of Indigenous worldviews. These include: individuals, families and communities isolated from their relationships to land, water, place, family, kin, each other, animals, cultures, languages and identities. Importantly, Indigenous people experiencing these kinds of homelessness cannot culturally, spiritually, emotionally or physically reconnect with their Indigeneity or lost relationships."

(Cited in Thistle, 2017)

INDIGENOUS STATUS

A total of 29.7% (n = 175) of respondents identified as Indigenou , representing a slightly lower count from the 2023 report (32.9%) and the 2020 report (35.0%). However, this figure remains notably higher than the proportion of Indigenous people in the Greater Victoria area, which is estimated at 5% (Statistics Canada, 2021, Victoria Census Metropolitan Area (CMA). Indigenous respondents identified primarily as First Nations (55.4%), Métis (31.4%), or having Indigenous ancestry (12.6%).

INDIGENOUS COMMUNITY

- **69.6%** of Indigenous respondents shared what community they were from
- **25.7%** came from communities within Vancouver Island
- **9.4%** came from somewhere else in BC, and 34.5% came from communities outside BC

Remaining respondents did not specify or were unsure.

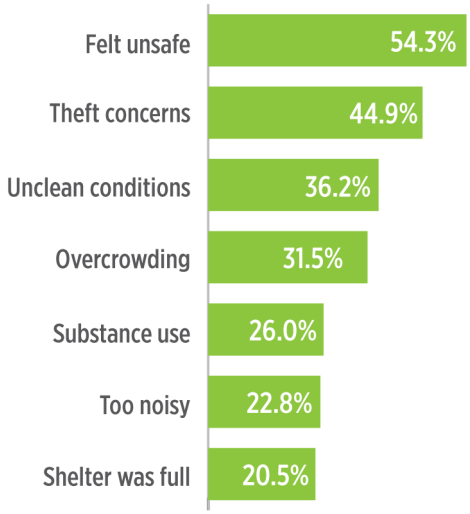
INDIGENOUS SLEEPING LOCATION

On the previous night, 32.6% of Indigenous respondents stayed unsheltered in a public space, while 24.6% stayed at a homeless shelter, and 13.7% at transitional housing/ shelter.

INDIGENOUS SHELTER STAY

Just under two-thirds (63.6%) of Indigenous respondents reported staying in a homeless shelter within the past year, while 73.8% indicated that they had a reason for not staying at a shelter. These percentages are similar to those found in the general population survey, though there are notable differences in the reasons cited for avoiding shelters. Like the general population, the most common reasons for not staying at a shelter were concerns about safety (54.3%) and theft/fear of losing belongings (44.9%). However, while 5.0% of the general population cited racism as a reason for not staying in shelters, 12.6% of Indigenous respondents identified racism, an almost a three-fold increase.

Barriers to Shelter Use for Indigenous Respondents



INDIGENOUS BARRIERS TO FINDING HOUSING

Racism as a barrier appeared again when respondents were asked about challenges with finding housing. In the general population 6.3% reported racism, compared to 11.6% of Indigenous respondents. Yet, similar to the general population, the most reported barriers to housing were high rent prices (59.1%), low income (57.9%), and lack of available options (45.7%).

INDIGENOUS HOUSING WAITLISTS

60.8% of Indigenous respondents said 'yes' to having applied for subsidized, supportive, or Indigenous culturally supportive housing. Of those who have applied for housing, 51.0% have been on the waitlist between 0 to 11 months, while nearly a quarter (23.1%) have been on a waitlist for over 2 years.

Indigenous respondents were asked about their access to on-reserve housing, with 17.0% indicating that they were currently on a waitlist for housing. Of those on the waitlist, 51.7% had been on the waitlist for 2 years or more.

INDIGENOUS GENDER

Consistent with findings from the 2023 and 2020 homeless needs surveys, Indigenous women are disproportionately affected by homelessness. While women represent 22.9% of the total survey population, they make up 35.1% of Indigenous respondents. Gender diverse: *Not reported (sample too small).*

INDIGENOUS AGE OF FIRST HOMELESSNESS

Over two-thirds (68.6%) of Indigenous respondents reported experiencing homelessness as a youth (29 or younger), with 48.3% first encountering homelessness at the age of 18 or younger. This contrasts with the total survey population, where 36.1% first experienced homelessness at age 18 or younger.

FOSTER CARE

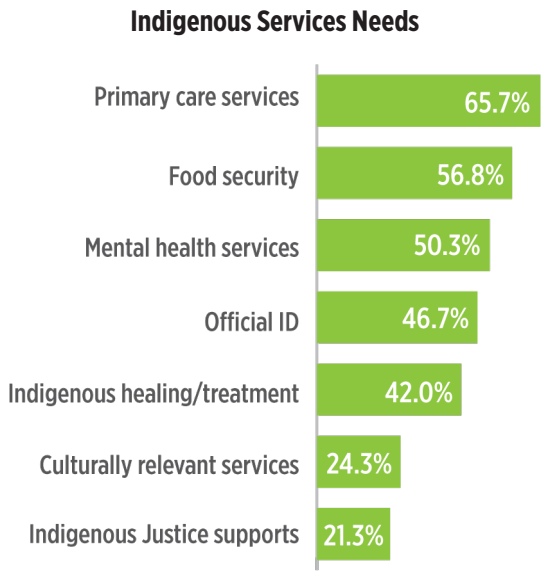
Almost half (48.3%) of all Indigenous respondents have a history of being in foster care, youth group homes, or other child welfare programs. This percentage is markedly higher compared to the general survey population, where 35.5% reported similar experiences. This pattern reflects the broader issue of Indigenous children and youth being disproportionately represented in the foster care system.

RESIDENTIAL SCHOOLS

Of the Indigenous respondents, half (50.3%) reported that either themselves, their parents, or grandparents had attended a residential school.

SERVICE NEEDS

A list of services was read to respondents, who could indicate what services they needed, or state one not listed. Indigenous respondents reported primary care services (65.7%), food security supports (56.8%), mental health services (50.3%), and official identification services (46.7%) most commonly. Additional culturally specific services were also indicated, including Indigenous treatment and support (42.0%), culturally-sensitive services (24.3%), and Indigenous justice navigation (21.3%).



Youth

Youth is defined as individuals aged 29 and younger in this report, a shift from previous reports that used 25 as the threshold. This adjustment was made to align with Statistic Canada which considers youth as those aged 15-29 years old. Furthermore, many youth housing programs provide services to individuals up to 29 years old.

At least 40,000 youth experience homelessness annually across Canada and this number has been on a steady incline across Canada since the 1980s (Dolson, 2024). The key drivers for youth experiencing homelessness are conflict and the breakdown of relationships, structural factors such as lack of employment or education opportunities, and institutional systems failures that occur when transitioning out of government care (Homeless Hub, 2025). It's important to note that amongst the youth experiencing homelessness in Victoria, the proportion of those who identify as 2SLGBTQI+, and Indigenous are much higher among youth when compared to the general survey population. Youth homelessness requires immediate attention as these early experiences of homelessness are associated with one's ability to maintain housing over the course of their lives (Parpouchi et al., 2021).

- **69** (11.4%) youths were surveyed.

SLEEPING LOCATION

On the previous night, 47.1% of youth respondents reported sleeping unsheltered in a public place, a higher rate than the 36.8% reported by the general survey population.

SHELTER STAY

Just under two-thirds (63.8%) of youth respondents have stayed in a homeless shelter in the past year, yet 85.1% reported a reason for avoiding shelters, which is 10% greater than the general survey population at 75.6%.

When asked about the reasons for avoiding shelters, concerns for safety (45.6%) and loss of belongings/theft (43.9%) were most commonly reported, followed by crowding, at 29.8%.

BARRIERS TO HOUSING

Similar to the general survey population, the most reported barriers to accessing housing were low income (67.7%), high rent prices (64.6%), and lack of available options (47.7%).

HOUSING WAITLIST

Almost half (48.5%) of youth respondents have applied for subsidized or supportive housing, with 65.6% having been on the waitlist between 0 to 11 months.

REASON FOR LOSING HOUSING

The most commonly reported cause for losing their most recent housing was conflict, with 20.6% of youth respondents specifically citing conflict with parents or other family members.

GENDER

A total of 35.3% of youths identified as women, which is higher than the general survey population at 23.0%. Additionally, 3.1% of the general survey population identified as gender diverse, whereas this proportion was more than doubled among youth, at 7.4%.

SEXUAL ORIENTATION

38.2% of youth respondents identified as 2SLGBTQI+, compared to 15.4% of the general survey population. Furthermore, the proportion of 2SLGBTQI+ youth respondents was over eight times higher than the national average.

This overrepresentation highlights the increased risk of homelessness faced by 2SLGBTQI+ youth, often due to family conflict, rejection, or a lack of supportive environments (Statistics Canada, 2024).

INDIGENOUS YOUTH

Over one-third (36.8%) of youth respondents identified as Indigenous, which is higher than the general survey population of 29.7%.

SLEEPING ARRANGEMENTS

Three-quarters (75.0%) of youth respondents reported that they were alone the previous night.

FOSTER CARE

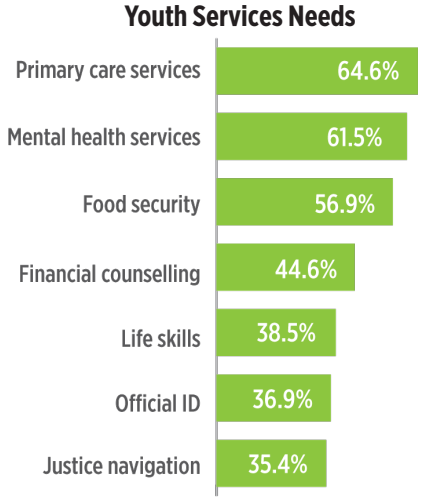
Almost half (48.5%) of youth respondents currently are, or were, in foster care, a youth group home, or government care, which is more than the general survey population (35.5%).

Of the youth who had experience with some form of government care, 48.5% reported becoming homeless within the first year of exiting the system.

57.6% of youth from government care do not believe that Child Protection Services was helpful in transitioning them from the system to independent living.

SERVICE NEEDS

When asked about the service needs, the most common response from youth was primary care, with 64.6%. The next most frequently mentioned service was mental health support, at 61.5%, which is higher than the 50.8% reported by the general survey population. Additionally, youth expressed a greater need for justice navigation services (35.4%) and financial counseling (44.6%) compared to the general survey population, where these needs were reported at 21.0% and 29.8%, respectively. Furthermore, youth also showed a 10% higher demand for life skills services, with 38.5% indicating this need, compared to 27.4% of the general survey population.



Veterans

Respondents were asked whether they had ever served in the Canadian Military or the Royal Canadian Mounted Police (RCMP), to which 5.8% (n= 34) reported that they had.

Despite a limited body of research on veterans' homelessness in Canada, they are a distinct population with unique challenges and institutional relationships. Within the research literature, the proportion of individuals experiencing homelessness who are veterans in Canada is noted as being around 2% or 3% (Canada, 2019). However, in the 2025 PiT Count, 5.8% of respondents reported being a veteran. Relative to the 2023 PiT Count which was 6.7%, this number appears to be staying consistent.

SLEEPING LOCATION

During the previous night, 35.3% of veteran respondents stayed at a homeless shelter, and 26.5% stayed unsheltered in a public space.

SHELTER STAY

Almost two-thirds (63.6%) of veterans had stayed at a homeless shelter during the past year, yet 69.7% had at least one reason for avoiding shelters.

The most reported reasons for avoiding shelters included fear for safety (43.5%) and concern for losing belongs/theft (34.8%).

BARRIERS TO HOUSING

Consistent with trends in the general survey population, low income and high rent prices were reported as the main challenges in finding their own housing, at 58.8% and 55.9% respectively.

HOUSING WAITLIST

Over half (58.8%) of veterans have applied for subsidized or supportive housing, with 65.0% reporting to be on a housing waitlist for some time between 0 to 11 months.

VETERANS AFFAIRS SUPPORT

The majority (78.1%) of respondents who were involved in the military or RCMP said they were not currently receiving support from Veterans Affairs Canada.

SERVICE NEEDS

There is some variability in service needs between those with past involvement in the military or RCMP and the general survey population. Half (50.0%) reported primary care as a service need, which was lower than the general survey population at 66.8%. The next most reported service need was identification services at 38.2%, again, lower than the general survey population at 46.3%. Food security was the third most common service need at 35.3%, compared to the general survey population at 57.0%.

People with Disabilities

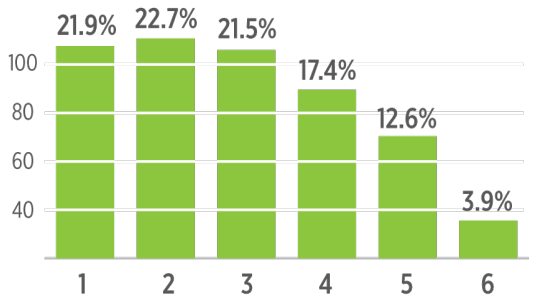
Disability was identified based on respondents who answered 'yes' to at least one question related to physical, learning, intellectual, brain injury, mental health, or sensory challenges. The percentage of people with a disability in the Greater Victoria Region is 36%, whereas the percentage of survey respondents identifying with a disability is 87.3% (n = 516).

The intersection of disability and homelessness is complex and further complicated when more than one disability is present, as is the case for a large majority of respondents with a disability in the 2025 PiT Count. According to research compiled by the Canadian Human Rights Commission (2025), people with disabilities are four times more likely to experience homelessness than those without a disability. They are also more likely to experience hidden homelessness which is consistent with the findings from the 2021 Canadian Housing Survey. Relationship breakdowns, poverty, and health problems are all factors that put someone at greater risk of homelessness and have a higher prevalence among people with a disability relative to those without a disability (Canadian Human Rights Commission, 2025).

NUMBER OF DISABILITIES REPORTED

Among respondents with a disability, 78.1% reported having more than one, with 3.9% indicating as many as six different disabilities.

Number of Disabilities Reported (Among 516 Respondents)



DISABILITY PROPORTION

Among respondents with a disability, 71.9% reported mental health-related challenges, making it the most common. This was followed by physical disabilities (58.9%), sensory challenges (48.1%), learning or cognitive challenges (46.7%), brain injuries (43.2%), and intellectual or developmental disabilities (19.0%).

SLEEPING LOCATION

On the previous night, 35.7% stayed unsheltered in a public space, 24.6% stayed in homeless shelter, and 11.9% stayed at a transitional shelter.

SHELTER STAY

65.7% reported staying at homeless shelter over the past year, yet 78.4% had at least one reason for wanting to avoiding staying at shelters.

The most reported reason for avoiding shelters was fear for safety (49.2%), concern about theft or losing belongings (38.7%), cleanliness (32.5%), and crowding (29.4%).

BARRIERS TO HOUSING

The most commonly reported barriers to finding housing were high rent prices (65.3%), low income (63.0%), lack of available housing options (45.9%), and substance use-related challenges (31.5%).

HOUSING APPLICATION

Almost two thirds (63.3%) of respondents have submitted an application for subsidized, supportive, or Indigenous culturally supportive housing. Almost half (49.4%) of respondents who have applied for housing have been on a waitlist between 0 to 11 months, and 43.2% have been on a waitlist for a year or more.

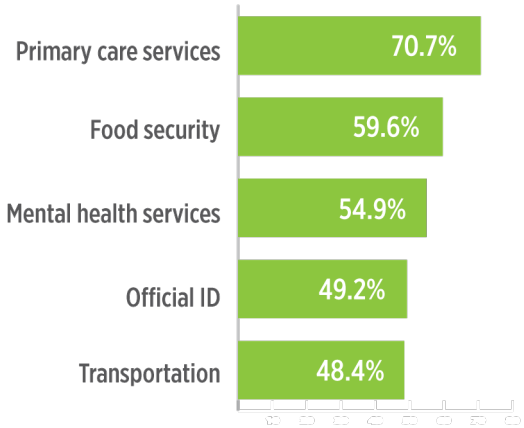
INCOME SOURCES

- **54.7%** of respondents with a disability reported receiving income support from disability benefits.
- **28.0%** were receiving social assistance or welfare.
- **9.2%** reported receiving income from informal sources.

DISCHARGE IN TO HOMELESSNESS

- **13.3%** of respondents with a disability reported being discharged into homelessness from a hospital in the past year.

Service Needs for Respondents with Disabilities



SERVICE NEEDS BY DISABILITY TYPE

	Physical (n=301)	Learning (n=238)	Intellectual (n=97)	Brain Injury (n=220)	Mental Health (n=367)	Senses (n=247)	Any Disability (n=508)
Primary Care Services	72.4%	76.9%	77.3%	75.5%	74.1%	74.1%	70.7%
Food Security	60.5%	63.4%	67.0%	65.0%	64.6%	64.0%	59.6%
Mental Health Services	54.8%	64.3%	63.9%	60.9%	67.6%	62.3%	54.9%
Identification Services	49.5%	50.8%	54.6%	53.6%	51.8%	54.7%	49.2%
Transportation	51.5%	52.9%	58.8%	46.8%	52.9%	54.7%	48.4%
Financial Counselling	33.9%	38.2%	43.3%	34.5%	36.0%	34.8%	31.7%
Life Skills	30.2%	37.8%	38.1%	35.9%	33.5%	37.2%	29.3%

*Note: Total number of respondents differs slightly from the disability proportion reported earlier due to incomplete survey responses.

Seniors

Over half (51.7%) of all survey respondents were aged 45 and older. While previous reports defined seniors as individuals aged 55+, this report expanded the age range to include those 45 and older. This adjustment was made to better capture the accelerated aging process and earlier onset of geriatric conditions often experienced by the homeless population, which is more vulnerable than the general survey population in Canada due to harsh living environments, high levels of stress, and limited access to health services.

Homelessness among those 45+ is diverse with much of this population experiencing homelessness earlier in life due to adverse experiences such as trauma, abuse, and mental health issues (Alston, 2024). It is known that early economic disadvantage may increase the impacts of housing unaffordability which is a core driver of experiences of homelessness later in life. Seniors experiencing homelessness also have unique needs due to the premature development of health problems such as hearing loss, and functional impairments which complicate service navigation (Alston, 2024).

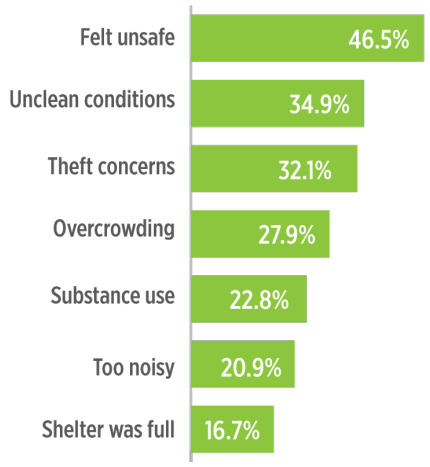
SLEEPING LOCATION

During the previous night, 28.1% of seniors stayed at a shelter, while 27.8% spent last night unsheltered in a public space.

62.6% reported staying at a homeless shelter at some point in the last year, with 71.0% reporting a reason to avoid staying at a shelter.

The most commonly cited reason for avoiding shelters was safety concerns (47.0%), followed by cleanliness issues (34.9%).

Barriers to Shelter Use for Senior (+45) Respondents



BARRIERS TO HOUSINGS

The primary barriers to housing identified by senior respondents were high rent costs (67.8%), low income (56.8%), and insufficient housing availability (46.8%).

HOUSING WAITLIST

Two thirds (66.2%) of senior respondents have applied for supportive or subsidized housing, with just under half (47.3%) stating that they have been on the waitlist for under one year. 23.2% reported being on a waitlist for housing for over two years.

MOST RECENT HOUSING LOSS

Consistent with the findings in the general survey population, the most reported reasons for their most recent housing loss among seniors was not enough income (28.9%).

SLEEPING ARRANGEMENTS

Most seniors (80.6%) reported spending last night alone.

GENDER

The majority of senior respondents were men (78.2%), while 18.5% were women. Gender diverse too small to report.

INDIGENOUS SENIORS

A total of 27.9% of senior respondents are Indigenous.

TIME SPENT HOMELESS

The majority of senior respondents have experienced long-term homelessness, with 74.4% reporting experiencing homeless for the past 9 to 12 months. Additionally, over the past three years, 75.7% have been homeless for half or more of that time.

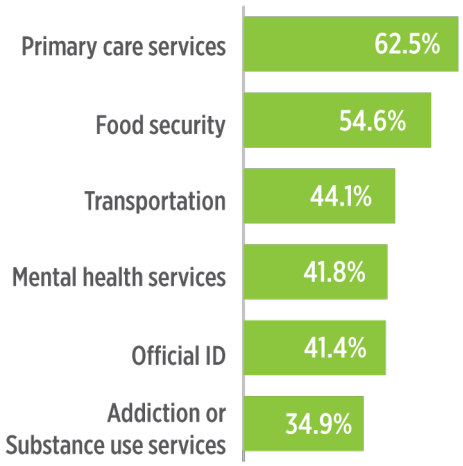
FIRST EXPERIENCE OF HOMELESSNESS

Among senior respondents, 40.6% first experienced homelessness during their youth, while over a third (34.5%) of seniors did not become homeless until age 45 or older.

SERVICE NEEDS

Primary care services were needed by 62.5% of seniors, followed by food security services (54.6%) and transportation (44.1%) as the third most reported need.

Senior Services Needs



> "(Homelessness) ages you quicker"
>
> – Anonymous survey respondent

Gender

Respondents were given the option to report their gender as man, woman, trans man, trans woman, non-binary (gender queer), other, or multiple responses. To identify trends while protecting the privacy of smaller groups, responses trans man, trans woman, non-binary (gender queer), other, and multiple responses were aggregated into a single "gender diverse" category. Men made up 71.8% (n= 422) of the total survey population, while women made up 23.0% (n=135), and gender diverse respondents made up 3.1% (n=18)(with remaining respondents declining to answer or choosing the option "I don't know").

Men, women, and gender diverse people experiencing homelessness all have different experiences and needs that require appropriate interventions. Though there are many similarities in the results below across genders and men are overrepresented in the population experiencing homelessness, women and gender diverse individuals experience distinct forms of housing insecurity and homelessness due to intimate partner violence, discrimination, and barriers to accessing safe and affirming housing (Yakubovich & Maki, 2022).

SLEEPING LOCATION

Around a third of men (36.4%) and women (33.3%) reported spending the previous night unsheltered in a public space, compared to 44.4% of gender diverse individuals.

SHELTER STAY

Within the past year, 65.5% of men, 64.2% of women, and 83.3% of gender diverse respondents had stayed at a homeless shelter for at least one night. However, nearly three-quarters of all men (73.4%) and women (79.7%) reported having a reason for not wanting to stay at a shelter, with an even higher portion of gender diverse respondents (88.9%) indicating the same.

Concerns for safety were the most commonly reported reason for avoiding shelters among men (47.5%) and women (52.8%). Theft/fear of losing belongings was also reported as a major concern, by 37.3% of men and 42.5% of women. Gender diverse response too small to report.

BARRIERS TO FINDING HOUSING

Men reported that high rent (64.1%), low income (59.4%), and lack of available options (45.0%) most commonly when asked about what is preventing them from finding housing.

Women most commonly reported low income, at 70.7% compared to the general survey population at 61.1%. Rent prices (69.2%) and lack of available options (44.3%) were the second and third most reported barriers. 13.5% of women listed domestic or sexualized violence as challenge in finding housing, which is over double what is reported by the general survey population (5.2%).

64.7% of gender diverse respondents cited high rent prices as a barrier to finding housing, followed by low income and lack of available options, both at 52.9%.

HOUSING WAITLIST

Around two-thirds of men (62.5%), women (63.4%) and gender diverse (66.7%) respondents have applied for subsidized or supportive housing.

47.3% of men have been on the waitlist between 0 to 11 months, and 27.7% have been waiting for over two years. Among women, 54.1% have been on a waitlist for under a year, while 21.2% have been waiting for over two years. Gender diverse responses too small to report.

FIRST EXPERIENCE OF HOMELESSNESS

About half (56.0%) of men and women (49.6%) reported first experiencing homelessness while in their youth (aged 29 and younger). An even higher proportion (83.3%) of gender diverse respondents reported becoming homeless during their youth.

SERVICE NEEDS

Consistent with findings from the general survey population, primary care was identified as the most needed service across all gender groups, as it was reported by 66.9% of men, 67.9% of women, and 72.2% of gender diverse respondents.

Of the gender groups, women reported the highest need for food security supports (68.7%), compared to 54.0% of men and 44.4% of gender diverse respondents. Additionally, women reported the highest need for mental health supports, at 59.5%, compared to 48.2% of men and 50.0% of gender diverse respondents.

Official identification service needs were highest for gender diverse respondents at 55.6%, but it was notable need for men (44.6%) and women (50.4%) as well.



2SLGBTQI+

Respondents were able to identify as Two-Spirit, lesbian, gay, bisexual, transgender, queer, intersex, and other diverse gender and sexual identities (2SLGBTQI+). Transgender identity was included in sexual orientation to help our descriptive statistics better reflect the diversity of respondents (Reynolds et al., 2025). 15.4% of survey respondents identified as 2SLGBTQI+, which is slightly higher than the 2023 report at 11.9%.

2SLGBTQI+ Canadians have historically accounted for a disproportionate amount of the population experiencing homelessness (Goodyear et al., 2024). Considering the other populations discussed above, 2SLGBTQI+ Canadians who are also members of those other groups experience an even greater risk of homelessness due to the intersectional nature of their experiences. Different than other groups, 2SLGBTQI+ homelessness is often driven by discrimination, both within society and their relationships, as well as within institutions and social systems (Goodyear et al., 2024). Here it is important to consider the unique experiences of trans Canadians as they face additional barriers within social services as homelessness services, such as shelters, are often gendered.

SLEEPING LOCATION

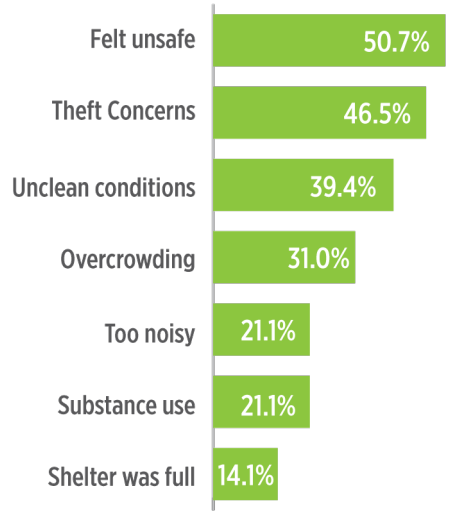
The most common location where respondents spent the previous night was unsheltered in a public space (40.7%), followed by a homeless shelter (28.6%).

SHELTER STAY

In the past year, 67.8% of respondents had stayed in a homeless shelter; however, 80.7% indicated they had reasons for choosing not to stay in one at some point.

Over half (50.7%) of 2SLGBTQI+ respondents cited safety concerns as a reason for avoiding shelters. Concerns about theft or losing personal belongings were also notable, reported by 46.5%, nearly 10% more than the general survey population (38.7%). Additionally, 39.4% of 2SLGBTQI+ respondents identified cleanliness as a reason to avoid shelters.

Barriers to Shelter Use for 2SLGBTQI+ Respondents



HOUSING WAITLIST

Over half (56.0%) of 2SLGBTQI+ respondents have applied for supportive or subsidized housing. Of those who have applied, 52.9% have been on a waitlist for under a year, while 11.8% have been waiting for over two years.

HOUSING BARRIERS

Consistent with the general survey population, the most commonly reported challenges for finding housing among 2SLGBTQI+ respondents was high rent (65.2%), low income (62.9%), and lack of available options (46.1%). Additionally, 36.0% of 2SLGBTQI+ respondents cited mental health related challenges, compared to 21.8% of the general survey population. 5.2% of the general survey population also reported domestic or sexualized violence as a barrier to housing, and this value was over 10% higher among 2SLGBTQI+ respondents at 15.7%.

AGE

The largest age group among respondents was 30 to 39 years old, making up 29.7%, which is slightly younger than the general survey population, where the largest group was aged 40 to 54 (38.7%).

FIRST EXPERIENCE OF HOMELESSNESS

Almost three quarters (74.7%) of 2SLGBTQI+ respondents reported first experiencing homelessness in their youth, compared to 55.6% of the general survey population.

Almost half (46.2%) reported first experiencing homelessness at the age of 18 or younger, which is more than 10% higher than the general survey population at 36.1%.

SERVICE NEEDS

- Primary care services (68.1%),
- Food security supports (62.6%),
- Mental health (59.3%),
- Identification services (54.9%)
- Transportation (50.5%),

Changes Over Previous Counts

By using consistent questions in the Homelessness Needs Survey and standardized methods for enumeration, we can track how the experience of homelessness changes over time at the community level. While various factors may influence results, the trends offer valuable insights into local needs and highlight areas for targeted action. These findings should be considered in the context of any methodological changes that could affect data comparability, but overall, the analysis provides meaningful context for understanding long-term patterns.

Survey Result Changes

While the limitations to data comparability noted above should be considered, the 2025 survey findings revealed several notable changes compared to the 2023 PiT Count:

Increased shelter avoidance: A significantly greater percentage of respondents indicated they did not want to stay in shelters. In 2023, 45% reported a reason for avoiding shelters; this rose to 75.6% in 2025, an increase of approximately 30%.

Shift in primary reason for avoiding shelters: In 2023, the most commonly cited reason for avoiding shelters was that they were full. In 2025, however, safety concerns became the most frequently mentioned reason. The percentage of respondents citing safety as a concern increased from 29.7% in 2023 to 44.7% in 2025.

Increase in self-reported substance use challenges: The proportion of individuals identifying substance use as a challenge rose from 67% in 2023 to 80.1% in 2025.

Greater interest in education: When asked if they were currently attending school, 3.6% of respondents in 2023 said they were not, but would like to. By 2025, this number had increased to 14.2%, indicating a growing desire among respondents to pursue education.



Limitations

The PiT Count is a valuable initiative for gaining insight into the needs and characteristics of individuals experiencing homelessness within a community. While CSPC has taken steps to minimize the impact of known challenges, several limitations remain, both inherent to the methodology and due to external factors. These limitations can affect the accuracy, reliability, and comprehensiveness of the data collected through both enumeration and survey responses.

SURVEY METHODOLOGY

One key limitation involves the administration of the Homelessness Needs Survey, which is primarily conducted by volunteers from the general public. While all volunteers are required to attend training sessions prior to the PiT Count, these sessions cannot fully eliminate the potential for human error. Common mistakes, such as failing to skip questions when prompted or neglecting to record the survey location, can lead to data inconsistencies or gaps.

This was a challenge experienced in the 2025 PiT Count and could have possibly been heightened as approximately 77% of volunteers were participating for the first time, compared to a more experienced pool in 2023. The large influx of first-time volunteers, although positive in terms of community engagement, may have contributed to a higher rate of procedural errors.

Additionally, since most volunteers do not work within the homelessness-serving sector, there can be issues with trust and rapport during the survey process. Individuals experiencing homelessness may be hesitant to answer sensitive or personal questions with someone they do not feel comfortable with and may not want to disclose that they are experiencing homelessness at all for fear of judgment, and stigma. This discomfort and lack of feelings of safety can be further exacerbated when surveys are conducted in public or non-private settings, limiting the respondents' willingness to fully engage.

Another notable limitation is the trade-off between the depth of information collected and the time required to complete the survey. Longer surveys can yield more comprehensive data on community needs, but they also extend the time needed per interaction. This results in fewer completed surveys overall, which in turn reduces the number of individuals captured through the unsheltered enumeration process.

ENUMERATION METHODOLOGY

The methodology used in the PiT Count to enumerate individuals experiencing homelessness also has several limitations, most notably the likelihood of undercounting. This is especially true for individuals experiencing unsheltered or hidden homelessness.

Accurately capturing the number of unsheltered individuals is particularly challenging. As mentioned earlier, the unsheltered count relies on screening individuals in through the survey to reduce duplication. However, many individuals may be missed if they are unwilling or unable to participate, for a range of personal or situational reasons. Additionally, for safety and logistical reasons, not all areas can be surveyed during the count period, resulting in further underrepresentation of this population.

Similarly, individuals experiencing hidden homelessness are significantly underrepresented in the count. By its very nature, hidden homelessness is difficult to observe, this population is less likely to access homelessness services or be present in areas where surveys are typically conducted. As a result, they are less likely to be identified and included in the enumeration.

SECTOR CAPACITY

The homelessness-serving sector in B.C. is currently experiencing significant capacity challenges making it difficult to meet the growing demand for services. This limited capacity can act as a constraint on the effective planning and execution of the PiT Count, particularly when key stakeholders are unable to participate in the early planning stages.

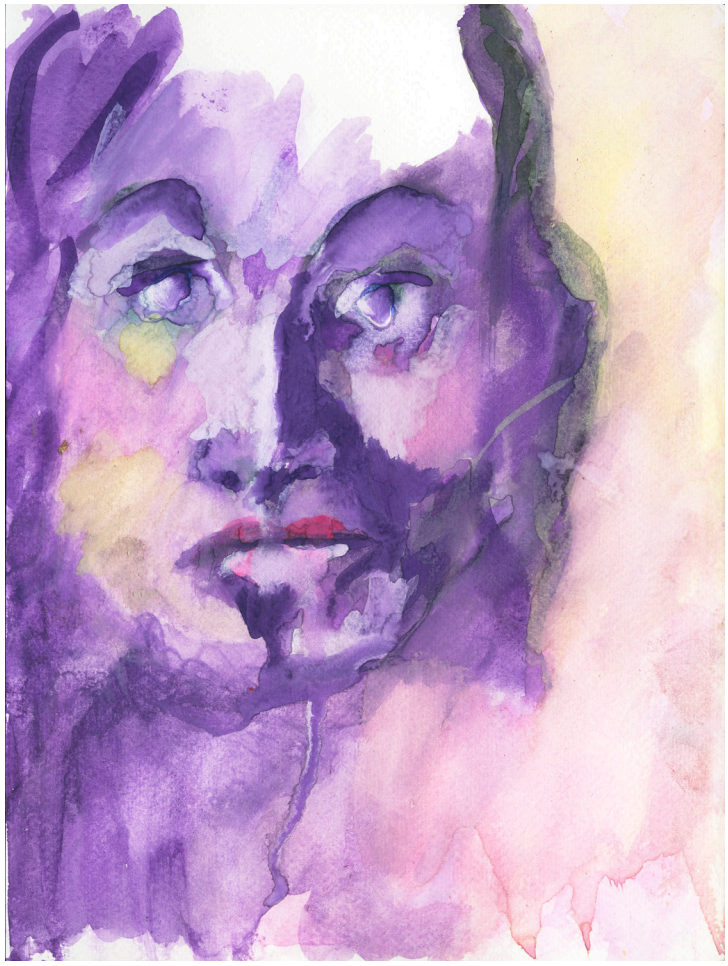
A 2024 report by Vantage Point and partners, including the Vancouver Foundation, found that respondents working in the social-services sector reported growing demands from clients and communities, along with increased time spent reporting to funders, governments, and other stakeholders (Vantage Point et al., 2024). These increasing pressures make it difficult for organizations to maintain internal operations, and additional tasks, such as participating in a PiT Count, can further stretch already limited staff capacity.

This year, these constraints were reflected in reduced participation from partner organizations in planning committees and survey administration. Some service providers did not have the time or staffing resources to support enumeration efforts within their facilities. Although several new sites were added to the enumeration, others that were previously included could not be included for the 2025 PiT Count and Survey due to a range of factors, including capacity limitations. This impacted the number of surveys completed in certain settings, and sites included.

"Invisible homeless, there are different degrees of homelessness. I lived in my car for 3 years (employed) because I wanted to be alone"

- Anonymous Survey Respondent







These images, faces in different dimensions display the depth, the multiple characteristics of an identity. Each plays an important role in our society.

-Deanne Skinner

Artwork has been added to enrich this report. CSPC is grateful for the artists' contributions.

Conclusion

The 2025 PiT Count provides a crucial, if partial, picture of homelessness in the Greater Victoria region. With 1,749 individuals identified as experiencing homelessness on March 25th, 2025, and 607 surveys collected, this year's count reflects both the persistence of homelessness and the evolving nature of community needs.

Homeless Needs Survey findings provide a look into the unique demographics and service needs of Greater Victoria's homeless population which can be used by decision makers to better provide integrated services. While the enumeration should not be compared to previous years, the survey findings over time provides an opportunity to analyze trends.

This year's findings point to several notable shifts, including increased safety concerns around shelter use, a rise in reported substance use challenges, and a growing interest in pursuing education. These shifts illustrate how the experience of homelessness in our region is changing and highlight the importance of centering the voices of those with lived and living experience to better plan and deliver responsive services.

The 2025 survey also underscores deep-rooted structural and systemic barriers. High rent (64.5%) and low income (61.1%) were the most frequently reported obstacles to securing housing, while 25.4% of respondents reported losing their housing due to inadequate income.

Youth and Indigenous populations remain disproportionately affected. Youth aged 29 and under accounted for 11.4% of respondents, with nearly half (48.5%) having been in government care, many becoming homeless within a year of leaving the system. Indigenous respondents represented 29.7% of the total, despite making up just 5% of the region's population. These disparities reflect the enduring impacts of colonialism, systemic racism, and intergenerational trauma. Racism was cited as a reason for avoiding shelters by 12.6% of Indigenous respondents, compared to 5.0% in the general survey population, and as a barrier to housing by 11.6% of Indigenous participants.

Discharge into homelessness also remains a significant concern: 12.1% of respondents had been discharged from hospitals, 11.6% from shelters, and 6.3% from correctional facilities in the past year. Furthermore, the high prevalence of disability highlights the need for more accessible and inclusive services, 52.6% of respondents reported a physical disability, 44.2% reported sensory challenges, and 63.9% reported mental health concerns.

These findings offer a meaningful opportunity to explore the root causes of homelessness within our local context and to better understand how it can be prevented in the region. The insights from this report can support service providers and decision-makers in directly responding to the needs of Greater Victoria's homeless population and inform the development of effective programs, services, and supports. This count serves as both a snapshot in time and a reminder that behind each data point is a person, a story, and a fundamental right to safe, appropriate, and permanent housing.

APPENDIX C

ALLIANCE TO END HOMELESSNESS IN THE CAPITAL REGION

SUPPORTIVE HOUSING IN BRITISH COLUMBIA: IMPACT ASSESSMENT

Date Submitted:
March 31, 2025



We gratefully acknowledge the financial support of the Capital Regional District.

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Supportive Housing Impact Assessment

Supportive housing in North America emerged from intersecting social, medical, and policy developments over several decades. For supportive housing to be successful, collaboration across all levels of government, healthcare, the social services sector, and the involvement of each and every one of us is needed.

This report is a supportive housing resource and is designed to provide information on guidelines, impact, and best practices. Further, this resource is designed to support conversations and encourage collaboration and dialogue in support of developing appropriate, safe, affordable housing throughout the region.

> When Vancouver Mayor Ken Sim said that he wanted to freeze development of new supportive housing in the city, what kind of housing did you picture? A quiet apartment building? A modest house on a tree-lined street? Was the sidewalk clean, with neighbours coming and going, saying hello? That probably wasn't what you imagined — but it should have been. Because, often, that's exactly what supportive housing is (Burrows & Greening, 2025).

As new research and updates to existing practices become available, this resource will be updated to reflect current knowledge and practice.

The Alliance to End Homelessness in the Capital Region

The Alliance to End Homelessness in the Capital Region (AEHCR) started in 2008 as the Greater Victoria Coalition to End Homelessness (GVCEH) with a mission to end homelessness in the Capital Region. The AEHCR consists of local housing, health & social service providers, non-profit organizations, all levels of government, businesses, post-secondary institutions, the faith community, people with lived & living experiences of homelessness, and members of the general public. This diverse membership, referred to as the Alliance Partners, comes together to collectively address the needs of individuals experiencing homelessness in the Capital Region.

Our Vision:

A region, a province, and a country where everyone has a safe place to call home.

Our Mission:

To ensure experiences of homelessness in the Capital Region by 2030 are rare, brief, and non-recurring and that housing and supports are culturally adaptive, creative, caring, and person centered.

Indigenous Acknowledgement

The territory that we now refer to as the Capital Regional District has a long and storied history as the traditional territory of the Lkwungen (Lekwungen) and W̱SÁNEĆ peoples, and the Schian'exw (Beecher Bay), T'Sou-ke (Sooke), Elwha Klallam, and Makah First Nations.

We acknowledge and thank these peoples and communities for their continued stewardship, care, and leadership of these lands.

The disproportionate representation of unhoused, homeless, or precariously housed individuals from the Indigenous community points to deficiencies in the system to address the long-standing trauma.

The Alliance to End Homelessness in the Capital Region stands in solidarity with all the Nations to redress the colonial legacy that these lands and her people continue to endure.

Supportive Housing: A Short History

While the concept of supportive housing dates to 19th-century charitable initiatives, formal supportive housing in North America arose 1960s when care for individuals with mental illnesses shifted from psychiatric hospitals to community-based settings after the federal government encouraged policies to "deinstitutionalize" persons with mental illness. Though insufficient in number, several models of group homes and supervised residences were developed. In the 1980s, economic forces, the conversion and demolition of many inner-city SROs and a large reduction in federal housing subsidies saw an emergence of the "new homeless" for example, mothers with young children, veterans, and migrant farm workers (Glauber, 1996).

The origins of supportive housing in Canada are rooted in grassroots initiatives and policy shifts spanning the 1970s to 1990s, shaped by evolving approaches to mental health, addiction, and homelessness.

1970s: Early Foundations in Toronto

Toronto's Houselink pioneered supportive housing principles in the 1970s by prioritizing stable housing for individuals with mental health and addiction challenges, rejecting preconditions for tenancy. This model emerged alongside deinstitutionalization trends, though it lacked the structured services seen in later programs.

1990s: Vancouver's Radical Experimentation

Liz Evans' Portland Hotel Society (1991)

In Vancouver's Downtown Eastside, nurse Liz Evans began housing marginalized individuals with complex needs (e.g., untreated mental illness, substance use, HIV/AIDS) at the Portland Hotel. Her approach—offering unconditional housing without sobriety or treatment mandates—prefigured the term "Housing First." Evans observed that stability reduced drug use and mental health crises, demonstrating housing's role as a foundation for recovery.

While New York's Pathways to Housing (1992) popularized "Housing First" globally, Evans' work in Vancouver independently developed similar principles, emphasizing harm reduction and tenant autonomy.

Policy Formalization (2000s–2010s)

Toronto scaled supportive housing by relocating homeless individuals into private or social housing with voluntary supports through Streets to Homes (2005).

At Home/Chez Soi Initiative (2009–2013), funded by the Mental Health Commission of Canada, tested Housing First across five cities, generating robust evidence for its effectiveness with diverse populations, including Indigenous peoples and youth.

These efforts redefined homelessness interventions in Canada, shifting from conditional "staircase" models to rights-based housing access integrated with healthcare and social services.

What is Supportive Housing?

According to the Canadian Mortgage and Housing Corporation (2022), supportive housing lies on the housing continuum as one of the housing options available to Canadians.

Supportive housing offers individuals a place to live that is safe, secure, and home-like with 24/7 support and access to essential services such as health care and community resources. Support services often provided at a supportive housing site may include meals, housekeeping, and social and recreational activities. Supportive housing is designed to maximize independence, privacy and dignity for the individuals living there (Canadian Mortgage and Housing Corporation, 2022).

The 'housing continuum' is a concept used to describe the broad range of housing options available to help a range of households in different tenures to access affordable and appropriate housing. The concept enables to move away from a one-size-fits-all strategy, towards 'the range of housing options available to different households on a continuum.' The housing continuum includes homelessness, shelters and transitional housing, community housing, affordable rental, market rental, and homeownership. (Canadian Mortgage and Housing Corporation, 2022)

Supportive Housing: A Federal Definition

The federal government of Canada does not appear to have a single, standardized definition for supportive housing. However, supportive housing is generally described within federal initiatives like the National Housing Strategy and the Housing First approach as housing that combines affordable units with on-site or coordinated supports. These supports are designed to help individuals maintain housing stability and improve their quality of life, particularly for vulnerable populations such as those experiencing chronic homelessness.

Supportive Housing: A British Columbia Definition

In British Columbia, affordable housing programs include supportive housing, subsidized housing, and non-market rental housing. While each of these programs provides one type of housing in what is termed the housing continuum.

BC Housing defines supportive housing as housing which offers subsidized rentals (where rent is based on income) paired with on-site services for individuals at risk of or are currently experiencing homelessness. This includes vulnerable groups such as those with mental health and substance use challenges and people with disabilities (BC Housing, n.d). As well, in some supportive housing sites, operators use practices such as guest management policies and wellness checks to ensure housing is safe for tenants and staff. (BC Housing & British Columbia Ministry of Housing, 2024, January). Further, supportive housing provides stable accommodation for individuals experiencing homelessness, enabling them to rebuild their lives. (British Columbia Ministry of Housing and Municipal Affairs, 2019; BC Housing, 2022).

Additionally, BC Housing (2024) considers that a rental unit which is located on residential property that is operated by a supportive housing operator, is occupied by a tenant who has

been assessed by the operator as someone who is experiencing or at risk of homelessness and would benefit from housing stability support, has at least one tenant in the unit who has housing stability supports provided on-site by the operator accessible to them, and is not provided on a temporary basis to be a supportive housing rental unit.

Supportive housing has two distinct yet overlapping objectives; to provide a social supports as well as clinical supports. While there is overlap between these two objectives, a specific supportive housing will generally focus on one or the other objective, with non-profit organizations such as Pacifica and Our Place (Olympic Vista, Camas Gardens) operating housing that focuses on social supports and Island Health (McCauley Lodge) focusing on housing that has a clinical focus.

Under the BC Assessment's supportive housing property valuation regulation (Supportive Housing Property Valuation Regulation. BC Reg. 208/2008)[1], supportive housing is considered *class 3 – supportive housing*, allowing for reduced assessed values for eligible properties. Along with this eligibility, supportive housing operators prioritize stability for vulnerable groups and are required to provide health funding, long term housing stays[2], and onsite supports such as mental health services and life skills training.

While often considered a type of supportive housing, transitional temporary housing, the intermediate step between emergency crisis shelters and permanent housing designed to provide a safe and secure environment, will not be included in this supportive housing impact review. As transitional housing is temporary, it is not treated as supportive housing under British Columbia provincial law.

Supportive Housing: An Indigenous Definition

The Dual Model of Indigenous Housing is a Culturally Supportive Housing model that includes traditional foods, plants and medicines, Elder support, cultural activities, traditional healing practices, building community, family reunification, and Indigenous harm reduction programming for alcohol and substance use. Programming strengthens Indigenous self-identity, builds a sense of place, family, community and purpose (Aboriginal Coalition to End Homelessness, https://acehsociety.com/culturally-supportive-housing/).

It must be noted that, in British Columbia, there is a lack of information on Indigenous supportive housing in terms of guidelines, as well as impact of the Indigenous supportive housing in communities around the province. This is much needed research that is critically important and indispensable to undertake.

As changes occur in the homelessness serving and homelessness serving sector adjacent organizations the definitions for supportive housing will likely evolve.

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[1] It should be noted that any information provided by BC Assessment that is different from BC legislation, the legislation prevails.

[2] Long term health stays are defined as housing stays that are equal to, or greater than, 90 days.

Guidelines for Supportive Housing

Supportive housing guidelines in BC are shaped by legislative frameworks, operational standards, and collaborative partnerships. These guidelines include classification and valuation and are governed by the Residential Tenancy Act (RTA), the Residential Tenancy Regulation (RTR), and BC Assessment's supportive housing property valuation regulation. These guidelines address eligibility for supportive housing, tenancy regulations, and operational requirements and are to be followed by all .

While there has been confusion in the housing sector regarding supportive housing and there are some differences in the definition of supportive housing in different municipalities in the CRD; all housing designated as supportive via the RTR and BC Assessment must follow the regulations outlined in the RTA and RTR.

In 2024, the RTR was amended to include a definition of supportive housing units. A unit is considered to be supportive housing if it is (i) located on residential property, (ii) operated by a supportive housing operator, (iii) occupied by a tenant assessed by the housing operator to be experiencing/at risk of homelessness and would benefit from supportive housing, (iv) has at least one tenant who has accessible housing stability support, and (v) is not temporary. This definition precludes inclusion of transitional housing. The RTR amendment also included exemptions to the RTA including enforcement of quiet enjoyment (sections 28), landlord entry (sections 29) and guest restrictions (sections 30(1)(b), whereby a supportive housing operator is able to enter a resident's unit and enforce guest restrictions while not under regulations to provide quiet enjoyment [am. B.C. Regs. 249/2008; 278/2016, Sch., s. 2; 3/2024, s. 2.]. These exemptions are an attempt to balance tenant need with operational flexibility for organizations. Prior to February 2024, supportive housing operators were not able to enforce restrictive guest policies or enact wellness checks as these were prohibited under the RTA.

With the amendments to the RTR (2024), supportive housing operators can now conduct wellness checks and establish guest management policies. The wellness checks conducted, and guest management policies are expected to align with key principles/standards outlined in BC Housing's Operational Standards for Guest Management & Wellness Check Policies (2024) (BCH Operational Standards). The key principles outlined by BC Housing include (i) promoting a safe environment for the wellbeing of tenants and staff, (ii) upholding human rights through rights-based policies, (iii) using an equity, diversity, inclusion, and belonging lens, (iv) ensuring policies are transparent, and (v) providing policies and processes for tenant feedback and complaint resolution for the supportive housing guest management and wellness check policies in place.

While supportive housing operators do not need to implement guest restriction policies, BC Housing requires a written guest management policy for supportive housing tenants and guests. The written guest policy is to establish parameters to support a safe and inclusive environment and set clear expectations for tenants and their guests. The guest management policy needs to provide for the comfort and security of everyone in the building and include methods to mitigate disruptive and harmful guest behaviour. Further, all tenants should be made aware of the guest management policies that are in place. To facilitate the creation of these policies a

limited list of measures is provided in the BC Operational Standards guide that supportive housing providers may draw from to create their guest management policies, including additional direction on the what the measure might contain.

BC Housing also requires a written wellness check policy. The wellness checks are expected to be used to confirm the health and wellbeing of the tenant. As such, the policy created should focus on the health and wellbeing of the supportive housing tenants and set clear expectations for wellness checks. The policy should also use non-judgemental language. The wellness check policy should be provided to all tenants upon move in. Wellness check policies created should respect the privacy rights and confidentiality of the tenant. Of note for BC Housing funded buildings with 24/7 supports, regular health and wellness checks for tenants must be conducted and include escalation procedures if a tenant has not been seen or heard from for an extended period not exceeding 48 hours, according to service agreement rules (BC Housing, 2020). The BC Operational Standards guide provides a examples of considerations providers should make when creating or revising wellness check policies.

Following the update to the RTR, the Province of British Columbia provided a residential policy guideline (Guideline 46, 2024) that further clarifies how the RTA applies to different types of housing. This guideline further clarifies the RTR definition of supportive housing. For example, Residential Tenancy Policy Guideline 46 (British Columbia Ministry of Housing, 2024) lists criteria regarding accessible housing stability support with examples. This guideline also provides information that supports the public and the RTB in determination of unit type that may be of use when the RTB is resolving tenant/landlord/housing organization disputes. Generally, the RTB does not resolve disputes that are related to quiet enjoyment, landlord entry for wellness checks and guest restrictions (policies). While all supportive housing falls under the RTA and includes the RTR amendments, some supportive housing operators may use a program agreement to outline program expectations and available services. Such program agreements do not exclude or override RTA requirements.

The 2024 amendments to the RTR were designed to clarify the definition of supportive housing and amend the RTA so that housing operators would have the ability to enforce guest policies and provide wellness checks. These changes have not been without controversy. There continues to be lack of precision when it comes to housing not being temporary, with ministry spokesperson Liam Butler stating that what counts as temporary will be decided on an individual basis. Further, some have argued that the "changes mean staff can confidently implement certain measures without the fear of possible legal challenges" (Skrypnek, 2024, February 21). However, supportive housing tenants no longer have the ability for dispute resolution if they feel the guest management or wellness check policies are untenable, potentially leading to feelings that they are not respected.

The Supportive Housing Framework

In addition to British Columbia Ministry of Housing and BC Housing guidelines and legislation in British Columbia, the British Columbia Ministry of Housing and BC Housing developed a framework (2024) with a set of guiding principles and key program elements, and roles and

responsibilities for BC Housing and supportive housing operators and their staff. The framework is intended to be used to "streamline existing social housing programs to improve administrative consistency and efficiency" (BC Housing, 2024, January, p.2). While the framework is to be used by supportive housing operators who receive funding through funding streams identified through the Supportive Housing Program Framework[3], supportive housing operators outside this network are not precluded from using the framework.

The guiding principles outlined in the framework include:

- Establishing supportive housing in communities with demonstrated need
- Resident-focused accessible housing and supports
- Transparent and accountable operations with reliable record keeping and a monitoring system
- Resident-focused services with support services that may be provided on-site or off-site
- A welcoming, safe and secure service environment where the health and safety of staff and residents is of highest importance
- An increase of affordable rental housing options
- Supportive housing that is financially, physically and environmentally sustainable
- Project partners who collaborate to improve program effectiveness

The key program elements for the framework focus on resident eligibility, rent, support services and operating and support services subsidies.

- Resident eligibility includes assessment of income and age. While the primary target population for supportive housing are adults, the eligibility requirements are flexible so that families and youth may also be housed provided appropriate approvals, accommodation and support services are available and are consistent with the supportive housing operator's mandate.
- A rent-geared to income (RGI) model is used to determine rent payments. Alternately, a flat rate that is appropriate to the target population in the community may also be used to determine rent payments. The support services provided should support residents get and maintain stable housing.
- Financial aid for the difference between the total approved operating expenses and revenues may be provided through a BC Housing operating subsidy

Roles and responsibilities for both BC Housing and supportive housing operators are provided in the framework. Housing operators are responsible for supportive housing management (property and resident), complying with guidelines, program standards and performance standards outlined in their operator agreement, resident record keeping, submitting reports and data, training and managing staff, provision of a service mandate, partnership development, and

[3] Funding streams from British Columbia provincial and Canada federal sources included are the Provincial Homelessness Initiative (PHI Phase I, Phase II, SROs, MOUs), Rapid Response to Homelessness (RRH), Building BC: Supportive Housing Fund (SHF), Rapid Housing Initiative (RHI), Homelessness Action Plan (HAP and HAP Enhanced), and Complex Care Housing (CCH). The funding streams are outlined in Appendices 1 through 6 (Supportive Housing: Program Framework, 2024, January)

informing BC housing about critical incidents. For BC Housing roles and responsibilities see the Supportive Housing: Program Framework (2024, January, p. 6).

There is a reporting and review process for supportive housing operators who are funded through the included funding streams and includes several tools to collect qualitative and quantitative information. Information collected supports understanding of supportive housing provider's operational needs, allows for monitoring program success, assists with identification of emerging needs among people who are experiencing homelessness or at risk of homelessness, and aids in future program planning.

What are the Community Impacts of Supportive Housing

Research, impact studies, and evaluations have shown that supportive housing in British Columbia has had, and continues to have, significant positive impacts on residents and communities, particularly through the use of a housing-first approach where stable accommodation and wraparound services for residents are combined.

Supportive Housing Benefits

Supportive housing in British Columbia demonstrates significant positive impacts across individual well-being, community dynamics, and public systems, including economic benefits.

Supportive Housing: Residents' Benefits

The greatest benefits to supportive housing residents are well-being, with marked health and quality of life improvements, and stability. Further, supportive housing residents also benefit from employment and education leading to increased economic and social mobility. While most impacts are positive, health challenges for supportive housing residents are also present.

Positive impacts, with citations, include:

Resident Well-being and Stability.

Housing retention/Housing Stability

Up to 95% of residents in BC Housing-funded supportive housing remained housed after six months

89% still housed after one year

- BC Housing (2022)
- British Columbia Ministry of Housing and Municipal Affairs (2019, September 10)
- Vancity Community Foundation (n.d.)

94% of residents remain housed after six months in modular supportive housing

95% of BC Housing-funded residents maintaining housing for at least six months

81% housed for over a year.

This stability provides a foundation for addressing other challenges.

- BC Housing (2022)
- British Columbia Ministry of Housing and Municipal Affairs (2019, September 10)
- Vancity Community Foundation (n.d.)

Health improvements

On-site services reduce stigma and barriers to care for marginalized populations, such as people who use drugs or alcohol
- MacKinnon, et al. (2022)

Supportive housing residents have 32% lower health costs compared to people experiencing homelessness
- Vancity Community Foundation (n.d.)

56% reported better physical health
44% experienced fewer hospital admissions
39% saw progress in managing substance use issues
- BC Housing (2022)
- British Columbia Ministry of Housing and Municipal Affairs (2019, September 10)

44% improved mental health after six months
- British Columbia Ministry of Housing and Municipal Affairs (2019, September 10)

Programs combining housing with intensive support services, such as Assertive Community Treatment (ACT) teams, have shown better outcomes in reducing addiction severity and improving mental health compared to traditional case management.
- Johnston Consulting (2013)

39% saw progress in managing substance use issues
- BC Housing (2022)
- British Columbia Ministry of Housing and Municipal Affairs (2019, September 10)

40% of residents with substance use issues reported improvements six months after moving in, while 35% maintained stability (not worsening)
- BC Housing (2022)

Evidence on reducing substance use through supportive housing is mixed. Some studies show a decline in alcohol use and hard drug consumption among participants, particularly when programs integrate harm reduction strategies.
Harm reduction approaches embedded in supportive housing are more likely to engage individuals with severe addictions but may not lead to complete cessation of substance use
- Justice in Aging, National Alliance to End Homelessness, National Low Income Housing Coalition, & SPLC Action Fund (n.d.)

Permanent housing provides a foundation for long-term recovery from substance use and mental health challenges
- Peng, et al. (2020)

<u>Quality of life</u>

84% noted enhanced overall well-being
76% of modular housing residents reported improved overall well-being,
- BC Housing (2022)
- Vancity Community Foundation (n.d.)

82% reported positive interactions with neighbours
- BC Housing (2022)
- British Columbia Ministry of Housing and Municipal Affairs (2019, September 10)
- CMHC (2020, November 23)

76% of modular housing residents reported improved overall well-being
- BC Housing (2022) Community Benefits of Supportive Housing
- Vancity Community Foundation (n.d.)

Lower Corrections Rates

Supportive housing residents have 32% lower correctional institution costs compared to people experiencing homelessness

- Vancity Community Foundation (n.d.)

Employment and education (gains in economic and social mobility)

43% of residents gained improved access to employment opportunities, while others pursued education or life-skills training (e.g., cooking, hygiene, and budgeting)

Residents also report increased access to income

- BC Housing (2018i)
- BC Housing (2022)

Resident Challenges.

Health Barriers

72% of tenants reported their health needs were not adequately addressed in Kelowna supportive housing sites

- BC Housing (2018d)

Tenants reported transportation challenges to off-site healthcare facilities

Tenants reported stigma from healthcare providers

- Gibson, et al. (2023)
- Szeto (2023, April 21)

Although supportive housing can provide stability, it does not universally mitigate overdose risks

- BC Housing (2022) Community Benefits of Supportive Housing

Disruptions

Violence and disruptions in supportive housing is closely linked to guests in supportive housing

- (BC Housing & British Columbia Ministry of Housing, 2024, January)

Supportive Housing: Community Benefits

There are multiple benefits for communities with supportive housing. Among these are reduced public service costs, community integration and acceptance, contributions from supportive housing residents and staff, investment in community, and potential increases in property values and neighbourhood safety.

Positive impacts, with citations, include:

Reduced public service costs (cost effectiveness)

Residents in supportive housing have 32% lower health and correctional costs compared to those experiencing homelessness

Are 64% less likely to require ambulance services

- BC Housing (2022) Community Benefits of Supportive Housing
- Eberle, M., Kraus, D., Pomeroy, S. & Hulchanski, D. (2001, February)
- Vancity Community Foundation (n.d.)

Long-term studies note reduced reliance on emergency services

- Gibson, et al. (2023)

- Vancity Community Foundation (n.d.)

Providing supportive housing costs less than addressing homelessness through emergency health and public safety services. Annual costs for unhoused individuals with mental illness average $55,000 in healthcare/corrections, compared to $37,000 for those in supportive housing

- BC Housing (2022) Community Benefits of Supportive Housing
- Eberle, et al. (2001, February).

Community Integration and Acceptance

83% of residents report positive neighbourhood interactions

77% had pre-existing neighbourhood connections, foster organic community integration and social cohesion

Community Advisory Committees often dissolve post-implementation due to fewer concerns/infrequent issues, reflecting neighbourhood acceptance

- BC Housing (2022) Community Benefits of Supportive Housing
- Community Benefits of Supportive Housing, CMHC (2020, November 23)

The presence of supportive housing can lead to increased awareness among neighbours about how to address concerns, promoting a collaborative approach to community safety

- BC Housing (2022) Community Benefits of Supportive Housing

Well-planned supportive housing blends into neighbourhoods and, over time, is associated with increased community acceptance and reduced stigma

- Vancity Community Foundation (n.d.)
- British Columbia Ministry of Housing and Municipal Affairs (2019, September 10)

Supportive Housing Resident Contributions

Clean Teams and resident volunteer programs mitigate neighbourhood concerns (e.g., drug paraphernalia)

Residents contribute to the local economy by spending at nearby businesses such as convenience stores, pharmacies, and restaurants

The construction and operation of supportive housing create local jobs; for every new residential unit built, an estimated 2 to 2.5 new jobs are created

Every dollar invested in supportive housing generates $4 to $5 in social and economic value for the community

- BC Housing (2022) Community Benefits of Supportive Housing

Supportive Housing Staff Contributions

Supportive housing staff and residents are often active in revitalizing and caring for their communities, contributing to neighbourhood safety and well-being

- BC Housing (2022) Community Benefits of Supportive Housing

Investment in Community

Every dollar invested in supportive housing generates $4 to $5 in social and economic value for the community

- BC Housing (2022) Community Benefits of Supportive Housing

Property Values and Neighbourhood Safety

A 2019 study of 13 BC supportive housing sites found that property values in 10 of the 13 areas either kept pace with or surpassed those in surrounding neighbourhoods, countering concerns about negative impacts on property values

Supportive housing directly reduces visible homelessness in communities, as residents are no longer homeless once housed

- BC Housing (2022) Community Benefits of Supportive Housing
- British Columbia Ministry of Housing and Municipal Affairs (2019, September 10)

Supportive Housing: Systemic Benefits

Supportive housing also provides systemic benefits for communities. These systemic benefits include a reduced strain on emergency shelters and hospitals, reductions in the number of individuals experiencing homelessness, increases in social return on investment, and government cost savings at all levels of government.

Positive impacts, with citations, include:

Reduced strain on emergency shelters and hospitals

Decreases hospital admissions by 44%

Reduces lengths of stay by 50% compared to shelter users

- Victoria Tuesday, September 10, 2019
- CMHC (2020, November 23) Community Benefits of Supportive Housing
- Sts. Joachim and Ann Care Service (2024, July 1)

Supportive housing reduces viral loads by 22% and mortality by 37%, directly lowering transmission risks and improving population health metrics for vulnerable groups like those living with HIV

- Peng, et al. (2020)

Increased stability and reduced experiences of homelessness

Supportive housing directly reduces homelessness by providing permanent housing with wraparound services. Residents show progress in accessing mental health support, education, and life skills.

- BC Housing (2022) Community Benefits of Supportive Housing
- Vancity Community Foundation (n.d.)

Supportive housing helps stabilize vulnerable populations, including those experiencing homelessness, women, children, youth, people with disabilities, and Indigenous peoples

- BCH (2018a)
- BC Housing (2021) BCH 2021/22 – 2023/24 Service Plan

Social Return on Investment (SROI)

For every dollar invested in supportive housing in British Columbia, approximately four to five dollars in social and economic value is created

This value is realized through reduced reliance on emergency health, justice, and social services, as well as improved well-being and stability for residents

- BC Housing (2022) Community Benefits of Supportive Housing
- BCH (2018a)
- BCH (2018b)
- BCH (2018d)

Government Cost Savings (savings provide opportunities for municipalities to fund preventive health initiatives)

Approximately 50% of the economic value generated by supportive housing returns to government through cost reallocations, primarily due to decreased use of emergency services, hospitals, justice, and child welfare systems

- BCH (2018a)
- BCH (2018b)

Residents' improved health, reduced interactions with law enforcement, and less frequent use of shelters and crisis services provide cost savings for the British Columbia government

- BCH (2018a)
- BCH (2018b)
- Eberle, M., Kraus, D., Pomeroy, S. & Hulchanski, D. (2001, February)

Supportive Housing: Challenges

Supportive housing is not without its challenges despite its critical role in addressing homelessness. There are regional disparities in service provision for supportive housing residents. Some communities are under-resourced and lack sufficient supportive housing. As well, wrap-around service support may be inadequate, lacking integrated healthcare, mental health support, or culturally appropriate services, particularly for Indigenous communities. Further, opposition to supportive housing projects persists due to public perception to misconceptions linking supportive housing to crime, despite evidence of reduced emergency calls. There are also coordination gaps as non-profit supportive housing operators face pressure to deliver "high-level care" with limited resources and staff burnout, generally leading to reduced care quality. Additionally, funding remains inadequate relative to the number of supportive housing units needed when considering the scale of homelessness in British Columbia.

Supportive Housing Scalability

Pilot projects indicate that building supportive housing is scalable. Modular housing projects that were built in Vancouver and Surrey provide scalable templates that are ready for use (BC Housing, 2022; British Columbia Ministry of Housing and Municipal Affairs, 2019, September 10)

The total number of supportive housing projects completed in British Columbia in the past five years is unavailable. However, there is some good news as 882 supportive housing units have been built between 2023 and 2024 (BC Ministry of Housing, 2024).

Future Requirements for Supportive Housing

Despite positive outcomes for supportive housing, this type of housing still remains a small proportion of the overall housing stock. For example, in Metro Vancouver only about two to three percent of all housing stock available is supportive housing, with similar percentages in other municipalities in British Columbia. Such low percentages highlight the need for more permanent, well-designed supportive housing units to meet the ongoing demand and replace temporary or inadequate accommodation.

While the impacts demonstrated are positive, it must be noted that there has been little research into the impact of supportive housing in British Columbia, with the majority conducted by BC Housing on the housing sites it funds. The majority of this research was conducted prior to the COVID-19 pandemic. Further, limited research for the impact of supportive housing was located for housing that was not funded by BC Housing.

The 2021-2024 BC Housing service plan includes

> [m]easuring the percentage of homeless individuals accessing supportive housing and remaining housed six months after placement [to enable] BC Housing to monitor and assess the performance outcomes of programs and initiatives intended to break the cycle of homelessness. The longer an individual is housed, the greater the likelihood they will remain housed (BC Housing, 2021, p. 10).

This statement suggests that there is upcoming research into the impact of supportive housing. Future reporting on the impact of supportive housing will benefit from this additional information.

Supportive Housing Impact

Research on supportive housing in British Columbia demonstrates significant economic benefits by reducing public service costs, creating jobs, stimulating local economies, and improving the lives of vulnerable residents. Supportive housing residents experience greater housing stability, improved health and well-being, and better social integration. It not only addresses homelessness but also generates a high social and economic return for the province and its communities and is a critical intervention for improving health outcomes among marginalized groups in British Columbia. By addressing homelessness as a root cause of health crises, supportive housing shifts systems from reactive emergency care to cost-effective prevention, while improving population health outcomes.

However, the supply of supportive housing remains limited, highlighting the need for continued investment and expansion. Ongoing investment and innovation are required to address the persistent and continuing gaps in care for those who are tenuously housed and/or experiencing homelessness.

Best Practices for Supportive Housing

Best practices for supportive housing are two-fold, including both building supportive housing and operating supportive housing. Best practices for building supportive housing rely on several factors such as conducting a needs assessment, involving individuals with lived and living experience in the design of the building, finding a sustainable source of funding to complete the building, and engaging the community to create community acceptance of the project. Best practices for operating supportive housing include factors such as provision of appropriate wrap around supports for residents, creating a healthy living environment, and supporting and prioritizing community integration.

Best Practices for Creating Supportive Housing

Start with a Needs Assessment

Needs assessments provide information on the demand for units, services and programs, as well as an understanding of the individuals who require support services. The needs assessment can also provide information on the types of support services that are required and could include life skills, mental health counseling, crisis intervention, home maintenance, and opportunities for community involvement. The needs assessment can provide information that leads to a more in depth understanding of the vulnerable population that will access the supportive housing, as well as a greater understanding of individuals that make up that population.

A needs assessment also highlights the need for mobilizing existing partnerships and creating new partnerships to ensure that the support services required are available. Further, required support services gaps are exposed at a stage when finding solutions is not as difficult.

Specific Design Considerations for Indigenous Culturally Supportive Housing

Architectural design of Indigenous culturally supportive housing should contain local materials and be adaptable to climate change. It should also include flexible communal space such as open kitchens. Ceremonial spaces should be integrated into the design of the housing, with dedicated spaces for smudging, prayer, or land-based healing practices.

Indigenous culturally supportive housing should be a community-centred process, with community participatory approaches such as Nunavik's Inuit-led duplex designs (Rachelson, et al. 2019).

Create Relationships

Involve a variety of different partners and collaborators to ensure

- resources and multi-disciplinary support teams to support holistic care are available
- there is community capacity and resources to deliver the needed supportive housing services, including cultural and social programming and physical resources
- the supportive housing built is well-constructed, safe, accessible, and promotes social inclusion, affordability, and tenant dignity
- local community is consulted as this supports better community integration and acceptance between community members and supportive housing residents and staff

Partnerships between different levels of government, housing authorities, and social service providers help ensure the necessary resources are available at the right time, in the right manor. Creating partnerships with and involving local community helps ensure that fears in community are allayed, promoting integration and acceptance.

Funding

Higher and more consistent funding for supportive housing at government levels is needed to maintain on-site supports. As well, social assistance rates should be increased to improve

housing affordability for individuals accessing supportive housing (Canadian Mortgage and Housing Corporation, 2024, January 16).

Design Considerations for Community Acceptance

- Honor neighbourhood character by designing supportive housing projects to blend with the neighbourhood using compatible materials, spacing, and height limits.
- Protect and enhance privacy and security for residents and neighbours by enhancing privacy and security by applying Crime Prevention Through Environmental Design (CPTED) principles, including setbacks, screening, lighting, and passive surveillance, all while maintaining a welcoming design.
- Create on-site gathering spaces for supportive housing residents by incorporating a variety of shared amenities, such as playgrounds, daycare, and communal spaces, into the site plan based on the needs of residents. Provide whole community access to some/many/all of these spaces.
- Incorporate community amenities, like cafes, community art, or retail spaces, into the building design to encourage engagement and provide work opportunities,
- Ensure adequate parking for residents, including vehicles, bicycles, and mobility aids, to prevent street congestion and minimize impact on neighbours
  Adapted from British Columbia Housing, 2019.

Consider Neighbourhood Design

Brent Toderian, a former Vancouver chief city planner, provided a set of key factors for great neighbourhoods (Toderian, 2019).

Key Factors of a Great Neighbourhood.

1. **Accessibility**
   Meets all the basic needs of residents within a short distance. Key services like grocery stores, parks, and community amenities should be easily reachable on foot or by bike.
2. **Space for Movement and Health**
   Encourage active living. Provide easy access to places for walking, recreation, and social gatherings, promoting physical health and mobility.
3. **Diversity and Inclusion**
   Embraces people from a variety of backgrounds and economic statuses. True diversity is celebrated, not just tolerated.
4. **Green and Sustainable Design**
   Designed to reduce its carbon footprint through features like walkability, bikeability, and energy-efficient infrastructure, which together reduce reliance on fossil fuels and lower emissions.

- **Unique Character and Identity**
  Has a distinct personality that makes it memorable. Whether through its heritage, vibrant social scene, or unique features.

Adapted from Toderian, 2019.

Best Practices for Operating Supportive Housing

Specific Considerations for Indigenous Culturally Supportive Housing

Indigenous culturally supportive housing must prioritize Indigenous ownership, management, and governance to ensure alignment with cultural values and self-determination.

Culturally Responsive and Inclusive Design, and Non-Discriminatory Approach

Supportive housing operators should ensure that housing and supports are available to all eligible residents regardless of ethno-cultural background, disability, mental health status, gender identity, or sexual orientation. Supportive housing operators should also apply gender-based analysis plus (GBA+) principles to address intersecting identity factors (e.g., race, Indigeneity, disability) and create respectful environments. As well, there should be specific focus on First Nations, Métis, Inuit, and urban Indigenous populations that includes culturally safe practices which are integrated into service delivery.

Supportive housing operators should provide experiential peers to assist tenants transitioning from homelessness with emotional support, resource navigation, and in-home assistance.

Trauma-Informed and Healing-Centered Approach

On-site services environments should be non-judgmental to meet residents where they are, without requiring sobriety or compliance as preconditions, and provide respectful and welcoming access to support services they need (e.g., mental health support, addiction services and community programs).

Supportive Housing residents care should be person-centred, allowing residents to define their own goals with staff support, allowing them to preserve their dignity and personal agency.

Safety protocols are in place to ensure gender-based violence dynamics and secure environments for marginalized groups, including 2SLGBTQIA+ individuals, are provided.

Safety and Security

Supportive housing operators should have, implement and enforce safety protocols, including safe access, privacy, gender-specific spaces where possible, secure sleeping areas, and clear guest management policies.

Safety protocols provided should be reviewed regularly.

Further, supportive housing should be well-maintained housing and include timely repairs to ensure the environment has been "accident proofed" is free from threats to residents or staff.

Resident Focused Support Services

Supportive housing operators should provide on-site or linked support services tailored to residents' needs, encourage independence, and ensure a welcoming, secure environment with appropriate safety measures and privacy.

Supportive housing operators should provide residents with choice in where and with whom they live.

There should also be a focus on medication adherence and preventive care as it reduces long-term complications for supportive housing residents.

Support services provided should be flexible and adaptive to meet residents' changing needs, including accessibility accommodations for physical disabilities and cognitive challenges. As well, these supports should promote independence through dignity-focused support, helping residents build capabilities for stable living.

Access to social networks, employment opportunities, and essential services are provided and encouraged as they combat social exclusion and isolation.

Residents' Rights and Transparent Policies

Residents should have the right to choose services, supports and programs they want to engage in and when they want to engage.

All supportive housing policies affecting residents should be provided to residents, written and verbally if needed. These include, but are not limited to, guest policies and policies for conducting wellness checks.

Residents' tenancy rights should be upheld through transparent policies, complaint procedures, and adherence to the Residential Tenancy Act.

Staff Training and Communication

Supportive housing staff are provided training that includes cultural competency and anti-discrimination practices to ensure staff serve the diverse needs of residents effectively.

Supportive housing staff training is included in staff onboarding and allow for continuous improvement through coaching and mentoring opportunities.

Supportive housing operators should establish clear roles, responsibilities, and communication strategies, including regular meetings and documented protocols for staff.

Integrated and Coordinated Services and Supports

Supportive Housing services and supports should be coordinated across systems, involving collaboration between housing providers, community agencies and government partners.

Funding

Thought should be given to establish a dedicated supportive housing stream to provide operating funding at the beginning of a development for supportive housing organizations that operate housing for Canada's most vulnerable individuals (Canadian Mortgage and Housing Corporation, 2024, January 16).

Rent-geared-to-income (RGI) models, with subsidies ensuring affordability for low-income households should be prioritized.

Monitoring and Evaluation

Coordinated access to ensure equitable access to supportive housing should be implemented, connecting those most in need of housing to appropriate housing that meets their needs and include supportive housing. Coordinated access should not put a burden on applicants, such that applicants should be able to submit a single form to access supportive housing appropriate to their needs.

Policies and practices should be regularly reviewed and updated based on feedback, monitoring, and evolving resident needs.

Regular monitoring, performance reviews, and reporting should be performed to ensure accountability and service quality. This includes program, service provision, and staff reviews and evaluation.

The Benefits of Best Practices for Supportive Housing

There are many benefits to implementing best practices at supportive housing sites. Implementing the best practices provided can reduce homelessness. They may also improve housing stability, decreasing returns to homelessness.

Supportive housing residents' benefits from best practice implementation include, and are not limited to, enhanced physical and mental health outcomes, greater independence, employment possibilities and opportunities, social inclusion, and integration into community.

Community benefits from implementing best practices include, and are not limited to, lower public costs, strengthened community safety, and long-term cost efficiencies.

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APPENDIX D

ALLIANCE TO END HOMELESSNESS IN THE CAPITAL REGION

AFFORDABLE AND SUPPORTIVE HOUSING DEVELOPMENT: AN INFORMATIONAL RESOURCE FOR CRD COMMUNITIES

Date Submitted:
March 31, 2025



We gratefully acknowledge the financial support of the Capital Regional District.

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Affordable and Supportive Housing Development: An Informational Resource for CRD Communities

Pathways into homelessness are influenced by a wide range of factors, such that addressing this complex issue requires innovative and diverse solutions. Tackling homelessness demands collaboration across all levels of government, healthcare, the social services sector, and the involvement of each and every one of us.

The Alliance to End Homelessness in the Capital Region (AEHCR) started in 2008 as the Greater Victoria Coalition to End Homelessness (GVCEH) with a mission to end homelessness in the Capital Region. The AEHCR consists of local housing, health & social service providers, non-profit organizations, all levels of government, businesses, post-secondary institutions, the faith community, people with lived & living experiences of homelessness, and members of the general public. This diverse membership, referred to as the Alliance Partners, comes together to collectively address the needs of individuals experiencing homelessness in the Capital Region.

Our Vision:

A region, a province, and a country where everyone has a safe place to call home.

Our Mission:

To ensure experiences of homelessness in the Capital Region by 2030 are rare, brief, and non-recurring and that housing and supports are culturally adaptive, creative, caring, and person centered.

Indigenous Acknowledgement

The territory that we now refer to as the Capital Regional District has a long and storied history as the traditional territory of the Lkwungen (Lekwungen) and W̱SÁNEĆ peoples, and the Schian'exw (Beecher Bay), T'Sou-ke (Sooke), Elwha Klallam, and Makah First Nations.

We acknowledge and thank these peoples and communities for their continued stewardship, care, and leadership of these lands.

The disproportionate representation of unhoused, homeless, or precariously housed individuals from the Indigenous community points to deficiencies in the system to address the long-standing trauma.

The Alliance to End Homelessness in the Capital Region stands in solidarity with all the Nations to redress the colonial legacy that these lands and her people continue to endure.

About This Resource

The Office of the Federal Housing Advocate's 2023–2024 Annual Report to the Minister, titled "*Putting People First*" highlights, once again, the persistent lack of housing affordability and choice, particularly for marginalized groups across Canada, including those who are low-income, racialized communities, veterans, Indigenous peoples, 2SLGBTQQIA+, seniors, and others.

Disadvantaged groups continue to fall further behind, with many who are unhoused living in conditions that are either inadequate to their needs or unsafe, largely due to a lack of housing options. The Office of the Federal Housing Advocate states that investing in permanent, affordable non-market housing is crucial to resolving the housing crisis. A study conducted in collaboration with the office revealed just how significant the housing shortage truly is across Canada:

"4.3 million homes are needed for very low- and low-income households, 3.9 million for moderate- and median-income households, and 1.4 million for high-income households, resulting in an overall need of 9.6 million new homes by 2031" (Whitzman, 2023, p.5).

While the urgent need for more affordable housing across Canada is clear, numerous studies highlight community concerns and opposition to new developments, commonly referred to as NIMBYism (Not in My Backyard). This attitude complicates the search for suitable locations to address the housing crisis (Foster & Warren, 2021).

Non-market housing developers throughout the Capital Regional District (CRD) should not be alone in their efforts to secure community support for proposed projects; overcoming this challenge will require a collective effort from all of us.

This resource is designed to support conversations and encourage collaboration and dialogue in support of developing appropriate, safe, affordable housing throughout the region. As new research becomes available, this resource will be updated to reflect current knowledge and practice.

Topics

Public discussions about affordable housing frequently address the following topics:

- Affordability
- Human Rights
- Stigma
- Safety and Crime Rates
- Density, Traffic, and Infrastructure Strain
- Saturation
- Neighbourhood Character
- Property Values

Each of these concerns is addressed in this resource.

National Housing Strategy

On November 17, 2017, the Canadian government released Canada's first National Housing Strategy.

The National Housing Strategy is grounded in the principles of:

- Inclusion
- Accountability
- Participation
- Non- Discrimination

The National Housing Strategy (NHS) is considered to be a promising step forward in addressing housing issues across Canada. However, seven years into its 10-year timeline and with $60.09 billion spent (Government of Canada, 2017), it has significantly underperformed. The strategy now appears outdated as the challenges faced in 2017 no longer align with the realities of 2024, and the current and future demand. The unhoused population continues to rise, and affordable housing remains scarce.

The NHS seems to primarily offer large loans to private developers through the Rental Construction Financing Initiative (RCF) (NHC, 2022). This initiative only requires developers to make 20% of their units "affordable"; defined as costing no more than 30% of the median gross income for families in that area (CMHC, n.d.). It is also important to note that the RCF calculates median gross income based on census families in that area, not households. Census families only include married or common-law couples and single-parent households, which in turn excludes single adults and roommate situations. Partially due to the nature of this definition, only about 3% of RCF units meet the affordability and suitability criteria for low-income households (NHC, 2022).

"The difference in median household income between those in census families and those who are not is substantial. In 2019, the median family household in Canada earned $90,390 before-tax, while the median household not in a census family earned only $31,150.34" (National Housing Council, 2022, pg.26).

The Rapid Housing Initiative (RHI), although one of the smaller NHS programs, has shown promise in addressing the needs of individuals facing homelessness and core housing need as all RHI units are targeted toward individuals with extreme housing needs, with rents capped at 30% or less of their income (National Housing Council, 2022).

Despite a variety of NHS programs, only a small percentage of all units created are accessible to individuals or families in **core housing need**; those living in housing that is unacceptable, insufficient, or beyond their means and are unable to find alternative options within their community. By 2027, an estimated 2.6 million households in Canada will be in core housing need (Office of the Parliamentary Budget Officer, 2024).

Affordability

Affordable Housing

Housing is seen as affordable if 30% or less of household gross income goes to paying housing costs[1] (BC Housing, n.d).

Table 1

Affordability Examples in BC's Capital Region (2024)

Household Type and Income Source	Pre-tax Full Time Annual Income	Affordable Monthly Rent at 30% of Pre-tax Full Time Annual Income
Single Person on Income Assistance[1]	$12,720	$318
Single Person Earning Minimum Wage[2]	$33,508 (2024)	$835
Median Household Income[3]	$60,800 (2021)	$1520

1. Government of British Columbia. (2025). *On income assistance*. Government of British Columbia. https://www2.gov.bc.ca/gov/content/family-social-supports/income-assistance/on-assistance
2. Government of British Columbia. (2025). *Minimum wage*. Government of British Columbia. https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/wages/minimum-wage
3. Canadian Rental Housing Index. (2021). *A Snapshot of Renters in Division No. 21*. BC Non-Profit Housing Association. https://www.rentalhousingindex.ca/en/#comp_cd

Victoria continues to see steady rent increases with the average rent reaching $2,362 by the end of 2024, despite a dip in the overall Canadian rental market (Laurin, 2025). There are, however, housing programs based on varying housing income limits (HILs) designed to make rental housing more affordable for those who qualify (BC Housing, 2022). It is important to acknowledge that while these programs exist, affordable housing stock is limited. As a result, many often find themselves on waitlists for years before a suitable option becomes available.

Affordable housing programs covered in this resource:

- Supportive Housing Market
- Subsidized Housing
- Non-market Rental Housing

Supportive Housing

Supportive housing offers subsidized rentals (where rent is based on income) paired with on-site services for individuals at risk of or who are currently experiencing homelessness. This includes vulnerable groups such as those with mental health and substance use challenges and people with disabilities (BC Housing, n.d).

[1] Housing costs include electricity, water, and other municipal services.

Subsidized Housing

Subsidized housing provides long-term accommodation for low-income individuals, with rent calculated based on the household's annual income. Tenants pay 30% of their gross income, with a minimum rent set according to family size. (BC Housing, n.d).

Non-market Rent Housing

Non-market rent units are designed for moderate income individuals who do not meet the criteria for subsidized or supportive housing and need a more affordable housing option. These are usually only slightly lower than private market rentals but often called "affordable" units (BC Housing, n.d).

The Chestnut, managed by Cool-Aid, is an example of non-market rental housing, with rent rates varying by unit type. Studios range from $500 to $1,300, one-bedroom units start at $1,500, and two-bedroom units begin at $1,950, excluding utilities (Cool Aid, n.d). While these rates are significantly lower than the average rent for a one-bedroom unit in Victoria, financial challenges may still arise for households earning just above the $57,000 annual income cap for subsidized housing eligibility (BC Housing, n.d).

Human Rights

Article 25.1 of the UN declaration highlights the importance of the right to a standard of living:

> Everyone has the right to a standard of living adequate for the health and well-being of himself and of his family, including food, clothing, housing and medical care and necessary social services, and the right to security in the event of unemployment, sickness, disability, widowhood, old age or other lack of livelihood in circumstances beyond his control (UDHR 1948, art.25).

Canadian Charter of Rights and Freedoms

Since its enactment in 1982, the Canadian Charter of Rights and Freedoms has been the foundation of human rights for Canadians. The Charter outlines seven key categories of human rights: fundamental freedoms, democratic rights, mobility rights, legal rights, equality rights, official language rights, and minority language educational rights (Canada,1982). In addition to the Charter, human rights protections are also provided through international, federal, provincial, and municipal law including the Canadian Bill of Rights (1960) and the Canadian Human Rights Act (1977).

While the Canadian Charter does not explicitly guarantee the right to housing, it does protect the right to life and security of the person, which some argue includes the right to shelter. While the government is not legally obligated to provide housing for everyone, the 2017 National Housing Strategy (NHS) acknowledges housing as a human right and emphasizes the importance of creating more policies to address housing shortages.

The B.C. Civil Liberties Association (BCCLA) is filing a lawsuit on behalf of the unhoused community, arguing that the denial of daytime shelter violates the Canadian Charter of Rights and Freedoms. Since the charter is intended to protect individuals from cruel treatment by the state, they believe that forcing people to move daily and confiscating their belongings infringes upon this fundamental right (Pawson, 2025).

BC Human Rights Code

While the Canadian Charter of Rights and Freedoms primarily focuses on constitutional rights and freedoms for all of Canada, the BC Human Rights Code (Government of BC, 2025, (1996 Version)) is centered on preventing discrimination. Specifically, the BC Human Rights Code safeguards individuals from discrimination in areas such as employment, services, and housing and can be amended by the provincial legislature to better address the needs of the province.

The BC Human Rights Code requires that municipal governments, including regional districts deliver housing services in a way that does not discriminate based on:

- Race
- Colour
- Ancestry
- Place of Origin
- Political Belief
- Religion
- Sex
- Indigenous Identity
- Marital Status
- Family Status
- Physical or Mental Disability
- Sexual Orientation
- Gender Identity or Expression
- Age

Rights in focus: Lived realities in B.C.

In August 2024, B.C.'s Human Rights Commissioner launched a report that takes a focused look at 10 key systems impacting human rights in British Columbia (British Columbia's Office of the Human Rights Commissioner, 2024). This report highlights significant inequities and injustices affecting B.C. residents, shows the current state of human rights in our province, and provides a baseline to monitor change over time. While there are different systems touched upon in this report, this resource focuses on the findings related to housing inequity.

Findings Highlights:

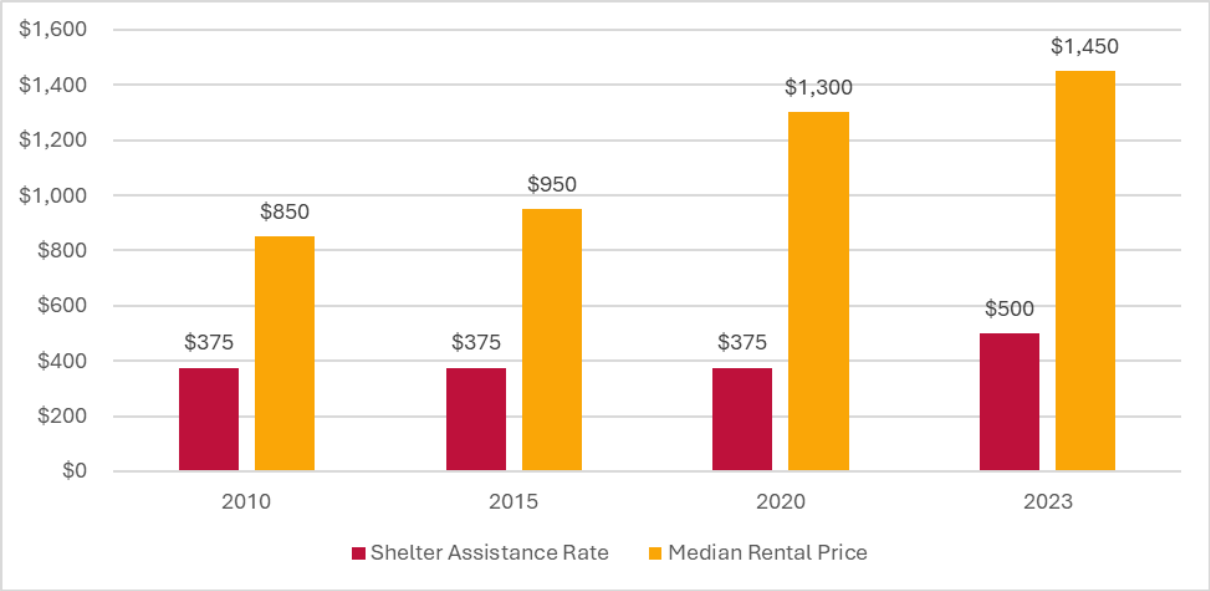
- The right to housing SHOULD guarantee access to acceptable housing for everyone. All levels of government are required to take action to fulfill this essential need, within the constraints of available resources. However, B.C. residents are currently experiencing the highest rate of unaffordable housing in Canada.
- Homelessness and encampments are increasing, with the 2023 homeless count revealing a 31% percent rise in individuals experiencing homelessness compared to 2020/21.
- Women are especially vulnerable to *hidden* homelessness, often seeking refuge in unsafe, inadequate, or exploitative housing rather than facing life on the streets.

- The lack of affordable housing disproportionately impacts marginalized groups, including individuals with disabilities, Indigenous communities, and women, particularly those relying on income assistance.

As well, the report highlighted the considerable inequity between the amount of assistance an individual receives as compared to the cost of rent (see Figure 1). As can be seen, the median rental price steadily increased from almost two and one-thirds the shelter assistance rate in 2010 to almost three and one-half times the amount of assistance received in 2020. While the shelter assistance rate increased by 75% by 2023, the disparity between the median rental prices was still almost three times the amount of assistance received

Figure 1

Median Rent versus Shelter Assistance



Adapted from, (BC's Office of the Human Rights Commissioner, 2024, p.17).

United Nations Declaration on the Rights of Indigenous Peoples

Canada officially adopted the UN Declaration on the Rights of Indigenous Peoples (UNDRIP) in 2016. This legislation outlines the rights of Indigenous peoples worldwide and marks a step forward in renewing Canada's relationship with Indigenous communities to work towards reconciliation. An example of these rights follow.

Indigenous peoples have the right to protect traditional knowledge, conserve their environment, and restore health, including by limiting harmful activities on their lands.

Indigenous peoples have the right to develop their territories and must be consulted and give free, prior, and informed consent before projects that may affect them are approved.

Indigenous peoples have the right to define individual responsibilities to their communities.

United Nations (General Assembly). (2007). *Declaration on the Rights of Indigenous People*.

Stigma and Discrimination

Stigma

A pervasive stigma surrounds homelessness, with society often viewing unhoused individuals as inferior or less worthy, regardless of the complex circumstances that lead to their situation. This stigma is so engrained in society that many individuals on the verge of, or currently experiencing, homelessness feel ashamed to seek help.

A shift in mindset is needed to recognize that homelessness is not the fault of those experiencing it. Many are simply victims of the existing housing crisis, lacking the necessary supports and services to maintain stable housing. It is important to recognize that anyone can find themselves without housing; many are closer to this reality than one might think.

There are numerous ways individuals fall into homelessness, often stemming from individuals falling through the cracks of social systems and lacking the support they need. This includes youth transitioning out of government care, newcomers to Canada, and individuals discharged from hospitals or medical centers without proper planning. Others who may find themselves experiencing homelessness are victims of domestic violence, discrimination, mental illness or poverty. The factors contributing to homelessness are diverse and complex, often involving a combination of interconnected issues (Canadian Observatory on Homelessness, n.d).

Individuals with disabilities, mental health conditions, or substance use issues often face additional stigma. Some of these challenges may have existed prior to becoming unhoused, or develop or intensify as a result of coping with the harsh realities of living without stable housing (Grossman, 2020).

Stigmatizing individuals or groups based on assumptions, without understanding their unique circumstances, is a very harmful way of living. The unhoused community faces daily stigma, dehumanization, and neglect, all while making difficult decisions about where to sleep and find food—choices that often place them in dangerous situations. Although illegal, these negative attitudes often extend into policy, influencing housing decisions, and healthcare, affecting how people are treated and the support they receive. Without education into the realities of experiences of homelessness and humanizing homelessness, many only find evidence to reinforce their existing negative stereotypes.

Labels are difficult to remove.
Remember, these are real people with lives, families, and connections to the community, they deserve to be treated like it.

Discrimination

Discrimination occurs when the stigma associated with individuals or groups translates into actions. While unfair practices in housing services and selection, driven by stereotypes and stigma, is *illegal,* it still happens. Individuals with mental health conditions, substance use

challenges, or from specific racial backgrounds often face difficulties finding housing due to preconceived biases. Additionally, even those receiving a "livable wage" through government income subsidies are frequently overlooked and discriminated against in favor of individuals with stable jobs or dual incomes (Canada Mortgage and Housing Corporation, 2024).

Unconscious/ Implicit Bias

Unconscious bias refers to the way actions and decisions are influenced by implicit attitudes and stereotypes, often without being aware of it. These biases can be particularly damaging because they are harder to identify and subtly shape our perceptions and choices (Suveren, 2022). For example, someone might publicly advocate for universal access to housing yet unconsciously favor a luxury condo development over affordable housing units in their neighbourhood. This may be influenced by implicit concerns about the potential residents of those affordable housing units, despite their support for equal housing rights.

Unconscious biases can skew perceptions, making it challenging to assess people and situations with fairness and accuracy. It is crucial to consider whether each situation is approached with an open mind or influenced by stereotypes.

Challenging Stigma, Discrimination, and Unconscious Bias

One of the most effective ways to address stigma, discrimination, and unconscious bias is through education. The Pivot Legal Society's report on Anti-Homelessness and Anti-Substance Use Stigma in British Columbia offers valuable insights, featuring firsthand accounts from individuals who are experiencing homelessness. These stories highlight the shared humanity of those on the streets and in poverty, a reminder that many are just one paycheck away from facing similar struggles (Pivot Legal Society, 2018). It is crucial to acknowledge each person's unique story and background and demonstrate compassion as well as offering the required supports. By recognizing the unhoused and those living in unsafe or inadequate conditions as victims of the housing crisis, we can reduce unconscious biases in housing practices and create a more empathetic and supportive communities.

How to Mitigate Unconscious Bias

Acknowledgement and Mindfulness	Question your assumptions, stop and think, why do I think this way?
Take Time	Pause and take time to reflect before deciding. Impulsive choices often arise when we rush.
Perspective Taking	Consider how it would feel to be judged by someone who doesn't truly know you before making your decision.
Think of Counter Examples	Consider various possible outcomes of the situation, rather than relying on old ideas and beliefs just because they are familiar.

Expand	Surround yourself with diverse individuals and explore new experiences.
Learn	Explore different cultures and ways of life, read books about diverse groups of people, and broaden your understanding of others.

Adapted from British Columbia Ombudsperson, n.d.

Safety and Crime

The argument that non-market, low-income housing leads to increased crime is a common worry among NIMBY (Not In My Backyard) advocates, often rooted in concerns about the types of residents who will move into their neighbourhoods. However, numerous studies have shown that crime rates generally do not rise around affordable housing developments (Balintec, 2023).

There have been limited studies examining the impact of affordable and non-market housing developments on crime. Of the few studies conducted, none have found a statistically significant link between low-income housing and crime rates. The location of the housing seems to be a more influential factor than the housing itself as neighbourhood characteristics, such as high density and existing poverty, play a significant role in crime levels. Low-income housing is often situated in areas already affected by high crime rates and entrenched poverty. However, when these neighbourhoods featured a mix of income levels, residents of low-income housing tended to be more successful (Pomeroy & Bissonnette, 2016).

Those who oppose affordable housing in their neighbourhoods need to recognize that their opposition may inadvertently contribute to higher crime rates in the city. When individuals are denied stable housing, they are often forced to take desperate measures to survive. Research shows that secure, stable housing not only improves health outcomes but also helps reduce crime and increase employment (Cohen, 2021). Supporting the development of affordable housing may help address the underlying factors that drive certain types of crime, ultimately creating a safer city for everyone.

The Link Between Crime and Homelessness

Individuals experiencing homelessness face higher arrest rates and more frequent interactions with law enforcement compared to the general population. Since many individuals spend a significant amount of time in public spaces, they often engage in behaviors typically reserved for the privacy of one's home, such as sleeping, using substances, or attending to basic needs like using the washroom. As a result, they face disproportionately high rates of police contact, tickets, citations, arrests, charges, and even jail time for these *quality-of-life* offenses, as well as minor property and drug-related offenses (McCarthy & Hagan, 2024).

It is important to recognize that while there is a connection between homelessness and higher crime rates, this relationship stems from the significant challenges faced by individuals without stable housing. Living in poverty and without secure shelter forces individuals to meet basic needs with limited resources, increasing their vulnerability. As a result, people experiencing homelessness are not only more likely to engage in criminal activities out of necessity, but are

also at a higher risk of becoming victims of crime. The absence of a safe and stable living environment exposes them to a range of dangers. (Reinhard, 2024).

Individuals from vulnerable groups, such as women, gender-diverse people, those with disabilities, and youth, are at a significantly higher risk of being victimized. Youth are especially vulnerable during a critical period of their lives when they should be focused on personal development and building social connections in a safe environment. According to Gaetz et al. "59.6% of homeless youth experienced violent victimization, compared to 7.6% of the public" (2016).

Density, Traffic, and Infrastructure Strain

Density

Residents often have significant concerns about the impact of high-density developments, such as apartment complexes, on their neighbourhoods. Trounstine (2023) examined views of residents in census defined metropolitan areas in the United States and found that many favour single-family homes as they believe that the introduction of apartments results in lower property values, higher crime rates, and a decline in school quality due to increased student enrollment, believing this made their neighbourhoods less desirable.

While increasing the number of units per acre can reduce land costs and make housing more affordable, on its own it's not a guarantee for creating affordable housing. Local governments must actively implement programs and provide concessions to ensure that higher-density developments remain accessible to those who need them most.

Traffic

There are often concerns that higher-density housing will result in greater road congestion. However, there's little evidence to support the idea that increasing housing density leads to increased congestion or longer travel times within neighbourhoods. While it may seem intuitive that more people lead to more cars on the road, urban areas with higher density typically offer more amenities and alternative transportation options, which may reduce the need for car use. The Council of Ministers Responsible for Transportation and Highway Safety (2020) report that having affordable multi-unit housing near job centers and urban amenities often reduces vehicle trips, as residents are more likely to walk, bike, or use public transit while development in suburban areas with less traffic may encourage more people to drive into the city, potentially increasing congestion. With higher-density housing there is an opportunity to expand public transportation and bus routes, while also encouraging the development of nearby amenities that benefit the entire community.

When considering affordability, affordable housing must also account for transportation costs and proximity to public transit. Those in lower-income households, when possible, tend to drive less and rely on public transportation to reduce the higher costs of housing, parking, and maintenance. A study on housing and transportation cost burdens in Metro Vancouver found that some low-income families were spending up to 67% of their monthly income on both

housing and transportation; 33% on housing and 34% on transportation (Metro Vancouver, 2015). This leaves many families with the difficult choice between more affordable housing farther from the city with limited public transit and higher transportation costs or higher housing prices within the city with better transit access.

Infrastructure Strain

High-density residential developments require less infrastructure than low-density housing, which reduces per capita costs and supports the expansion of public transportation and other amenities. According to Metro Vancouver Regional Planning "[t]he costs for onsite infrastructure / servicing for house vs. apartment developments are approximately five to nine times more expensive on a per capita basis" (2023, p.5). High-density residential developments also lead to lower costs on streets, water, and waste management such that the savings could be redirected to make housing more affordable for residents (Metro Vancouver Regional Planning, 2023).

When considering density developments, it is important to consider diversifying and incorporating these developments into neighbourhoods that may be only zoned for single family houses. This would allow for better utilization of public infrastructure that would benefit the entire neighbourhood, especially when aging systems need replacement. Additionally, residential development in existing areas with underutilized infrastructure helps save money for both taxpayers and new residents, as the infrastructure has already been paid for (Metro Vancouver Regional Planning, 2023).

Research also indicates that the cost of providing supportive and affordable housing is lower than the expenses associated with the health and public safety services required to address homelessness (BC Housing, 2022). Thus, by focusing on high-density development and supportive housing, communities can create a more sustainable, affordable, and efficient living environment for all residents.

Saturation

There is a common perception that social services, such as mental health services and shelter sites, should be concentrated in a downtown core area, where a significant portion of the unhoused community generally resides, and that these services should not be extended to other communities. This view often stems from the belief that homelessness is primarily a problem for a downtown core, leading some municipalities to resist providing services out of concern that the issue would spread to their own neighbourhoods (Fenlon, 2024).

As the housing and homelessness crises continue to escalate, more individuals are moving towards the downtown core to access these services and shelters, often facing unsafe conditions with unfamiliar people, in already overcrowded spaces and understaffed resources. This concentration to the downtown core pushes vulnerable individuals away from their communities.

The issue is further complicated by the growing number of complaints about outdoor sheltering in parks, with concerns that these shelters are ruining the parks and neighbourhoods they are in. However, there are currently few viable alternatives. Building housing takes time and substantial financial investment, often requiring non-market developments in other communities, which many object to. Meanwhile, shelters in the downtown core remain overcrowded and many are perceived as unsafe. As of recent estimates, there are 1,665 unhoused individuals in Victoria with 67.4% of them experiencing chronic homelessness, though this number is likely an undercount. (Community Social Planning Council of Greater Victoria, 2023).

Many people are concerned about the impact of individuals with mental health challenges and social service needs have on their communities. The lack of affordable housing, social services, and mental health support often leads to homelessness, forcing individuals to leave their communities in search of help. In reality, mental health challenges are much more common than many realize and the struggle to access these services, and the resulting mental health challenges, highlight the importance of community support for all individuals.

- By the time people reach the age of 40, it is estimated that 50% will have dealt with or developed a mental health issue.
- Annually, in British Columbia, between 19.6% and 26.2% of residents—about one million individuals—will experience mental illness.
- Around 84,000 children and youth in the province are diagnosed with a mental health disorder, but fewer than one-third of them receive the necessary care.
- Approximately 58,000 children lack the support they require, which could increase their likelihood of facing homelessness later in life.

Adapted from (Canadian Mental Health Association, n.d.)

Neighbourhood Character

Neighbourhood residents often express concerns that affordable housing may be constructed with lower-quality materials or that these developments could negatively impact the area, particularly in historic neighbourhoods. There is a fear that such projects may disrupt the neighbourhood's architectural style, reducing its charm and overall appeal. Many worry that the introduction of affordable housing could lead to a decline in property values or alter the social dynamics of the community (British Columbia Housing, 2019).

What Makes Affordable Housing "Affordable"?

Affordable housing isn't made affordable through the use of low-quality materials or poor construction; rather, from affordable financing options available to those constructing the buildings. The National Housing Strategy offers a variety of programs to facilitate this such as the Affordable Housing Fund, which provides funding through low-interest and forgivable loans or contributions to specific partner organizations. In return for lower construction costs developers are required to include a certain percentage of affordable units in their new builds,

with the exact percentage varying depending on the specific program (Canada Mortgage and Housing Corporation, n.d.).

Additionally, partnerships with non-profits, local governments, First Nations, and the private sector can play a key role in identifying underutilized land and securing funding to support these projects. The Federal Lands Initiative offers unused land at little or no cost to applicants who meet the criteria and whose proposals aim to develop suitable affordable housing (Canada Mortgage and Housing Corporation, 2024).

What is Neighbourhood Character?

Neighbourhood character refers to the unique identity of a residential area, including its distinct features and qualities that define its sense of place. This concept is a vital aspect of urban planning, as it encourages the celebration of each neighbourhood's individuality, contributing to a city that thrives on diversity and vibrancy. This is why non-market housing must meet the same standards as market housing, making it indistinguishable from other properties.

Affordable housing developers should seek input during the early stages of design to ensure smooth integration into the perspective neighbourhood. To support this, BC Housing has developed a toolkit for affordable housing developers, providing guidance on how to engage the community and create designs that respect and enhance the area's unique character (BC Housing, 2019).

What Makes a Strong Neighbourhood?

A former Vancouver chief city planner, Brent Toderian, provided a set of key factors that separate great neighbourhoods from merely good ones, emphasizing what truly makes a community stand out (Toderian, 2019).

Key Factors of a Great Neighbourhood

1. **Accessibility**
   Meets all the basic needs of residents within a short distance. Key services like grocery stores, parks, and community amenities should be easily reachable on foot or by bike.
2. **Space for Movement and Health**
   Encourage active living. Provide easy access to places for walking, recreation, and social gatherings, promoting physical health and mobility.
3. **Diversity and Inclusion**
   Embraces people from a variety of backgrounds and economic statuses. True diversity is celebrated, not just tolerated.
4. **Green and Sustainable Design**
   Designed to reduce its carbon footprint through features like walkability, bikeability, and energy-efficient infrastructure, which together reduce reliance on fossil fuels and lower emissions.

- **Unique Character and Identity**
  Has a distinct personality that makes it memorable. Whether through its heritage, vibrant social scene, or unique features.

Adapted from Toderian, 2019.

Important Considerations

Ensuring community acceptance throughout both the development and operation phases is crucial for the successful integration of non-market housing into a neighbourhood. BC housing created a series of 5 guides that they consider a "tool kit" to help developers on how to gain the community's acceptance of non-market housing (BC Housing, 2019). These guides include everything from building partnerships with government to how to address community concerns.

5 Key Design Considerations for Community Acceptance

- **Honoring Neighbourhood Character:** Design buildings to blend with the neighbourhood using compatible materials, spacing, and height limits.
- **Protect and Enhance Privacy and Security for Residents and Neighbours**: Enhance privacy and security by applying Crime Prevention Through Environmental Design (CPTED) principles, including setbacks, screening, lighting, and passive surveillance, all while maintaining a welcoming design.
- **Create On-Site Gathering Spaces for Residents:** Incorporate a variety of shared amenities, such as playgrounds, daycare, and communal spaces, into the site plan based on the needs of residents.
- **Community Features**: Incorporate community amenities, like cafes, community art, or retail spaces, into the building design to encourage engagement and provide work opportunities,
- **Parking:** Ensure adequate parking for residents, including vehicles, bicycles, and mobility aids, to prevent street congestion and minimize impact on neighbours

  Adapted from British Columbia Housing, 2019.

Property Values

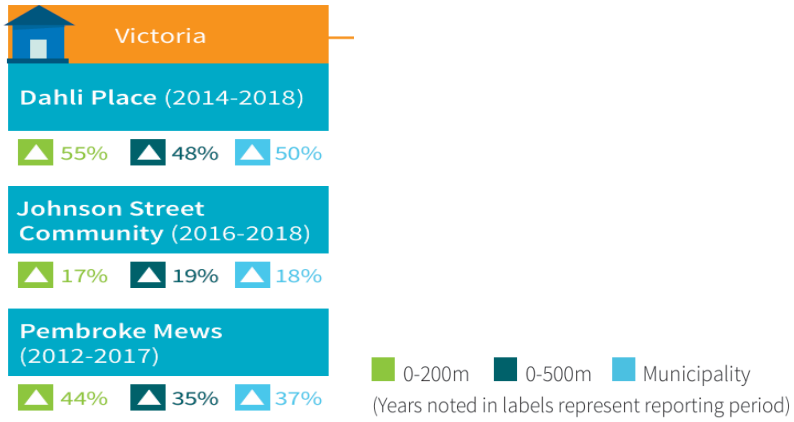
As housing prices and the cost of living continue to rise, many people fear that the introduction of affordable housing in their neighbourhoods will drive down property values. High property values not only provide financial benefits to homeowners but also signal a desirable neighbourhood, attracting businesses and investments. Many NIMBY (Not in My Backyard) attitudes stem from concerns about decreasing property values. However, NIMBYism is also influenced by zoning legislation in neighborhoods that are strictly designated for single-family detached homes, which prevents the development of projects like apartment complexes and affordable housing. This zoning may help maintain a more upscale feel in these areas by limiting higher-density housing options (Balintec, 2023).

Does Property Value Increase?

In 2020, BC Housing released a report examining the impact of non-market housing on surrounding property values (BC Housing, 2020). The study revealed that property values near the case study sites were either comparable to, or higher than, those of similar properties in surrounding areas. This indicates that the development of non-market housing, including supportive or affordable rental units, does not have a negative impact on nearby residential property values and may, in some cases, lead to an increase.

Figure 2

Percentage Change in Median Assessed Values



* Percentage change shown is the median assessed values for five years post-opening for most common surrounding residential property types (BC Housing, 2020).

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APPENDIX E

ALLIANCE TO END HOMELESSNESS IN THE CAPITAL REGION

Regional Overview of Permitted Sheltering Spaces

Date Submitted:
March 31, 2025



We gratefully acknowledge the financial support of the Capital Regional District.

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Regional Overview of Permitted Sheltering
Purpose and Scope

Across the Capital Regional District (CRD), parks and roadways play a central role in community life. They serve as public spaces that foster connection, recreation, and access to many stunning natural spaces. The preservation and maintenance of these areas is a shared responsibility undertaken by municipalities across the region. From rocky coastal trails to temperate rainforests and mountain trails, the CRD boasts some of the most beautiful natural landscapes in the world.

As housing costs continue to rise in recent years, public parks and roadways have become prominent parts of the discussion surrounding homelessness on the island. This shift has brought renewed attention to the legal policies and frameworks governing public space access.

In 2008, the right to shelter in public parks became a question faced by the BC Supreme Court. Victoria (City) v. Adams addressed the

> inevitable conflict between the need of homeless individuals to perform essential, life-sustaining acts in public and the responsibility of government to maintain orderly, aesthetically pleasing public parks and streets (2008).

The defendants argued that the city's prohibitions against temporary shelters infringed upon the unhoused's right to life, liberty and security of persons, rights guaranteed in section 7 of the Canadian Charter of Rights and Freedoms. Ultimately, the Supreme Court ruled in Adam's favour, declaring that Victoria's prohibition violated the Charter (Victoria (City) v. Adams, 2008).

This ruling illustrates the ongoing complexity faced by municipalities in balancing the protection and stewardship of public spaces with the needs of individuals experiencing homelessness. Balancing the needs of those facing homelessness and the public's best interest is the challenge. However, with an increased municipal focus on affordable housing and the needs of those facing homelessness, the CRD is making strides towards tackling the ever-evolving issue of homelessness.

This report examines the evolving discussion surrounding sheltering in parks and roadways through an in-depth analysis of municipal bylaws, provincial regulations, and federal laws governing the 13 districts of Southern Vancouver Island, collectively known as the CRD. This report begins with a brief overview of homelessness in the CRD, drawing upon provincial and regional data sets to frame the discussion of homelessness in the CRD. This is followed by a subdivision of the districts into two separate categories: districts that permit temporary overnight shelters and those that do not. Within each category, there is an analysis of the bylaws for each district. Additionally, each district's Official Community Plan (OCP) is analyzed for discussions of those facing homelessness in their community. While homelessness is an issue that touches every corner of this country, not every OCP includes information on homelessness. Consequently, this report focuses on the OCPs directly addressing that issue. To conclude, this an analysis of regional, provincial, and federal laws governing roads and green spaces is presented.

Indigenous Acknowledgement

The territory that we now refer to as the Capital Regional District has a long and storied history as the traditional territory of the Lkwungen (Lekwungen) and W̱SÁNEĆ peoples, and the Schian'exw (Beecher Bay), T'Sou-ke (Sooke), Elwha Klallam, and Makah First Nations.

We acknowledge and thank these peoples and communities for their continued stewardship, care, and leadership of these lands.

The disproportionate representation of unhoused, homeless, or precariously housed individuals from the Indigenous community points to deficiencies in the system to address the long-standing trauma.

The Alliance to End Homelessness in the Capital Region stands in solidarity with all the Nations to redress the colonial legacy that these lands and her people continue to endure.

Homelessness in the Capital Regional District

Homelessness in the Capital Regional District (CRD) is a multifaceted and evolving issue that intersects with housing availability, affordability, mental health, substance use, and broader social and economic factors. While the region has taken steps toward addressing these challenges through investments in supportive housing and community-based services, a significant number of individuals continue to experience housing instability or live without adequate shelter. In 2023, the Point-in-Time (PiT) count conducted across the CRD identified 1,665 individuals as experiencing homelessness in Greater Victoria. PiT counts serve as valuable snapshot for decision makers, providing helpful information to government and community and non-profit organizations, guiding these organizations towards programming and policies that reflect the needs of those experiencing homelessness and those at risk of homelessness. However, PiT counts are an undercount of the unhoused population. Those experiencing homelessness are not universally visible to the public, thus the PiT count provides information that is considered to be a minimum number of individuals experiencing homelessness. Consequently, the PiT Count stands as an underestimate and does not reflect the number of individuals experiencing hidden homelessness, including those fleeing violence, hospital patients and couch surfers.

Despite the limitations imposed by the PiT count, PiT studies provide snapshot data of homelessness in the region. In 2023, of the 1665 individuals surveyed, 32.9% identified as Indigenous. The Indigenous community represents nearly a third of the unhoused population surveyed but only accounts for 5% of Victoria's population (Davis et al., 2023).

All of the districts across the CRD exist upon the unceded territories of the lək ʷəŋən (Lekwungen) and W̱SÁNEĆ peoples, represented today by the Schian'exw (Beecher Bay), T'Sou-ke (Sooke), Elwha Klallam, and Makah First Nations. These communities are not immune to the history of colonization, and for the unhoused Indigenous individuals seeking shelter in city parks, these bylaws hold far less precedent than their ancestral claim to these lands. In 2018, this became a legal issue when the District of Saanich attempted to remove an encampment from Regina Park. One of the defendants, Christine Brett, refused to vacate, stating that she "had seized Regina Park land pursuant to a proclamation from the year 1700" (Saanich (District) v. Brett, 2018). Legal cases like Saanich v. Brett, alongside the disproportionate representation of Indigenous peoples amongst the unhoused community highlight the ongoing challenges and structural inequities that continue to affect Indigenous communities across the country.

Finally, this report would like to note the challenge that people of colour, women and members of the 2SLGBTQI+ community face many additional challenges as members of our community facing homelessness. Family members and/or landlords with personal biases or prejudice can increase the likelihood of housing insecurity in these communities. In the broader discussion of homelessness, we need to ensure that the needs of these diverse communities are met with equality, compassion and care.

What is Homelessness?

Understanding homelessness begins with our collective understanding of what it means to be living without permanent shelter. Homelessness, as it is defined by the Canadian Observatory on Homelessness (COH) "describes the situation of an individual, family, or community without stable, permanent, appropriate housing, or the immediate prospect, means, and ability of acquiring it" (Gaetz et al., 2012). Within that framing, the COH provides a typology to assist our understanding of the issues at hand. This typology includes:

Unsheltered or absolutely homeless and living on the streets or in places not intended for human habitation;

Emergency Sheltered, including those staying in overnight shelters for people who are homeless, as well as shelters for those impacted by family violence;

Provisionally Accommodated, referring to those whose accommodation is temporary or lacks security of tenure

At Risk of Homelessness, referring to people who are not homeless, but whose current economic and/or housing situation is precarious or does not meet public health and safety standards. (Gaetz et al., 2012)

Using a comprehensive and multifaceted understanding of homelessness allows for a nuanced approach to addressing its root causes and finding sustainable solutions that consider the diverse needs of those affected.

Additionally, we use the terms "unhoused" and “persons/individuals experiencing homelessness” instead of "homeless people/individuals." As an adjective, homelessness emphasizes what an individual lacks, whereas unhoused or experiences of homelessness emphasize what has happened to the individual in question. The terms "unhoused" and “experiencing homelessness” reinforce the idea that housing is not a privilege but a fundamental human right and can impact how we advocate for positive change in public discourse and political policy.

Understanding homelessness through a systemic lens allows us to move beyond stereotypes and misconceptions that place undue blame on individuals. Instead, it highlights the broader economic, social, and political forces—such as rising housing costs, stagnant wages, and insufficient social support systems—that contribute to the growing number of unhoused individuals.

Sheltering in the Capital Regional District

This section contains information on municipalities that permit sheltering overnight and those that do not. This is followed by a discussion of sheltering in parks and bylaws that address sheltering on roadways. From there, provincial and federal regulations that overlap with the CRD are analyzed, providing a thorough understanding of the legal landscape.

Municipalities that Permit Sheltering

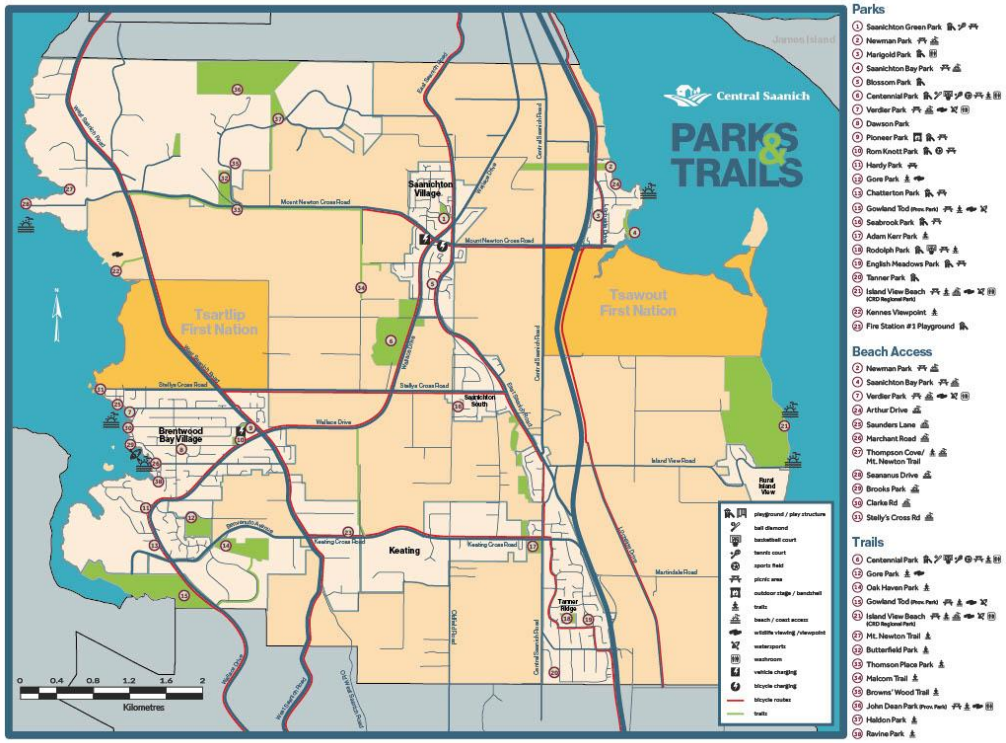
Seven municipalities within the Capital Regional District permit temporary overnight shelters in parks: Central Saanich, Colwood, Langford, North Saanich, Saanich, Sidney, Victoria, and the electoral districts of Salt Spring Island, Juan de Fuca and the Southern Gulf Isles. Each jurisdiction has bylaws governing the use of municipal parks and roadways. This section examines those bylaws on a case-by-case basis. For each district, a brief introduction and a map of municipal parks is provided, followed by an overview of relevant bylaws related to sheltering in parks and, subsequently, sheltering on roadways.

Central Saanich

Located in the heart of the Saanich Peninsula, Central Saanich is on the traditional territory of the W̱SÁNEĆ people, which includes W̱JOŁEŁP (Tsartlip) and SȾÁUTW̱ (Tsawout) First Nations. Home to over 17,000 residents (Central Saanich, 2025), the municipality governs 25 parks, (see Figure 3).

Parks.

Figure 1
Central Saanich Parks and Trails Map



Note: Municipality of Central Saanich, date unknown

These parks are covered by the Parks, Beaches, and other Public Places bylaw, adopted by Central Saanich in 1985. The bylaw contains 31 sections, and section 13 directly addresses the question of temporary overnight shelters (Central Saanich, 1985).

Section 13 begins:

> No person may erect or construct, or cause to be erected or constructed, a tent, building or structure, including a temporary structure such as a tent, in a park without first obtaining written permission from the District.

Subsection (a) directly underneath this section stipulates that an unhoused individual may shelter "where there is no accessible shelter accommodation available in the District." As we demonstrate, this conditional language appears consistently across municipalities in the CRD that permit sheltering. However, there are limited emergency shelters for the unhoused outside of Victoria in the CRD. Consequently, this language is somewhat misleading, although it may suggest that Central Saanich is looking to develop accessible accommodation within the district.

Additionally, subsection (a) outlines a list of "Prohibited Areas" within the district, and individuals must consult this list to determine where sheltering is not permitted. "Prohibited Areas," according to the district, include:

> maintained or landscaped public lawns, beaches, playgrounds, gardens, tennis courts or other sports facility courts, sports fields, dugouts, stages, bleachers, washroom facilities, picnic shelters, gazebos, pathways, driveways, roadways, lanes, bridges, docks, wharfs, boulevards, areas of a Park that have otherwise been issued a permit pursuant to this bylaw, and all other offices, community and recreational facilities, and parking lots that are owned by the District (Central Saanich, 1985).

This regulation includes several public use spaces designated for a specific function, such as tennis courts, playgrounds, or pathways. Restricting the unhoused from sheltering on or in these spaces seemingly prioritizes preserving designated recreational and public-use areas, reflecting a municipal interest in maintaining access, safety, and intended use. However, the extensive scope of these restrictions may limit the number of viable locations available for individuals seeking temporary shelter, particularly in municipalities without dedicated emergency shelter facilities. Including "maintained or landscaped public lawns" as a prohibited area restricts the unhoused to rugged and hidden sections within public parks.

Subsection (b) introduces a time-based limitation for the unhoused, with a designated window between 7:00 p.m. and 9:00 a.m. While designed to address potential safety, maintenance, and public use concerns, they can contribute to recurring displacement for individuals without access to permanent shelter.

This restriction adds further complication when personal possessions are considered. Sheltering in a park outside of the designated hours places the personal possessions of an unhoused individual at risk of seizure or disposal. Police and Bylaw officers possessing seized property may classify unhoused belongings as "refuse," landing these belongings in the trash. All remaining "chattel" seized by the

District can be challenging to retrieve. The loss of personal property often places an emotional and/or economic burden on the individual in question, jeopardizing their health and well-being

Subsection (c) of the bylaw introduces a further limitation, prohibiting temporary overnight shelters from adjoining or connecting to one another. While intended to prevent the establishment of encampments, this clause may also limit the sense of safety or mutual support that can arise from proximity to others. Individuals may be reluctant to leave their temporary shelter due to concerns about the security of their belongings in their absence.

Roadways.

Central Saanich has legislated two separate bylaws regarding sheltering on roadways: Bylaw No. 2018, established to regulate traffic and the use of highways, and Bylaw No. 804, addressing Parks, Beaches, and other Public Places.

Bylaw No. 2018 prohibits individuals from stopping on a highway, road, street or lane "for the purpose of temporarily residing or sleeping between 9:00 pm and 6:00 am" (Central Saanich, 2019). This bylaw restricts individuals from sleeping on a roadway, excluding private property and parking lots. Frequently regulated by time restrictions or parking fees, parking lots often have restrictions that significantly impact one's ability to shelter. The bylaw concerning Parks and Beaches also prohibits motor vehicles from remaining in a public park between 11:00 pm and 6:00 am.

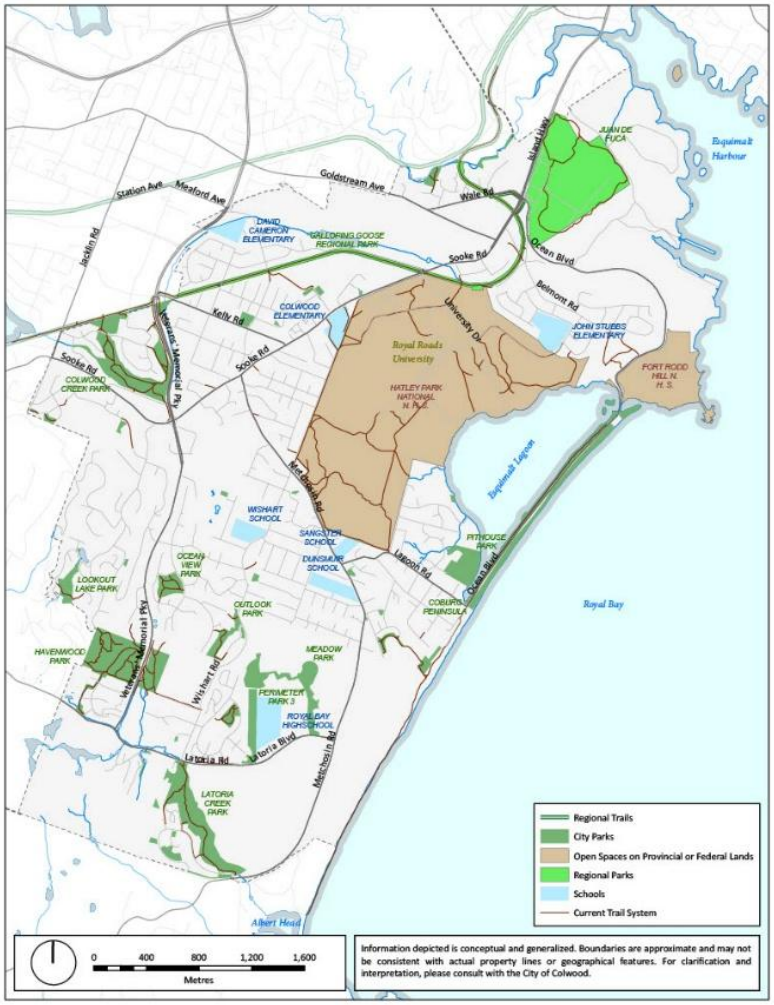
Although primarily intended to ensure public safety, these restrictions limit access to key spaces that individuals might rely on for temporary refuge, especially when emergency shelters are unavailable. These regulations can contribute to the cycle of displacement faced by individuals without stable housing. When forcibly displaced, the unhoused must relocate or face penalties for non-compliance. Failure to comply with these bylaws only places an additional economic burden upon individuals who frequently lack a significant and consistent means of income.

Colwood

Located on the ancestral lands of the Teechamista and the lək̓ʷəŋən-speaking people of the Songhees and Xwsepsum Nations, the City of Colwood is home to approximately 19,000 residents as of April 2023 (Colwood, 2023). With over 7 km of "pristine ocean waterfront," and 52 parks (illustrated in Figure 4), this fast-growing seaside community is home to several historic sites, including Hately Castle at Royal Roads University and Fort Rodd Hill (Colwood, 2023).

Parks.

Figure 2
Colwood Parks and Open Spaces Map



Note: Municipality of Colwood, date unknown

In 2019, Colwood adopted Bylaw No. 1771, intended for the "management, control and use of parks, beaches and public open spaces," within the city. Section five contains six subsections, alongside various clauses, that address the use of temporary overnight shelters within Colwood's municipal parks. Subsection 5. (2) states:

> Where there is no accessible overnight shelter accommodation available with the City of Colwood or the vicinity thereof a person who has neither a fixed address nor a predictable safe residence to return to on a daily basis may, subject to the restrictions set out in subsection (3), erect and occupy a temporary overnight shelter in a park (Colwood, 2019).

The language discussing "accessible overnight shelter accommodation" within the District echoes the framework of Central Saanich's temporary overnight shelter bylaw. However, Colwood takes their bylaw one step further by extending the bubble for emergency shelters to include "the vicinity thereof." As a fundamental framework, the City of Colwood likely adopted these regulations to address immediate sheltering needs while balancing public space management. However, the lack of clarity

around the term "vicinity thereof" introduces ambiguity, potentially complicating the application and enforcement of the bylaw for individuals seeking temporary shelter.

Subsection 5. (3) provides the time-based limitations for temporary overnight shelters. It states that a shelter "not be erected before 7:00 pm on any one day," and must be removed by 8:30 am the following day (Colwood, 2019). These restrictions ensure that public parks can be accessed by all members of the public during the most active times of day. However, for individuals experiencing homelessness, these time-based limitations enforce a cycle of constant displacement, contributing to a pattern of instability.

The fourth subsection provides a series of location-based limitations on shelters within Colwood's parks. It begins by prohibiting shelters from within 40 meters of various public amenities, such as playgrounds, beaches and skate parks. These restrictions aim to preserve public access to the district's amenities, while permitting the unhoused to shelter, Additionally, the restrictions that prohibit temporary overnight shelters on public roads, bridges, and parking lots illustrate a care and attention for the wellbeing of the unhoused. However, reliance on precise knowledge of distances, like the 40-metre restrictions, imposes conditions upon temporary shelters that may not be publicly available to the unhoused. The final subsection 5. (4) prohibits the unhoused from sheltering within "an environmentally sensitive area" (Colwood, 2019). While this limitation is clearly intended to help preserve our natural environment, clearly identified "environmentally sensitive areas" are needed to ensure compliance with this regulation.

Any temporary shelter that fails to abide by the bylaw "constitutes a chattel unlawfully deposited in a Park" (Colwood, 2019), permitting any law enforcement or bylaw officer the right to remove and impound the items in question. Once seized, these possessions may be held, sold, or disposed of "in accordance with the provisions of section 6" (Colwood, 2019). For individuals experiencing homelessness, the bureaucratic process of retrieval may prove exceedingly difficult. Additionally, when items are deemed as refuse, they may be discarded. This can result in the loss of essential possessions and may contribute to further hardship for the unhoused.

Roadways.

The Parks Management Bylaw includes two separate provisions related to sleeping in public spaces. To begin, subsection 4. (8) (a) prohibits individuals from sleeping overnight in a vehicle within park boundaries. Additionally, subsection 5. (5) (a) states that temporary overnight shelters must not obstruct any highway, road, or lane. Although this subsection does not apply to an individual sleeping *within* a vehicle, this legislation prioritizes the safety of the unhoused while additionally ensuring that park roads are fit for public use. However, the restrictions imposed upon sheltering within a vehicle can leave individuals with limited options.

Official Community Plans and Homelessness.

Colwood includes "Homelessness" as a "Key Area of Local Need" within the broader discussion of housing in the district, alongside "Affordable Housing," and "Rental Housing" (Colwood, 2018). Although the description is brief, the document notes that homelessness is rising with the CRD. Objective 9.2.2, policy 9.2.2.1 additionally addresses the district's need for non-market and rental

housing. The focus on new affordable rental housing illustrates the district's awareness of the current rental housing challenges across the CRD. Additionally, subsection e. calls for Colwood to seek:

partnerships with non-profit agencies and other levels of government to access housing programs directed towards specific populations, such as…those at risk of homelessness (Colwood, 2018).

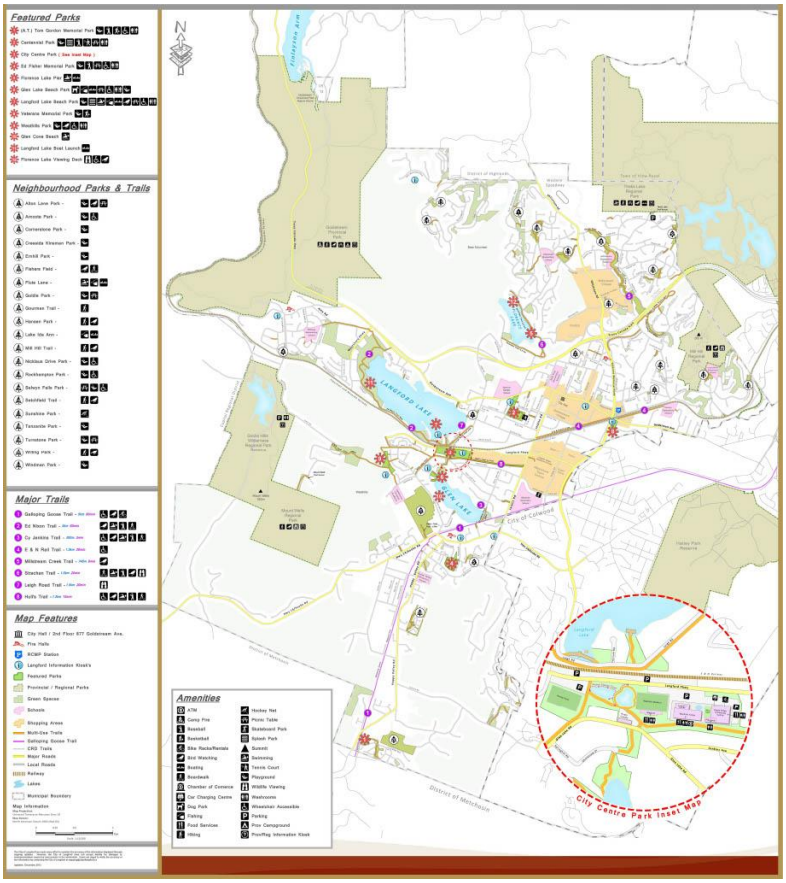
While brief, Colwood's recognition of homelessness as a key area of concern—paired with its commitment to collaboration and support for non-market housing—reflects an understanding of the broader housing pressures within the region and a willingness to explore solutions in partnership with other stakeholders.

Langford

Located on the traditional territory of the Coast Salish peoples, specifically the Xwsepsum (Esquimalt), lək ʷəŋən (Songhees), Sc'ianew (Beecher Bay), and the W̱SÁNEĆ Peoples represented by the Tsartlip, Pauquachin, Tsawout, Tseycum, and Malahat Nations, Langford the City of Langford is one of largest districts by population size within the CRD. As of 2022, the city had approximately 49,345 residents, experiencing consistent growth across the last decade (City of Langford 2022). Langford is home to over 2,200 acres of green space and has several provincial, regional and municipal parks (Langford, 2025).

Parks.

Figure 3
City of Langford Parks and Trail Map



Note: City of Langford, 2013

The City of Langford is home to a wide array of green spaces governed by various levels of government. While the City regulates all municipal parks, regional parks, like Thetis Lake, are governed by the CRD, and provincial parks, such as Goldstream Provincial Park, are governed by the Province. This section focuses exclusively on the municipal parks and the bylaws that regulate their use, while the next two sections focus on regional and provincial legislation, respectively.

Langford's bylaws regulating temporary overnight sheltering in parks include time-based restrictions, requiring shelters to be removed by 7:00 a.m. These requirements can be particularly difficult for individuals lacking electricity access or facing mobility challenges. While intended to maintain accessibility and order in public spaces, these limitations may contribute to a cycle of frequent relocation for those sheltering outdoors.

The clauses listed under (c) and (d) pose additional location-based restrictions on temporary shelters. Cause (c) prohibits temporary overnight shelters within 10 meters of public bathrooms, beaches, roads, and trails. At the same time, clause (d) imposes a 100-meter prohibition on shelters near playgrounds, gardens, sports facilities, picnic shelters, gazebo, or cenotaph.

These restrictions establish guidelines for the use of temporary overnight shelters. By prohibiting sheltering near essential amenities such as washrooms and beaches, as well as recreational or ceremonial areas like sports facilities and cenotaphs, this clause prioritizes general use for public amenities. While intended to preserve the intended use of public spaces, these regulations may overlook the challenges unhoused individuals face in accessing safe, dignified, and functional shelter.

The subsequent bylaw following the discussion of temporary overnight shelters declares that "any temporary overnight shelter erected or maintained contrary to this bylaw my be removed under subsection 6.4" (City of Langford, 2023). Subsection 6.4 permits the city to "remove, seize and impound or cause the removal, seizure or impoundment of any chattel," (City of Langford 2023) within the park; this subsection places the possessions of the unhoused at risk for disposal, placing an economic burden on the unhoused to replace their lost belongings.

Roadways.

The City of Langford has no bylaws restricting individuals from sleeping in their cars while parked in a city park. However, the same can not be said of the city's roadways. Traffic Bylaw 33, adopted by the City of Langford in 1997, prohibits individuals from using "any vehicle, trailer or camper parked on a road" for lodging, sleeping or as a residence. This regulation leaves the unhoused with fewer options for safe and legal shelter, potentially forcing them into more precarious situations.

Official Community Plans and Homelessness.

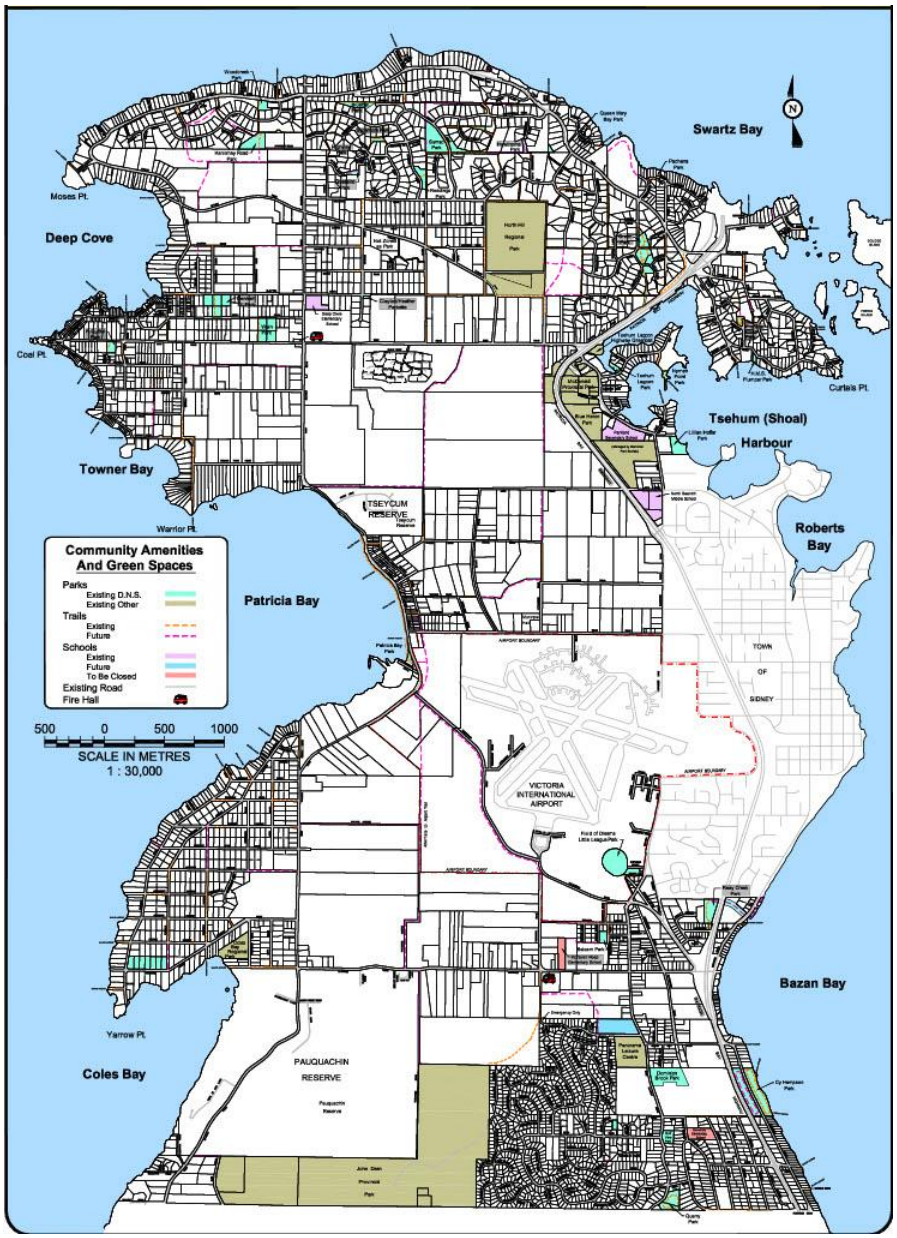
The Official Community Plan for Langford focuses chapter seven on a discussion of "Our Housing," In the introduction, the city notes that access to affordable housing has become a pressing concern in the region. Consequently, Langford's OCP designates a considerable discussion to increase affordable housing in the region while aiming to access housing programs directly for at-risk populations, including those at risk of homelessness (Langford, 2024). Policy 7.6.1 states that the city "will work with local social service providers, culture or religious groups, and senior levels of government to locate emergency shelter facilities in the community on an as needed basis" (Langford, 2024). Langford's OCP illustrates that the district is actively working to address the needs of the unhoused community.

North Saanich

Located at the northern tip of the Saanich Peninsula, the District of North Saanich is part of the ancestral lands of the WSÁNEĆ peoples, today represented by the WSIKEM (Tseycum), and the BOḰEĆEN (Pauquachin) First Nations (North Saanich, 2025). Home to approximately 12,000 residents, this rural-residential district encompasses the Victoria International Airport, the Swartz Bay Ferry Terminal and the 443 Maritime Helicopter Squadron for the Canadian Armed forces (North Saanich, 2025).

Parks.

Figure 4
North Saanich Parks and Community Amenities



Note: District of North Saanich, 2007

North Saanich encompasses 29 local parks collectively governed by the municipality. Falling directly under the heading "Temporary Overnight Shelters," section 22 states that an unhoused person may erect a temporary overnight shelter "[w]here there is no overnight shelter accommodation available within the District of the vicinity thereof" (North Saanich, 2018). This section serves to establish conditions for the use of temporary over night shelters. However, without clarifying what "vicinity thereof" constitutes, it is difficult to determine what initial conditions must be met to shelter overnight in North Saanich. The closest emergency shelter to the district is over 25 kilometres away, imposing a significant burden on the unhoused to relocate if the "vicinity thereof" encompasses the shelters in Victoria.

The remainder of the bylaw provides time and location-based restrictions. Shelters in North Saanich "must not be erected before 7:00 p.m. in any one day and must be taken down and removed before 9:00 a.m. on the following day," (North Saanich, 2018), providing a larger window for occupation than Central Saanich, Langford or Colwood.

The location-based restrictions outlined in the North Saanich Bylaw limit where temporary overnight shelters can be set up in local parks, but it is more lenient than some other districts. While the bylaw restricts shelters from being placed "within or upon" park features, such as playgrounds, beaches, and sports courts, it does not provide any meter-based distance limitations (North Saanich, 2018). Consequently, while individuals cannot set up shelters for public amenities, the bylaw is less stringent than other districts that impose a defined distance. These rules allow for more flexibility but still aim to protect high-traffic or sensitive areas from disruption.

Moreover, the bylaw does not threaten to dispose of any shelters that do not comply with these bylaws. The penalties outlined are economical, falling between $1,000 and $10,000 for each offence (North Saanich, 2018). Where the economic penalties would surely impose an untenable burden on the unhoused, the district does not directly threaten the personal property of the unhoused.

Roadways.

Two separate bylaws in North Saanich address sheltering on roadways: Bylaw No. 1261, regulating streets and traffic, and Bylaw No. 1470, regulating the use of parks. Under the heading "Stopping, Standing and Parking Vehicles," Bylaw 1261 explicitly prohibits a vehicle "on any highway, or within the same block on either side of the roadway for a continuous period exceeding 24 hours," (North Saanich, 2015). While this bylaw mandates that parked vehicles relocate every 24 hours, it does not explicitly forbid an individual from sheltering within their car.

However, the same can not be said about vehicles within public parks. Bylaws 1261 and 1470 collectively prohibit individuals from parking their vehicles "in any public park or school ground between midnight and 6:00 am" (North Saanich, 2015). These restrictions create barriers for individuals seeking to use their vehicles as temporary shelters, leaving them with limited options for safe and legal overnight accommodation. As a result, unhoused individuals may be forced to park in unsafe or illegal areas, increasing their vulnerability.

Bylaw 1470 prohibits an individual from erecting a temporary overnight shelter on roadways, bridges, or dedicated highways (North Saanich, 2018). By restricting the presence of temporary overnight shelters on roadways, this bylaw prioritizes public access to these spaces while ensuring safety for both the unhoused and the public. This restriction promotes the safe use of roads and minimizes potential conflicts with traffic and other public functions.

Saanich

Saanich encompasses 103.44 square kilometres of territory and is home to over 114,000 people, making the district the largest and most populous within the CRD. The district occupies the ancestral lands of the lək̓ʷəŋən peoples, today represented by the Songhees and Esquimalt Nations, as well as the W̱ SÁNEĆ peoples; the W̱ JOŁEÂP (Tsartlip), BOḰEĆEN (Pauquachin), SṮÁUTW̱ (Tsawout), W̱ SIḴEM (Tseycum), and MÁLEXEÂ (Malahat) Nations. (District of Saanich, 2025).

Parks.

Figure 5
Saanich Parks



Note: District of Saanich, date unknown

As the largest municipality within the CRD, Saanich is home to many regional and municipal parks. These green spaces encompass the University of Victoria, Elk Lake, and Swan Lake, amongst over 170 additional parks. A range of jurisdictions govern the parks; however, the Parks and Management Control Bylaw, adopted by Saanich in 1997, regulates the majority of the green spaces within the district.

Point 14.1 of the Parks Management Control Bylaw provides the general regulations for an overnight shelter within Saanich's parks. This provision specifies that a person can erect a temporary overnight shelter "where there is no accessible overnight shelter accommodation available within the District of Saanich or the vicinity thereof," (District of Saanich, 1997). Unfortunately, the bylaw fails to define "vicinity thereof," imposing a significant degree of ambiguity on the specifications of this bylaw.

Subsection 14.1(b) states that any temporary shelter erected or occupied in a park that does not adhere to the regulations outlined in Schedule "C" will be considered an unlawful deposit. This stipulation in the bylaw means the shelter and any associated belongings could be classified as "chattel" and removed, seized, impounded, and potentially sold.

Diving the temporary overnight shelter regulations into two documents (the Parks Bylaw and Schedule "C") creates additional barriers to a comprehensive understanding of Saanich's bylaws. The regulations laid out in Schedule "C" provide a more detailed breakdown of temporary shelter guidelines. It includes three main components: time restrictions, location-based restrictions, and a list of parks where shelters are permitted.

Schedule "C" lists 81 parks where temporary overnight shelters are permitted. This list, separated from the body of the bylaw, adds an additional challenge to compliance with the bylaw. Any individual hoping to shelter within a Saanich park must first confirm that the park is on this list or risk the seizure of their possession. Additionally, temporary overnight shelters are not permitted on environmentally sensitive areas, beaches, gardens, and walkways. These regulations illustrate Saanich's attention to balancing the needs of the unhoused community with the public's best interests. However, it is important to emphasize that the unhoused must be able to access and understand these regulations to ensure they function as a productive tool for this dynamic district.

Roadways.

Saanich has two separate bylaws that directly impact sheltering in a vehicle: the Parks Management and Control Bylaw (No. 7753) and the Streets and Traffic Regulations Bylaw (No. 8382). The Parks bylaw prohibits individuals from parking "in any park at any time between the hours of 11:00 p.m. and 6:00 a.m.," (District of Saanich, 1997) the following day. This regulation effectively limits the use of the park's parking lots for overnight shelter.

The Streets and Traffic Regulations outlines further restrictions for vehicles as shelters. Subsection 7.17 states

> No person shall use any vehicle or trailer parked on a street for the purpose of lodging, sleeping accommodation or a residence (District of Saanich, 2002).

This bylaw keeps individuals from using public roadways as shelter. Consequently, there are few legal options for those seeking to shelter overnight in their vehicle. Furthermore, the few locations that permit overnight vehicle shelters often come with an economic barrier to entry. For those with little disposable income, these costly legal options may not be accessible.

Official Community Plans and Homelessness.

Chapter eight of Saanich's OCP, "Housing," discusses how the housing crisis has impacted the district and its residents. The OCP notes that the district has a limited housing stock and extremely low vacancy rates, putting more individuals "at risk of unsuitable housing and homelessness" (The District of Saanich, 2024). After discussing the challenges concerning housing in Saanich, the OCP proceeds to develop well-researched policy objectives to increase rental and affordable housing.

Section 8.3, "Affordable and Supportive Housing," provides several clear objectives focused on addressing the issue of homelessness. Policy 8.3.10 identifies the need to develop a comprehensive range of housing options for those at risk of homelessness, including shelter, transitional housing, and supportive housing. This approach lessens the burden other emergency and critical housing providers feel across the district (District of Saanich, 2024). The OCP legislation continues to echo this tone with

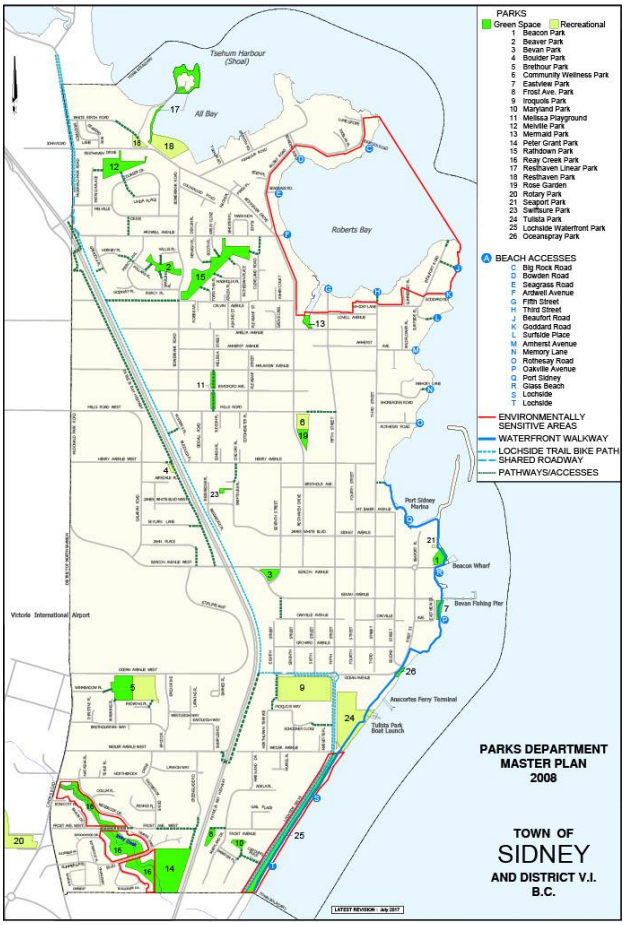
the attention directed toward developing non-market housing units. The increased attention toward discussing affordable housing and homelessness within the district provides Saanich with obtainable objectives to help reduce housing insecurity across the CRD.

Sidney

Located on the northeastern coast of the Saanich Peninsula, the Town of Sidney is located on the ancestral territory of the W̱SÁNEĆ peoples, including the Tsartlip, Pauquachin, Tseycum, Tsawout, and Malahat First Nations. With a population of approximately 12,318 people, this waterfront community is the closest urban center to the Swartz Bay Ferry Terminal, making it a key gateway to Vancouver Island (Sideny, 2025).

Parks.

Figure 6
Sidney Parks Map



Note: Town of Sidney, 2017

The Town of Sidney is home to the 28 parks and beaches, which are collectively governed by Bylaw No. 1688, "A Bylaw to Establish Rules and Regulations Governing the Use of Public Parks, Including Boulevards and Beaches," (Town of Sidney, 2001). Falling under the heading "Overnight Accommodation and Erecting Temporary Shelters," the bylaw lays out a series of location and time-based restrictions that reflect the bylaws previously examined in the districts above. The bylaw begins:

> A Homeless Person may take up overnight accommodation and erect or occupy a temporary shelter in a Park between the hours of 7:00 p.m. on one day and 9:00 a.m. the following day (Town of Sidney, 2001).

The framing of this bylaw is notable because Sidney does not introduce any qualifications that must be met before an individual may shelter in a park. Although various location-based restrictions are listed under section 12.1, Sidney's bylaws differ notably from Central Saanich, Colwood, North Saanich and Saanich.

Section 21.1 proceeds with eight subsections outlining the regulations for temporary overnight shelters. Subsection a) to d) provide a list of location-based restrictions, ensuring the park's amenities, such as trails and picnic shelters, remain accessible to the public. Subsection e) declares that any damage to town property, including plants, trees, and infrastructure, is prohibited, while subsection f) mandates that no garbage is left once the unhoused vacate the park. The last two subsections declare that shelters cannot interfere with city employees "in the performance of his duty," and they must not be erected on roads. These regulations provide clear guidelines for the use of a temporary overnight shelter in Saanich.

Roadways.

The town of Sidney has no bylaws forbidding an individual from sheltering within a vehicle in a city park. Although Sidney has few parks compared to many other districts with the CRD, the ability to shelter on park roadways provides more options for those with vehicles.

Sidney's traffic bylaw prohibits any individual from using a "vehicle or trailer parked on a street for the purpose of lodging, sleeping accommodation or a residence," (Town of Sidney, 2001). This bylaw effectively limits vehicular sheltering on most roadways within Sidney, forcing individuals to seek accommodation elsewhere or risk legal repercussions.

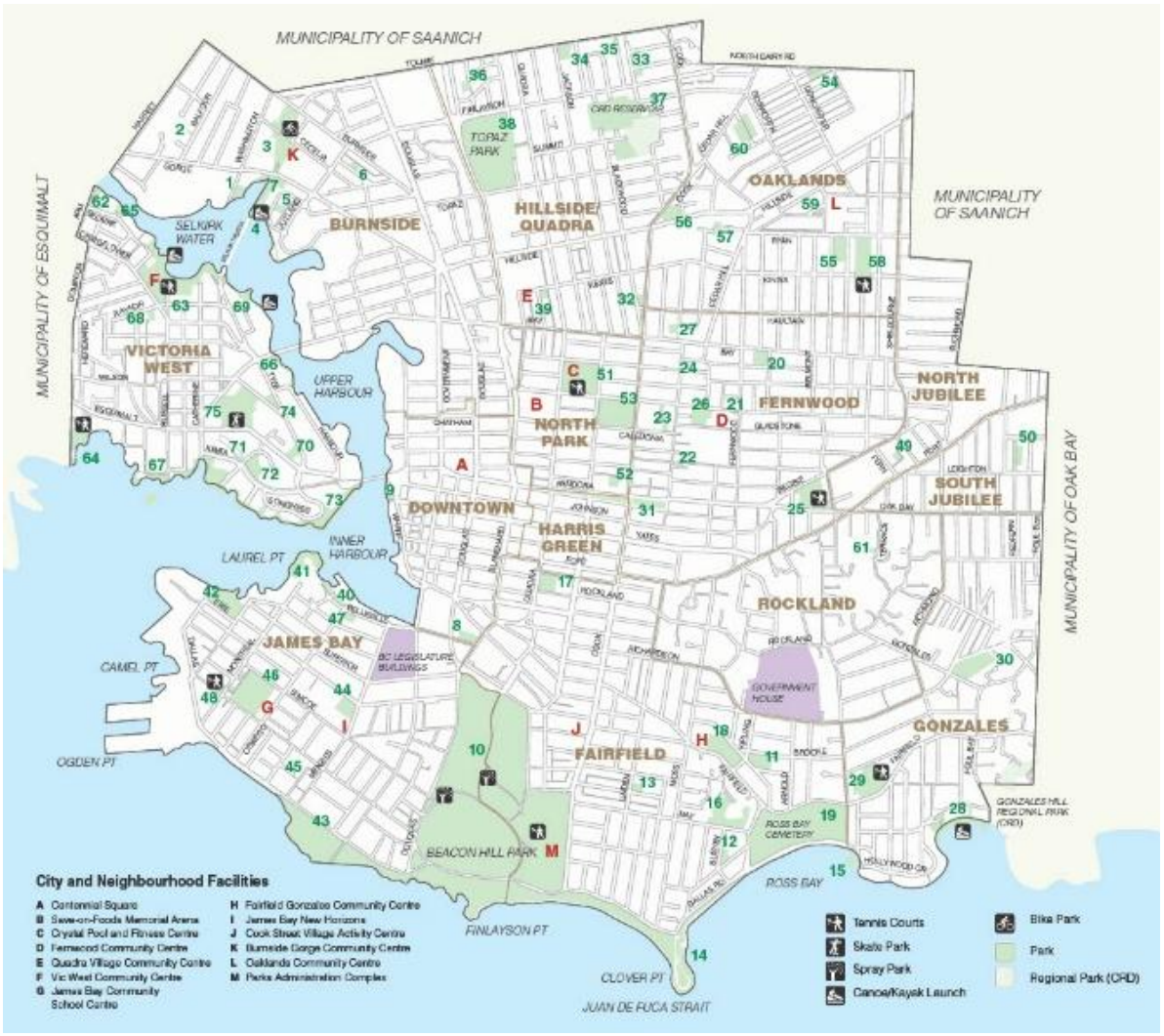
Victoria

The City of Victoria has ten homeless shelters and holds most of the resources for the unhoused within the downtown core. As the Capital of the Province, approximately 94,000 people call Victoria home. However, with the concentration of resource centers for the unhoused centred in and around the Victoria downtown core, homelessness is more visible in Victoria than in many of the other districts in the CRD.

Victoria is home to 105 parks, British Columbia's Parliament Buildings, and the largest downtown core in the CRD. Stretching across the southern tip of Vancouver Island, the city occupies the homelands of the Songhees and Xwespsum Nations (City of Victoria, 2025).

Parks.

Figure 7
City of Victoria Parks Map



Note: North Jubilee Neighbourhood Association, date unknown

In the City of Victoria, the debate surrounding sheltering in parks has played out extensively in both public discourse and the courts, shaping the city's approach to managing its green spaces. In 2008, the BC Supreme Court ruled that the city was violating the unhoused right "to life, liberty and the security of the person" (Victoria (City) v. Adams, 2008) under section 7 of the Charter. Following this ruling, the city adopted a new set of bylaws aligned with the Supreme Court's decision.

The Parks Regulation Bylaw, adopted by the City in 2007, begins the discussion of temporary overnight shelters under the heading "Construction." Point 16 (1) states that an individual:

> A person may erect or construct, or cause to be erected or constructed, a tent, building or structure, including a temporary structure such as a tent, in a park only as permitted under this Bylaw, or with the express prior permission of the Council, (City of Victoria, 2007)

Unlike the other districts examined, the City of Victoria explicitly grants anyone compliant with the bylaw the right to shelter within a park. Although all the other districts' bylaws effectively achieve the

same ends, the positive language (“may erect or construct” as opposed to prohibitive language) suggests that this bylaw was directly impacted by the Supreme Court’s ruling.

Under the heading “Overnight Shelter,” the Parks Regulation Bylaw lists a series of regulations for temporary overnight shelters, primarily focused on time and location. The unhoused are only permitted to shelter between 8:00 p.m. and 7:00 a.m. when daylight savings is in effect and only 7:00 p.m. and 7:00 a.m. when it is not.

Like many other districts discussed, the City of Victoria prohibits temporary shelters from occupying space in a playground, sports field, road, or an environmentally or culturally sensitive area. Subsection (3) additionally includes restrictions on the proximity to playgrounds, schools, and other shelters, while additionally limiting the size of the shelter to 9 square metres (City of Victoria, 2007). These restrictions balance the needs of the unhoused with the public's best interest. However, there are several parks across the City of Victoria where temporary overnight shelters are not allowed (see the entirety of the bylaw in Appendix B). This distinction is important information for the unhoused to ensure their shelter meets the legal requirements outlined in this bylaw.

The final sub-sections under “Overnight Shelter” concern the use of barbeques, stoves, heaters, and flammable liquids in city parks. This section concerns a matter of public safety. The use of heating appliances or open flames in or around a temporary overnight shelter threatens the well-being of the unhoused and the park. However, this regulation poses a significant challenge to the comfort of the unhoused, particularly during extreme cold weather events.

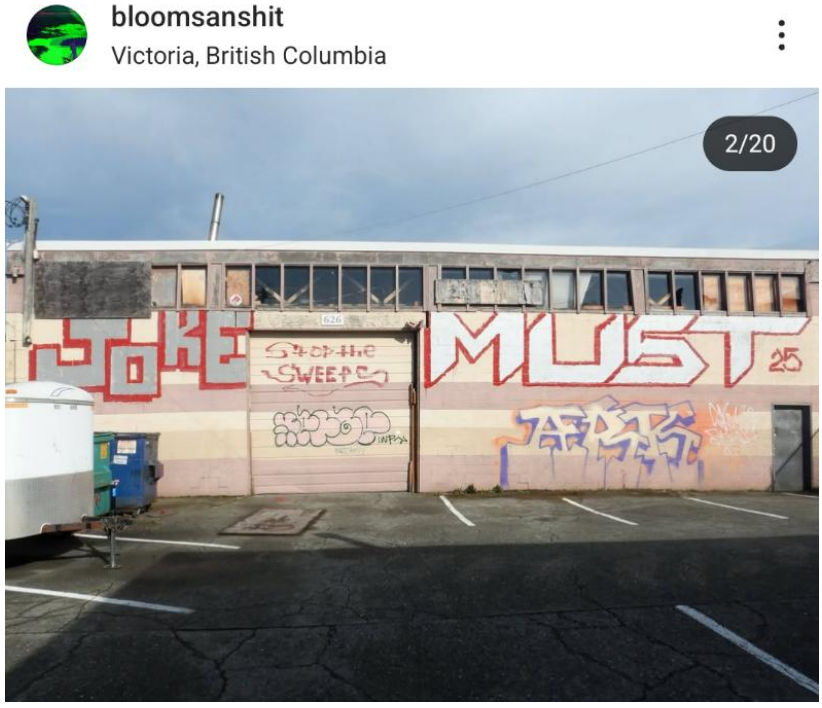
City officials have been criticized for what Martin Girard, a legal advocate at the Victoria Liberation Front, describes as “forced displacement,” or as Victoria News described it, “street sweeps or encampment cleanups” (Laurin, 2024). Furthermore, the harsh actions of bylaw officers have also caught the attention of local graffiti artists. "Bloomsanshit," a Victoria-based graffiti archivist, documented two instances of a "Stop the Sweeps" tag on March 20, 2024 (see Figure 10 and Figure 11), highlighting growing resistance to these enforcement practices. These public displays of opposition, much like past protests, reflect the increasing frustration among community members toward the city's restrictive policies on public space and the treatment of the unhoused. These “sweeps” often lead to dispossession of the unhoused private property when shelters remain past the allotted hours. When these belongings are classified as “refuse” or garbage, the unhoused lose hope of reclamation. This practice encourages the unhoused to find shelter in more precarious or vulnerable locations.

Figure 8
"Stop the Sweeps" Tag – Close Up



Note: Instagram user "bloomsanshit", posted March 16, 2025

Figure 9
"Stop the Sweeps" Tag - Distance



Note: Instagram user "bloomsanshit", posted March 16, 2025

Roadways.

Within the Parks of Victoria, subsection 12 (1) (k) and (l) of the Parks Management Bylaw declare that an individual may sleep inside their car "only if" they have received "prior express permissions" from the Director. While these subsections do not shut down the possibility of sheltering in a vehicle within a city park, they add a barrier that the unhoused must surpass to establish their legal right to shelter (City of Victoria, 2007).

Beyond the parks of Victoria, the city restricts individuals from sleeping in a vehicle parked on a roadway within the city (City of Victoria, 2009).

Official Community Plans and Homelessness.

The City of Victoria adopted a comprehensive Official Community Plan in the summer of 2012, which includes a prolonged discussion of homelessness and affordable housing. The 2012 OCP will serve as the primary source for this section. However, in 2024, the City announced that it would update its OCP to meet the needs of a "growing population and address the housing and climate crises" (City of Victoria, 2025). While this report focuses on the policies outlined in the 2012-2024 OCP, it is important to note that these policies are currently under review and they will change with the new OCP.

The City of Victoria directly centers homelessness in the housing discussion by titling Chapter 13, "Housing and Homelessness" (City of Victoria, 2012). This section begins with a general overview of housing across Victoria, framing the limited housing supply, rising rental costs, low rental vacancy rates, and a growing city population as some of the district's challenges in the coming decade. The discussion then turns to homelessness and how the rising cost of living has resulted in an increase in those at risk of or experiencing homelessness. This analysis is proceeded by a substantial list of policy objectives subdivided into individual sections.

Many of the policies listed discuss the need to expand housing diversity across the city, increasing the number of affordable housing units available for rent/purchase. Increasing the number of affordable housing units can help those at risk of homelessness and improve access to stable housing for lower-income individuals. Additionally, this chapter includes a subsection dedicated to "Transitional, supported and non-market rental housing," and one entitled "Addressing Homelessness" (City of Victoria, 2012). The policy objectives listed within these subsections are multifaceted and frequently emphasize the importance of collaboration between the City, non-profit organizations, the private sector, and all levels of government when tackling homelessness.

Municipalities That Do Not Permit Sheltering

Six municipalities across the CRD do not allow temporary overnight shelters in parks: Esquimalt, Highlands, Metchosin, Oak Bay, Sooke, and View Royal. While the bylaws in these municipalities differ in wording, they share the same fundamental outcome: a prohibition on sheltering in parks.

The enforceability of these bylaws remains an open question. In Victoria (City) v. Adams, the BC Supreme Court determined that preventing unhoused individuals from sheltering in public parks, mainly when there is no space available in alternative emergency shelters, is a direct violation of the Charter rights of the unhoused. This ruling established an important precedent, and while municipal

bylaws vary, those that impose a complete ban on temporary shelters would likely not be legally sustained if challenged.

The impact of these bylaws restricts the unhoused from legally sheltering within these parks without exception. While their legal viability is questionable at best until challenged or amended, these bylaws severely restrict the sheltering options available to the unhoused. Given their uniform nature, this section of the report does not analyze these bylaws extensively, if at all. Instead, this section focuses on the bylaws governing sheltering on this district's roadways. For a complete listing of the bylaws restricting temporary overnight shelters, see Schedule "B."

Esquimalt

The Township of Esquimalt is located on the traditional territory of Kosapsum (Esquimalt) and Songhees First Nations. Home to approximately 17,655 residents and over 30 parks, Esquimalt is one of the smallest (by square footage) in the CRD (Township of Esquimalt, 2025).

Parks.

Figure 10
Esquimalt Parks Map



Note: District of Esquimalt, 2025

Roadways.

The Township of Esquimalt has two separate bylaws that discuss seeking shelter on roadways. The first, adopted within the Parks and Recreation Regulations bylaw, prohibits allowing a vehicle "to remain in any park or public place between dusk to dawn." Although this bylaw does not mention sleeping explicitly, the extent of this regulation effectively prohibits individuals from sheltering on park roadways or parking lots.

Located within Part V of the Streets and Traffic Regulation Bylaw, Esquimalt additionally prohibits individuals from sleeping overnight "in any vehicle parked on the street," (Township of Esquimalt, 2017). Forbidden from seeking shelter on public roadways, parks, or public places within Esquimalt, the unhoused have few options. Private property or parking lots provide the only legal possibility of shelter in the district, and they both come with a list of their barriers to entry.

These bylaws effectively create a comprehensive ban on sleeping in vehicles within Esquimalt's public spaces. It leaves individuals experiencing homelessness or housing insecurity with few options for safe overnight shelter. Without accessible alternatives or designated safe parking areas, those forced to shelter in their vehicles face constant risk of fines, displacement, and further marginalization.

Highlands

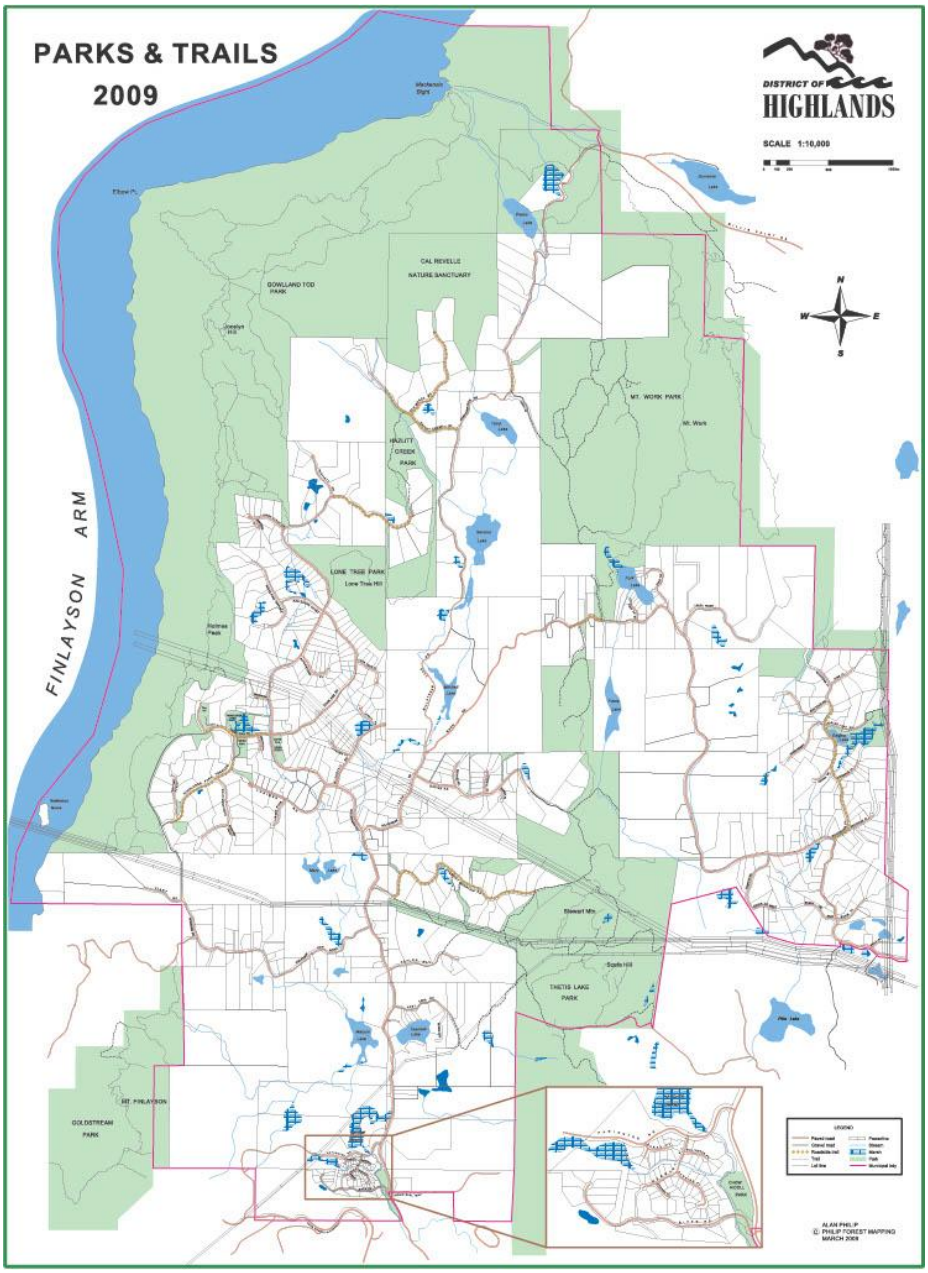
The district of Highlands was first incorporated into the CRD in 1993, making it one of the newest district municipalities within the region. The Highlands extends along the Saanich Inlet, the traditional territory of the Malahat First Nation, and the W̱SÁNEĆ and lək̓ʷəŋən peoples, represented today by the Saanich, Songhees and Esquimalt First Nations. Primarily a rural and residential district, the Highlands has an extensive collection of provincial, regional, and municipal parks. This wide array of jurisdiction over the green space within this district results in a wide variety of regulations governing the parks within the Highlands.

Parks.

The regulations governing the wide array of parks and natural reserves within the Highlands are diverse, resulting in varying restrictions depending on which park someone may be located in. However, the bylaws governing the use of Eagles Lake Park, a municipal park within the district, expressly prohibit individuals from sleeping overnight within the park (District of the Highlands, 2012).

The bylaw governing the "Management, Control and Use of Eagles Lake Park" prohibits individuals from sleeping "overnight in the park with or without shelter of any kind." Shelter, by the standards established in this bylaw, includes "a vehicle, recreational vehicle, tent, lean-to, or other natural shelter." Defining a vehicle as a shelter in this manner effectively expands the scope of the prohibition to encompass a wide range of potential overnight accommodations.

Figure 11
Highlands Parks Map



Note: District of Highlands, 2009

Roadways.

The bylaws governing the use of roadways within the Highlands prohibit using a vehicle as a shelter within the district. Falling under the heading "No Lodging," the regulation states that "[n]o person shall use any vehicle, trailer or camper parker or a road right-of-way for the purpose of lodging, sleeping accommodation or a residence" (District of the Highlands, 2008). This regulation may result in individuals seeking shelter in parking lots or on private property. Without seeking express permission from the individual owning the land, the unhoused risk a confrontation with the property owner or police officers, and parking lots often have their own set of economic or time-based barriers to

occupation. The constant threat of displacement can lead people into dangerous locations that may pose a threat to their well-being and safety.

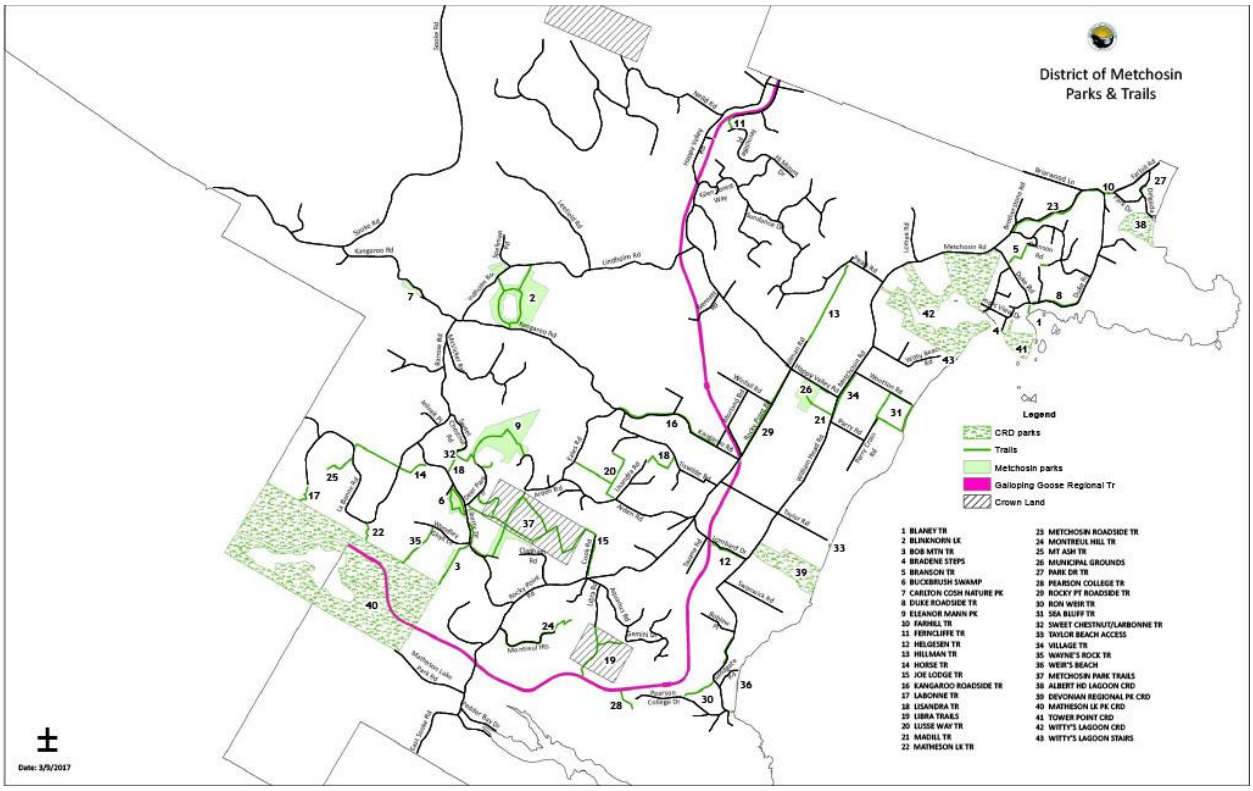
Metchosin

Encompassing the southernmost tip of the CRD, Metchosin is located on the traditional territory of the Scia'new and T'Sou-ke First Nations (District of Metchosin, 2024). Although a largely rural district, Metchosin is home to only five municipal parks, although several regional parks also fall within the municipal boundaries.

Parks.

The Parks Regulation Bylaw, adopted by the district of Metchosin in 2006, restricts individuals from sleeping "in a park with or without a shelter of any kind, including, but not restricted to, a vehicle, a recreational vehicle, tent, lean to, or other natural shelter" (District of Metchosin, 2006). The language of this regulation echoes that of the Highlands and covers an extensive range of temporary overnight shelters within a single regulation. The language of this regulation leaves little ambiguity and effectively prohibits the use of Metchosin's parks as a place to shelter. With that being said, there are various parks governed by the CRD within Metchosin that fall under separate jurisdiction (see Regional Legislation).

Figure 12
Metchosin Parks Map



Note: District of Metchosin, 2017

Roadways.

Expanding beyond the Parks Regulation bylaw, Metchosin's Traffic and Highway Regulations additionally impose strict regulations on using vehicles as a shelter within the district. The bylaw

declares that no person may park "upon any portion of a highway for the purpose of taking up overnight abode," (District of Metchosin, 1987). The wording suggests that the unhoused may seek shelter within a parking lot. However, the definition provided for "highway" includes "every place or passage way owned or operated by the District of Metchosin for the purpose of providing off-street parking," effectively taking parking lots out of consideration.

Official Community Plans and Homelessness.

The District of Metchosin's OCP primarily addresses housing through the lens of affordability, focusing on policies that permit secondary and detached suits to mitigate the rising cost of living. Consequently, the OCP does not dedicate significant attention to the discussion of homelessness. However, it acknowledges the issue through a commitment to conducting housing needs assessments and the desire to involve the broader community in developing strategies to address these challenges.

Oak Bay

The District of Oak Bay is located on the traditional territory of the Coast and Straits Salish Peoples, specifically the lək̓ʷəŋən peoples, today represented by the Songhees and Esquimalt Nations (The District of Oak Bay, 2025).

Parks.

Figure 13
Oak Bay Park Map



Note: District of Oak Bay, date unknown

Roadways.

The bylaw governing Oak Bay's Parks and Beaches establishes a set time wherein an individual may park their vehicle within a city park. Under the heading "Traffic/Parking," section 4. (2) expressly states: "no person shall park any motor vehicle or trailer in any park during the hours between 11:00 p.m. and 6:00 a.m. (District of Oak Bay, 2017).

Within traffic and street use regulations, the District of Oak Bay has no bylaw that explicitly forbids an individual from sleeping in a parked car. Instead, the bylaw restricts individuals from parking their vehicle in a "municipal parking lot," between midnight and 6 a.m. The bylaw fails to define "municipal parking lot," and the land restrictions listed alongside this bylaw provide no further clarification (District of Oak Bay, 2000). This legislation creates a degree of uncertainty concerning where an individual may or may not seek shelter on roadways within the District.

Official Community Plans and Homelessness.

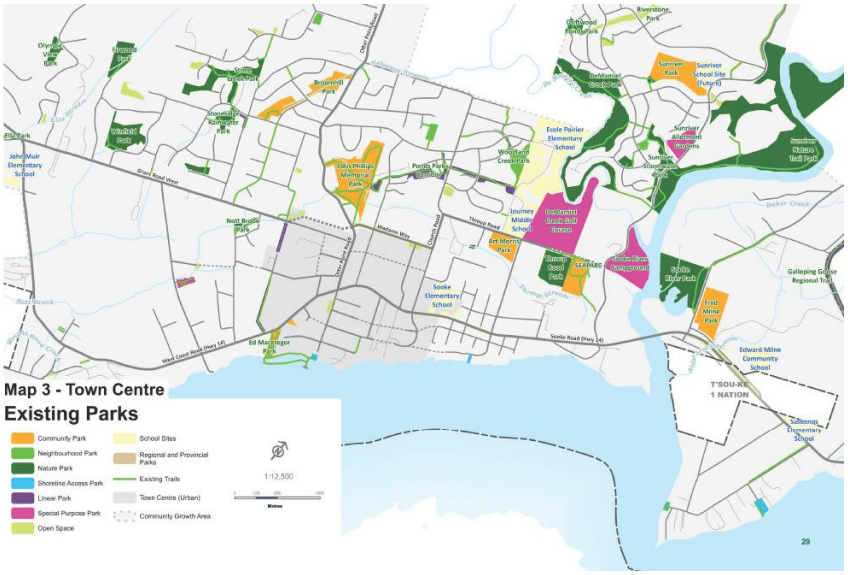
Falling under the heading "Improve Housing Affordability," Oak Bay's OCP lists several goals to improve access to affordable housing within the district. These goals include initiatives to develop the district's non-market and affordable housing units. These strategies are important and meaningful when tackling the housing crisis. This OCP acknowledges that more affordable housing will reduce "the number of people in core housing need and those who are homeless" (District of Oak Bay, 2014). Oak Bay recognizes the role that affordable housing plays in reducing homelessness, and they are making significant strides toward expanding housing options within the district.

Sooke

Home to over 80 parks covering over 285 acres of land, the District of Sooke has several regional and municipal parks within its borders. Located on the "unceded traditional territories of the T'Sou-ke and Scia'new Nations" (District of Sooke, 2025), Sooke is a small but growing community.

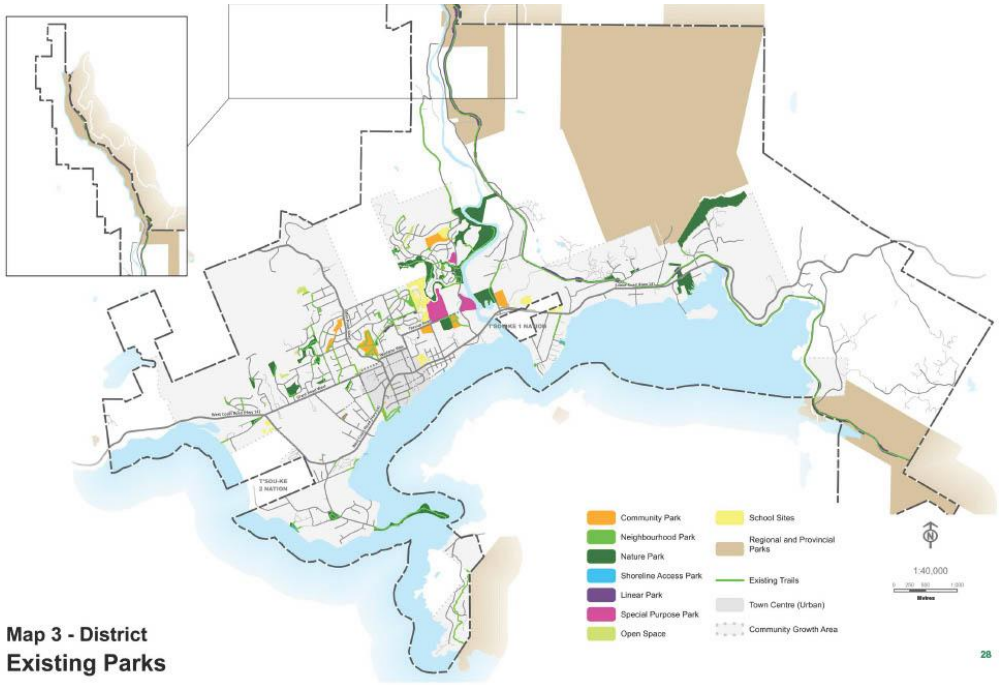
Parks.

Figure 14
Sooke Parks Map "A"



Note: District of Sooke, 2020

Figure 15
Sooke Park Map "B"



Note: District of Sooke, 2020

Roadways.

Sooke's Community Parks Regulation Bylaw, adopted by the district in 2002, addresses sheltering in parks and sheltering on park roadways with a single provision:

> No person shall camp or sleep overnight in a park with or without a shelter of any kind, including, but not restricted to, a vehicle, recreational vehicle, tent, lean to, or other natural shelter, (District of Sooke, 2002).

The language of this bylaw echoes similar legislation that we have previously discussed, including the Highlands, Metchosin and Oak Bay.

The same degree of prohibitive legislation can also be found in Sooke's Traffic and Highways Regulation Bylaw. Under the heading Parking Regulations, the districts mandates that no person shall park "upon any portion of a highway for the purpose of taking up overnight abode," (District of Sooke, 2002). Although this bylaw does not appear extensively restrictive, the definition of "highway," as provided by the bylaw, includes:

> (b) every road, highway, lane or right-or-way designed or intended for or used by the general public for the passage of vehicles,
>
> (c) and every place or passage way to which the public, for the purpose of the parking or servicing of vehicles, has access or is invited;

The explicit inclusion of sub-section (c) within this bylaw prohibits individuals from legally sleeping within their vehicles in any public parking spot within the district. Although the definition of "highway"

is included in this bylaw, the uncommon definition used to define this term could lead an individual to believe that they are allowed to shelter in their vehicle if they are not on a traditional highway.

Official Community Plans and Homelessness.

The District of Sooke discusses homelessness and affordable housing in a section entitled "Housing." This section identifies that Sooke's housing mix has not kept pace with the community's evolving needs. Consequently, Sooke's OCP focuses a significant portion of the discussion on developing diverse and affordable housing choices for "seniors, young singles, families, and those that are most vulnerable within the community" (District of Sooke, 2022). Following this overview, the OCP breaks down the housing discussion into individual objectives, policies, and actions to address the objective.

The first objective of "Housing" specifically addresses non-market housing needs, pointing to the broader discussion of affordable housing and homelessness within the district. The OCP encourages the development of "supportive housing" throughout the district, which would integrate social services alongside affordable housing

> for those who face complex challenges, including individuals and families who are confronted with homelessness, poverty, and persistent issues such as mental or physical health challenges, disabilities, and substance abuse disorders (District of Sooke, 2022).

The OCP then proposes three actions to help Sooke achieve its directive: increase non-market housing options, enhance the supportive services for the unhoused community, and leverage capital funds for affordable housing projects. Sooke's OCP develops a considerable list of policies and actions intent on enhancing the rental supply and lowering the cost of living within the district. Furthermore, the multifaceted lens applied to the discussion of homelessness suggests that the District of Sooke recognizes the complexity of homelessness and the need for targeted support. While the OCP primarily approaches the issue through the lens of housing affordability, its inclusion of supportive housing and social services highlights a commitment to addressing some of the broader challenges unhoused individuals face.

View Royal

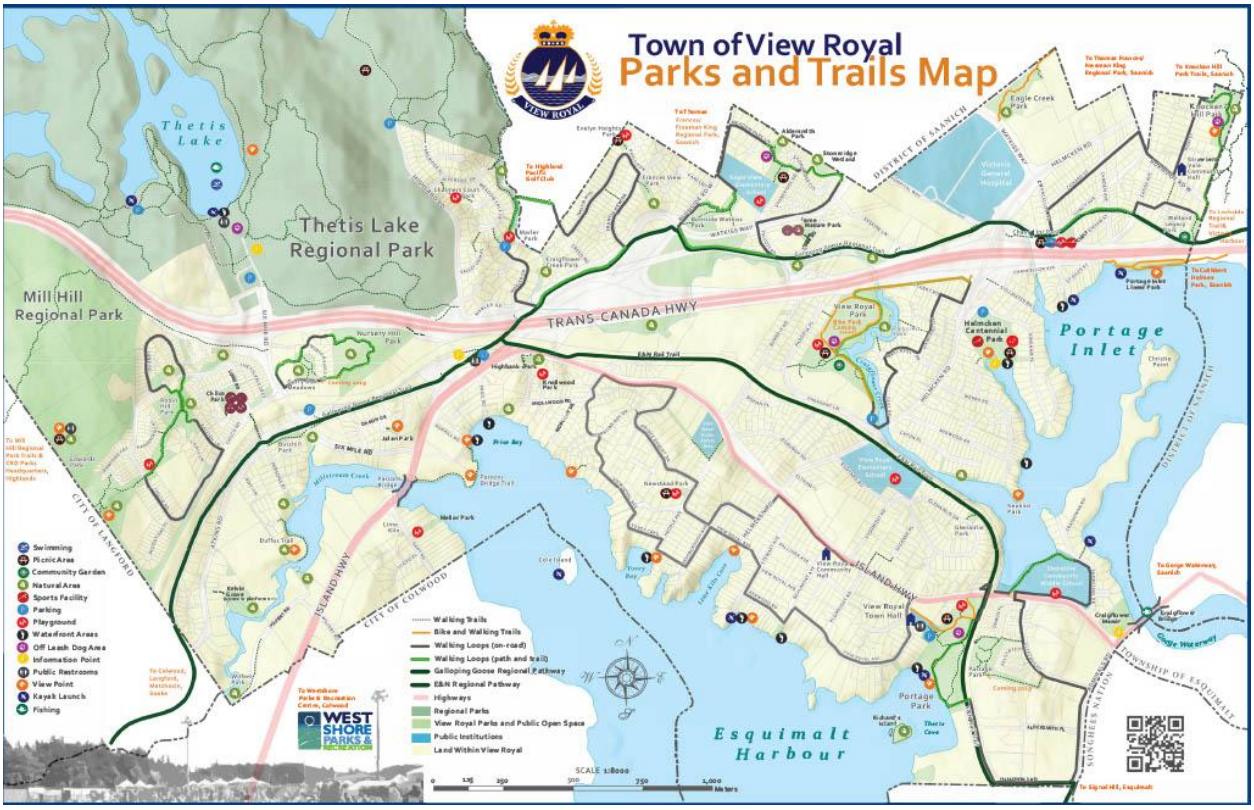
The Town of View Royal occupies the unceded traditional territory of the lək ʷəŋən peoples, today represented by the Songhees and Esquimalt Nations. The town intersects with a significant portion of Thetis Lake Regional Park, Esquimalt Harbour and Portage Inlet, providing this municipal district with a wide array of green spaces. Home to approximately 11,600 residents, View Royal is a gateway between Victoria's downtown core and the western municipalities of the CRD (Town of View Roya, 2025).

Parks.

View Royal has not adopted bylaws that explicitly forbid individuals from erecting a temporary overnight shelter within park limits. However, the Parks and Public Places Bylaw does impose a curfew on park use. Listed under the heading "Park Hours," the bylaw states that "Unless otherwise specified by the Director, Park Areas shall be closed to the public between the hours of 11:00 p.m. and 5:00 a.m. on all days," (Town of View Royal, 2018). No exceptions are provided alongside this bylaw, suggesting an individual may not seek shelter overnight within this district.

In 2022, Victoria News reported that View Royal was amending its parks bylaw to restrict overnight camping within the district. Although the article suggests that this bylaw has already been adopted, the official bylaws available for the district do not include any such amendment (Samanski-Langille, 2022).

Figure 16
View Royal Parks Map



Note: Town of View Royal, 2019

Roadways.

The bylaws that govern the parks of View Royal include a specific provision restricting individuals from leaving "a motor vehicle in a parking lot overnight" (Town of View Royal, 2018). Although this section does not explicitly address seeking shelter in a vehicle, the bylaw prevents vehicles from remaining in a municipal park overnight, eliminating the possibility of sheltering on park roadways.

The Streets Bylaw, however, is less restrictive. Under Section 12: Miscellaneous Regulations, the bylaw restricts an individual from sleeping "overnight on any street, including in a vehicle parked on a street," (Town of View Royal, 2019). Unlike many other districts discussed, "street," as defined by the district, does not include parking spaces. Although somewhat more open to sheltering on roadways, this bylaw forces the unhoused to seek private property or parking lots without restrictions before they might rest for the night.

Regional Legislation

The CRD, as the regional governing body, unites the 13 municipalities and 3 electoral districts of Vancouver Island. It provides a framework for collaboration amongst the municipalities and coordinates regional services such as water, waste management, and regional parks. For Salt Spring Island, the Southern Gulf Islands, and Juan de Fuca, the CRD additionally functions as the local government, providing legislation and funding for these districts (Capital Regional District, 2025).

Parks

The CRD is responsible for over 13,300 hectares of trails and parks across Southern Vancouver Island (Capital Regional District, 2025). This wide array of stunning green spaces includes some of the most iconic parks across Southern Vancouver Island, including Thetis Lake, East Sooke Park, and Witty's Lagoon. Collectively, these parks are governed by the Parks Regulation Bylaw (Bylaw No. 4225), adopted by the CRD in March 2019.

The Parks Regulation Bylaw does not contain any specific sections that address temporary overnight shelters within CRD parks. However, there are a series of regulations that specifically apply to camping, outlined in section 6. However, these campsites often come with their own terms and conditions, including registration fees, that make camping untenable for the unhoused. In addition to financial costs, campsites often have regulations regarding registration, check-in procedures, and occupancy limits, further complicating their accessibility for those in crisis. The practical barriers to legal camping, such as these, can leave the unhoused feeling frustrated and helpless, with few lawful alternatives.

Outside of the regulations provided in section 6, the remainder of the parks in the CRD are subject to a curfew between sunset and sunrise (Capital Regional District. 2018). This regulation effectively prohibits the unhoused from seeking shelter in any park overnight. The only exceptions listed within this provision apply to regional trails: "Lochside Regional Trail, the E&N Rail Trail – Humpback Connector, and the Galloping Goose Regional Trail" (Capital Regional District. 2018).

The imposition of a curfew effectively prohibits the unhoused from seeking shelter within a regional park. However, that is not the only limitation imposed upon the unhoused within this bylaw. Falling under the heading "Preservation of Natural Features, Wildlife and Park Features," the Regional Park Bylaw forbids an individual from erecting a temporary structure or facility with a regional park. When considered alongside the curfew, this bylaw restricts the unhoused from seeking shelter within the CRD's parks. The CRD's approach underscores a broader pattern across numerous districts: sheltering in public parks is broadly restricted, even when emergency shelter space is lacking. This broader pattern of park restrictions underscores the urgency of the issue and the need for change.

Roadways

The CRD currently lacks Bylaws that directly govern the roadways between municipalities. Consequently, this section examines the regulations governing the use of vehicles within the context of regional parks, highlighting the urgency of the need for clear guidelines.

Section 10 of the Parks Regulation Bylaw contains all the bylaws concerning motor vehicles within regional parks. Many of the regulations address the locations where vehicles are permitted and the

places where they are not. The bylaw restricts cars from off-roading and prohibits individuals from parking in “No Parking” areas. However, no bylaws expressly forbid an individual from sleeping in their vehicle while parked in a regional park. Instead, point (4) declares that any motor vehicle “left unattended after the closing hours of the regional park” may be towed away at the owner’s expense (Capital Regional District. 2018).

The term 'unattended' is open to interpretation, and it is unlikely that falling asleep in a car should be considered as such. However, as the bylaw stands, an individual who chooses to sleep within their car could be deemed to be in violation of the curfew established by the Parks Regulation Bylaw, potentially leading to unjust consequences.

Ultimately, the CRD’s approach to vehicle dwelling mirrors broader trends in its regulations: while there is no outright ban, restrictions on overnight presence and lack of legal clarity effectively limit the ability of the unhoused to seek shelter in regional parks. These restrictions reinforce a pattern of displacement that, whether intentional or not, make it increasingly difficult for individuals experiencing homelessness to find safe, legal places to rest.

Provincial Legislation

The Provincial Government has a comprehensive set of laws governing the parks and roadways throughout the province. While the Motor Vehicle Act (MVA) grants significant legislative authority to each municipality, the province's regulations serve as the default laws for the roads in British Columbia. Furthermore, the 13 municipal districts intersect with five different Provincial Parks: Sooke Potholes Park, Sooke Mountain Park, Goldstream Park, Gowlland Tod Park, and Láu ̓welṉew̱/John Dean Park. Among the electoral districts of Juan de Fuca, Salt Spring, and the Southern Gulf Islands are 13 provincial parks and six ecological reserves – including Satellite Channel Ecological Reserve, just off the southern coast of Salt Spring Island.

Collectively, these parks and ecological reserves are governed by the BC Park Act. Adopted by the province in 1990, the Park Act aims to protect and maintain the province’s wild spaces while establishing strict guidelines for recreational use and enjoyment. These regulations, often designed to protect and preserve natural space, have a direct impact on the unhoused. While the Park Act does not explicitly address the issue of temporary overnight shelters within parks, it does include several provisions that may prove prohibitive to those experiencing homelessness.

These reserves and parks are generally far from major urban centers. While unhoused individuals may access these spaces, and the rules governing them remain relevant, the reality is that most unhoused populations tend to concentrate in areas with higher population density, where they are closer to essential services such as shelters, food resources, and healthcare. As a result, while park regulations play a role in broader discussions about homelessness, the primary concerns and impacts are most pronounced in urban areas rather than remote parklands.

Parks

The Park Act and the Forest and Range Practices Act (FRPA) contains several regulations that could impede the unhoused from legally seeking safe shelter within a provincial park. Section 15 of the FRR explicitly outlines that an individual

> may not erect a structure…on a recreation trail, in a trail-based recreation area or on an interpretive forest site unless authorized by a recreation officer (Forest and Range Practices Act, 2004).

"Structure," as defined by the act includes any "long-term or permanent" "improvements," including campsites and temporary overnight shelters. Section three of the Park Act begins by stating that "every person must…remove all personal property and dispose of all structures" within 30 days of receiving a written order from a park officer (Park Act, 1990). The window provided by this section is considerable, especially when compared to the time constraints view within the municipalities of the CRD. However, once the 30 days have passed, the Park Act provides park rangers the right to remove personal property and dispose of the structure in question. Any expense incurred by the Province through the forced removal of property and/or rehabilitation of the area falls upon the offending individual as a debt owed.

The limited regulations adopted by the provincial government suggest that temporary overnight shelters have not become a significant issue for park rangers, not to say that the unhoused do not visit or camp in provincial parks. However, their distance from urban centers and resources for the unhoused make provincial parks an unlikely location for the unhoused to seek shelter.

While the Park Act's limitations on structures are relatively moderate, there are several regulations that concern camping within provincial parks. Under Division Seven – "Camping and Picnicking," the provincial law states that no one is allowed to camp in "frontcountry" or "backcountry less than 2000 hectares in size" unless they are in a campsite or have received authorization from a park officer (Park Act, 1990). This restriction, while aligning with the conservation objectives that guide BC Parks, also highlights the impact of economic privilege on camping. The requirement to pay a fee to access the land legally means that camping becomes a question of economic privilege; only those with enough disposable income are permitted access to the park's campsites. Although these fees are frequently much more affordable than a hotel or rental agreement, they still act as a barrier to entry for those with limited access to a stable income.

Aside from the spatial limitations imposed by the Park Act, section 39 states that an individual "may not camp in a park, conservancy or recreation area for more than 14 days" unless otherwise authorized by a park officer or if they are in a "designated long-stay campsite." The absence of long-stay campsites on Vancouver Island means that this section effectively regulates the duration of stay for any camper. Juxtaposed against the maximum 14 hours permitted by the districts within city parks, 14 days is a generous length of stay.

Roadways

The Motor Vehicle Act (MVA) is the primary legislation for the use of roadways and cars within the province. Between the MVA and the Park Act, the province has several laws that limit or prohibit individuals from sleeping in their vehicles.

The regulations and laws outlined in the Motor Vehicle Act (MVA) govern traffic conduct on provincial roads. No specific legislation prohibits an individual from sleeping in their car if they park their vehicle legally. The MVA includes various laws that limit where individuals can park; however, these laws are designed to strike a balance between public safety and individual rights, ensuring that they do not place an unreasonable burden on those seeking to park legally. Section 189 of the MVA specifies general restrictions on parking locations, such as prohibiting parking in crosswalks, in front of driveways, or on bridges. Additionally, Section 187 prohibits parking that obstructs traffic flow, and Section 190 requires that vehicles park within 30 cm of the curb. These laws establish a framework for the proper traffic flow but do not specifically target individuals seeking shelter in their cars. Consequently, while the MVA imposes parking restrictions, it does not create significant barriers for those looking to find refuge in their cars.

The Park, Conservancy and Recreation Regulations lists a series of rules that restrict where an individual may park under section 23. These restrictions are highly logical, and prohibit individuals from impeding traffic or damaging vegetation, amongst others. Subsection 23 (2) provides further regulations for the use of a vehicle as a shelter. This regulation limits the use of provincial parks to the hours of "11 p.m. and 7 a.m. the following day," unless a person is a registered camper or is parked in an "area as permitted by a sign or other device" (Park Act, 1990). These regulations prioritize the use of public parks for those with the means to afford camping materials and fees.

Federal Legislation

While most of the land across the CRD falls under municipal, regional, or provincial control, select regions remain under the federal government's jurisdiction. These lands are primarily associated with military operations, Indigenous territory, or federal government facilities. While members of the community govern Indigenous lands, it's important to note that Indigenous territory is technically considered federal lands. This unique designation means that the laws and regulations imposed regionally and provincially do not apply to the Esquimalt Nation Reserve nor the Tsartlip, Tsawout, Tseycum, and Pauquachin Reserves of the Saanich Peninsula. Given the differential systems of government presiding over the CRD when compared to the First Nations Reserves, this report does not endeavour to examine the regulations on temporary shelters within the Indigenous territory. As a result, this section focuses on the regulations governing the Department of National Defence Lands.

Department of National Defence Lands

The Canadian Department of National Defence (DND) Lands encompasses a distributed property that spans nearly 5,000 hectares over 23 sites across British Columbia's West Coast (Royal Canadian Navy, 2023). In Constance Cove off Esquimalt Harbour, Canadian Forces Base (CFB) Esquimalt is Canada's second-largest military base (Royal Canadian Navy, 2023). As the primary service provider for ships and personnel that pass through the base, CFB occupies over 10,000 acres of land (Canadian Navy,

2010). While considerable in size, the Canadian government classifies this area as a controlled access zone, severely limiting public access to CFB land.

Surrounded by barbed wire fence and guarded by military officers, anyone who enters the base is subject to the conditions set by the Chief of Defence. Subject to the federal provisions outlined in the Controlled Access Zone Order (Halifax, Esquimalt and Nanoose Harbours), security personnel have broad authority to restrict or prohibit access, conduct searches, and remove any individual who fails to comply with the military's regulations. The increased surveillance and strict regulations of DND land stand as a significant prohibition to the unhoused occupation of military land. These measures, designed to ensure the safety and security of military operations, create a nearly impenetrable barrier for the unhoused. With limited access and strict enforcement, the possibility of seeking shelter or refuge on military lands like CFB Esquimalt is virtually non-existent.

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Appendix A: Glossary

The glossary provides a general definition of terms pulled from the terms defined in the Bylaws referenced in this report.

District	Term	Definition
Central Saanich	Homeless Person	“Homeless Person” means a person who has neither a fixed address nor a predictable safe residence to return to on a daily basis.
	Park	"Park" means all those lands in the District of Central Saanich reserved or dedicated as park by Bylaw, or dedicated as park by the deposit of a subdivision or reference plan, or conveyed in trust to the District of Central Saanich for the purpose of park.
	Public Lands	“Public Lands” means any lands under the care, management and jurisdiction of the District of Central Saanich.
	Roadways	"Roadway" means that portion of the highway constructed for use by vehicular traffic or in regular use by vehicular traffic.
	Temporary Overnight Shelter	“Temporary Overnight Shelter” means the use of structures, improvements, or overhead shelter, including a tent, lean-to, or other form of overhead shelter constructed from a tarpaulin, plastic, cardboard, or other rigid or non-rigid material to allow Persons relief from the elements during periods of rest.
	Vehicle	"Vehicle" means a conveyance for the carriage of persons and things whether drawn by animals or propelled by any mechanical, muscular or other
Colwood	Affordable Housing	“Affordable housing” means housing that is owned or controlled by a government or a non-profit entity and which is leased at less market rent or which is made available for purchase at less than market value.
	Beach	"Beach" means all marine foreshore in the City of Colwood.

District	Term	Definition
Colwood	Environmentally Sensitive Area	"Environmentally sensitive area" means any part of a park that has any of the following characteristics: (a) areas or landscape features identified in the Sensitive Ecosystems Inventory for Eastern Vancouver island and the Gulf islands, published by the British Columbia Ministry of the Environment; (b) areas or landscape features identified in a plan, map or bylaw of the City as environmentally significant, an environmental protection area, or a development permit area for protection of the environment; or (c) areas or landscape features designated in a plan, map or bylaw of the City for another similar purpose that is consistent with the conservation of ecological values.
	Foreshore	"Foreshore" means that area of the shoreline between the high water mark and the low water mark.
	motorcycle	"Motorcycle" means a motor vehicle running on 2 or 3 wheels and having a saddle or seat for the driver to sit astride.
	Natural Park	”Natural Park” means a park devoted to the retention, preservation and enhancement of natural, historic or landscape features and is used primarily for informal or passive recreation purposes.
	Roadway	"Roadway" means any portion of a park constructed for use by vehicular traffic or in regular use by vehicular traffic.
	Temporary Overnight Shelter	"Temporary overnight shelter" means a tent, lean-to, or other form of shelter that is temporary and portable in nature that is constructed from nylon, plastic, cardboard or other similar rigid or non-rigid material.
CRD	At Large	"At Large” means in a public place unless the animal is under the immediate control of the owner, or on private property without the consent and knowledge of the owner or occupier of the private property.

District	Term	Definition
CRD	Camping Party	"Camping party" means a group of no more than (7) persons with a maximum of (4) adults, that have purchased a valid park use permit for camping in a Regional Park.
	Campsite	"Campsite" means a site in a regional park designated by the CRD for overnight camping.
	Curfew Hours	"Curfew hours" means the time between sunset and sunrise for all regional parks with the exceptions of the Lochside Regional Trail, the E&N Rail Trail – Humpback Connector, and the Galloping Goose Regional Trail.
	Highways	"Highway" includes any street, road, lane, bridge, viaduct, and any other way open to the use of the public, but does not include a private right-of-way on private property.
	Natural Park Feature	"Natural park feature" means a tree, shrub, herb, flower, grass, turf, or other plant or fungus and all soil, sand, silt, gravel, rock, mineral, wood, fallen timber, or other park resource in a regional park.
	Public Beach	"Public Beach" shall mean public land except land included in a highway, within 75 metres (250 feet) of any lake or within 75 metres (250 feet) above the high water mark or any body of salt water.
	Running at Large	(a) For the purposes of this Bylaw an animal is deemed to be "running at large" if it is on land which is not owned or occupied by the owner of the animal (b) For the purposes of this Bylaw an animal shall not be deemed to be "running at large" if it is: i) On the property of its owner or of another person who has the care and control of the animal, or ii) Under the direct and continuous control of a person who is competent to control it, or iii) Securely confined within an enclosure, or iv) Securely fastened so that it is unable to roam. (c) For the purpose of this Bylaw, a dangerous animal is deemed not to be under the direct and continuous control of a person.

District	Term	Definition
CRD	Street	"Street" includes all highways, roads, squares, thoroughfares and any other public way, but not lanes, walkways or bridges.
CRD – Juan de Fuca and Salt Spring Island	Environmentally Sensitive Area	"Environmentally sensitive area" means an area or a park that, because of it sensitive, rare or endangered native flora or fauna, slope or soil conditions is not able to reasonably sustain overnight camping use by homeless persons without damage to the environment.
	Motor Vehicle	"Motor vehicle" means a vehicle, not run on rails, that is designed to be self-propelled but does not include a motor-assisted cycle.
	Natural Park Feature	"Natural park feature" means a tree, shrub, herb, flower, grass, turf, or other plant or fungus and all soil, sand, silt, gravel, rock, mineral, wood, fallen timber, or other park resource in a regional park.
	Vehicle	"Vehicle" includes an automobile, motorcycle, and any other vehicle propelled or driven otherwise than by muscular power, but does not include the cars of electric or steam railways, or other motor vehicles running only upon rails, or traction engine, farm tractor, self-propelled implement of husbandry or road building machine.
Esquimalt	Park	"Park" - include public parks, playgrounds, squares, greens, roads, footpaths, public parking lots, boulevards, beaches, and other public places that are owned and operated by or on behalf of the Township for the pleasure and recreation of the public, including without limitation, a municipal park located on land that the Township holds or occupies under a lease or license.
	Park Roadway	"Park roadway" - means a road, including parking lots, in a park which is set aside specifically for use by vehicles and cycles.
	Playground	"Playground" - means land where apparatus such as swings, slides and other play equipment are placed.
	Public Beach	"Public beach" - includes any beach owned or operated by the Township to which the public has access.
	Public Place	"Public Place" - includes all public squares, public gardens, public recreation grounds, parks, park roadways, lanes, streets and public parking lots within the Township.

District	Term	Definition
Esquimalt	Recreation Facility	"Recreation Facility" - includes the Archie Browning Sports Centre, Esquimalt Recreation Centre, the Esquimalt Teen Centre, and any other building or sports, community, recreational building or amenity located on property owned or occupied by the Township.
	Sports Field or Sports Facility	"Sports Field or Sports Facility" - means land set apart and used for the playing of a sport including, but not limited to, baseball, softball, field hockey, rugby, soccer, and lacrosse.
	Street	"Street" - includes a highway, roadway, boulevard and sidewalk as well as any way, road, lane, alley, avenue, thoroughfare, drive, bridge, viaduct, square or open space in the Township which is open to the use of the public as a matter of right, for the purpose of pedestrian or vehicle traffic.
	Traffic Control Device	"Traffic control device" - means a sign, signal, line, parking meter, spitter machine, marking, space, barrier, or device place or erected by the Municipality pursuant to the Streets and Traffic Bylaw.
	Vehicle	"Vehicle" - means all conveyances for the transport of persons, passengers, goods or materials whether self propelled or drawn or pulled by animals or any mechanical, muscular or other motor power, and includes trailers, bicycles, and tricycles.
Highlands	Beach	"Beach" means any area designated as beach by the District and by sign.
	Natural Park Feature	"Natural park feature" means any native or non-native tree, shrub, flower, grass or plant of any kind; and soil, sand, gravel, rock, mineral, wood, fallen timber or other living or dead natural material.
	Park	"Park" means Eagles Lake Park, a community park described as Lot D, Plan 38352, Section 39, Highland Land District developed for public access purposes which include a beach area, washroom facility and natural area.
Juan de Fuca	Park	"Park" means a park established under the Park Act or the Park (Regional) Act or any land dedicated under the Local Government Act or Land Title Act.
	Street	"Street" means any road, boulevard, square or other right of way 10m or more in width, which has been dedicated or deeded for public use, and is accessible to fire department vehicles and equipment.

District	Term	Definition
Juan de Fuca	Temporary Accommodation	"Temporary accommodation" means a total length of stay of not more than 30 consecutive days
	Vehicle	"Vehicle" means a device in, on or by which a person or thing is or may be transported or drawn upon a highway except a device designed to be moved by human power or used exclusively on stationary rails or tracks.
Langford	Beach	"Beach" – means all aquatic foreshores in the City of Langford.
	Homeless Person	"Homeless Person" – means a person who has neither a fixed address nor a predictable safe residence to return to on a daily basis.
	Linear Park	"Linear Park" – means a Park whose characteristics typically allow for some form of connection between properties, places, or other transportation networks such as roads or rights-of-way. Linear parks may provide either pedestrian/bicycle access or a corridor for wildlife.
	Open Space	"Open Space" – means land that is in an undeveloped state that is owned by the City of Langford as a lot in fee simple.
	Park	"Park" – means land dedicated as park or used by the City as a park, sports field, playground, cemetery, trail, garden, or recreational area, and all buildings and improvements upon such land.

District	Term	Definition
Langford	Parks - Classes	"A" Class Park – means a park wherein the intended use is a mix of active and passive recreation. "A" class parks may include play equipment and other buildings and structures intended for recreational purposes, and may encompass landscapes that are designed, planted and tended or left in a natural state. "A" class parks include, but are not strictly limited to neighbourhood parks, tot lots, and trails. "C" Class Park – means a park wherein the principal intended use is active recreation. "C" class parks are typically larger and more comprehensive parks including both indoor and outdoor recreation opportunities for the community at large. An example of a "C" class park is Langford's City Centre Park. "E" Class Park – means a park wherein the principal intended use is for the preservation of environmentally significant or aesthetically important natural features. As much as possible, and with the specific exception of the removal of invasive species, "E" class parks shall be left in a natural state, and not developed for active recreational opportunities.
	Public Place	"Public place"— means any place, including privately owned land or leased property, to which the public reasonably has or is permitted to have access.
	Sunrise	"Sunrise" - the hour of the day for the rising of the sun as determined by Environment Canada.
	Sunset	"Sunset" – the hour of the day for the setting of the sun as determined by Environment Canada.
	Temporary Overnight Shelter	"Temporary overnight shelter" – means a tent, lean-to, or other form of shelter that is temporary and portable in nature that is constructed from nylon, plastic, cardboard or other similar rigid or non-rigid material.
	Trail	"Trail" – means a pedestrian or cycling route designed and maintained by the City of Langford on Park land, road right-of-way, or statutory right-of-way.
Metchosin	Authorized Personnel	"Authorized personnel" includes chief administrative officer, bylaw enforcement officer, animal control officer, peace officer, conservation officer, fire chief, and any person employed by the District of Metchosin.

District	Term	Definition
Metchosin	Highway	"Highway" includes every highway within the meaning of the Highway Act and every road, street, lane, or right-of-way designed or intended for or used by the general public for the passage of vehicles and every place or passageway owned or operated by The District of Metchosin for the purpose of providing off-street parking or for the use of pedestrian or cycle traffic.
	Park	"Park" means all land dedicated, owned, controlled or used by the District of Metchosin as public park, trail, sports field, playground, recreational area, or public open space.
	Vehicle	"Vehicle" means device in, upon or which a person or thing is or may be transported or drawn upon a highway, except a device designed to be moved by human power or used exclusively upon stationary rails or tracks.
	Vehicle	"Vehicle" means a device in, on or by which a person or thing is or may be transported or drawn on a highway, but does not include a device designed to be moved by human power, a device used exclusively on stationary rails or tracks or a motor assisted cycle.
North Saanich	Beach	"Beach" means all shoreline in the District that lies above the high-water mark
	Dedicated Highway	"Dedicated highway" means any portion of a dedicated highway that is not improved for general vehicular or pedestrian traffic, whether such portion is naturally vegetated, artificially landscaped or unimproved.
	Homeless Person	"Homeless person" means a person who has neither a fixed address nor a predictable safe residence to return to on a daily basis.
	Park	"Park" means all those lands in the District reserved or dedicated as park by bylaw, or dedicated as park by the deposit of a subdivision or reference plan, or conveyed in trust to the District for the purpose of park use.
	Roadway	"Roadway" means that portion of a Park constructed for use by vehicular traffic, including roads and parking lots.
	Temporary Overnight Shelter	"Temporary overnight shelter" means a tent, lean-to, or other form of shelter that is temporary and portable in nature and that is constructed from nylon, plastic, cardboard or other similar rigid or non-rigid material.

District	Term	Definition
North Saanich	Trail	"Trail" means a paved or unpaved path that is intended for use by non motorized vehicles; and (1) "vehicle" means a conveyance for the carriage of persons and things whether drawn by animals or propelled by any mechanical, muscular or other motive power, including bicycles, tricycles, and skateboards.
Oak Bay	Park	"Park" means any parcel, parcels or tract of land or, where applicable, foreshore or land covered by water, dedicated, reserved, zoned, leased or held as a place for the resort of the public recreation, air and light.
	Street	"Street" includes a highway, road, roadway, public sidewalk or walkway, boulevard, lane, alley or bridge.
Saanich	Beach	"Beach" means all marine foreshore in the District of Saanich.
	Chattel	"Chattel" means any item of moveable personal property but does not include a motor vehicle.
	Environmentally Sensitive Area	"Environmentally sensitive area" means any part of a park that has any of the following characteristics: (a) areas or landscape features identified in the Sensitive Ecosystems Inventory for Eastern Vancouver Island and the Gulf Islands, published by the British Columbia Ministry of the Environment; (b) areas or landscape features identified in a plan, map or bylaw of the Corporation as environmentally significant, an environmental protection area, or a development permit area for protection of the environment; or c) areas or landscape features designated in a plan, map or bylaw of the Corporation for another similar purpose that is consistent with the conservation of ecological values.
	Highway	"Highway" includes any street, road, lane, bridge, viaduct, and any other way open to the use of the public, but does not include a private right-of-way on private property.

District	Term	Definition
Saanich	Homeless Person	"Homeless person" means a person who has neither a fixed address nor a predictable safe residence to return to on a daily basis.
	Park	"Park" means all those lands in the District of Saanich reserved or dedicated as park by bylaw, or dedicated as park by the deposit of a subdivision or reference plan, or conveyed in trust to the District of Saanich for the purpose of park and includes the Swan Lake Christmas Hill Nature Sanctuary.
	Public Beach	"Public beach" means the public land located within 15 meters of any lake or between the low water mark and 15 meters beyond the high water mark of any body of salt water within the boundaries of the District of Saanich but does not include any private lands or lands included in any highway.
	Vehicle	"Vehicle" means a conveyance for the carriage of persons and things whether drawn by animals or propelled by any mechanical, muscular or other motive power including bicycles, tricycles, skate boards, roller skates or any other velocipede.
Sidney	Cause an Obstruction	"Cause an obstruction" means: (a) to sit or lie on a street in a manner which obstructs or impedes the convenient passage of any pedestrian traffic in a street, in the course of a solicitation; (b) to continue to solicit from or otherwise harass a pedestrian after that person has made a negative initial response to the solicitation or has otherwise indicated a refusal; (c) to physically approach and solicit from a pedestrian as a member of a group of two or more persons.
	Chattel	"Chattel" means an item of movable personal property;
	Homeless Person	"Homeless person" means a person with no fixed address or no residence to return to on a daily basis.

District	Term	Definition
Sidney	Lane	"Lane" - shall mean a public highway within the ordinary meaning of lane not designed for general travel and primarily used as a means of access to the rear of residences and business establishments.
Sidney	Motor Vehicle	"Motor vehicle" means a vehicle, not run on rails, that is designed to be self propelled or propelled by electric power obtained from overhead trolley wires, but does not include a motor-assisted cycle.
	Nuisance	"Nuisance" - means an activity which substantially and unreasonably interferes with a person's use and enjoyment of a public area or of land he or she occupies or which causes injury to the health, comfort or convenience of an occupier of land and, if it does so, without limiting the generality of the foregoing, may include, an activity such as a noisy party, a group of people making noise, loud music, car racing, revving engines, yelling, shouting, screaming, fighting, littering and trespassing.
	Park	"Park" - means and includes, for the purpose of this Bylaw, public parks, playgrounds, green space, driveways, paths, buildings or other land.
	Parks	"Parks" includes public parks, playgrounds, squares, greens, driveways, roadways, walkway, paths, beaches and other public places within the Town of Sidney under the management of Town Council and care and custody of the Manager of Parks and Works.
	Private Lane	"Private Lane" - shall mean every way or place or roadway which is privately owned and used for vehicular travel by the owner or owners thereof and those having the permission of the owners, express or implied, but does not include a driveway between a single residence and a street.
	Public Place	"Public place" - shall mean and include all public squares, public gardens, public recreation grounds, parks, lanes and streets within the Town of Sidney.

District	Term	Definition
Sidney	Qualifying Occupant	"Qualifying Occupant" means a homeless person who has: a) registered with the Town with photo identification (or photo can be taken by the Town); b) provided their full legal name, their last residential address and next of kin, (or verifiable personal contact); and c) complies with all provisions of the Parks Bylaw No. 1688, 2001.
	Roadway	"Roadway" - shall mean that portion of the street improved, designed or ordinarily used for vehicular traffic.
	Solicit	"Solicit" - means to, without consideration, ask for money, donations, goods or other things of value whether by spoken, written or printed word or bodily gesture, for one's self or for any other person, and solicitation has a corresponding meaning, but does not include soliciting for charity by a person authorized by way of Council approved policy, for soliciting for charity.
	Special Event	"Special Event" means a meeting, party, dance or other gathering which the Town has contracted or otherwise authorized in writing to take place in a park.
	Street	"Street" shall include roadway, boulevard and sidewalk as well as any way, road, lane, alley, avenue, thoroughfare, drive, bridge, viaduct, square or open space in the Town which is open to the use of the public as a matter of right, for the purpose of traffic.
	Temporary Shelter	"Temporary shelter" means a tent, lean-to or other form of shelter that is temporary or portable, constructed from nylon, tarpaulin, plastic, cardboard or other similar non-rigid and rigid material.
	Trailer	"Trailer" means a vehicle that is at any time drawn on a highway by a motor vehicle, except: a) an implement of husbandry, b) a sidecar attached to a motorcycle, and c) a disabled motor vehicle that is towed by a tow car, but does include a semi-trailer as defined in the Commercial Transport Act.

District	Term	Definition
Sidney	Vehicle	"Vehicle" means all conveyances for the carriage or transport of persons, passengers, goods or materials, whether drawn by animals or propelled by any mechanical or muscular device or other motive power whatsoever, and including but not limited to bicycles, skateboards, scooters and Tricycles.
	Vehicle	"Vehicle" means any a device in, on or by which a person or thing is or may be transported or drawn on a highway, but does not include a device designed to be moved by human power, a device used exclusively on stationary rails or tracks or a motor assisted cycle.
	Vehicle	"Vehicle" - shall mean and include any device in, upon or by which any person or property is or may be transported or drawn upon a street, irrespective of motor power, including a horse led or ridden but shall not include any conveyance running only upon rails.
Sooke	Highway	"Highway" includes every highway within the meaning of the Transportation Act, and every road, street, lane or right-of-way designed or intended for or used by the general public for the passage of Vehicles, and every place or passageway to which the public, for the purpose of the parking or servicing of Vehicles, has access or is invited; every place or passageway owned or operated by the District of Sooke for the purpose of providing off-street parking and every sidewalk, trail, boulevard, greenway or boardwalk.
	Park	"Park" means all land dedicated, owned, controlled or used by the District of Sooke as public park, trail, sports field, playground, recreational area, or public open space, and includes the lands described in the District of Sooke Community Parks Inventory.
Victoria	Boulevard	"Boulevard" means a portion of a street or highway that has been seeded, sodded, or otherwise improved and maintained by the City
	Culturally sensitive area	"Culturally sensitive area" means any part of a park that is (a) a heritage site as defined in the Heritage Conservation Act whether designated or not; or (b) identified in a plan, map or City bylaw as having historical or cultural significance to British Columbia or an aboriginal people.

District	Term	Definition
Victoria	Environmentally Sensitive Area	"Environmentally sensitive area" means any part of a park that has any of the following characteristics: (a) areas or landscape features identified in Sensitive Ecosystems Inventory for Eastern Vancouver Island and the Gulf Islands, published by the British Columbia Ministry of the Environment; (b) areas or landscape features identified in a plan, map or City bylaw as environmentally significant, an environmental protection area, a development permit area for protection of the environment, or for another similar purpose that is compatible with the conservation of ecological features and functions of the site.
	Homeless Person	"Homeless person" means a person who has neither a fixed address nor a predictable safe residence to return to on a daily basis.
	Park	"Park" includes (a) a public park, playground, square, green, footpath, beach, road in a park, and other public place that is not a street and that is under the custody, care, and management of the Director, and (b) Bastion Square and Centennial Square.
	Vehicle	"Vehicle" means: (a) a conveyance that is for transporting a person or thing, and that is powered by mechanical, muscular, animal, or other means, and (b) includes bicycles and tricycles.
View Royal	At large	"At large" means any animal not under the immediate control of the owner or not contained in an enclosure as required by this Bylaw.
	Beach	"Beach" means all marine Foreshores in the Town of View Royal.

District	Term	Definition
View Royal	Environmentally Sensitive Area	"Environmentally Sensitive Area" means: (i) an area or landscape feature identified in Sensitive Ecosystems Inventory for Eastern Vancouver Island and the Gulf Islands, published by the British Columbia Ministry of Environment; or (ii) an area or landscape feature identified in a Town bylaw as environmentally significant or a development permit area for the protection of the environment.
	Natural Park Feature	"Natural Park Feature" means any tree, shrub, herb, flower, wildflower, grass, turf or plant of any kind; soil, silt, gravel, rock, mineral, wood, fallen timber or other park material.
	Park Area	"Park Area" means all land in the Town of View Royal that: (i) is reserved or dedicated as park by a bylaw of the Town or dedicated as park by the deposit of a subdivision a reference plan; (ii) was conveyed in trust to the Town for the purpose of park; or (iii) is any other parcel of land improved, maintained, developed or administered by the Town for parks and recreation purposes, including all buildings and structures situated thereon, and shall include any other parcel of land or property improved or maintained by the Town of View Royal.
	Public Place	"Public place" includes all highways, boulevards, parks or other real property owned, held, operated or administered by the Crown, Municipality or by a School District within the Municipality, and including CRD regulated parks.

Appendix B: CRD Bylaw for Parks and Roads

Table B, below, presents a comprehensive list of all bylaws that relate to sheltering in parks or roadways active in the CRD as of February 2025. Each bylaw can be accessed through the references listed at the end of this report. Please note, when it was not necessary to provide "Restrictions" to the bylaw under discussion, the column was merged to conserve space.

Table B

District	Bylaw Number	Key Provisions	Restrictions
CRD	Bylaw No. 3795	6. Camping (2) Subsection (1) does not apply to a homeless person, where the person erects a temporary shelter in the community park only between the hours of 11:00 p.m. and 7:00 a.m. and removes the temporary shelter from the park between 7:00 a.m. and 11:00 p.m.	(3) Despite subsection (2), a homeless person must not erect a temporary shelter in a playground, sports field, foot path, a road within a park, environmentally sensitive area, or any area within a park that has been designated for an event or activity under a valid and subsisting permit issued under the authority of this Bylaw.
Central Saanich	Bylaw No. 804	13. (a) Despite Section 13(1) of this bylaw, where there is no accessible shelter accommodation available in the District, a Homeless Person may erect, occupy, and use a Temporary Overnight Shelter: (i) on Public Lands that is not a Prohibited Area or (ii) in any area within a park that has not been designated for an event or activity under a valid and subsisting permit issued under the authority of this bylaw, provided that the Homeless Person complies with all other provisions of this bylaw.	13. (c) Each Temporary Overnight Shelter referred to in Section 13A(b) above may only cover an area of less than 10 m^2 and may not adjoin, abut, or be connected to any other Temporary Overnight Shelter. (d) A Temporary Overnight Shelter shall not be erected, occupied, or used in, on, within, or attached to any Prohibited Area. (f) Any Temporary Overnight Shelter on Public Lands that is found: i) in, on, within, or attached to any Prohibited Area; or ii) during times not authorized by this Bylaw, shall be unlawful and subject to enforcement and removal, including the removal of any possessions, waste, and other incidental

District	Bylaw Number	Key Provisions	Restrictions
		(b) Temporary Overnight Shelters shall only be erected, occupied or used each evening between the hours of 7:00 p.m. on one day and 9:00 a.m. of the following day, provided that the Homeless Person: (i) not erect the Temporary Overnight Shelter until after 7:00 p.m. on one day;	materials in, at, or near the erection, occupancy, or use of the Temporary Overnight Shelter. (g) All Persons using Temporary Overnight Shelter on Public Lands shall be required to comply with all other provisions of this Bylaw and any other applicable District Bylaw, and Provincial
Central Saanich	Bylaw No. 804	(ii) take down and remove the Temporary Shelter prior to 9:00 a.m. of the following.	or Federal Act or Regulation. (h) Without limiting any other authority granted under this Bylaw, a Bylaw Enforcement Officer may remove or cause to be removed from Public Lands any Temporary Overnight Shelter that is not in compliance with this Bylaw, including any camping equipment, or possessions in, at, or near the Temporary Overnight Shelter.
Colwood	Bylaw No. 1771	5. Temporary Overnight Shelters (1) Except as provided in subsection (2) no person shall: (a) camp overnight in or on any portion of any park or beach; (b) constructor place in or on any portion of any park or beach a tent or temporary building or structure without first obtaining a special events permit; (2) Where there is no accessible overnight shelter accommodation available within the City of Colwood or the vicinity thereof, a person who has neither a fixed address nor a predictable safe resident to return to on a daily basis may, subject to the restrictions set	(3) A temporary overnight shelter permitted under subsection (2) must not be erected before 7:00 pm on any one day and must be taken down and removed before 8:30 am on the next day. (4) A temporary overnight shelter permitted under subsection (2) must not be erected or occupied at any time upon or within; (a) 40 meters of any: i) playground, spray park or pools; ii) horticultural display areas or gardens; iii) skateboard bowls, tennis courts, or other sport courts; iv) sport fields, stadiums or dugouts; v) stages or bleachers; vi) recreation facilities

District	Bylaw Number	Key Provisions	Restrictions
		out in subsection (3), erect and occupy a temporary overnight shelter in a park.	vii) beaches ix) cemeteries; x) golf courses; xi) pathways, bridges, boardwalks, docks or wharves, xii) any land designated in the Land Use Bylaw as P5 Zone Natural Parks; or xiv) area of a park that has been designated for an event or activity
Colwood	Bylaw No. 1771		under a valid and subsisting permit issued by the City. (b) 10 meters of an established trail, sidewalk or private property; or (c) an environmentally sensitive area 5) In addition to abiding by the regulations in section 4(1) and 4(2) of this Bylaw, a person who has erected a temporary overnight shelter permitted under subsection (2) must not: a) obstruct a highway or interfere with the lawful use of a person or vehicle using a highway; (b) obstruct a City employee in the performance of their duties
Highlands	Bylaw No. 377	CURFEW 13. No person shall enter upon or otherwise remain within the park for any purpose whatsoever between 10:00 p.m. and 7:00 a.m. CAMPING 26. No person shall camp or sleep overnight in the park with or without shelter of any kind, including but not restricted to, a vehicle, recreational vehicle, tent, lean-to, or other natural shelter.	

District	Bylaw Number	Key Provisions	Restrictions
Highlands	Bylaw No. 300	No Lodging 5.16 No Person shall use any vehicle, trailer or camper parked on a road right-of-way for the purpose of lodging, sleeping accommodation or a residence.	
Juan de Fuca and Salt Spring Island Electoral Area	Bylaw No. 3795	6. Camping (2) Subsection (1) does not apply to a homeless person, where the person erects a temporary shelter in the community park only between the hours of 11:00 p.m. and 7:00 a.m. and removes the temporary shelter from the park between 7:00 a.m. and 11:00 p.m.	(3) Despite subsection (2), a homeless person must not erect a temporary shelter in a playground, sports field, foot path, a road within a park, environmentally sensitive area, or any area within a park that has been designated for an event or activity under a valid and subsisting permit issued under the authority of this Bylaw. (4) Nothing in this section will permit any person to violate any other section of this Bylaw at any time.
Langford	Bylaw No. 177	4.13. Despite subsection 4.10, subsection 4.11 and subsection 4.12 of this Bylaw, where there is no accessible overnight shelter accommodation available within	4.14. 4.14. A temporary overnight shelter permitted under subsection 4.13: (a) must not be erected before 7:00 p.m. on any one day and must be
Langford	Bylaw No. 177	the City or the vicinity thereof, a homeless person may erect and occupy a temporary overnight shelter in a park subject to the restrictions set out in subsection	taken down before 7:00 a.m. on the next day following when Daylight Saving Time is not in effect; (b) must not be erected before 8:00 p.m. on any one day and must be taken down and removed before 7:00 a.m. on the next day following when Daylight Saving Time is in effect; (c) must not be erected or occupied at any time in, upon or within 10 meters of any of the following: (i) washroom facilities; (ii) a road, driveway or parking facilities; (iii) a pathway, trail, bridge, boardwalk, dock or wharf; (iv) a beach;

District	Bylaw Number	Key Provisions	Restrictions
			(v) land designated on the City's official community plan as development permit areas for the purpose of protecting the natural environment; and (d) must not be erected or occupied at any time in, upon or within 100 metres of any of the following: (i) a playground, spray park or pool; (ii) a horticultural display area or garden; (iii) a tennis court or other sport court; (iv) a sport field, stadium or dugout; (v) a stage or bleachers; (vi) a picnic shelter or gazebo; (vii) recreation facilities; (viii) a cenotaph; and (e) must not occupy more than 9 square meters in area, including all associated objects and possessions.
Metchosin	Bylaw No. 57	3.1 Parking Regulations Except to comply with the directions of a peace officer, or traffic control device or traffic patrol or an emergency vehicle which is in actual use for official duties, no person shall park: (...) (29) upon any portion of a highway for the purpose of taking up overnight abode;	
Metchosin	Bylaw No. 532	Fires and Camping 6. No person shall light or keep lit any fire in a park. 7. No person shall camp or sleep overnight in a park with or without a shelter of any kind, including, but not restricted to, a vehicle, a recreational vehicle, tent, lean to, or other natural shelter.	

District	Bylaw Number	Key Provisions	Restrictions
North Saanich	Bylaw No. 1470	Temporary Overnight Shelter 22. Where there is no overnight shelter accommodation available within the District or the vicinity thereof, a homeless person may erect and occupy a temporary overnight shelter in a park subject to the following restrictions: (a) temporary overnight shelter must not be erected before 7:00 p.m. in any one day and must be taken down and removed before 9:00 a.m. on the following day;	(b) temporary overnight shelter must not be erected at any time within or upon any of the following: (i) playgrounds; (ii) horticultural display areas or gardens; (iii) tennis courts, pickleball courts or other sport courts or fields; (iv) washroom facilities, picnic shelters or gazebos; (v) recreation facilities; (vi) beaches; (vii) trails, bridges, boardwalks, docks or wharves; or (viii) roadways. 23. Temporary overnight shelter must not be erected on a dedicated highway
Oak Bay	Bylaw No. 4672	Traffic/Parking 4. (1) No person shall park any motor vehicle or trailer or allow it to remain in any park except in a portion of a park designated for parking. (2) With the exception of a person using a boat-ramp for launching purposes while his boat is in use in the sea, no person shall park any motor vehicle or trailer in any park during the hours between 11:00 p.m. and 6:00 a.m.	
Oak Bay	Bylaw No. 4672	Miscellaneous 23. (1) No person, without first obtaining the written permission of the Director, shall erect a tent, building, structure or shelter in or on any park. (2) No person shall camp, or take up temporary or permanent abode in or on any park.	
Saanich	Bylaw No. 7753	Regulations 14.1. a) Despite section 14 of this Bylaw, where there is no accessible overnight shelter	See Appendix C

District	Bylaw Number	Key Provisions	Restrictions
		accommodation available within the District of Saanich or the vicinity thereof, a homeless person may erect and occupy a temporary overnight shelter in a park subject to the restrictions set out in Schedule "C" (See Appendix B) attached hereto.	
Saanich	Bylaw No. 7753	Regulations 14.1. a) Despite section 14 of this Bylaw, where there is no accessible overnight shelter accommodation available within the District of Saanich or the vicinity thereof, a homeless person may erect and occupy a temporary overnight shelter in a park subject to the restrictions set out in Schedule "C" (See Appendix C) attached hereto. (b) Any temporary overnight shelter erected or occupied in a park contrary to the restrictions set out in Schedule "C" (See Appendix C) attached hereto constitutes a chattel unlawfully deposited in a park which may be removed, seized, impounded and sold in accordance with the provisions of section 29	
Sooke	Bylaw No. 101	Camping 32. No person shall camp or sleep overnight in a park with or without a shelter of any kind, including, but not restricted to, a vehicle, recreational vehicle, tent, lean to, or other natural shelter.	
Sooke	Bylaw No. 101	Vehicles and Parking 48. No person shall park any vehicle in a park, except in a parking lot while that person is lawfully using the park.	
Sydney	Bylaw No. 1688	Overnight Accommodation and Erecting Temporary Shelter 12.1 A Homeless Person may take up overnight accommodation and erect or occupy a Temporary Shelter in a Park, between the hours of 7:00 pm on one day and 9:00 am the following day, provided the Homeless Person:	12.1 A Homeless Person may take up overnight accommodation and erect or occupy a Temporary Shelter in a Park, between the hours of 7:00 pm on one day and 9:00 am the following day, provided the Homeless Person: a) does not erect the Temporary Shelter, or occupy, or take up overnight accommodation, within 100
Sydney	Bylaw No. 1688	(see "Restrictions" in the adjacent column)	meters of any playground, community garden, sports field, tennis court, picnic shelter, gazebo, stage, water park, skate

District	Bylaw Number	Key Provisions	Restrictions
			park, parking lot public washroom, ornamental garden, or horticultural display; b) does not erect the Temporary Shelter, or occupy, or take up overnight accommodation, on or within 50 metres of an established trail or sidewalk; c) does not erect the Temporary Shelter, or occupy, or take up overnight accommodation, within 100 metres of private property; d) does not erect the Temporary Shelter, occupy, or take up overnight accommodation within 200 metres or any area of a park that has been designated for an event or activity under a valid and subsisting permit issued by the Town; e) does not damage or alter Town property, including fencing, trees, shrubs, plantings, benches, or other equipment or infrastructure; f) removes the Temporary Shelter by 9:00 am each morning and does not leave possessions, debris, litter or any other article behind, and does not return before 7:00 pm the same day; g) does not obstruct a highway or interfere with the lawful use of a person or vehicle using a highway; h) or does not obstruct a Town employee in the performance of his duty. 12.2 Notwithstanding section 12.1, no person may enter, occupy, or remain within a public facility, picnic shelter, gazebo, stage or other permanent structure or facility between the hours of 11pm and 7am.

District	Bylaw Number	Key Provisions	Restrictions
Esquimalt	Bylaw No. 2665	3. Park Regulations 3.1 Prohibited Acts 3.1.5 No person may enter, occupy or remain in a park: a) between dusk and dawn except as permitted pursuant to Schedule "A"; (See Appendix D) b) for the purpose of taking up overnight abode; or c) by crossing any area where signs have been erected pursuant to this Bylaw forbidding such crossing. 3.1.10 Erect, construct or build or cause to be erected, constructed or built in or on any park, public place or boulevard any tent, building, shelter, pavilion or other construction without the prior express permission of the Director. 3.1.11 Live or take up quarters in a park as either a temporary or permanent abode. 3.1.22 Park any vehicle or trailer or allow it to remain in any park or public place except where parking is designated. No person may park any vehicle or trailer or allow it to remain in any park or public place between dusk to dawn.	
Victoria	Bylaw No. 10-046	(Ross Bay Cemetery) Part 7 – General Regulations Permission to enter the cemetery during prohibited times 42. A person shall not, without the prior written permission of the Director, enter or remain in the cemetery between: (a) the earlier of 11:00 p.m. or one hour after sunset of a day, and (b) the later of 6:00 a.m. or one hour before sunrise of the next calendar day.	
Victoria	Bylaw No. 07-059	Closing Hours 9.(1) A person must not cause a vehicle to be in Clover Point Park between 11:00 p.m. of one day and 6:00 a.m. of the next day. (2) A person must not use the road leading to the lookout in Beacon Hill Park, known as Checkers Pavilion, between one-half hour after sunset of one day and one-half hour before sunrise of the next day.	

District	Bylaw Number	Key Provisions	Restrictions
		(3) A person must not enter or remain in any of the following parks between one hour after sunset of one day and one hour before sunrise of the next day: (a) Moss Rocks Park; (b) Franklin Green; (c) Pioneer Square. (4) A person must not enter or remain in Victoria Youth Park between 10:30 p.m. of one day and 7:00 a.m. of the following day.	
Victoria	Bylaw No. 07-059	Overnight Shelter (2) A homeless person must not place, secure, erect, use, or maintain in place, in a park, a structure, improvement or overhead shelter, including a tent, lean-to, or other form of overhead shelter constructed from a tarpaulin, plastic, cardboard or other rigid or non-rigid material: (a) subject to sub-section (b), except between the hours of: (i) 7:00 o'clock p.m. of one day and 7:00 o'clock a.m. of the next day when Daylight Saving time is not in effect; and (ii) 8:00 o'clock p.m. of one day and 7:00 o'clock a.m. of the next day when Daylight Saving time is in effect,	(2) A homeless person must not place, secure, erect, use, or maintain in place, in a park, a structure, improvement or overhead shelter, including a tent, lean-to, or other form of overhead shelter constructed from a tarpaulin, plastic, cardboard or other rigid or non-rigid material: (b) at any time, in (i) a playground, sports field, footpath or road within a park, (ii) an environmentally or culturally sensitive area, community garden, or horticultural area, (iii) any area within a park that has been designated for an event or activity under (A) a valid and subsisting permit issued under the authority of this Bylaw, or (B) a lease, licence, or other agreement authorized by Council, (iv) Arbutus Park, (v) Bastion Square, (vi) Beacon Hill Park, (vii) Cecelia Ravine Park, (viii) Centennial Square,

District	Bylaw Number	Key Provisions	Restrictions
			(ix) Central Park, (x) Coffin Island, (xi) Cridge Park, (xii) David Spencer Park, (xiii) Haegert Park, (xiv) Hollywood Park, (xv) Irving Park, (xvi) Kings Park, (xvii) MacDonald Park, (xviii) Moss Rocks Park, (xix) Quadra Park, (xx) Reeson Park, (xxi) Regatta Point Park, (xxii) Robert Porter Park, (xxiii) South Park, (xxiv) Stadacona Park, (xxv) Summit Park,
Victoria	Bylaw No. 07-059		(xxvi) Topaz Park, or (xxvii) Vic West Park. (c) at any time within 4 metres of a private property line, (d) at any time, in any area identified by the Director as susceptible to flooding, erosion, slope instability, or other environmental hazards, provided that signage has been erected to indicate the area as such. (3) Notwithstanding subsection (2), person must not place, erect, maintain or use a shelter in a park at any time (a) within 8 metres of a playground, (b) 4 metres of any area listed in section 16A(2)(b),

District	Bylaw Number	Key Provisions	Restrictions
			(c) 4 metres of any other shelter that is placed, erected, maintained or used in accordance with section 16A or this section, (d) within 50 metres of a school as defined in the School Act, or (e) that, including all associated objects or possessions, occupies more than 9 square meters in size. (4) A person must not keep, store, or use in a park (a) a barbeque, stove, heater, or any other open flame appliance, (b) or a propane tank, gasoline container, or any other flammable gas or liquid.
Vicotria	Bylaw No. 07-059	Part 3- General Regulations Traffic and parking (1) A person may do any of the following activities in a park only if that person has received prior express permission under section 5: (h) park a vehicle in a park for longer than 3.5 hours between 7:00 a.m. and 6:00 p.m. of any day from Monday to Friday; (k) park a vehicle in a park for the purpose of sleeping overnight in the vehicle;	
Vicotria	Bylaw No. 07-059	(l) sleep overnight in a vehicle in a park;	
View Royal	Bylaw No. 986	6.0 Damage to Property 6.1. No person shall: (d) begin or continue the construction, placement or deposit of any structure or matter, or dig in the soil, without prior written authorization of the Director or a Park Permit; 6.2 No person shall build or place any temporary or permanent structure in a Park Area without prior written authorization of the Director.	

District	Bylaw Number	Key Provisions	Restrictions
View Royal	Bylaw No. 986	11.0 Parking Lots 11.2 Without limiting Sections 10.1 and 10.2, no person shall: (a) leave a Motor Vehicle in a Parking Lot overnight; or (b) act contrary to any traffic control device in a Parking Lot.	
View Royal	Bylaw No. 986	17. Park Hours 17.1 Unless otherwise specified by the Director, Park Areas shall be closed to the public between the hours of 11:00 p.m. and 5:00 a.m. on all days.	
View Royal	Bylaw No. 980	Section 12: Miscellaneous Regulations Sleeping in Vehicles 12.3. A person is not permitted to sleep overnight on any Street, including in a vehicle parked on a Street.	

Appendix C: Saannich – Bylaw 7753 - Schedule "C"

Schedule "C", referenced in Saanich Bylaw no. 7752; "For the Management, Control and Use of Parks, Beaches and Other Public Places within the District of Saanich," details the restrictions on temporary shelters permitted within the District of Saanich. For further details on other sheltering bylaws within the CRD, please refer to Appendix A.

Restrictions on Temporary Overnight Sheltering

1. A temporary overnight shelter permitted under section 14.1(a) of this Bylaw must not be erected before 7:00 p.m. on any one day, and must be taken down and removed before 7:00 a.m. on the next day following.

2. A temporary overnight shelter permitted under section 14.1(a) of this Bylaw must not be erected or occupied at any time within or upon any of the following:

(i) an environmentally sensitive area;
(ii) a playground, spray park or pool, or any area within 3 metres of a playground, spray park or pool;
(iii) a horticultural display area or garden; (iv) a skateboard bowl, tennis court or other sports court, or any area within 3 metres of a skateboard bowl, tennis court or other sports court;
(v) a sports field, stadium or dugout, or any area within 3 metres of a sports field, stadium or dugout;
(vi) a stage or bleachers, or any area within 3 metres of a stage or bleachers;
(vii) a washroom facility, picnic shelter or gazebo, or any area within 3 metres of a washroom facility, picnic shelter or gazebo;
(viii) a recreation facility, or any area within 3 metres of a recreation facility; (ix) a beach;
(x) a cemetery;
(xi) a golf course;
(xii) a pathway, bridge, boardwalk, dock or wharf;
(xiii) a road, driveway or parking facility.

3. A homeless person permitted to erect and occupy a temporary overnight shelter under section 14.1(a) of this Bylaw may do so only in a park listed below and in no other park:

a) Agate Park;
b) Allenby Park;
c) Baxter Park;
d) Beckwith Park;
e) Bernard Park;
f) Blair Park;
g) Braefoot Park;
h) Broadmead Park;
i) Brodick Park;
j) Browning Park;
k) Brydon Park;
l) Cadboro-Gyro Park;

m) Casa Marcia Park;
n) Cecelia Creek Falls Park;
o) Cedar Hill Park;
p) Claremont-Goddard Park;
q) Commonwealth Place Park;
r) Copley East Park;
s) Copley West Park;
t) Cordova Bay Park;
u) Craigflower-Kosapsom Park;
v) Edge Park; w) Emily Carr Park;
x) Estelline Park; y) Fairburn Park;
z) Fowler Park;
aa) Francisco Park;
bb) Glanford Park;
cc) Glencraig Park;
dd) Gore-Peace Memorial Park;
ee) Gorge Park; ff) Gorge Waterway Park;
gg) Goward Park;
hh) Hampton Park;
ii) Harvest Lane Park;
jj) Horner Park;
kk) Houlihan Park;
ll) Hyacinth Park;
mm) Industrial Buffer Park;
nn) Kenmore Park;
oo) King Alfred Park;
pp) Lambrick Park;
qq) Leeds Park;
rr) Lochside Park;
ss) Majestic Park;
tt) Maltwood Park;
uu) Marigold Park;
vv) Maynard Park;
ww) McBriar Park;
xx) McMinn Park;
yy) McMorran Park;
zz) Meadow Park;
aaa) Montague Park;
bbb) Mount View Park;
ccc) Onyx Park;
ddd) Outerbridge Park;
eee) Panama Hill Park;
fff) Parkwood Park;
ggg) Perez Park;
hhh) Playfair Park;
iii) Prospect Lake Park;

jjj) Qu'Appelle Park;
kkk) Rainbow Park;
lll) Regina Park;
mmm) Reynolds Park;
nnn) Rogers Park;
ooo) Rogers Court Park;
ppp) Rosedale Park;
qqq) Rudd Park;
rrr) Rutledge Park;
sss) Sayward Hill Park;
ttt) Sierra Park;
uuu) South Valley Park;
vvv) Springridge Park;
www) Tolmie Park;
xxx) Tyndall Park;
yyy) Unnamed Park at 4394 West Saanich Road;
zzz) Unnamed Park on Walter Ave at Dysart Road;
aaaa) Vantreight Park;
bbbb) Vic Derman Park;
cccc) Whitehead Park.

Appendix D: Esquimalt – Bylaw No. 2664 – Schedule "A"

Schedule "A," referenced in Esquimalt's Parks and Recreation Bylaw No. 2665, details the hours of operation for park facilities in Esquimalt.

SCHEDULE "A"

HOURS OF OPERATION

[Bylaw No. 3080]

Archie Browning Sports Centre	24 hour per day operation with hours varying according to bookings and programs
Esquimalt Recreation Centre	5:30 am to 10:30 pm
Statutory Holidays	There will be reduced hours of operation on statutory holidays based upon facility user and program bookings. Hours of operation on Statutory Holidays will be established by the Director
Parks	Dawn to Dusk
Esquimalt Lacrosse Box	8:00 am to 10:00 pm (includes lights on)
Esquimalt Gorge Park/Pavilion	Hours varying according to bookings and programs

Appendix E: British Columbia – Motor Vehicle Act – Regulations on Parking

The Motor Vehicle Act contains the provincial legislation governing the use of motor vehicles on public roads in British Columbia. The Act is extensive, containing 48 chapters and over 300 pages. The full text of the Motor Vehicle Act, including regulations on driver licensing, vehicle registration, traffic safety, and enforcement, can be accessed through the Government of British Columbia's official website. The five sections below (187, 189-192) detail the legislative regulation on parking imposed by the province.

Where parking prohibited

187 (1) Subject to subsection (3), if outside of a business or residence district it is practicable to stop, park or leave a vehicle off the roadway, a person must not stop, park or leave the vehicle either unattended or attended on the roadway.

(2) Subject to subsection (3), a person must not park a vehicle so as to obstruct the free passage of traffic on the highway.

(3) Subsections (1) and (2) do not apply when a vehicle is so disabled that it is not practicable to avoid stopping and temporarily leaving it on a highway.

When vehicle stopping prohibited

189 (1) Except when necessary to avoid conflict with traffic or to comply with the law or the directions of a peace officer or traffic control device, a person must not stop, stand or park a vehicle as follows:

(a)on a sidewalk or boulevard;

(b)in front of a public or private driveway;

(c)in an intersection, except as permitted by a sign;

(d)within 5 m of a fire hydrant measured from a point in the curb or edge of the roadway that is closest to the fire hydrant;

(e)on a crosswalk;

(f)within 6 m of the approach side of a crosswalk;

(g)within 6 m on the approach to a flashing beacon, stop sign or traffic control signal located at the side of a roadway;

(h)within 6 m either side of the entrance to or exit from a hotel, theatre, public meeting place, dance hall, fire hall or playground in rural area;

(i)within 15 m of the nearest rail of a railway crossing;

(j)subject to subsection (4), on a highway for the principal purpose of

(i)displaying a vehicle for sale,

(ii)advertising, greasing, painting, wrecking, storing or repairing a vehicle, unless repairs are necessitated by an emergency,

(iii)displaying signs, or

(iv)selling flowers, fruit, vegetables, sea foods or other commodities or articles;

(k)alongside or opposite a street excavation or obstruction when stopping, standing or parking obstructs traffic;

(l)on the roadway side of a vehicle stopped or parked at the edge or curb of a roadway;

(m)on a bridge or other elevated structure on a highway, or in a highway tunnel, except as permitted by a traffic control device;

(n)in a place in contravention of a traffic control device that gives notice that stopping, standing or parking there is prohibited or restricted;

(o)in a manner that obstructs the visibility of a standard traffic sign erected by or with the authority of the minister responsible for the administration of the *Transportation Act*, a municipality, a treaty first nation, the Nisg̱a'a Nation or a Nisg̱a'a Village.

(2) A person must not move a vehicle that is not lawfully under the person's control into a place mentioned in subsection (1).

(3) Despite subsection (1) (f) and (g), a municipality may provide by bylaw that, if authorized by a sign posted by the municipality, a person may park a cycle or motorcycle within 6 m of the approach side of a crosswalk or within 6 m on the approach to a flashing beacon, stop sign or traffic control signal if the cycle or motorcycle is

(a)of a size that, and

(b)parked so that

the cycle or motorcycle does not obstruct a motorist's view of the crosswalk, flashing beacon, stop sign, traffic control signal or an intersection.

(3.1) If a municipality enacts a bylaw referred to in subsection (3), or a treaty first nation or a Nisg̱a'a Government enacts a law having the same effect, a person may park a cycle or motorcycle in accordance with the bylaw or law.

(4) Subsection (1) (j) does not apply to a person acting under and in accordance with an authorization given under section 62 (2) or (6) of the *Transportation Act*.

Manner of parking

190 Except when a municipality, a treaty first nation, the Nisg̱a'a Nation, a Nisg̱a'a Village or the minister responsible for the administration of the *Transportation Act* permits, a driver must not stop, stand or park a vehicle on a roadway other than on the right side of the roadway and with the right hand wheels parallel to that side, and where there is a curb, within 30 cm of the curb.

Leaving parked vehicle

191 (1) A motor vehicle must be equipped with a lock or other device to prevent the unauthorized use of the motor vehicle.

(2) A driver must not permit a motor vehicle to stand unattended or parked unless the driver has

(a)locked it or made it secure in a manner that prevents its unauthorized use, and

(b)if the motor vehicle is standing on a grade, turned the front wheels of the vehicle to the curb or side of the highway.

Parking on private property

192 (1) If a motor vehicle or trailer is left without the occupier's consent on private property in a municipality, treaty lands or Nisga'a Lands or for a period exceeding 72 hours on private property not in a municipality, treaty lands or Nisga'a Lands, the owner of the motor vehicle or trailer is deemed to have authorized and empowered the occupier to be the owner's agent for the purpose of towing it to a place of storage and of storing it.

(2) The agent has a lien against the motor vehicle or trailer for all reasonable advances made or charges incurred in connection with the towing and storing of it in the course of the agency.

(3) The procedure respecting enforcement of the lien must be governed by the *Warehouse Lien Act*.

APPENDIX F

Aligning the Federal/Provincial Homelessness Response



February 5, 2025

CRD Hospitals & Housing Committee Presentation

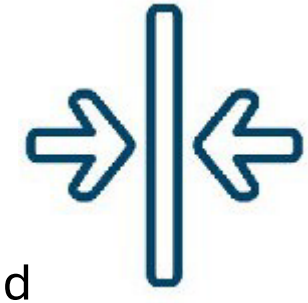
Agenda

- Federal/Provincial Alignment
- CRD Regional Alignment
- Key Milestones from 2024
- Partnering with the Canadian Alliance to End Homelessness

Federal-Provincial Alignment

• Reaching Home

- As Canada's Homelessness Strategy, Reaching Home is a community-based program that aims to prevent and reduce homelessness by providing direct support and funding to communities through a Community Entity (CE) model
- A Coordinated Access system supported by HIFIS (or equivalent HMIS) and quality data are cornerstones of the Reaching Home program



• Belonging in BC

- A comprehensive provincial plan to prevent and reduce homelessness that focuses on access to services and housing through coordinated government and community systems
- A Coordinated Access system will support the implementation of the province's Integrated Support Framework and improve coordination of services to enable improved access

CRD Regional Alignment

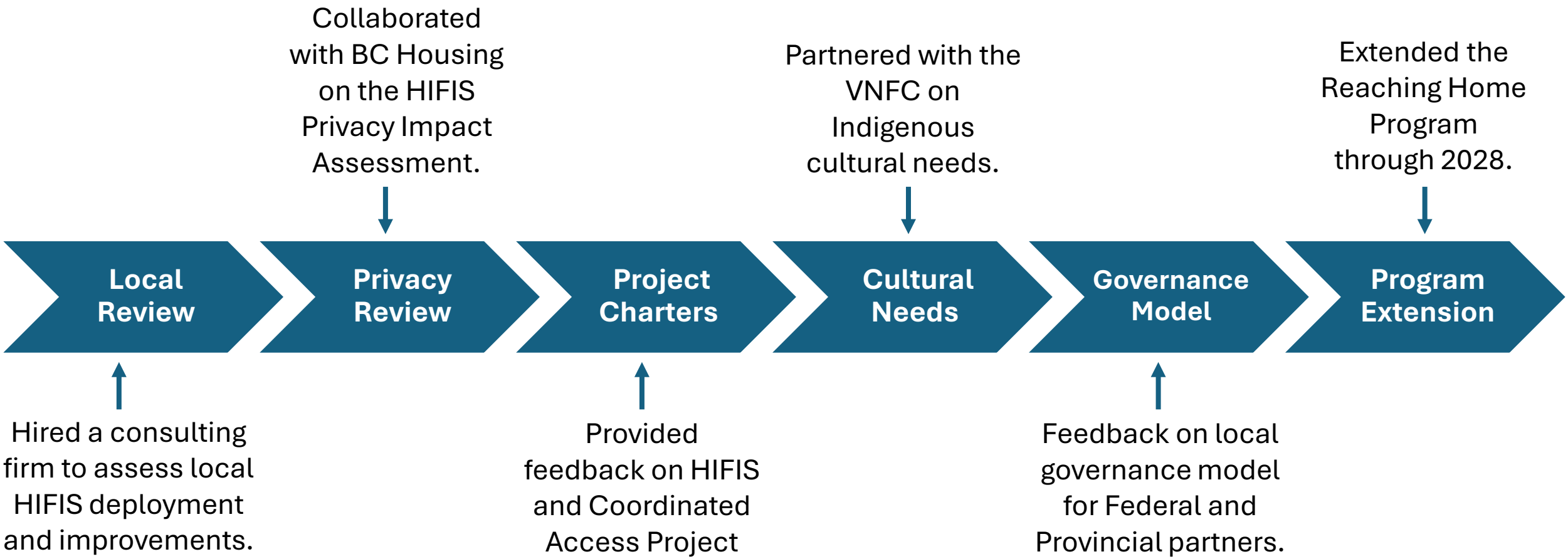
- CRD staff are working with Federal & Provincial partners on the alignment project to integrate Coordinated Access and HIFIS policies under the Reaching Home Program.

- In 2024, HICC, HMA, BC Housing and federal Reaching Home Community Entities, including the CRD, launched a new partnership.

- The partnership aims to align efforts across governments to address homelessness.



Key Milestones from 2024:



Partnering with the Canadian Alliance to End Homelessness (CAEH)

- The CAEH has partnered with the Province of BC to provide support to the Province, BC Housing and CEs on the alignment project through Built for Zero Canada.
- Improvement & Data Advisors will provide coaching and data support for By-Name data, Coordinated Access and other system resources, data dashboards, scorecards and other tools to CE and BCH staff.
- The CAEH will help the region and province with problem solving, provide supports to improve, analyze and use data, and promote data literacy and best practices.
- CAEH Supports in the CRD are expected to begin April 2025

QUESTIONS?

BRITISH COLUMBIA

THE CITY OF VICTORIA

September 12, 2025 Reference: 187505

Capital Regional District Board of Directors
Email: crdboard@crd.bc.ca

Dear Colleagues and Partners:

We write to you today jointly to indicate our collective support for a regional approach to addressing and resolving homelessness and sheltering in the Capital Region and to encourage you to work collaboratively with your councils and your staff to find avenues and opportunities to expand shelter and supportive housing services offered in your respective community.

Homelessness in Greater Victoria is an urgent priority that affects the lives and wellbeing of every resident, regardless of which municipal boundary they live within. There are people in every community that are experiencing homelessness and are in immediate need of shelter and housing options with supportive services close to home.

In your communities, there are numerous demographics that are at elevated risk of experiencing homelessness, and we all have a part to play in supporting our vulnerable residents. According to the 2023 Point-in-Time Count (www.crd.ca/media/file/2023-point-time-count-report), 1,665 individuals are experiencing homelessness in Greater Victoria, including seniors (25 per cent), women (27 per cent), and Indigenous people (33 per cent); youth identifying as 2SLGBTQIA+ represent 31 per cent of homeless youth, and fewer than one in four individuals have lived in the region for less than five years.

It is unsustainable for the entire region to have services concentrated in a few select areas. By taking a collective approach and ensuring that resources are available where and when people need them, we can support our entire region's wellbeing.

Office of the Minister of Housing and Municipal Affairs
PO Box 9074 Stn Prov Govt
Victoria BC V8W 9E9
Phone:236 478-3970
HMA.Minister@gov.bc.ca

Office of the Mayor City of Victoria
No. 1 Centennial Square
Victoria BC V8W 1P6
Mayor@victoria.ca

Through collaborative efforts between the Province, including BC Housing, and the City of Victoria, 162 new shelter and temporary housing spaces with wraparound supports have been opened since 2023, demonstrating the tangible impact of coordinated partnership. We encourage you to be partners in this work and to undertake actions to increase the number of shelter and supportive housing spaces in your community. By working with the Province and BC Housing, you can meaningfully address regional homelessness and provide much-needed supports that benefit everyone in our region.

We would appreciate the opportunity to meet with the Board for a collaborative discussion of these issues. To arrange a mutually available time and date in our schedules, please reach out to HMA administrative coordinator Molly Wilkins at Molly.Wilkins@gov.bc.ca.

We look forward to engaging with you more to help realize these possibilities of meaningful change.

Sincerely,

Christine Boyle
Minister of Housing and Municipal Affairs

Marianne Alto
Mayor, City of Victoria

Making a difference...together

REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 26, 2025

SUBJECT **Salt Spring Island Regional Trail Feasibility Study Findings and Next Steps**

ISSUE SUMMARY

To present the findings of the Salt Spring Island Regional Trail Feasibility Study and recommend next steps for the project and continued implementation of the Gulf Islands Regional Trails Plan.

BACKGROUND

The Capital Regional District (CRD) Regional Parks Division has long led the development, management and maintenance of regional trails across the Capital Region, including the Galloping Goose, Lochside and E&N regional trails, as well as the recently completed Mayne Island Regional Trail. Off-road segments of these trails are built and operated on lands managed by the CRD through leases, licences or statutory rights-of-way, while on-road segments fall under the jurisdiction of local governments or the Province.

Originally designed as linear park corridors for recreation, these trails are now recognized as key components of the region's transportation system—supporting low-carbon mobility and regional connectivity within the broader active transportation network.

Evolution of Regional Trail Planning and Management

In 2016, the CRD Board approved the Regional Trails Management Plan (2016), which sets priorities and establishes development guidelines for the planning and management of CRD regional trails. This plan considers both recreation and active transportation objectives.

In 2018, the CRD Board approved the Gulf Islands Regional Trails Plan (GIRTP), establishing a long-term vision for a system of off-road bike and pedestrian trails on Mayne, Salt Spring, Pender, Galiano and Saturna islands. The initial phase of the Mayne Island Regional Trail (MIRT) was completed in 2024 as a demonstration project to assess opportunities and challenges associated with regional trail development on the Gulf Islands. Salt Spring Island is identified as the next priority for regional trail development.

Approved in 2023, the Regional Parks and Trails Strategic Plan 2022-2032 (Strategic Plan) embeds both regional park and off-road regional trail commitments.

In June 2025, the CRD established the Regional Transportation Service (RTS) under Bylaw No. 4630 to consolidate transportation planning and regional trail management across the Capital Region. The RTS mandate for active transportation includes:

- Developing transportation policies, plans, programs, projects and studies.
- Managing regional trails that serve a transportation function, including planning, policy development, construction, operations, maintenance, capital planning and land tenure management.
- Providing services and support to municipal partners and public authorities for transportation initiatives that promote active transportation.

The RTS reports to the Board through the CRD Transportation Committee. The Board has identified the Galloping Goose, Lochside and E&N regional trails as initial priorities. Accordingly, CRD Regional Parks is transferring staff, including the regional trail planning functions and associated operational and capital funding, to the RTS. CRD Regional Parks will continue to operate and maintain these priority trails under an internal service agreement and allocation funded by the RTS.

While the GIRTP and associated trails are not current RTS priorities, Bylaw No. 4630 allows for the inclusion of additional trails that support regional transportation, subject to CRD Board approval.

Salt Spring Island Feasibility Study

In June 2024, CRD Regional Parks initiated the Salt Spring Island Regional Trail Feasibility Study (the Study), included in Appendix A.

The Study assessed physical constraints along the 21 km conceptual route outlined in the GIRTP. It proposes a regional trail alignment extending from the Fulford Harbour Ferry Terminal in the southeast, through Ganges Village, to the Vesuvius Bay Ferry Terminal in the northwest. The analysis applied active transportation design guidelines, developed preliminary cost estimates, and identified priority segments for phased implementation (see Figure 1).

Figure 1: Salt Spring Island Regional Trail Route and Segment Overview



Recognizing past and ongoing efforts to improve active transportation on Salt Spring Island, the Study was developed with input from key community and agency partners, including:

- Island Pathways—a community organization that advocates for safer walking and cycling routes on Salt Spring Island.
- Salish Sea Trail Network Working Group—a coalition of community members and elected officials advocating for a trail network linking the Southern Gulf Islands and Vancouver Island.
- BC Ministry of Transportation and Transit
- Islands Trust
- CRD Salt Spring Island Administration

The Study confirms that a regional trail across Salt Spring Island is feasible and can meet active transportation design standards with significant investment. The initial concept proposed a three-metre-wide paved trail designed to meet BC Active Transportation Design Guide (BCATDG) All Ages and Abilities (AAA) standards, with an estimated cost of approximately $102 million. To identify more feasible alternatives, the Study explored design standards appropriate for low-use rural contexts—consistent with the BCATDG and the 2016 Management Plan—by narrowing the trail to two metres, using gravel surfacing (as applied on the MIRT), and incorporating traffic-calmed side streets in high-cost areas, reducing the cost to approximately $63.1 million.

In alignment with the implementation approach outlined in the GIRTP, the Study identified the Ganges Village to Vesuvius Bay section (segments J, H, L2, G, K, and I) as the highest priority for implementation. This includes a 2.5 km on-road portion through segments J and K on traffic-calmed side streets, which are outside CRD Regional Parks' mandate to manage.

Key implementation partners with jurisdiction over portions of the proposed corridor include MoTT, BC Ferries, the Salt Spring Island Local Community Commission (LCC) and Islands Trust, and additional cost savings may be achievable by leveraging existing or planned projects within their road rights-of-way.

Further consultation with these partners is required to confirm prioritization of route segments and inform an implementation strategy for the initial phase. Upon completion, route surveying, conceptual and technical design along with community and First Nations engagement could proceed.

Key Conclusions

- A fully separated regional trail across Salt Spring Island is not currently feasible under CRD Regional Parks' existing guidelines.
- To establish an active transportation corridor, a viable alternative could combine separated trails, traffic-calmed streets, sidewalks and bike lanes and multiple operators (a similar approach to the Lochside Regional Trail). Advancing active transportation on Salt Spring and the Southern Gulf Islands will require a coordinated, multi-year, multi-agency effort.
- With the establishment of the RTS, CRD Regional Parks no longer has the capacity to plan and develop regional trail infrastructure. Regional transportation matters fall under the governance of the CRD Transportation Committee and are the responsibility of the RTS. Including the Gulf Island regional trails within the RTS could represent a more effective approach to ensure consistency, apply a transportation lens, and enable multi-agency coordination.

- CRD Regional Parks' existing regional trail plans—including the 2016 Management Plan, 2018 GIRTP, and 2023 Strategic Plan—will require review and either revision or repeal to align with RTS's mandate and future plans.

ALTERNATIVES

Alternative 1
The Regional Parks Committee recommends to the Capital Regional District Board:
1. That the planning, implementation, and operation of all regional trails on the Gulf Islands—such as those identified in the Gulf Islands Regional Trails Plan—be referred to the CRD Transportation Committee for consideration;
2. That this report, including the Gulf Islands Regional Trails Plan, be referred to the Salt Spring Island Electoral Area Administration for information, in recognition of the local interest in establishing additional community trails in village sites on Salt Spring Island; and
3. That staff report back with a list of all CRD Regional Parks plans, policies, and bylaws requiring amendment or repeal as a result of establishing the Regional Transportation Service, and outline the process and timeline for completing these changes.

Alternative 2
The Regional Parks Committee recommends to the Capital Regional District Board:
That this report be referred back to staff for more information.

IMPLICATIONS

Alignment with Board & Corporate Priorities

Implementation of the GIRTP, which includes the development of the SSIRT, supports 2023-2026 Board Priorities relating to Transportation by improving regional connectivity and safety across transportation modes (1a) and supporting investments, expansion, and equitable access to active and low-carbon transportation (1b).

Alignment with Existing Plans & Strategies

The development of the SSIRT supports the implementation of the GIRTP (Appendix B). The Study's findings align with the recommended implementation approach within the GIRTP, with the Ganges Village to Vesuvius Bay section containing the highest priority segments for implementing the initial phase of the project.

The development of the Gulf Islands regional trail network is identified as a priority project for the upcoming decade in the Strategic Plan. CRD Regional Parks' existing regional trail plans and priorities will need to be reviewed and updated to ensure alignment or adjustment to correspond with the RTS mandate.

Financial Implications

The total cost to implement the SSRIT, as outlined in the Study, is an estimated $63.1 million. This is a class D estimate with a ±50% contingency and does not include land tenure costs. The initial phase of trail development identified in the GIRTP spans approximately 6 km—from the Atkins Road/Lower Ganges Road intersection to the Vesuvius Bay ferry terminal (excluding Ganges Hill). This section, identified in the Study as segments H through L2, has an estimated

construction cost of $8.5 million. This includes a 2.5 km on-road section through segments J and K on traffic-calmed side streets. More accurate estimates will be possible following detailed route surveying and design.

CRD Regional Parks has allocated $300,000 in 2027 and $330,000 in 2028 within the preliminary budget to support planning activities for the SSIRT. Construction funding of $4 million is currently designated for debt financing starting in 2029 and continuing into 2030, with additional support anticipated through external grant opportunities. In addition, approximately $2.3 million in the Regional Parks Capital reserve are designated to leverage external grants and support Gulf Islands regional trail development.

If Gulf Islands regional trails are determined to fall under the purview of the RTS, the financial plan will need to be amended to reflect implementation priorities.

First Nations Implications

Salt Spring Island is situated within the asserted territories of several First Nations, including the Semiahmoo First Nation, Snuneymuxw First Nation, SȾÁUTW̱ (Tsawout) First Nation, sc̓əwaθən məsteyəxʷ (Tsawwassen) First Nation, BOḰEĆEN (Pauquachin) First Nation, W̱JOŁEŁP (Tsartlip) First Nation, W̱SIḴEM (Tseycum) First Nation, Stz'uminus First Nation, Penelakut Tribe, Cowichan Tribes, Halalt First Nation, Tsu'uubaa-asatx First Nation, Lyackson First Nation and MÁLEXEŁ (Malahat) Nation. Engagement with these Nations is an important part of the process and would take place in a subsequent phase of the project, following the completion of route surveying and conceptual design drawings.

Intergovernmental Implications

Implementation of the SSIRT will require close coordination with multiple agencies. As Salt Spring Island is an unincorporated community, MoTT is responsible for its road rights-of-way. Similar to the MIRT, MoTT's role will include reviewing and approving detailed design drawings and entering into a licence agreement for the trail's development and operation. MoTT is also currently implementing recommendations from its *2023 Salt Spring Island Cycling Safety Review*, which include shoulder widening and other active transportation upgrades across the island. In some areas, these improvements may create safer conditions for cyclists and pedestrians along existing roads, reducing the need for separate trail development in some future SSIRT segments.

Local governing bodies, including the Salt Spring Island Electoral Area Administration, LCC and Islands Trust, will play key roles in representing community interests, guiding land use policy alignment, and ensuring the trail is built in a manner that preserves the island's character. The Salt Spring Island Electoral Area Administration and LCC are implementing active transportation improvements in Ganges Village, as outlined in the Salt Spring Island Active Transportation Network Plan, which the regional trail is envisioned to connect with in the GIRTP.

BC Ferries will be an essential partner in trail development near the Fulford Harbour and Vesuvius Bay ferry terminals, helping to ensure safe active transportation connections that align with terminal operations and long-term plans. These areas are spatially constrained and influenced by surrounding transportation, commercial, residential and tourism activities, making them particularly complex. As such, additional planning, engagement and inter-agency coordination will be required to thoughtfully integrate active transportation infrastructure into the broader public realm.

Service Delivery Implications

Completing the SSIRT project and advancing implementation of the GIRTP will require significant resources for planning and construction, as well as long-term operation, maintenance and asset renewal funding. Any CRD service (i.e., RTS, Regional Parks, and Salt Spring Island and Southern Gulf Island Administration) will need to assess implementation pathways and service needs for any existing and future regional trails on the Gulf Islands. However, this service may require additional time to become fully operational and to assess and plan to implement transportation priorities across the region.

The Salt Spring Island Electoral Area Administration and LCC have expressed strong interest in the project and may be able to leverage local partnerships to support cost-effective implementation, provided sufficient resources are made available to them.

Social Implications

Developing the SSIRT strengthens community connectivity, promotes active transportation and enhances recreational opportunities for residents and visitors alike. However, it may also raise concerns about impacts on private property, the environment, and increased development and tourism in rural areas. Early and meaningful community engagement is key to addressing these concerns and building support. Partnering with local groups, such as Island Pathways, can strengthen public trust and increase buy-in by ensuring local perspectives are reflected in the planning and design process.

CONCLUSION

The development of the SSIRT aligns with CRD Board corporate priorities and Regional Parks planning documents. However, it is a significant undertaking that will require coordination among multiple agencies, meaningful engagement with First Nations and the public, and careful consideration of construction, operation and maintenance costs, along with associated service demands. As responsibility and resources for regional trail management shift from CRD Regional Parks to the new Regional Transportation Service, it may be appropriate for the Transportation Committee and Board to consider including the regional trails on the Gulf Islands under the RTS mandate.

RECOMMENDATION

The Regional Parks Committee recommends to the Capital Regional District Board:

1. That the planning, implementation, and operation of all regional trails on the Gulf Islands—such as those identified in the Gulf Islands Regional Trails Plan—be referred to the CRD Transportation Committee for consideration;
2. That this report, including the Gulf Islands Regional Trails Plan, be referred to the Salt Spring Island Electoral Area Administration for information, in recognition of the local interest in establishing additional community trails in village sites on Salt Spring Island; and
3. That staff report back with a list of all CRD Regional Parks plans, policies, and bylaws requiring amendment or repeal as a result of establishing the Regional Transportation Service, and outline the process and timeline for completing these changes.

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ATTACHMENTS

Appendix A: Salt Spring Island Regional Trail: Final Section of the Salish Sea Trail Network Feasibility Study Report (October 2025)
Appendix B: Gulf Islands Regional Trails Plan (January 2018)
Presentation: Salt Spring Island Regional Trail – Feasibility Study & Next Steps

APPENDIX A

Salt Spring Island Regional Trail:

Final Section of the Salish Sea Trail Network

Feasibility Study Report

October 15, 2025

Acknowledgements

The Capital Regional District (CRD) would like to acknowledge and thank all project participants for their contributions throughout the planning process.

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*This report has been prepared by the CRD and GJD Planning + Design with support from ISL Engineering for the benefit of the CRD and others. The information and data contained in this report represents the author's best professional judgement considering the knowledge, information, and data available at the time of preparation. This is a living document, subject to change and updates based on changing conditions and circumstances. GJD Planning + Design denies any liability to other parties that may obtain access to this report for any injury, loss or damage suffered by such parties arising from their use of, or reliance upon this report without the express written permission of GJD Planning + Design and the CRD.

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Executive Summary

The Capital Regional District (CRD) has committed to developing a network of regional trails across the Southern Gulf Islands to link major transportation hubs with key community destinations. The Gulf Islands Regional Trails Plan (CRD, 2018) outlines a conceptual regional trail route on Mayne, Salt Spring, Pender, Galiano, and Saturna islands. As outlined in the plan, the trails are to accommodate both cyclists and pedestrians, be situated within public road rights-of-way whenever possible, be separated from vehicle traffic where feasible, and be developed in phases.

The CRD engaged GJD Planning + Design to undertake a feasibility study for the Salt Spring Island Regional Trail (SSIRT)—a proposed 21 km active transportation corridor connecting Fulford Harbour, Ganges Village, and Vesuvius Bay. The SSIRT overlaps with a portion of the Salish Sea Trail Network—a 186 km conceptual active transportation loop envisioned by the local non-profit Island Pathways and supported by the Salish Sea Trail Network Working Group, a coalition of community members and elected officials. The feasibility study evaluated the technical, financial and strategic feasibility of implementing the SSIRT and includes proposed cross sections, illustrates potential alignment, and identifies opportunities and constraints along the corridor.

To address construction cost challenges—initially estimated at $102 million—and to expedite implementation, lower-cost options were explored, including incorporating on-road segments along traffic-calmed side streets, which reduced the estimated construction costs to $63 million. Segments requiring significant construction or property acquisition pose higher costs and complexity, whereas in some areas, existing public roadside pathways could be formalized into a regional trail with relatively few interventions. In particular, a number of segments between Ganges Village and Vesuvius Bay offer the potential for low-cost, early implementation and are prioritized for initial construction.

To support successful implementation of the SSIRT, the following actions are recommended:

1. **Route surveying** to confirm existing road right-of-way widths and site-specific conditions;
2. **Development of conceptual drawings** based on survey findings to refine trail alignments and address identified constraints;
3. **Engagement with community members and users, First Nations, local and provincial governments, and key stakeholders** to gather input, build consensus, and ensure the trail reflects community values and priorities; and
4. **Preparation of detailed design drawings and cost estimates** to support funding applications, permitting, and phased construction.

The SSIRT represents a significant opportunity to enhance sustainable, active transportation opportunities across Salt Spring, fostering healthier communities and stronger regional connections.

Introduction

On Salt Spring Island, the Capital Regional District (CRD) conducts its business on the territories of the SENĆOŦEN and Hul'q'umi'num' speaking peoples. These include the Penálaxeth' (Penelakut), Quw'utsun (Cowichan), Lyackson, Stz'uminus (Chemainus), Snuneymuxw, SȾÁUTW (Tsawout), WJOŁEŁP (Tsartlip), BOḰEĆEN (Pauquachin), WSIḴEM (Tseycum), MÁLEXEŁ (Malahat), and Halalt Nations, all of whom have a longstanding relationship with the land and waters from time immemorial that continues to this day.

In the 2008 Salt Spring Island Local Trust Area Official Community Plan[1], observed that Salt Spring Island is "*a place of extraordinary beauty, great environmental significance, and rare biological diversity. …We know that it is more important to leave a legacy than to leave an impact."*

Salt Spring Island is known for its rural character, vibrant arts community, organic farms and diverse natural landscapes. It has a population of under 12,000 permanent residents, along with a significant seasonal influx of visitors that places additional demand on local infrastructure. Despite its popularity and tourism appeal, Salt Spring has limited active transportation facilities, resulting in a high dependency on the use of private automobiles for the movement of people and goods.

Over the last 40 years, there has been increased demand and coordinated efforts from residents and community groups to support the construction of an active transportation network on the island. In 2024, CRD Regional Parks formally joined the effort, working with Island Pathways and other key community members to establish a preliminary design for a ferry-to-village-to-ferry active transportation route that would:

- reduce the personal and collective carbon footprints of Salt Spring residents and visitors;
- provide individual and population health benefits;
- enable more accessible and equitable transportation options to those for whom the use of a motor vehicle is unnecessary or impossible;
- provide a greater variety of transportation options—particularly those that are low impact—to support visitor and tourism revenue growth for the local economy; and
- reduce the noise, traffic congestion and safety risks associated with motor vehicle traffic.

The following Feasibility Study Report (the Study) represents the first steps towards the creation of 'shovel-ready' projects on Salt Spring, linking Fulford Harbour, Ganges Village, and Vesuvius Bay.

[1] See https://islandstrust.bc.ca/island-planning/salt-spring/bylaws/#community_plans

Project Background

For decades, there has been interest in establishing safe and accessible active transportation facilities on Salt Spring Island—specifically, a connected network of paths to support walking and cycling between key origins and destinations across the island. Over this time, a number of CRD reports, including the Pedestrian and Cycling Master Plan: Salt Spring Island Edition (CRD 2013) and the Gulf Islands Regional Trails Plan (CRD 2018), have identified this network as a regional priority.

In 2022, a groundswell of support from local community members led to the establishment of the Salish Sea Trail Network Working Group (SSTNWG)[2], a coalition of community members and elected officials dedicated to developing a public walking and cycling route that would:

1. connect existing regional trails in the CRD and Cowichan Valley Regional District (CVRD);
2. utilize the BC Ferries routes that connect Vancouver Island to Salt Spring Island;
3. a new walking and cycling route across Salt Spring Island, linking Fulford Harbour, Ganges, and Vesuvius Bay; and
4. together, these segments would form the circular 186 km Salish Sea Trail Network, with Salt Spring Island representing the final incomplete section.

Island Pathways, a local non-profit society founded in 1988, secured funding through the Federal Active Transportation Fund to support the development of a formal project plan for the SSIRT. In early 2024, the CRD assumed the role of project sponsor, and CRD Regional Parks contracted GJD Planning + Design to complete the Study.

Future phases of the SSIRT will require continued collaboration across multiple levels of government and community organizations. Together, these organizations will help guide the construction, operation, and maintenance of the SSIRT, ensuring it reflects regional priorities and supports provincial climate and transportation goals.

Provincial Context

In 2019, as part of its CleanBC policy initiative, the Province of BC introduced *Move Commute Connect and the CleanBC Roadmap to 2030*, the province's first active transportation strategy, intended to help more people use active transportation more often and is part of a broader plan to lower climate-changing emissions by 40% by 2030.

[2] Established in 2022 and chaired by the previous Member of the Legislative Assembly for Saanich North and the Islands. This working group includes representatives of the federal Member of Parliament for Saanich-Gulf Islands, the BC Ministry of Transportation and Transit, CRD, BC Ferries - Salt Spring Island Advisory Committee, Islands Trust, Island Pathways, and Transition Salt Spring. Following the October 19, 2024 election, the working group has reconvened regular meetings.

Today, the Province is working on the Clean Transportation Action Plan (CTAP), a commitment under CleanBC to support the reduction of greenhouse gas emissions by 27-32% in the transportation sector, specifically over the next five years. CTAP will recommend actions in foundational areas of transportation, including reduction of vehicle kilometres travelled and a shift to more efficient modes.

As public roads on Salt Spring Island fall under provincial jurisdiction, the Ministry of Transportation and Transit (MoTT) is responsible for their management and maintenance. MoTT will be responsible for reviewing and approving detailed design drawings and a licence agreement for the trail's development and operation within road rights-of-way. BC Ferries will be an essential partner for trail sections near ferry terminals, where spatial constraints and overlapping land uses will require additional planning, engagement, and interagency coordination to ensure safe and integrated active transportation connections.

Local and Regional Context

Over the past decade, several CRD divisions—including Regional Planning, Regional Parks, and the Salt Spring Island Electoral Area (SSIEA)—along with the Islands Trust and the Salt Spring Island Local Community Commission (SSILCC), have supported active and sustainable transportation planning and implementation on Salt Spring Island. This includes the development of regional strategies and policies and the construction of trails to enhance walking and cycling networks.

The CRD will play a central role in advancing planning and implementation for most segments of the SSIRT and the SSILLC will play a key role in representing community interests, guiding land use policy, and leading complementary infrastructure projects such as sidewalk and bike lane improvements in Ganges Village.

Community Partner Context

Island Pathways has been a long-time advocate for active transportation on Salt Spring Island and is expected to remain a key partner in the planning and development of the SSIRT and community outreach. Their work brings together residents and government representatives to improve walking and cycling infrastructure across the island. In 2007, they formed the Partners Creating Pathways Committee, which includes members from MoTT, the SSIEA, the Salt Spring Trail & Nature Club, and previously, the Parks and Recreation and Transportation Commissions. This committee focuses on creating safe and accessible walking and cycling routes, supported by fundraising, education, and safety programs. A key achievement is the construction of a 2.2 km trail along Lower Ganges Road, linking major destinations like Ganges Village, Portlock Park, the Fritz movie theatre, and the Salt Spring Island Golf Club. This trail makes up nearly 10% of the planned regional route from Fulford Harbour to Vesuvius Bay and is currently maintained by the SSIEA.

Feasibility Study Overview

The Study provides a foundational assessment of the proposed 21 km route, examining physical constraints, identifying preliminary planning needs and suitable designs, and estimating planning-level construction costs.

Technical guidance and support for the Study, including strategic oversight, information and data provision, and review of draft reports from the consulting team, was provided by a Technical Advisory Committee (TAC), made up of representatives from participating organizations and agencies (see Acknowledgements). Island Pathways has also continued to participate in an advisory role throughout the project, including coordination and collaboration with other organizations and agencies involved in the SSTNWG.

The Study is informed by a range of provincial, regional, and local plans and strategies that collectively guide active transportation planning, policy development and capital investment. These foundational documents include:

- Pedestrian and Cycling Master Plan: Salt Spring Island Edition (CRD, 2013)
- Gulf Islands Regional Trails Plan (CRD, 2018)
- Salt Spring Island Parks and Recreation Strategic Plan (CRD, 2019)
- Move Commute Connect, BC's Active Transportation Strategy (MoTT, 2019)
- BC Active Transportation Design Guide (MoTT, 2019)
- Salt Spring Island Official Community Plan Bylaw No. 434, 2008 (Islands Trust, 2022)
- Salt Spring Island Cycling Safety Review—Final Report (MoTT, 2023)
- Salt Spring Island Active Transportation Network Plan (CRD, 2023)
- Regional Parks and Trails Strategic Plan 2022-2032 (CRD, 2023)
- Salt Spring Island Local Community Commission Strategic Plan 2024–27 (CRD, 2024)

Study Area

The Study area is situated on Salt Spring Island in British Columbia and spans approximately 21 km from Fulford Harbour, through Ganges Village, to Vesuvius Bay. It falls within the jurisdiction of local, regional, provincial, federal, and Indigenous governments.

The route follows the conceptual SSIRT route that was identified within the Gulf Islands Regional Trails Plan (CRD, 2018). For the purposes of this Study, the route has been separated into 14 segments to allow for detailed analysis, cost estimates and potential phased construction over time. Figure 1 provides a visual representation of the study area and Table 1 provides an overview of each of the segments.

Figure 1: The Salt Spring Island Regional Trail Study Area and Route Segments



Table 1: Salt Spring Island Regional Active Transportation Route Segments

Seg. Code	Segment Name	Location	From	To	Length (m)
A1	**Fulford Ferry Terminal**	Fulford Ganges Road	Fulford Ferry Terminal	Beaver Point Road	302
A2	**Fulford Ferry Link**	Fulford Ganges Road	Beaver Point Road	Isabella Point Road	1,022
B	**Fulford Valley**	Fulford Ganges Road	Isabella Point Road	Burgoyne Bay Road	3,493
C	**Mountainside**	Fulford Ganges Road	Burgoyne Bay Road	Kitchen Road	3,221
D	**Cusheon Lake-Cranberry**	Fulford Ganges Road	Kitchen Road	Saltspring Way	2,742
E	**Ganges Hill**	Fulford Ganges Road	Saltspring Way	Seaview Avenue	2,987
F	**Ganges Village Core**	Fulford Ganges/Lower Road	Seaview Avenue	Upper Ganges Road	805
G	**Upper Ganges Village**	Lower Ganges Road	Upper Ganges Road	Blain Road	795
H	**Blain-Sharp**	Lower Ganges Road	Blain Road	Sharp Road	836
I	**Sharp-Central**	Lower Ganges Road	Sharp Road	Vesuvius Bay Road	1,432
J	**Portlock-Mobrae DETOUR**	Vesuvius Bay Road, Mobrae Ave, Woodland Dr, Mobrae Ave	Lower Ganges Road	Mobrae Avenue (west)	1,923
K	**Vesuvius Curves ALT**	Mobrae Ave, Bradley Rd, Elizabeth Dr, Chu-An Dr	Mobrae Avenue (west)	Chu An Drive	1,563
L1	**Vesuvius Ferry Link**	Vesuvius Bay Road	Chu An Drive	Bayview Road	612
L2	**Vesuvius Ferry Terminal**	Vesuvius Bay Road	Bayview Road	Vesuvius Terminal	340

Scope and Limitations

The scope of the Study was to provide preliminary planning and designs for the proposed SSIRT, including a planning-level construction cost estimate and ranking each segment of the route for phased implementation.

The alignment and facility design were informed by available road right-of-way (ROW), physical and jurisdictional constraints, surrounding land use, preliminary stakeholder input, and relevant data and design guidance from various agencies.

This report does not include comprehensive public engagement and therefore does not fully represent the views of all affected parties. The outcome is a report that is intended to support the CRD and partner agencies in advancing engagement, conceptual and detailed designs, fundraising and other steps required for implementation.

Cost estimates identified in the Study are provided by ISL Engineering and are based on real projects and tender bids and/or engineers' estimates for detailed design. The source of cost estimates reflects similar projects and does not include any land acquisition costs. The estimates provided represent a Class D estimate (±50%) described by the Engineers and Geoscientists British Columbia as a preliminary estimate that, due to little or no site information, indicates the approximate magnitude of cost of the proposed project and may be used in developing long-term capital plans and preliminary discussions of proposed capital projects.

Methods

This section outlines the data, research and analysis techniques used to evaluate the feasibility of the SSIRT. This information was used to support the overall design and cost estimates of the project.

Data

Data to support the Study came from various sources, including local, regional, provincial and federal datasets, as well as through input from community partners. Much of the data is Geographic Information System (GIS) based and can be combined and layered to allow a spatial assessment of physical opportunities and constraints. Data collected and assessed as part of this study was used to prioritize segments for implementation and highlight costs and barriers to implementation. Key data sources include:

- **Mapping and Spatial Data** – property boundaries from Parcel Map BC[3], elevation contours (1 m intervals) from LiDAR BC, and road ROW details from the BC Digital Road Atlas and CRD aerial imagery, including alignment, intersections, lanes, shoulders, and setbacks.
- **Infrastructure** – above- and below-ground utilities (hydro poles, streetlights, and water lines) from local and regional government sources and planned or active infrastructure projects based on input from local, regional, and provincial agencies.
- **Transportation** – transit stops from BC Transit and Google Street View, formal and informal walking and cycling routes from Google Maps, OpenStreetMap, Bikemap, and Beeline, and

[3] Property lines provided from Parcel Map BC are not entirely accurate. Typically, a land-based survey is required to accurately pinpoint the precise location of property lines. Land-based surveys are recommended as part of further conceptual and/or detailed designs to accurately assess private property impacts.

motor vehicle collisions involving pedestrians, cyclists, and other active transportation users from the Insurance Corporation of BC (ICBC).

- **Community Amenities** – locations of grocery stores, parks, and public rest stops from Google Maps and OpenStreetMap.
- **Demographic Data** – population and commuting data from the 2016 and 2021 Canada Census.

GIS data layers and images were used to show the location of each dataset and offer varying degrees of accuracy. Aerial photographs allow measurements to within +/- 20 cm, while the location of property lines, hydro poles, and bus stops vary considerably in their accuracy, with their estimated locations being anywhere from 0 to 20 m from their actual location.

The resulting preliminary design is appropriate for this stage in the planning process and to support initial planning-level cost estimates. However, more refined conceptual designs, land surveys, and detailed designs will ultimately be needed to confirm recommended designs and more precise cost estimates for each segment of the proposed SSIRT.

Appendix A provides an example of how base-level data sources were used in this assessment to understand existing road ROW conditions and possible cross-section design.

Field Visits

Two field visits were undertaken and provided valuable insight into the physical characteristics, usage, and infrastructure along the proposed SSIRT. The first field visit included cycling the full 21 km corridor, documenting existing conditions and exploring alternative alignment options. The second field visit was used to validate desktop analysis, refine potential alignment options and improve understanding of physical constraints and alignment feasibility.

Key Findings:

- Infrastructure Gaps: The corridor lacks consistent pedestrian and cycling infrastructure, especially outside Ganges Village.
- Safety Concerns: Narrow shoulders and high-speed rural segments pose risks to vulnerable road users. Dedicated infrastructure is limited and inconsistent.
- Design Complexity: Varying terrain, roadside features, and property constraints will influence alignment feasibility.
- Community Use: The route is actively used by cyclists and pedestrians despite infrastructure limitations.
- Planning Insight: Combining fieldwork with GIS and LiDAR analysis provided a strong foundation for identifying opportunities and constraints along the corridor, informing the proposed SSIRT.

- Existing Road Conditions: Outside of Ganges Village the roadway generally involves a single general-purpose travel lane in each direction and narrow shoulders (Figure 2). Speed limits vary from 60 to 80 km/h. Within Ganges Village the roadway varies somewhat; speed limits drop to 50 to 30 km/h, and there are more left-hand turn bays, intermittent curb and gutters, curbside parking, signed and marked pedestrian crossings, and bike lanes (Figure 3).

Figure 2: A typical cross section along Lower Ganges Road, just west of Sharp Road/Wildwood Crescent (Credit Google Street View)



Figure 3: Typical cross-section in Ganges Village (Lower Ganges Road, north of Hereford Avenue/Purvis Lane) (Credit Google Street View)



Benchmark Review

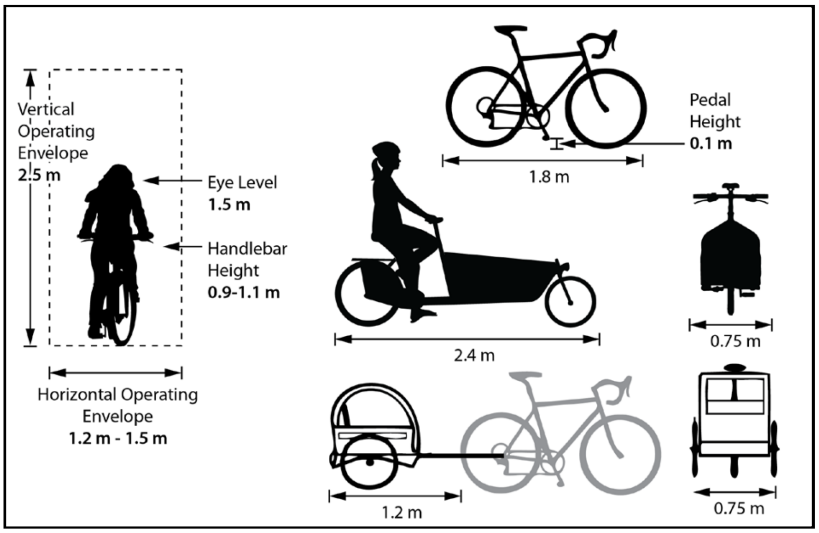
This benchmark review summarizes relevant standards, guidelines and best practices that have informed the development of design options for the SSIRT.

Active Transportation User Considerations

In accordance with the British Columbia Motor Vehicle Act, a "vulnerable road user" is defined as individuals who are at increased risk in traffic environments, including pedestrians, cyclists, motorcyclists, persons using mobility aids or personal transportation devices, and those on or in animal-drawn vehicles or animals themselves.

Users on the SSIRT are envisioned to include pedestrians, human-powered cyclists and micro-mobility devices that are compatible with bicycle infrastructure in terms of size, weight and speed. Micro-mobility devices are constantly evolving; new guidance is helping define which ones are suitable for shared-use paths with pedestrians and cyclists. The design of the SSIRT is based upon the dimensions, speed and weight of a bicycle, as described in provincial and national transportation design guidance (Figure 4).

Figure 4: Bicycle operating space (TAC Geometric Design Guide, 2017)



Other characteristics and considerations for micro-mobility devices include:

- a weight of less than 40 kilograms;
- a motor that is not capable of propelling the vehicle at a speed greater than 32 km/hr on level ground;
- a continuous power output that, in total, does not exceed 500 watts; and
- that the vehicle must not be equipped with a generator, alternator or similar device powered by a combustion engine.

Design Guidelines

The design for the SSIRT is predicated upon guidance within the British Columbia Active Transportation Design Guide (BCATDG), which offers the most up-to-date, applicable and comprehensive guidance available in Canada for each of the facility types recommended as part of this route. The following section summarizes the recommended design guidance and facility types applied across different segments of the SSIRT, in accordance with the BCATDG and consistent with the design standards used for the CRD's recently constructed Phase 1 of the Mayne Island Regional Trail.

Preliminary Design Overview

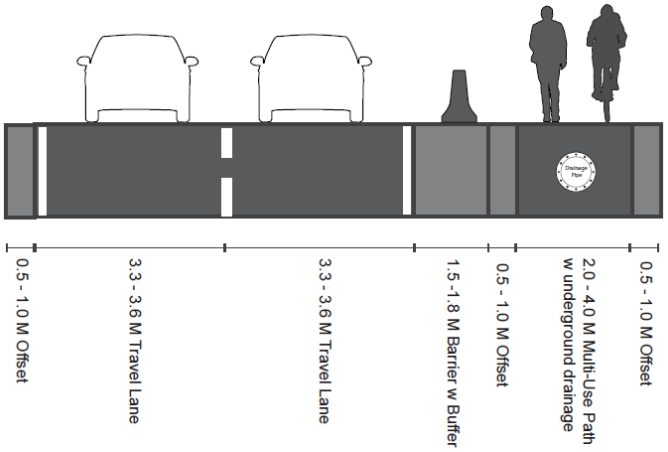
The design of the proposed SSIRT varies to reflect Salt Spring Island's diverse landscapes and community contexts. Recommended facility types are outlined below, and while not always suitable for all ages and abilities, they are intended to serve a broad range of users while balancing the challenge of constructing active transportation facilities within constrained right-of-way and with a limited budget. The following section provides detailed descriptions of each recommended facility type, while Appendix B presents an overview of their proposed locations along the route.

2-Way Multi-Use Paths

The BCATDG offers guidance concerning the width of off-street pathways along or adjacent to provincial roadways. It states that the desirable width is 4.0 metres and that the constrained width of a multi-use pathway is 3.0 metres. The absolute minimum width of a multi-use pathway is 2.0 metres, based on the operating envelope of a single bicycle user (1.2 metres) and the operating envelope of one person walking (0.75 metres). However, this minimum width of 2.0 metres should only be considered in exceptional circumstances, including in undeveloped rural contexts with very low volumes of people walking and/or cycling and if there are significant constraints such as property or natural features, including significant trees, ditches, or slopes (BCATDG, 2019, p. 268).

In most areas, the proposed SSIRT will involve a 2-way multi-use path on either side of the road and will feature a 2.0 to 3.0 metre wide, unpaved, two-way multi-use path, physically separated or protected from motor vehicle traffic. A 2.0 m wide path within constrained circumstances is illustrated in Figure 5. Construction costs in constrained circumstances are typically more expensive to build and maintain because of the cost for physical barriers between trail users and the roadway and drainage systems under the pathway. In some constrained areas, existing roadside ditches within the ROW may need to be undergrounded, adding to both construction and maintenance costs.

Figure 5: A 2 m wide 2-way path within a constrained ROW



As outlined above, a 2.0 m width should only be used in exceptional circumstances, such as a rural setting with low anticipated user volumes and physical constraints (e.g., property boundaries or natural features). These conditions are present in a number of areas throughout the proposed route. As the SSIRT expands to connect key destinations and ferry terminals, user volumes are expected to grow. To future-proof the trail and enhance safety and comfort, it is strongly recommended that a minimum width of 3.0 m be provided wherever feasible, especially near activity centres, on steeper terrain, and in areas with higher anticipated use. Given the island's hilly topography and evolving demand, ongoing monitoring will be essential to assess whether narrower segments (2.0 m) remain appropriate over time.

Protected Bike Lanes

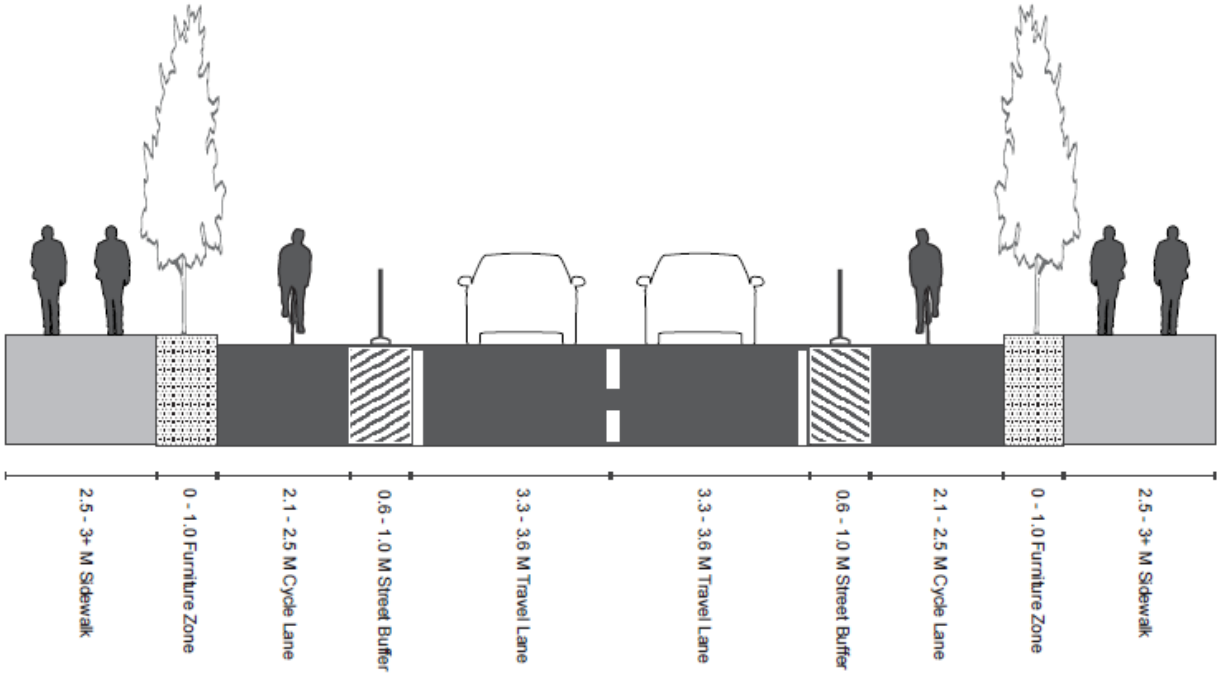
Through Ganges Village, where the land use is more urbanized, the facilities will include segregated, unidirectional cycling facilities on either side of the road that are physically protected from motor vehicle traffic. Exceptions will occur where the road ROW is constrained, leading to some instances where users may not be physically protected from motor vehicle traffic. In such circumstances it is recommended that speed limits be appropriate for side-by-side operation of motor vehicles and active transportation users. Fortunately, speed limits tend to be between 30 and 50 km/h in Ganges Village, allowing cyclists, pedestrians and other active transportation users to be more comfortable travelling in close proximity to motor vehicle traffic.

Protected bike lanes have been installed on roadways in urban settings within smaller communities throughout southern British Columbia. This cross section is intended to accommodate a complete set of active transportation features, including sidewalks, a furnishing zone for street furniture and landscaping, protected bike lanes, a buffer zone for physical separation between cyclists and vehicles, and one travel lane in each direction. To accommodate additional elements such as left-turn lanes or curbside parking, the design can be adjusted while still maintaining safety and functionality for all roadway users. These adjustments may include, for example, removing or narrowing the furnishing

zone, reducing the buffer width between vehicles and bike lanes from 1.0 m to 0.6 m, and narrowing left-turn bays to 3.0 m.

In areas where the road ROW is less than 20 m, further space savings can be achieved by providing a sidewalk on only one side of the street. This approach ensures that the core elements of a safe and inclusive street design are preserved, even in constrained conditions. See Figure 6 for further details concerning the design of protected bike lanes within the context of a multi-modal ROW.

Figure 6: Protected Bike Lanes and Sidewalks on a roadway in an urban setting



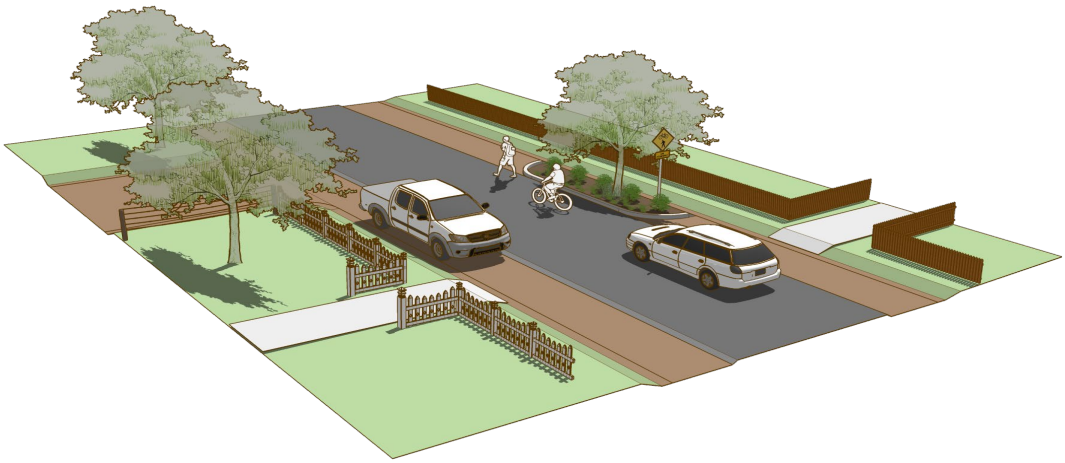
Shared Local Streets

The Gulf Islands Regional Trails Plan envisioned this route following Vesuvius Bay Road. However, due to the steep terrain and narrow road widths on Vesuvius Bay Road between Chu an Drive and the eastern access to Mobrae Avenue (corresponding to Segments J and K in this report), the facility is recommended to be routed onto local side streets as an interim measure to advance construction of this route. On these streets, subject to MoTT approval, it's recommended that signage and pavement markings be used to reduce the maximum speed limit from 50 to 30 km/h, allowing pedestrians, cyclists and micro-mobility users to more safely share the roadway with motor vehicle traffic. This approach is similar to sections of the CRD's Lochside Regional Trail, of which portions are located within Lochside Drive, a shared-use local street. An example of a Shared Local Street is illustrated below in Figure 7, and Appendix D shows the proposed local road alignment through Segments J and K.

Any traffic calming measure incorporated into the project must conform to MoTT's construction specifications. Current specifications do not allow for narrowed lanes or speed bumps, so alternative

methods to calm traffic may be needed. However, given the low traffic volumes and the function of these roadways as local residential streets, it is anticipated that signage and pavement markings will be adequate to calm traffic and allow motorists, cyclists and pedestrians to share these roads in safety and comfort.

Figure 7: A Shared Local Street (Rural Design Guide) – Segments J and K



Shared Bi-directional Pedestrian and Bicycle Shoulder

Within approximately 250 metres of each ferry terminal (Segments A1 and L2), pedestrian and bicycle shared shoulders, as illustrated in Figure 8 and 9, are recommended to address physical constraints and improve access to terminals, shops, and services. This approach balances the need for safe, accessible infrastructure within the spatial constraints found within Segments A1 and L2.

In these areas the road ROW can be as narrow as 11.1 metres. Approximately 4.5 metres can be allocated for a shared bi-directional pedestrian and bicycle shoulder. Due to space limitations, it will not be possible to include grade separation or physical protection between the roadway and trail users. To enhance safety, it is recommended the posted speed limit be reduced from 50 km/h to 30 km/h through these areas.

Figure 8: A Pedestrian and Bicycle Shared Shoulder – Segments A1 and L2

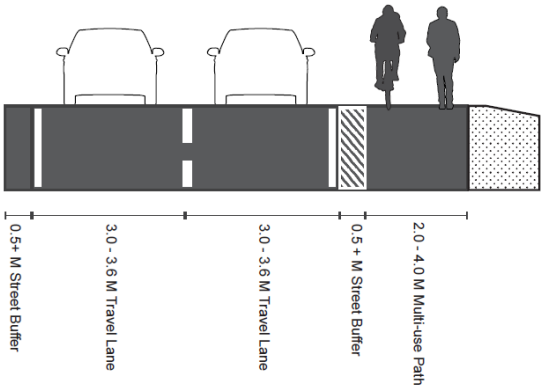


Figure 9: A Pedestrian and Bicycle Shared Shoulder recently constructed on Bowen Island (Credit Google Street View)



Pedestrian and Bicycle Crossing Infrastructure

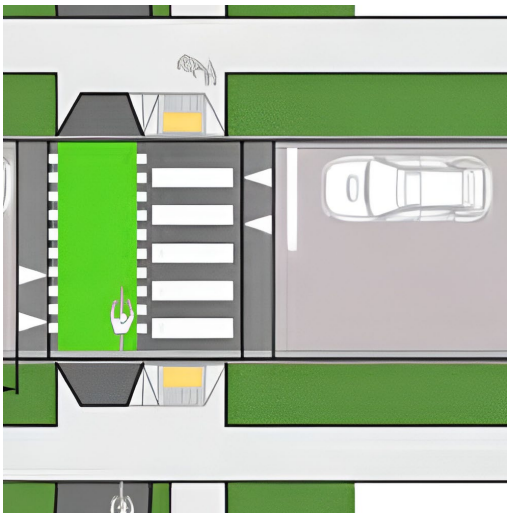
Pedestrian and bicycle crossing infrastructure is recommended in areas where the facility crosses a roadway that accommodates high speed or high volumes of motor vehicle traffic. In all instances, pedestrian and bicycle crossings will be designed to safely accommodate vulnerable road users in accordance with crossing guidance within the BCATDG and taking into account, motor vehicle speeds, volumes, and roadway geometrics, including, but not limited to, sight lines, grades and speed limits.

While such facilities may vary in their design, depending on local circumstances, bicycle and pedestrian activated signals are becoming more common on roadways under provincial jurisdiction. A similar type of facility is located in Ganges Village and includes rapid response flashing beacons and associated pavement markings (Figure 10). Current standards would require these elements to include separated bike and pedestrian crossings with visual and physical markings as shown in Figure 11.

Figure 10: Pedestrian Activated Rapid Response Crossing Signal at Rainbow and Lower Ganges Roads (Credit Google Street View)



Figure 11: Markings for a Bicycle and Pedestrian Crossing (BCATDG, 2019)



Amenities, Furnishings and Landscaping

Amenities, furnishings and landscaping will be appropriate to the level of development, ranging from minimal adaptation in rural settings to continually higher levels of accommodation in suburban and urban settings. Space has been set aside within the preliminary design to accommodate these features and further details will be left for consideration in future stages of the design process. This approach allows those responsible for the conceptual and detailed designs to utilize the available space to provide an attractive, safe and beautiful setting for all users of the road ROW.

There are already conceptual designs for active transportation facilities that have been proposed for this route within Ganges Village by Watt Consulting in their Salt Spring Island Active Transportation Network Plan (CRD, 2023).

Prioritization and Estimated Cost

This section presents a data-driven approach to prioritizing the implementation of 14 proposed trail segments for the SSIRT. It outlines the evaluation framework, scoring methodology, and resulting rankings to guide strategic decision-making and investment.

Segment Prioritization Analysis

To support strategic decision-making, an evaluation framework was developed in consultation with the Technical Advisory Committee. The evaluation framework was used to rank the 14 route segments

for phased implementation (Appendix C). This evidence-based approach considered 10 measures across the following four key criteria areas:

1. **Projected Demand** – Identifies where improvements are most needed, based on population density, current walking/cycling rates, and published CRD priorities.
2. **Connectivity, Access & Safety** – Assesses how well segments connect to transit and other active transportation routes and considers safety factors like collision history and steep grades.
3. **Support** – Evaluates alignment with provincial infrastructure grant criteria.
4. **Cost & Conflicts** – Estimates construction costs and identifies potential property conflicts.

Those route segments that score highest on these accounts are ranked as highest priorities for implementation, with a possible total of 65 points. The highest score was 43.6 and the lowest was 30.0. Table 2 provides an overall summary of the scores for each segment and Appendix C provides a detailed breakdown of the scoring for each of the 10 measures.

Table 2: All Accounts Summary Scores

Seg. Code	Seg. Name	Projected Demand Total /15 Max	Connectivity Total /30 Max	Support Total /05 Max	Costs & Conflicts Total /15 Max	Final Score Total /65 Max	Implementation Priority
A1	Fulford Ferry Terminal	6	18.5	5	7.9	37.4	7
A2	Fulford Ferry Link	4	19.0	5	6.6	34.6	11
B	Fulford Valley	3	18.0	5	8.1	34.1	12
C	Mountainside	3	16.5	5	7.3	31.8	13
D	Cusheon Lake-Cranberry	3	20.5	5	7.6	36.1	10
E	Ganges Hill	4	19.0	5	2.0	30.0	14
F	Ganges Village Core	10	16.0	5	6.3	37.3	8
G	Upper Ganges Village	10	19.0	5	6.3	40.3	4
H	Blain-Sharp	14.5	10.0	5	12.7	42.2	2
I	Sharp-Central	12	12.0	5	10.0	39.0	6
J	Portlock-Mobrae DETOUR	10	20.0	3	10.6	43.6	1
K	Vesuvius Curves ALT	10	14.5	0	14.6	39.1	5
L1	Vesuvius Ferry Link	10	13.0	5	8.5	36.5	9
L2	Vesuvius Ferry Terminal	10	17.0	5	9.5	41.5	3

Segment J from Portlock Park to Mobrae West is the highest priority for implementation and represents a desirable option for short-term implementation due to its favourable cost, user demand and connectivity. The top six segments, including J, H, L2, G and K, each fall within the area between Ganges Village and Vesuvius Bay. The only segment between Vesuvius and Ganges Village that is a lower priority is Segment L1, Vesuvius Ferry Link, between Chu An Drive and Bayview Road, which is ranked ninth. It is recommended that the prioritization be reviewed and updated over time to reflect changing context and priorities.

Estimated Costs:

The total estimated construction cost for a 2.0- to 3.0-metre-wide unpaved path is approximately $63 million.

Initially this study considered a 3.0-metre-wide paved path across all segments with an estimated total construction cost of $101 million (Appendix E). To reduce construction costs, a less expensive option was explored by considering surface treatment and refining the assessment within high-cost areas—specifically those requiring drainage ditch relocation, hydro pole relocation and retaining wall construction.

The following table summarizes the prioritization, distance and estimated total capital construction costs for each of the 14 route segments and does not include any land acquisition costs. Construction costs are based on Class D estimates provided by ISL Engineering. Due to the limited information available at this stage and in accordance with Class D estimates, a 50% contingency has been applied to all capital cost estimates included in this report. The subsequent conceptual and detailed design phases offer opportunities to refine the cost estimates.

Table 3: Route Segment Prioritization for Implementation

SEG. CODE	SEG. NAME	COST PER KILOMETRE		
		Length (m)	Est. Cost[4]	Cost/km Avg.
A1	Fulford Ferry Terminal	302	$1,360,000	$4,500,000
A2	Fulford Ferry Link	1,022	$4,180,000	$4,090,000
B	Fulford Valley	3,493	$6,480,000	$1,850,000
C	Mountainside	3,221	$7,600,000	$2,360,000
D	Cusheon Lake-Cranberry	2,742	$7,710,000	$2,810,000
E	Ganges Hill	2,987	$18,970,000	$6,350,000
F	Ganges Village Core	805	$3,930,000	$4,880,000
G	Upper Ganges Village	795	$4,370,000	$5,490,000
H	Blain-Sharp	836	$1,220,000	$1,460,000
I	Sharp-Central	1,432	$1,820,000	$1,270,000
J	Portlock-Mobrae DETOUR	1,923	$1,740,000	$900,000
K	Vesuvius Curves ALT	1,563	$390,000	$240,000
L1	Vesuvius Ferry Link	612	$2,120,000	$3,460,000
L2	Vesuvius Ferry Terminal	340	$1,180,000	$3,460,000
		Total:	$63,070,000	$3,080,000

Discussion

Based on the findings of this report, the highest priority for implementation is Segment J, with an estimated capital cost of $1,750,000. The next highest priority is for an upgrade to the existing trail within Segment H that will expand the width of that trail from 1.5 m to a 2 to 3 m wide, unpaved trail.

Feedback from the TAC and SSTNWG suggests that the Salt Spring community is likely to react negatively if Segment H is prioritized for upgrades while other gaps along the route continue to languish without any improvements. It's therefore recommended that CRD move forward on construction of Segment J. Some planning funds should be retained to monitor usage and related conflicts within Segment H. If the construction of Segment J does not lead to an increase in demand for active travel on Segment H, then it is recommended that L2 be considered as the next priority for implementation following the implementation of Segment J.

While the standard design width for the trail is 2 metres, consideration should be given to widening the path to 3 metres in locations where space and budget permit. Prioritizing a 3-metre width where feasible can enhance user safety and comfort and is likely to increase usage. To make the facility

[4] Cost estimates are provided by ISL Engineering and are based on real projects and tender bids and/or engineers estimates for detailed design. The source of cost estimates reflect similar projects and do not include any land acquisition costs.

attractive to a wide range of users, it's recommended that the speed limit be dropped to 30 km/h wherever pedestrian and/or cycling facilities are not physically protected from motor vehicle traffic.

The proposed trail has strong potential to attract significant use, as it would connect to a larger regional loop that is already well-established and popular with both residents and visitors. Ongoing growth in travel to Salt Spring Island—currently estimated at 3.5% annually (BC Ferry Services Inc., 2024)—further underscores the need for expanded active transportation options.

While access to capital funding remains highly competitive, the most feasible path forward lies in a coordinated approach between the CRD, MoTT, and the SSILCC. By combining efforts to widen shoulders and construct the trail concurrently, it is possible to deliver both a dedicated multi-use path and enhanced roadway shoulders. This integrated solution would support a wider range of users, improve safety and comfort, and may be achievable even in constrained segments where a reduced trail width is necessary.

Next Steps

This section outlines potential next steps and actions to support the design, funding, construction, and ongoing operations and maintenance of the SSIRT. There are several significant steps that must be taken to progress this project to construction and operation. Any further work should be supported by a formalized consultation process to document all First Nations, public and stakeholder input for incorporation in the detailed design.

To advance planning and implementation, it is recommended that the CRD and partners undertake the following initiatives. To support efficiency and maintain project momentum, some of these components may proceed concurrently:

- Business Case Development – Prepare a value proposition assessing benefits, costs, and risks to build public support and secure investment.
- Public Engagement – Formal engagement to generate interest and inform government policy and funding decisions.
- Funding Strategy – Further work will be necessary to identify a clear pathway forward, including seeking Board and corporate support, to better understand project priorities in relation to funding options and available grant programs. Grant funding is available to leverage CRD budgets for planning, design and construction. See Appendix F for funding and partnership opportunities.
- Implementation Plan Development – Formalize a Memorandum of Understanding among local, provincial, and federal agencies to clarify roles, responsibilities, and timelines for advancing the SSIRT. See Appendix G for key implementation tasks to be undertaken for each phase of the project.

- Conceptual & Detailed Design – Complete surveys and designs, with stakeholder input, to refine infrastructure and cost estimates. This process should also explore efficiencies, such as sourcing trail material locally, batching surveys/designs, and optimizing tendering strategies.
- Operations & Management Agreement – Establish pre-construction agreements outlining responsibilities, resource needs and funding sources for long-term infrastructure management.
- Permitting & Land Acquisition – Consult regulatory agencies, senior governments, BC Ferries, and utility owners through review and permitting processes, and secure required land or easements from private owners[5].

[5] Note that the cost estimates provided in this report do not include any funds toward property acquisition.

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Appendix A: Typical Road Cross Section Designs

Data-Driven Right-of-Way Assessments

The following images provide an example of how base-level data sources were used in this assessment to identify appropriate alignments and active transportation facilities. This approach was taken for the full SSIRT and was used to evaluate the proposed corridor and inform field validation. Key roadside features are shown, including property lines, bus stops, streetlights, hydro poles, the road ROW, and approximate distances from the road edge to property boundaries. The examples provided below focus on the development of a rural and urban cross section.

Rural Areas Cross Section

The following lateral dimensions are recommended for a rural cross section:

- 2-way multi-use path—3.0 m (2.0 m pathway and 0.5 m shoulder on each side to accommodate required setbacks),
- Space to accommodate the ditch and above-ground utilities—6.2 m (approximately 2 to 4 m on each side),
- Road shoulders—3.6 m (1.8 m on each side),
- Travel lanes—6.6 to 7.2 m (3.3 to 3.6 m lanes in each direction),
- Total ROW width—normally 20 m, but varies.

Figure 12: Plan view of a portion of Fulford-Ganges Road near Garry Oaks Winery



Urban Areas Cross Section

The following lateral dimensions are recommended for an urban cross section:

- Sidewalks of 2.5 to 3.0 m
- Furnishing zones of between 0 and 1 m
- Protected Bike Lanes of 2.1 to 2.5 m
- Traffic Lanes and Turn Lanes of 3.0 to 3.3 m
- Physical protection between traffic lanes and bike lanes 0.6 to 1.0 m
- Total ROW width—normally 20 m, but varies

Where left-hand turn bays are not required, that space can be reallocated to furnishing zones to accommodate street furniture and landscaping and increased width for physical protection between motor vehicles and cycling facilities.

Figure 13: Plan view of a portion of the route through Ganges Village

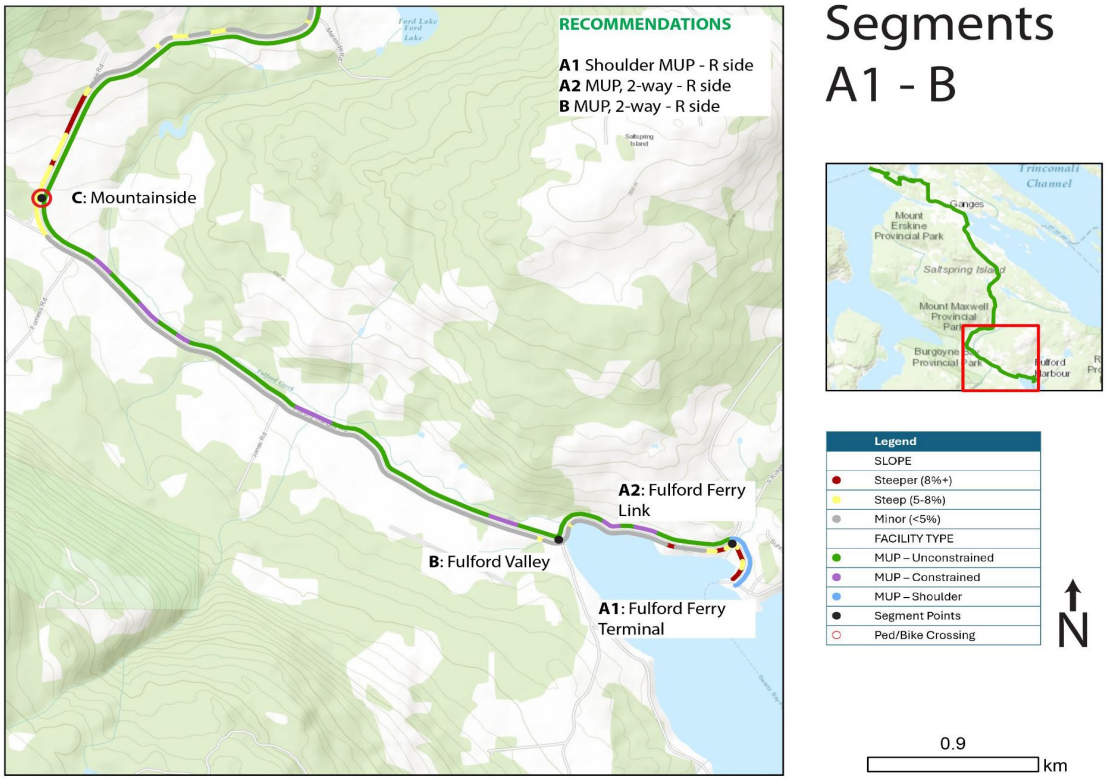


Appendix B: Design Standards by Segment

The following maps illustrate the proposed route alignment, based on detailed assessments and 1:1,000-scale plan view drawings prepared for the full trail corridor.

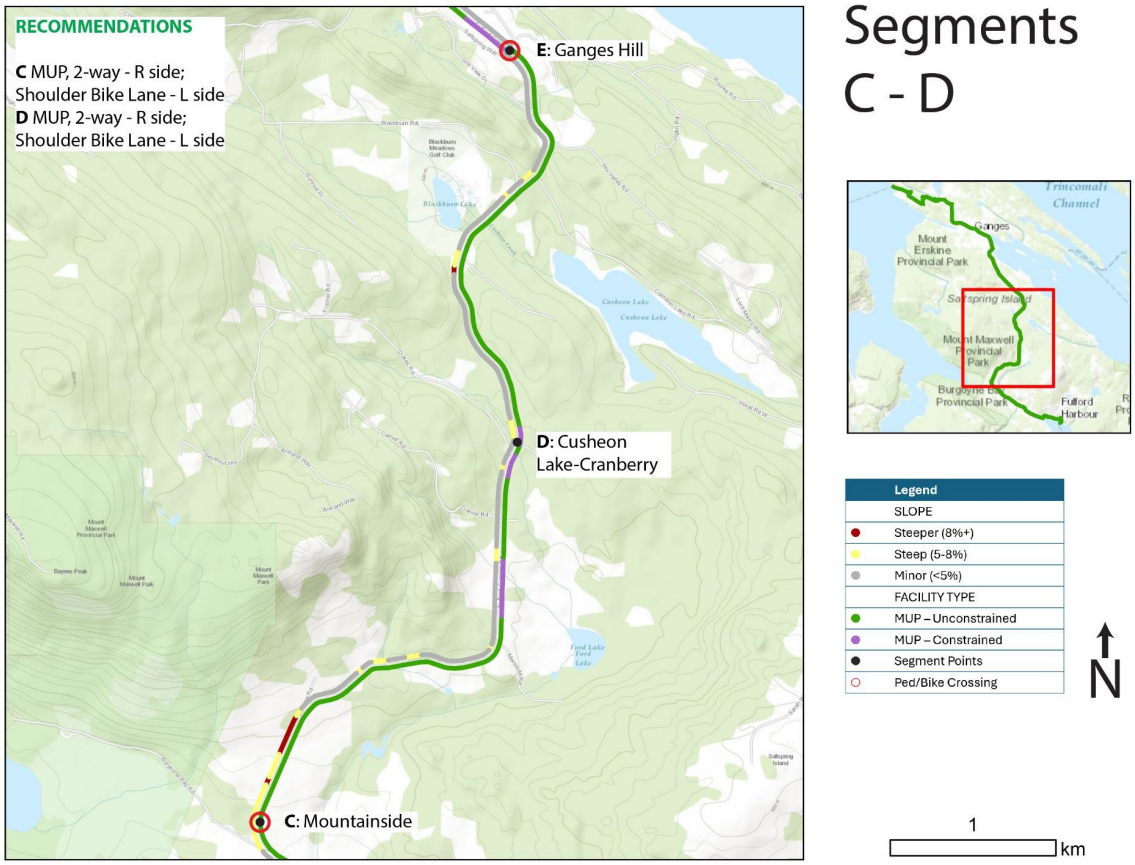
In most areas, the proposed SSIRT will involve a 2-way multi-use path on either side of the road. Through Ganges Village (Segment F), where the land use is more urbanized, the facilities will typically include segregated, unidirectional facilities on each side of the road that are physically protected from motor vehicle traffic. Exceptions will occur where the road ROW is constrained, leading to some instances where active transportation users may not be physically protected from motor vehicle traffic nor segregated in unidirectional facilities. Speed limits are lower through Ganges Village, allowing pathway users to be more comfortable travelling in close proximity to motor vehicle traffic.

Fulford Ferry Terminal (A1), Fulford Ferry Link (A2) and Fulford Valley (B)



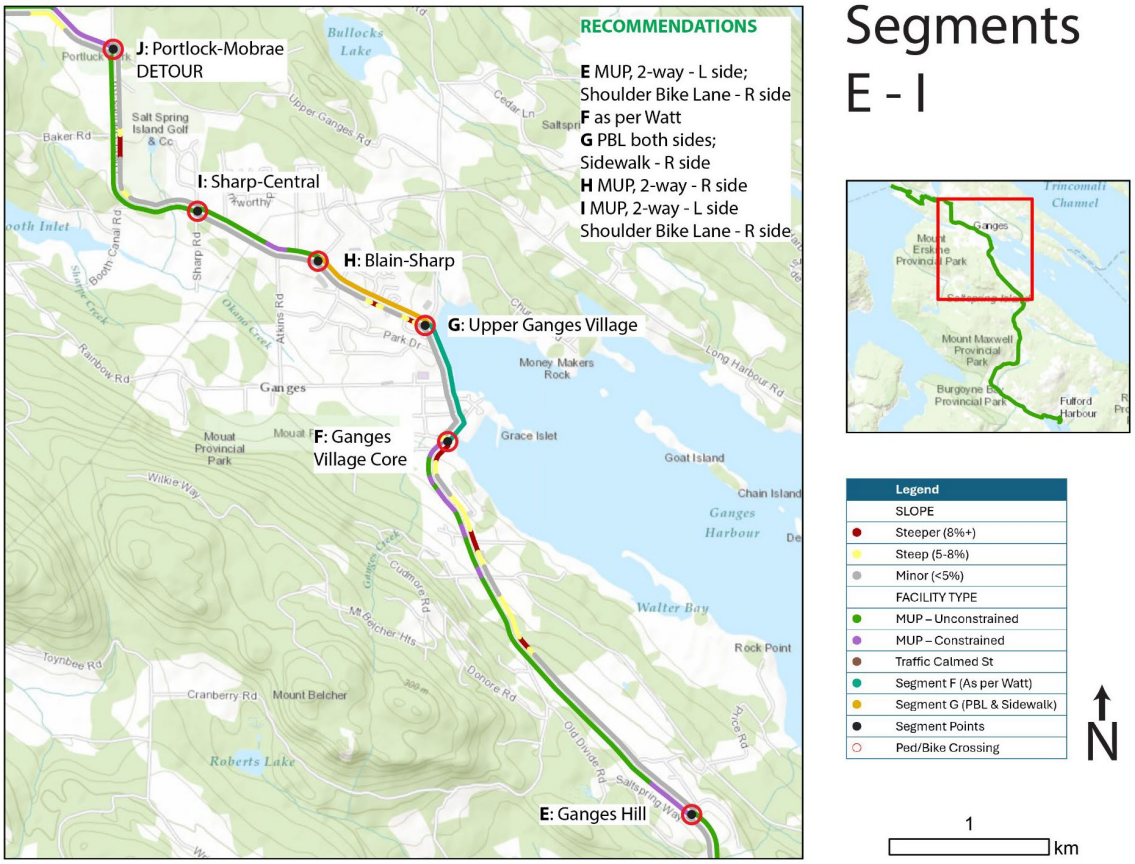
Segment	Constrained (m)	Unconstrained (m)	Property Impacts m² & (#) of Properties
A1	235	0	28 (2)
A2	204	818	903 (5)
B	637	2,856	2,026 (11)

Mountainside (C) and Cusheon Lake-Cranberry (D)



Segment	Constrained (m)	Unconstrained (m)	Property Impacts m² & (#) of Properties
C	468	2,753	2,318 (8)
D	90	2,652	1,047 (14)

Ganges Hill (E), Ganges Village Core (F), Upper Ganges Village (G), Blain-Sharp (H) and Sharp-Central (I)[6]

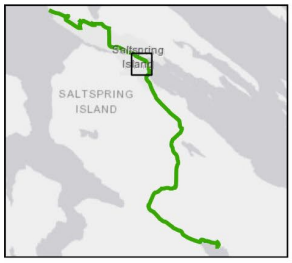


[6] Appendix B shows the details concerning the active transportation facilities recommended through Ganges Village in Segments F and G.



Ganges Village

Facility Types



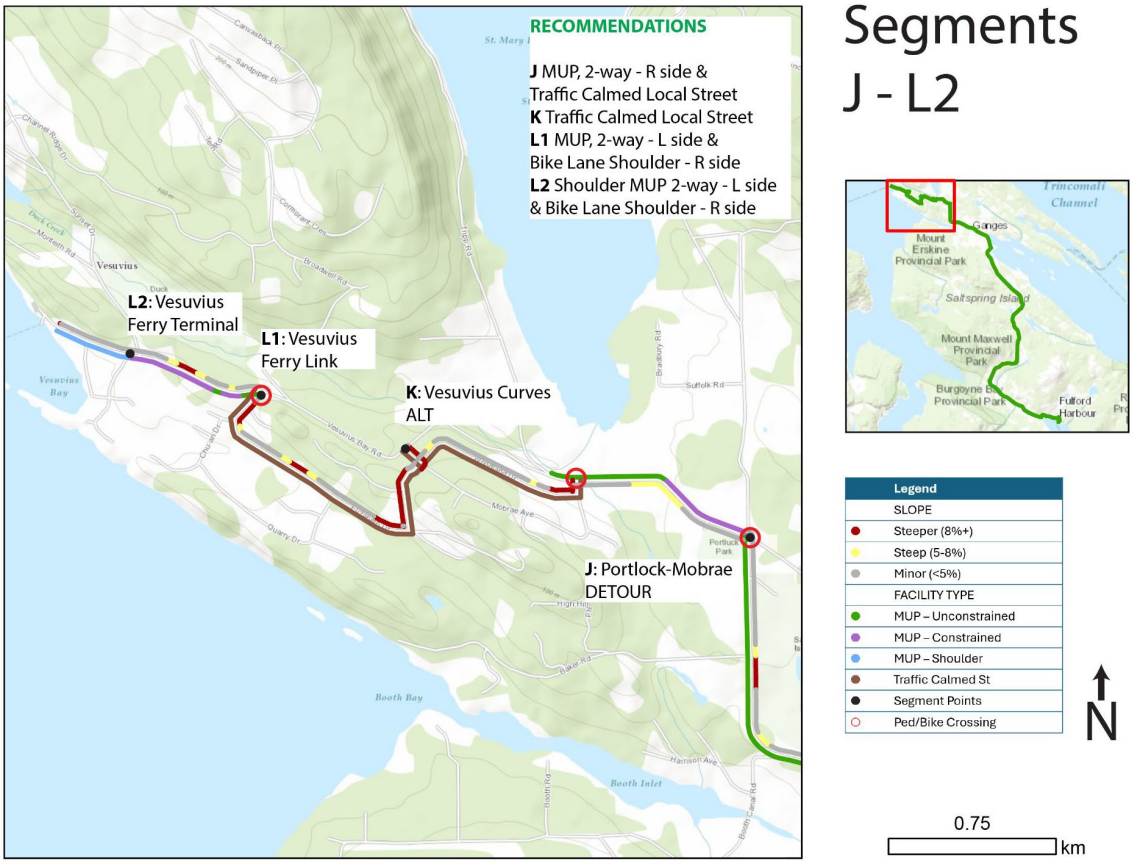
Legend
FACILITY TYPE
MUP – Constrained
Sidewalk
Protected Bike Lane
Buffered Bike Lane
Bike Lane

N

1 km

Segment	Constrained (m)	Unconstrained (m)	Property Impacts m^2 & (#) of Properties
E	766	2,221	1,141 (15)
F	NA	NA	409 (12)
G	NA	NA	13 (1)
H	125	711	1 (1)
I	0	1,432	1,066 (8)

Portlock-Mobrae Detour (J), Vesuvius Curves (K), Vesuvius Ferry Link (L1) and Vesuvius Ferry Terminal (L2)



Segment	Constrained (m)	Unconstrained (m)	Property Impacts (m^2 & # of Properties)
J	453	519 (Traffic Calmed St 951)	1,920 (5)
K	NA	(Traffic Calmed St 1,563)	0 (0)
L1	475	136	272 (10)
L2	340	0	0 (0)

Appendix C: Detailed Segment Evaluation Framework

Segments prioritized for early implementation have the highest scores for criteria within the categories of Projected Demand, Connectivity/Access and Safety, Support, Cost, and Conflicts.

Projected Demand

Alignment with CRD Priorities

Considers segments previously identified as priorities for implementation in the Gulf Islands Regional Trails Plan. Identified segments received a score of five (or less, depending on the proportion of a segment that fell within the high-priority area). Those outside this priority area received a score of zero.

Population Density Proxy

Measures the population density of local census tracts that are adjacent to the planned route and scaled relative to the length of each segment (Census Canada, 2021).

Active Transportation Use Proxy

Data was drawn from Census Canada 2021 (Journey to Work) to assess the percentage of people who regularly walk and cycle to work, relative to the length of the segment.

Outcomes of Projected Demand Evaluation

The following table summarizes the scores for each segment in this category. Segment H scores the highest since it lies largely within CRD's priority area for construction of a regional trail and has a relatively high population density and proportion of residents who commute using active modes.

Summary of Project Demand Scores Based on Route Segments

SEG CODE	SEGMENT NAME	PROJECTED DEMAND					
		CRD Priorities Score*	Est. Pop/km² Scaled Relative to Census Frontage %	Population Density Proxy Score*	Active Transportation Commute % / Frontage %	Active Transportation Use Proxy Score*	**Total Score (/15)**
A1	Fulford Ferry Terminal	0	46.9	3	11.9%	3	**6**
A2	Fulford Ferry Link	0	46.2	3	9.5%	1	**4**
B	Fulford Valley	0	36.6	1	11.0%	2	**3**
C	Mountainside		30.7	1	11.0%	2	**3**
D	Cusheon Lake-Cranberry	0	40.4	2	9.6%	1	**3**
E	Ganges Hill	0	40.8	2	10.2%	2	**4**
F	Ganges Village Core	0	115.9	5	35.5%	5	**10**
G	Upper Ganges Village	0	237.5	5	24.4%	5	**10**
H	Blain-Sharp	4.5	237.5	5	24.4%	5	**14.5**
I	Sharp-Central	5	48.4	3	14.2%	4	**12**
J	Portlock-Mobrae DETOUR	5	41.9	2	11.8%	3	**10**
K	Vesuvius Curves ALT	5	35.5	2	11.9%	3	**10**
L1	Vesuvius Ferry Link	5	41.9	2	11.8%	3	**10**
L2	Vesuvius Ferry Terminal	5	46.1	3	10.2%	2	**10**

*CRD Priorities Scoring:
Vesuvius Bay to Atkins Road = 5 pts
Elsewhere = 0 pts

*Population Density Proxy Scoring:
100+ = 5 pts
99-50 = 4 pts
49-45 = 3 pts
44-40 = 2 pts
39-0 = 1 pt

*Active Transportation Use Proxy Scoring:
15+ = 5 pts
12+-15 = 4 pts
11+-12 = 3 pts
10+-11 = 2 pts
10-0 = 1 pt

Connectivity/Access/Safety

Connections to Key Destinations

Using data from Google Maps and OpenStreetMaps, segments were scored based on their connectivity to key destinations, including grocery stores, parks and publicly accessible rest stops.

Parallel Alternative Routes

This criterion was scored based on the availability of parallel alternate routes to accommodate active transportation users.

Connections to Transit Stops

The SSIRT will be complementary to transit as a connection between Salt Spring communities. This criterion scored segments based on the number of transit stops per kilometre along the segment.

Collisions Involving Active Transportation Users

Collisions involving active transportation users on Salt Spring occur very rarely. Yet, such collisions tend to have costly repercussions for individuals, families and society as a whole. The objective is to expedite implementation in segments where collisions involving active transportation users occur more regularly. This criterion scored segments based on the number of collisions involving active transportation users reported to ICBC between 2017 and 2022 (the last 5 years for which data is publicly available).

Percentage of a Segment with Steep Grades

This criterion scored segments based on the grade of the slope as a percentage of the length of each segment.

Connectivity/Access/Safety Summary

The following table summarizes the scores for each segment in the Connectivity/Access and Safety category. Segment D scored the highest since it has a number of important destinations, no parallel active transportation route, a relatively high number of collisions involving active transportation users, as well as some connections to transit and steeper grades.

Summary of Connectivity/Access & Safety Criteria Scores

SEG. CODE	SEG. NAME	CONNECTIVITY/ACCESS & SAFETY					
		Connections to Key Destinations Score*	Parallel Alternate Routes Score*	Connections to Transit Stops Score*	Collisions Involving Active Transportation Users Score*	% of Segment with Steep Grades Score*	**Total Score (/30)**
A1	Fulford Ferry Terminal	1.5	7.0	5	0	5	**18.5**
A2	Fulford Ferry Link	2	10.0	5	0	2	**19.0**
B	Fulford Valley	2	10.0	3	3	0	**18.0**
C	Mountainside	2.5	10.0	1	0	3	**16.5**
D	Cusheon Lake-Cranberry	3.5	10.0	1	5	1	**20.5**
E	Ganges Hill	2	8.0	0	5	4	**19.0**
F	Ganges Village Core	5	3.0	3	5	0	**16.0**
G	Upper Ganges Village	1	5.0	5	5	3	**19.0**
H	Blain-Sharp	1	1.0	5	3	0	**10.0**
I	Sharp-Central	1	1.0	3	5	2	**12.0**
J	Portlock-Mobrae DETOUR	1	8.0	5	3	3	**20.0**
K	Vesuvius Curves ALT	1.5	5.0	3	0	5	**14.5**
L1	Vesuvius Ferry Link	1	10.0	0	0	2	**13.0**
L2	Vesuvius Ferry Terminal	2	10.0	5	0	0	**17.0**

*Connections to Key Destinations Scoring
No Important Destinations Available = 0 pts
Highest # of destinations = 5 pts

*Parallel Alternate Routes Scoring
Welcoming Alternative Exists = 0-1 pts
Reasonable Alternative = 2-3 pts
Problematic or Circuitous Alternative = 4-5 pts
Partial Comfortable Alternative = 6-7 pts
Partial Problematic Alternative = 8-9 pts
No Real Alternative = 10 pts

*Connections to Transit Stops Scoring
2+ Stops/km = 5 pts
1 - 2 Stops/km = 3 pts
>0 and <1 = 1 pts

*Collisions Involving Active Transportation Users Scoring
2+ Collisions = 5 pts
1 Collision = 3 pts
0 collisions = 0 pts

*% of Segment with Steep Grades Scoring
50% or more = 5 pts
40% = 4 pts
30% = 3 pts
20% = 2 pts
10% = 1 pts
0% to 10% = 0 pts

Community Support

Alignment with Provincial Grant Criteria

BC Provincial Active Transportation capital grants require that eligible projects be part of an approved active transportation plan. The entire SSIRT route is identified as a planned major regional active transportation route within Salt Spring's Pedestrian Cycling Master Plan.

Community Support Summary

The following table summarizes the scores for each segment in the Community Support category. All segments except J and K received the maximum score, as each segment forms part of the planned, designated active transportation route. None of Segment K and only a portion of Segment J form part of the planned, designated active transportation route. The recommended route in this Study for these segments detours off Vesuvius Bay Road and follows local streets as a means to avoid portions of Vesuvius Road that will face high capital construction costs.

Summary of Community Support Scores

SEG. CODE	SEG. NAME	SUPPORT	
		Alignment with BC Grant Criteria Score*	**Total Score (/5)**
A1	Fulford Ferry Terminal	5	5
A2	Fulford Ferry Link	5	5
B	Fulford Valley	5	5
C	Mountainside	5	5
D	Cusheon Lake-Cranberry	5	5
E	Ganges Hill	5	5
F	Ganges Village Core	5	5
G	Upper Ganges Village	5	5
H	Blain-Sharp	5	5
I	Sharp-Central	5	5
J	Portlock-Mobrae DETOUR	3	3
K	Vesuvius Curves ALT	0	0
L1	Vesuvius Ferry Link	5	5
L2	Vesuvius Ferry Terminal	5	5

*Alignment With BC Grant Criteria Scoring
Entire segment is on planned route = 5 pts
Part of segment is on planned route = 3 pts
No part of segment is on planned route = 0 pts

Costs and Conflicts

Relative Cost per Kilometre

Sections are scored based on their relative construction cost per kilometre.

Property Boundary Conflict

Anticipated property conflicts occur when the path of the planned facility is anticipated to encroach on property that is outside of the road ROW. This criterion looked at the square metres of pathways that fell outside the road ROW.

Costs and Conflicts Summary

The following table summarizes the scores for each Segment in the Costs and Conflicts category. Segment K scores the highest, since it has a relatively low capital cost and does not stray outside of the road ROW. Segment E is the lowest priority in this category since it has relatively high estimated

capital costs and over approximately 1,100 square metres of active transportation facilities that fall outside of the road ROW.

Cost and Conflicts Account Summary Scores

SEG. CODE	SEG. NAME	COST & CONFLICTS				
		Cost/km Avg.	Cost/km Score*	Conflicts w/ Property Boundaries (m^2)	Property Conflicts Score*	**Total Score (/15)**
A1	Fulford Ferry Terminal	$4,500,000	2.9	28	5	**7.9**
A2	Fulford Ferry Link	$4,090,000	3.6	903	3	**6.6**
B	Fulford Valley	$1,850,000	7.1	2,026	1	**8.1**
C	Mountainside	$2,360,000	6.3	2,318	1	**7.3**
D	Cusheon Lake-Cranberry	$2,810,000	5.6	1,047	2	**7.6**
E	Ganges Hill	$6,350,000	0.0	1,141	2	**2.0**
F	Ganges Village Core	$4,880,000	2.3	409	4	**6.3**
G	Upper Ganges Village	$5,490,000	1.3	13	5	**6.3**
H	Blain-Sharp	$1,460,000	7.7	1	5	**12.7**
I	Sharp-Central	$1,270,000	8.0	1,067	2	**10.0**
J	Portlock-Mobrae DETOUR	$900,000	8.6	1920	2	**10.6**
K	Vesuvius Curves ALT	$240,000	9.6	0	5	**14.6**
L1	Vesuvius Ferry Link	$3,460,000	4.5	272	4	**8.5**
L2	Vesuvius Ferry Terminal	$3,460,000	4.5	0	5	**9.5**

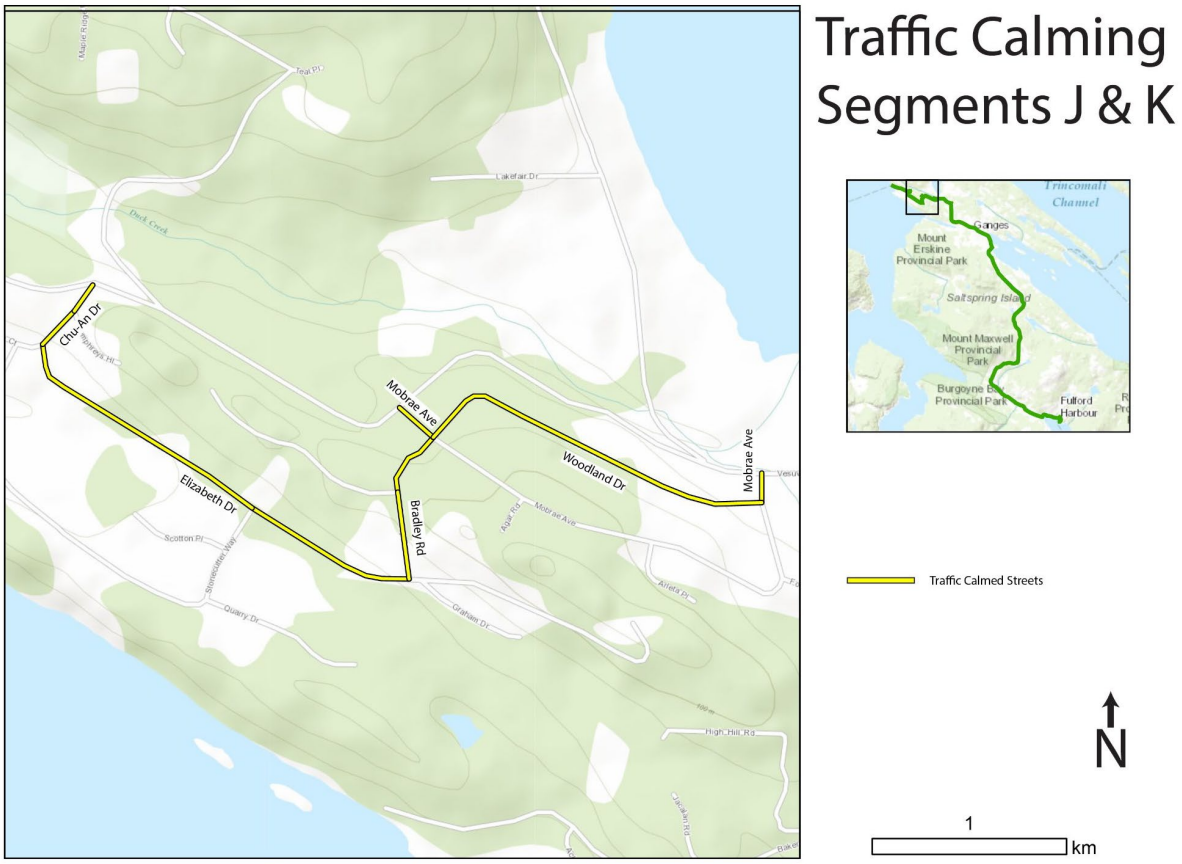
*Relative Cost/km Scoring

$0 - 1 million = 10-8 pts
$1 - 2 million = 8-7 pts
$2 - 3 million = 6-5 pts
$3 - 4 million = 5-4 pts
$4 - 5 million = 3-2 pts
$5 - 6 million = 1-0 pts
$6+ million = 0 pts

*Property Conflicts Scoring

0 - 30 m^2 = 5 pts
31 - 500 m^2 = 4 pts
501 – 1,000 m^2 = 3 pts
1,001 – 2,000 m^2 = 2 pts
> 2,000 m^2 = 1 pt

Appendix D: Proposed Shared Local Street Alignment Through Segments J & K



Appendix E: Trail Design Costing for a 3.0 m Paved Path

The following table provides an overview of construction cost estimates for a 3.0-metre-wide paved path across all segments. To reduce construction costs, a less expensive option was explored and is recommended through this Study.

Seg. Code	Seg. Name	Length (m)	Est. Cost	Cost/km Avg.	Prelim. Score (/5)	Rank
A1	Fulford Ferry Terminal	302	$1,860,000	$6,160,000	1.4	12
A2	Fulford Ferry Link	1,022	$5,350,000	$5,230,000	2	10
B	Fulford Valley	3,493	$11,120,000	$3,180,000	3.2	2
C	Mountainside	3,221	$10,670,000	$3,310,000	3.1	3
D	Cusheon Lake-Cranberry	2,742	$10,730,000	$3,910,000	2.7	4
E	Ganges Hill	2,987	$25,780,000	$8,670,000	0	14
F	Ganges Village Core	805	$3,930,000	$4,880,000	2.2	9
G	Upper Ganges Village	795	$4,370,000	$5,490,000	1.8	11
H	Blain-Sharp	836	$1,770,000	$2,110,000	3.8	1
I	Sharp-Central	1,432	$6,430,000	$4,488,000	2.4	5
J	Portlock-Mobrae DETOUR	1,724	$11,380,000	$6,600,000	1.2	13
K	Vesuvius Curves ALT	746	$3,570,000	$4,780,000	2.2	6
L1	Vesuvius Ferry Link	612	$2,930,000	$4,780,000	2.2	6
L2	Vesuvius Ferry Terminal	340	$1,630,000	$4,780,000	2.2	6
	Total:	**21,755**	$101,520,000	$4,600,000		

Appendix F: Funding and Partnership Considerations

To successfully implement this project, a fundraising approach focused on a diversity of sources is essential, including federal, provincial, and alternative government, and public and private funding programs available to support planning, capital development, and long-term operations. Some funding programs are identified below; additional funding opportunities may be available through the private sector, including corporate sponsorships and donations from individuals, groups, estates, and other organizations.

Capital Planning

Integrating active transportation route construction into capital planning is the most effective way to realize the project vision and ensure alignment with broader transportation, climate, land use, and public safety strategies.

Municipal Funding Tools—Land Development Policies

In British Columbia, municipal and regional governments can implement funding tools like Development Cost Charges and Community Amenity Contributions to ensure that new developments contribute to the cost of infrastructure and amenities. By adopting bylaws and negotiating with developers, local governments can direct these funds towards active transportation projects such as sidewalks, bike lanes, and multi-use paths. These tools allow local governments to align growth with community goals, reduce reliance on general taxation, and support healthier and more connected communities.

Provincial Government

The **B.C. Active Transportation Infrastructure Grant**, administered by MoTT, offers up to $500,000 per project to cost-share new walking, cycling, and trail infrastructure, with funding levels based on community size and type. Projects that improve safety, connectivity, and inclusivity—and have detailed designs and strong partnerships—are more likely to be funded. The 2025/2026 intake of the BC Active Transportation Infrastructure Grant Program has been paused pending a review (expected fall 2025).

The **Rural Economic Diversification and Infrastructure Program**, led by the Ministry of Jobs, Economic Development and Innovation, supports rural infrastructure and clean economy projects, with future funding expected to increase beyond its initial three-year term.

ICBC's **Road Improvement Program** provides funding for pedestrian and cycling infrastructure that enhances road safety and reduces crash-related claims.

Federal Government

The Government of Canada offers several funding programs to support municipal infrastructure, typically covering up to one-third of project costs. The **Active Transportation Fund** provides up to

$50 million per project for planning and capital initiatives that improve walking, cycling and trail infrastructure, with contribution rates between 60 and 100% depending on location and recipient type. Though current intakes are closed, future funding is expected to be announced in the future, and the federal government has since allocated $3 billion annually starting in 2026-27 under the **Canada Public Transit Fund.**

The **Federation of Canadian Municipalities** also supports climate-resilient infrastructure through the **Green Municipal Fund**, offering grants of up to **$1 million** for adaptation and net-zero projects, covering 50 to 80% of eligible costs.

Appendix G: Key Implementation Tasks

Key Implementation Tasks

The implementation of the active transportation route involves a series of coordinated tasks across all phases of the project—from early planning to long-term operation. These tasks are designed to ensure the route is thoughtfully designed, legally compliant, well-funded and effectively maintained. Each segment of the active transportation route will undergo its own implementation phases and associated tasks. Roles and responsibilities for executing these tasks may vary by segment and will be defined based on factors such as jurisdiction, available resources and technical requirements.

Planning & Design Phase

- Develop a Memorandum of Understanding to establish shared goals and collaboration.
- Initiate capital and operational fundraising efforts.
- Conduct public and stakeholder engagement during conceptual and detailed design.
- Prepare conceptual and detailed design plans.
- Begin property acquisition processes, including early engagement with landowners.
- Carry out archaeological assessments to identify and mitigate potential impacts.
- Submit applications for Agricultural Land Commission approvals.
- Apply for Licences of Occupation for necessary land use.
- Draft operations and maintenance agreements based on infrastructure needs.
- Establish transit and transportation service agreements.
- Conduct geological assessments to inform design and construction.

Construction Phase

- Issue Requests for Proposals for construction services.
- Oversee construction activities to ensure quality and compliance.

Operations Phase

- Implement operations and maintenance protocols, either in-house or via contractors.
- Launch monitoring and evaluation processes to track usage trends and safety, starting with baseline data collection.

APPENDIX B

Gulf Islands Regional Trails Plan

Capital Regional District | Reference Date: **January 15, 2018**



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Making a difference...together

Acknowledgements

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Cover Photo: View from Matthews Point Regional Park Reserve, Galiano Island

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Salt Spring Island roadway (Pedestrian and Cycling Master Plan: Salt Spring Island Edition)

1 Executive Summary

The Capital Regional District (CRD) has prepared a Regional Trails Plan for the Gulf Islands (the Plan). The Plan identifies a conceptual route for a regional trail on each of Galiano, Mayne, North and South Pender, Salt Spring, and Saturna Islands (Map 3, page 17). Regional trails are managed to provide an arterial trail system that connects the municipalities and electoral areas in the region. Each of the trail routes proposed in this plan will connect a main transportation hub, such as a ferry terminal, with key destinations on island; for example, a commercial hub or a regional, provincial or national park. The Plan sets out policy direction specific to these regional trails that supplements the direction provided by the Regional Trails Management Plan (2016). In particular, the Plan identified that the regional trails in the Gulf Islands will be:

- developed and classified as *Bike and Pedestrian Trails*
- located within public road dedications, where possible; though in some areas they may be on-road
- separated from the travelled portion of the road, where feasible, and
- developed using a phased approach.

The Plan provides guidance on how development of these regional trails will be prioritized and how the CRD will work together with others to implement the plan. Policies in the Regional Trails Management Plan (2016) also apply and guide development and management of the regional trails in the Gulf Islands.

Implementation of the Plan will create approximately 50 km of regional trail, benefiting the region by providing opportunities for non-motorized recreation and active transportation, and by facilitating eco-tourism. Completion of the trails will be a long term initiative, relying on significant external funding. The regional trails will provide an arterial route on each island to which other local trails can connect, creating a wider network.

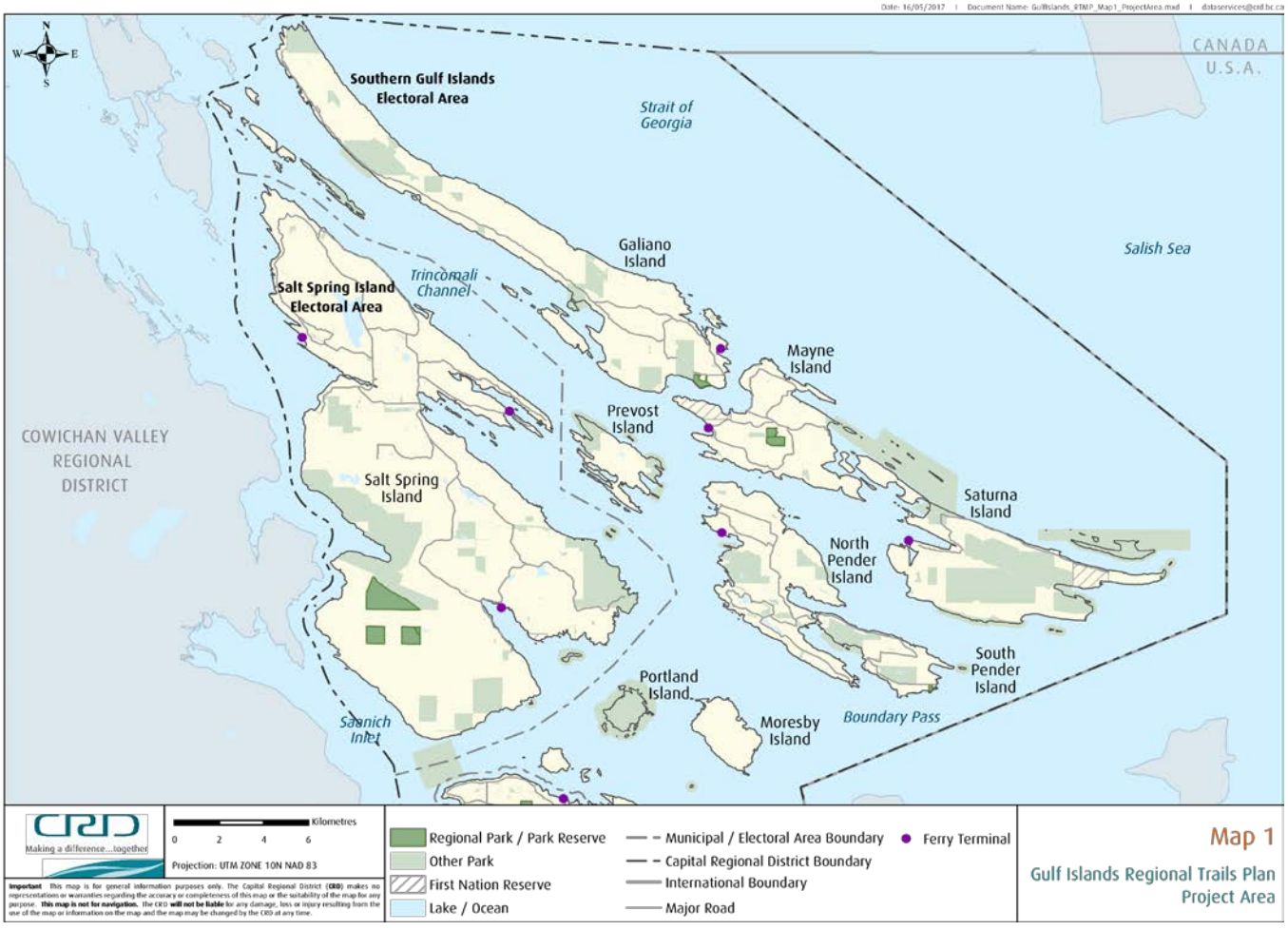
Completion of this Plan achieves a strategic action identified in the Regional Parks Strategic Plan 2012-2021 and a priority action identified in the Regional Trails Management Plan (2016). Further, it supports the Experience the Gulf Islands initiative of the Southern Gulf Islands Economic Sustainability Commission and the Salt Spring Island Economic Development Commission.

2 Context

2.1 Purpose of the Plan

The purpose of the Gulf Islands Regional Trails Plan (the Plan) is to identify a conceptual regional trail route on Galiano, Mayne, North and South Pender, Salt Spring and Saturna islands. The project area is shown on Map 1, below. Each regional trail route aims to connect a main transportation hub, such as a ferry terminal, with key destinations on island; for example, a commercial area or a regional, provincial, or national park. The Plan also provides guidance on how the trails will be prioritized, developed, managed and operated.

Implementation of the Plan will create five new regional trails, totaling approximately 50 kilometers that will benefit the region by providing opportunities for non-motorized recreation and active transportation and by facilitating eco-tourism. These trails will contribute to an integrated network of trails on the islands.



2.2 Strategic Context

The Regional Parks service focuses on nature conservation and connecting people with nature. The primary way this is accomplished is through the establishment and management of regional parks and regional trails. Both help create a vibrant and sustainable region.

Regional trails help deliver on two of the CRD Board's strategic priorities—climate change and active and multi-modal transportation. By providing opportunities for both active outdoor recreation and active (non-motorized) transportation, regional trails have the potential to help reduce overall greenhouse gas emissions within the region. Regional trails are developed for the use of all regional residents as well as visitors to the region. In the case of the Gulf Islands, these trails will service both island residents and many visitors from off-island.

This Plan expands upon strategic statements made in the Regional Parks Strategic Plan 2012-2021 and the Regional Trails Management Plan (2016). The CRD's Regional Parks Strategic Plan identified a strategic action to initiate planning for the regional trails system on Salt Spring Island and the Southern Gulf Islands and outlined a conceptual regional trail route on Salt Spring Island. The 2016 Regional Trails Management Plan provides strategic direction for all regional trails and also establishes the scope for this project (Appendix 1).

Other related plans, such as the Experience the Gulf Islands Concept Plan, the Pedestrian and Cycling Master Plan: Salt Spring Island Edition, and official community plans, also provided guidance and context for the development of the Regional Trails Plan. More information about these plans is provided in Appendix 2.

Other agencies, including CRD's community park and recreation commissions, BC Parks, Parks Canada, and some local organizations are also active in developing trails and/or promoting active recreation and transportation opportunities. Alignment and cooperation between CRD and these others will be important in the development of trail networks that complement the regional trail routes. In addition, the Ministry of Transportation and Infrastructure (MOTI) is responsible for public roads on the Gulf Islands and is the lead for transportation infrastructure. If trails are to be built within the public road dedications, MOTI involvement and approval will be required.

2.3 Project Background

An initial trail planning process for the Southern Gulf Islands was undertaken in 2013-2014 in association with the Southern Gulf Islands Economic Sustainability Commission's Experience the Gulf Islands initiative. Information was gathered at meetings and public events regarding where future trails on the islands were desired. This work was broad in scope and identified desired local, regional and national park trails. The information collected through that earlier process was used as a starting point to identify potential regional trail routes for this plan.

2.4 Regional Setting

For the purposes of this plan, Galiano, Mayne, North and South Pender, Salt Spring and Saturna Islands are collectively referred to as the Gulf Islands. These islands are within the traditional territories of several First Nations. Four First Nations have reserve lands on the Gulf Islands–Tsawout and Tseycum First Nations share a reserve on Saturna Island and one on South Pender Island. Tsawout also has a reserve on Salt Spring Island. Tsartlip First Nation has a reserve on Mayne Island and Penelekut First Nation has a reserve at the north end of Galiano Island. These reserves and other lands on the islands are used by the First Nations for hunting, gathering, and other cultural practices. Nothing in this plan is intended to infringe on First Nations rights.

These islands are within the Islands Trust Area and Islands Trust provides both local land use planning services and broader oversight to foster the preservation and protection of the Trust Area's ecosystems, to sustain the islands' character, and to support healthy communities.

Within the regional governance structure, this area is split into the Southern Gulf Islands Electoral Area and the Salt Spring Island Electoral Area. The CRD provides a number of services in these electoral areas, including the development, management, and operation of regional parks and regional trails.

The total population of the Gulf Islands in 2016 was 15,289 (Table 1). This has not changed significantly from the 2011 census population.

Table 1: 2016 Population

2016 Population (Census)	
Salt Spring Electoral Area	10,557
Southern Gulf Islands Electoral Area	4,732
Total Gulf Islands	**15,289**
By Island	
Galiano Island	1,044
Mayne Island	949
Pender Island	2,302
Salt Spring Island	10,557
Saturna Island	354

Source: CRD, 2016, *Demographics, Population Change 2016 Census Results, Capital Region*

BC Ferries provides ferry service to the Southern Gulf Islands from Swartz Bay and from Tsawwassen. Service to Salt Spring Island is provided from Crofton to Vesuvius, Swartz Bay to Fulford Harbour, and Tsawwassen to Long Harbour. BC Ferries records annual vehicle and passenger trips by route. For the purposes of this project, BC Ferries provided data on annual bicycle and foot passenger trips, in addition to overall vehicle numbers.

Table 2 shows the traffic statistics by mode of transportation travelling to the islands for 2016. More details on bicycle and foot passengers is provided in Appendix 3. This information is useful to help determine where regional trail development might be prioritized based on the levels of use.

Table 2: BC Ferries Traffic Statistics 2016

Route	Vehicles	Bicycles**	Foot Passengers***
Tsawwassen to the Southern Gulf Islands*	65,938	4,675	131,952
Swartz Bay to the Southern Gulf Islands	95,189	2,517	50,034
Swartz Bay to Salt Spring Island	121,974	2,623	51,271
Crofton to Salt Spring Island	93,931	1,285	35,130

Source: BC Ferries, Traffic Statistics System, Total Vehicle and Passenger Counts by Route for 2016.

*Southern Gulf Islands includes Galiano, Mayne, North Pender, Salt Spring and Saturna Islands.

**Bicycle statistics from BC Ferries was provide in a combined format for both directions; hence the number has been halved for the purpose of this table.

***Foot passengers are only counted leaving Tsawwassen, Swartz Bay and Crofton.

In addition to BC Ferries, some visitors to the Gulf Islands arrive by private boat, water taxi, or float plane to the various community docks overseen by the CRD's Southern Gulf Islands Harbours Commission.

In line with the Experience the Gulf Islands Concept Plan, efforts to increase community bus services on the islands and passenger-only ferry service between the islands are being investigated by the Southern Gulf Islands Community Economic Sustainability Commission. The Ministry of Transportation & Infrastructure (MOTI) has jurisdiction over roads in the unincorporated electoral areas and has responsibility for ongoing maintenance and road improvements. MOTI and Islands Trust have an agreement to maintain rural road standards and to protect heritage aspects of the road corridors on the islands.

A number of larger trails, including The Great Trail (formerly known as the Trans Canada Trail)—a 24,000 kilometer trail across Canada—and the Salish Sea Marine Trail, are located in the vicinity (Map 2). Future regional trails developed on the Gulf Islands will complement these routes and create an enhanced experience for users.



Trail use, CRD Regional Parks


Salish Sea Marine Trail
Horseshoe Bay
Vancouver
Nanaimo
Gabriola Island
Valdes Island
Thetis Island
Ladysmith
Tsawwassen
The Great Trail - Alternate Route
Penelakut Island
VANCOUVER ISLAND
Chemainus
Galiano Island
Mayne Island
Saturna Island
Salt Spring Island
North Pender Island
Duncan
South Pender Island
The Great Trail - Main Route
Juan de Fuca Marine Trail
Galloping Goose Regional Trail
Victoria
N
W
E
S
Making a difference...together
Kilometres
0 2 4 8
Projection: UTM ZONE 10N NAD 83
The Great Trail - Main Route
The Great Trail - Alternate Route
Salish Sea Marine Trail
Galloping Goose Regional Trail
Juan de Fuca Marine Trail
Ferry Terminal
Ferry Route
Project Area
Map 2
Gulf Islands Regional Trails Plan
Regional Context

3 Strategic Direction

3.1 Vision

Over the years, through different trail-related projects, residents of the Gulf Islands have expressed key components of their visions for trail systems on their islands. These various components have been pulled together in an overall vision for island trails, as follows:

> The Gulf islands are an interconnected archipelago of living, working communities in the Salish Sea. Like a necklace jeweled together by unique destinations, the islands are a special place in every season. From wild coasts and beaches, pastoral farmlands, spectacular bluffs, and quaint villages to cool and shady forests, glacially-striated and sandstone pocked rock formations, these islands provide priceless experiences for those who live there and for those who visit.
>
> Trail systems on the islands are sustainable in design, respectful of adjacent neighbours, and provide recreation and alternative transportation opportunities for different types of users. Regional Trails connect island communities and facilitate access to key destinations. They provide primary routes to which other trails connect; creating a broader trail system on each island.
>
> Trails are used as part of the daily routine of local people and attract visitors to experience naturally and culturally significant destinations on the islands. An array of visitor services and amenities are available on or along the trails to serve cyclists and backpackers, families and individuals, and young and old alike.

In 2016, the CRD approved the Regional Trails Management Plan, which sets out a vision for all existing and future regional trails, including those on the Gulf Islands. That vision is:

> "As the Regional Trails system grows and matures, a network of interconnected trails emerges. The trails connect the Capital Region's communities and facilitates access to key destinations within and beyond the region. The network facilitates active, healthy lifestyles for people of all ages and abilities by providing opportunities for recreation and active transportation. We work together to create and maintain regional trails as greenway corridors that accommodate a diversity of users. The Capital Regional District promotes respect among users and supports positive experiences for all".

These visions, one related specifically to regional trails and one broader in nature, are complementary. The visions will be achieved through trail planning and development that spans local, regional, provincial, and national agencies and groups. This Regional Trails Plan is just one step in creating a broad network of trails on the Gulf Islands. In the longer term, once the five regional trails are in place and have been operating for some time, the CRD will be in a position to assess if additional regional trails are needed on the islands.

3.2 Policies

In addition to the policies below, the strategic policies and general direction in the Regional Trails Management Plan (2016) and other approved CRD policies, such as the regional park and trail naming convention (2016), also apply to the regional trails on the Gulf Islands.

Two specific policies from the Regional Trails Management Plan (RTMP) are noted below:

- For the safety of all trail users, their pets and wildlife, all pets must be on-leash at all times while on regional trails...Pet owners or guardians should ensure that their pets remain both on the trail and on the proper side of the trail. (RTMP 2.4.1.2)
- Priority will be given to developing regional trails as off-street facilities, where feasible. Preference for routing along road or railway corridors will be used where possible and practical. In some cases, on street sections will exist... (RTMP 2.4.3.1)

The following policies relate specifically to regional trails on the Gulf Islands:

1. The regional trail routes proposed in this plan are conceptual in nature. The specific route for the trail may vary somewhat depending on more detailed assessments of the route at the trail design stage.
2. The regional trails on the Gulf Islands will be developed for non-motorized recreation and active transportation. They will be classified and managed as 'Bike and Pedestrian Trails'.
3. Where regional trails are proposed within surveyed road dedication, CRD will encourage the MOTI to participate early in the trail design process, including inviting representatives to review design standards and preliminary trail designs.
4. Where there is insufficient surveyed road dedication available for a separated trail, the regional trail routes may be on-road or the CRD may work with interested adjacent landowners to accommodate the trail routes.

5. The CRD will liaise with MOTI regularly and will request that if MOTI is seeking new road dedications along any proposed regional trail routes identified in this plan, that MOTI request adequate width to accommodate a separated regional trail.
6. The CRD will liaise with the Island Trust and the MOTI to indicate the CRD's interest in being referred information regarding development proposals adjacent to proposed regional trail routes. Further, where appropriate, the CRD may request that the approving agency require the development proponent to assist with the regional trail in some way as a requirement of approval (e.g., provide land tenure, cash in lieu, or in-kind contribution towards development of the regional trail).
7. Where the trail route is along a road identified as a Heritage Road by MOTI and Islands Trust, CRD will seek input from both organizations on the trail design.
8. Trail development will be based on best practices to maximize safety, minimize environmental impacts, and maximum cost-efficiency and longevity of regional trails.
9. The Regional Trails Plan will be implemented using a phased approach. An initial segment of trail will be developed on each island generally linking the ferry to a key commercial hub (on Galiano Island the initial segment will link the ferry to a regional park).
10. Once initial segments are completed on each island, the following criteria (in no particular order) will be considered when prioritizing extensions to the regional trails:
    a. Aligns with another planned project (e.g., MOTI road improvements)
    b. Potential levels of use
    c. Connects to other trails
    d. Cost and ease of development (financial cost of each project; physical challenges of route)
    e. Completes or extends an existing regional trail
    f. Potential funding partnerships
    g. Addresses identified safety concerns
11. CRD Regional Parks will liaise with MOTI, BC Ferries and CRD commissions and, where possible, coordinate with them to align resources, create efficiencies and achieve multiple goals for improvement projects, such as road and terminal upgrades and trail projects.
12. The design and development process for regional trails will ensure opportunities for public input.
13. Through the detailed planning and design stage, consideration will be given to appropriate visitor facilities (e.g., rest stops; signage) and to working with community groups, where

appropriate, to salvage and reuse native plant materials from the trail route prior to construction.

14. The CRD will work with First Nations to incorporate messages into regional trail information kiosk signage or regional trail interpretive signs to raise public awareness of First Nations' history and First Nations' connections with and interests in the islands.
15. A field check for significant archaeological/cultural features, conducted by qualified individuals, will be incorporated into the trail development phase.
16. Regional trail design and construction will be subject to successfully obtaining funding through external partnerships or grant opportunities, in addition to CRD funding.
17. Regional trail construction, operation, and maintenance will be the responsibility of CRD Regional Parks.
18. CRD Regional Parks will consider expanding the existing volunteer program to include regional trails on the Gulf Islands.
19. CRD Regional Parks supports ongoing liaison with local organizations, particularly those that undertake trail projects, to promote a coordinated trail network and to identify potential partnership opportunities.
20. Recognizing that construction of regional trails will take many years to implement and that other agencies may want to develop interim trails along the regional trail route, CRD encourages liaison/cooperation with groups regarding possible interim trails until such time as CRD Regional Parks is able to develop a regional trail. At the regional trail design stage, the CRD will assess any existing interim trails along the route to determine if they are adequate for regional trail purposes or if the CRD needs to upgrade them to regional trail standards. Any necessary agreements will be put in place before the CRD trail is constructed.

4 Regional Trail Routes

4.1 General

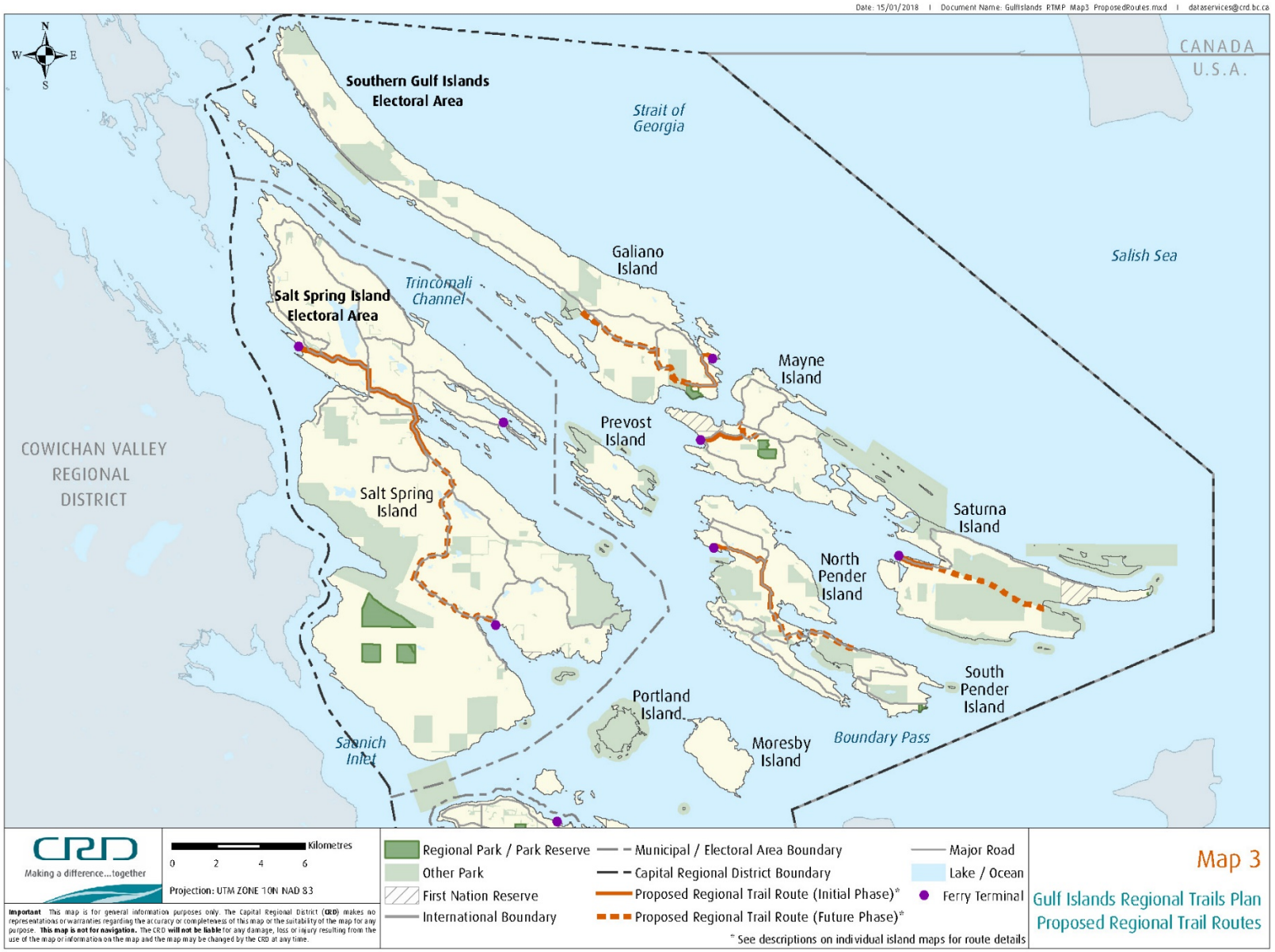
The proposed regional trail routes are collectively shown on Map 3 on page 17. The individual regional trail routes are described in more detail below and are illustrated on Maps 4 through 8.

Together the regional trails will create approximately 50 km of trail for residents and visitors. As noted previously, the regional trails will provide a link generally between a BC ferry terminal and a key recreation area or island commercial hub. Local trail organizations may wish to develop additional trails linking from the regional trail to other island areas, such as public docks, ferries, attractions, or local facilities in order to expand the trail offer on each island. These trail routes have been selected on the basis of public comments received during the development of this plan.

Development of these trails will take many years to complete. External funding, to supplement CRD funding, and cooperation with other groups and agencies including MOTI, will be needed to fully implement the plan. As noted above, where local trails exist along the regional trail routes, the CRD will assess if the existing trail is adequate for regional trail purposes or if the CRD needs to upgrade them to regional trail standards.

4.2 Galiano Island

The regional trail route on Galiano Island will begin in the vicinity of the Sturdies Bay ferry terminal, follow Sturdies Bay Road, turn south on Burrill Road, follow Bluff Road to Georgeson Bay Road, turn north, and then north-west on Montague Road, ending in the vicinity of Montague Harbour Marine Provincial Park. The regional trail route is approximately 10 km in length, with the initial segment to be built being approximately 3 km, between the ferry area and Matthews Point Regional Park. In particular, the regional trail route provides access to two regional destinations - Matthews Point Regional Park and Montague Harbour Marine Provincial Park, as well as the ferry and the commercial hub by the ferry terminal. The proposed Galiano Island regional trail route is illustrated on Map 4.


Date: 15/01/2018 I Document Name: GulfIslands_RTMP_Map3_ProposedRoutes.mxd I dataservices@crd.bc.ca
N
W
E
S
CANADA
U.S.A.
Southern Gulf Islands
Electoral Area
Strait of
Georgia
Salish Sea
Galiano
Island
Trincomali
Channel
Salt Spring Island
Electoral Area
Mayne
Island
Prevost
Island
COWICHAN VALLEY
REGIONAL
DISTRICT
Salt Spring
Island
Saturna
Island
North
Pender
Island
South
Pender
Island
Portland
Island
Boundary Pass
Moresby
Island
Saanich
Inlet
Making a difference...together
Kilometres
0 2 4 6
Projection: UTM ZONE 10N NAD 83
Important This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.
Regional Park / Park Reserve
Other Park
First Nation Reserve
International Boundary
Municipal / Electoral Area Boundary
Capital Regional District Boundary
Proposed Regional Trail Route (Initial Phase)*
Proposed Regional Trail Route (Future Phase)*
* See descriptions on individual island maps for route details
Major Road
Lake / Ocean
Ferry Terminal
Map 3
Gulf Islands Regional Trails Plan
Proposed Regional Trail Routes


Galiano Island
Parker Island
Trincomali Channel
Salish Sea
Montague Harbour
Montague Harbour Marina
Galiano Heritage Forest
Clanton Rd
Montague Rd
Georgeson Bay Rd
Sturdies Bay Rd
Bluff Rd W
Bluff Rd E
Burrill Rd
Gossip Island
Commercial Hub
Sturdies Bay
Burrill Point
Bluff Park
Mount Sutil
Mount Galiano
Collinson Point
Matthews Point
N
W
E
S
OVERVIEW MAP
Kilometres
0
0.5
1
Projection: UTM ZONE 10N NAD 83
Regional Park / Park Reserve
Provincial Protected Area
Community Park
Municipal / Electoral Area Boundary
Major Road
Minor Road
Lake / Ocean
First Nation Reserve
Ferry Terminal
Regional Destination
Galiano Island - Proposed Regional Trail Route (Initial Phase)
Galiano Island - Proposed Regional Trail Route (Future Phase)
Map 4
Gulf Islands Regional Trails Plan
Galiano Island Proposed Regional Trail

4.3 Mayne Island

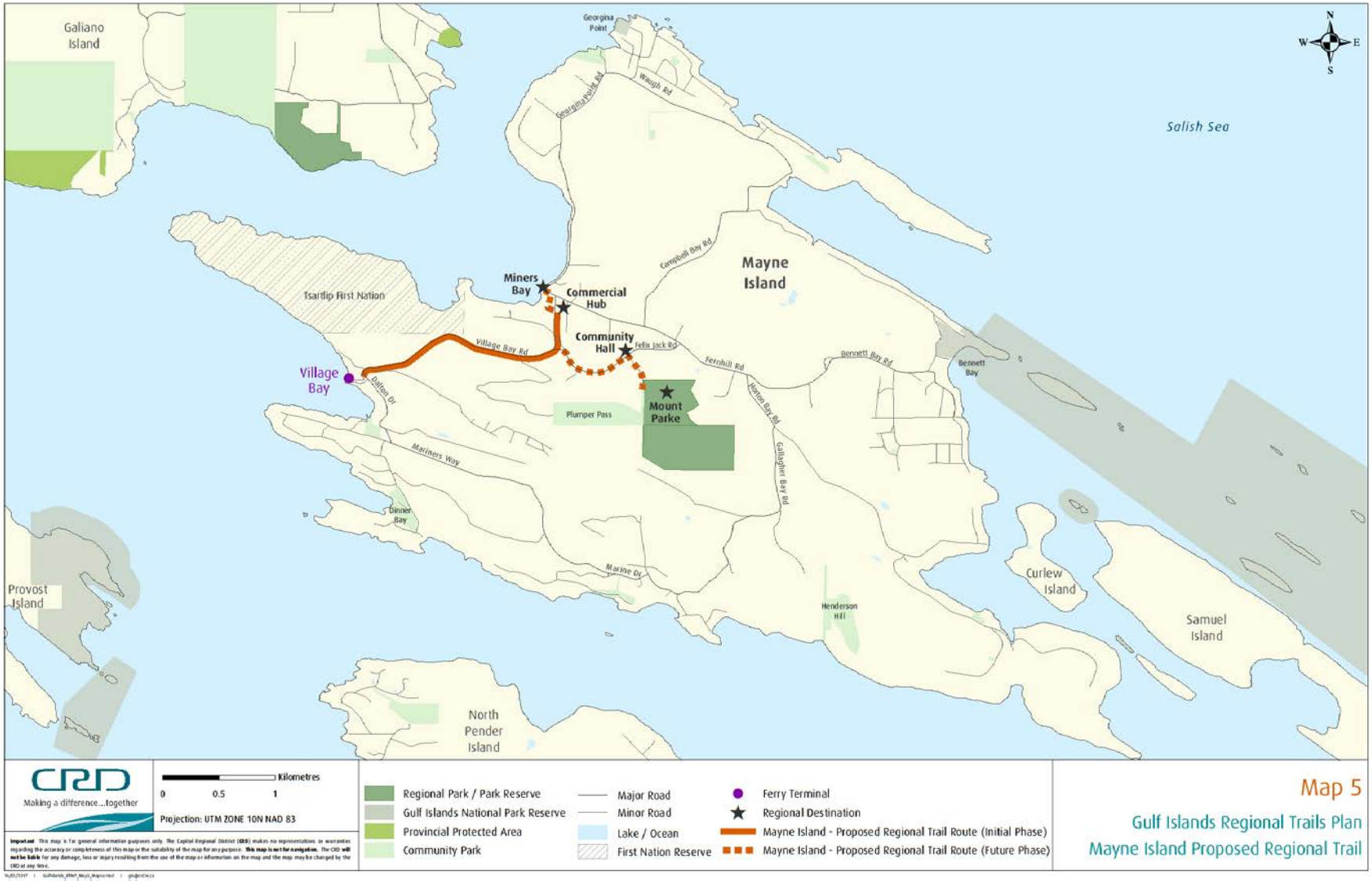
The regional trail route on Mayne Island will begin in the vicinity of the Village Bay ferry terminal, follow Village Bay Road and Fernhill Road to the Miners Bay dock. The trail will also follow Felix Jack Road and Kim Road to Mount Parke Regional Park. The regional trail route is approximately 3.6 km in length and will connect the ferry, the Miners Bay commercial centre, the community dock, and Mount Parke Regional Park. The initial 2.3 km segment to be built will be between the ferry area and Naylor Road in Miners Bay. The proposed Mayne Island regional trail route is illustrated on Map 5.

4.4 North & South Pender Islands

One regional trail route is proposed for North and South Pender Islands. The route will begin in the vicinity of the Otter Bay ferry terminal on North Pender Island, follow MacKinnon Road to Otter Bay Road, to the junction with Bedwell Harbour Road, where it turns south and follows Bedwell Harbour Road and Canal Road to the bridge between North and South Pender Islands. On South Pender Island, the trail will link to Mount Norman-Beaumont in Gulf Islands National Park Reserve. The regional trail route is approximately 10 km in length, with the initial section to be built being approximately 5 km between the ferry area and the Driftwood commercial area. Recognizing that various options have been raised on-island for trail routing in the vicinity of Einar's Hill, which is part of the recommended initial route, the CRD will consider options at the trail design stage. The regional trail will provide access to the community hall, Driftwood Centre commercial hub, and Prior Centennial campground and Mount Norman-Beaumont, both in Gulf Islands National Park Reserve. The proposed Pender Islands regional trail route is illustrated on Map 6.



Artist's rendering - regional trail in the Gulf Islands


Galiano Island
Georgina Point
Georgeanna Rd
Waugh Rd
Salish Sea
N
W
E
S
Campbell Bay Rd
Mayne Island
Miners Bay
Commercial Hub
Tsartlip First Nation
Community Hall
Felix Jack Rd
Village Bay Rd
Jerohill Rd
Bennett Bay Rd
Bennett Bay
Village Bay
Dalton Dr
Mount Parke
Plumper Pass
Horton Bay Rd
Gallagher Bay Rd
Mariners Way
Dinner Bay
Marine Dr
Curlew Island
Henderson Hill
Samuel Island
Provost Island
North Pender Island
Making a difference...together
Kilometres
0
0.5
1
Projection: UTM ZONE 10N NAD 83
Regional Park / Park Reserve
Gulf Islands National Park Reserve
Provincial Protected Area
Community Park
Major Road
Minor Road
Lake / Ocean
First Nation Reserve
Ferry Terminal
Regional Destination
Mayne Island - Proposed Regional Trail Route (Initial Phase)
Mayne Island - Proposed Regional Trail Route (Future Phase)
Map 5
Gulf Islands Regional Trails Plan
Mayne Island Proposed Regional Trail


Portland Island
Mayne Island
Port Washington
Port Washington Rd
Hope Bay
Otter Bay
Otter Bay Rd
Community Hall
North Pender Island
Bedwell Harbour Rd
Roe Lake
Driftwood Centre
Prior Centennial Campground
Lyall Rd
Mount Norman/ Beaumont
Pratt Rd
Swanson Channel
Poets Cove
Greenburn Lake
South Pender Island
Tsawout, Tsleycum First Nations
Gowland Point Rd
Brooks Point
Boundary Pass
Saturna Island
Salish Sea
N
W
E
S
Making a difference....together
Kilometres
0 0.5 1 2
Projection: UTM ZONE 10N NAD 83
Regional Park / Park Reserve
Gulf Islands National Park Reserve
Community Park
First Nation Reserve
Lake / Ocean
Major Road
Minor Road
Capital Regional District Boundary
Municipal / Electoral Area Boundary
Ferry Terminal
Regional Destination
Pender Island - Proposed Regional Trail Route (Initial Phase)
Pender Island - Proposed Regional Trail Route (Future Phase)
Map 6
Gulf Islands Regional Trails Plan
North and South Pender Islands
Proposed Regional Trail

4.5 Salt Spring Island

The regional trail route on Salt Spring Island will run between the Vesuvius and Fulford ferry terminal area, along Vesuvius Bay Road, Lower Ganges Road, and Fulford-Ganges Road. The trail will link the ferry areas to the Ganges commercial and residential hub and to Burgoyne Bay Provincial Park. The regional trail route is approximately 20 km in length, with the initial segment to be built being approximately 5 km between the Vesuvius ferry area and Atkins Road. Within the Ganges area, the initial segment of the regional trail will use existing roads/bicycle lanes and sidewalks/pedestrian pathways. At the south end of Ganges, the Salt Spring Island Transportation Commission is currently considering the development of a trail between Seaview Road and Cranberry Road in partnership with the Ministry of Transportation. Once that trail is complete, it will be included in the initial segment of the Regional Trail, subject to it meeting regional trail standards for cycling and pedestrian trails. The proposed Salt Spring Island regional trail route is illustrated on Map 7.

4.6 Saturna Island

The regional trail route on Saturna Island will start in the vicinity of the Lyall Harbour ferry terminal, follow East Point Road and Narvaez Bay Road to the community hub at Harris Road and continue along Narvaez Bay Road to Narvaez Bay in Gulf Islands National Park Reserve. This route is approximately 7 km in length, with the initial 1.5 km segment to be built being between the ferry area and the commercial hub. It is suggested that the CRD conduct further consultation on Saturna Island prior to proceeding with development of the additional 5.5 km full route to determine level of need/level of support for its development to Narvaez Bay. The proposed Saturna Island regional trail route is illustrated on Map 8.



A Gulf Islands view (Photo: Danica Rice)

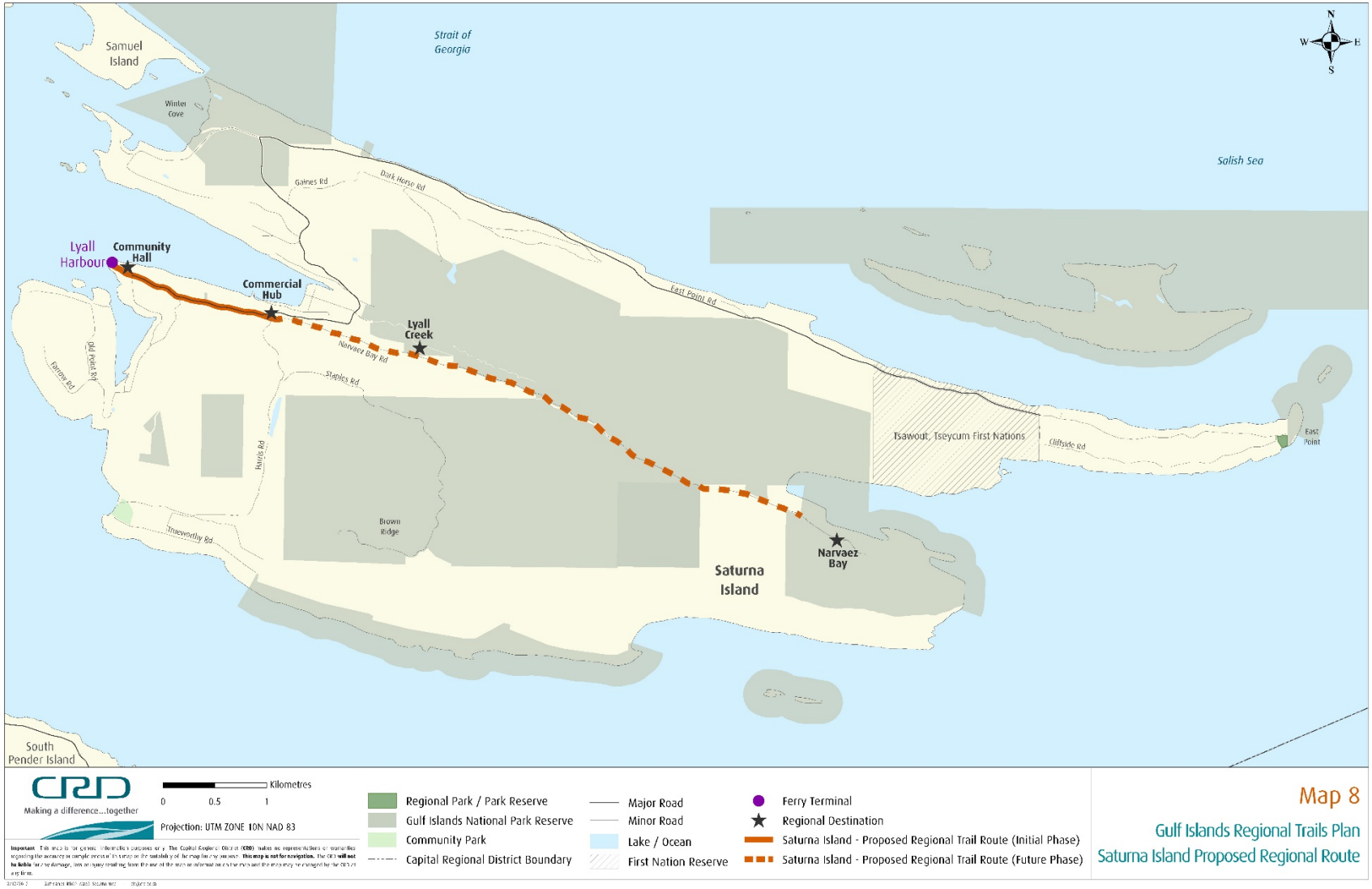


Map 7

Gulf Islands Regional Trails Plan

Salt Spring Island

Proposed Regional Trail



Map 8

Gulf Islands Regional Trails Plan

Saturna Island Proposed Regional Route

5 Implementation

The Regional Parks' Service Plan guides implementation of priority projects requiring funding on a four year rolling timeframe. It is expected that implementation of this plan will take decades given that 50 km of trail are proposed. Regional Parks has reserved an annual fund specifically for Gulf Islands trail planning and development; however, securing external funding will also be required to construct all of the regional trails identified in this plan.

A typical regional trail development project is staged as follows:

Planning & Design Phase

- Seek funding for design
- Route surveying and environmental investigations
- Development of engineered design drawings
- Public engagement on design

At the end of the planning & design phase, a project is considered "shelf ready" and design is 80-90% complete.

Funding Phase

- Seeking external/grant funding for construction, to supplement internal funding.

This process includes applying for grants as funding opportunities are announced and if successful, undertaking all necessary requirements of the granting agency.

Construction Phase

- Finalize design to "construction ready", including confirmation that all specifics on infrastructure have been addressed adequately
- Project tender process
- Award of contract
- Project initiation

Operation & Maintenance Phase

- Ongoing trail operations and maintenance are undertaken by CRD staff.

Design of a 2.3 km demonstration project on Mayne Island commenced in 2015 and the trail design will be completed in 2018. The goal of the demonstration trail project is to develop the initial segment of regional trail identified in this plan, from the Village Bay ferry terminal to the commercial hub within the road right-of-way, where possible, and to assess 'lessons learned'. This will highlight opportunities and challenges for regional trail construction on the Gulf Islands. This trail segment will be the first priority for implementation.

As a second priority for implementation, it is recommended that external funding be sought for the planning & design of an initial segment of trail on each of the remaining islands (approximately 17 km), as one project. A project that includes multiple islands may be of greater interest to potential funders who are looking for regionally significant projects or who are interested in seeing multiple jurisdictions working together on projects. Further, a combined project, being larger in scope, may also garner more interest from consulting firms when the project is contracted. Lastly, having shelf-ready designs for each of the region trails creates efficiency and flexibility for the CRD in terms of seeking external funding and partnerships for construction.

Once the initial trail designs are complete and adequate funding is in place, proposed construction priorities are, in descending order, as follows:

1. Salt Spring Island (5 km; Vesuvius to Ganges; with a possible additional 300 m on Ganges Hill) then
2. North Pender Island (5 km; Otter Bay to Driftwood Centre) then
3. Galiano Island (3 km; Sturdies Bay to Matthews Point Regional Park) then
4. Saturna Island (2 km; Lyall Harbour to Harris Road).

This order is proposed based on considerations of island population and potential levels of cycling and walking use. BC Ferries cycling and foot traffic statistics (Table 2 and Appendix 3) were used to estimate the potential use of regional trails.

Priority order may change subject to trail development cost (identified at the design stage), other planned projects that trail development can be linked with (e.g., MOTI/municipal road work), significant funding partnership opportunities, or other CRD priorities. Following completion of the initial trail segment on each island, additional trail development priorities will be set using the criteria in Policy 10 (page 14).

Table 3 identifies a general strategy for the implementation of this plan. Implementation is subject to available staff and financial resources.

Table 3: Implementation Strategy

Action	Timing
Seek external grant funding for construction of Mayne Island regional trail demonstration project.	2018
Seek external grant funding for the design of four initial regional trail segments as one project (Salt Spring, North Pender, Galiano, Saturna).	2018
Construct Mayne Island regional trail demonstration project and assess "lessons learned"	Once funds are in place
Seek external grant funding for construction of Salt Spring Island initial trail section	Once Mayne Island demonstration trail segment is complete
Construct initial trail section on Salt Spring Island	Once funds are in place
Seek external grant funding for construction of Pender Island initial trail section	Once Salt Spring Island initial trail segment is complete
Construct initial trail section on North Pender Island	Once funds are in place
Seek external grant funding for construction of Galiano Island initial trail section	Once Pender Island initial trail segment is complete
Construct initial trail section on Galiano Island	Once funds are in place
Seek external grant funding for construction of Saturna Island initial trail section	Once Galiano Island initial trail segment is complete
Construct initial trail section on Saturna Island	Once funds are in place
Determine next phases of trail development and initiate next round of design/funding/construction	Once Saturna Island initial trail segment is complete

Appendix 1: The Regional Trails Management Plan (RTMP)

In 2016, following a two year public planning process, the CRD Board approved a Regional Trails Management Plan (RTMP). This plan includes strategic direction that applies to all trails (existing and future) as well as management plans for each of the three existing regional trails (Galloping Goose, Lochside, and E&N Rail Trail – Humpback Connector).

In particular, the following section of the RTMP are noteworthy and should be referenced along with this Plan.

Section 2 Regional Trails Strategic Direction, which includes, among other things, a vision for regional trails, management principles, and 50 overarching policies for regional trails.

Appendix 3: Trail Development Guidelines, which sets out guidelines for different types of regional trails and for use of certain trail management tools. Comments from members of the public on the islands regarding trail standards were addressed through the development and approval of the RTMP.

Appendix 4: Example of Standard Regional Trail Signs, which outlines key types of signs used along regional trails and explains rationale for their general use.

Also, Appendix 6: Southern Gulf Islands-Salt Spring Island Regional Trail Planning, provided the scope for the development of this plan.

A copy of the RTMP is available through the CRD website at:

https://www.crd.bc.ca/project/past-capital-projects-and-initiatives/regional-trails-management-plan

Appendix 2: Existing Plans and Complementary Work

Each of the following plans has informed the development of the Regional Trails Plan for the Gulf Islands.

The **Experience the Gulf Islands (ETGI) initiative** of the **Southern Gulf Islands Economic Sustainability Commission and the Salt Spring Island Economic Development Commission** seeks to promote tourism to the islands. The **ETGI Concept Plan** includes goals to "build sustainable, low-carbon, inter-island and on-island transportation connections and linkages that limit or lower on-island car traffic" and "enhance and expand inter-community, organization and government partnerships." A key strategy area identified in the Concept Plan is to improve transportation through coordinated trail planning initiatives.

The CRD administers the **Salt Spring Island Transit and Transportation service** which is overseen by the Salt Spring Island Transportation Commission. The service includes construction, maintenance and regulation of active transportation infrastructure, such as bicycle paths and sidewalks, including pedestrian safety and traffic calming. A **North Ganges Transportation Plan** was approved in 2007 and a capital project is underway from 2015-2019 to install pedestrian and cycling and intersection improvements around Ganges Village.

A **Pedestrian and Cycling Master Plan: Salt Spring Island Edition** was undertaken by **Regional & Strategic Planning** and accepted by the CRD Board in 2013. This Master Plan identifies a Primary Inter-Community bikeway network that connects Fulford Harbour to Ganges Village to Vesuvius and Long Harbour.

The local **Parks and Recreation Advisory Commissions** on the Southern Gulf Islands and Salt Spring Island are responsible for planning, developing and maintaining community parks and trails. **Community park and trail plans** have been approved for Galiano, Pender and Salt Spring Islands. Community park and trail networks will complement the regional trail route.

Official Community Plans for each island, developed by the **Islands Trust**, guide development on the islands. Opportunities to develop and enhance the regional trail routes can be identified in coordination with Islands Trust as the agency responsible for land use on the islands.

Appendix 3: BC Ferries Data on Bicycle and Foot Traffic

BC Ferries has provided additional information relating to bicycle and foot traffic to and from the Gulf Islands. This data gives an idea of numbers of potential users of the regional trails. In summary, it shows:

- The greatest bicycle traffic is between Tsawwassen and Galiano Island (average 1,757 over three years), followed by Swartz Bay to Pender Islands (average 1,144 over three years) and then Tsawwassen to Salt Spring Island (average 1,077 over three years).
- The largest volumes of inter-island bicycle traffic are between Mayne Island and Pender Island (average 135-208 over three years; depending on direction of travel), followed by Galiano Island to Mayne Island (average 134 over three years).
- The greatest foot traffic is between Tsawwassen and Galiano Island (average 23,094 over three years), Tsawwassen to Salt Spring Island (average 18,062 over three years), Tsawwassen to Mayne Island (average 14,600 over three years), and Swartz Bay to Pender Island (average 14,144 over three years).
- Inter-island foot traffic was highest between Salt Spring Island and Pender Island (average 722-981 over three years depending on direction of travel), followed by Salt Spring Island to Galiano Island (average 583-694 over three years depending on direction of travel).

Annual Bicycle Traffic for Routes 5 and 9

From	To	2014	2015	2016
Swartz Bay	Galiano Island	454	492	463
	Mayne Island	585	609	584
	Pender Island	1,138	1,176	1,117
	Salt Spring Island	0	4	3
	Saturna Island	433	450	468
Tsawwassen	Galiano Island	1,666	1,835	1,770
	Mayne Island	905	1,022	932
	Pender Island	375	366	371
	Salt Spring Island	1,056	1,049	1,126
	Saturna Island	159	154	151
Inter-Island				
Galiano Island	Mayne Island	107	126	170
	Pender Island	62	69	87

	Salt Spring Island	66	90	140
	Saturna Island	8	16	11
Mayne Island	Galiano Island	104	137	170
	Pender Island	171	193	259
	Salt Spring Island	74	51	77
	Saturna Island	48	38	31
Pender Island	Galiano Island	60	54	49
	Mayne Island	116	142	146
	Salt Spring Island	52	95	110
	Saturna Island	20	20	26
Salt Spring Island	Galiano Island	60	102	101
	Mayne Island	69	42	64
	Pender Island	52	90	76
	Saturna Island	0	0	0
Saturna Island	Galiano Island	8	4	3
	Mayne Island	32	29	20
	Pender Island	7	11	16
	Salt Spring Island	7	6	3

Annual Foot Traffic on Routes 5 and 9

From	To	2014	2015	2016
Swartz Bay	Galiano Island	4,929	5,056	5,047
	Mayne Island	6,750	6,937	7,182
	Pender Island	14,087	14,019	14,325
	Salt Spring Island	11	14	8
	Saturna Island	2,975	2,954	3,348
Tsawwassen	Galiano Island	22,979	23,311	23,092
	Mayne Island	14,412	14,813	14,574
	Pender Island	8,623	8,440	8,821
	Salt Spring Island	17,395	17, 460	19,332
	Saturna Island	2,082	1,807	1,682

Inter-Island				
Galiano Island	Mayne Island	478	418	458
	Pender Island	304	316	311
	Salt Spring Island	560	585	606
	Saturna Island	21	32	28
Mayne Island	Galiano Island	578	465	565
	Pender Island	459	531	743
	Salt Spring Island	538	513	452
	Saturna Island	103	83	63
Pender Island	Galiano Island	321	251	245
	Mayne Island	531	502	596
	Salt Spring Island	695	757	715
	Saturna Island	76	81	96
Salt Spring Island	Galiano Island	678	752	651
	Mayne Island	818	700	560
	Pender Island	786	924	978
	Saturna Island	5	1	3
Saturna Island	Galiano Island	0	0	0
	Mayne Island	0	0	0
	Pender Island	0	0	0
	Salt Spring Island	0	0	0



Narvaez Bay, Gulf Islands National Park Reserve, Saturna Island



Salt Spring Island Regional Trail Feasibility Study & Next Steps

Regional Parks Committee
November 26, 2025

Background

- 2016 Regional Trails Management Plan
- 2018 Gulf Islands Regional Trails Plan
- 2023 Regional Parks and Trails Strategic Plan 2022-2032
- 2023-2026 Board Transportation Priorities (1a, 1b)



Regional Transportation Service

- **Regional Transportation Service (RTS) established**
  - Bylaw No 4630 consolidates transportation planning and regional trail management
  - Reports to CRD Transportation Committee
- Initial priorities: Galloping Goose, Lochside and E&N regional trails
- Regional Parks transferred staff/funding resources to RTS
- Gulf Island regional trails not current RTS priorities, but may be included with CRD Board approval



Feasibility Study Overview

- Project managed by CRD Regional Parks
- Launched in June 2024
- Assessed the 21 km conceptual route from Fulford Harbour to Vesuvius Bay via Ganges Village
- Applied BC Active Transportation Design Guide standards
- Identified physical constraints, cost estimates and priority segments for phased implementation
- Developed with input from key community and agency partners



Feasibility Study Results

Initially, 3m Paved, Separated Trail

- Meets AAA standards
- Generally, aligns with guidelines (except 4 segments)
- Estimated cost: $102M

2m Unpaved Trail, Semi-Separated Trail

- Similar to Mayne Island Regional Trail
- Aligns with low-use rural guidelines (except 6 segments)
- Estimated cost: $63M

Phase 1 Priority Segments

- Ganges–Vesuvius Bay
- Estimated cost: $8.5M



Conclusions

- Fully separated trail not feasible under current guidelines
- Viable corridor: mix of trails, traffic-calmed side streets, sidewalks and bike lanes ($63M)
  - Interim measures could further reduce costs
- Requires coordinated, multi-year, multi-agency effort
- Regional Parks lacks capacity/expertise for active transportation trail development
- Aligns with CRD Transportation Committee mandate
- Existing plans may need review, revision, or repeal to align with RTS plans and priorities



Recommendation

The Regional Parks Committee recommends to the Capital Regional District Board:

1. That planning, implementation and operation of all regional trails on the Gulf Islands—such as those identified in the Gulf Islands Regional Trails Plan—be referred to the CRD Transportation Committee for consideration;

2. That this report, including the Gulf Islands Regional Trails Plan be referred to the Salt Spring Island Electoral Area Administration for information, in recognition of the local interest in establishing additional community trails in village sites on Salt Spring Island; and

3. That staff report back with a list of all CRD Regional Parks plans, policies, and bylaws requiring amendment or repeal as a result of establishing the Regional Transportation Service, and outline the process and timeline for completing these changes.


Thank you