



Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, January 14, 2026

12:10 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

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

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

- 3.1. [26-0013](#) Minutes of the Capital Regional District Board meeting of December 10, 2025

Recommendation: That the minutes of the Capital Regional District Board meeting of December 10, 2025 be adopted as circulated.

Attachments: [Minutes - December 10, 2025](#)

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

5.2. Delegations

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

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

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

6. MOTION TO CLOSE THE MEETING

- 6.1. [26-0018](#) Motion to Close the Meeting

Recommendation: That the meeting be closed for personal information in accordance with Section 90(1) (a) of the Community Charter. [1 item]

7. CONSENT AGENDA**7.1. [25-1254](#) Capital Regional District 2025 Audit Planning Discussion**

Recommendation: The Finance Committee recommends to the Capital Regional District Board:
That the Capital Regional District 2025 Audit Plan developed by KPMG be approved.

Attachments: [Staff Report: CRD 2025 Audit Planning Discussion](#)
 [Appendix A: KPMG CRD 2025 Audit Planning Report](#)

7.2. [25-1258](#) Capital Regional District External Grants Update

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

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

7.3. [26-0007](#) Motion with Notice: Communicating Building Permit Fee and Processing Changes (Director Holman)

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That staff prepare communications materials e.g. an FAQ providing public information on the revised building permit fee structure and processing/approval arrangements; and
2. That the building permit fee and processing changes be reviewed by staff and a report provided to the Electoral Areas Committee before the end of the term.
(NWA)

7.4. [25-1340](#) 2025 Regional Water Supply Strategic Plan - Final

Recommendation: [At the December 17, 2025 Regional Water Supply Commission meeting, the following motion was carried:
1. Approve the 2025 Regional Water Supply Strategic Plan as presented and direct staff to move forward with the actions identified; and
2. Direct staff to forward the 2025 Regional Water Supply Strategic Plan to the Capital Regional District Board for information and make the Plan available for public distribution.]

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

Attachments: [Staff Report: 2025 RWS Strategic Plan - Final](#)
 [Appendix A: 2025 Strategic Plan - December 2025](#)
 [Appendix B: Draft 2025 Strategic Plan - February 2025](#)
 [Appendix C: What We Heard Report - Community Input \(Phase 1\)](#)
 [Appendix D: What We Heard Report - Community Input \(Phase 2\)](#)
 [Appendix E: What We Heard Report - First Nations Engagement](#)

7.5. [26-0022](#) 2026 Terms of Reference for Standing Committees

Recommendation: That the 2026 Terms of Reference for standing committees be approved.
(NWA)

Attachments: [Staff Report: 2026 TOR for Standing Committees](#)
 [Appendix A: 2026 Terms of Reference for Standing Committees \(Redlined\)](#)

7.6. [25-1285](#) CRD Evolves 2024-2025 Organizational Plan Update

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

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

7.7. [26-0073](#) 2026 Committee and External Membership Appointments - Update #1

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

Attachments: [2026 Board and Committee Membership Appointments \(13 January 2026\)](#)

8. ADMINISTRATION REPORTS

8.1. [25-1352](#) CAO Quarterly Progress Report No. 4, 2025

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

Attachments:

[Staff Report: CAO Quarterly Progress Report No. 4, 2025](#)

[Appendix A: Photographs of Corporate Activities and Initiatives](#)

[Appendix B: Board Priorities Dashboard Progress Q4, 2025](#)

[Appendix C: Board Priorities Dashboard - Summary of Completed Actions](#)

[Appendix D: Advocacy Dashboard Progress Q4, 2025](#)

[Appendix E: Electoral Area Advocacy Dashboard Q4, 2025](#)

[Appendix F: Operating Variance Financial Report Q3, 2025](#)

[Appendix G: Capital Variance Financial Report Q3, 2025](#)

[Appendix H: People Safety & Culture Trends](#)

8.2. [26-0005](#) Biosolids Beneficial Use Management - December Update

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

Attachments: [Staff Report: Biosoids Beneficial Use Management December Update](#)

8.3. [26-0080](#) 252 Gorge Road East - Authority to Enter and Remedy Risk to CRD Works

Recommendation: That, pursuant to ss. 290 and 291 of the Local Government Act, CRD employees and contractors necessary for investigation of landslip and failure of the slope and retaining wall located at or around 252 Gorge Road East, endangering CRD property and services, may enter on, break up, alter, take, or enter into possession or use of the lands to investigate and remedy concerns.
(NWA)

Attachments: [Staff Report: 252 Gorge Rd E-Auth to Enter & Remedy Risk to CRD Works](#)

9. REPORTS OF COMMITTEES

Electoral Areas Committee

9.1. [26-0004](#) Bylaw No. 4713, Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 7, 2025

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4713, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 7, 2025" be introduced read a first, second and third time; and
(NWA)
2. That Bylaw No. 4713 be adopted.
(NWA, 2/3 on adoption)

Attachments: [Staff Report: Bylaw No. 4713, Bldg Regul Bylaw No. 5, 2010, Amend Bylaw](#)
[Appendix A: Amendment Bylaw No. 4713](#)
[Appendix B: Bylaw No. 3741 Consolidated \(Redlined\)](#)
[Appendix C: Bylaw No. 3741 Consolidated \(Clean\)](#)

9.2. [25-1346](#) Bylaw No. 4678: Lyall Harbour/Boot Cove Water Loan Authorization Bylaw No. 1, 2025

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That the attached Certification of Results of Petition for Borrowing - Lyall Harbour/Boot Cove Water Service be received.
(NWA)
2. That Bylaw No. 4678, "Lyall Harbour/Boot Cove Water Loan Authorization Bylaw No. 1, 2025" be introduced and read a first, second, and third time.
(WA)
3. That Bylaw No. 4678 be submitted to the Inspector of Municipalities for approval.
(NWA)

Attachments: [Staff Report: Bylaw No. 4678 Lyall Harbour/Boot Cove Water Loan Auth. Bylaw](#)
[Appendix A: Bylaw 4678](#)
[Appendix B: Certified Petition Results](#)

Finance Committee

- 9.3. [25-1266](#) Municipal Finance Authority 2026 Spring Issue - Capital Regional District Security Issuing Bylaw Nos. 4742 and 4743
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4742, "Security Issuing Bylaw No. 1, 2026", be introduced and read a first, second and third time; and
(WA)
 2. That Bylaw No. 4742 be adopted.
(WA, 2/3 on adoption)
 3. That Bylaw No. 4743, "Security Issuing Bylaw No. 2, 2026", be introduced and read a first, second and third time; and
(WA)
 4. That Bylaw No. 4743 be adopted.
(WA, 2/3 on adoption)
- Attachments:** [Staff Report: MFA 2026 Security Issuing Bylaw Nos. 4742 and 4743](#)
- [Appendix A: Bylaw No. 4742](#)
- [Appendix B: Bylaw No. 4743](#)

10. BYLAWS

- 10.1. [26-0067](#) Adoption of Bylaw No. 4370, "Maliview Estates Sewerage System Loan Authorization Bylaw No. 1, 2020"
- Recommendation:** That Bylaw No. 4370, "Maliview Estates Sewerage System Loan Authorization Bylaw No. 1, 2020" be adopted.
(NWA)
- Attachments:** [Bylaw No. 4370](#)
- 10.2. [26-0068](#) Adoption of Bylaw No. 4373, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025"
- Recommendation:** That Bylaw No. 4373, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025" be adopted.
(NWA)
- Attachments:** [Bylaw No. 4373](#)
- 10.3. [26-0069](#) Adoption of Bylaw No. 4647, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025"
- Recommendation:** That Bylaw No. 4647, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025", be adopted.
(NWA)
- Attachments:** [Bylaw No. 4647](#)

- 10.4. [26-0072](#) Adoption of Bylaw No. 4518, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 158, 2022"

Recommendation: 1. That Bylaw No. 4518, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 158, 2022" be adopted.
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

Attachments: [Bylaw No. 4518](#)

- 10.5. [26-0070](#) Adoption of Bylaw No. 4714, "Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025"

Recommendation: [Ministry staff requested the following housekeeping amendment:]
1. That third reading of Bylaw No. 4714, "Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025" be rescinded.
(NWA)
2. That Bylaw No. 4714 be amended under Section 1 by replacing the words "Malahat Fire Protection Local Service Establishment Bylaw No. 1, 1999" with the words "Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999".
(NWA)
3. That Bylaw No. 4714, "Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025" be read a third time as amended.
(NWA)

Attachments: [Bylaw No. 4714](#)

11. NOTICE(S) OF MOTION

12. NEW BUSINESS

13. MOTION TO CLOSE THE MEETING

- 13.1. [26-0075](#) 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. [1 item]
2. That the meeting be closed for Labour Relations in accordance with Section (90)(1)(c) of the Community Charter. [1 item]
3. That the meeting be closed for a Legal Update in accordance with Section 90(1)(i) of the Community Charter. [1 item]
4. That the meeting be closed for contract negotiations in accordance with Section 90(1)(k) of the Community Charter. [1 item]
5. That such disclosures could reasonably be expected to harm the interest of the Regional District. [1 item]
6. That the meeting be closed for intergovernmental negotiations in accordance with Section 90(2)(b) of the Community Charter. [2 items]

14. RISE AND REPORT

15. ADJOURNMENT

Voting Key:

NWA - Non-weighted vote of all Directors

NWP - Non-weighted vote of participants (as listed)

WA - Weighted vote of all Directors

WP - Weighted vote of participants (as listed)

Meeting Minutes

Capital Regional District Board

Wednesday, December 10, 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, J. Brownoff, J. Caradonna, C. Coleman, Z. de Vries, B. Desjardins, S. Goodmanson, G. Holman, P. Jones, S. Kim (for M. Alto) (3:00 pm), D. Kobayashi (EP), K. Murdoch, D. Murdock, C. Plant (EP), L. Szpak, M. Tait, D. Thompson (EP), S. Tobias, M. Westhaver (for S. Brice) (EP), A. Wickheim, K. Williams, R. Windsor

STAFF: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer/General Manager, Finance and Technology (EP); 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; V. Somosan, Acting Chief Financial Officer/General Manager, Finance and Technology; M. Barnes, Senior Manager, Health and Capital Planning Strategies; D. Elliott, Senior Manager, Regional Housing; P. Klassen, Senior Manager, Regional Planning; M. MacIntyre, Senior Manager, Regional Parks; C. Neilson, Senior Manager, People, Safety and Culture; D. Ovington, Senior Manager, Salt Spring Island Administration; R. Tooke, Senior Manager, Environmental Innovation; J. Proctor, Manager, Planning, Policy & Programs, Regional Housing; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Guest(s): Minister Boyle, Ministry of Housing and Municipal Affairs; J. McBride, Head of College, Pearson College

Regrets: Director S. Brice

The meeting was called to order at 12:01 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

Vice Chair Little provided a Territorial Acknowledgement.

2. APPROVAL OF THE AGENDA

MOVED by Director Tait, **SECONDED** by Director Coleman,
That the agenda for the Capital Regional District Board meeting of December 10, 2025 be approved as amended to move Item 8.2. immediately after the consent agenda.
CARRIED

3. ADOPTION OF MINUTES

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

**MOVED by Director Little, SECONDED by Director Tait,
That the minutes of the Capital Regional District Board meetings of October 29,
2025, and November 12, 2025 be adopted as circulated.
CARRIED**

4. REPORT OF THE CHAIR

Chair McNeil-Smith wished a warm season's greetings to Board members and staff.

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

Minister Boyle presented the Regional Approach to Homelessness and Sheltering.

Discussion ensued regarding:

- engagement with the federal government for additional funding support
- the need for additional trained front line workers
- expanding the spectrum of services and housing for the senior population
- the CRD's role in supportive housing
- providing municipalities with information in how to assist those in supportive housing
- assisting youth at risk
- available funding streams

- 5.1.2. [25-1329](#) Presentation: Vice Chair Little; Re: Archie Galbraith Memorial Scholarship 2025

Vice Chair Little presented the 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

J. McBride spoke to Item 5.1.2.

- 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
D. Pepin spoke to Item 8.1.
- 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
R. Jenkinson spoke to Item 8.3.
- 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)
S. Rompre spoke to item 8.4.

6. CONSENT AGENDA

Item 6.8. was removed from the consent agenda to be considered under Reports of Committees as Item 8.6.

**MOVED by Director Windsor, SECONDED by Director Desjardins,
That consent agenda items 6.1. through 6.7. and 6.9. through 6.18. be approved.
CARRIED**

- 6.1. [25-1259](#) Archie Galbraith Memorial Scholarship 2025
This report was received for information.
- 6.2. [25-1244](#) Manager's Report: Motion Arising re: Arts Commission Advocacy Letter Follow-up
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.
- 6.3. [25-1188](#) 2024 Regional Greenhouse Gas Emissions Inventory
This report was received for information.
- 6.4. [25-1192](#) Potential UNESCO Urban Biosphere Reserve Nomination Process
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.
CARRIED

- 6.5. [25-1199](#) Service Contracts for Salt Spring and Southern Gulf Islands Recycling Depots
- 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.
- 6.6. [25-1281](#) 2026 Schedule of Regular Board Meetings
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.
- 6.7. [25-1284](#) 2026 Appointment of Liaison to Accessibility Advisory Committee
- 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.
- CARRIED
- 6.9. [25-1291](#) 2026 Election Planning to Increase Voter Turnout and Candidate Diversity
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.
- CARRIED
- 6.10. [25-1213](#) First Nations Relations Operational Update
- This report was received for information.
- 6.11. [25-1275](#) Regional Housing First Program Funding Increase and Land Lease: Verdier Affordable Housing Development
- 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.
- CARRIED

- 6.12. [25-1279](#) 1800 McKenzie Redevelopment - Tri-Partite Agreement and Landlord Estoppel Certificate
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.
- CARRIED**
- 6.13. [25-1171](#) Regional Parks and Trails - State of Natural Features Report
- This report was received for information.
- 6.14. [25-1252](#) Regional Parks and Trails - State of Outdoor Recreation Report
- This report was received for information.
- 6.15. [25-1181](#) Transfer of Assets, Liabilities, and Reserve Balances to the Combined Parks and Recreation Service
- 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)
- CARRIED**
- 6.16. [25-1211](#) Motion with Notice: SGITP Funding Advocacy (G. Baker)
- 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.
- CARRIED**
- 6.17. [25-1314](#) 2026 Committee and External Membership Appointments
- That the Board endorse the external appointments put forward in the 2026 Committee and External Membership Appointments as attached.
- CARRIED**

- 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

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.

CARRIED

8.2. [25-1280](#) Regional Engagement on Supportive Housing and Sheltering

K. Lorette spoke to Item 8.2.

Discussion ensued regarding:

- clarification of the CRD's role in supporting a coordinated regional response
- the volume of supportive housing units under the Rapid Housing Initiative

MOVED by Director Alto, SECONDED by Director Murdoch,
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.

MOVED by Director Alto, SECONDED by Director Caradonna,
That the main motion be amended by adding the wording "2. And that staff be further directed to report back to the Board at its February 2026 meeting on options for immediate actions to advance supportive housing and sheltering spaces in municipalities across the region."

Director Plant left the meeting at 1:47 pm.

MOVED by Director Caradonna, SECONDED by Director Alto,
That the amending motion be further amended by adding the following wording ", including potential approaches to collaborating with member municipalities with supporting housing targets, in identifying land or sites for future supportive housing facilities", after the word "region".

Discussion ensued regarding:

- clarification from staff on previous engagement with member municipalities
- that the CRD does not operate the supportive housing
- that this issue be raised at the monthly regional CAO meeting

The question was called on the amendment to the amendment.

That the amending motion be further amended by adding the following wording ", including potential approaches to collaborating with member municipalities with supporting housing targets, in identifying land or sites for future supportive housing facilities", after the word "region".

DEFEATED

Opposed: Brownoff, Desjardins, Jones, Kobayashi, Little, McNeil-Smith, Murdoch, Murdock, Tait, Tobias, Westhaver, Williams, Windsor

Discussion ensued regarding:

- that staff ask willing member municipalities to sign memorandums of understanding
- the anticipated timing to receive the legal review report

MOVED by Director Caradonna, SECONDED by Director de Vries,
That the amending motion be further amended by replacing the word "February" by the word "March".

CARRIED

The question was called on the amendment as amended.

2. And that staff be further directed to report back to the Board at its March 2026 meeting on options for immediate actions to advance supportive housing and sheltering spaces in municipalities across the region.

CARRIED

Opposed: Desjardins, Jones, Little, Murdoch, Williams, Windsor

Discussion ensued confirming that the financial plan may be amended, with constraints, throughout the year.

The question was called on the Main Motion as amended.

1. 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.

2. And that staff be further directed to report back to the Board at its March 2026 meeting on options for immediate actions to advance supportive housing and sheltering spaces in municipalities across the region.

CARRIED

Opposed: Jones, Williams, Windsor

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

S. Henderson spoke to Item 7.1.

Discussion ensued regarding clarification of the requisition increase.

Director Goodmanson left the meeting at 2:38 pm.

MOVED by Director Holman, SECONDED by Director Brent,

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;

CARRIED

MOVED by Director Holman, SECONDED by Director Brent,

2. That staff be directed to proceed with Salt Spring Island Electoral Area Director consent.

CARRIED

7.2. [25-1220](#) Parcel Tax Roll Review Panel

N. Chan spoke to Item 7.2.

MOVED by Director Brent, **SECONDED** by Director Szpak,

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.

CARRIED

7.3. [25-1221](#) Bylaw No. 4738: 2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 5, 2025

N. Chan spoke to Item 7.3.

Director Goodmanson rejoined the meeting in person at 2:47 pm.

Director Plant rejoined the meeting electronically at 2:47 pm.

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

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

CARRIED

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

2. That Bylaw No. 4738 be adopted.

CARRIED

7.4. [25-1288](#) Regional Digital and Technology Collaboration Opportunities

N. Chan presented Item 7.4. for information.

Discussion ensued regarding engagement with Islands Trust.

This report was received for information.

7.5. [25-1289](#) Regional Context Statement Alignment Review - District of Saanich

K. Lorette spoke to Item 7.5.

MOVED by Director Murdock, **SECONDED** by Director Alto,

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.

CARRIED

7.6. [25-1290](#) Regional Context Statement Alignment Review - District of Oak Bay

K. Lorette spoke to Item 7.6.

MOVED by Director Murdoch, **SECONDED** by Director Murdoch,
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.
CARRIED

7.7. [25-1302](#) Biosolids Beneficial Use Management - November Update

L. Jones presented Item 7.7. for information.

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

Director Alto left the meeting at 3:00 pm.

Alternate Director Kim joined the meeting in person at 3:00 pm.

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

MOVED by Director Brent, **SECONDED** by Director Holman,
2. That Bylaw No. 4735 be adopted.
CARRIED

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

MOVED by Director Brent, **SECONDED** by Director Wickheim,
4. That Bylaw No. 4736 be adopted.
CARRIED

MOVED by Director Coleman, **SECONDED** by Director Goodman, son,
That the meeting be extended past the 3 hour scheduled time.
CARRIED
Opposed: Windsor

Director Murdoch left the meeting at 3:01 pm.

Hospitals and Housing Committee

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

MOVED by Director Holman, **SECONDED** by Director Caradonna,
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.
CARRIED

Regional Parks Committee

- 8.4. [25-1253](#) Salt Spring Island Regional Trail Feasibility Study Findings and Next Steps

Director Murdoch rejoined the meeting in person at 3:03 pm.

MOVED by Director Brownoff, **SECONDED** by Director Szpak,
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.
CARRIED

Salt Spring Island Local Community Commission

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

MOVED by Director Holman, **SECONDED** by Director Windsor,
That this item be referred to the next meeting of the Transportation Committee.
CARRIED

8.6. [25-1286](#)

2027-2030 Board Remuneration and Travel Expense Reimbursement Review

MOVED by Director de Vries, **SECONDED** by Director Tait,
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.
CARRIED

Motion Arising:

MOVED by Director de Vries, **SECONDED** by Director Tait,
That maternity and parental leave options be added to the scope of the
review.
CARRIED

9. BYLAWS**10. NOTICE(S) OF MOTION**

10.1. 26-0027 Notice of Motion: Bill M216 Advocacy Letter (Director Tobias)

Director Tobias proposed the following Notice of Motion for same day consideration:

"The Board recommends the Board Chair send a letter to Premier Eby, the Minister of Housing and Municipal Affairs, Christine Boyle, MLA George Anderson, and UBCM (including formal online submission to the Legislative Review Committee for Bill M216), expressing concern over the proposed Private Members Bill M216 Professional Reliance Act by the input deadline of January 6, 2026."

**MOVED by Director Tobias, SECONDED by Director Desjardins,
That same day consideration be applied to the Notice of Motion.**

CARRIED

Opposed: de Vries

**MOVED by Director Tobias, SECONDED by Director Desjardins,
The Board recommends the Board Chair send a letter to Premier Eby, the Minister of Housing and Municipal Affairs, Christine Boyle, MLA George Anderson, and UBCM (including formal online submission to the Legislative Review Committee for Bill M216), expressing concern over the proposed Private Members Bill M216 Professional Reliance Act by the input deadline of January 6, 2026.**

Discussion ensued regarding implications to the CRD and municipalities.

Director Caradonna left the meeting at 3:24 pm.

Director Jones left the meeting at 3:25 pm.

**MOVED by Director Tait, SECONDED by Director Windsor,
That the main motion be amended by adding the wording, ", and that all MLAs serving in the regional district receive a copy of the letter", after the wording, "January 6, 2026".**

CARRIED

Director Caradonna rejoined the meeting in person at 3:27 pm.

Director Jones rejoined the meeting in person at 3:28 pm.

**MOVED by Director Plant, SECONDED by Alternate Director Westhaver,
That the main motion be amended by adding the wording "and request more opportunities to provide input" after the wording "expressing concern".**

CARRIED

Opposed: Desjardins, Jones, Kobayashi, Little, Tait, Tobias, Williams

The question was called on the Main Motion as amended.

The Board recommends the Board Chair send a letter to Premier Eby, the Minister of housing and Municipal Affairs, Christine Boyle, MLA George Anderson, and UBCM (including formal online submission to the Legislative Review Committee for Bill M216), expressing concern and request more opportunities to provide input over the proposed Private Members Bill M216

Professional Reliance Act by the input deadline of January 6, 2026, and that all MLAs serving in the regional district receive a copy of the letter.

CARRIED

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

12.1. [25-1317](#)

Motion to Close the Meeting

MOVED by Director Desjardins, **SECONDED** by Director Coleman,

1. That the meeting be closed for appointments and personal information in accordance with Section 90(1)(a) of the Community Charter.

CARRIED

MOVED by Director Desjardins, **SECONDED** by Director Coleman,

2. 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 Coleman,

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

CARRIED

MOVED by Director Desjardins, **SECONDED** by Director Coleman,

4. That the meeting be closed for intergovernmental negotiations in accordance with Section 90(2)(b) of the Community Charter.

CARRIED

MOVED by Director Desjardins, **SECONDED** by Director Szpak,

That the meeting recessed at 3:44 pm to convene the Open Meetings of the Capital Region Housing Corporation Board and Capital Regional Hospital District Board.

CARRIED

The meeting reconvened and went into the closed session at 3:52 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 5:14 pm and reported on the following:

In accordance with Bylaw No. 3693, that the following be appointed to the Beddis Water Service Commission for a term expiring December 31, 2027: Chris Cheeseman, Chris Smid

In accordance with Bylaw No. 3693, that the following be appointed to the Cedar Lane Water Service Commission for a term expiring December 31, 2027: Marianne A. Hobbs

In accordance with Bylaw No. 3693, that the following be appointed to the Cedars of Tuam Water Service Commission for a term expiring December 31, 2027: Julian Edwards, Jendy Wu

In accordance with Terms of Reference, that the following be appointed to the Elk/Beaver Lake Recreational Use Advisory Committee for a term expiring December 31, 2028: Nicole Cann, Pat George, Adam Parfitt, Karen Robinson, Scott Silvestri, Kyle Wiens

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

In accordance with Bylaw No. 3693, that the following be appointed to the Fulford Water Services Commission for a term expiring December 31, 2027: Carole Eyles

In accordance with Bylaw No. 3486, that the following be appointed to the Galiano Island Parks and Recreation Commission for a term expiring December 31, 2027: Jim Henshall, Nick Rebalski, Murray Scadeng, Jamie Williams

In accordance with Bylaw No. 3693, that the following be appointed to the Ganges Local Sewer Service Commission for a term expiring December 31, 2027: Mike de Carle, David Toynbee

In accordance with Bylaw No. 3693, that the following be appointed to the Maliview Sewer Local Service Commission for a term expiring December 31, 2027: Gregory Schroeder

In accordance with Bylaw No. 3488, that the following be appointed to the Mayne Island Parks and Recreation Commission for a term expiring December 31, 2027: Debra Bell, Veronica Euper, Glyn Legge, Adrian Wright

In accordance with Bylaw No. 3561, that the following be appointed to the Pender Island Parks and Recreation Commission for a term expiring December 31, 2027: Kevin Balmer, Connie Sears

In accordance with Bylaw No. 3485, that the following be appointed to the Saturna Island Parks and Recreation Commission for a term expiring December 31, 2027: Lisa Mitchell

In accordance with Terms of Reference, that the following be appointed to the Solid Waste Advisory Committee for a term expiring December 31, 2028: Taylor Love, Janet Stitt, Priyanka Singh, Heinz Unger

In accordance with Bylaw No. 3523, that the following be appointed to the Southern Gulf Islands Library Commission for a term expiring December 31, 2027: Carol Ashwell, Ellen Bourassa, Debbie Lesurf, Sarah Stacy, Mari Warrior

That the Capital Regional District Board recommend two nominees, Judith Ethier and Paul Murray [listed in alphabetical order and not ranked] to the BC Ferry Authority Board for their consideration of appointment for a term ending March 31, 2029.

That the Finance Committee be permitted to meet in closed session for personal information in accordance with Section (90)(1)(a) of the Community Charter. [1 item]

14. ADJOURNMENT

MOVED by Director Coleman, SECONDED by Director Windsor,
That the Capital Regional District Board meeting of December 10, 2025 be adjourned at 5:14 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

**REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, JANUARY 07, 2026**

SUBJECT **Capital Regional District 2025 Audit Planning Discussion**

ISSUE SUMMARY

This report provides information to the Capital Regional District (CRD) Board on the 2025 Audit Plan and related work to be completed by KPMG for the 2025 year-end audit of the CRD's financial statements.

BACKGROUND

Under Section 377 of the *Local Government Act*, the CRD is required to appoint an auditor licensed under the *Business Corporations Act*. Through a public procurement process, KPMG was selected to perform the upcoming audit.

Consistent with the approach from previous years, the auditors circulate the audit plan to the Board for information prior to the start of the audit. KPMG will present to the Board the 2025 annual Audit Planning Report (Appendix A) as a fundamental component of the CRD's annual financial statement audit. This standard audit procedure is similarly undertaken by other local governments in the region.

The presentation will provide an overview of the audit strategy and approach that KPMG will use in addressing any significant risks. The audit plan is designed to identify and address key financial reporting risks, including fraud, by evaluating the existence, quality and effectiveness of management's internal controls over financial reporting.

KPMG notes in Appendix A that they have not identified any areas of significant financial reporting risks. However, there is a presumed fraud risk around management override of controls. KPMG addresses this risk by testing journal entries and other adjustments, reviewing estimates for bias and evaluating the business rationale of significant unusual transactions. Additionally, at the Board meeting, KPMG will obtain the Board's views on the risk of fraud for the CRD.

KPMG will present to the Board an overview of the audit cycle, timetable and specific areas that the audit will focus on. Government transfers and deferred revenue and tangible capital assets were identified in the plan as having elevated financial reporting risk, the same as the previous year.

KPMG will provide the basis of audit materiality they deem necessary to evaluate any misstatements they identify during the audit.

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:
That the Capital Regional District 2025 Audit Plan developed by KPMG be approved.

Alternative 2

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

IMPLICATIONS

Financial Implications

KPMG will continue year-end audit field work on March 2, 2026 which will take approximately four weeks (interim audits are conducted annually in November). The auditors will perform sample testing on many areas including invoices, journal entries, accounts receivable and accounts payable. In compliance with Canadian Audit Standards, this testing will validate that all aspects of financial transactions are being recorded and reported in accordance with Public Sector Accounting Standards (PSAS) in the financial statements. The audit team will also conduct interviews with staff to review internal controls and processes. Upon completion of the audit field work, financial statements will be finalized by CRD staff. The finalized financial statements will be presented to the Finance Committee along with the Audit Findings Report and Statements of Financial Information in May.

CONCLUSION

KPMG's primary objective of the Financial Statement audit is to present an opinion on the extent to which the CRD's consolidated financial statements are fairly presented, in accordance with PSAS. As part of the annual audit, KPMG provides an audit plan to the Board. The auditors will conduct their audit of the 2025 financial statements pursuant to this plan.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:
That the Capital Regional District 2025 Audit Plan developed by KPMG be approved.

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:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: KPMG Capital Regional District Audit Planning Report (for the year ended December 31, 2025)



Capital Regional District

**Audit Planning Report
for the year ended December 31, 2025**

A stylized, handwritten-style signature of 'KPMG LLP' in a light blue color, with a horizontal line underneath.

Prepared for the Finance Committee meeting on January 7, 2026.

kpmg.ca/audit

KPMG contacts

Key contacts in connection with this engagement

Lenora Lee

Lead Audit Engagement Partner

250-480-3588

lenoramlee@kpmg.ca

Cameron Rice-Gural

Senior Manager

250-480-3677

cricegural@kpmg.ca



Table of contents

Digital use information

This Audit Planning Report is also available as a “hyper-linked” PDF document.

If you are reading in electronic form (e.g. In “Adobe Reader” or “Board Books”), clicking on the home symbol on the top right corner will bring you back to this slide.



Click on any item in the table of contents to navigate to that section.



Highlights



Audit strategy



Audit strategy - Group



Risk assessment



Key milestones and deliverables



Appendices



Audit highlights



No matters to report



Matters to report – see link for details

Scope

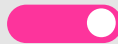
Our audit of the consolidated financial statements (“financial statements”) of the Capital Regional District (“the Entity” or “CRD”) as of and for the year ended December 31, 2025, will be performed in accordance with Canadian generally accepted auditing standards.

Audit strategy

Materiality \$7.5M



Involvement of others



Audit timelines



Risk assessment



Risk of management override of controls



Other significant risks

No significant risks to report beyond those required by professional standards



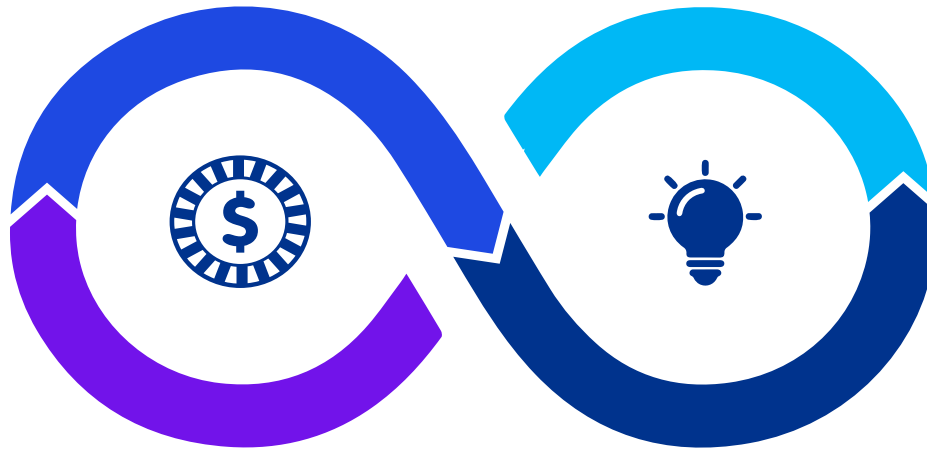
Other risks of material misstatement



The purpose of this report is to assist you, as a member of the Finance Committee and Board of Directors, in your review of the plan for our audit of the financial statements. This report is intended solely for the information and use of Management, the Finance Committee, and the Board of Directors and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report to the Board of Directors has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.



Materiality



We **initially determine materiality** at a level at which we consider that misstatements could reasonably be expected to influence the economic decisions of users. Determining materiality is a matter of **professional judgment**, considering both quantitative and qualitative factors, and is affected by our perception of the common financial information needs of users of the financial statements as a group. We do not consider the possible effect of misstatements on specific individual users, whose needs may vary widely.

We **reassess materiality** throughout the audit and revise materiality if we become aware of information that would have caused us to determine a different materiality level initially.

Plan and perform the audit

We **initially determine materiality** to provide a basis for:

- Determining the nature, timing and extent of risk assessment procedures;
- Identifying and assessing the risks of material misstatement; and
- Determining the nature, timing, and extent of further audit procedures.

We design our procedures to detect misstatements at a level less than materiality in individual accounts and disclosures, to reduce to an appropriately low level the probability that the aggregate of uncorrected and undetected misstatements exceeds materiality for the financial statements as a whole.

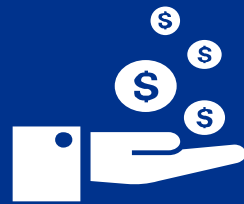
Evaluate the effect of misstatements

We also **use materiality** to evaluate the effect of:

- Identified misstatements on our audit; and
- Uncorrected misstatements, if any, on the financial statements and in forming our opinion.



Initial materiality



Materiality
\$7.5 Million
(2024: \$6.5 Million)

Prior Year Total Expenses

\$313.0 million

(2024 : \$301.7 million)

% of Benchmark

2.4%

(2024 : 2.2%)

Audit Misstatement Posting Threshold

\$375,000

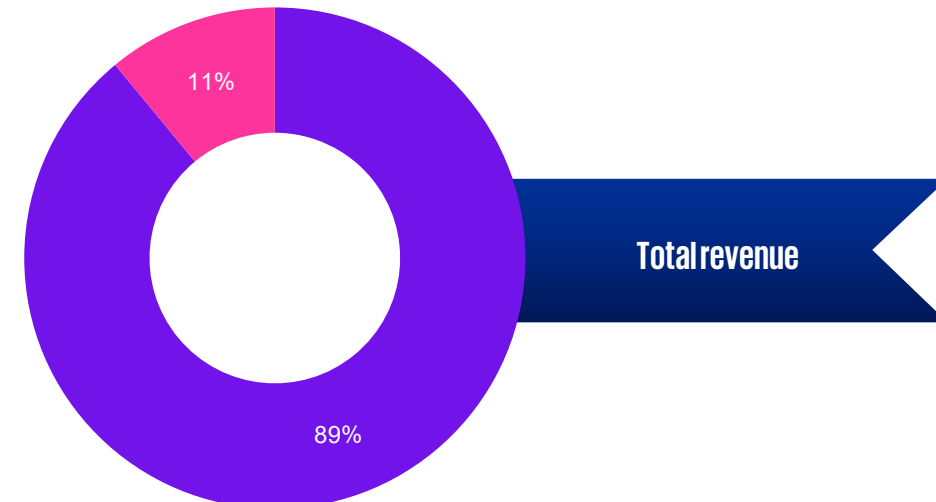
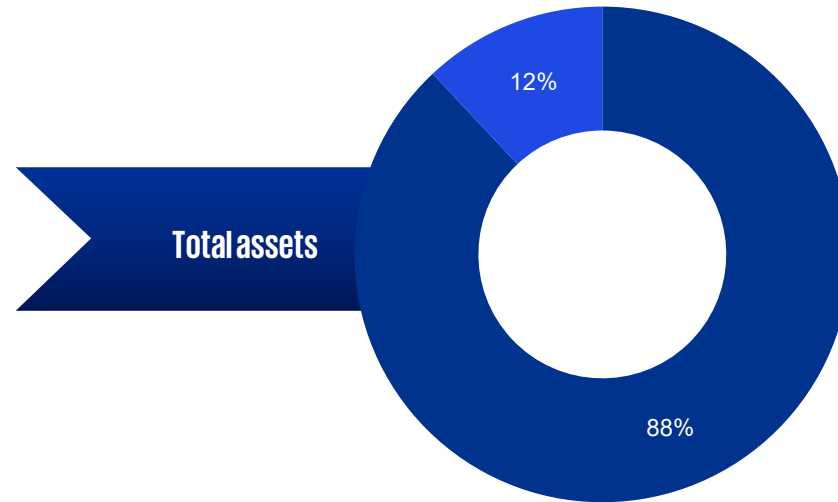
(2024 : \$325,000)



Group audit – Scoping

Professional standards require that we obtain an understanding of the Entity's organizational structure, including its components and their environments that is sufficient to identify those components that are financially significant or that contain specific risks that must be addressed during our audit of the Entity. The components included in the Entity over which we plan to perform our audit procedures are as follows:

Component name	Type of work performed	Total assets	Total revenue
Capital Regional District	Component	\$2,470.9M	\$320.4M
Capital Region Housing Corporation	Statutory Audit	\$334.9M	\$40.8M
Total		\$ 2,805.8M	\$ 361.2M





Risk assessment summary

Our planning begins with an assessment of risks of material misstatement in your financial statements based on our understanding and risk assessment procedures. In assessing inherent risk, the auditor uses professional judgment in determining the significance of the combination of the likelihood and magnitude of a misstatement along a spectrum. We assess inherent risk at one of three levels: Base, Elevated, or Significant, depending on where it is on the spectrum.

Based on our assessment, we have identified the following areas of audit focus at other than base risk. Risk assessment is iterative in nature rather than something we perform only at the beginning of the audit. As we perform the audit, we will continue to consider our risk assessment throughout the audit.

		Risk of fraud	Risk of error	PY risk rating
●	Management override of controls	✓		Significant
●	Government transfers and deferred revenue (specific to grants)		✓	Elevated
●	Tangible capital assets (non-recurring transactions)		✓	Elevated

● ELEVATED RISK ● PRESUMED RISK OF MATERIAL MISSTATEMENT



Audit approach

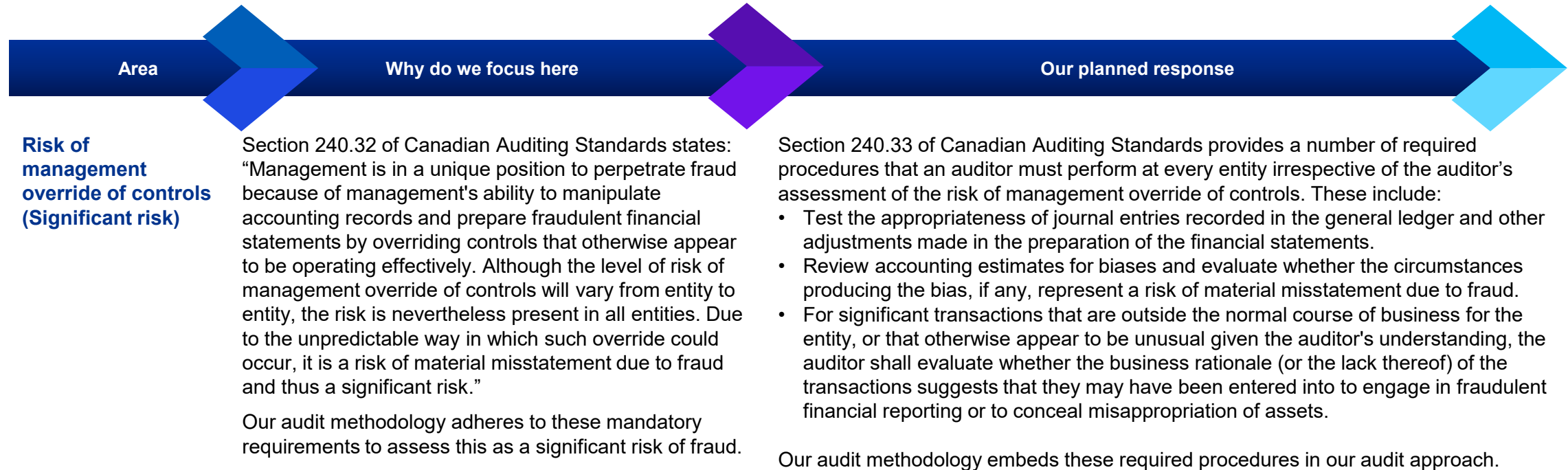
We highlight below examples of audit procedures we will perform to obtain an understanding of the organization and its internal controls to inform our risk assessment and design procedures to address where material errors could occur.

Procedures

- Obtain an understanding of the District and its environment (industry, economic environment, regulatory and legislative requirements).
- Identify key business processes (Treasury and Debt, Revenue, Capital, Purchases and Payments, Payroll) and where material errors in the financial statements could arise, including from error and fraud.
- Validate our understanding of key business processes by performing a walkthrough of each significant process to determine if the process operates as described.
- Obtain an understanding of the District's internal controls and risk assessment processes and evaluate their suitability based on the nature and complexity of the organization.
- Evaluate if a culture of honesty and ethical behaviour has been created and maintained.
- Evaluate if appropriate policies and procedures for communications and information systems are in place to support accurate and timely preparation of the financial statements.
- Documents inspected will include Code of Conduct, Reporting of Serious Misconduct Policy and Procedure, Quarterly financial reporting and management updates.



Significant risks





Significant risks (continued)

The following are inquiries that we are required to make to those charged with governance:



Inquiries regarding risk assessment, including fraud risks

- What is the Board's views about fraud risks, including management override of controls, in the Entity? And have you taken any actions to respond to any identified fraud risks?
- Is the Board aware of, or has the Board identified, any instances of actual, suspected, or alleged fraud, including misconduct or unethical behavior related to financial reporting or misappropriation of assets?
 - If so, have the instances been appropriately addressed and how have they been addressed?
- How does the Board exercise oversight of the Entity's fraud risks and the establishment of controls to address fraud risks?



Inquiries regarding organization processes

- Is the Board aware of tips or complaints regarding the Entity's financial reporting (including those received through the Board's internal whistleblower program, if such programs exist)? If so, what was the Board's responses to such tips and complaints?

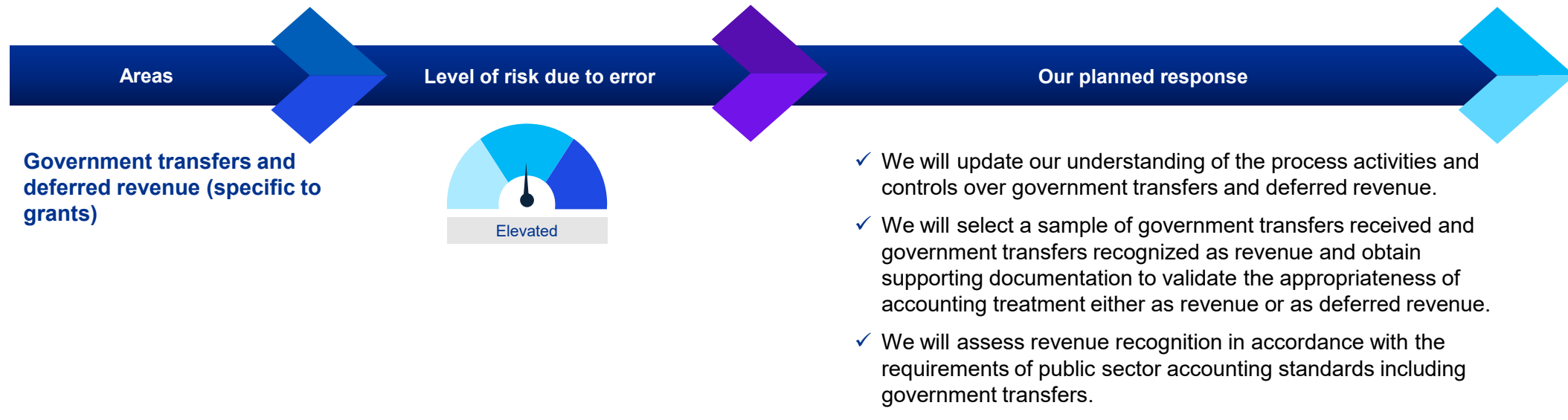


Inquires regarding related parties and significant unusual transactions

- Is the Board aware of any instances where the Entity entered into any significant unusual transactions?
- What is the Board's understanding of the Entity's relationships and transactions with related parties that are significant to the Entity?
- Is the Board concerned about those relationships or transactions with related parties? If so, the substance of those concerns?

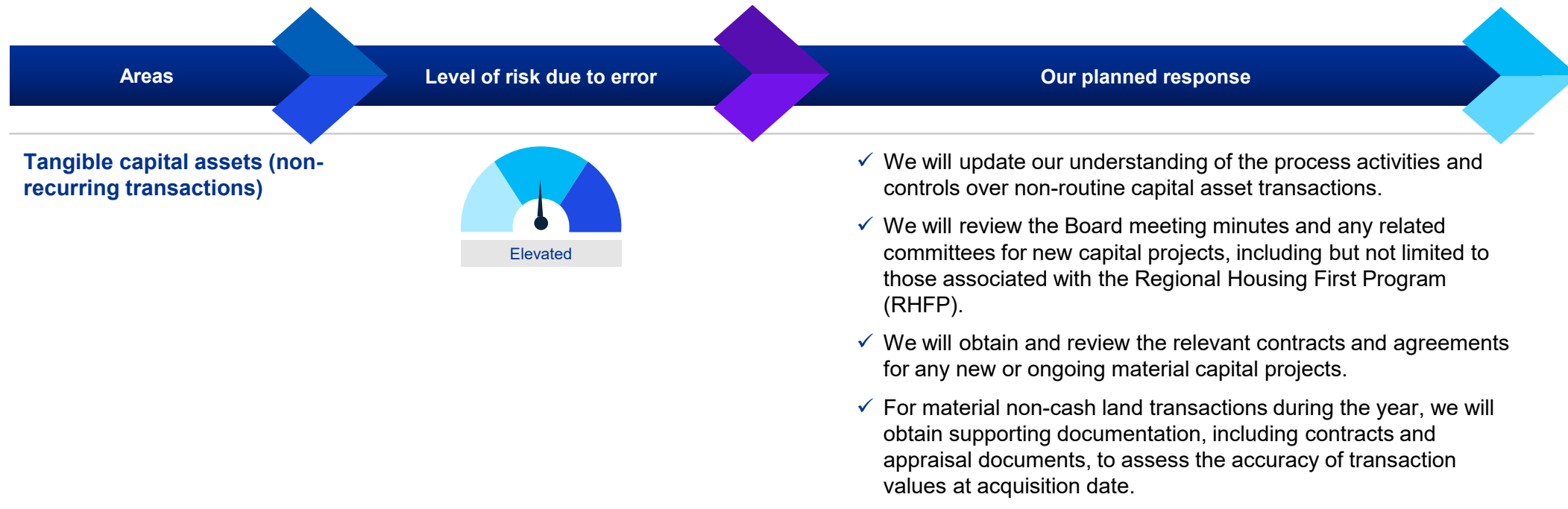


Other risks of material misstatement





Other risks of material misstatement





Other substantive audit procedures

In addition to the areas of focus previously described, we highlight below examples of audit procedures we will perform to obtain evidence over the existence, accuracy and completeness of the financial statements, including presentation and disclosure.

Substantive Audit Procedures

- Cash, investments and debt balances will be confirmed with the respective financial institutions.
- A sample of capital asset additions, disposals, and work in progress transfers will be compared to underlying source documents. An estimate of amortization expense will be compared to actual.
- A sample of payments made after year end will be tested to determine if they were recorded in the appropriate fiscal year.
- Revenues and expenses will be tested by way of analytical procedures, developing an expectation based on prior year and budget, and comparing to actual.
- Salaries and wage expense will include testing internal controls over management review of payroll expense as well as comparing actual to prior year.



Concluding and Reporting

We highlight below examples of audit procedures we will perform to conclude on the reasonability of financial statements as a whole.

Concluding and Reporting Procedures

- Evaluate management bias in the preparation of financial statements, based on patterns in the selection and application of accounting policies and principles.
- Financial statement presentation and disclosure will be evaluated for compliance with accounting standards and comparability to industry leading practice, for example financial reporting award requirements of Government Finance Officers Association International.
- Legal exposure and estimates of contingency provisions will be evaluated against supporting documentation including direct confirmation with external legal counsel.
- Disclosures in the financial statement notes will be evaluated for completeness based on our knowledge of the Entity's ability to continue as a going concern, related party transactions, future contractual commitments and events occurring after year end.
- Deficiencies in internal control and other control observations will be discussed with management, and if significant, communicated to the Board through a separate communication entitled Management Letter.



Key milestones and deliverables



Appendices

1

Required
communications

2

Audit quality

3

Independence

4

Current
developments

5

Thought leadership
and insights

6

Sustainability





Appendix 1: Required communications



Auditor's report

Engagement letter

A copy of our draft auditor's report setting out the conclusion of our audit will be provided at the completion of the audit.

The objectives of the audit, our responsibilities in carrying out our audit, as well as management's responsibilities, are set out in the engagement letter.



Audit findings report

Management representation letter

At the completion of the audit, we will provide our findings report to the Finance Committee.

We will obtain from management certain representations at the completion of the audit. In accordance with professional standards, a copy of the representation letter will be provided to the Finance Committee.



Independence

Internal control deficiencies

We are independent and have a robust and consistent system of quality control. We provide complete transparency on all services and follow the Finance Committee's approved protocols. At the completion of our audit, we will re-confirm our independence to the Finance Committee.

Significant control deficiencies identified during the audit will be communicated to management and the Finance Committee.



Appendix 2: Audit quality - Our commitment to delivering audit quality

We define 'audit quality' as being the outcome when:

- audits are **executed consistently**, in line with the requirements and intent of **applicable professional standards** within a strong **system of quality management**; and
- all of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics and integrity**.

KPMG is committed to fulfilling our public interest role in providing robust assurance that can benefit investors and other stakeholders.

Businesses are integrating technology in ways once unimaginable. Geopolitical changes and inflationary pressures continue to drive uncertainty, and businesses need to take action to respond to societal threats like climate change.

The pace and scale of change only strengthens our resolve to ensure the quality, consistency and adaptability of our services are fit for this new future. Audit and assurance quality remains the highest priority at KPMG.

Through sustained innovation, we aim to consistently deliver superior audit quality. Across the global organization:

- KPMG firms have implemented a consistent risk-based approach to our system of quality management to drive audit and assurance quality, enabling us to meet the requirements of the International Standard on Quality Management 1 (ISQM 1).
- We are utilising powerful technologies on audit and assurance engagements, including artificial intelligence, and leveraging our alliances with technology leaders such as Microsoft to further enhance quality and provide even more value through deeper analysis of businesses, no matter their size.
- We believe the same level of rigour, quality, consistency and trust that is applied to financial statement information by companies should also apply to ESG reporting. Therefore, across the global organization we have deployed an assurance methodology, KPMG Clara workflow and learning tools to upskill and build teams to provide assurance on ESG reporting that helps our clients build a more sustainable future.

We encourage you to read our Transparency Report to learn more about our system of quality management and our firm's statement on the effectiveness of our SoQM:



[KPMG Canada Transparency Report](#)



Appendix 2: Audit quality - How do we deliver audit quality?

Quality essentially means doing the right thing and remains our highest priority.

We have strengthened the consistency and robustness of our system of quality management to meet the requirements of ISQM 1 (CSQM 1), issued by the International Audit and Assurance Standards Board. Foundational for quality management, KPMG's globally consistent approach to ISQM 1 drives compliance with the standard and our efforts to strengthen trust and transparency with clients, the capital markets and the public we serve.

Aligned with ISQM 1 (CSQM 1), our SoQM meets the requirements of the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants (IESBA) and the relevant rules of professional conduct / code of ethics applicable to the practice of public accounting in Canada, which apply to professional services firms that perform audits of financial statements.

Our **Global Quality Framework** outlines how we deliver quality and how every KPMG professional contributes to its delivery.



'**Perform quality engagements**' sits at the core, along with our commitment to continually monitor and remediate to fulfil our quality drivers.



Our **quality value drivers** are the cornerstones to our approach underpinned by the **supporting drivers** and give clear direction to encourage the right behaviours in delivering audit quality.



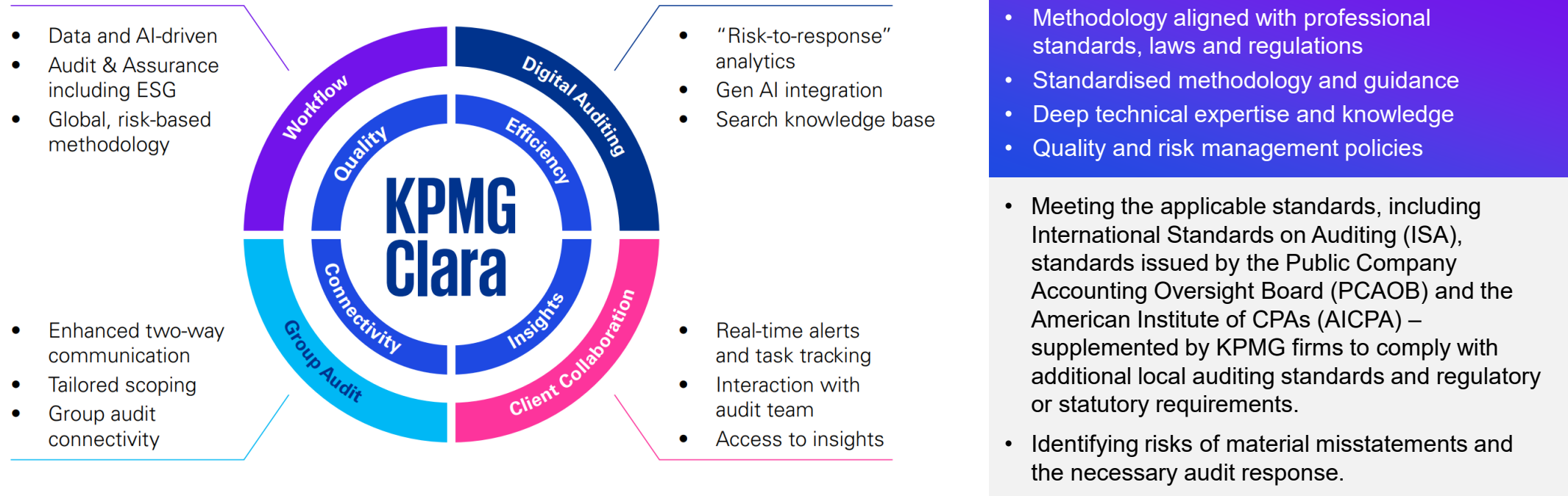
Doing the right thing. Always.



Appendix 2: Audit quality - The KPMG Audit

Globally consistent audit and assurance methodology and tools

As a scalable, intuitive cloud-based platform, KPMG Clara is driving globally consistent execution across all KPMG member firms. It enables delivery of KPMG audit and assurance methodologies through data-enabled workflows, which align with the applicable audit and assurance standards and provide an improved experience to audit and assurance professionals.





Appendix 3: Independence: Shared responsibilities

Auditor independence is a shared responsibility and most effective when management, audit committees, and audit firms work together in considering compliance with relevant independence rules. In order for KPMG to fulfill its professional responsibility to maintain and monitor independence, management, the Board of Directors, and KPMG each play an important role. We apply the following ethical requirements, including independence requirements, in:

- the rules of professional conduct / code of ethics applicable to the practice of public accounting issued by various professional accounting bodies in Canada (“CPA code”) that are relevant to audits of financial statements of reporting issuers; and
- the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants (“IESBA independence rule”) that are relevant to audits of financial statements of public interest entities.



The firm maintains a system of quality control over compliance with independence rules and firm policies. Timely information before the effective date of transactions or other business changes is necessary to effectively maintain the firm’s independence in relation to:

- New related entities
- Any former KPMG professional who are directors, officers, or employee in a position to exert significant influence over the preparation of the client’s accounting records or the financial statements.

- The CPA Code and IESBA independence rules require the audit committee to pre-approve all audit and permitted non-audit services to be provided by the auditor.
- IESBA also has requirements to obtain the audit committee’s concurrence with the provision of non-assurance services and the auditor’s conclusion on the impact to independence.

- We are required report to the Board of Directors all relationships that may reasonably be thought to bear on our independence, including fees charged, and discuss the potential effects of such relationships on our independence. We are also required report to the related safeguards that have been applied, as applicable, to eliminate identified threats to independence or reduce them to an acceptable level.
- This communication will be provided during our year-end communications.



Appendix 4: Current developments

Effective for periods beginning on or after December 15, 2024

ISA 260/CAS 260

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Communications
with those charged
with governance

Summary of Changes:

New requirements for the auditor to communicate:

- about the relevant ethical requirements, including those related to independence, that the auditor applied to the audit of the financial statements; and
- any enhanced independence requirement that the auditor applied specific to the audit of financial statements of certain entities.

ISA 700/CAS 700

.....

Forming an opinion
and reporting on
the financial
statements

Summary of Changes:

New requirements for the auditor to publicly disclose when the auditor applied independence requirements specific to audits of financial statements of certain entities WHEN the ethical requirements require public disclosure.



Appendix 4: Current developments (continued)

Accounting standards

Standard	Summary and implications
Concepts Underlying Financial Performance	- The revised Conceptual Framework is effective for fiscal years beginning on or after April 1, 2026 with early adoption permitted. - The framework provides the core concepts and objectives underlying Canadian public sector accounting standards. - The ten chapter conceptual framework defines and elaborates on the characteristics of public sector entities and their financial reporting objectives. Additional information is provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts are introduced.
Financial Statement Presentation	- The proposed section PS 1202 <i>Financial statement presentation</i> will replace the current section PS 1201 <i>Financial statement presentation</i>. PS 1202 <i>Financial statement presentation</i> will apply to fiscal years beginning on or after April 1, 2026 to coincide with the adoption of the revised conceptual framework. Early adoption is permitted. - The proposed section includes the following: - Relocation of the net debt indicator to its own statement called the statement of net financial assets/liabilities, with the calculation of net debt refined to ensure its original meaning is retained. - Separating liabilities into financial liabilities and non-financial liabilities. - Restructuring the statement of financial position to present total assets followed by total liabilities. - Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities). - Removal of the statement of remeasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement would present the changes in each component of net assets (liabilities), including a new component called “accumulated other”. - A new provision whereby an entity can use an amended budget in certain circumstances. - Inclusion of disclosures related to risks and uncertainties that could affect the entity’s financial position.



Appendix 4: Current developments (continued)

Accounting standards (continued)

Standard	Summary and implications
Employee Benefits	- The Public Sector Accounting Board has issued proposed new standard PS 3251 <i>Employee benefits</i> which would replace the current sections PS 3250 <i>Retirement benefits</i> and PS 3255 <i>Post-employment benefits, compensated absences and termination benefits</i>. - After evaluating comments received about the July 2021 exposure draft, a new re-exposure draft was released in October 2024. The re-exposure draft continues to use principles from International Public Sector Accounting Standard 39 <i>Employee benefits</i> as a starting point to develop the Canadian standard. - The proposed standard would result in public sector entities recognizing the impact of revaluations of the net defined benefit liability (asset) immediately on the statement of financial position. - The re-exposure draft also proposes that fully funded post-employment benefit plans use a discount rate based on the expected market-based return of plan assets and unfunded plans use a discount rate based on the market yield of government bonds, high-quality corporate bonds or another appropriate financial instrument. A simplified approach to determining a plan's funding status is provided. - For most other topics, the re-exposure draft is consistent with the original exposure draft. A few exceptions are: - Deferral provisions – Remeasurement gains and losses will be presented as part of accumulated remeasurement gains and losses. - Valuation of plan assets – Public sector entities may continue to recognize non-transferable financial instruments that meet the definition of plan assets under existing PS 3250 guidance. - Joint defined benefit plans – Defined benefit accounting will be used for measurement of the proportionate share of the plan, instead of previously proposed multi-employer plan accounting which was based on defined contribution plan concepts. - Disclosure of other long-term employee benefits and termination benefits – The re-exposure draft does not include prescriptive disclosure requirements for other long-term employee benefits and termination benefits. - The proposed section PS 3251 <i>Employee benefits</i> will apply to fiscal years beginning on or after April 1, 2029. Early adoption will be permitted and guidance applied retroactively, with or without prior period restatement. - Comments on the re-exposure draft were due on January 20, 2025. The re-exposure draft can be viewed at the following link: Click here



Appendix 4: Current developments (continued)

Accounting standards (continued)

Standard	Summary and implications
Intangible assets	- The Public Sector Accounting Standards Board has issued proposed new standard PS 3155 <i>Intangible Assets</i> which would replace Public Sector Guideline 8 <i>Purchased Intangibles</i>. The new standard would be effective for fiscal years beginning on or after April 1, 2030 with early adoption permitted. - The standard will include foundational guidance on acquired and internally generated intangibles. It excludes intangible assets addressed in other public sector accounting standards and other intangible items such as exploration and extraction costs for non-renewable resources or intangible assets related to insurance contracts. - The definition of “intangible assets” requires an intangible resource to be separate and identifiable from goodwill. It also requires that the entity has control over the intangible resource, future economic benefits flow from the intangible resource, and the intangible resource is the result of a past transaction and/or other events. - Internally generated goodwill is not permitted to be recognized as an asset. - An intangible resource is recognized when it meets the definition of an intangible asset and the asset’s cost can be measured in a faithfully representative way. The generation of the asset is classified into a research phase and a development phase. Expenditures from the research phase of an internally generated project are expensed. An intangible asset arising from the development phase can be recognized if it meets certain requirements. - Intangible assets are initially measured at cost and subsequently carried at cost less accumulated amortization and accumulated impairment losses. Intangible assets acquired through a non-exchange transaction are measured at fair value as of the date it is acquired. - Comments on the exposure draft are due on May 30, 2025. The exposure draft can be viewed at the following link: Click here
Cloud computing arrangements	- As part of its intangible assets project, the Public Sector Accounting Standards Board is also developing guidance on cloud computing arrangements. To ensure the development of this accounting guidance reflects current practices and needs, a survey has been launched to gather insights. The survey will inform the Public Sector Accounting Board about the types of cloud computing arrangements being encountered, magnitude of costs, key arrangement terms, current accounting policies and unique challenges in practice. - We encourage all entities to complete the survey by May 30, 2025, which is at the following link: Click here



Appendix 5: Thought leadership and insights

Our latest thinking on the issues that matter most to the Board of Directors and management.

KPMG Audit & Assurance Insights

Curated research and insights for audit committees and boards.

Board Leadership Centre

Leading insights to help board members maximize boardroom opportunities

Current Developments

Series of quarterly publications for Canadian businesses including Spotlight on IFRS, Canadian Assurance & Related Services, Canadian Securities Matters, and US Outlook reports.

Accelerate - The key issues driving the audit committee agenda

Discover the most pressing risks and opportunities that face audit committees, boards and management teams.

Sustainability Reporting

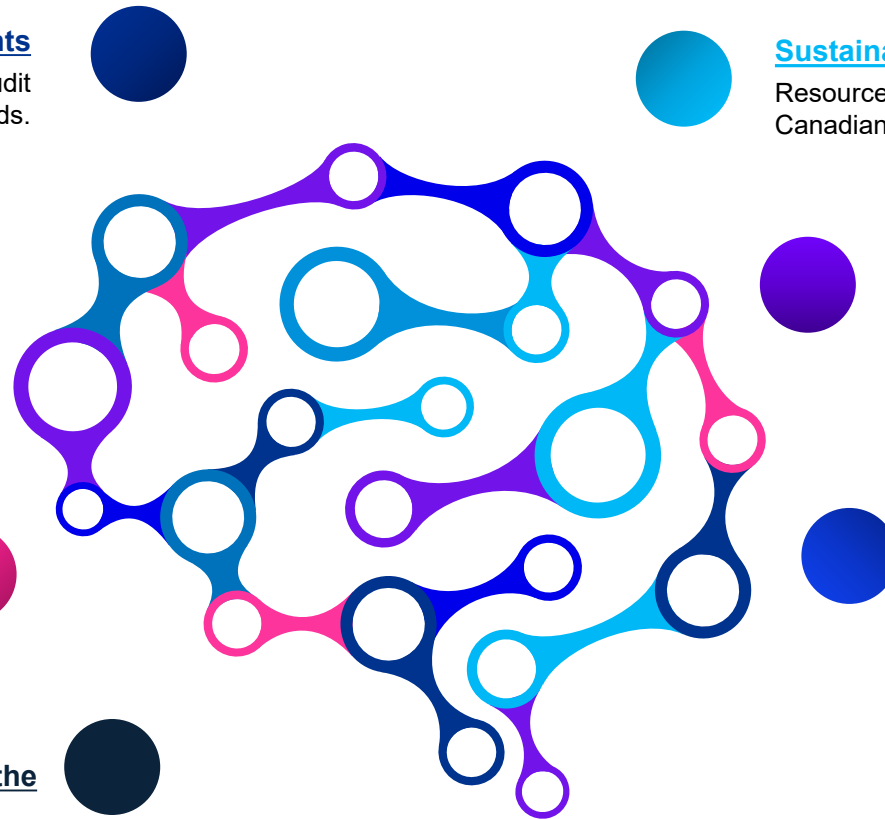
Resource centre on implementing the new Canadian reporting standards

IFRS Breaking News

A monthly Canadian newsletter that provides the latest insights on accounting, financial reporting and sustainability reporting.

Audit Committee Guide – Canadian Edition

A practical guide providing insight into current challenges and leading practices shaping audit committee effectiveness in Canada.





Appendix 5: Thought leadership and insights (continued)

Cybersecurity: Incident Response Preparedness

With cyber attacks growing more widespread, it is becoming essential for executives to be involved in responding to cybersecurity incidents. Incident response preparedness can help leaders quickly identify gaps and gain information necessary to make informed decisions when faced with cybersecurity threats. Example of common topics addressed in incident response plans are noted below.



Which roles are included in the Entity's core executive incident response team to make decisions and address circumstances surrounding an incident?

Who is responsible for engaging the Entity's insurer?

Consideration should be given to who should contact the insurance provider and under what circumstances the insurance provider should be engaged.

Who is responsible for leading communications?

Consideration should be given to who should be involved in enacting the communication plan and managing internal and external communications.

Should a ransom be paid?

Consideration should be given to who should be involved in the decision to pay a ransom, the engagement of a third-party to negotiate the ransom on behalf of the Entity risks associated with ransom demands from prohibited organizations or countries and the Entity insurance provider's stance on ransom payment.



Who is responsible for notifying the Board of Directors?

Consideration should be given to who should engage the Board of Directors and under what circumstances the Board of Directors should be engaged?

Should law enforcement be Involved?

Consideration should be given to whether law enforcement should be contacted regarding the incident and, if so, who should be responsible for contacting law enforcement.

Who is responsible for considering additional risks?

Consideration should be given to risks associated with non-restoration of systems, data exposure, subsequent attacks and potential sanctions.



Appendix 5: Thought leadership and insights (continued)

Current trends in internal audit

Organizations continually face a wide spectrum of risks beyond the already complex financial and regulatory compliance risks. Many organizations are recognizing the impact and benefit of internal audit activity that is agile, properly resourced, effectively managed, and aligned with strategic priorities, which can improve risk management and control processes and drive better efficiencies.

Examples of internal audits are noted below.

Cost reduction / efficiency planning

Review the governance arrangements for the monitoring and efficiency delivery of programs / services as required. This includes considering how efficiency requirements have been apportioned and communicated to support planning.

Fraud risk management

Internal Audit assesses whether a fraud risk management framework exists and whether fraud risk assessment is performed at these levels. Internal Audit reviews the overall governance surrounding this process and review the communication and reporting protocols in place.

Staff inclusion and diversity

Assess the strategy and plan in place for inclusion and diversity amongst staff, their governance and the measures in place to measure achievement of goals. Training and awareness programs offered to staff and faculty to provide understanding of roles and responsibilities and material updated on a regular basis. Increasing trends also include mental health resources and support systems to manage external expectations.

Asset management / maintenance

Review the processes and controls in place to ensure assets are adequately managed based on an appropriate schedule.

Business continuity management

Review of the elements of the life cycle of business continuity management (BCM). The main goal is to ensure the recovery of crucial services within an acceptable timeframe following disturbances in operations. Elements may include: business impact analysis, evaluation of threats and vulnerabilities, defining critical asset requirements, preparation of business continuity and disaster recovery plans.

Cybersecurity and privacy protection

The increase in cyber attacks targeting educational institutions, coupled with implementation of stricter privacy regulations has led to heightened expectations for schools to effectively safeguard the privacy and identities of students and staff. The rapid pace of disruptive innovations driven by new and emerging technologies may introduce additional vulnerabilities.



Appendix 5: Thought leadership and insights (continued)

Where are Finance Teams adopting AI

Finance's role as a business partner has put them in an ideal position to lead enterprise adoption

Generating commentary

Reduce the time and effort needed to create recurring materials required for financial reporting, business reviews, management reports, and board meetings.

Generating strategic insights

Partner with other functions to provide insights across the business. Use finance's position to inform strategic decisions and solve problems with pricing, performance, and benchmarking metrics.

Managing contracts

Generative AI tools can draft contracts with preferred term and prioritize contract reviews based on deviations from standard terms and conditions.



Forecasting & budgeting

Integrating predictive models, creating scenarios, and generating insights on potential financial outcomes.



Collecting marketing intelligence

Powerful research tool able to find and synthesize public data to generate insights on markets, competitors, and customers.



Detecting anomalies

Generative AI shows promise as a tool for detecting errors and potential fraud. It can compare new data with past patterns to identify anomalies.



AI naturally aligns to CFO's existing responsibilities related to business strategy, digital transformation, and risk management



Appendix 5: Thought leadership and insights (continued)

AI brings Risks as well as Opportunities

Internal Risks & Considerations



Breaking Confidentiality

Many Generative AI models are built to absorb user-inputted data to improve the model over time. This could lead to exposure of key confidential information



Employee Misuse and Inaccuracies

Models generate responses based on input, so there is a risk of providing false or malicious content. Employees need to be cautious and review AI-generated content with a critical



Talent Implications

Professionals need to be made aware of their role in training and evolving the solution as high-quality output can only be achieved through high-quality, expert queries



Policies and Regulations

As the world's understanding of AI evolves, more policies and regulations will be brought upon by regulators which in turn need to be complied with

External Risks & Considerations



Misinformation, Bias and Discrimination

The model could generate a response containing inappropriate information or language. In cases where the model does not have an accurate response, it may 'hallucinate' with a false response.



Financial, Brand & Reputational Risk

Copying AI-produced information or code into any deliverable or product could constitute copyright infringement leading to legal and reputational harm



Intellectual Property and Copyright

Risks in copyright includes the potential creation of unauthorized plagiarized content, leading to infringement and violations of intellectual property rights



Cybersecurity

Generative AI models could be trained and employed for many cybersecurity attacks such as phishing scams, malware, data poisoning etc.



Appendix 6: Canadian sustainability reporting activities

What's here and what's coming?

Globally 2025 has seen a mix of progress and resistance in sustainability reporting. The EU continued to make strides on its proposals aimed to lessen the burden of sustainability reporting, while the ISSB published practical proposals to ease implementation. Meanwhile, in the US, California's climate laws took another step forward, but all state-level initiatives look set to face federal resistance. *In Canada, the CSSB released its first two voluntary reporting standards, but the CSA stated that they are pausing development of a new mandatory climate disclosure rule.*

► Voluntary Canadian standards rollout

- In December 2024, the Canadian Sustainability Standards Board (CSSB) released its first two voluntary Canadian Sustainability Disclosure Standards (CSDS).
- The standards are aligned with the IFRS Sustainability Disclosure Standards, with the exception of a Canadian-specific effective date and incremental transition reliefs.

► Road to mandatory application in Canada?

- Canada's regulators and legislators will determine if and when application of the standards should be mandated.
- In April 2025, the Canadian Securities Administrators (CSA) announced that they are pausing the development of a new mandatory climate disclosure rule and amendments to the existing diversity-related disclosure requirements in an effort "to support Canadian markets and issuers as they adapt to the recent developments in the US and globally." The CSA stated that they will monitor Canadian and international regulatory developments and expect to revisit these projects in future years.

► Other Canadian regulatory developments

- Federally regulated financial institutions are required to comply with OSFI B-15 which is broadly based on the ISSB standards.
- Canadian government anti-greenwashing regulations introduced (Bill C-59).

► What could you be doing now?

1 (Re) Establish reporting strategy

- Undertake a regulatory impact assessment to determine the sustainability reporting requirements that apply to your organization.
- Document your reporting strategy, including any planned voluntary reporting and assurance.
- Conduct a materiality assessment considering the frameworks you plan to comply with.

2 Assess current state

- Identify the differences between applicable regulations and/or standards and current reporting.
- Conduct a current state maturity analysis of processes, controls, people, technology and governance structures.
- Complete data gap assessment and develop plan to close gaps.

3 Design reporting policies & target operating model (TOM)

- Develop and/or adapt policies, regarding identified material risks and opportunities.
- Develop standard Key Performance Indicator (KPI) definitions and calculation methodologies.
- Determine TOM and solutions to support sustainability reporting and assurance.

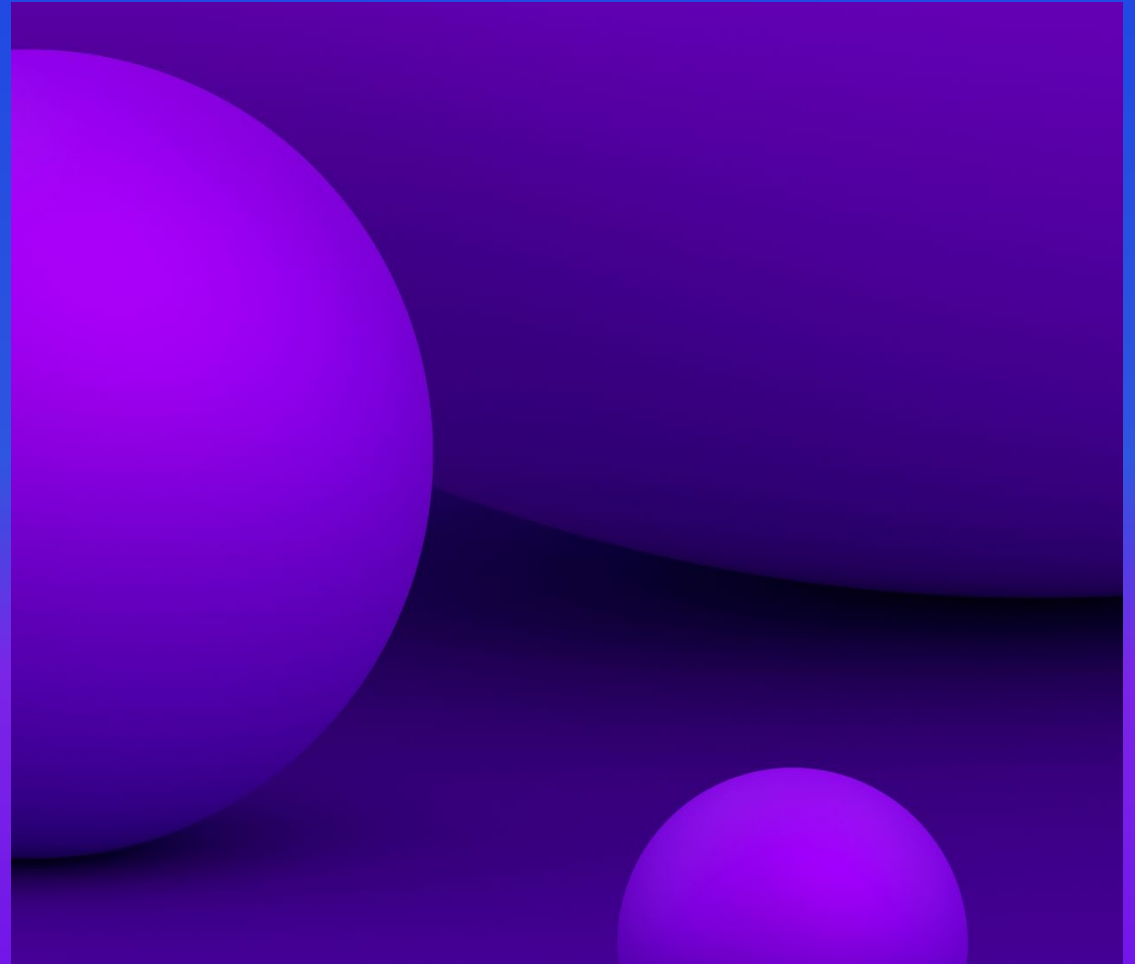
4 Implement sustainability reporting roadmap

- Develop roadmap for delivery, identify milestones, interim and final targets.
- Design future reports.
- Rollout of TOM, including implementation and training required.



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**REPORT TO THE FINANCE COMMITTEE
MEETING OF WEDNESDAY, JANUARY 07, 2026**

SUBJECT **Capital Regional District External Grants Update**

ISSUE SUMMARY

To provide the Capital Regional District (CRD) Board a bimonthly update on external grants activity for the period between October 22 and December 9, 2025.

BACKGROUND

This report summarizes activities and outcomes since the CRD External Grants Update was last presented in November 2025. The External Grants Dashboard (Appendix A) details applications submitted, updated, awarded and declined as of December 9, 2025. Appendix B provides a summary of grant alerts for 2025 referencing CRD grant applications approved, pending and declined.

IMPLICATIONS

Financial Implications

Grants/Contributions Awarded

1. \$18,307,416 through BC Housing's BC Builds program to support the construction of 160 units of affordable housing at the Village on the Green complex in Victoria. This project has a total estimated cost of \$81,000,000.
2. \$10,743,077 through BC Housing's BC Builds grant program to support the construction of 119 rental units at Campus View. The project has a total estimated cost of \$45,061,900.
3. \$1,160,500 through the City of Victoria's Housing Reserve Fund to support the construction of a 158-unit affordable rental apartment at 926-930 Pandora Avenue. This project has an estimated total cost of \$114,300,000.
4. \$275,303 through Union of BC Municipalities' (UBCM) Community Emergency Preparedness Fund for fire department training and equipment for CRD Electoral Area fire services.
5. \$15,000 through BC Healthy Communities' PlanH program to conduct a health needs assessment for Salt Spring Island. The project has a total cost of \$21,500.

There is one grant under news embargo.

Applications Submitted

1. \$700,000 through UBCM's Community Resiliency Investment Program - 2026 FireSmart Community Funding and Supports program for the continued funding of the CRD's FireSmart activities. Funding will be used over two program years.
2. \$208,750 through UBCM's Community Emergency Preparedness Fund to support CRD Electoral Area fire services with upgraded equipment and required training courses.

Service Delivery Implications

New Grant Opportunities

Seven grant calls (including programs with multiple streams) were issued during the reporting period and are summarized in Table 1. Appendix B details relevant active grants (as of December 9, 2025) and lists recently closed grants for 2025. Appendix B also references CRD grant applications approved, pending and declined/withdrawn.

Table 1: Grant Calls Issued

Grant	Deadline	Information
British Columbia Vision Zero in Road Safety Grant Program – Vision Zero BC	28-Nov-25	Funding for road safety projects, including infrastructure, policy and enforcement initiatives
2025-26 Civil Forfeiture Grant – Ministry of Public Safety and Solicitor General	15-Dec-25	Annual, one-time funding to organizations from across British Columbia for the implementation of crime prevention and remediation projects
Environmental Damages Fund – Environment and Climate Change Canada	18-Dec-25	Funding for restoration, environmental quality improvement, research and development and education and awareness of natural environments
TD Friends of the Environment Foundation Grant - Winter 25/26 – TD Friends of the Environment Foundation	15-Jan-26	Support for a wide range of environmental initiatives, with a primary focus on environmental education and green space programs - eligible projects include schoolyard greening, park revitalization, community gardens, park programming and citizen science initiatives

Grant	Deadline	Information
Indigenous Cultural Safety and Cultural Humility Training – UBCM	30-Jan-26	Funding for Indigenous cultural safety and cultural humility training for emergency management personnel in British Columbia
Capital Project: Organic Waste-to-Energy – Green Municipal Fund	Ongoing	Funding for the construction and operation of organic waste to energy systems
Federal Lands Initiative – Canada Mortgage and Housing Corporation	Ongoing	Discounted or no cost surplus land for affordable housing developments

CONCLUSION

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

RECOMMENDATION

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

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services and Corporate Grants
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

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

APPENDIX A

2025 EXTERNAL GRANTS DASHBOARD

(updated 9-Dec-25)

 Approved	 Pending	 Declined
26	17	5
\$32,425,871	\$71,686,458	\$1,527,195

2025 Approved Grants

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

APPENDIX A

Department	Grant Program	Project	Amount (\$)	Year Submitted
Corporate Services (Cont'd)	Community Grants – Insurance Corporation of British Columbia	Schooner Way Crosswalk Construction	79,200	2025
	Regional District Basic Grant – Ministry of Housing and Municipal Affairs	2025 CRD Basic Grant	55,000	2025
Executive Services	Transit Minor Betterments Program – Ministry of Transportation and Infrastructure	SSI Bus Shelters Project	100,000	2025
	Community Grants – Insurance Corporation of British Columbia	Merchant Mews Crosswalk Construction	42,300	2025
	Community Grants – Insurance Corporation of British Columbia	Ganges Crosswalk Study	35,000	2025
	Canada Summer Jobs Program – Employment and Social Development Canada	2024 SSIPARC Canada Summer Jobs	15,000	2024

APPENDIX A

Department	Grant Program	Project	Amount (\$)	Year Submitted
Parks, Recreation & Environmental Services	Police Equipment and Training Grants – BC Civil Forfeiture Office	2024 Park Ranger Equipment	4,462	2024
	Local Leadership for Climate Adaptation – Green Municipal Fund	Capital Region Climate Adaptation Capacity Building Initiative	144,430	2024
	Integrated Energy Audit – BC Hydro	Mill Hill Headquarters - Integrated Energy Audit	15,400	2025
	Energy and Carbon Emissions Reporting Program – BC Hydro	Implementing Energy and Carbon Emissions Reporting in the Capital Region	75,000	2025
	Integrated Energy Audit – BC Hydro	Salt Spring Multi Space - Integrated Energy Audit	8,500	2025
Housing, Planning & Protective Services	Community Emergency Preparedness Fund – Emergency Support Services Equipment and Training – Union of BC Municipalities	2025 ESS Equipment and Training	40,000	2025
	Build and Mobilize Foundational Wildland Fire Knowledge Program – Natural Resources Canada	Wildfire Table and Braided Knowledge Mobilization Initiative	345,000	2024

APPENDIX A

Department	Grant Program	Project	Amount (\$)	Year Submitted
Housing, Planning & Protective Services (Cont'd)	Sustainable Affordable Housing Study Grant – Green Municipal Fund – Federation of Canadian Municipalities	Campus View Redevelopment Study	175,000	2023
	Sustainable Affordable Housing Study Grant – Green Municipal Fund	Village on the Green Affordable Housing Redevelopment Study	175,000	2023
	Saanich Affordable Housing Reserve Fund – District of Saanich	Swanlea Housing Project	40,000	2025
	Saanich Affordable Housing Reserve Fund – District of Saanich	1800 McKenzie Phase 1 Redevelopment	40,000	2025
	Compensation for Employers of Reservists Program – Employment and Social Development Canada	2025 Reservist Compensation	27,283	2025
	BC Builds – BC Housing *New	Village on the Green - BC Builds	\$18,307,416	2025
	BC Builds – BC Housing *New	Campus View - BC Builds	\$10,743,077	2025

APPENDIX A

Department	Grant Program	Project	Amount (\$)	Year Submitted
Housing, Planning & Protective Services (Cont'd)	Victoria Housing Reserve Fund – City of Victoria *New	926-930 Pandora Avenue Housing Project	\$1,160,500	2025
	Community Emergency Preparedness Fund – Union of BC Municipalities *New	CEPF 2024 Composite Fire Department Equipment and Training	\$275,303	2024
	PlanH – Health Public Policy Grant Stream – BC Healthy Communities *New	Salt Spring Island Community Health Needs Assessment 2025	15,000	2025
Total			32,425,871	

APPENDIX A

2025 Pending Grants

Department	Grant Program	Project	Amount (\$)	Year Submitted
Corporate Services	Outdoor Recreation Fund of BC – Outdoor Recreation Council of BC	Henderson Park Information Kiosk	5,000	2025
	New Horizons for Seniors Program – Employment and Social Development Canada	Dinner Bay Seniors Fitness Circuit Expansion and Programming (2025)	25,000	2025
Executive Services	Community Grants – Salt Spring Island Foundation	Integrated Housing Strategy Action Plan	10,000	2025
	Community Grants – Salt Spring Island Foundation	SIMS Gym Inflatable Play Equipment	9,625	2025
	Strategic Priorities Fund – Union of BC Municipalities	Rainbow Recreation Centre Building Envelope Renewal Project	1,750,000	2025
	Transit Minor Betterments Grants – Ministry of Transportation and Transit	SSI Visitor Center Bus Shelter	65,000	2025

APPENDIX A

Department	Grant Program	Project	Amount (\$)	Year Submitted
Integrated Water and Infrastructure Services	Canada Housing Infrastructure Fund – Housing, Infrastructure and Communities Canada	Main No. 4 Upgrade & Bear Hill Trunk Watermain	23,903,488	2025
	Strategic Priorities Fund – Union of BC Municipalities	Main No. 1 HGL Increase	7,000,000	2025
Parks, Recreation & Environmental Services	Forest Investment Program – Ministry of Forestry	Sooke Hills Wildfire Recovery Project	40,000	2024
	Active Transportation Fund – Housing, Infrastructure and Communities Canada	Regional Trestles Renewal and Trails Widening and Lighting Project	29,939,595	2025
	Community Placemaking Program – Island Coastal Economic Trust	Thieves Bay Community Pavilion	40,000	2025
	Strategic Priorities Fund – Union of BC Municipalities	Advanced Biosolids Processing Project	7,000,000	2025
	Local Leadership for Climate Adaptation – Green Municipal Fund	Coles Bay Shoreline Restoration Project	800,000	2025
	Strategic Priorities Fund – Union of BC Municipalities	SEAPARC Recreation Infrastructure Growth Plan	150,000	2025
	Public Notification and Evacuation Route Planning Grant – Union of BC Municipalities	Evacuation Planning & Mapping for Electoral Areas	40,000	2025

APPENDIX A

Department	Grant Program	Project	Amount (\$)	Year Submitted
Housing, Planning & Protective Services	Community Resiliency Investment Program - 2026 FireSmart Community Funding and Supports – Union of BC Municipalities *New	2026 CRD FireSmart Community Funding and Support	700,000	2025
	Community Emergency Preparedness Fund - Volunteer and Composite Fire Departments Equipment and Training – Union of BC Municipalities *New	2025 Volunteer and Composite Fire Departments Equipment and Training	208,750	2025
Total			71,686,458	

APPENDIX A

2025 Declined Grants

Department	Grant Program	Project	Amount (\$)	Year Submitted
Executive Services	B.C. Active Transportation Infrastructure Grants Program – Province of BC	Rainbow Road Pedestrian and Bike Path	315,000	2024
Housing, Planning & Protective Services	Enabling Accessibility Fund – Employment and Social Development Canada	Hearing Loop Installation - SEAPARC	12,195	2024
	Disaster Resilience & Innovation Funding Program – BC Ministry of Emergency Management and Climate Readiness	Community Adaptivity Assessment *New	400,000	2024
	Disaster Resilience & Innovation Funding Program – BC Ministry of Emergency Management and Climate Readiness	Multi Hazard Resilience Plan *New	400,000	2024
	Disaster Resilience & Innovation Funding Program – BC Ministry of Emergency Management and Climate Readiness	Risk Assessment *New	400,000	2024
Total			1,527,195	

APPENDIX B

2025 GRANT ALERTS

Open Grants as of 9-Dec-25 (Including CRD Applications Approved, Pending and Declined)

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
15-Dec-25	2025-26 Civil Forfeiture Grant – Ministry of Public Safety and Solicitor General [LINK] *New	Annual, one-time funding to organizations from across B.C. for the implementation of crime prevention and remediation projects.
18-Dec-25	Environmental Damages Fund – Environment and Climate Change Canada [LINK] *New	Funding for restoration, environmental quality improvement, research and development and education and awareness of natural environments.
15-Jan-26	TD Friends of the Environment Foundation Grant - Winter 25/26 – TD Friends of the Environment Foundation [LINK] *New	Support for a wide range of environmental initiatives, with a primary focus on environmental education and green space programs. Eligible projects include schoolyard greening, park revitalization, community gardens, park programming and citizen science initiatives.
30-Jan-26	Indigenous Cultural Safety and Cultural Humility Training – UBCM [LINK] *New	Funding for Indigenous cultural safety and cultural humility training for emergency management personnel in BC.
31-Mar-26	Regional Homebuilding Innovation Initiative in British Columbia – Government of Canada [LINK]	Funding to support local innovative housing solutions across B.C.

APPENDIX B

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
31-Mar-27	Codes Acceleration Fund – Natural Resources Canada [LINK]	Funding to accelerate the adoption of the highest feasible energy performance such as net-zero emissions codes, promote compliance and build capacity in two streams: 1. Regional and municipal governments that have the authority to adopt energy by-laws and codes 2. Regional and municipal governments that do not have authority to adopt building energy by-laws and codes
Continuous	The Canadian Agricultural Strategic Priorities Program – Agriculture and Agri-Food Canada [LINK]	Funding for projects that help the agricultural sector remain competitive, respond to emerging issues, and adapt to new opportunities. It supports sector-wide solutions that strengthen sustainability, innovation, strategic planning, and crisis response.
Continuous	Compensation for Employers of Reservists Program – Employment and Social Development Canada [LINK]	Funding to provide financial support to civilian employers—and self-employed reservists—to help offset operational costs when a reservist-employee is away from the workplace due to military commitments. • <i>Housing, Planning & Protective Services, 2025 Reservist Compensation</i>
Continuous	Foreign Credential Recognition Program – Employment and Social Development Canada [LINK]	Funding for governments and organizations to improve foreign credential recognition and help skilled newcomers integrate into their fields in Canada.
Continuous	Community Giving – Canadian Western Bank Financial Group [LINK]	Funding to support organizations that enable business or promote inclusivity.

APPENDIX B

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
Continuous	Community Placemaking Program – Island Coastal Economic Trust [LINK]	Funding to create and transform public spaces that foster positive social, economic, cultural, and environmental impacts. <i>Parks, Recreation & Environmental Services, Thieves Bay Community Pavilion</i>
Continuous	Capital and Innovation Program – Island Coastal Economic Trust [LINK]	Funding to support sustainable economic diversification and growth that strengthens wellbeing in coastal communities.
Continuous	Agriculture Water Infrastructure Program (AWP) - Stream 3: Assessments, Engineering Studies or Plans – Investment Agriculture Foundation of BC [LINK]	Funding to increase adoption of efficient irrigation infrastructure and improve agricultural water supply and management in British Columbia.
Continuous	AgriMarketing Program – Agriculture and Agri-Food Canada [LINK]	Funding to increase and diversify exports to global markets and seize market opportunities via industry-led promotional activities to differentiate Canadian products and producers.
Continuous	Affordable Housing Fund – Canada Mortgage and Housing Corporation [LINK]	Funding to provide capital to partnered organizations for new affordable housing and the repair and renewal of existing affordable and community housing.
Continuous	Affordable Housing Innovation Fund – Canada Mortgage and Housing Corporation [LINK]	Funding for innovative housing providers driving innovation across the housing continuum. For this program, 3 types of innovation are considered:

APPENDIX B

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
		1. Transformational: Creates a new model that eliminates or totally transforms existing approaches. 2. Breakthrough: Meaningful change resulting in a demonstrably new approach that results in a substantial competitive edge. 3. Incremental: “New and improved” reflecting small, yet meaningful improvements in an existing approach.
Continuous	Infrastructure Planning Grant Program – Province of BC [LINK]	Funding to help local governments develop or improve long-term comprehensive plans including, and not limited to: • Asset management plans • Integrated stormwater management plans • Water master plans • Liquid waste management plans
Continuous	Canada Retraining and Opportunities Initiative – Employment and Social Development Canada [LINK]	Funding for community-based projects that help workers develop the skills they need to transition to new jobs.
Continuous	Capital project: GHG impact retrofit – Green Municipal Fund [LINK]	Funding for retrofitting a local recreational or cultural facility to reduce GHG emissions
Continuous (limited funds)	The Living Cities Canada Fund (2024) – Green Communities Canada [LINK]	For small-scale green infrastructure projects.

APPENDIX B

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
Continuous (limited funds)	Go Electric – CleanBC [LINK]	Funding to support fleet transition to electric vehicles.
Continuous (limited funds)	Rural Transit Solutions Fund Planning and Design Stream – Infrastructure Canada [LINK]	Planning and design project funding to support the development and expansion of locally driven transit solutions.
Continuous	Local Community Accessibility Grant Program – Social Planning and Research Council of BC (SPARC BC) [LINK]	Funding to identify and remove barriers to improve accessibility and inclusion.
Continuous	CleanBC Custom Program – BC Hydro [LINK]	Energy study funding and capital incentives for fuel switching and electrification measures.
Continuous	Integrated Energy Audit – BC Hydro [LINK]	An integrated energy audit to Improve efficiency and managing energy costs. <i>Parks, Recreation & Environmental Services, Mill Hill Headquarters - Integrated Energy Audit</i> <i>Parks, Recreation & Environmental Services, Salt Spring Multi Space - Integrated Energy Audit</i>

APPENDIX B

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
Continuous	Legacy Fund – Building Communities through Arts and Heritage – Canadian Heritage [LINK]	Funds to celebrate community, increase opportunities for local artists, artisans, heritage performers or specialists and First Nations, Inuit and Metis cultural carriers to be involved in their community with citizen involvement and local partners.
Continuous (limited funds)	Community Buildings Retrofit Initiative – Green Municipal Fund [LINK]	Retrofit existing community buildings to lower green house gas (GHG) emissions and extend their life cycle.
Continuous	Clean Energy for Rural and Remote Communities Program – Natural Resources Canada [LINK]	Provides funding for renewable energy and capacity building projects in rural and remote communities. Accepting application for only two steams: 1. Biomass heating, district heating, combined heat and power systems 2. Research, development, and demonstration projects
Continuous	Multiculturalism and Anti-Racism Program – Events Component – Canadian Heritage [LINK]	Funding for community-based events that promote intercultural or interfaith understanding or celebrate a community’s history and culture.
Continuous	Connecting British Columbia Program – Phase Two: Connectivity Infrastructure Strategy [LINK]	To support the development of regional connectivity infrastructure strategies that ensure that infrastructure strategies achieve objectives for the region.
Continuous	Community Economic Development and Diversification in British Columbia – Pacific Economic Development Canada [LINK]	Funds to respond to economic development opportunities or adjust to changing and challenging economic circumstances.

APPENDIX B

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

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

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

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Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
Continuous	Zero Emission Transit Fund – Infrastructure Canada [LINK]	Funding through two components to support public transit and school bus operators to electrify their fleets: 1. Planning projects 2. Capital projects
Continuous	ECO Employment Programs – Environmental Careers Organization of Canada [LINK]	Funding for training and employment to support job seekers looking to enter or advance their careers in the clean economy.
Continuous	Nature Smart Climate Solutions Fund – Environment and Climate Change Canada [LINK]	Funding for projects that reduce the loss, restore, or improve the management of ecosystems.
Continuous	Transit Minor Betterments Program – Ministry of Transportation and Infrastructure [LINK]	Funding for transit supporting projects.
		• Executive Services, SSI Bus Shelters • Executive Services, SSI Visitor Center Bus Shelter
Continuous	Feasibility study: Green Buildings Pathway – Green Municipal Fund [LINK]	This program provides funding for studies that explore energy-saving retrofits in municipal and community buildings to cut costs, reduce emissions, and improve performance.

APPENDIX B

Approved 			Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION		
Continuous	Business case: Community Energy Systems – Green Municipal Fund [LINK]	This funding supports viability assessments of community energy projects and their business models.		
Continuous	Capital project: Organic Waste-to-Energy – Green Municipal Fund [LINK] *New	Funding for the construction and operation of organic waste to energy systems.		
Continuous	Federal Lands Initiative – Canada Mortgage and Housing Corporation [LINK] *New	Discounted or no cost surplus land for affordable housing developments.		

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Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
Various	Community Emergency Preparedness Fund – UBCM [LINK]	The Community Emergency Preparedness Fund (CEPF) is a suite of funding streams intended to enhance the resilience of local governments, First Nations and communities in responding to emergencies and to reduce risks from future disasters due to natural hazards and climate-related risks. • Volunteer and Composite Fire Departments Equipment & Training • Emergency Support Services Equipment and Training • Indigenous Cultural Safety and Cultural Humility Training • Emergency Operations Centres Equipment and Training • Public Notification and Evacuation Route Planning

APPENDIX B

Closed Grants

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
9-Jan-25	Documentary Heritage Communities Program – Library and Archives Canada	Funding to support records and publications that reflect Canada's history.
10-Jan-25	Codes Acceleration Fund – Natural Resources Canada	Support for energy code projects relating to reducing GHG emissions.
30-Jan-25	Water Meter Pilot Program – Province of BC	Support for water meter purchasing and installation for smaller water services.
31-Jan-25	Emergency Support Services Equipment and Training – UBCM	Funding to support eligible applicants to build local capacity to provide emergency support services through volunteer recruitment, retention and training. <i>Housing, Planning and Protective Services, 2025 ESS Equipment and Training</i>
31-Jan-25	Community Regreening Program – BC Hydro	Funding to support the planting of trees and other vegetation that help enhance ecological networks across the province. The program also helps to ensure the right trees are planted near our power lines. <i>Corporate Services, Dinner Bay Park Fitness Circuit Beautification</i>

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Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
31-Jan-25	Municipal Climate Resiliency Grant – Intact Financial	Funding for practical solutions to protect people from effects of climate change and build more resilient communities.
31-Jan-25	Community Grants Program – Insurance Corporation of BC	Funding to support road safety and injury recovery initiatives. - Executive Services, Merchant Mews Crosswalk Construction - Executive Services, Ganges Crosswalk Study - Corporate Services, Schooner Way Crosswalk Construction
13-Feb-25	Organics Funding Program – CleanBC	Funding for projects that help reduce GHG emissions, by diverting organic waste from landfills.
20-Feb-25	Outdoor Recreation Fund of British Columbia – Outdoor Recreation Council of BC	Support for community-based initiatives that create outdoor and nature-based experiences. Corporate Services, Henderson Park Information Kiosk
21-Feb-25	Accelerating Community energy systems - Green Municipal Fund	Funding for a study that identifies opportunity areas for low-carbon community energy systems (including renewable and district energy systems) within communities and develops mechanisms to support implementation.
26-Feb-25	Active Transportation Fund – Capital Project Stream – Housing, Infrastructure, and Communities Canada	Funding for active transportation capital projects. Parks, Recreation & Environmental Services, Regional Trestles Renewal and Trails Widening and Lighting Project

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Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
28-Feb-25	Emergency Operations Centres Equipment and Training (2025) – UBCM	Funding to support the purchase of equipment and supplies required to maintain or improve Emergency Operations Centres (EOC) and to enhance EOC capacity through training and exercises.
13-Mar-25	Community Grants – Salt Spring Island Foundation	Funding to support local community initiatives. - Executive Services, Integrated Housing Strategy Action Plan - Executive Services, SIMS Gym Inflatable Play Equipment
31-Mar-25	Canada Housing Infrastructure Fund (CHIF) – Housing, Infrastructure, and Communities Canada	Funding for planning or capital projects that would build or upgrade drinking water, wastewater, stormwater, or solid-waste infrastructure to enable more housing. Infrastructure & Water Services, Main No. 4 Upgrade & Bear Hill Trunk Watermain
8-Apr-25	Energy Innovation Program – Natural Resources Canada	Funding to help Canada meet its climate change targets, while supporting the transition to a low-carbon economy. It funds research, development and demonstration projects, and other related scientific activities. The call had two focus areas: - Clean Fuels Production - Clean Fuels Transport and Storage
10-Apr-25	EcoAction Stream 2: Freshwater Sustainability and Innovation across Canada – Canada Water Agency	Funding to improve freshwater quality or ecosystem health, enable circular economy opportunities (e.g., nutrient recycling and/or recovery), or strengthen freshwater data available to decision-makers.

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Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
11-Apr-25	Next Generation 911 – UBCM	Funding to support local preparedness for the implementation of N9011, and to provide funding to eligible recipients to support the transition and operational readiness of existing 911 services to NG911.
25-Apr-25	Public Notification and Evacuation Route Planning – UBCM	Funding for planning and implementation costs for emergency management. <i>Housing, Planning and Protective Services, Evacuation Planning & Mapping for Electoral Areas</i>
30-Apr-25	2025 BC Trails Day Community Micro-grants – Outdoor Recreation Council of BC	Funding to help outdoor groups organize BC Trails Day events in their community.
23-May-25	Asset Management Planning – UBCM	Funding to assist local governments in delivering sustainable services by extending and deepening asset management practices within their organizations.
30-May-25	FireSmart Pilot Program – UBCM	Support to increase community resiliency and to help build a cooperative pathway for wildfire response via training and purchasing Personal Protective Equipment.
31-May-25	Hosting BC Program – Ministry of Tourism, Arts, Culture and Sport	Funding to help communities, organizations, and volunteers enhance their event hosting capacity, generate economic and tourism impact, and support sport excellence and athlete development pathways.

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Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
6-Jun-25	Jumpstart – Community Development Grants – Canadian Tire Jumpstart Charities	Funding to help organizations who provide programming for kids between the ages of 4-18 in financial need or youth with disabilities between the ages of 4-25. This funding is provided through two streams: 1. Programming Support 2. Operational Support
30-Jun-25	Connecting Communities BC – Province of BC	Funding to provide broadband infrastructure to reach underserved households in areas that currently lack internet service of at least 50 Megabits per second (Mbps) Download Speed /10 Mbps Upload Speed.
7-Jul-25	PlanH Healthy Communities Grants – BC Healthy Communities	Funding to support Indigenous and local governments, including health authorities, to advance policies, programs and strategies aimed at improving health equity, and well-being. Funding is available under two streams: 1. Community Connectedness 2. Healthy Public Policy • <i>Housing, Planning and Protective Services</i>, Salt Spring Island Community Health Needs Assessment 2025 <i>*New</i>
15-Jul-25	TD Friends of the Environment Foundation Grant – TD Bank Group	Funds to support schoolyard greening, park revitalization, community gardens, park programming and citizen science initiatives. • <i>Corporate Services</i>, Henderson Park Sign and Interpretive Nature Trail Project
30-Jul-25	FCC AgriSpirit Fund – Farm Credit Canada	Funding to support capital projects that enrich lives in communities of less than 150,000 people.

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

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Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
12-Sep-25	Strategic Priorities Fund – UBCM	Funding to support infrastructure and capacity-building projects that are either large in scale, regional in impact, or innovative, and that align with the program's objectives of supporting productivity and economic growth, a clean environment, and strong cities and communities. This funding is delivered through two streams: 1. Capital Infrastructure Stream 2. Capacity Building Stream • <i>Infrastructure & Water Services</i>, Main No. 1 HGL Increase ✱ • <i>Parks, Recreation & Environmental Services</i>, Advanced Biosolids Processing Project • <i>Executive Services</i>, Rainbow Recreation Centre Building Envelope Renewal Project • <i>Parks, Recreation & Environmental Services</i>, SEAPARC Recreation Infrastructure Growth Plan
15-Sep-25	Capital project: Construction of new sustainable municipal and community buildings – Green Municipal Fund	Funding for municipalities to design and construct new, high-efficiency, low-carbon community or municipal buildings.
16-Sep-25	Climate-Ready Plans and Processes – Green Municipal Fund	Funding to help communities adapt to the impacts of climate change by developing climate risk assessments and climate adaptation plans, which are critical for safeguarding infrastructure, protecting essential services, and ensuring the well-being of all residents.

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Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
17-Sep-25	New Horizons for Seniors Program – Community-Based Projects	Funding to support projects that are designed by seniors and for seniors in their communities. This program funds projects that empower seniors in their communities through increased social inclusion. Corporate Services, Dinner Bay Seniors Fitness Circuit (2025)
18-Sep-25	Growing Canada's Community Canopies: Tree Planting – Green Municipal Fund	Funding for tree planting in communities so that they can grow, manage, and protect tree canopies. Includes activities such as street tree planting, urban planting, park tree planting, riparian planting and forest restoration and reforestation.
18-Sep-25	2 Billion Trees Program – CleanBC	Funding for tree planting projects.
30-Sep-25	FireSmart Community Resilience Investment Program – UBCM	Funding to reduce the risk of wildfires and mitigate their impacts on BC communities.
30-Sep-25	Active Transportation Planning – UBCM	Funding to support local governments to incorporate or enhance active transportation components of formal planning documents (Official Community Plan, Sustainability Plan, Neighbourhood Plan, or Transportation Plan), including research, engagement, and policy development.
1-Oct-25	Commemorate Canada – Canadian Heritage	Funding for national projects in Canada marking significant historical anniversaries with an educational component.

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Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
9-Oct-25	Implementation projects: Adaptation in Action – Green Municipal Fund	Funding for projects that enhance long-term climate resilience in communities in an equitable and inclusive manner. This funding is intended for communities who are already aware of their climate risks and know which projects will help them make the greatest strides in improving their climate resilience. <i>Parks, Recreation & Environmental Services, Coles Bay Shoreline Restoration Project</i>
15-Oct-25	Operation ReLeaf – Tree Canada	Funding to support tree planting projects.
17-Oct-25	Safe and Active School Routes – Green Municipal Fund	Funding to support the design and installation of new or improved active transportation infrastructure along school routes, including quick-build or permanent features such as pathways, sidewalks, bike lanes, crossings and safety enhancements.
24-Oct-25	Local Food Infrastructure Fund – Agriculture and Agri-Food Canada	This funding supports projects that strengthen local food security by increasing access to nutritious, culturally appropriate food. Funding focuses on purchasing and installing infrastructure or equipment for food production.
28-Oct-25	Feasibility study: Adaptation in Action – Green Municipal Fund	Funding for feasibility studies that assess the viability of climate adaptation projects with total expected eligible implementation costs of up to \$1 million. This type of study usually examines a project's financial, technical, legal and operational aspects, plus scheduling and other factors. Study results provide insights into the project's achievability and the likelihood of its success.

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Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
30-Oct-25	Community Resiliency Investment Program: FireSmart Community Funding and Supports – UBCM	Funding to reduce community wildfire risk. <i>Housing, Planning and Protective Services, 2026 CRD FireSmart Community Funding and Support</i> *New
31-Oct-25	Rural Economic Diversification and Infrastructure Program – Ministry of Jobs and Economic Growth	This grant funding program supports rural communities throughout British Columbia to develop economic opportunities.
31-Oct-25	Community Emergency Preparedness Fund: Volunteer and Composite Fire Departments Equipment & Training – UBCM	This program provides funding to enhance the capacity and emergency response readiness of volunteer and composite fire departments in BC. <i>Housing, Planning and Protective Services, 2025 Volunteer and Composite Fire Departments Equipment and Training</i> *New
28-Nov-25	British Columbia Vision Zero in Road Safety Grant Program – Vision Zero BC *New	Funding for road safety projects, including infrastructure, policy and enforcement initiatives.
1-Dec-25	Treemendous Communities – Tree Canada	Funding for tree planting projects.

APPENDIX B

Approved  Pending  Declined 		
DEADLINE	PROGRAM	DESCRIPTION
1-Dec-25	Edible Trees – Tree Canada [LINK]	Funding for fruit and nut bearing trees to promote local food security, environmental health and community connections.

REPORT TO REGIONAL WATER SUPPLY COMMISSION MEETING OF DECEMBER 17, 2025

SUBJECT 2025 Regional Water Supply Strategic Plan – Final

ISSUE SUMMARY

To present a summary of the First Nations consultation and feedback on the draft 2025 Regional Water Supply Strategic Plan and the updated 2025 Regional Water Supply Strategic Plan (Appendix A) for approval.

BACKGROUND

At its February 21, 2024 meeting, the Regional Water Supply Commission (Commission) closed out the 2017 Strategic Plan and directed staff to update the Regional Water Supply Strategic Plan (Strategic Plan), with the further direction to return an updated draft to the Commission prior to initiating public, First Nations, and interest holder engagement.

Based on the February 21, 2024 direction from the Commission, staff developed a draft of the 2025 Strategic Plan. The draft built on the foundational commitments defined in the 2017 Strategic Plan and considered current operational context and external pressures and priorities anticipated in the next five-to-ten-year planning horizon. Staff incorporated best practices in water management and consulted with municipal partners to ensure the draft addressed both operational requirements and long-term strategic goals.

On July 17, 2024, staff presented the draft Strategic Plan and the proposed engagement plan to the Commission. The Commission provided feedback, which was incorporated into a revised draft. At the September 25, 2024 meeting, the Commission endorsed the revised draft Strategic Plan and directed staff to proceed with a two-phased engagement plan.

Public Engagement

Phase 1 of engagement focused on informing the public about the three commitments that form the foundation of the Strategic plan and gathered initial input on how the public would like to be engaged in the subsequent phase. The feedback from this engagement was presented to the Commission on November 20, 2024 and was summarised in *Regional Water Supply 2025 Strategic Plan: Community Input (Phase 1) – What We Heard Report* (Appendix C).

Following this, Phase 2 was conducted from February to March 2025, during which substantive feedback was collected from the community. At the May 21, 2025 Commission meeting, staff presented the *Regional Water Supply 2025 Strategic Plan: Community Input (Phase 2) – What We Heard Report* (Appendix D), providing a comprehensive summary of public feedback received during the engagement period. The Commission reviewed this report and the engagement outcomes.

First Nations Engagement

In parallel with public engagement, staff-initiated engagement with First Nations. On March 4, 2025, the Capital Regional District (CRD) sent letters of engagement to the following First Nations with traditional territories within the regional water supply area: BOKÉCEN (Pauquachin), Cowichan Tribes, Halalt, Lyackson, MÁLEXEL (Malahat), paaʔčiidʔatx (Pacheedaht), SʔÁUTW (Tsawout), Sc'ianew (Beecher Bay), Spune'luxutth (Penelakut), Stz'uminus, T'Sou-ke, Ts'uubaa-asatx, WJOLÉLP (Tsartlip), WSIKEM (Tseycum) and xʷsepsum (Kosapsum).

Each letter invited feedback on the draft 2025 Strategic Plan, specifically asking whether the proposed actions reflected the priorities of each Nation. The CRD expressed a strong interest in collaborating with each Nation on water supply management. While the draft Plan presented several potential actions, recipients were asked to consider how these actions aligned with their priorities and to suggest any additional initiatives for inclusion. Furthermore, CRD staff offered to meet individually with each First Nation to discuss the draft Strategic Plan in greater detail and to collect direct feedback.

To ensure a comprehensive and accurate summary of First Nations engagement, staff engaged Jemma Scoble & Associates Consulting Inc. (JSco). JSco was provided all formal and informal written feedback, as well as meeting summaries from First Nations that did not provide feedback in writing. JSco was tasked with reviewing this material and preparing an independent summary of key themes and perspectives, which is reflected in the *CRD Regional Water Supply Strategic Plan: First Nations Engagement – What We Heard Report* (Appendix E). The following themes were present in most of the discussions with First Nations and in written feedback received during the engagement period:

- Reconciliation as a Guiding Principle
- Governance and Representation
- Watershed Access
- Desire for Greater Collaboration on Watershed Stewardship and Protection
- Cultural and Spiritual Connection to Water
- Cumulative Impacts on Water Resources

Updates to the Draft Strategic Plan

Public feedback from both phases of engagement, along with input from First Nation consultation, has been considered and changes based on that feedback have been incorporated in the final the 2025 Regional Water Supply Strategic Plan (Appendix A). The following summarizes the more significant changes that have been made to the draft 2025 Strategic Plan that was released with the Phase 2 – Public Engagement and First Nations consultation (Appendix B).

Based on feedback from the public, there is an opportunity to provide more insight into the municipal water bills and clarify confusion and ambiguity. As the CRD does not bill residents directly for Regional Water Supply, staff will need to coordinate with each of the water suppliers. Given this feedback, staff have added the following action:

Commitment 2, Priority 2:

Long Term Action: Work with Municipal partners to provide added clarity on water bills.

Based on the feedback from the First Nations consultation, staff have updated the Guiding Principles to add a principle titled “Advancing Reconciliation Through Shared Water Stewardship.” The Land Acknowledgment was also updated based on feedback from the First Nations. Several actions were also revised or added in response to feedback from the First Nations, including:

Commitment 1, Priority 1:

Near Term Action: Expand opportunities for First Nations to access the watershed lands for cultural and ceremonial use, for purposes such as food and medicine harvesting.

Near Term Action: Explore additional opportunities for First Nation Guardian programs to conduct environmental monitoring in their territories.

Medium Term Action: Expand opportunities for First Nations involvement in stewardship of watershed lands.

Medium Term Action: Collaborate with First Nations on implementation and mitigation strategies for works that impact the watershed lands, waters and wildlife.

Commitment 1, Priority 2

Near Term Action: Refine the schedule and develop a delivery implementation strategy for infrastructure improvements identified in the 2022 Master Plan.

a. Undertake early engagement with First Nations and consultation as required

Commitment 1, Priority 3

Near Term Action: Explore options for enhanced First Nations participation in decision making within Regional Water Supply Service.

Commitment 3, Action 2

Cultivate strategic partnerships with skilled contractors and consultants, including First Nations, ensuring access to expertise and resources to meet operational and capital needs.

Commitment 3, Action 3

Foster partnerships with municipalities and First Nations to develop a robust integrated drinking water plan for emergency response and natural disasters in alignment with the evolving requirements of the Emergency and Disaster Mitigation Act.

The addition of the actions listed above responds to the priorities raised by the First Nations that are within the scope and control of the service.

Finally, messages introducing the Strategic Plan from the Chair and the General Manager were also added.

ALTERNATIVES

Alternative 1

That the Regional Water Supply Commission:

1. Approve the 2025 Regional Water Supply Strategic Plan as presented and direct staff to move forward with the actions identified; and
2. Direct staff to forward the 2025 Regional Water Supply Strategic Plan to the Capital Regional District Board for information and make the Plan available for public distribution.

Alternative 2

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

CONCLUSION

At its February 21, 2024 meeting, the Regional Water Supply Commission directed staff to update the Strategic Plan. Staff developed a draft, conducted two phases of public engagement (Phase 1 in late 2024 and Phase 2 in early 2025), and held parallel First Nations engagement. Updates based on this feedback were incorporated into the final 2025 Strategic Plan. This report recommends approving the plan and directing staff to proceed with identified actions and forward the plan to the Capital Regional District Board for information and public distribution.

RECOMMENDATION

That the Regional Water Supply Commission:

1. Approve the 2025 Regional Water Supply Strategic Plan as presented and direct staff to move forward with the actions identified; and
2. Direct staff to forward the 2025 Regional Water Supply Strategic Plan to the Capital Regional District Board for information and make the Plan available for public distribution.

Submitted by:	Alicia Fraser, P. Eng., General Manager, Infrastructure and Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: 2025 Strategic Plan - December 2025

Appendix B: Draft 2025 Strategic Plan - February 2025

Appendix C: What We Heard Report - Community Input (Phase 1)

Appendix D: What We Heard Report - Community Input (Phase 2)

Appendix E: What We Heard Report - First Nations Engagement



Making a difference...together

Regional Water Supply

STRATEGIC PLAN

DECEMBER 2025

Territorial Acknowledgment

The CRD respectfully acknowledges that many First Nations have long-standing relationships with the lands and waters in the Regional Water Supply Area since time immemorial that continue to this day. The Water Supply Area encompasses a geographical area of 20,643 hectares on the territories of the T'Sou-ke Nation, Sc'ianew (Beecher Bay) First Nation, MÁLEXEŁ (Malahat) Nation, P'a:chi:da?ahť (Pacheedaht) First Nation, STÁUTW (Tsawout) First Nation, WSIKEM (Tseycum) First Nation, BOKÉĆEN (Pauquachin) First Nation, WJOŁEŁP (Tsartlip) First Nation, Cowichan Tribes, Tsu'uubaa'asatx First Nation, Penelakut Tribe, Halalt First Nation, Lyackson First Nation, Stz'uminus First Nation, and x^wsepsəm (Kosapsum) Nation.

The CRD recognizes that each First Nation has a unique relationship to the Water Supply Area, and a responsibility to care for and steward the lands within their territory. The watershed has been and continues to be an important place for harvesting, cultural practices, and other uses. The CRD recognizes the critical importance of the lands making up the Regional Drinking Water Supply Area to First Nations and respects the ongoing responsibility of First Nations to care for these lands through their own governance and laws.

In this spirit, we commit to working collaborating with First Nations to increase our understanding of and apply learnings from Indigenous knowledge and environmental management practices, to cultivate partnership opportunities with First Nations, and to provide space within the Regional Drinking Water Supply Area for cultural and ceremonial use, food, medicine harvesting, environmental monitoring, and other priorities of the Nations as they emerge.

The CRD supplies drinking water to several First Nations throughout the region, and is committed to respectful collaboration and service delivery on a government-to-government basis with these Nations.



Cover photo: Sooke Watershed, North Basin

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Introduction

The Capital Regional District (CRD) supplies drinkable water to more than 430,000 people, supporting residential, commercial, institutional, light industrial, agricultural and public safety uses across the Greater Victoria area on Vancouver Island in British Columbia. Greater Victoria is growing and factors affecting water supply continue to change, however, a safe and adequate supply of drinking water is critical to the livability and sustainability of the Region. Recognizing this, the CRD makes three commitments (the “commitments”) to ensure a safe and healthy water supply:



Provide high quality, safe drinkable water



Provide an adequate, reliable, long-term supply of drinkable water



Provide efficient, effective and innovative operations of our water system infrastructure

The Regional Water Supply Strategic Plan (the “Strategic Plan”) sets commitments and identifies Strategic Priorities, with a planning horizon to the year 2055, that will guide the future direction for the Regional Water Supply Service (the “Service”). The Strategic Plan will also support CRD Board priorities, provide context for water servicing policy, and align with other CRD strategies and plans.

Message from the Commission Chair



As Chair of the Regional Water Supply Commission, I'm proud to present our finalized Strategic Plan, our commitment to long-term, visionary planning. This plan ensures our regional water supply continues to meet the evolving needs of residents and businesses.

Our vision is grounded in sustainable planning, anticipating future challenges to deliver reliable, high-quality water services that support regional growth and community vitality. Since 1915, the Sooke Lake Watershed has exemplified the success of combining vision with long-term planning, consistently providing exceptional service and water quality.

Today's challenges such as climate change, cybersecurity, emerging contaminants, advancing technologies, and evolving regulations differ from those of the past, but our commitment remains unchanged. This plan outlines the goals and strategies that will guide us in enhancing service and quality of life.

We believe this plan will serve as a clear roadmap for policymakers, staff, consultants, and regulators, ensuring public confidence in our system and in those delivering water to your taps.

Gord Baird (he/him)

Councillor – District of Highlands

Chair – CRD Regional Water Supply Commission

Chair – JDF Water Distribution Commission

Message from the General Manager



My career in municipal water began over 20 years ago, motivated by the chance to protect public health, support strong communities, and work at the intersection of engineering and the natural environment. That same perspective shapes how I approach this Strategic Plan, grounded in practical, long-term planning, strong teams, and solutions that balance today's needs with our responsibilities to future generations.

The 2025 Regional Water Supply Strategic Plan outlines how we will manage risk, renew systems, strengthen climate resilience, and maintain the reliability expected by the 430,000 people who depend on this service. It provides staff with a framework for aligning daily decisions with long-term priorities.

I acknowledge the CRD staff who contributed to the development of this plan, especially the Regional Water Supply teams whose technical insight and operational experience shaped its direction and whose day-to-day work keeps the system safe and responsive. I also extend my thanks to the public, First Nations, municipal partners, and the Water Advisory Committee for feedback that ensured the plan reflects regional needs.

As we move into implementation, success will depend on strong partnerships, clear communication, and steady follow-through. Staff are committed to carrying out the actions identified and supporting the priorities set by the Commission. This Strategic Plan sets the path for decades ahead, and staff will implement it with professionalism, integrity, and a clear focus on public confidence and value.

Alicia Fraser (she/her)

General Manager, Infrastructure & Water Services
Capital Regional District

Context for the Strategic Plan

In 1997, the Province transferred the Greater Victoria Water District to the CRD as part of a provincial direction aimed at creating a new system for water delivery in the region with the goal of fostering high-quality water provision, encourage conservation and ensure stewardship over the water supply catchment area.

The Regulation required the CRD to establish a strategic plan for managing the CRD's water supply. The CRD completed the first Regional Water Supply Strategic Plan in 1999 and reviewed and updated it in 2004, 2012, and 2017. The CRD is reviewing and updating the 2017 Strategic Plan in 2025. The previous plans resulted in the development and implementation of several initiatives in the areas of water conservation, management of watershed lands, investment in treatment and transmission infrastructure, adapting to climate change, and addressing changing water use trends.

The 2017 Strategic Plan had a significant focus on improving the overall resiliency of the system through risk mitigation and long-term planning. One of the key outputs from the 2017 Strategic Plan was the preparation of the 30-year Regional Water Supply Master Plan which identifies infrastructure needs to meet our growth and resiliency objectives. As we move into the 2025 Strategic Plan there will be a larger focus on the implementation of those longer-term planning efforts.

The CRD will use the 2025 Strategic Plan to guide the CRD's commitments to the Regional Water Supply Service's customers, and to inform the day-to-day activities and decision making associated with the Service. This will ensure the safe, reliable, and efficient delivery of water supply for current and future customers in Greater Victoria. The actions outlined in the Strategic Plan will direct the initiatives, projects and studies that will form the annual and five-year work programs, with progress reported to the Water Advisory Committee and Regional Water Supply Commission.

A PEOPLE POWERED PLAN

The Infrastructure & Water Services department is dedicated to ensuring the Regional Water Supply Service operates reliably and efficiently. Our team of experts in water operations maintenance, engineering, watershed protection, water quality, demand management, and capital project delivery work tirelessly to serve our communities.

Every team member contributes to ensuring that water flows from the taps, impacting the lives of everyone in our service areas. Our staff's professionalism and commitment to excellence are the backbone of our success.

Staff have played a crucial role in developing and advancing strategic plans, including this one. Their insights and efforts will be essential in implementing the plan's actions and meeting our longer-term commitments. Staff will continue to identify and recommend the most sustainable and affordable ways to achieve our goals. Continued investment in our people remains the most important factor in ensuring the success of this plan.



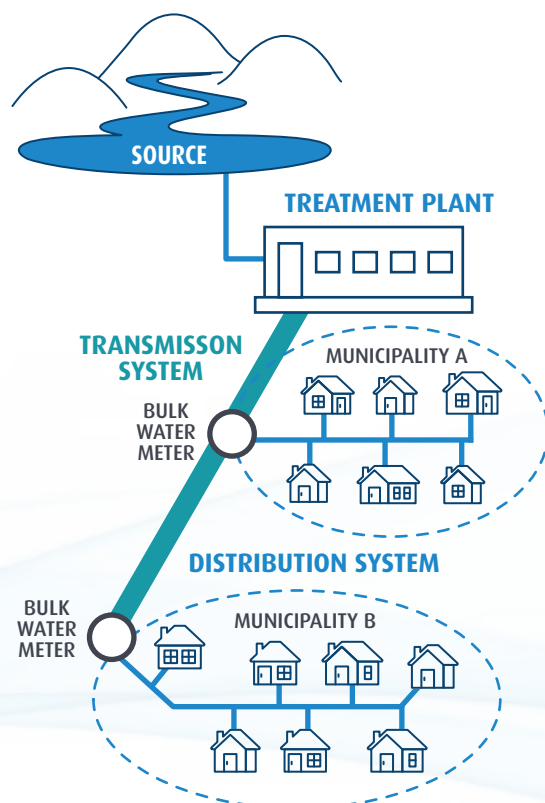
Watermain maintenance

Service Governance & Interest Holders

The water supply system operates under a CRD regional service, known as the Regional Water Supply Service, which is administered by the Regional Water Supply Commission, a Commission of the CRD Board.

The Regional Water Supply Commission (the “Commission”) is a body of 22 elected officials who represent and provide political leadership and decision making on behalf of the local authorities that receive water supply service. The Water Advisory Committee is the public advisory committee that provides advice to the Commission on matters related to the service including water supply, water quality, water conservation and stewardship of the Regional Water Supply Area (the watershed). There are many interest holders involved in the supply and delivery of safe drinking water, each with specific roles and responsibilities.

WATER SYSTEM



The Regional Water Supply Service is responsible for the treatment and transport of drinkable water through the transmission system. Water suppliers are responsible for the delivery of water through the distribution system to end users, being homes and businesses.

The Regional Water Supply Service provides drinking water to the communities listed below:

- District of Central Saanich
- City of Colwood
- Township of Esquimalt
- District of Highlands
- City of Langford
- District of Metchosin
- District of North Saanich
- District of Oak Bay
- District of Saanich
- Town of Sidney
- District of Sooke
- City of Victoria
- Town of View Royal
- Portions of East Sooke in the Juan de Fuca EA
- BOKEĆEN (Pauquachin) First Nation
- Sc'ianew (Beecher Bay) First Nation
- x̓w̓sepsəm (Kosapsum) Nation
- Songhees First Nation
- W̓JOŁŁEP (Tsartlip) First Nation
- S̓T̓AUT̓W̓ (Tsawout) First Nation
- W̓SIK̓EM (Tseycum) First Nation
- T'Souke First Nation



Some of the key interest holders are:

FEDERAL GOVERNMENT

The Guidelines for Canadian Drinking Water Quality, published by Health Canada, set out health and aesthetic limits for microbiological, chemical and radiological parameters and physical characteristics, such as taste and odour. Water utilities, such as the Regional Water Supply System, strive to achieve these guidelines in order to ensure clean and safe drinking water is provided to the community they serve.

PROVINCE OF BRITISH COLUMBIA

The provincial *Public Health Act* and Regulation sets out the role and powers of health officials and the requirements for planning, reporting and regulation of activities that may affect public health, including the provision of drinking water. The *Public Health Act* works in concert with the *Drinking Water Protection Act* and Regulation which pertains specifically to drinking water supply and protection requirements.

The CRD also meets the requirements of the *Water Sustainability Act* which sets out requirements to ensure a sustainable supply of fresh, clean water that meets the needs of BC residents and maintains critical flows to support fish and wildlife into the future.

ISLAND HEALTH AUTHORITY

Island Health is the Vancouver Island Health Authority that administers and enforces the applicable provincial legislation through water system operating permits. The CRD holds operating permits with Island Health for

the Regional Water Supply System and regularly reports drinking water quality information to Island Health.

WATER SUPPLIERS

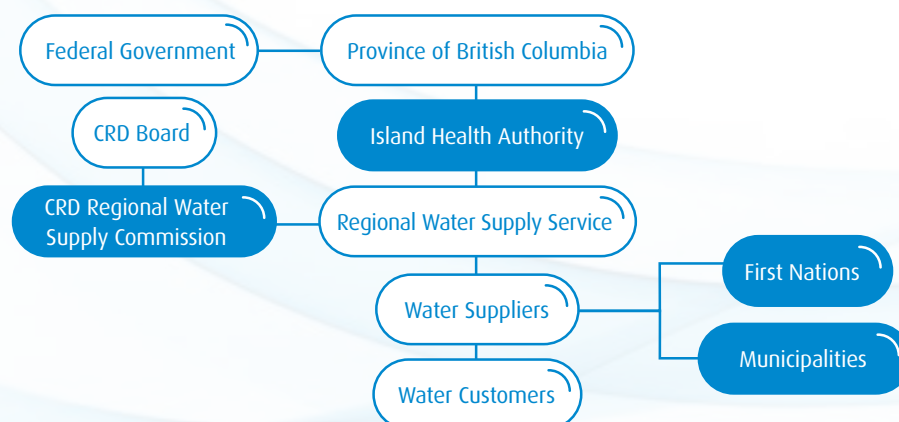
The CRD and municipalities in the region own and operate water systems that receive water from the Regional Water Supply Service, then distribute water directly to water customers. Water suppliers are responsible for the supply of safe drinking water as well as managing all other aspects of the distribution system.

FIRST NATIONS

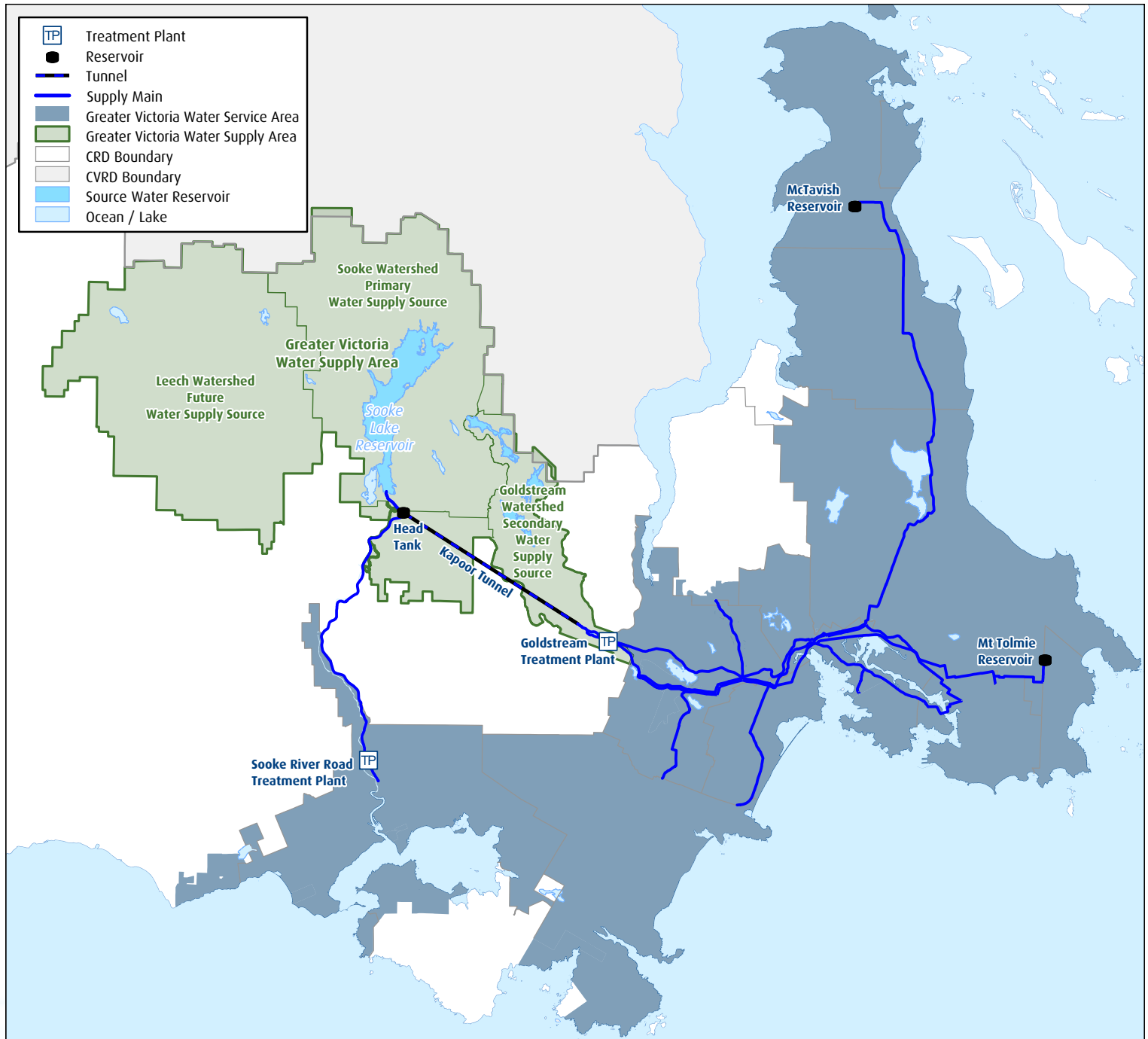
The Regional Water Supply Service source water is provided by the Sooke and Goldstream watersheds and in the future, the Leech watershed. These watersheds are in the territory of several First Nations who have been custodians of these lands and waters since time immemorial. The CRD is committed to working collaboratively with First Nations to respect their longstanding and ongoing interests in the Water Supply Area. Several First Nations are also customers of the Service and have all the same responsibilities of other water suppliers.

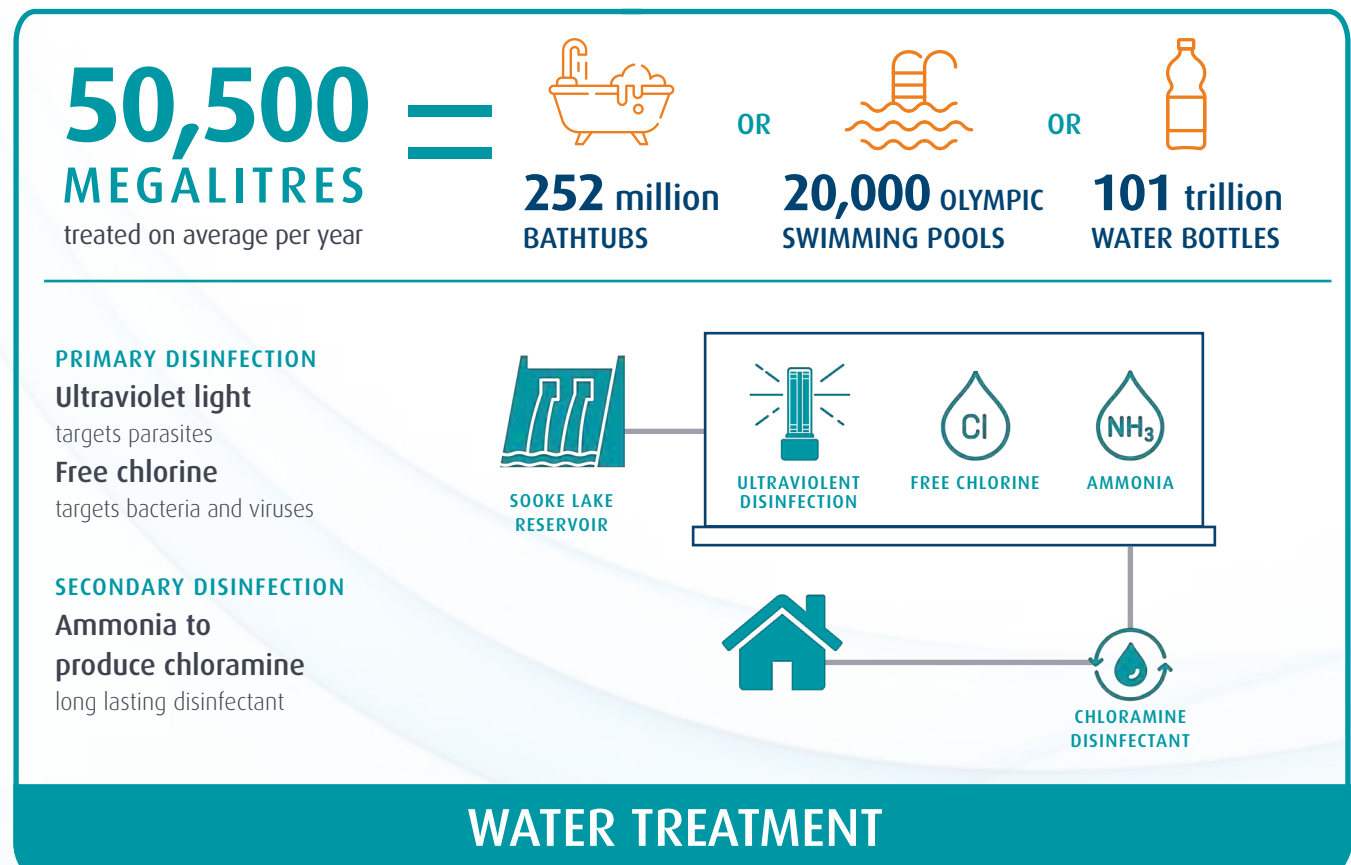
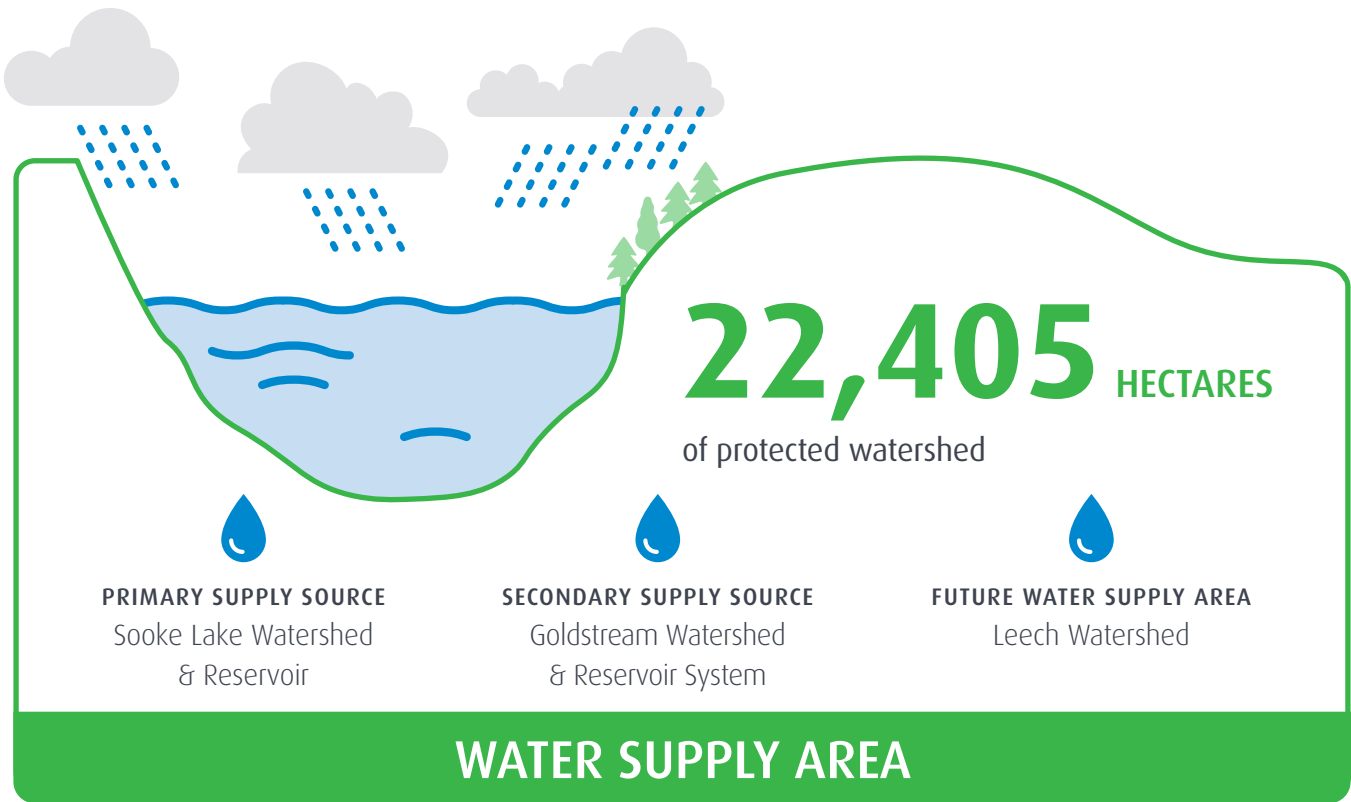
WATER CUSTOMERS

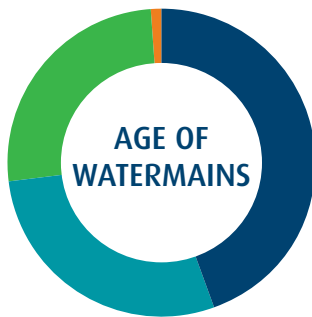
All water customers connected to a public water system are responsible for ensuring that the public system is not exposed to any contamination that could be introduced through private water plumbing systems by cross connection or backflow, and for using water responsibly, particularly when using water for discretionary purposes, to assist with management of the Region's water supply.



Regional Water Supply System







- 45% 50 to 75 years old
- 29% 25 to 50 years old
- 26% Less than 25 years old
- 1% older than 75 years

130 KM
of pipe and tunnel
Size range:
0.4m – 2m in diameter

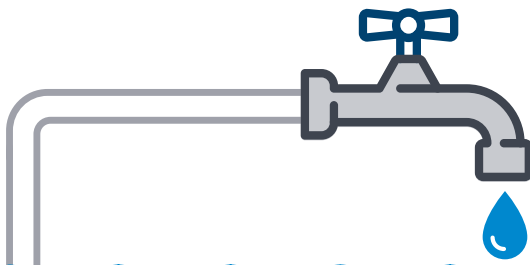
2 Active Transmission
Reservoirs with
34,000m³ of storage
which allows the system
to manage peak demands

POST DISASTER RESPONSE PLANNING



Focusing on seismic upgrades, emergency water distribution solutions, preparedness training, and stockpiling essential repair components.

WATER TRANSMISSION & STORAGE



DRINKING WATER SUPPLIED TO

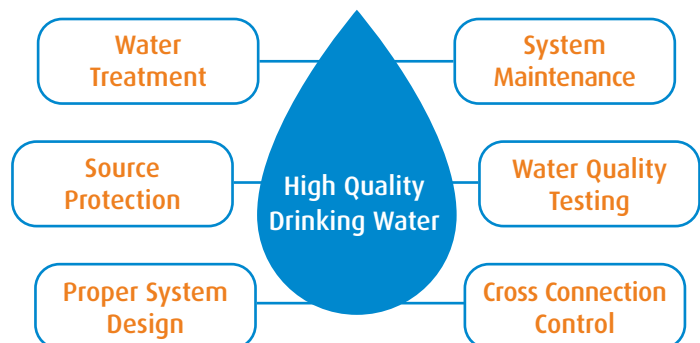
430,000

people in the region

342 LITRES

used per capita per day on average

MULTI-BARRIER APPROACH TO PROTECTING DRINKING WATER



WATER QUALITY & USAGE

The Regional Water Supply Strategic Plan Overview

This update of the Strategic Plan for Regional Water Supply sets out the Commitments, and Strategic Priorities for the Regional Water Supply Service.

MISSION STATEMENT

A mission statement is a concise description of organizational purpose, intention and objectives. This mission statement is a recognition of the role staff and decisions makers play in supporting the vitality of our communities. The mission is aligned with the CRD Mission and the Board and Organizational Visions.

COMMITMENTS

There are three key water supply commitments the CRD makes today and into the future. These long-term commitments are foundational to the plan and to achieving the service authority and mandate. The commitments are expected to remain virtually unchanged for decades.

STRATEGIC PRIORITIES & ACTIONS

Each commitment has supporting strategic priorities and actions which will guide shorter term initiatives as well as service planning and delivery. It is expected that strategic priorities would be reviewed and updated every five to ten years and actions would be planned, budgeted and implemented over the five-year cycle. Examples of actions that may be taken to achieve the strategic priorities have been outlined in the appendix. The actions may be adopted over time to meet changing pressures.

GUIDING PRINCIPLES

Our guiding principles are specific to the 2025 Strategic Plan and reflect the current context and the factors we consider when making decisions about services and long-term commitments. The principles appear in no particular order.

PLANNING HORIZON

The planning horizon for the development of the Strategic Plan is to 2055 based on the following considerations:

- 💧 2045 is the projected earliest date that the Leech Water Supply Area may be required to supplement the Sooke Lake Reservoir to meet regional water supply demand, based on historical average population growth rate projections.
- 💧 Water supply system infrastructure can have a useful life as short as 15 years and as long as 80 years or more.
- 💧 The 30-year planning horizon strikes a balance with what can reasonably be planned, considering the projected water supply needs of the region and other factors such as climate change and advances in technology, while looking far enough ahead to allow informed decision making regarding key infrastructure and financial decisions.



Water quality lab

Mission Statement

“Together we provide reliable, high-quality drinkable water to help ensure the health and sustainability of the growing communities we serve today and in the future.”

Commitments and Priorities



COMMITMENT 1

Provide high quality, safe drinkable water

PRIORITY ① Protect and manage the watershed to ensure sustainable high-quality source water.

PRIORITY ② Ensure drinking water quality with a multi-barrier risk-based approach.

PRIORITY ③ Advance our understanding of the watershed and source water to prepare for the future.



COMMITMENT 2

Provide an adequate, reliable, long-term supply of drinkable water

PRIORITY ① Continuously plan and prepare for future water supply needs.

PRIORITY ② Enhance public connection to, confidence in and responsibility for our water supply.

PRIORITY ③ Optimize our available water supply through water conservation.

PRIORITY ④ Implement a sustainable and equitable long-term financial plan.



COMMITMENT 3

Provide efficient, effective and innovative operations of our water system infrastructure

PRIORITY ① Make evidence-based and community-responsive infrastructure decisions to ensure reliable system performance and sustainability.

PRIORITY ② Assure sustainability and capacity of water management operations through sufficient resources, robust processes, strategic partnerships, effective tools, and continuous innovation.

PRIORITY ③ Enhance the security and sustainability of the water supply by effectively managing risks and enhancing emergency response capabilities.

PRIORITY ④ Attract, develop, and retain a diverse, knowledgeable and empowered workforce.

Guiding Principles

EMPOWERING STAFF FOR SUSTAINABLE WATER MANAGEMENT

Our staff are the cornerstone of our operations, essential for maintaining the reliability and efficiency of our water supply service. Through strategic investments in training, retention, recruitment, and safety protocols, we cultivate a supportive environment where our team can thrive. Prioritizing their well-being and fostering a culture of innovation ensures the continued success and resilience of our water management efforts and our service.

SUPPORTING A GROWING REGION WITH RELIABLE SERVICE

Our commitment to the region is to provide clean, reliable water to our customers now and into the future. We achieve this through forward-thinking planning to ensure we are preparing for the future demands on our water system. We carefully balance internal and external pressures, costs, and investments over time to meet the changing needs.

RESPECTING AND ADAPTING TO THE CHANGING ENVIRONMENT

We foster a culture of respect and stewardship of the watershed lands to supply high quality source water, while also protecting biodiversity and forests. We strive to maintain forest and watershed resilience and to adapt infrastructure and operational practices to enhance resilience to extreme weather events and other climate and environmental changes.

MANAGING OUR RESOURCES EFFECTIVELY AND EFFICIENTLY

The sustainability and longevity of the water supply cannot be achieved through infrastructure investments alone. Implementing strategies to manage, maximize and optimize utilization of existing resources is at the heart of preparing for the future. We are improving efficiency by equipping staff with the information and tools they need to make better informed decisions.

PROACTIVELY MANAGING AND BALANCING INTERNAL AND EXTERNAL RISKS

The implementation of a comprehensive risk management strategy is integral to all aspects of our work serving the region. This involves balancing opportunities and risks, with a focus on allocating resources effectively to maintain and enhance current operations. We continue to prioritize the identification and mitigation of risks to our water supply system and water quality, particularly those related to climate change impacts, service reliability, and associated health and safety concerns for both staff and the communities we serve.

FOSTERING COLLABORATIVE RELATIONSHIPS WITH CUSTOMERS AND PARTNERS TO IMPROVE OUR SERVICE

We must demonstrate the value of and effort behind the water supply service to foster appreciation and respect for this essential resource. We advance this by openly sharing information about the water supply system and its operations to the public, while seeking feedback on our service. We also collaborate with municipal and First Nations staff to continue improving and aligning our services to the needs of the region's residents. We build strong partnerships and create opportunities for collaboration so we can continue to improve.

ADVANCING RECONCILIATION THROUGH SHARED WATER STEWARDSHIP

We recognize that the region's water supply system exists within the traditional territories of many First Nations. We are committed to meaningful collaboration with First Nations as rights holders and stewards of the land. By integrating Indigenous knowledge, removing barriers to participation, and building respectful relationships, we honour cultural connections to water and advance reconciliation through shared responsibility for the protection and sustainability of our watershed.

Advancing the Strategic Plan

A safe and adequate supply of drinkable water is critical to the livability and sustainability of Greater Victoria and the capital region. The Greater Victoria area is fortunate to have a protected water catchment, a well-established water supply system and a climate that with continued foresight will supply water into the future.

The commitments outlined in the Plan will ensure that the CRD continues to provide clean, safe, reliable drinkable water to the communities we serve. The strategic priorities and actions will guide service planning and delivery over the coming years. The CRD continues to be responsive to factors affecting the uncertainty of water supply, such as climate change and future water demand, to ensure our long-term commitments to our customers are achieved.

Progress and outcomes will be tracked and reported to the Regional Water Supply Commission to ensure the ongoing achievement of the commitments, strategic priorities and actions in the Strategic Plan.



Sooke watershed tour

Appendix: Commitments, Strategic Priorities, Actions



COMMITMENT 1

Provide high quality, safe drinkable water

PRIORITY ① Protect and manage the watershed to ensure sustainable high-quality source water.

ACTIONS

Near-Term Actions

- 💧 Protect water supply and ecosystems from contaminants and invasive plants, animals, and pathogens by completing a study to document biosecurity risks and revise or implement new biosecurity protection measures.
- 💧 Continue to monitor the watershed and implement climate adaptation and mitigation initiatives to reduce the impacts associated with the magnitude and rate of projected climate change on ecosystems, water quality and infrastructure in the watershed. Example Initiatives:
 - a. Undertake a feasibility study to determine optimal siting and operating procedures for a second intake on the Sooke Lake Reservoir.
 - b. Develop a forest management strategy or plan to maintain and enhance forest resilience.
- 💧 Expand opportunities for First Nations to access the watershed lands for cultural and ceremonial use, such as food and medicine harvesting.
- 💧 Explore additional opportunities for First Nation Guardian programs to conduct environmental monitoring in their territories.

Medium-Term Actions

- 💧 Continue to enhance capabilities in wildfire prevention, preparedness, early detection, suppression, forest fuel reduction and post-wildfire emergency rehabilitation measures to reduce and mitigate the potential impacts of a large-scale wildfire in the watershed on water quality and supply. Example Initiatives:
 - a. Increased use of infrared and drone technology and monitoring software to provide early fire detection and inform fire response.
 - b. Trial the use of prescribed burning and other techniques to manage forest fuel build up.
- 💧 Expand opportunities for First Nations involvement in stewardship of watershed lands.
- 💧 Continue to seek ownership, management, or influence of watershed lands and watershed buffer lands in alignment with the Greater Victoria Water Supply Area land acquisition priorities.
- 💧 Collaborate with First Nations on implementation and mitigation strategies for works that impact the watershed lands, waters and wildlife.

Longer-Term Actions

- 💧 Develop a management strategy specific to non-catchment lands within the watershed.
- 💧 Develop a policy that defines the parameters and requirements for consideration of renewable energy or environmentally sustainable enterprises in the watershed.

**COMMITMENT 1**

Provide high quality, safe drinkable water

PRIORITY ② Ensure drinking water quality with a multi-barrier risk-based approach.

ACTIONS**Near-Term Actions**

- 💧 Continue to update and expand the Drinking Water Safety Plan and Water Quality Risk Registry.
- 💧 Refine the schedule and develop a delivery implementation strategy for infrastructure improvements identified in the 2022 Master Plan.
 - a. Undertake early engagement with First Nations and consultation, as required.
- 💧 Continue baseline water sampling and research projects which support future infrastructure design.
- 💧 Ongoing water quality monitoring to verify proper system operations and identify potential water quality risks. This also includes research and studies into contaminants of emerging concern.
- 💧 Maintain and enhance the regional cross-connection program to ensure the drinking water system is not contaminated by connection to non-potable water sources.

Medium-Term Actions

- 💧 Commence water filtration pilots to refine the design parameters for future water treatment processes and cost estimates, to inform preliminary design.
- 💧 Maintain ISO 17025 Laboratory accreditation and Provincial Health Officer certification.

Longer-Term Actions

- 💧 Enhance/expand water quality network monitoring, including the development of a remote and continuous lake monitoring system that can track water quality changes in the source water.

**COMMITMENT 1**

Provide high quality, safe drinkable water

PRIORITY ③ Advance our understanding of the water supply area and source water to prepare for the future.

ACTIONS**Near-Term Actions**

- 💧 Complete modelling of climate change effect on forests and effectiveness of forest management treatments to help guide management of the watershed forests into the future.
- 💧 Explore options for enhanced First Nations participation in decision making within Regional Water Supply Service.

Medium-Term Actions

- 💧 Develop reservoir inflow and circulation models and conduct analyses to improve the understanding of these linkages and how they affect drinking water quality and the health of aquatic ecosystems.
- 💧 Expand and integrate the monitoring of watershed hydrology and water quality in the watershed to improve understanding of the linkages among weather, stream flows, reservoir circulation and source water quality.
- 💧 Continue to partner with other agencies, First Nations, and educational institutions to better understand the water supply area forest and aquatic ecosystems, risks from climate change, insects, diseases, and invasive species; to inform management for water supply and natural values.
- 💧 Assess forest management trials such as, thinning, juvenile spacing, and prescribed burning, to assess the impact of the treatment on forest fuel, tree and stand growth and health, and fire danger.

Longer-Term Actions

- 💧 Undertake post-wildfire and sediment delivery modelling to inform water treatment and water quality preparedness plans and filtration design prior to and after the introduction of alternate water sources.

**COMMITMENT 2**

Provide an adequate, reliable, long-term supply of drinkable water

PRIORITY ① Continuously plan and prepare for future water supply needs.

ACTIONS**Near-Term Actions**

- 💧 On a prescribed timeframe, routinely update assumptions and future growth projection as it relates to the Master Plan and Development Cost Charge Programs.

Medium-Term Actions

- 💧 Define a strategy to increase additional water resources, building on alternatives outlined in the Master Plan.
Example initiatives:
 - a. Refine infrastructure needs to access additional water capacity to meet 2055 projected demands.
 - b. Define maximum water supply capacity using sources within existing CRD owned watershed lands.

- 💧 In collaboration with water suppliers, develop a regional strategy and standards regarding storage capacity (reservoirs) within the transmission and municipal distribution systems.

- 💧 Work collaboratively with municipal and First Nation partners to clarify and define service levels related to water supply and system boundaries.

Longer-Term Actions

- 💧 If required, develop a land acquisition strategy to expand long-term water supply to meet the needs beyond 2055.

**COMMITMENT 2**

Provide an adequate, reliable, long-term supply of drinkable water

PRIORITY ② Enhance public connection to, confidence in and responsibility for our water supply.

ACTIONS**Near-Term Actions**

- 💧 Continue to expand and promote public tours of the watershed and expand information relating to the water supply system on the CRD website.
- 💧 Develop and promote curriculum for schools on drinking water and watersheds.
- 💧 Continue with public engagement through official channels like the Water Advisory Committee.

Medium-Term Actions

- 💧 Develop a long-term media/communication strategy that engages the public on efforts to protect and improve the resilience of the drinking water system.
- 💧 Assess opportunities for two-way communication with customers related to the quality of service provided.

Longer-Term Actions

- 💧 Develop a Live Data stream/website or App on the water system — outages, facts, and construction projects.
- 💧 Work with Municipal partners to provide added clarity on water bills.
- 💧 Develop a speaker series for the public that would include presentations by third-party experts on emerging topics concerning water.

**COMMITMENT 2**

Provide an adequate, reliable, long-term supply of drinkable water

PRIORITY ③ Optimize our available water supply through water conservation.

ACTIONS**Near-Term Actions**

- 💧 Define the “by sector” demand baseline and define long term targets.
- 💧 Develop a water conservation plan.

Medium-Term Actions

- 💧 Assess baseline data to define targets and develop a multi-year demand management strategy.
- 💧 Develop policy and bylaws to support effective water conservation and maximizing water supply.
- 💧 Investigate opportunities for creating shared and consistent data sets with municipalities to facilitate analysis and trend monitoring.

Longer-Term Actions

- 💧 Continuously refine policy and practices to adjust demand management to optimize water supply.
- 💧 Identify and study existing and future stressors on water demands to refine water use trends.

**COMMITMENT 2**

Provide an adequate, reliable, long-term supply of drinkable water

PRIORITY ④ Implement a sustainable and equitable long-term financial plan.

ACTIONS**Near-Term Actions**

- 💧 Implement a Development Cost Charge (DCC) program and Bylaw for the Regional Water Supply Service along with a waivers or reductions bylaw.
- 💧 Continue to engage First Nations and put in place Bulk Water Supply Agreements supporting the development of stronger government-to-government relationships.

Medium-Term Actions

- 💧 Continue to refine the long-term financial plan.
- 💧 Investigate the introduction of a framework that measures the investment in climate adaptation and mitigation vs. the cost of inaction.
- 💧 Identify grant and partnership opportunities to fund future infrastructure needs.

Longer-Term Actions

- 💧 Continue to assess opportunities to streamline or strengthen governance of the Regional Water Supply Service.

**COMMITMENT 3**

Provide efficient, effective and innovative operations of our water system infrastructure

PRIORITY ① Make evidence-based and community-responsive infrastructure decisions to ensure reliable system performance and sustainability.

ACTIONS**Near-Term Actions**

- 💧 Continue to develop and consolidate various risk registries to prioritize expenditures based on those identified risks.

Medium-Term Actions

- 💧 Mature our asset and maintenance management processes to maximize data driven decision-making.
Example Initiatives:
 - a. Define data standards and Key Performance Indicators (KPIs) related to maintenance and asset management and develop dashboards to track and identify trends.
 - b. Refine the comprehensive asset management plan to prioritize key maintenance and capital projects.
- 💧 Refine maintenance plans to optimize and extend asset life.
- 💧 Continue to develop and improve our SCADA system to inform operational decision making.

Longer-Term Actions

- 💧 Create and automate an integrated process narrative for the transmission system to optimize system performance and improve energy efficiency.
- 💧 Expand the critical spare parts program to continue to reduce system downtime or service interruptions.
- 💧 Invest in technology for decision-making support and reporting.
- 💧 Explore the technology, tools and sensors that can further inform and enhance maintenance plans.

**COMMITMENT 3**

Provide efficient, effective and innovative operations of our water system infrastructure

PRIORITY ② Assure sustainability and capacity of water management operations through sufficient resources, robust processes, strategic partnerships, effective tools, and continuous innovation.

ACTIONS**Near-Term Actions**

- 💧 Continuously assess and improve processes and procedures to streamline operations, reduce costs and increase efficiency.
- 💧 Modernize contract and project management tools to support more efficient and effective procurement and project delivery.
- 💧 Participate in industry associations to leverage applicable operational experience and best practices that can add value to our system.

Medium-Term Actions

- 💧 Continuously evaluate and integrate innovative solutions, such as smart meters, leak detection technologies, and renewable energy sources, to enhance system resilience and sustainability and support our corporate energy efficiency and emissions reduction goals as outlined in the CRD Climate Action Strategy.
- 💧 Cultivate strategic partnerships with skilled contractors and consultants, including First Nations, ensuring access to expertise and resources to meet operational and capital needs.
- 💧 Foster partnerships with technology providers and research institutions to stay at the forefront of innovation in water management.
- 💧 Develop agreements with municipalities for shared capital delivery of contracts.
- 💧 Explore opportunities for Mutual Aid Agreements for enhanced emergency response.

Longer-Term Actions

- 💧 Develop educational initiatives (workshops, webinars, etc.) to assist potential vendors to understand and navigate the procurement process effectively.

**COMMITMENT 3**

Provide efficient, effective and innovative operations of our water system infrastructure

PRIORITY ③ Enhance the security and sustainability of the water supply by effectively managing risks and enhancing emergency response capabilities.

ACTIONS**Near-Term Actions**

- 💧 Foster partnerships with municipalities and First Nations to develop a robust integrated drinking water plan for emergency response and natural disasters in alignment with the evolving requirements of the *Emergency and Disaster Mitigation Act*.
- 💧 Continue regular safety training and drills for employees focusing on WorkSafeBC requirements, hazard awareness, operating equipment safely, and responding to emergencies effectively.
- 💧 Continue to actively protect the watershed and water supply infrastructure from unauthorized physical activities or access.
- 💧 Identify and mitigate risks to our digital environment to safeguard against cyber threats and data breaches.
- 💧 Develop and implement dam safety public engagement and communication plans, including a public-facing webpage with dam safety and emergency preparedness information.

Medium-Term Actions

- 💧 Enhance the risk register with physical and cyber security threats and identify mitigation measures.
- 💧 Implement dam safety instrumentation improvements at large dams to improve dam safety, early warning response and emergency preparedness.
- 💧 Reassess risks to the dam portfolio, including regional seismic risk, flood risk, and plan for capital improvements.

Longer-Term Actions

- 💧 Formalize and document the dam safety management system.
- 💧 Design and implement seismic rehabilitation and capital improvements at higher consequence dams, including Sooke Lake Dam and Deception Gulch Dam.

**COMMITMENT 3**

Provide efficient, effective and innovative operations of our water system infrastructure

PRIORITY ④ Attract, develop, and retain a diverse, knowledgeable and empowered workforce.

ACTIONS**Near-Term Actions**

- 💧 Continue the IWS Utility Operator cross training program within each Environmental Operator Certification Program discipline.
- 💧 Partner with post-secondary co-op programs to develop and recruit future job applicants.
- 💧 Ongoing evaluation of the CRD's Utility Operator Program. This is a CRD program designed to provide career development and progression as utility staff gain additional experience and related British Columbia Environmental Operators Certificate Program certifications.
- 💧 Continue to partner with CRD People, Safety and Culture division on training opportunities, including personal and professional development.

Medium-Term Actions

- 💧 Enhance personal and professional development opportunities to better support career advancement, including formal and informal mentorship opportunities.
- 💧 Develop a long-term resource strategy and succession planning program for the service that considers the strategic priorities, as well as the changing infrastructure landscape within the service.
- 💧 Ongoing training for Management staff through the CRD's iLead program in partnership with Royal Roads University.

Longer-Term Actions

- 💧 Provide training to management, team leads and supervisors on Effective Utility Management or equivalent.



Making a difference...together

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Making a difference...together

Regional Water Supply

DRAFT STRATEGIC PLAN

FEBRUARY 2025

Territorial Acknowledgment

The CRD supplies drinking water to several First Nations throughout the region. The Regional Drinking Water Supply Area encompasses a geographical area of 20,643 hectares on the Territories of the T'Sou-ke Nation, Sc'ianew (Beecher Bay) First Nation, MÁLEXEŁ (Malahat) Nation, P'a:chi:da?ahť (Pacheedaht) First Nation, STÁUTW (Tsawout) First Nation, WSIKEM (Tseycum) First Nation, BOKÉĆEN (Pauquachin) First Nation, WJOŁEŁP (Tsartlip) First Nation, Cowichan Tribes, Tsu'uubaa'asatx First Nation, Penelakut Tribe, Halalt First Nation, Lyackson First Nation, Stz'uminus First Nation, and x^wsepsəm (Kosapsum) Nation.

The CRD respectfully acknowledges that First Nations have long-standing relationships with the lands and waters in the Regional Water Supply Area since time immemorial that continue to this today. The Infrastructure and Water Services Department is committed to supporting the CRD's path to reconciliation through the development and implementation of the Regional Water Supply Strategic Plan. We recognize the critical importance of the lands making up the Regional Drinking Water Supply Area to these First Nations for traditional and cultural uses and for the expression of their Aboriginal and treaty rights. In this spirit, we commit to working collaboratively with First Nations to increase our understanding of and apply learnings from Indigenous knowledge and environmental management practices, and to provide space within the Regional Drinking Water Supply Area for cultural and ceremonial use, food, and medicine harvesting.



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Introduction

The Capital Regional District (CRD) supplies drinkable water to more than 430,000 people, supporting residential, commercial, institutional, light industrial, agricultural and public safety uses across the Greater Victoria area on Vancouver Island in British Columbia. Greater Victoria is growing and factors affecting water supply continue to change, however, a safe and adequate supply of drinking water is critical to the livability and sustainability of the Region. Recognizing this, the CRD makes three commitments (the “commitments”) to ensure a safe and healthy water supply:

1



Provide high quality, safe drinkable water

2



Provide an adequate, reliable, long-term supply of drinkable water

3



Provide efficient, effective and innovative operations of our water system infrastructure

The Regional Water Supply Strategic Plan (the “Strategic Plan”) sets commitments and identifies Strategic Priorities, with a planning horizon to the year 2055, that will guide the future direction for the Regional Water Supply Service (the “Service”). The Strategic Plan will also support CRD Board priorities, provide context for water servicing policy, and align with other CRD strategies and plans.

Context for the Strategic Plan

In 1997, the province transferred the Greater Victoria Water District to the CRD as part of a provincial direction aimed at creating a new system for water delivery in the region with the goal of fostering high-quality water provision, encourage conservation and ensure stewardship over the water supply catchment area.

The Regulation required the CRD to establish a strategic plan for managing the CRD’s water supply. The CRD completed the first Regional Water Supply Strategic Plan in 1999 and reviewed and updated it in 2004, 2012, and 2017. The CRD is reviewing and updating the 2017 Strategic Plan in 2025. The previous plans resulted in the development and implementation of several initiatives in the areas of water conservation, management of watershed lands, investment in treatment and transmission infrastructure, adapting to climate change, and addressing changing water use trends.

The 2017 Strategic Plan had a significant focus on improving the overall resiliency of the system through risk mitigation and long-term planning. One of the key outputs from the 2017 Strategic Plan was the preparation of the 30-year Regional Water Supply Master Plan which identifies infrastructure needs to meet our growth and resiliency objectives. As we move into the 2025 Strategic Plan there will be a larger focus on the implementation of those longer-term planning efforts.

The CRD will use the 2025 Strategic Plan to guide the CRD’s commitments to the Regional Water Supply Service’s customers, and to inform the day-to-day activities and decision making associated with the Service. This will ensure the safe, reliable, and efficient delivery of water supply for current and future customers in Greater Victoria. The actions outlined in the Strategic Plan will direct the initiatives, projects and studies that will form the annual and five-year work programs, with progress reported to the Water Advisory Committee and Regional Water Supply Commission.

A PEOPLE POWERED PLAN

The Infrastructure & Water Services department is dedicated to ensuring the Regional Water Supply Service operates reliably and efficiently. Our team of experts in water operations maintenance, engineering, watershed protection, water quality, demand management, and capital project delivery work tirelessly to serve our communities.

Every team member contributes to ensuring that water flows from the taps, impacting the lives of everyone in our service areas. Our staff’s professionalism and commitment to excellence are the backbone of our success.

Staff have played a crucial role in developing and advancing strategic plans, including this one. Their insights and efforts will be essential in implementing the plan’s actions and meeting our longer-term commitments. Staff will continue to identify and recommend the most sustainable and affordable ways to achieve our goals. Continued investment in our people remains the most important factor in ensuring the success of this plan.

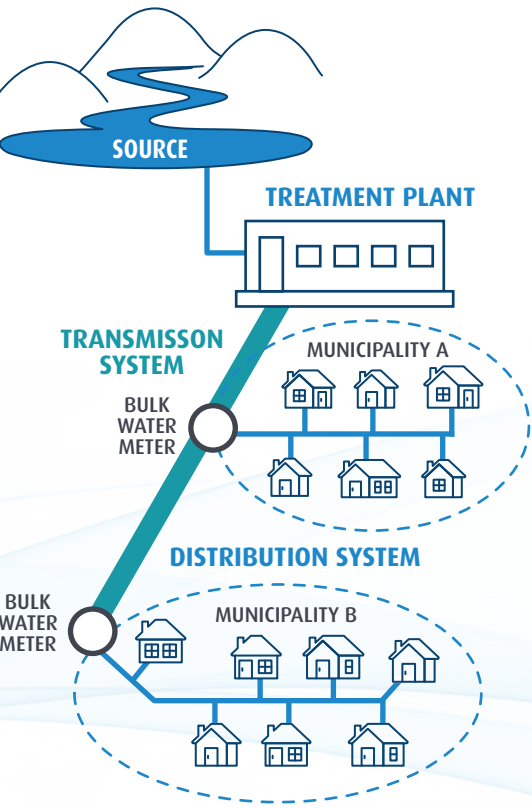


Service Governance & Interest Holders

The water supply system operates under a CRD regional service, known as the Regional Water Supply Service, which is administered by the Regional Water Supply Commission, a Commission of the CRD Board.

The Regional Water Supply Commission (the “Commission”) is a body of 22 elected officials who represent and provide political leadership and decision making on behalf of the local authorities that receive water supply service. The Water Advisory Committee is the public advisory committee that provides advice to the Commission on matters related to the service including water supply, water quality, water conservation and stewardship of the Regional Water Supply Area (the watershed). There are many interest holders involved in the supply and delivery of safe drinking water, each with specific roles and responsibilities.

WATER SYSTEM



The Regional Water Supply Service is responsible for the treatment and transport of drinkable water through the transmission system. Water suppliers are responsible for the delivery of water through the distribution system to end users, being homes and businesses. The Regional Water Supply Service provides bulk water to the communities listed below and the CRD, who operate water distribution systems that deliver water directly to customers across Greater Victoria.*

- ◆ District of Central Saanich
- ◆ District of North Saanich
- ◆ District of Oak Bay
- ◆ District of Saanich
- ◆ Town of Sidney
- ◆ City of Victoria/Township of Esquimalt
- ◆ Sc’ianew (Beecher Bay) First Nation
- ◆ x̱w̱seps̱əm (Kosapsum) Nation
- ◆ CRD Juan de Fuca Water System (Serving Town of View Royal, City of Colwood, City of Langford, District of Metchosin, District of Highlands, District of Sooke, portions of East Sooke in the Juan de Fuca Electoral Area, Songhees First Nation, T’Souke First Nation)

* Represents service agreements at the time of publishing.

Regional Water Supply System

Some of the key interest holders are:

CANADA

The Guidelines for Canadian Drinking Water Quality, published by Health Canada, set out health and aesthetic limits for microbiological, chemical and radiological parameters and physical characteristics, such as taste and odour. Water utilities, such as the Regional Water Supply System, strive to achieve these guidelines in order to ensure clean and safe drinking water is provided to the community they serve.

PROVINCE OF BRITISH COLUMBIA

The provincial Public Health Act and Regulation sets out the role and powers of health officials and the requirements for planning, reporting and regulation of activities that may affect public health, including the provision of drinking water. The Public Health Act works in concert with the Drinking Water Protection Act and Regulation which pertains specifically to drinking water supply and protection requirements.

The CRD also meets the requirements of the Water Sustainability Act which sets out requirements to ensure a sustainable supply of fresh, clean water that meets the needs of BC residents today and into the future.

ISLAND HEALTH

Island Health is the Vancouver Island Health Authority that administers and enforces the applicable provincial legislation through water system operating permits. The CRD holds operating permits with Island Health for the Regional Water Supply System and regularly reports drinking water quality information to Island Health.

WATER SUPPLIERS

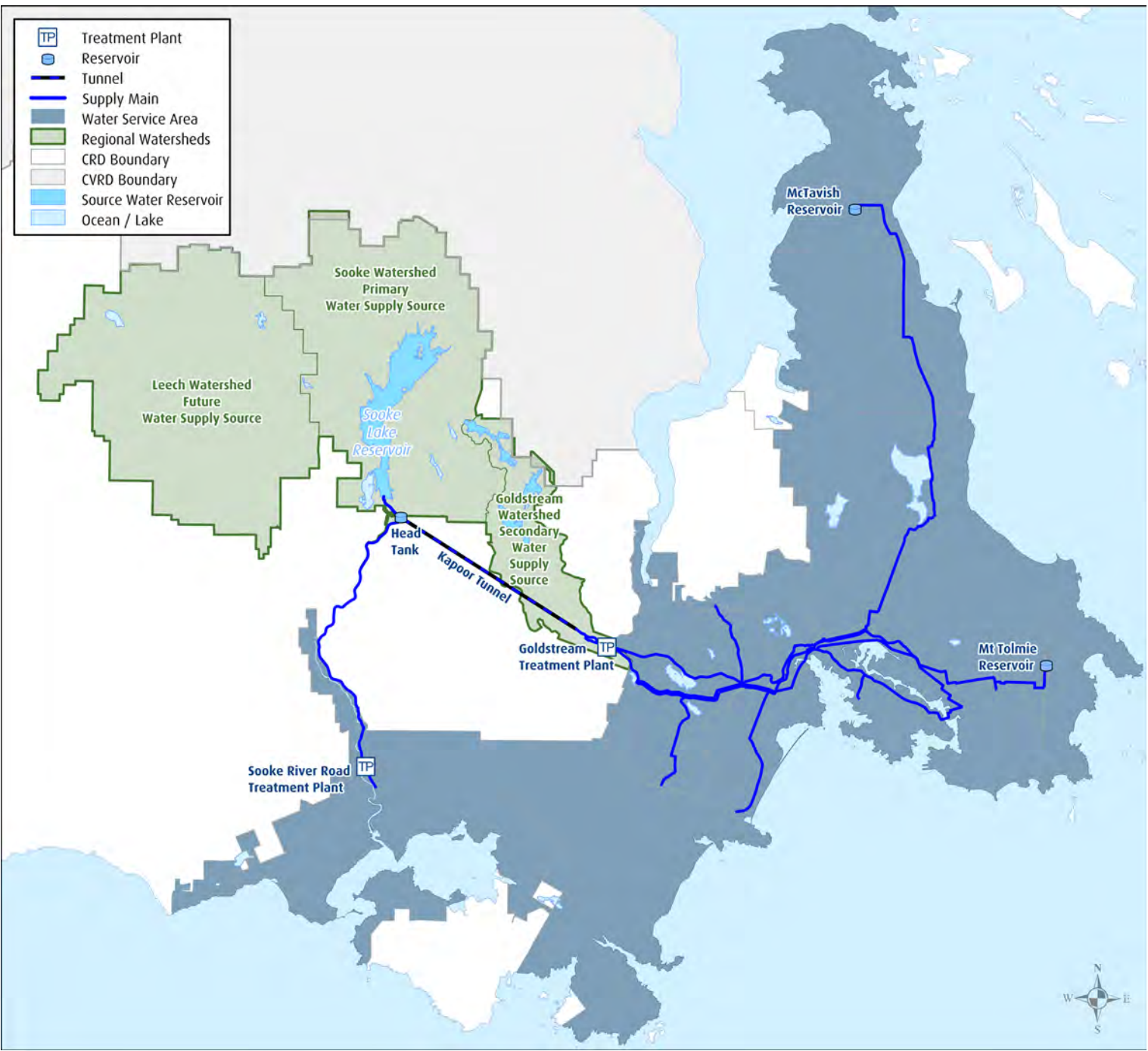
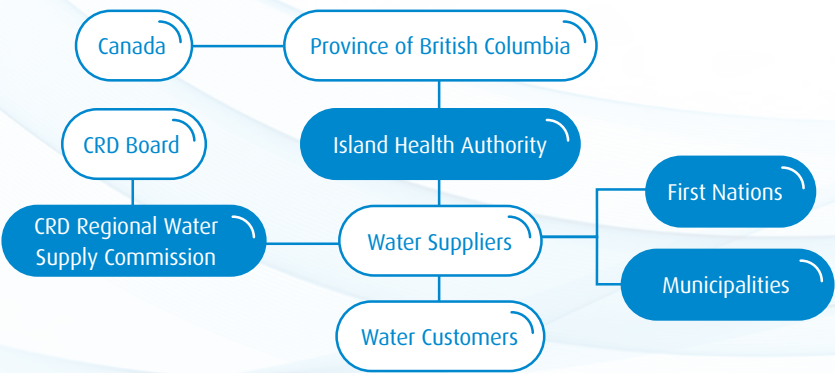
The CRD and municipalities in the region own and operate water systems that receive water from the Regional Water Supply Service, then distribute water directly to water customers. Water suppliers are responsible for the supply of safe drinking water as well as managing all other aspects of the distribution system.

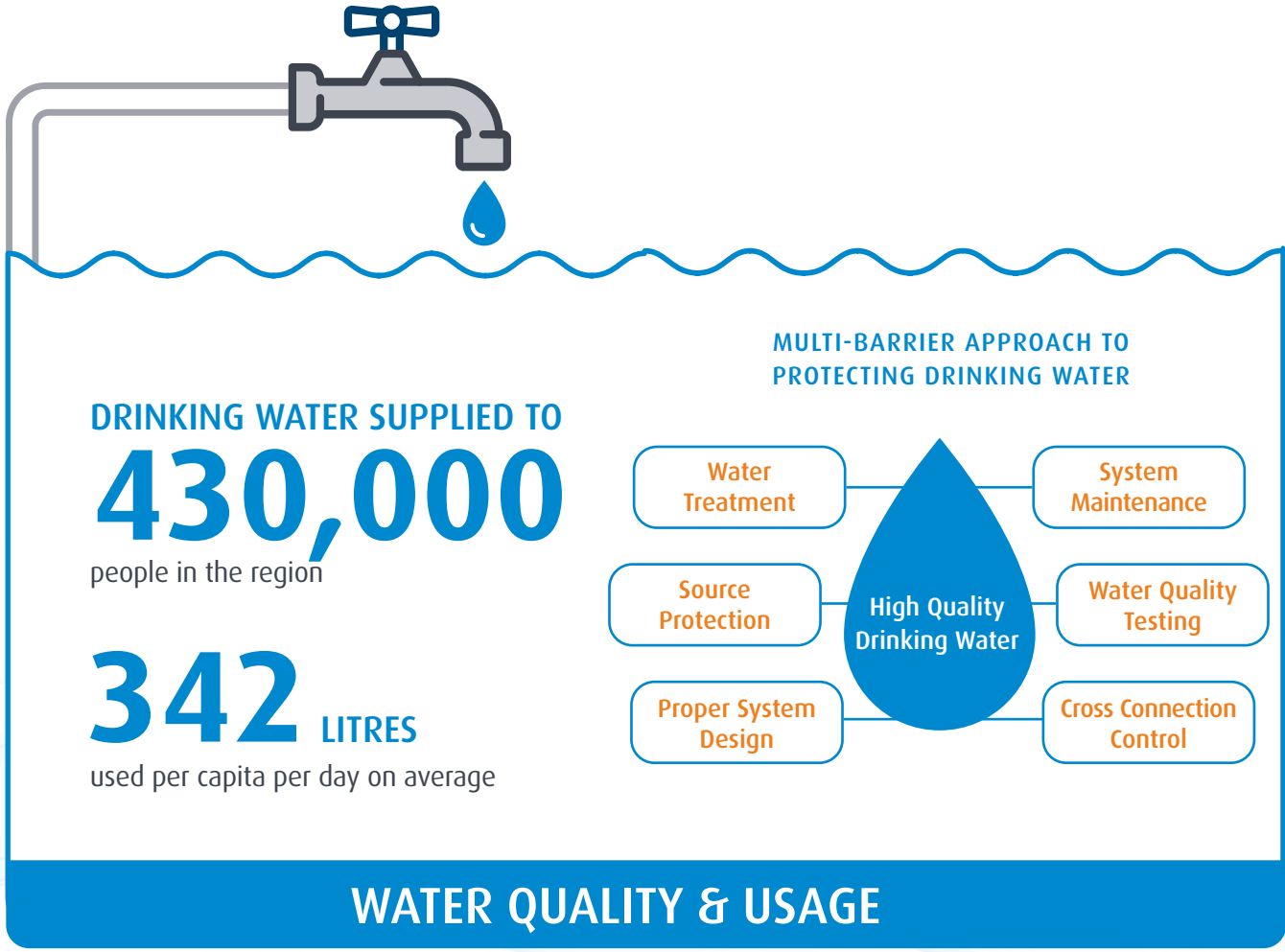
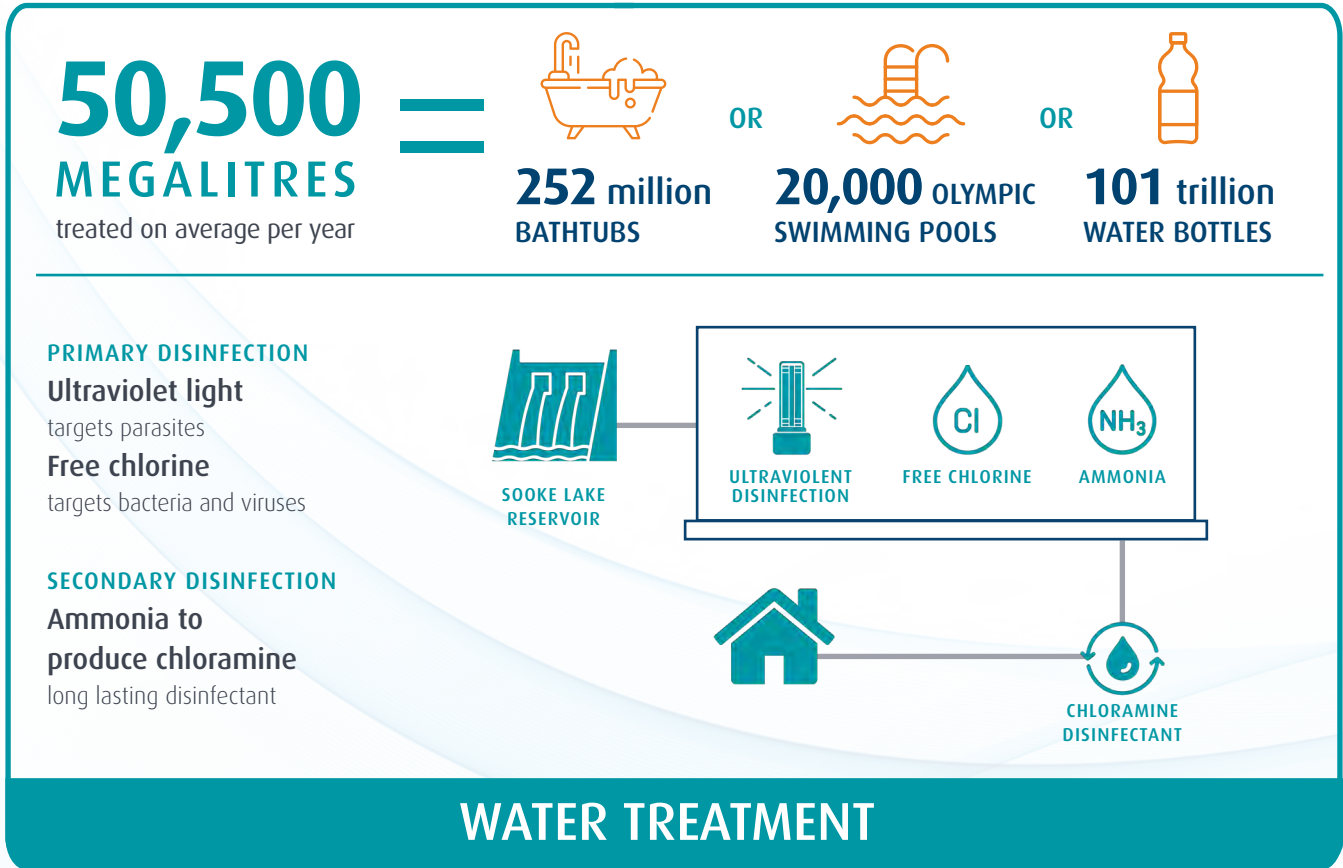
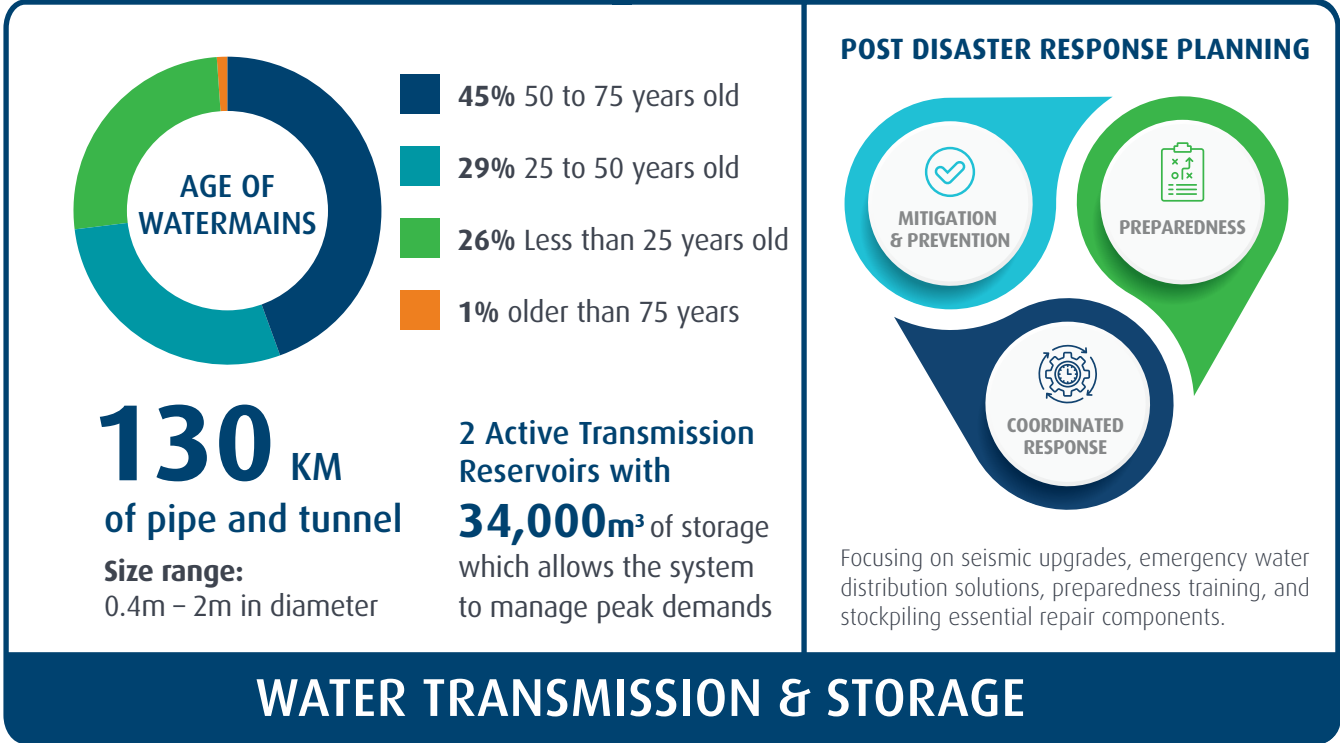
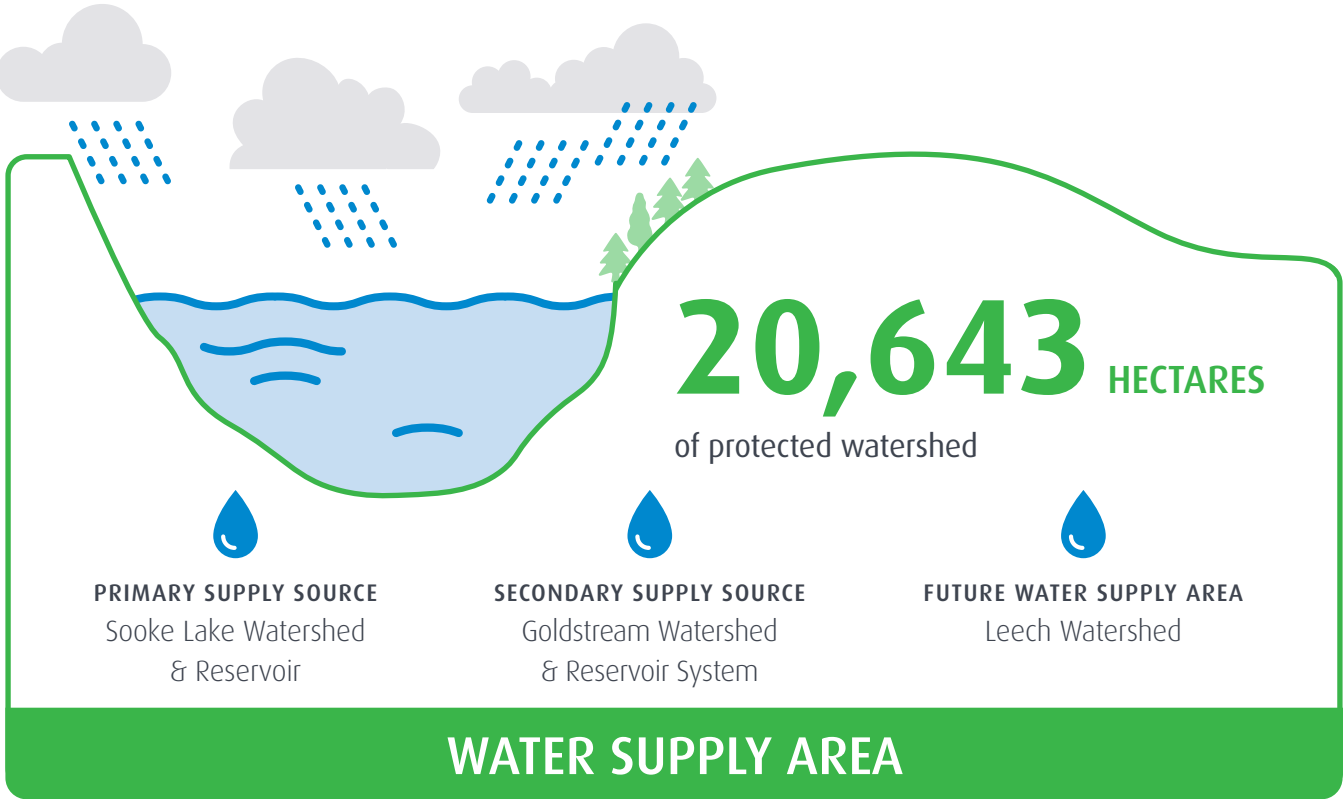
FIRST NATIONS

The Regional Water Supply Service source water is provided by the Sooke, Goldstream and Council watersheds and in the future, the Leech watershed. These watersheds are in the territory of several First Nations who have been custodians of these lands and waters since time immemorial. The CRD is committed to working collaboratively with First Nations to respect their longstanding and ongoing interests in the Water Supply Area. Several First Nations are also customers of the Service and have all the same responsibilities of other water suppliers.

WATER CUSTOMERS

All water customers connected to a public water system are responsible for ensuring that the public system is not exposed to any contamination that could be introduced through private water plumbing systems by cross connection or backflow, and for using water responsibly, particularly when using water for discretionary purposes, to assist with management of the Region’s water supply.





The Regional Water Supply Strategic Plan Overview

This update of the Strategic Plan for Regional Water Supply sets out the Commitments, and Strategic Priorities for the Regional Water Supply Service.

MISSION STATEMENT

A mission statement is a concise description of organizational purpose, intention and objectives. This mission statement is a recognition of the role staff and decisions makers play in supporting the vitality of our communities. The mission is aligned with the CRD Mission and the Board and Organizational Visions.

COMMITMENTS

There are three key water supply commitments the CRD makes today and into the future. These long-term commitments are foundational to the plan and to achieving the service authority and mandate. The commitments are expected to remain virtually unchanged for decades.

STRATEGIC PRIORITIES & ACTIONS

Each commitment has supporting strategic priorities and actions which will guide shorter term initiatives as well as service planning and delivery. It is expected that strategic priorities would be reviewed and updated every five to ten years and actions would be planned, budgeted and implemented over the five-year cycle. Examples of actions that may be taken to achieve the strategic priorities have been outlined in the appendix. The actions may be adopted over time to meet changing pressures.

GUIDING PRINCIPLES

Our guiding principles are specific to the 2025 Strategic Plan and reflect the current context and the factors we consider when making decisions about services and long-term commitments. The principles appear in no particular order.

PLANNING HORIZON

The planning horizon for the development of the Strategic Plan is to 2055 based on the following considerations:

- 2045 is the projected earliest date that the Leech Water Supply Area may be required to supplement the Sooke Lake Reservoir to meet regional water supply demand, based on historical average population growth rate projections.
- Water supply system infrastructure can have a useful life as short as 15 years and as long as 80 years or more.
- The 30-year planning horizon strikes a balance with what can reasonably be planned, considering the projected water supply needs of the region and other factors such as climate change and advances in technology, while looking far enough ahead to allow informed decision making regarding key infrastructure and financial decisions.



Mission Statement

“Together we provide reliable, high-quality drinkable water to help ensure the health and sustainability of the growing communities we serve today and in the future.”

Commitments and Priorities



COMMITMENT 1:

Provide high quality, safe drinkable water

- PRIORITY 1** Protect and manage the watershed to ensure sustainable high-quality source water.
- PRIORITY 2** Ensure drinking water quality with a multi-barrier risk-based approach.
- PRIORITY 3** Advance our understanding of the watershed and source water to prepare for the future.



COMMITMENT 2:

Provide an adequate, reliable, long-term supply of drinkable water

- PRIORITY 1** Continuously plan and prepare for future water supply needs.
- PRIORITY 2** Enhance public connection to, confidence in and responsibility for our water supply.
- PRIORITY 3** Optimize our available water supply through water conservation.
- PRIORITY 4** Implement a sustainable and equitable long-term financial plan.



COMMITMENT 3:

Provide efficient, effective and innovative operations of our water system infrastructure

- PRIORITY 1** Make evidence-based and community-responsive infrastructure decisions to ensure reliable system performance and sustainability.
- PRIORITY 2** Assure sustainability and capacity of water management operations through sufficient resources, robust processes, strategic partnerships, effective tools, and continuous innovation.
- PRIORITY 3** Enhance the security and sustainability of the water supply by effectively managing risks and enhancing emergency response capabilities.
- PRIORITY 4** Attract, develop, and retain a diverse, knowledgeable and empowered workforce.

Guiding Principles

EMPOWERING STAFF FOR SUSTAINABLE WATER MANAGEMENT

Our staff are the cornerstone of our operations, essential for maintaining the reliability and efficiency of our water supply service. Through strategic investments in training, retention, recruitment, and safety protocols, we cultivate a supportive environment where our team can thrive. Prioritizing their well-being and fostering a culture of innovation ensures the continued success and resilience of our water management efforts and our service.

SUPPORTING A GROWING REGION WITH RELIABLE SERVICE

Our commitment to the region is to provide clean, reliable water to our customers now and into the future. We achieve this through forward-thinking planning to ensure we are preparing for the future demands on our water system. We carefully balance internal and external pressures, costs, and investments over time to meet the changing needs.

RESPECTING AND ADAPTING TO THE CHANGING ENVIRONMENT

We foster a culture of respect and stewardship of the watershed lands to supply high quality source water, while also protecting biodiversity and forests. We strive to maintain forest and watershed resilience and to adapt infrastructure and operational practices to enhance resilience to extreme weather events and other climate and environmental changes.

MANAGING OUR RESOURCES EFFECTIVELY AND EFFICIENTLY

The sustainability and longevity of the water supply cannot be achieved through infrastructure investments alone. Implementing strategies to manage, maximize and optimize utilization of existing resources is at the heart of preparing for the future. We are improving efficiency by equipping staff with the information and tools they need to make better informed decisions.

PROACTIVELY MANAGING AND BALANCING INTERNAL AND EXTERNAL RISKS

The implementation of a comprehensive risk management strategy is integral to all aspects of our work serving the region. This involves balancing opportunities and risks, with a focus on allocating resources effectively to maintain and enhance current operations. We continue to prioritize the identification and mitigation of risks to our water supply system and water quality, particularly those related to climate change impacts, service reliability, and associated health and safety concerns for both staff and the communities we serve.

FOSTERING COLLABORATIVE RELATIONSHIPS WITH CUSTOMERS AND PARTNERS TO IMPROVE OUR SERVICE

We must demonstrate the value of and effort behind the water supply service to foster appreciation and respect for this essential resource. We advance this by openly sharing information about the water supply system and its operations to the public, while seeking feedback on our service. We also collaborate with municipal and First Nations staff to continue improving and aligning our services to the needs of the region's residents. We build strong partnerships and create opportunities for collaboration so we can continue to improve.

Advancing the Strategic Plan

A safe and adequate supply of drinkable water is critical to the livability and sustainability of Greater Victoria and the capital region. The Greater Victoria area is fortunate to have a protected water catchment, a well-established water supply system and a climate that with continued foresight will supply water into the future.

The commitments outlined in the Plan will ensure that the CRD continues to provide clean, safe, reliable drinkable water to the communities we serve. The strategic priorities and actions will guide service planning and delivery over the coming years. The CRD continues to be responsive to factors affecting the uncertainty of water supply, such as climate change and future water demand, to ensure our long-term commitments to our customers are achieved.

Progress and outcomes will be tracked and reported to the Regional Water Supply Commission to ensure the ongoing achievement of the commitments, strategic priorities and actions in the Strategic Plan.



Appendix: Commitments, Strategic Priorities, Actions



COMMITMENT 1:
Provide high quality, safe drinkable water

PRIORITY ① Protect and manage the watershed to ensure sustainable high-quality source water.

ACTIONS

Near-Term Actions

- 💧 Protect water supply and ecosystems from contaminants and invasive plants, animals, and pathogens by completing a study to document biosecurity risks and revise or implement new biosecurity protection measures.
- 💧 Continue to monitor the watershed and implement climate adaptation and mitigation initiatives to reduce the impacts associated with the magnitude and rate of projected climate change on ecosystems, water quality and infrastructure in the watershed. Example Initiatives:
 - a. Undertake a feasibility study to determine optimal siting and operating procedures for a second intake on the Sooke Lake Reservoir.
 - b. Develop a forest management strategy or plan to maintain and enhance forest resilience.
- 💧 Explore opportunities for partnering with First Nations Guardians on environment monitoring initiatives.

Medium-Term Actions

- 💧 Continue to enhance capabilities in wildfire prevention, preparedness, early detection, suppression, forest fuel reduction and post-wildfire emergency rehabilitation measures to reduce and mitigate the potential impacts of a large-scale wildfire in the watershed on water quality and supply. Example Initiatives:
 - a. Increased use of infrared and drone technology and monitoring software to provide early fire detection and inform fire response.
 - b. Trial the use of prescribed burning and other techniques to manage forest fuel build up.
- 💧 Expand opportunities for First Nations involvement in stewardship of watershed lands.
- 💧 Continue to seek ownership, management, or influence of watershed lands and watershed buffer lands in alignment with the Greater Victoria Water Supply Area land acquisition priorities.

Longer-Term Actions

- 💧 Develop a management strategy specific to non-catchment lands within the watershed.
- 💧 Develop a policy that defines the parameters and requirements for consideration of renewable energy or environmentally sustainable enterprises in the watershed.



COMMITMENT 1:
Provide high quality, safe drinkable water

PRIORITY ② Ensure drinking water quality with a multi-barrier risk-based approach.

ACTIONS

Near-Term Actions

- 💧 Continue to update and expand the Drinking Water Safety Plan and Water Quality Risk Registry.
- 💧 Refine the schedule and develop a delivery implementation strategy for filtration and other related infrastructure improvements.
- 💧 Continue baseline water sampling and research projects which support future infrastructure design.
- 💧 Ongoing water quality monitoring to verify proper system operations and identify potential water quality risks. This also includes research and studies into contaminants of emerging concern.
- 💧 Maintain and enhance the Regional cross-connection program to ensure the drinking water system is not contaminated by connection to other water sources.

Medium-Term Actions

- 💧 Commence water filtration pilots to refine the design parameters for future water treatment processes and cost estimates, to inform preliminary design.
- 💧 Maintain ISO 17025 Laboratory accreditation and Provincial Health Officer certification.

Longer-Term Actions

- 💧 Enhance/expand water quality network monitoring, including the development of a remote and continuous lake monitoring system that can track water quality changes in the source water.



COMMITMENT 1:
Provide high quality, safe drinkable water

PRIORITY ③ Advance our understanding of the water supply area and source water to prepare for the future.

ACTIONS

Near-Term Actions

- Complete modelling of climate change effect on forests and effectiveness of forest management treatments to help guide management of the watershed forests into the future.

Medium-Term Actions

- Develop reservoir inflow and circulation models and conduct analyses to improve the understanding of these linkages and how they affect drinking water quality and the health of aquatic ecosystems.
- Expand and integrate the monitoring of watershed hydrology and water quality in the watershed to improve understanding of the linkages among weather, stream flows, reservoir circulation and source water quality.
- Continue to partner with other agencies, First Nations, and educational institutions to better understand the water supply area forest and aquatic ecosystems, risks from climate change, insects, diseases, and invasive species; to inform management for water supply and natural values.
- Assess forest management trials such as, thinning, juvenile spacing, and prescribed burning, to assess the impact of the treatment on forest fuel, tree and stand growth and health, and fire danger.

Longer-Term Actions

- Undertake post-wildfire and sediment delivery modelling to inform water treatment and water quality preparedness plans and filtration design prior to and after the introduction of alternate water sources.
- Create a digital ‘dashboard’ with real-time reporting on key weather, stream flow, reservoir level, reservoir release and other water quality and supply data to facilitate decision-making and communication with regulators and interest holders, including the public.



COMMITMENT 2:
Provide an adequate, reliable, long-term supply of drinkable water

PRIORITY ① Continuously plan and prepare for future water supply needs.

ACTIONS

Near-Term Actions

- On a prescribed timeframe, routinely update assumptions and future growth projection as it relates to the Master Plan and Development Cost Charge Programs.

Medium-Term Actions

- Define a strategy to increase additional water resources, building on alternatives outlined in the Master Plan.
Example initiatives:
 - Refine infrastructure needs to access additional water capacity to meet 2055 projected demands.
 - Define maximum water supply capacity using sources within existing CRD owned watershed lands.
- In collaboration with municipal partners, develop a regional strategy and standards regarding storage capacity (reservoirs) within the transmission and municipal distribution systems.
- Work collaboratively with municipal and First Nation partners to clarify and define service levels related to water supply and system boundaries.

Longer-Term Actions

- If required, develop a land acquisition strategy to expand long-term water supply to meet the needs beyond 2055.



COMMITMENT 2:
Provide an adequate, reliable, long-term supply of drinkable water

PRIORITY ② Enhance public connection to, confidence in and responsibility for our water supply.

ACTIONS

Near-Term Actions

- 💧 Continue to expand and promote public tours of the watershed and expand information relating to the water supply system on the CRD website.
- 💧 Develop and promote curriculum for schools on drinking water and watersheds.
- 💧 Develop a speaker series for the public that would include presentations by third-party experts on emerging topics concerning water.
- 💧 Continue with public engagement through official channels like the Water Advisory Committee.

Medium-Term Actions

- 💧 Develop a long-term media/communication strategy that engages the public on efforts to protect and improve the resilience of the drinking water system.
- 💧 Assess opportunities for two-way communication with customers related to the quality of service provided.

Longer-Term Actions

- 💧 Develop a Live Data stream/website or App on the water system — outages, facts, and construction projects.



COMMITMENT 2:
Provide an adequate, reliable, long-term supply of drinkable water

PRIORITY ③ Optimize our available water supply through water conservation.

ACTIONS

Near-Term Actions

- 💧 Define the “by sector” demand baseline and define long term targets.
- 💧 Develop a water conservation plan.

Medium-Term Actions

- 💧 Assess baseline data to define targets and develop a multi-year demand management strategy.
- 💧 Develop policy and bylaws to support effective water conservation and maximizing water supply.
- 💧 Investigate opportunities for creating shared and consistent data sets with municipalities to facilitate analysis and trend monitoring.

Longer-Term Actions

- 💧 Continuously refine policy and practices to adjust demand management to optimize water supply.
- 💧 Identify and study existing and future stressors on water demands to refine water use trends.



COMMITMENT 2:

Provide an adequate, reliable, long-term supply of drinkable water

PRIORITY ④ Implement a sustainable and equitable long-term financial plan.

ACTIONS

Near-Term Actions

- Implement a Development Cost Charge (DCC) program and Bylaw for the Regional Water Supply Service.
- Continue to engage First Nations and put in place Bulk Water Supply Agreements supporting development of stronger government-to-government relationships.

Medium-Term Actions

- Continue to refine the long-term financial plan.
- Investigate the introduction of a framework that measures the investment in climate adaptation and mitigation vs. the cost of inaction.
- Identify grant and partnership opportunities to fund future infrastructure needs.

Longer-Term Actions

- Continue to assess opportunities to streamline or strengthen governance of the Regional Water Supply Service.



COMMITMENT 3:

Provide efficient, effective and innovative operations of our water system infrastructure

PRIORITY ① Make evidence-based and community-responsive infrastructure decisions to ensure reliable system performance and sustainability.

ACTIONS

Near-Term Actions

- Continue to develop and consolidate various risk registries to prioritize expenditures based on those identified risks.

Medium-Term Actions

- Mature our asset and maintenance management processes to maximize data driven decision-making.
Example Initiatives:
 - a. Define data standards and Key Performance Indicators (KPIs) related to maintenance and asset management and develop dashboards to track and identify trends.
 - b. Refine the comprehensive asset management plan to prioritize key maintenance and capital projects.

- Refine maintenance plans to optimize and extend asset life.

- Continue to develop and improve our SCADA system to inform operational decision making.

Longer-Term Actions

- Create and automate an integrated process narrative for the transmission system to optimize system performance and improve energy efficiency.
- Expand the critical spare parts program to continue to reduce system downtime or service interruptions.
- Invest in technology for decision-making support and reporting.



COMMITMENT 3:

Provide efficient, effective and innovative operations of our water system infrastructure

PRIORITY ② Assure sustainability and capacity of water management operations through sufficient resources, robust processes, strategic partnerships, effective tools, and continuous innovation.

ACTIONS

Near-Term Actions

- Continuously assess and improve processes and procedures to streamline operations, reduce costs and increase efficiency.
- Modernize contract and project management tools to support more efficient and effective procurement and project delivery.
- Participate in industry associations to leverage applicable operational experience and best practices that can add value to our system.

Medium-Term Actions

- Continuously evaluate and integrate innovative solutions, such as smart meters, leak detection technologies, and renewable energy sources, to enhance system resilience and sustainability and support our corporate energy efficiency and emissions reduction goals as outlined in the CRD Climate Action Strategy.
- Cultivate strategic partnerships with skilled contractors and consultants, ensuring access to expertise and resources to meet capital needs.
- Foster partnerships with technology providers and research institutions to stay at the forefront of innovation in water management.
- Develop agreements with municipalities for shared capital delivery of contracts.
- Explore opportunities for Mutual Aid Agreements for enhanced emergency response.

Longer-Term Actions

- Develop educational initiatives (workshops, webinars, etc.) to assist potential vendors to understand and navigate the procurement process effectively.
- Explore the technology, tools and sensors that can further inform and enhance maintenance plans.



COMMITMENT 3:

Provide efficient, effective and innovative operations of our water system infrastructure

PRIORITY ③ Enhance the security and sustainability of the water supply by effectively managing risks and enhancing emergency response capabilities.

ACTIONS

Near-Term Actions

- Foster partnerships with municipalities and First Nations to develop a robust integrated drinking water plan for emergency response and natural disasters in alignment with the evolving requirements of the *Emergency and Disaster Mitigation Act*.
- Continue regular safety training and drills for employees focusing on WorkSafeBC requirements, hazard awareness, operating equipment safely, and responding to emergencies effectively.
- Continue to actively protect the watershed and water supply infrastructure from unauthorized physical activities or access.
- Identify and mitigate risks to our digital environment to safeguard against cyber threats and data breaches.
- Develop and implement dam safety public engagement and communication plans, including a public-facing webpage with dam safety and emergency preparedness information.

Medium-Term Actions

- Enhance the risk register with physical and cyber security threats and identify mitigation measures.
- Implement dam safety instrumentation improvements at large dams to improve dam safety, early warning response and emergency preparedness.
- Reassess risks to the dam portfolio, including regional seismic risk, flood risk, and plan for capital improvements.

Longer-Term Actions

- Formalize and document the dam safety management system.
- Design and implement seismic rehabilitation and capital improvements at higher consequence dams, including Sooke Lake Dam and Deception Gulch Dam.

**COMMITMENT 3:**

Provide efficient, effective and innovative operations of our water system infrastructure

PRIORITY ④ Attract, develop, and retain a diverse, knowledgeable and empowered workforce.

ACTIONS**Near-Term Actions**

- 💧 Continue the IWS Utility Operator cross training program within each Environmental Operator Certification Program discipline.
- 💧 Partner with post-secondary co-op programs to develop and recruit future job applicants.
- 💧 Ongoing evaluation of the CRD's Utility Operator Program. This is a CRD program designed to provide career development and progression as utility staff gain additional experience and related British Columbia Environmental Operators Certificate Program certifications.
- 💧 Continue to partner with CRD People, Safety and Culture division on training opportunities, including personal and professional development.

Medium-Term Actions

- 💧 Enhance personal and professional development opportunities to better support career advancement, including formal and informal mentorship opportunities.
- 💧 Develop a long-term resource strategy and succession planning program for the service that considers the strategic priorities, as well as the changing infrastructure landscape within the service.
- 💧 Ongoing training for Management staff through the CRD's iLead program in partnership with Royal Roads University.

Longer-Term Actions

- 💧 Provide training to management, team leads and supervisors on Effective Utility Management or equivalent.

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 1)

Capital Regional District | November 12, 2024

Background

An online survey was made available for public input from August 29 to September 30, 2024. The survey was designed to understand public interest in the Regional Water Supply Strategic Plan's commitments and how they prefer to be engaged for future engagement.

The survey consisted of nine questions asking about age and location demographics, support levels for the commitments, how people want to stay informed about the Strategic Plan and how people want to provide feedback about the Strategic Plan. Participants also had the opportunity to provide comments as part of the survey. 297 individual responses were received. A summary is provided below.

Response Summary

Demographic questions

Question 1: Where do you live?

Responses were received from all 13 municipalities, rated as a percentage of total responses received and ranked greatest to least. Please note that 2 of the 297 respondents chose to skip this question.

1. Victoria (21.0%)
2. Saanich (20.0%)
3. Sooke (13.6%)
4. Langford (12.2%)
5. Oak Bay (5.8%)
6. View Royal (5.1%)
7. Colwood (4.7%)
8. Esquimalt (4.1%)
9. Central Saanich (3.7%)
10. North Saanich (3.7%)
11. Sidney (3.4%)
12. Metchosin (1.4%)
13. Highlands (1.4%)

What We Heard Report



Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 1)

Capital Regional District | November 12, 2024

Question 2: What is your age range?

Responses were received from six of the seven age groups, rated as a percentage of total responses received and ranked greatest to least. Please note that 6 of the 297 respondents chose to skip this question.

1. 65+ years old (41.6%)
2. 55-64 years old (19.2%)
3. 35-44 years old (18.6%)
4. 45-54 years old (12.4%)
5. 25-34 years old (6.9%)
6. 19-24 years old (1.4%)
7. Under 18 (0%)

Note: 60.8% of total survey respondents were aged 55+ and 39.3%% of respondents were aged 19-55.

Questions about the Commitments

Question 3: Reflecting on our water supply and future needs, how important are the following commitments to you?

Respondents were given a Likert Scale to rate how important each commitment was to them. The scale had five selection options: **Not Important**, **Neutral**, **Somewhat Important**, **Important** and **Very Important**. Overall, all three commitments resonated with the majority of respondents, with most respondents indicating the commitments were Very Important or Important to them. See chart below for detailed responses to each commitment.

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 1)

Capital Regional District | November 12, 2024

Commitment	Not Important	Neutral	Somewhat Important	Important	Very Important	Total Responses
Provide high quality, safe, drinkable water	0	3	3	9	282	297
Provide an adequate, long-term supply of drinkable water	2	3	4	20	267	296
Provide efficient, effective and innovative operations of water system infrastructure	6	6	24	72	186	294

Question 4: Do the above commitments meet your needs as a customer? If no, why not? (Question 5)

Respondents were given an option of Yes or No. If respondents clicked No, a secondary question of **Why Not** was asked (**Question 5**). 81% of respondents said the commitments met their needs as customers and 19% of respondents said the commitments did not meet their needs.

What We Heard Report



Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 1)

Capital Regional District | November 12, 2024

For those who said the commitments did not meet their needs, comments focused on the following topics:

- Emergency preparedness
- Food security
- Agricultural use
- Climate change
- Watershed ecosystems
- Affordability
- Population trends
- Water conservation
- Sustainable service delivery
- Transparency
- Treated water use
- Safety
- Education (how the Regional Water Supply works)

Question 6: What is the best way to keep you informed about the Strategic Plan? (check all that apply)

Preference responses were noted in all seven categories, rated as a percentage of total responses received and ranked greatest to least. Please note that 11 of the 297 respondents chose to skip this question.

1. Email (29%)
2. Social Media (19%)
3. CRD Website (17%)
4. Newspaper (14%)
5. Radio (10%)
6. TV News (9%)
7. Other (1%)

NOTE: Percentages above are calculated on the total number of responses provided (637), (remembering that respondents could select more than one response), divided by the total number of responses per category.

What We Heard Report



Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 1)

Capital Regional District | November 12, 2024

Question 7: How do you prefer to provide feedback about the Strategic Plan? (check all that apply).

Preference responses were noted in all eight categories, rated as a percentage of total responses received and ranked greatest to least. Please note that 16 of the 297 respondents chose to skip this question.

1. Online Survey (38%)
2. Email (29%)
3. Online/Virtual Open House (14%)
4. In person open house (9%)
5. Written letter (4%)
6. Paper survey (drop off or mail in) (4%)
7. Phone survey (1%)
8. Other (less than 1%)

NOTE: Percentages above are calculated on the total number of responses provided (537), (remembering that respondents could select more than one response), divided by the total number of responses per category.

Question 8: Is there anything more you would like to know about the Regional Water Supply Services and our commitments?

91 responses were received. Comments varied and included several comments related to services beyond the Regional Water Supply. Of the comments related to the drinking water service, respondents indicated a desire to learn more about the following topics:

- Emergency preparedness
- Environmental protection
- Population growth
- Drought management
- Sustainability
- Cost
- Safety
- Filtration and the future treatment plant
- Risk
- Logging within the watershed

What We Heard Report



Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 1)

Capital Regional District | November 12, 2024

- Watershed management
- Affordability
- Planning and project management for Regional Water Supply
- Demand management
- Water quality
- Education about the Regional Water Supply
- Grey water use
- Rainwater use
- Water conservation

Question 9: Do you have anything else you would like to share with us about the Regional Water Supply Strategic plan?

104 responses were received. Comments varied and included several comments related to services beyond the Regional Water Supply. Of the comments related to the strategic plan, comments focused on the following topics:

- Emergency preparedness
- Environmental protection
- Water access (including equitable access to water)
- Watershed ecosystems
- Population growth
- Drought management
- Sustainability
- Cost
- Affordability
- Support for current water management
- Filtration and the future treatment plant
- How to stay informed about the Strategic Plan
- Watershed management
- Demand management
- Water quality
- Watershed tours

What We Heard Report



Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 1)

Capital Regional District | November 12, 2024

- Grey water use
- Rainwater use
- Water conservation

Conclusions

Overall, the commitments resonated with the majority of respondents, with 94% of respondents indicating the commitments were Very Important or Important to them.

Responses from the Phase 1 Strategic Plan engagement indicate Phase 2 engagement for the Regional Water Supply Strategic Plan should use digital tools to share information or collect feedback. This includes but is not limited to providing online surveys, virtual information sessions/open houses, social media and an email address where people can provide unscripted responses.

Education and learning about the water supply were also common themes amongst the survey comments. Many respondents noted a lack of understanding of how the water system works, where their water comes from, how the watershed is managed and how all the pieces connect to one another. These inputs will be used to inform phase 2 engagement materials and aligns with proposed actions in the Strategic Plan under commitment #2 - Enhance public connection and confidence of the water supply and value of water.

The survey also revealed less uptake from younger age categories. This could be due to lack of awareness as well as various day-to-day realities of competing for time and attention. To reach a broad range of participants, phase 2 engagement activities will include digital advertising on social channels as well as planned displays or information booths at community locations such as recreation centres or libraries.

Appendices

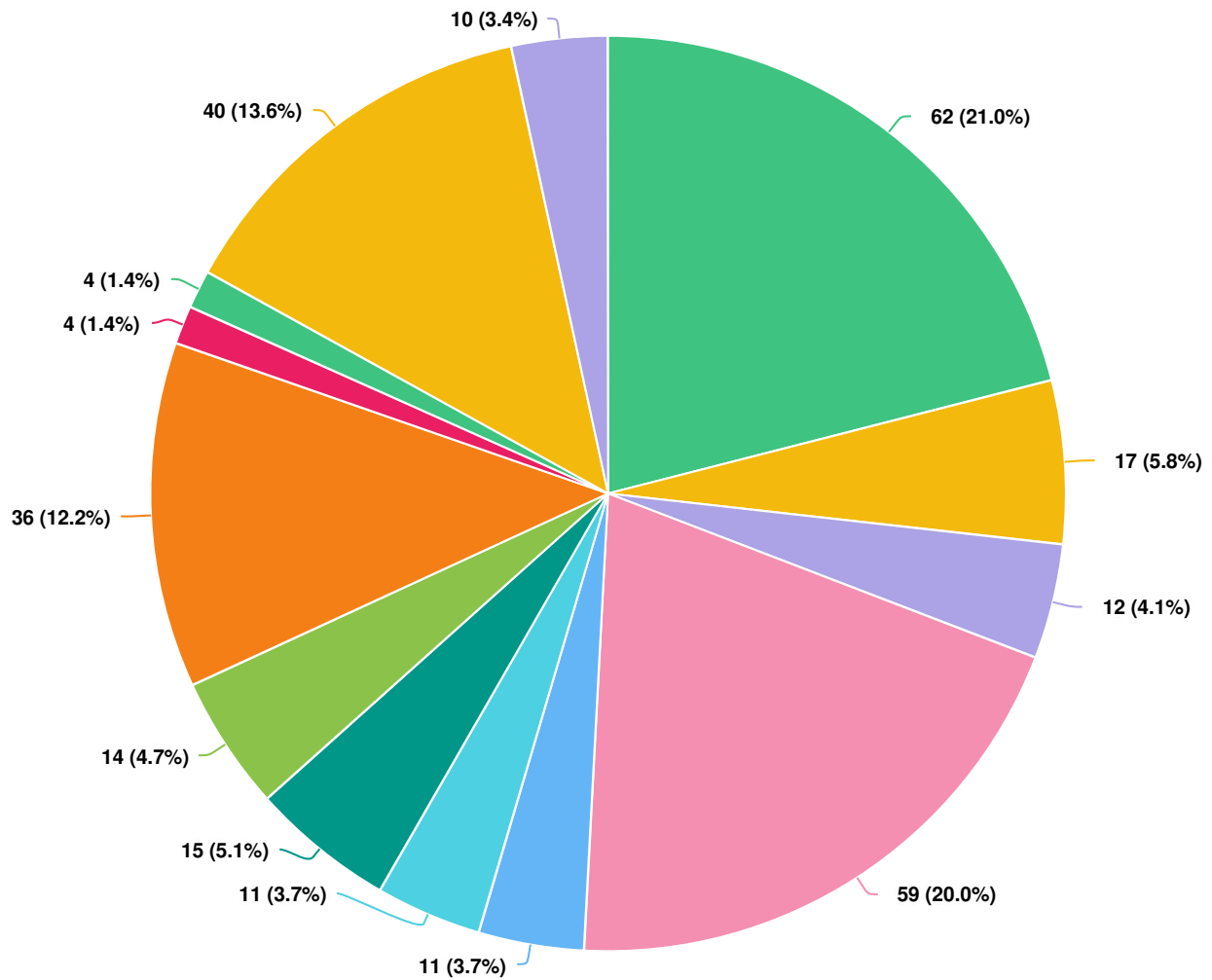
Survey Results

ENGAGEMENT TOOL: SURVEY TOOL

Integrated Water Services - Strategic Plan 2025

Visitors **390**Contributors **289**CONTRIBUTIONS **297**

Where do you live?



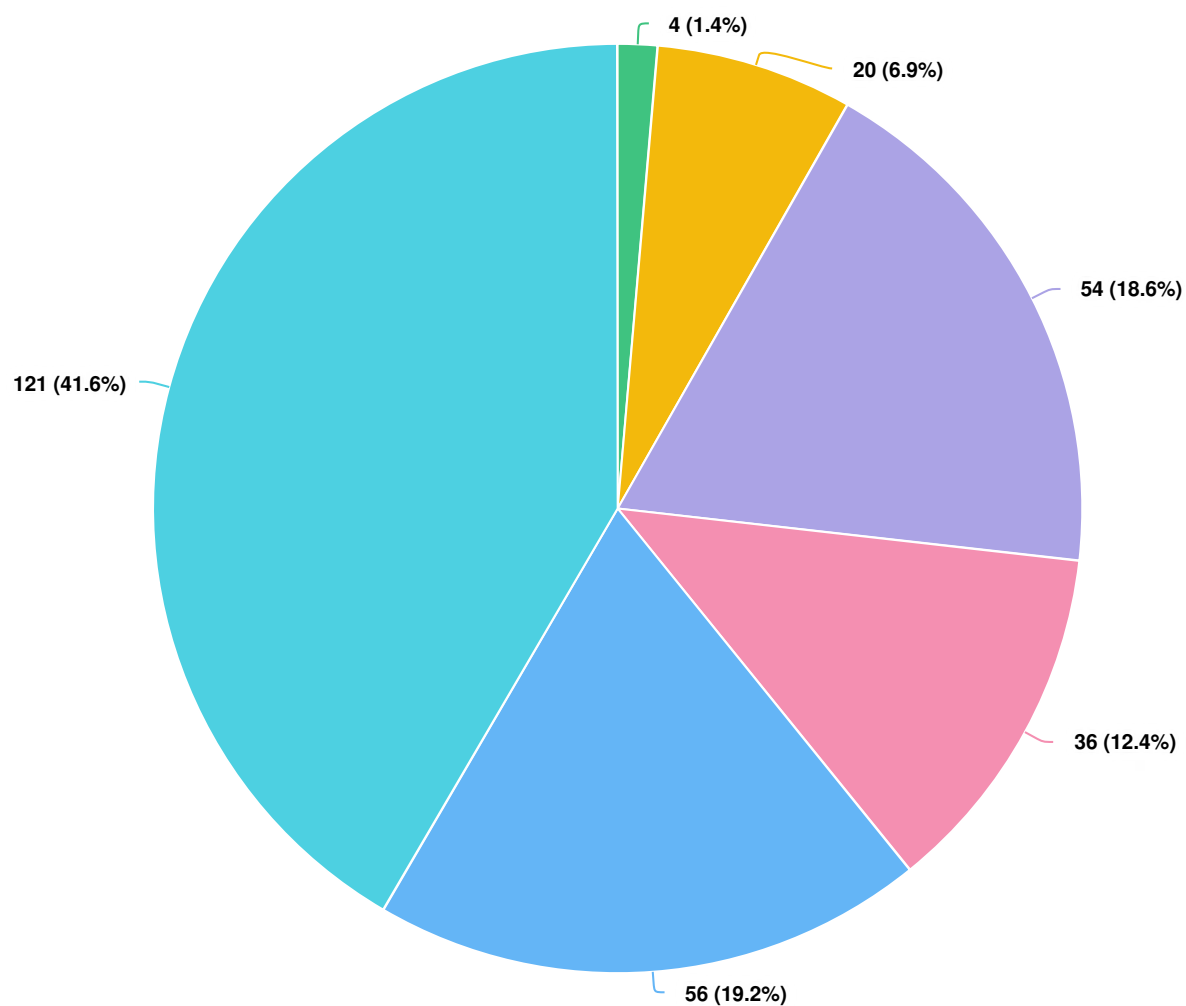
Question options

Victoria Oak Bay Esquimalt Saanich North Saanich Central Saanich View Royal
 Colwood Langford Highlands Metchosin Sooke Sidney

Optional question (295 response(s), 2 skipped)

Question type: Radio Button Question

What is your age range?



Question options

19-24 25-34 35-44 45-54 55-64 65+

Optional question (291 response(s), 6 skipped)

Question type: Radio Button Question

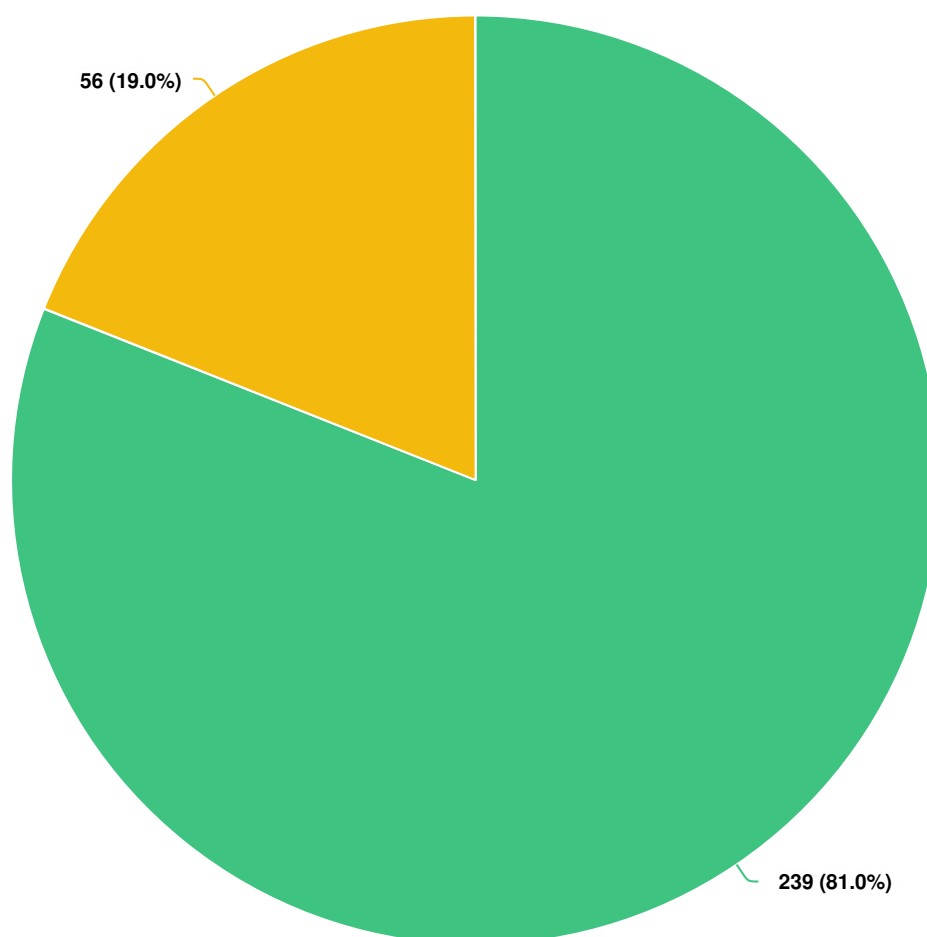
Reflecting on our water supply and future needs, how important are the following commitments to you?



Optional question (297 response(s), 0 skipped)

Question type: Likert Question

Do the above commitments meet your needs as a customer?



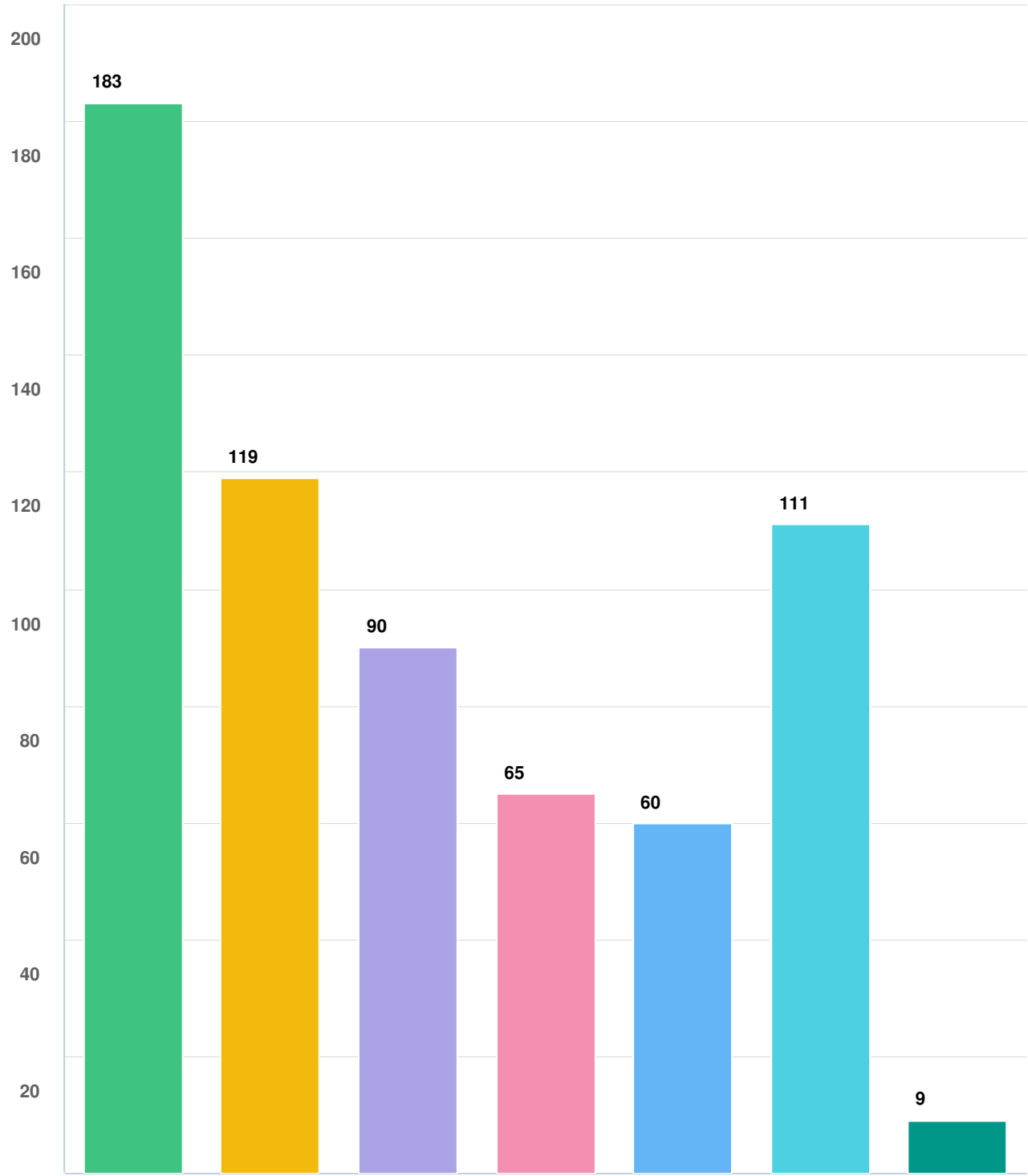
Question options

☐ No ☒ Yes

Optional question (295 response(s), 2 skipped)

Question type: Radio Button Question

What is the best way to keep you informed about the Strategic Plan? (check all that apply)



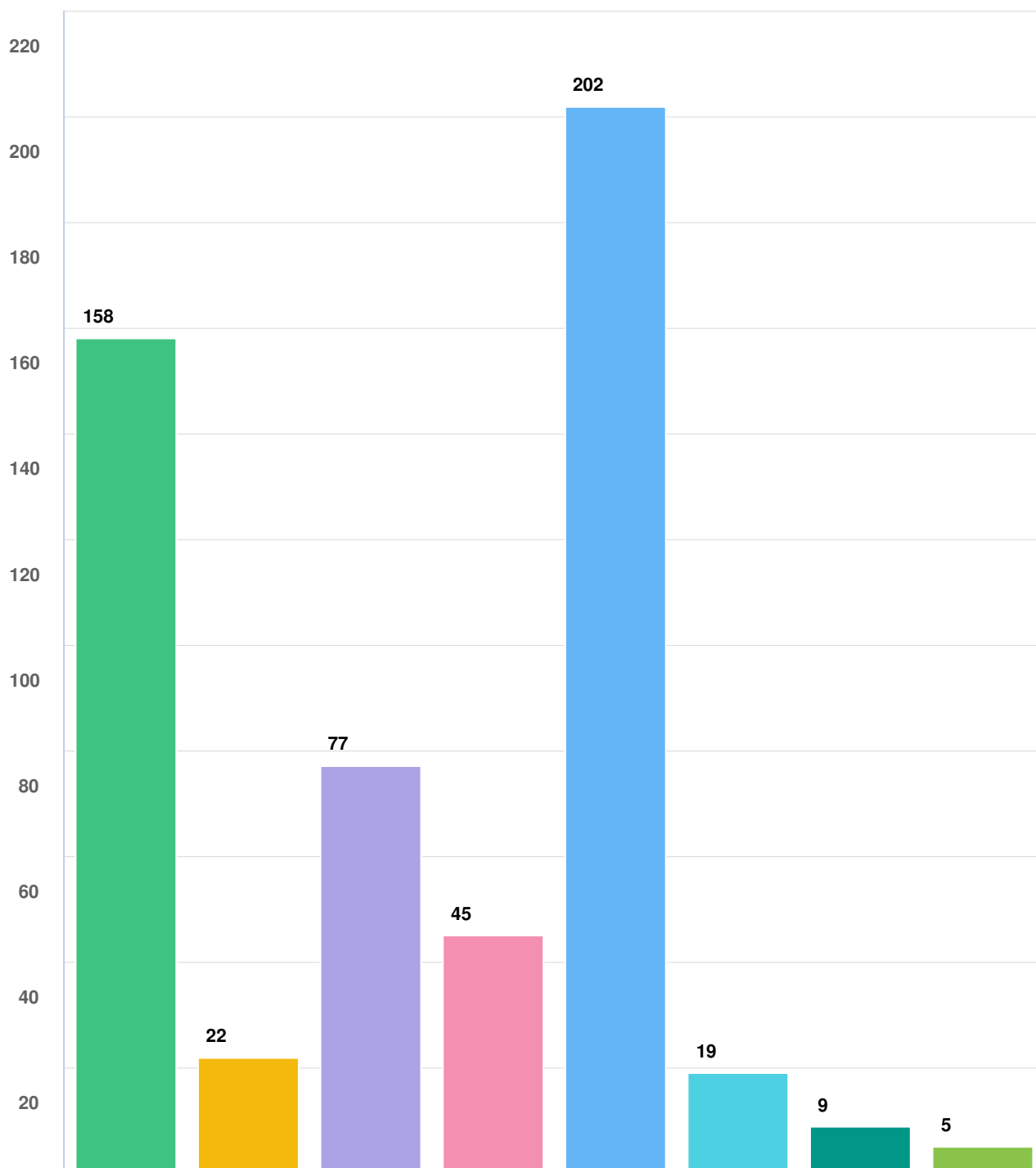
Question options

Other (please specify) Website TV News Radio Newspaper Social media Email

Optional question (286 response(s), 11 skipped)

Question type: Checkbox Question

How do you prefer to provide feedback about the Strategic Plan? (check all that apply)



Question options

- Other (please specify) Survey (by phone) Survey (paper drop off or mail-in) Survey (online)
In person open house Online/virtual open house Written letter Email

Optional question (281 response(s), 16 skipped)

Question type: Checkbox Question

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

Background

The 2017 Regional Water Supply Strategic Plan set the overall direction and objectives for Infrastructure & Water Services for the past seven years. The 2017 Strategic Plan considered many of the trends, challenges and values that are still relevant today, such as providing high quality, safe drinking water, providing an adequate long-term supply of drinking water and providing an efficient, effective and innovative transmission system. At the same time, many things have changed in the region since the adoption of the 2017 Strategic Plan. For example, climate action and reconciliation with First Nations are key priorities of the CRD and need to be more robustly reflected in the 2025 Strategic Plan.

At the July 17, 2024, Regional Water Supply Commission (RWSC) meeting, staff proposed to undertake a two-stage public engagement process to gain feedback on the 2025 draft Regional Water Supply Strategic Plan. Phase 1 engagement ran from August to September 2024 and focused on informing the public about the planning framework, understanding community priorities and asking for feedback on preferred ways to participate (in person or virtual). For information on our Phase 1 engagement, check out our [What We Heard Report](#). Phase 2 engagement ran from February 18 to March 31, 2025, and focused on seeking feedback from interested parties regarding the proposed mission, commitments, priorities and actions in the draft Strategic Plan that will guide Infrastructure & Water Services over the next decade.

The CRD is committed to involving the public in the development of the Regional Water Supply Strategic Plan. The aim of the engagement process was to inform interested parties and the public about the Regional Water Supply Strategic Plan update process and to seek input and information from affected individuals and groups to assist the CRD with setting the future direction for the Regional Water Supply Strategic Plan. Other goals of the engagement process included information sharing, dialogue and discussion, building ongoing relationships, developing understanding and trust and producing a Strategic Plan that reflects organizational needs and public interests. The engagement process allowed interested individuals to actively contribute to the Strategic Plan ahead of a final draft to be brought forward later in 2025 for approval by the RWSC.

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

The CRD is also committed to engaging and involving First Nations in the development of the Regional Water Supply Strategic Plan. First Nations engagement is underway and will be reported on separately from this report.

This report includes a summary of the engagement processes and responses received along with a Conclusion & Next Steps. Feedback received from the engagement process is highlighted in Appendix B.

Engagement Approach

Several tools and approaches were used to raise awareness about the Strategic Plan and invite participation, including:

- A series of pop-up information booths at SEAPARC, Panorama and Esquimalt Recreation Centres
- Participation in UVic's World Water Day event on March 20 to advertise the Regional Water Supply Strategic Plan and upcoming watershed tours
- A public information session via Zoom on March 6, 2025
- Print ads
- Social media
- [Interview](#) with Times Colonist Newspaper
- Media releases and email to Get Involved subscribers sent out on August 29, 2024 & February 18, 2025
- A [project web page](#) was established on the CRD's Get Involved online platform on August 29, 2024, with information and a survey for Phase 1 engagement that ran from August 29 – September 30, 2024. The page was subsequently updated on February 18, 2025, with additional information, the draft strategic plan and the Phase 2 survey that ran from February 18 – March 31, 2025
- Samples of engagement materials are provided in **Appendix A**

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

Project Web Page & Survey

The project webpage includes an overview of the Regional Water Supply, a high-level overview of the Strategic Plan, our new mission statement, our commitments to customers, CRD staff contact information, frequently asked questions (FAQs) and key documents and videos informing the Strategic Plan update. Between February 18 and March 31, 2025, there were approximately 1,580 visitors to the Get Involved project page, of those who visited, 452 completed the survey.

The survey was open to all members of the public including residents, businesses, homeowners, tenants, farmers etc. The survey included 16 questions, with a mixture of quantitative and qualitative questions. Close-ended questions were measured through a five-point rating scale ranging from strongly agree to strongly disagree or by offering pre-determined categories. Close-ended questions were used to reduce the response burden for participants. Open-ended questions were also included to allow respondents the option to offer additional comments and clarify their responses. Questions about participants' demographic characteristics such as age and what municipality they live in were also included in the questionnaire. For a detailed analysis of the survey results, please refer to Appendix B.

Community Pop-up Information Booths

A series of pop-up community information booths were held between February 18-27 CRD at SEAPARC, Panorama and Esquimalt Recreation Centres. Each recreation centre had two days of staffed booths where the public was able to engage with CRD staff ask questions about the Regional Water Supply, the Strategic Plan and the feedback survey. Between staffed times, the informational booths were left static with brochures and information about the Strategic Plan. Additionally, general water conservation information sheets and brochures were also available for the public to take.

To celebrate World Water Day on March 22, UVic reached out to the CRD to participate in their World Water Day Event. A community informational booth was set up at this one-day event on March 20 to advertise the Regional Water Supply Strategic Plan and upcoming watershed tours.

In total, the community informational booths reached approximately 130-200 people; this number does not include the number of passive engagements for recreation centre information booths. Passive engagements are defined as people visiting the information booth while it was unstaffed.

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

Municipal Partners Information Session

On February 24, 2025, a municipal information session was held for regional engineers and Chief Administrative Officers. In total, 15 municipal staff attended the information session, with representation from Colwood, Langford, Highlands, Sidney, Esquimalt, Central Saanich, North Saanich, Saanich, Victoria, View Royal and Oak Bay. The information session consisted of an overview of the proposed 2025 Regional Water Supply Strategic Plan, a question-and-answer session and an opportunity to provide feedback. Generally, the participants were supportive of the proposed Strategic Plan, but highlighted the importance of engaging key partners in managing communications with the public regarding Master Plan investments.

Virtual Information Session

One online information session was held via Zoom on March 6, 2025. The one-hour information session provided an overview and context about the CRD Regional Water Supply Service, the proposed Strategic Plan and was followed by a question-and-answer session. A total of 5 participants attended the information session. The information session was recorded and posted to the Get Involved platform, for those unable to attend the information session.

Emails

A project email account was created for receiving comments and inquiries about the Strategic Plan update, waterplanning@crd.bc.ca and 2 emails were received from members of the public. Delegations and written submissions provided to the CRD Board are not included in this report.

Social Media

Weekly social media posts on CRD's Facebook, Instagram and LinkedIn accounts were posted between February 18 and March 31, 2025, directing people to the project webpage and online survey. Two social media posts were boosted (paid ad spend) to generate greater reach. The boosted posts generated 56,665 reaches (unique viewers) and 253,677 impressions (total number of times the ads were seen). In addition, the municipalities of North Saanich and View Royal and the Quadra Cedar Hill Community Association created social media posts encouraging their residents to take the Regional Water Supply Strategic Plan survey.

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

Advertising

A media release was issued by the CRD on February 18, 2025, to announce Phase 2 engagement opportunities for the Regional Water Supply Strategic Plan update and engagement process and encouraged the public to complete the online survey. Multiple news outlets received the media release and it was picked up by [Oak Bay News](#), [The District of Sooke](#) and [Township of View Royal](#). Additionally, the General Manager of Infrastructure & Water Services did an [interview](#) with the Times Colonist on March 20, 2025 to help raise awareness about the Regional Water Supply Strategic Plan engagement survey.

Print ads were published in all Black Press Newspapers and the Times Colonist Newspaper as per the publication chart below. The ads directed readers to the project webpage to complete the online survey via a QR code and URL.

Publication	Date
Times Colonist	February 22 & March 1, 2025
Saanich News	February 19 & 26, 2025
Victoria News	February 20 & 27, 2025
Goldstream Gazette	February 19 & 26, 2025
Sooke Mirror	February 20 & 27, 2025
Peninsula News Review	February 20 & 27, 2025

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

Conclusion & Next Steps

Overall, public responses to both phases of engagement indicate strong public support for the strategic plan commitments. Responses received from phase one of engagement indicated strong public support for the commitments and helped shape engagement in phase two. Results of Phase 1 engagement are available on our [project web page](#) and a summary of findings from Phase 2 engagement are available in Appendix B of this report.

Feedback about the draft strategic plan in Phase 2 also indicates strong public support for investments in: clean, safe and reliable water, adaptation to climate change, watershed management and associated infrastructure investments, with most respondents indicating that the above investments or values were very important or important to them. Additionally, when considering the value, importance and benefit of clean, drinkable water, most respondents felt that their water rates were “just right” in terms of pricing.

Comments and responses also revealed key themes related to shared commitments to resilience, good governance and sustainable planning. A consistent message was the desire for continued engagement and transparent communication as initiatives related to the strategic plan move forward.

Public feedback from both phases of engagement along with the inputs from the First Nation consultation will be considered and incorporated in the final revisions of the 2025 Regional Water Supply Strategic Plan.

The final draft of the 2025 Regional Water Supply Strategic Plan will be presented to the Regional Water Supply Commission for review and approval later in 2025 and if approved, will be posted to the CRD website and Get Involved project page.

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

Appendix A: Engagement Materials

CRD
Making a difference...together

Together we provide reliable, high-quality drinkable water to help ensure the health and sustainability of the growing communities we serve today and in the future.

Flip over to learn more

2025 Regional Water Supply Strategic Plan Update Overview

- 1 More than 430,000 people in the region rely on clean, drinkable water every day.
- 2 The CRD is updating a long-range strategic plan to ensure the delivery of safe, reliable high-quality water to the region for generations to come.
- 3 This plan will guide water-related decisions for the next 30 years. Your voice is important to us.

DID YOU KNOW?

50,500 MEGALITRES
treated on average per year

=

252 MILLION BATHTUBS

Don't take your drinking water for granted, have your say!

Join us for a virtual info session or take the online survey. Share your feedback by scanning the QR code or visiting getinvolved.crd.bc.ca/regional-water-supply-strategic-plan

Figure 1: Public Engagement Postcard

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)

Capital Regional District | May 2025

Mission Statement
"Together we provide reliable, high-quality drinkable water to help ensure the health and sustainability of the growing communities we serve today and in the future."

**Regional Water Supply
DRAFT STRATEGIC PLAN**

Don't take your drinking water for granted, have your say!
Share your feedback by scanning the QR code or visiting getinvolved.crd.bc.ca/regional-water-supply-strategic-plan

Commitments and Priorities

COMMITMENT 1:
Provide high quality, safe drinkable water

PRIORITY 1
Protect and manage the watershed to ensure sustainable high-quality source water.

PRIORITY 2
Ensure drinking water quality with a multi-barrier risk-based approach.

PRIORITY 3
Advance our understanding of the water supply area and source water to prepare for the future.

COMMITMENT 2:
Provide an adequate, reliable, long-term supply of drinkable water

PRIORITY 1
Continuously plan and prepare for future water supply needs.

PRIORITY 2
Enhance public connection to, confidence in and responsibility for water supply and value of water.

PRIORITY 3
Optimize our available water supply through water conservation.

PRIORITY 4
Implement a sustainable and equitable long-term financial plan.

COMMITMENT 3:
Provide efficient, effective and innovative operations of our water system infrastructure

PRIORITY 1
Make evidence-based and community-responsive infrastructure decisions to ensure reliable system performance and sustainability.

PRIORITY 2
Assure sustainability and capacity of water management operations through sufficient resources, robust processes, strategic partnerships, effective tools, and continuous innovation.

PRIORITY 3
Enhance the security and sustainability of the water supply by effectively managing risks and enhancing emergency response capabilities.

PRIORITY 4
Attract, develop, and retain a diverse, knowledgeable and empowered workforce.

DID YOU KNOW?
50,500 = 252
MEGALITRES = MILLION LITRES
(based on average 100% yield)

Don't take your drinking water for granted, have your say!
Share your feedback by scanning the QR code or visiting getinvolved.crd.bc.ca/regional-water-supply-strategic-plan

Figure 2: Public Engagement Trifold Brochure

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)

Capital Regional District | May 2025

CRD REGIONAL WATER SUPPLY 2025 STRATEGIC PLAN UPDATE

The draft plan outlines proposed strategic priorities that are intended to ensure the Regional Water Supply Service is responsive to challenges and opportunities facing the system while maintaining focus on the three long term commitments:

1

Provide high quality, safe drinkable water

2

Provide an adequate, reliable, long-term supply of drinkable water

3

Provide efficient, effective and innovative operations of our water system infrastructure

Engagement & Implementation

A key part of the development of the Strategic Plan is to engage with the public to share the plan, answer questions you may have on our system and gather your feedback on your priorities related to your drinking water.

The current draft strategic plan is available for feedback on our engagement platform and we are hosting a virtual information session in early March. The feedback deadline is March 31, 2025. The revised final Strategic Plan incorporating feedback from our public engagement will be presented to the Regional Water Supply Commission for approval in Spring of 2025.

Don't take your drinking water for granted, have your say!
Visit getinvolved.crd.bc.ca/regional-water-supply-strategic-plan for more information.

Figure 3: Public Engagement Display Board

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025



Planning for Our Ongoing Drinking Water Needs

The Capital Regional District (CRD) is updating its long-range Strategic Plan to ensure the delivery of safe, reliable and high quality water to the region for generations to come.

More than 430,000 people in the region rely on clean, drinkable water every day. A key part of the development of the Strategic Plan is to engage with the public to share the plan, answer questions, and gather feedback on your priorities related to your drinking water.

The current draft Strategic Plan is available for feedback on our engagement platform. We are also hosting a virtual information session in early March.

Don't take drinking water for granted. Have your say!

Give your feedback on the proposed strategic plan using the link or code below. Please provide your comments by **March 31, 2025**.

getinvolved.crd.bc.ca/regional-water-supply-strategic-plan



Scan to learn more!



Figure 4: Black Press Newspaper Ad

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025



Planning for Our Ongoing Drinking Water Needs

The Capital Regional District (CRD) is updating its long-range Strategic Plan to ensure the delivery of safe, reliable and high quality water to the region for generations to come.

More than 430,000 people in the region rely on clean, drinkable water every day. A key part of the development of the Strategic Plan is to engage with the public to share the plan, answer questions you may have on our system, and gather your feedback on your priorities related to your drinking water.

The current draft Strategic Plan is available for feedback on our engagement platform. We are also hosting a virtual information session in early March.

Don't take drinking water for granted. Have your say!

Give your feedback on the proposed strategic plan using the link or code below. Please provide your comments by **March 31, 2025**.

getinvolved.crd.bc.ca/regional-water-supply-strategic-plan



Scan to learn more!



Figure 5: Times Colonist Newspaper Ad

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

Appendix B: Regional Water Strategic Plan Survey Summary

Prepared by: Catapult Strategy for the Capital Regional District - April 2025

A total of 452 online surveys were completed between February 18, 2025, and March 31, 2025. Below is a summary of the online survey responses.

Section 1: Demographics

Q1: Where do you live?

The survey reached residents across the region, with strong participation from Victoria at 25.1% and Saanich at 21.6%. The respondent distribution suggests a well-rounded geographic representation although Sooke at 11.3% and Oak Bay at 8.2% are slightly overrepresented and Langford at 5.1% are slightly underrepresented relative to their population.

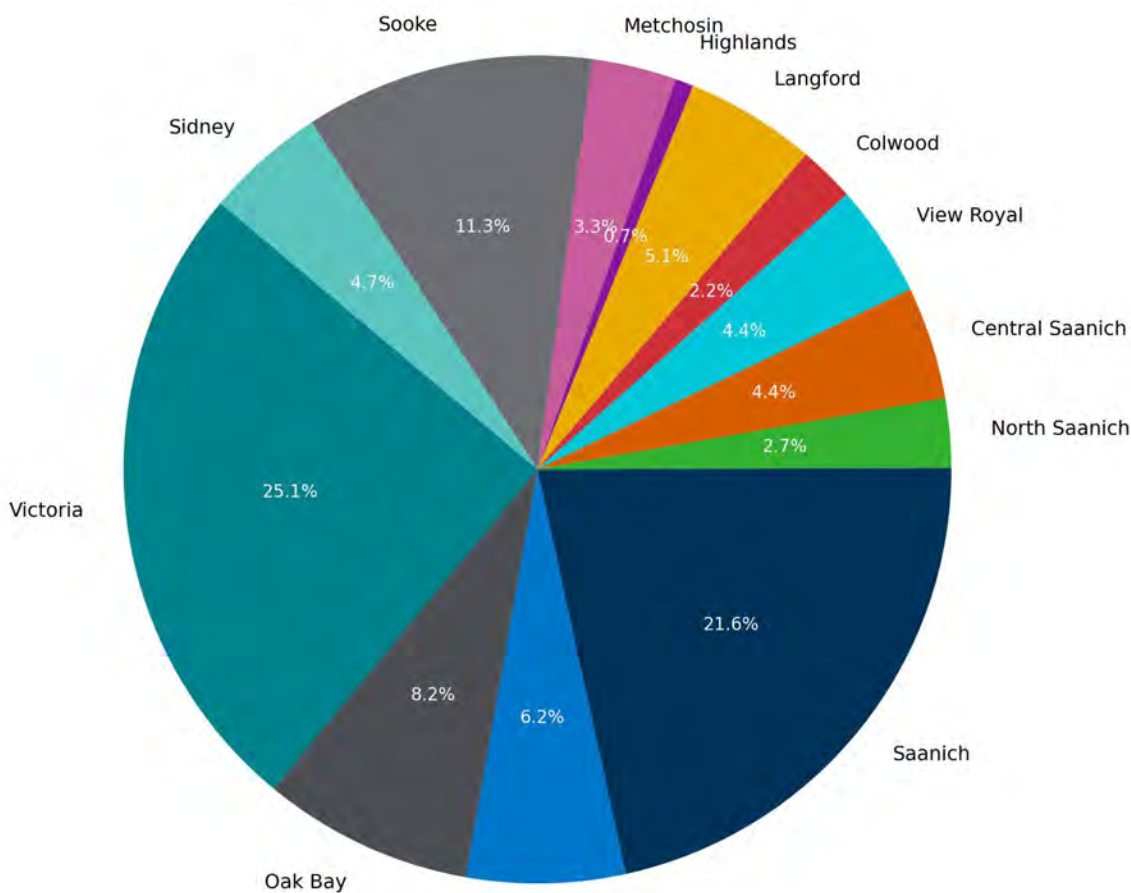
What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Making a difference...together

Capital Regional District | May 2025



What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

Community	# Responses	% Responses
Central Saanich	20	4.4%
Colwood	10	2.2%
Esquimalt	28	6.2%
Langford	23	5.1%
Metchosin	15	3.3%
North Saanich	12	2.7%
Oak Bay	37	8.2%
Saanich	97	21.6%
Sidney	21	4.7%
Sooke	51	11.3%
Victoria	113	25.1%
View Royal	20	4.4%
Highlands	3	0.7%

What We Heard Report

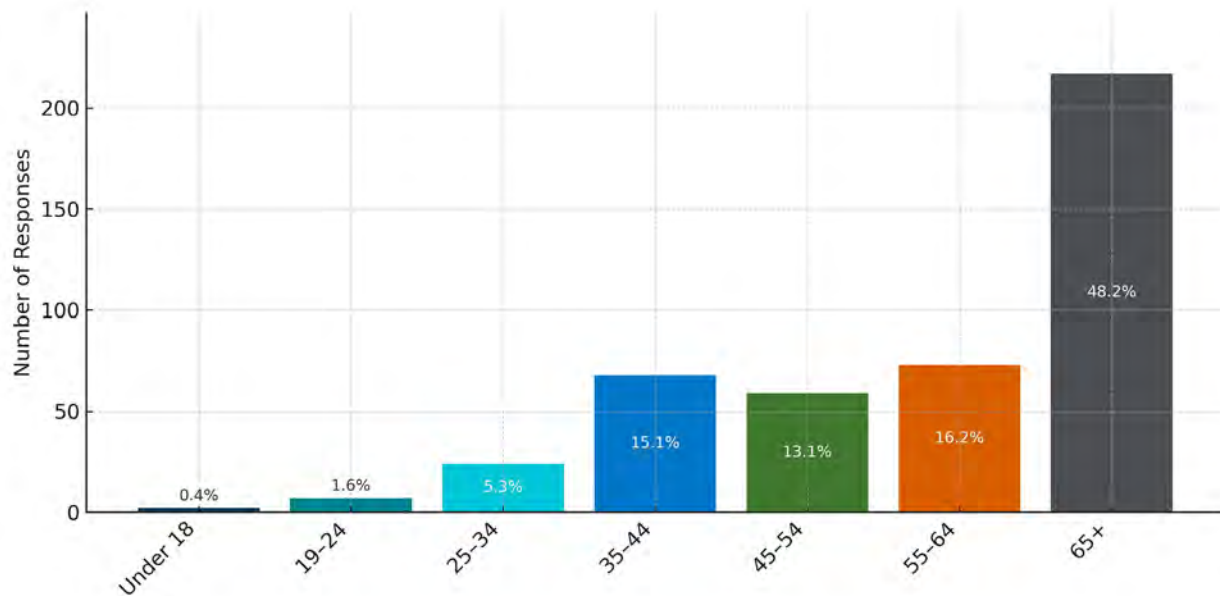
Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

Q2: What is your age range?

Survey respondents skewed older, with nearly half 48.2% of respondents being aged 65+, followed by 55–64 years at 16.2% and 35–44 years at 15.1%. This strong engagement from older residents likely reflects a high level of interest in infrastructure, planning and regional services among retirees and long-term community members as well as availability of time to complete the survey.



What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



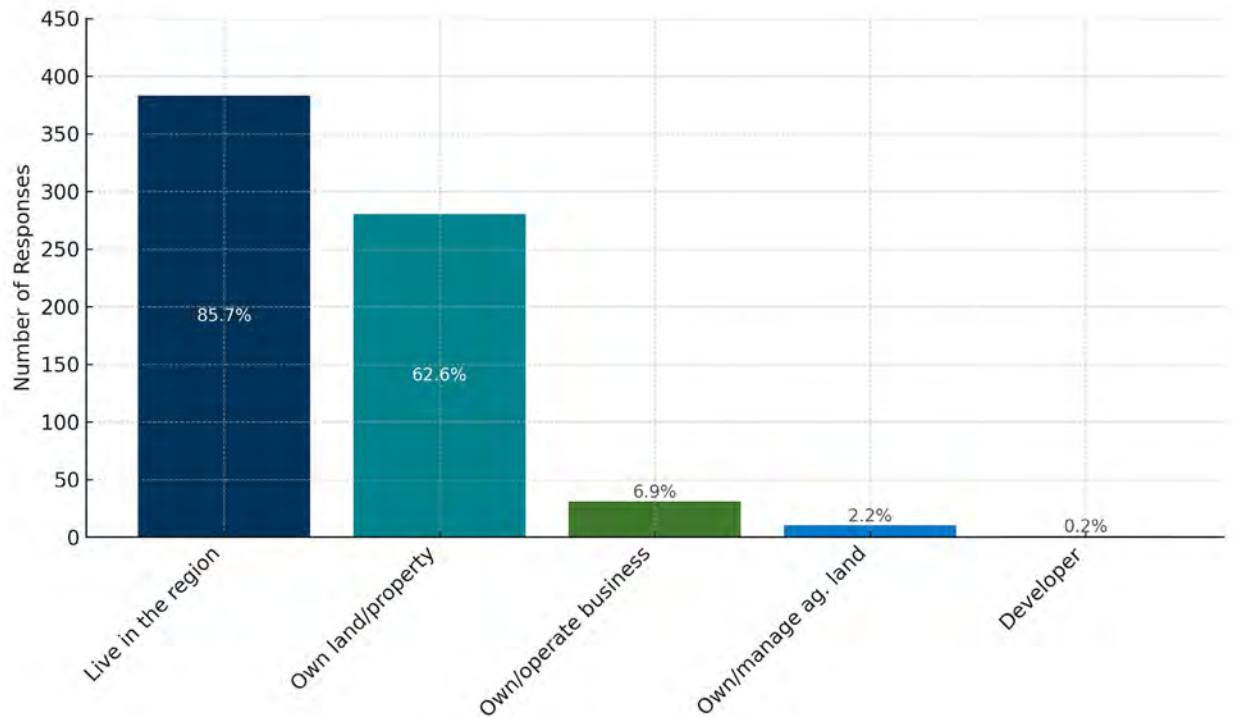
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Q3: How would you best describe your connection(s) to the Regional Water Supply Service?
(Respondents checked all responses that were applicable to them).

The vast majority of survey respondents (85.7%) indicated they live in the region, with 62.6% stating they also own land or property.

Smaller segments of the population reported owning or operating a business (6.9%) or managing agricultural land (2.2%). Less than 1% identified as developers.

These results suggest the feedback largely reflects residential perspectives, with business and agricultural viewpoints comparatively underrepresented.



What We Heard Report

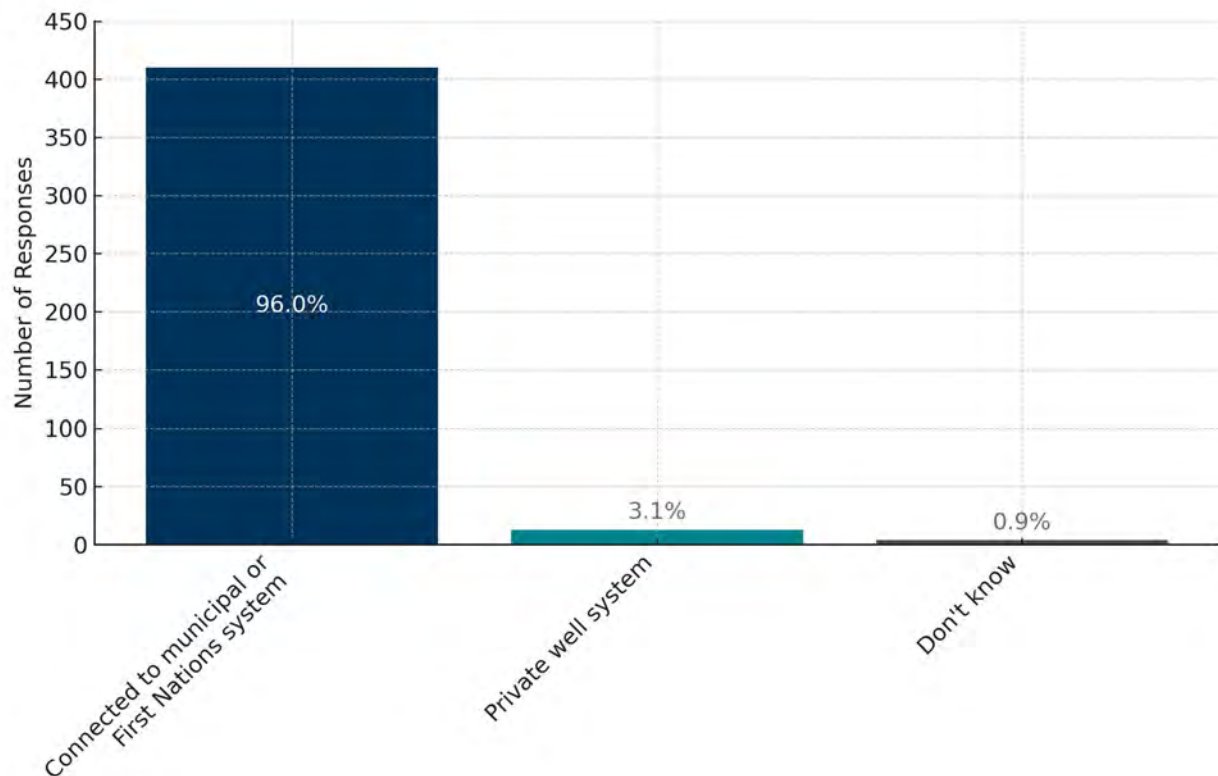
Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

Q4: What is your current drinking water source?

The vast majority of respondents 96% report being connected to a municipal or First Nations drinking water system. A smaller portion 3.1% use a private well system, while 0.9% indicated they were unsure of their source. This suggests most respondents have consistent access to regulated systems, although private well users may face different challenges around supply and safety.



What We Heard Report

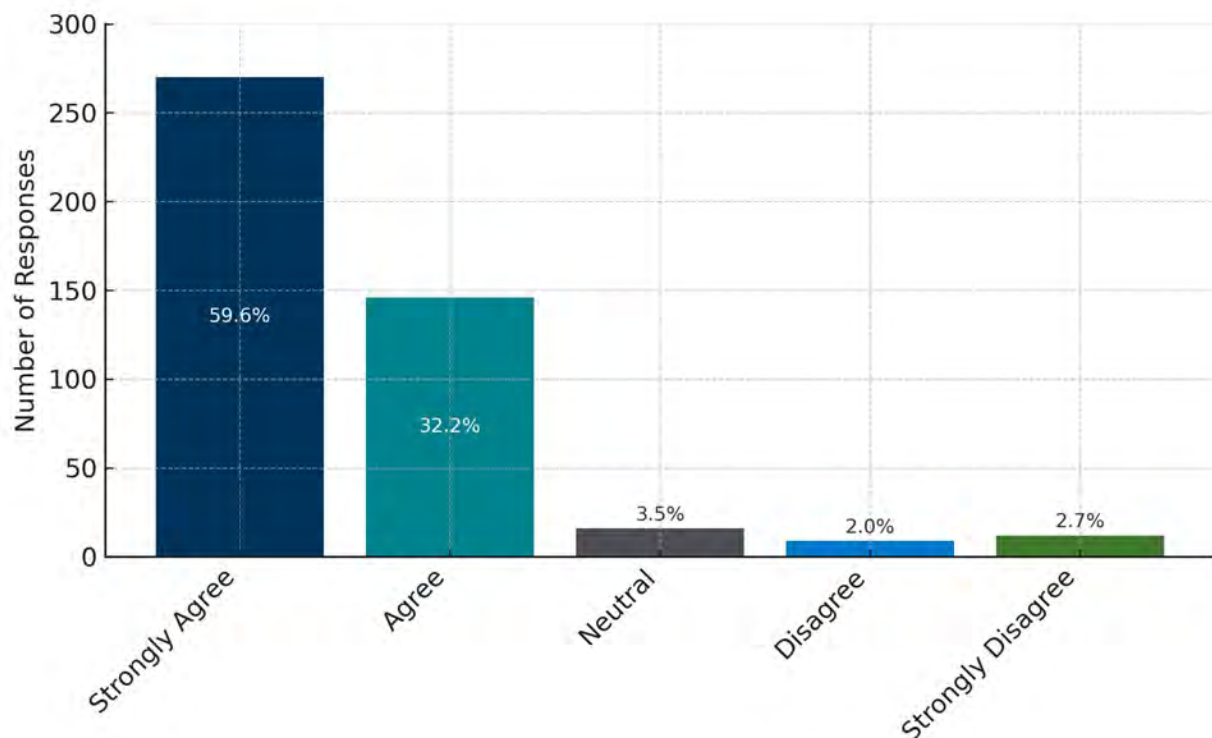
Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

Q5. Rate your level of agreement or disagreement: “Historically, the Regional Water Supply Service has met my expectations.”

A strong majority of participants expressed confidence in the historical performance of the Regional Water Supply Service, with 91.8% either strongly or somewhat agreeing that it met their expectations. An additional 3.5% were neutral, suggesting a relatively modest portion of uncertainty or disengagement. Very few respondents indicated dissatisfaction, with only 4.7% expressing disagreement. These results reflect a generally positive perception of the service's historical delivery.



What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)

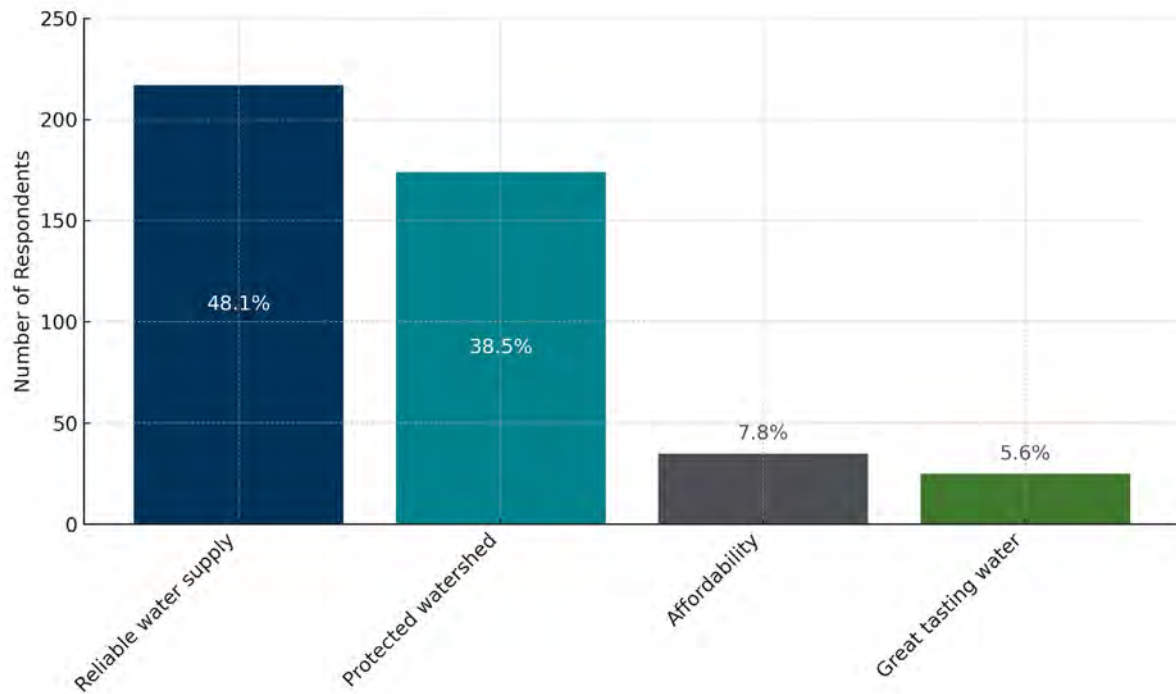


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Q6. Rank what aspect of the Regional Water Supply Service you value the most.

(Respondents ranked from 1-5 with 1 being most valued).

A clear majority of respondents 48.1% selected a reliable water supply as their top priority followed by a protected watershed at 38.5%. Fewer respondents ranked affordability and great tasting water as their top priorities. The results highlight a strong focus on core services and environmental protection.



What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



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Q7. Are there other aspects of the Regional Water Supply Service you value that were not mentioned in the previous question? If yes, please explain.

Responses were grouped in the common themes noted below.

- **Water Quality Testing and Monitoring**

Some respondents mentioned their appreciation for regular water quality testing and real-time data sharing, reinforcing their trust in the system.

- **Emergency Preparedness**

A few respondents emphasized the importance of robust planning and system redundancy to handle emergencies like earthquakes, wildfires, or system failures.

- **Equity in Access and Planning for Growth**

There were remarks related to ensuring equitable access across communities (urban and rural) and incorporating future population growth into infrastructure planning.

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)

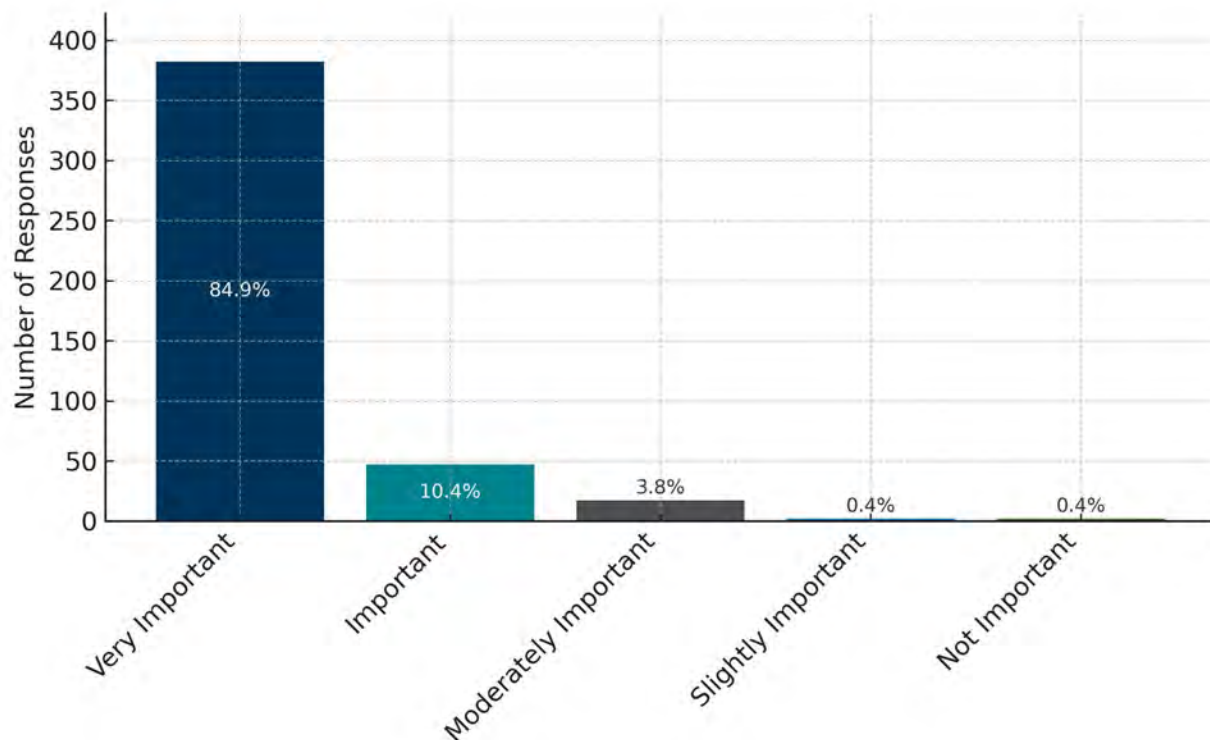


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Section 2: Priorities

Q8: Reflecting on our current water supply and future water needs, how important is it that the CRD continues to invest in high quality, safe and reliable drinkable water?

There is near-universal agreement on the importance of continuing investment in safe and reliable drinking water. An overwhelming 95.3% of respondents said it is either very important or important for the CRD to continue investing in safe and reliable drinking water. This confirms exceptionally strong regional support for core infrastructure maintenance and renewal.



What We Heard Report

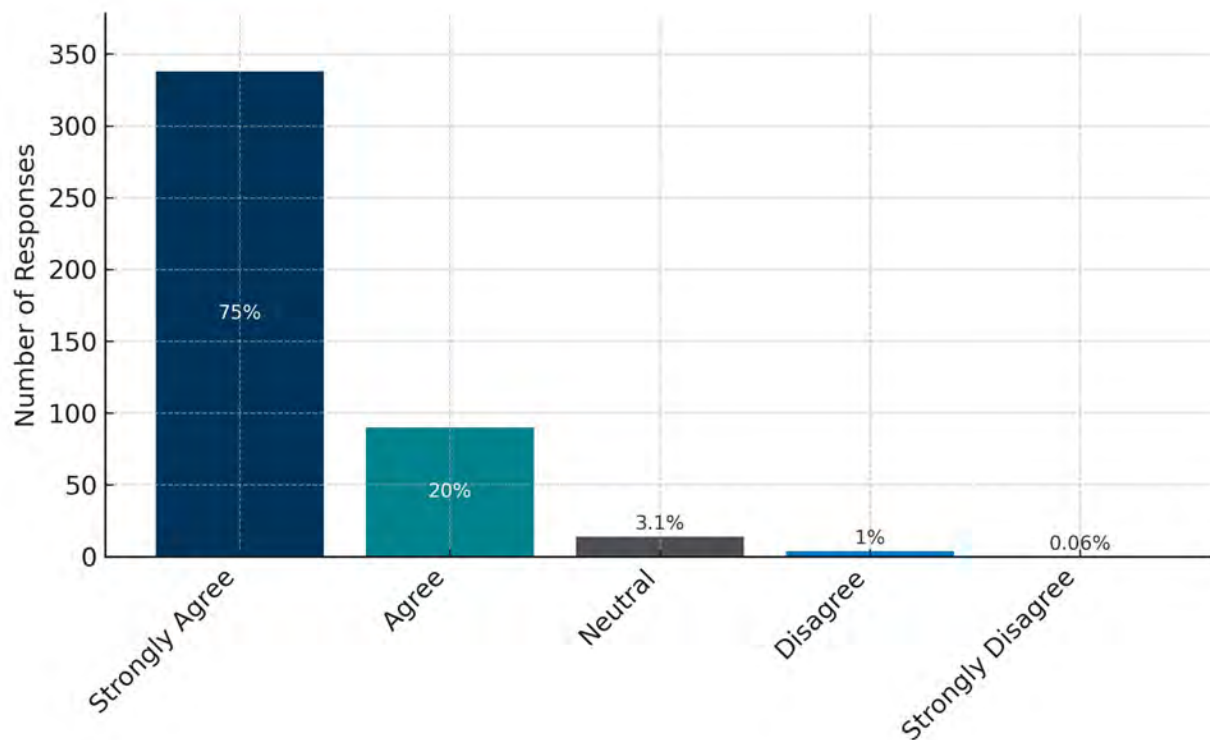
Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



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Q9: Ensuring clean, safe and reliable water is a complex process involving investments in watershed management, reservoirs, underground infrastructure, treatment, safety protocols and more. Do you believe the above long-term investments are good for the region?

The vast majority 95% of participants strongly agree or agree that long-term investments in water systems are beneficial. This reinforces public support for strategic planning and budgeting that takes future needs into account.



What We Heard Report

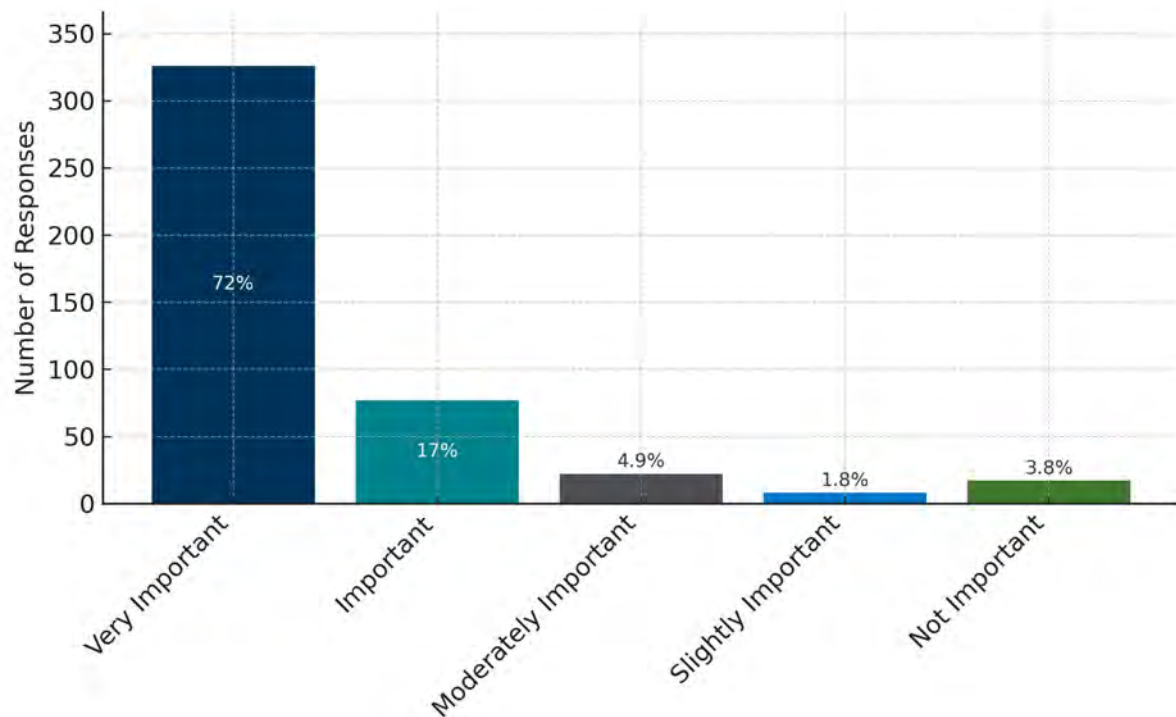
Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

Q10: Changing weather patterns, warming temperatures and a growing population are changing the supply, demand and usage of water. How important is it to you that the CRD adapts to climate change and prioritizes investments in long-term strategies to ensure a reliable water supply for future generations?

The vast majority 93.9% of respondents consider climate adaptation very important, important, or moderately important with only 3.8% rating it as not important. This indicates broad awareness of how climate impacts may affect water security and strong endorsement of future-focused strategies.



What We Heard Report

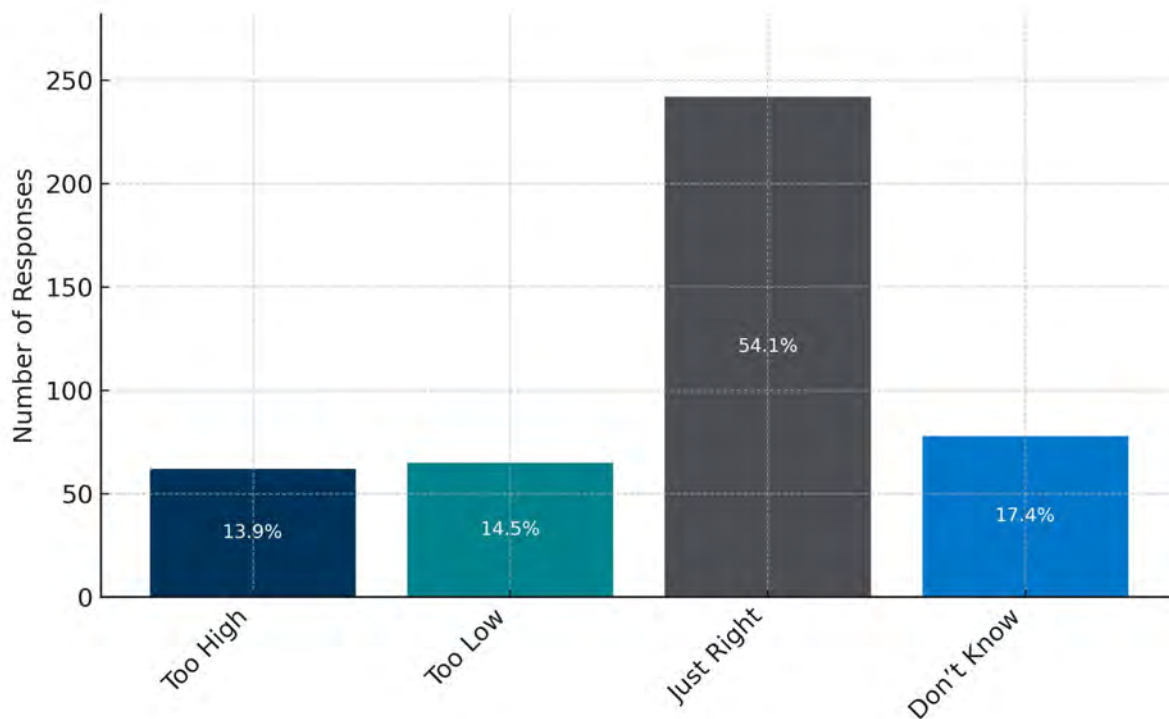
Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

Q11: To keep costs affordable, the draft Strategic Plan balances infrastructure investments and continuous innovation with fiscal responsibility and efficiency. When you consider the value, importance and benefit of clean, drinkable water, would you say the current costs for your home or business are:

A majority of respondents 54.1% felt that current costs were just right, while a smaller share viewed rates as either too high or too low. Notable 17.4% were unsure, suggesting some uncertainty or lack of awareness around pricing. Overall, affordability does not appear to be a major barrier to support for continued investment.



What We Heard Report

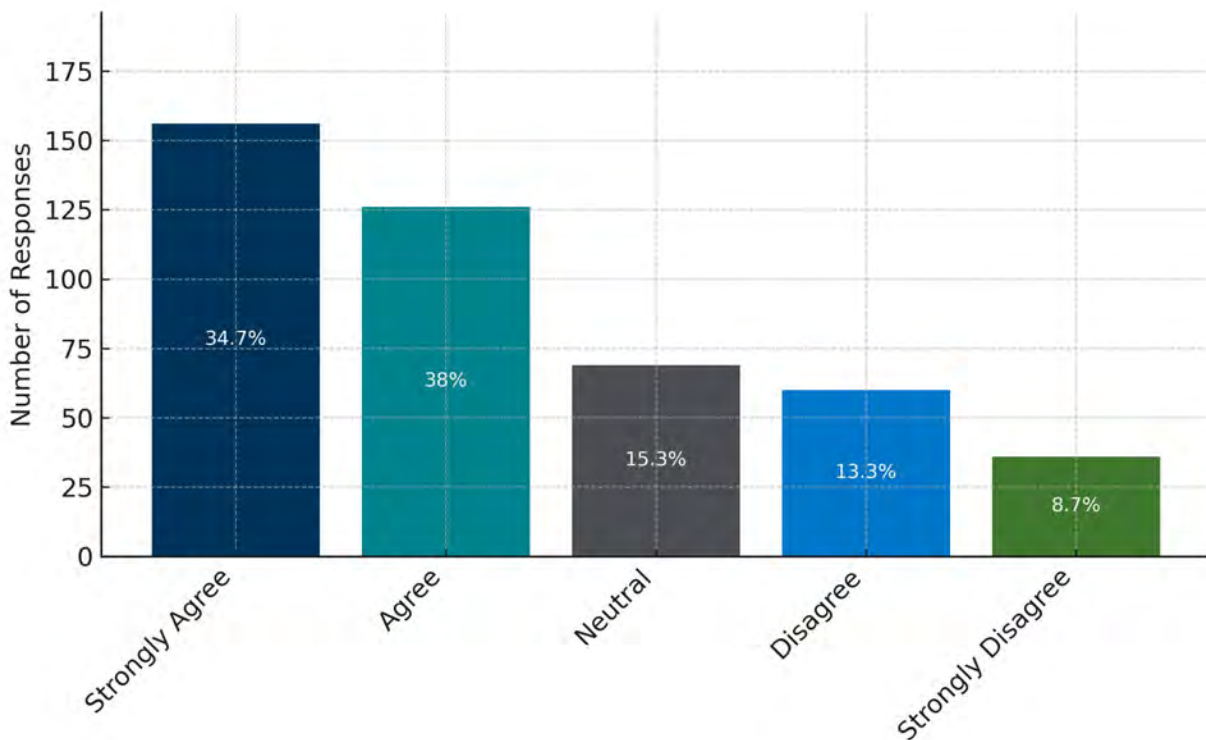
Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

Q12: Please rate your level of agreement or disagreement: "The CRD should promote and enforce year-round water conservation, even when water shortages are not expected."

Support for conservation is generally strong, with 72.7% of respondents either agreeing or strongly agreeing with the initiative. A smaller share 15.3% were neutral, while 22% expressed some level of disagreement. While overall support is high, the level of consensus is somewhat lower than seen in other areas, indicating room for continued public education or engagement.



What We Heard Report

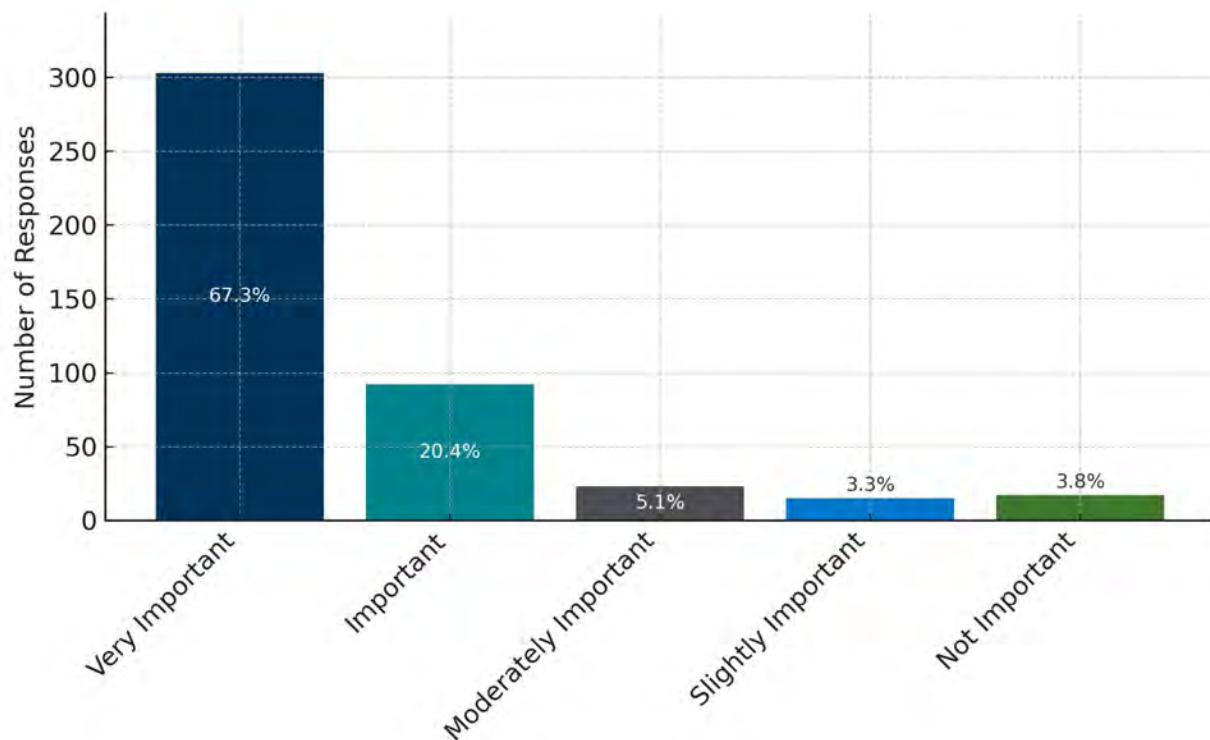
Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

Q13: For years, the CRD has been investing in measures to safeguard the region from potential water shortages or water supply interruptions resulting from natural disasters and impacts from climate change. How important is this to you?

Investment in emergency preparedness is widely supported. Residents recognize the value in proactively mitigating future risks and ensuring resilience to climate events or infrastructure failure. Most respondents 92.8% feel that emergency preparedness is very important, important or moderately important. These results suggest high public support for proactive planning to handle risks related to climate and infrastructure failure.



What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

Q14: If there were something you could improve about the Regional Water Supply Service, what would it be?

When asked what could be improved, respondents most frequently pointed to a need for clearer communication and greater transparency, particularly regarding water quality and decision-making. Others suggested enhancing rural service equity, investing in leak detection and infrastructure renewal, and doing more to protect watersheds and prepare for future climate challenges. A few also expressed confusion over water taste and chlorine use, asking for more public education.

A. Planning for Growth & Future Demand

Several respondents called for more clarity on how the CRD is planning for population growth and future water demand:

"Is the service able to meet future water demands in light of urban expansion and climate change?"

B. Emergency Preparedness & Resilience

There is strong interest in knowing how the CRD will provide water in emergencies or during major infrastructure failure:

"Yes, how do you provide water in the event of a critical pipe break or disaster?"

C. Accountability & Oversight of Development Impacts

Some residents expressed concern about how new developments are affecting water supply and infrastructure resilience.

"I've been hearing a lot about how development is straining infrastructure. Is anyone measuring that?"

D. Transparency & Public Communication

Many respondents asked for better access to information about forecasts, planning metrics and rationale for infrastructure priorities. Billing was a recurring concern, with several asking for more transparency in how water bills are calculated and what the charges represent.

"Better clarity on water billing. The charges are confusing and not well explained?"

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)

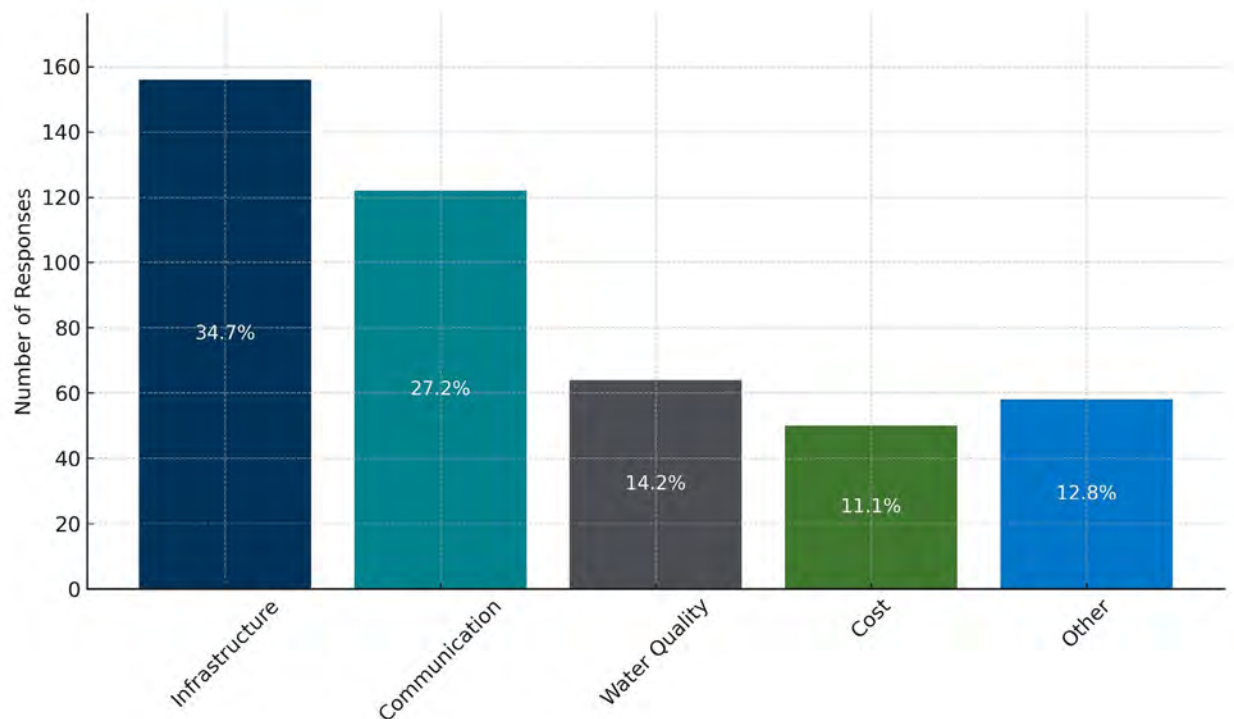


Capital Regional District | May 2025

E. Innovation and Infrastructure Investment

A smaller but vocal group called for more innovative thinking, including alternative sources like desalination or upgrades to aging systems:

"Are there any plans for constructing a desalination plant or better storage reservoirs?"



This chart above summarizes key themes that emerged from respondents' written comments. Responses were coded based on recurring topics such as cost, communication, water quality, transparency and infrastructure needs.

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

Q15: Is there any other feedback you would like to provide about the Regional Water Supply Service, the draft Regional Water Supply Strategic Plan or this engagement?

Overall, respondents echoed many of the themes found throughout the survey, including a shared commitment to resilience, good governance and sustainable planning. A consistent message was the desire for continued engagement and transparent communication as planning moves forward.

Several respondents praised the quality of the water system and CRD's foresight:

"Overall, the quality and supply of water in Greater Victoria is very well done. Keep it up."

"We very much appreciate the CRD's past and present foresight regarding our regional water supply."

Others emphasized the need for future-focused investment and infrastructure resilience:

"Install a second main from the reservoir to prevent shortages like Calgary experienced in 2024."

"In the next 50 years, water is going to be the new oil/gold. We need to spend the money to invest in our supply."

There were also suggestions for increased public education, clearer communication and alternative engagement methods:

"Communicate more proactively. I only hear about water issues when something goes wrong."

"We need a regional approach to water supply and less fragmentation between jurisdictions."

A few voices urged spending caution or budget transparency, reflecting a desire for balance between ambition and fiscal prudence:

"The CRD needs to be more transparent about where water-related funds are going."

"Before raising costs, show us how current budgets are being used to improve service."

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

16. What additional information or ongoing communication would help you better understand and support the CRD's decisions related to water?

A. Transparency on Water Bills & Costs

Respondents want clearer explanations of how their water rates are calculated and how funds are being used. There is interest in understanding what influences their bills and how they relate to infrastructure investments.

"More clarity on water billing. The charges are confusing and not well explained."

"Break down of what's included in our water costs and how they're determined."

B. Communication About Planning & Future Projects

Several participants requested ongoing updates about infrastructure upgrades, water demand forecasts and long-term strategic planning.

"Updates on where the CRD plans to expand or improve the system."

"Better communication about how climate change is factored into planning."

C. Real-Time or Frequent Water Usage & Quality Data

There was repeated mention of wanting more immediate or routine updates on water quality and consumption trends.

"A dashboard showing daily water use or system status would be helpful."

"Share water quality testing results more regularly."

D. Education & Engagement Opportunities

Some respondents asked for more public education, including explanations of CRD priorities, conservation tips and how residents can participate in decision-making.

"Workshops or online sessions explaining water systems and plans."

"Simple guides on what people can do to support conservation."

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

E. Coordination with Local Municipalities

A few expressed confusion about whether communication should come from CRD or their local municipality, suggesting room for clarification and collaboration.

"Sometimes hard to tell what's municipal vs CRD. Make it clearer who does what."

Key Survey Themes

Insight: Strong Support for Investment in Safe, Reliable Water

Nearly all respondents view continued investment in safe and reliable drinkable water as critically important. Over 95% rated it as very important or important.

Quote: *"Grateful that the CRD is engaging citizens! The groundwork laid by earlier generations needs to be maintained and improved."*

Demographic Note: This sentiment is consistently high across all age groups and locations, showing strong regional consensus.

Insight: Clear Consensus on Adapting to Climate Change

A large portion of respondents 93.9% emphasized the importance of the CRD adapting to climate change and planning for long-term water supply needs.

Quote: *"We've inherited an incredible legacy from previous generations. Let's make sure we leave future generations with the same security."*

Demographic Note: Support for climate adaptation is strong across all age ranges with all age categories having an average rating of 4.4 or higher on a 5-point Likert scale.

Insight: Most Believe Water Costs Are Reasonable

A majority of respondents 68.6% felt that current water rates are either just right or too low, indicating that most people believe they're receiving good value for the cost.

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

Quote: *"I think our water is priced fairly given the quality and security. I'm ok with paying for the Infrastructure that keeps it that way."*

Demographic Note: Younger respondents under 35 were slightly more price sensitive, but even among this age group, affordability concerns were relatively low.

Insight: Year-Round Water Conservation Garner's Moderate Support

While many agree with the idea of year-round water conservation, enthusiasm is more mixed. Responses show a wider range, with 34.7% strongly agreeing and 27.3% rating as neutral, disagree or strongly disagree reflecting a range of comfort levels with permanent restrictions.

Quotes:

- *"I strongly agree with year-round restrictions — we can't assume the water will always be there." (High Support)*
- *"I support conservation but don't think heavy restrictions make sense when reservoirs are full. Education is a better first step." (Moderate Support)*
- *"Neutral — I think it depends on whether there's actually a drought." (Mixed/Neutral)*
- *"It feels performative when there's clearly no shortage." (Critical View)*

Demographic Note: Support for year-round conservation was consistent overall. Younger respondents under 35 (4.0 average rating) were slightly more likely to strongly agree, while older age groups expressed a broader mix of views (65+ average rating 3.67).

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

Insight: High Value Placed on Disaster Preparedness

Most respondents see value in CRD's investments to mitigate risks from disasters and climate events. It's seen as a responsible and future-facing strategy.

Quote: *"A clear indicator to users of how much water they're using daily would help. People are more likely to prepare if they understand their own usage."*

Demographic Note: This priority was expressed across all age ranges.

Demographic Insights

Insight: Perspectives by Age Group

While all age groups find water cost reasonable, younger residents aged 25-34 years and older respondents aged 65+ tend to be slightly more critical of costs but the difference across age groups is relatively minor. However, they still support water safety investment.

- Ages 65+: Cost rating = 1.99
- Ages 25-34: Cost rating = 2.11

Insight: Location Matters — But Mostly Reinforces Broader Themes

No single municipality dramatically departs from the regional averages on investment, conservation, or climate priorities. Saanich, Victoria and Oak Bay respondents show nearly identical support for investment in water safety and climate readiness, this indicates broad regional alignment, which is useful for the CRD in justifying a cohesive approach to water planning.

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 2)



Capital Regional District | May 2025

NOTE: Understanding Average Scores

Average scores such as '2.15' or '2.53' represent the mean response on a 5-point Likert scale (or in select questions a 4-point scale). For example, when respondents were asked how they would describe the current cost of water for their home or business, the response scale was:

Likert Scale

- 1 = Too high
- 2 = Just right
- 3 = Too low
- 4 = Don't know

So, an average of 1.99 indicates that most respondents selected between *too high* and *just right*.



CAPITAL REGIONAL DISTRICT

REGIONAL WATER SUPPLY STRATEGIC PLAN

FIRST NATIONS ENGAGEMENT - WHAT WE HEARD REPORT

Prepared by Jemma Scoble & Associates Consulting Inc.

November 2025



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EXECUTIVE SUMMARY

The Capital Regional District (CRD) began engagement with First Nations on its Regional Water Supply Strategic Plan in March 2025. CRD's intent is to update the 2017 strategic plan to reflect regional changes and commitments to reconciliation.

From March to November 2025, CRD's regional water supply management team reached out to 15 First Nations whose traditional territories overlap CRD's regional water supply area to receive feedback and input on a draft Regional Water Supply Strategic Plan.

This report summarizes the input received from First Nations during the engagement period and is reflective of key interests expressed by First Nations who were available to participate. The CRD asked Jemma Scoble & Associates Consulting to review the feedback from First Nations and prepare this report.

Eight First Nations responded, with seven providing input on the draft strategic plan. This input is not reflective of the interests and concerns of all First Nations. The report includes key themes that emerged from the feedback received through meetings, written correspondence, and during a site visit to the Sooke Lake Reservoir on September 12, 2025.

Key themes heard during the engagement period included reconciliation, governance and representation, watershed access, the desire for greater collaboration on watershed stewardship and protection, cultural and spiritual connection to water, and cumulative impacts on water resources.

The final plan, incorporating input from First Nations, will be presented to the Regional Water Supply Commission in late 2025.

1. Introduction

The Regional Water Supply Strategic Plan outlines the CRD's commitments and priorities over a 10-year horizon to ensure sustainable management and maintenance of the region's water infrastructure and supply system.

In 2024, CRD staff began a two-step process to update the 2017 Regional Water Supply Strategic Plan to reflect changes in the region such as the need for climate change response, and key priorities of the CRD such as reconciliation with First Nations.

In 2025, CRD staff engaged with 15 First Nations with traditional territories within the regional water supply area on a draft water supply strategic plan, sharing the document for input and discussing individual Nation interests in water supply management across the region.

1.1 Context for the report

This report summarizes the feedback received from First Nations regarding the Regional Water Supply Strategic Plan. Jemma Scoble & Associates Consulting (JSco) were retained to review the feedback provided by First Nations in written submissions and meeting notes and to identify key themes for consideration by the CRD in a "what we heard" summary document. JSco were not involved in the planning or implementation of consultation with First Nations.

The next steps are to bring the report and updated Strategic Plan to the Commission in late 2025. The updated strategic plan incorporates the input from First Nations, and these adjustments have been shared with each Nation individually for their information. Following approval, the CRD will move forward with the plan, prioritizing the action related to watershed access which was raised as a top priority by many First Nations.

2. First Nations Consultation

2.1 Engagement Approach

The CRD is committed to engage First Nations communities respectfully and appropriately in the development of regional plans and strategies, and to support decision making around shared interests.

The following First Nations with territory within the Regional Water Supply Area were invited to engage on the Regional Water Supply Strategic Plan:

- BOŶÉĆEN (Pauquachin) First Nation
- Cowichan Tribes
- Halalt First Nation
- Lyackson First Nation
- MÁLEXEL (Malahat) Nation
- P'a:chi:da?ahť (Pacheedaht) First Nation
- Sc'ianew (Beecher Bay) First Nation
- Spune'luxutth (Penelakut) Tribe
- SŶÁUTŶ (Tsawout) First Nation

- T'Sou-ke Nation
- W̱SÍKEM (Tseycum) First Nation & W̱JOŁEŁP (Tsartlip) First Nation through the W̱SÁNEĆ Leadership Council
- x̱w̱sepsəm (Kosapsum) Nation
- Tsu'uubaa'asatx First Nation

2.2 Engagement Methods & Activities

The following describes the engagement methods used during engagement on the Regional Water Supply Strategic Plan:

- Initial Letters
 - All identified First Nations were sent a letter from the CRD in March 2025 regarding the Regional Water Supply Master Plan.
 - All identified First Nations were sent a copy of the draft Regional Water Supply Strategic Plan for review and invited to meet to discuss.
- Emails
 - All identified First Nations were contacted by email with follow-up information, meeting requests, and other details as requested.
- Meetings and Follow-ups
 - Meetings took place with First Nations, in-person or virtually, as requested.
 - Follow up occurred, as needed, to ensure the feedback provided was properly captured and additional thoughts could be shared, as appropriate.
- Feedback
 - Feedback was provided through meetings, phone calls, emails, and written submissions, according to the preferences of each First Nation.

Seven First Nations provided feedback on the draft strategy either through in-person meetings or written comments. One First Nation deferred the project to the other local First Nations.

3. Key themes

First Nations expressed appreciation for the opportunity to review the Regional Water Supply Strategic Plan, and to engage in a discussion with CRD regarding the approach to water supply management in the region.

The following themes were present in most of the discussions with First Nations and in written feedback received during the engagement period.

3.1 Reconciliation as a Guiding Principle

First Nations recommended the inclusion of CRD's commitment to reconciliation as a guiding principle, in addition to the importance of healthy ecosystems for watershed health, and shared stewardship. This feedback included aligning the strategic plan with the CRD's Reconciliation Action Plan (RAP) noting that the RAP should provide guidance to the strategic plan, and related CRD plans. Several First Nations noted the need to incorporate their rights and interests into future water planning, noting the importance of drinking water safety, fishing, and Douglas Treaty rights.

First Nations emphasized the need to acknowledge their Nations as rights holders, and to focus collectively on the shared goal of protecting water supplies, managing lands sustainably, and partnerships to protect water resources considering climate change impacts.

3.2 Governance and Representation

First Nations seek formal roles in the governance and decision-making around water as there is currently no mechanism for their direct representation on the Regional Water Supply Commission. As the *Capital Region Water Supply and Sooke Hills Protection Act*, its regulation, and the *Local Government Act* currently only permit local governments to participate on the Regional Water Supply Commission, some First Nations suggested joint advocacy to the provincial government for by-law amendments that would allow for direct representation. First Nations also suggested that the governance framework for decision-making on water should consider the province's commitment to align legislation with the *Declaration Act*. One First Nation suggested the creation of a governance table for structured feedback on water-related decisions and initiatives.

Many First Nations emphasized the importance of Nation-to-Nation decision-making protocols when it comes to water supply, and others requested more clarity on CRD's approach to water services, storage, distribution, and treatment, and how these align with reconciliation and water security.

Some First Nations spoke strongly about their responsibility to care for the lands and waters within their territory, and as such to be involved in decision-making about the watershed.

3.3 Watershed Access

First Nations raised strong concerns regarding the lack of access to watershed lands for hunting, harvesting and cultural use in alignment with their Douglas Treaty rights. One First Nation expressed interest in understanding the historic decision to close access to the Sooke Lake Water Supply Area, while others queried closure of Goldstream Watershed access, noting that this is an area of shared territory and a place used for traditional purposes. First Nations expressed interest in guardian or access agreements to support First Nations involvement in responsible watershed management.

3.4 Desire for Greater Collaboration on Watershed Stewardship and Protection

First Nations emphasized the need for watershed protection, and the importance of the ecosystem, and indicated strong interest in greater collaboration, and a greater role for their communities, in watershed stewardship planning and implementation.

Some areas identified for greater collaboration include stream restoration and cumulative impact assessment; fire management, prescribed burns, and forest fuel reduction; environmental monitoring; employment and training programs; data collection programs including wildlife, and support for First Nations Guardian programs focused on watershed protection.

Several First Nations noted the importance of First Nations involvement in the implementation of strategic plan actions related to watershed protection and monitoring and asked if capacity considerations and/or funding had been considered. One First Nation raised concerns regarding the transparency of current research and creek sampling activities of several government agencies and expressed interest in greater involvement in reservoir activities and water sampling.

Some Nations noted the need for early consultation on water infrastructure projects and proposed land acquisitions, noting the need to obtain Free, Prior and Informed Consent from First Nations.

3.5 Cultural and Spiritual Connection to Water

First Nations emphasized the importance of their cultural and spiritual connection to water, noting that it is a fundamental Aboriginal right and core interest for First Nations. They also noted that the plan omits cultural use, harvesting and spiritual relationships as priorities for First Nations.

First Nations highlighted the distinction between stewardship of the land and cultural use, indicating that in addition to expanding opportunities for First Nations' involvement in stewardship of watershed lands, the strategic plan should include the elements of cultural and ceremonial use, food, and medicine harvesting. Some First Nations noted the importance of the integration of Traditional Ecological Knowledge, cultural use, harvesting, and spiritual relationships into watershed planning and management. Others suggested the elements of cultural and ceremonial use, food and medicine harvesting be included as a medium-term action.

3.6 Cumulative Impacts on Water Resources

First Nations emphasized the need for watershed protection, and the importance of the ecosystem, waterflow, species and access to resources. Cumulative impacts on species and ecosystems that depend on water was a strong theme, with some feedback focusing on the lack of recognition of historical, ongoing cumulative impacts from water management resulting from colonization and development. Some First Nations requested CRD undertake collaborative assessments of the environment with First Nations and co-develop strategies to mitigate past harm. Some Nations questioned whether CRD would limit development due to water resource constraints. Some First Nations suggested including language in the plan to reflect the CRD's responsibility to protect fish and wildlife.

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JANUARY 14, 2026**

SUBJECT 2026 Terms of Reference for Standing Committees

ISSUE SUMMARY

To approve the 2026 Terms of Reference for the CRD Board's standing committees.

BACKGROUND

Under the *Local Government Act* and Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", the CRD Board Chair has the authority to establish standing committees and to appoint members to provide advice and recommendations to the Board.

Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of standing committees and provide a point of reference and guidance for the committees and members.

The annual process for the Standing Committees TOR is as follows:

1. review with the CRD Board Chair,
2. approval by the CRD Board, and
3. distribution to all Committees for information.

The 2026 Terms of Reference for standing committees, redlined to show all new revisions, are attached at Appendix A.

ALTERNATIVES

Alternative 1

That the 2026 Terms of Reference for standing committees be approved.

Alternative 2

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

IMPLICATIONS

First Nations Implications

On March 12, 2025 CRD Board meeting, the Board approved a motion arising from the Regional Parks Committee requesting that staff review section 3 of the Terms of Reference to include additional details on First Nation members voting rights on standing committees. As a result, all standing committee Terms of Reference were revised under section 3.0 Composition by adding the following:

"First Nation members are permitted to participate in standing committee meetings at their pleasure, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw section 33:

- i. *First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.*
- ii. *When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.”*

Service Delivery Implications

The Core Area Liquid Waste Management Committee TOR was updated under 5.0 Resources and support to have the General Manager of Infrastructure and Water Services act as liaison with support from other departments.

The Electoral Areas Services Committee TOR was updated under section 5.0 Resources and Support to reflect that the new General Manager of Electoral Area Services will act as a liaison to the committee.

CONCLUSION

Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of governing committees and provide a point of reference and guidance for the committees and their members. In 2026, all standing committee TOR were updated to include additional details on First Nation members voting rights. Any future revisions to the TOR will require ratification by the Board.

RECOMMENDATION

That the 2026 Terms of Reference for standing committees be approved.

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: 2026 Terms of Reference for Standing Committees (Redlined)

Terms of Reference



COMMITTEE OF THE WHOLE

PREAMBLE

In accordance with the Board Procedures Bylaw, the Capital Regional District (CRD) Board may resolve into Committee of the Whole at any time to examine and provide advice to the Board on various matters of regional interest.

The Committee's official name is to be:

Committee of the Whole

1.0 PURPOSE

- a) The purpose of the Committee of the Whole is to consider items of regional interest and/or that apply to more than one Board standing committee such as, but not limited to:
 - i. Annual Budget deliberations – Departmental Service Plans to be considered by respective standing committees
 - ii. Development of Strategic Plan
 - iii. Policy changes that have a regional impact
 - iv. Forum of Councils; and
 - v. Any other matter as determined by a committee chair in consultation with the Board Chair that would be better considered at a Committee of the Whole meeting
- b) With the consent of the Board Chair, the Committee of the Whole may act as a forum in which the Board would receive delegations from the public and presentations from staff related to items requiring more in depth explanation, discussion and Board feedback.

2.0 ESTABLISHMENT AND AUTHORITY

- a) The committee will make recommendations to the Board for review, comment and decision.
- b) The Board Chair may act as Chair or appoint another Member to preside at the meeting.

3.0 COMPOSITION

- a) Committee members will be all CRD Board Members; and
- b) First Nation members are permitted to participate in standing committee meetings at their pleasure, ~~in accordance with the CRD Procedures Bylaw~~, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw section 33:

- i) First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
- ii) When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.

4.0 PROCEDURES

- a) The Committee shall meet at the call of the Chair on the fifth Wednesday of the month and have special meetings as required, in consultation with the Chief Administrative Officer and Corporate Officer.
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) At the request of a committee chair and with the consent of the Board Chair, items that fall within the mandate of one or more committee or are regional in nature, may be considered by the Committee of the Whole.
- d) The bulk of discussion and debate of pertinent issues will take place at the committee, with all necessary recommendations forwarded to the Board for consideration and final decision-making.
- e) In accordance with the CRD Board Procedures Bylaw, a motion to rise and report shall be adopted at the Committee of the Whole meeting. A Board meeting will convene immediately following the Committee of the Whole meeting where the Chair shall report to the Board to adopt the recommendation or postpone consideration to the next regularly scheduled Board meeting.

5.0 RESOURCES AND SUPPORT

- a) The Chief Administrative Officer will provide strategic support and act as liaison;
- b) Minutes and agendas are prepared and distributed by Corporate Services; and
- c) The Executive Leadership Team (ELT) will provide additional administrative support as required.

Approved by CRD Board _____

Terms of Reference

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CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Core Area Liquid Waste Management Committee (CALWMC) is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding the Core Area Liquid Waste Management Plan (CALWMP). Recommendations related to long-term biosolids management planning in the CALWMP shall be referred to the Environmental Services Committee.

The Committee's official name is to be:

Core Area Liquid Waste Management Committee

1.0 PURPOSE

- a) The mandate of the Committee is to oversee and make recommendations to the Board regarding the:
 - i. administration and regulatory reporting for the Core Area Liquid Waste Management Plan
 - ii. Core area trunk sewers and sewage disposal systems
- b) The Committee will act as the steering committee of the Technical and Community Advisory Committee, as outlined in Appendix A.

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the Board for consideration.
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

- a) The membership is comprised of all directors on the CRD Board from the following municipalities that are participants in the Core Area Liquid Waste Management Plan:
 - Colwood
 - Esquimalt
 - Langford
 - Oak Bay
 - Saanich
 - Victoria
 - View Royal
 - An elected representative and alternate from each of the Songhees Nation and Esquimalt Nation Councils (Board Procedures Bylaw No. 3828)

- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, ~~in accordance with the CRD Procedures Bylaw~~, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw, section 33:
 - i. First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
 - ii. When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.

4.0 PROCEDURES

- a) The Committee shall meet quarterly and have special meetings as required at the call of the Committee Chair;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

- a) The General Managers of Infrastructure and Water Services, ~~and Parks, Recreation and Environmental Services~~ will act as a liaison to the Committee with support from other departments, as required; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board _____

APPENDIX A

STEERING THE TECHNICAL AND COMMUNITY ADVISORY COMMITTEE

In accordance with the Terms of Reference of the Technical and Community Advisory Committee (TCAC) approved by the Capital Regional District Board (CRD), October 11, 2023, the Core Area Liquid Waste Management Committee (CALWMC) will steer the TCAC as follows:

- Make requests to TCAC for appropriate technical and community consultation advice and input in order to facilitate informed decision-making in a variety of CALWMP matters
- Dissolve the TCAC at a time determined by the CALWMC

Terms of Reference

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ELECTORAL AREAS COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Electoral Areas Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding services in the electoral areas.

The Committee's official name is to be:

Electoral Areas Committee

1.0 PURPOSE

- a) The mandate of the Committee includes overseeing and making recommendations to the Board regarding services in the electoral areas including, but not limited to:
 - i. Building inspection
 - ii. Bylaw enforcement
 - iii. Animal control
 - iv. Grants-in-aid
 - v. Soil deposit and removal
 - vi. Stormwater quality
 - vii. Fire protection
 - viii. Local emergency management
 - ix. Local economic development
- b) The Committee also has the authority as delegated by the Board to:
 - i. Hold a hearing to file or cancel a Notice on Title (s. 57 & 58 of the *Community Charter*)
 - ii. Modify, assign or release a covenant registrable under s. 219 of the *Land Title Act*
- c) The Committee may also make recommendations to the Board to advocate to senior levels of government regarding issues of importance to electoral areas.
- d) The local service area committees and commissions as outlined in Appendix A will report through the Electoral Areas Committee.
- e) Any other matter that relates to the electoral areas may be referred to the Committee for consideration.

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the Board; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

- a) Committee members will include the Director from each of the electoral areas: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands;
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, ~~in accordance with the CRD Procedures Bylaw~~, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw section 33:
 - i. First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.-
 - ii. When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.

4.0 PROCEDURES

- a) The Committee shall meet on a monthly basis and have special meetings as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

- a) The General Managers of ~~Housing, Planning and Protective~~ Electoral Area Services and ~~Finance and Technology departments~~ will act as liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board _____

APPENDIX A

Juan de Fuca Electoral Area Local Service Area Commissions/Committees:

- East Sooke Fire Protection & Emergency Response Service Commission
- Juan de Fuca Electoral Area Parks & Recreation Advisory Commission
- Otter Point Fire Protection & Emergency Response Service Commission
- Port Renfrew Fire Protection & Emergency Response Service Commission
- Port Renfrew Utility Services Committee
- Shirley Fire Protection & Emergency Response Service Commission
- Wilderness Mountain Water Service Commission
- Willis Point Fire Protection & Recreation Facilities Commission

Salt Spring Island Electoral Area Local Service Area Commissions/Committees:

- Beddis Water Service Commission
- Cedar Lane Water Service Commission
- Cedars of Tuam Water Service Commission
- Fulford Water Service Commission
- Ganges Sewer Local Services Commission
- Fernwood and Highland Water Service Commission
- Maliview Sewer Local Service Commission

Southern Gulf Islands Electoral Area Local Service Area Commissions/Committees:

- Galiano Island Parks & Recreation Commission
- Lyall Harbour/Boot Cove Water Local Services Committee
- Magic Lake Estates Water & Sewer Committee
- Mayne Island Parks & Recreation Commission
- North Galiano Fire Protection & Emergency Response Service Commission
- Pender Islands Community Parks & Recreation Commission
- Saturna Island Parks & Recreation Commission
- Skana Water Service Committee
- Southern Gulf Islands Community Economic Sustainability Commission
- Southern Gulf Islands Electoral Area Emergency Advisory Commission
- Southern Gulf Islands Harbours Commission
- Southern Gulf Islands Public Library Commission
- Sticks Allison Water Local Service Committee
- Surfside Park Estates Water Service Committee

Terms of Reference

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ENVIRONMENTAL SERVICES COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Environmental Services Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding waste management, resource recovery, climate change and other environmental matters.

The Committee's official name is to be:

Environmental Services Committee

1.0 PURPOSE

- a) The mandate of the Committee includes overseeing and making recommendations to the Board regarding the following functions:
 - i. Regional solid waste function, including the Solid Waste Management Plan
 - ii. Environmental protection, monitoring and compliance
 - iii. Climate action
 - iv. Resource recovery opportunities, including the Long-term Biosolids Management Plan
- b) The Committee will also:
 - i. Serve as the Plan Monitoring Advisory Committee for the current Solid Waste Management Plan (SWMP)
 - ii. Stand as the steering committee for the revised SWMP
- c) The following committees will report through the Environmental Services Committee:
 - i. Climate Action Inter-Municipal Task Force
 - ii. Solid Waste Advisory Committee (SWAC)
 - iii. Technical and Community Advisory Committee (TCAC)

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

- a) Committee members will be appointed CRD Board Members;
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, ~~in accordance with the CRD Procedures Bylaw~~, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw section 33.:
 - i. First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
 - ii. When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.

4.0 PROCEDURES

- a) The Committee shall meet on a monthly basis and have special meetings, as required
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

- a) The General Manager of Parks, Recreation and Environmental Services will act as liaison to the Committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board _____

Terms of Reference

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FINANCE COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Finance Committee is a standing committee established by the CRD Board to make recommendations to the Board regarding items related financial policy, administration, and reporting. The Committee will also provide advice to the Board on agenda items for Committee of the Whole meetings.

The Committee's official name is to be:

Finance Committee

1.0 PURPOSE

- a) To provide advice or make recommendations, or both, to the Board regarding the following functions:
 - i. Corporate budget process
 - ii. Financial monitoring, reporting and forecasting
 - iii. Corporate financial management (including policies) and audit compliance
 - iv. Grants reporting and policies
 - v. Financial impacts related to strategic Board priorities and initiatives
- b) The Committee will provide recommendations to the Board that aim to increase the transparency of the organization and the visibility of financial reporting efforts.
- c) The following committee will report through the Finance Committee
 - Royal & McPherson Theatres Services Advisory Committee

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

- a) Committee members will be appointed CRD Board Members;
- b) All Board members are permitted to participate in standing committee meetings, but not to vote, in accordance with the CRD Board Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, ~~in accordance with the CRD Procedures Bylaw~~, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD

Procedures Bylaw section 33:

- i.- First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
- ii. When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.

4.0 PROCEDURES

- a) The Committee shall meet on a bi-monthly basis and have special meetings as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may request that a matter be placed on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

- a) The Chief Financial Officer will act as liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board _____

Terms of Reference

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GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Governance and First Nations Relations Committee is a standing committee established by the CRD Board to make recommendations to the Board regarding items related to governance, corporate administration, and building strong government-to-government relationships with First Nations.

The Capital Regional District (CRD) spans the traditional territories of over 20 First Nations, of which 11 have Reserve lands and 9 of those are populated. The Committee will provide support to the Board to provide advice and direction to the Board on matters that directly or indirectly affect those relationships.

The Committee will also provide advice to the Board on agenda items for Committee of the Whole meetings.

The Committee's official name is to be:

Governance and First Nations Relations Committee

1.0 PURPOSE

- (a) To consider governance and corporate administration matters and make recommendations to the Board or to the Committee of the Whole regarding the following functions:
 - i. Board, committee and commission governance and meeting procedures;
 - ii. General governance issues such as communication, access and accountability processes;
 - iii. Corporate administration and operations such as but not limited to:
 - Labour Relations and Human Resource Matters
 - Internal and external communications systems
 - Intergovernmental relations
 - iv. Legal and Risk Management;
 - v. Matters related to accessibility;
 - vi. Identification of items of regional interest and/or items that are relevant to more than one standing committee that are better suited for consideration at a Committee of the Whole meeting;

- (b) The mandate of the Committee includes providing advice and making recommendations to the Board regarding the following functions relating to First Nation governments:
 - i. Advise on programs and activities that strengthen relationships between the CRD and First Nations within the region;
 - ii. Understand and provide advice to the Board on the implications of the BC Treaty process where it intersects with local government interests;
 - iii. Provide guidance on the coordination of regional events such as a Forum of all Councils;
 - iv. Make recommendations to the Board on the initiatives identified in the First Nations Task Force Final Report; and
 - v. Review progress on Reconciliation with First Nations and make recommendations to support continued efforts.
- (c) The Committee may also make recommendations to the Board to advocate to provincial and federal governments on matters effecting the Regional District.
- (d) The following committees will report through the Governance Committee
 - i. Accessibility Advisory Committee
 - ii. Victoria Family Court and Youth Justice Committee
- (e) The Committee may establish an Appointment Advisory Committee, on an as-and-when needed basis, responsible for reviewing applications and making recommendation for appointments to external boards and the Accessibility Advisory Committee.
 - i. The Appointment Advisory Committee is permitted to meet in closed when evaluating public member applications.

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

- a) Committee members will be appointed CRD Board Members;
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at

their pleasure, ~~in accordance with the CRD Procedures Bylaw~~, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw section 33-:

- i First Nations Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
- iii When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.

4.0 PROCEDURES

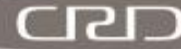
- a) The Committee shall meet on a bi-monthly basis and have special meetings, as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration;
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business; and
- e) The above procedures may be relaxed or suspended by majority vote of the Committee in order to facilitate unstructured discussions and consensus-based outcomes.

5.0 RESOURCES AND SUPPORT

- a) The General Manager of Corporate Services ~~will provide strategic support and~~ will act as liaison to the Committee;
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department; and
- c) The Executive Services Department will provide additional Committee support as required.

Approved by CRD Board _____

Terms of Reference

The logo for the Capital Regional District (CRD), consisting of the letters 'CRD' in a stylized, bold, sans-serif font.

HOSPITALS AND HOUSING COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Hospitals and Housing Committee is a Standing Committee established by the CRD Board and will oversee and make recommendations to the CRD, Capital Regional Hospital District (CRHD) and Capital Region Housing Corporation (CRHC) boards on matters relating to hospitals and housing, and community health.

The Committee's official name is to be:

Hospitals and Housing Committee

1.0 PURPOSE

- a) The mandate of the Committee includes providing advice or making recommendations, or both, to the CRD, CRHD, and CRHC Boards regarding the following region-wide functions:
 - i. Land Banking and Housing
 - ii. CRHC
 - iii. CRHD
 - iv. Community health planning, regulations and enforcement
 - v. Implementation of various housing affordability models, the potential formation of strategic partnerships and the creation of alternative corporate entities
 - vi. Options for the procurement of health care facilities and housing developments and
 - vii. Real estate matters relating to health care facilities and housing
- b) The following committees will report through the Hospitals and Housing Committee:
 - i. Regional Housing Advisory Committee
 - ii. Tenant Advisory Committee
 - iii. Any other advisory body established by the Committee.

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the CRD Board, the CRHD Board, and the CRHC Board, as applicable, for consideration; and
- b) The CRD Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

- a) Committee members will be appointed CRD Board Members and should include the Chair of the CRHC and the Chair of the CRHD Board.
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, ~~in accordance with the CRD Procedures Bylaw~~, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw section 33:
 - i. First Nations Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
 - ~~ii.~~ When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.-

4.0 PROCEDURES

- a) The Committee shall meet on a monthly basis and have special meetings as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and the CRD Board Chair (or CRHC Board Chair, or CRHD Board Chair, as applicable), Committee matters of an urgent or time sensitive nature may be forwarded directly to the appropriate Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

- a) The General Manager of Housing, Planning and Protective Services will act as liaison to the Committee;

- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board _____

Terms of Reference

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PLANNING AND PROTECTIVE SERVICES COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Planning and Protective Services Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding matters related to planning, protective services, and emergency management matters.

The Committee's official name is to be:

Planning and Protective Services Committee

1.0 PURPOSE

- a) The mandate of the Committee includes overseeing, providing advice and/or making recommendations to the Board regarding the following functions:
 - i. Regional Growth Strategy
 - ii. Protective services – including 911, fire dispatch and hazmat
 - iii. Emergency Preparedness
- b) The following committees will report through the Planning and Protective Services Committee:
 - i. Development & Planning Advisory Committee
 - ii. Local Government Emergency Program Advisory Commission
 - iii. Regional Emergency Program Advisory Commission
 - iv. Regional Food and Agriculture Task Force
 - v. Any other advisory body established by the Committee

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

- a) Committee members will be appointed CRD Board Members;
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and

- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, ~~in accordance with the CRD Procedures Bylaw~~, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw section 33:-
- i. First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
- i.ii. When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.

4.0 PROCEDURES

- a) The Committee shall meet on a bi-monthly basis and have special meetings as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

- a) The General Manager of Housing, Planning and Protective Services ~~Department~~ will act as ~~a~~-liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board _____

Terms of Reference

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REGIONAL PARKS COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Regional Parks Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding regional parks.

The Committee's official name is to be:

Regional Parks Committee

1.0 PURPOSE

- a) The mandate of the Committee includes overseeing and making recommendations to the Board regarding the following functions:
 - i. Regional parks, including land acquisition, management, operations and programs
 - ii. Regional Parks Strategic Plan, Land Acquisition Strategy

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

- a) Committee members will be appointed CRD Board Members;
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, ~~in accordance with the CRD Procedures Bylaw~~, where the Nation has an interest in matters being considered by the committee, ~~in accordance with the CRD Procedures Bylaw section 33:~~
 - i. First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.-

~~–ii.~~ When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.

4.0 PROCEDURES

- a) The Committee shall meet on a monthly basis and have special meetings, as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

- a) The General Manager of Parks, Recreation and Environmental Services will act as liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board _____

Terms of Reference

The logo for the Capital Regional District (CRD) is located in the top right corner of the header. It consists of the letters "CRD" in a stylized, bold, sans-serif font, positioned above a series of overlapping, curved lines that suggest a landscape or water.

TRANSPORTATION COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Transportation Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding matters related to regional transportation ~~including the establishment of a and the~~ Regional Transportation Service for the region.

The Committee's official name is to be:

Transportation Committee

1.0 PURPOSE

- a) The mandate of the Committee includes overseeing, providing advice and/or making recommendations to the Board regarding the following functions:
 - i. Regional transportation matters including regional transportation policies, plans, programs, projects, and studies including but not limited to public transit, active transportation, mobility hubs, transportation demand management, and road and trail safety.
 - ii. Encouraging a strong regional voice on regional transportation governance and matters including the regional multi-modal network, goods movement, transit, rapid transit, active transportation, multi-use regional trails, inter-regional transportation, and grant funding for infrastructure projects of regional significance.
 - iii. Regional trails matters including land acquisition, capital planning, policy, management, construction, operations and programs for the Galloping Goose, the Lochside, and the E&N trails.
- b) The Committee may also make recommendations to the Board to:
 - i. Advocate to and collaborate with senior levels of government to support major multi-modal transportation plans and projects which support the region's transportation, climate action and sustainability goals.
 - ii. Advocate to and collaborate with the Victoria Regional Transit Commission on regional transit and rapid transit priorities.
 - iii. Advocate to and collaborate with the Island Corridor Foundation on the use of the rail corridor.
 - ~~iii.~~ iv. Work with other Vancouver Island Regional Districts to support major multi-modal inter-regional transportation which support the mobility of people transportation and the flow of goods on Vancouver Island.
- c) The following committees will report through the Transportation Committee:
 - i. Regional Transportation Advisory Committee
 - ii. Any other advisory body established by the Committee

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

- a) Committee members will be appointed CRD Board Members;
- b) At least one member of the committee should be a liaison member of the Regional Parks Committee, the Environmental Services Committee and the Planning and Protective Services Committee;
- c) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- d) First Nation members are permitted to participate in standing committee meetings at their pleasure, ~~in accordance with the CRD Procedures Bylaw~~, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw section 33:-
- i. First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
- ii. When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.

4.0 PROCEDURES

- a) The Committee shall meet on a bi-monthly basis and have special meetings as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

- a) The General Manager of Housing, Planning and Protective Services ~~Department~~ will act as a liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services

CRD Transportation Committee
2026 Terms of Reference

Department.

Approved by CRD Board _____

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JANUARY 14, 2026**

SUBJECT CRD Evolves 2024-2025 Organizational Plan Update

ISSUE SUMMARY

Implementation of the CRD Evolves 2024-2025 organizational plan started in 2025 and changes rolled out in two phases, in January and July. The CRD Board has requested quarterly updates on the plan's implementation and outcomes.

BACKGROUND

Bylaw No. 3343 Officers, General Managers & Management Staff outlines that the Chief Administrative Officer (CAO) is authorized to organize or reorganize departments as necessary to ensure the efficient and effective administration of the CRD.

In the fall of 2023, the CAO initiated strategic discussions about organizational effectiveness and capacity with the Executive Leadership Team. These led to the development of CRD Evolves 2024-2025. This plan sought to redefine how the CRD works through strategic name, structural, functional, and service changes aimed at strengthening internal corporate service delivery ultimately benefiting the delivery of the CRD's regional, sub-regional and local services.

Seven cross-functional transition teams, composed of staff from impacted areas, led the development of detailed Transition Plans over the course of 2024, grounded in operational realities. Key support services created an Accommodation Plan to ensure the smooth implementation of these plans. The changes rolled out in two phases, in January and July 2025, and included:

1. Asset management, maintenance management, and fleet management resources and responsibilities were consolidated in a new Corporate Asset & Maintenance Management division in the Infrastructure & Water Services (IWS) department.
2. Communications resources and responsibilities were consolidated in the Corporate Communication & Engagement division in the Executive Services department.
3. Procurement and IWS purchasing resources and responsibilities were consolidated in a new Procurement section in the Finance & Technology department.
4. IWS' committees and commissions responsibilities and resources were transferred to Legislative Services in the Corporate Services department.
5. The Corporate Capital Project Delivery Services division was created in the IWS department to standardize capital project planning and delivery, and ensure a safe, consistent and efficient delivery of capital projects.
6. The Electoral Area Services department was created to oversee and manage the delivery of most services for the three electoral areas served by the CRD, namely Juan de Fuca, Salt Spring Island and Southern Gulf Islands.
7. The Facilities Management team started its integration with the Real Estate Services division in the Corporate Services department to strengthen space planning capacity and enable more focused discussions around the long-term vision for CRD facilities.

Throughout 2024, the CAO provided regular verbal updates to the CRD Board about this initiative. On October 9, 2024, the CRD Board received a supplementary information report offering additional context, including an outline of planned changes.

As part of its April 30, 2025, discussion on regional district services and service review options, the CRD Board directed staff to “*provide quarterly progress reporting on CRD Evolves implementation*”, among other actions. The Board received the first quarterly update on July 9, 2025.

IMPLICATIONS

Service Delivery Implications

So far, the changes have generally met expectations for this stage. However, vacancies in key leadership roles have resulted in some delays. These delays are not expected to impact long-term outcomes. Below is a non-exhaustive summary of achievements across all new or expanded divisions since the last update on October 8, 2025.

The **Corporate Asset & Maintenance Management** division includes the Corporate Fleet and Asset & Maintenance Management sections. The division has continued to improve service efficiency by advancing the enterprise asset management initiative, which will unify divisional support moving forward. Future-state business process maps have been completed and will now be assessed with current roles in the team to ensure clarity of roles and responsibilities across the team. In addition, the division has collaborated to expand its use of Power BI dashboards to strengthen reporting and support data-driven decision-making. This was achieved by leveraging staff expertise and cross-team collaboration. Looking ahead to 2026, the division plans to develop a new divisional strategic plan and updated performance indicators.

The **Corporate Capital Project Delivery Services** division integrated staff from Engineering Services from Parks, Recreation & Environmental Services, and Capital Projects from Infrastructure & Water Services (IWS). The division completed project and resource planning for 2026 while managing several high-priority projects in late 2025.

To improve service delivery, the division is advancing an internal client-facing SharePoint site that will provide a comprehensive framework for staff, including processes, documentation and templates, to support successful and consistent project delivery. Initial planning work has started to establish a unified project management approach aligned with Engineering Geoscientists BC (EGBC) and internal Professional Practice Management Plan (PPMP) requirements. Looking ahead to 2026, the division will continue to advance these improvements and develop future-state process maps. It is important to note that these changes are interdependent with initiatives being advanced by the Procurement section.

Centralizing most Communications Coordinators within **Corporate Communications & Engagement** has continued to improve visibility over service-related communications plans, and alignment with corporate standards and overarching objectives. The division continues to analyze demand across service areas and will present recommendations in 2026 to enhance service delivery. The Management team is also working to standardize job descriptions for greater consistency. Looking ahead to 2026, the division will look to introduce a new intake process to gather qualitative data about service demand and define a future-state service delivery model to

meet the evolving organizational needs.

The **Electoral Area Services** department has integrated most services for the electoral areas under one General Manager. The gradual transfer of operational responsibilities, particularly from IWS, is ongoing, with staff also focused on concurrently developing a new operating model for water and wastewater local area services.

The Management team is collaborating closely on key opportunities, including housing projects on Salt Spring Island, and the re-alignment of climate action projects to ensure consistency across electoral areas. Teams are also working towards reducing administrative barriers where possible and have made progress through the launch of a new electronic permit submission process by Building Inspection and coordinated efforts among the administrative functions to align and refine business processes. Looking ahead to 2026, the department will continue to further strengthen departmental alignment and integration.

The **Procurement** section within **Financial Services** has updated the Procurement Policy to streamline processes, improve clarity, and ensure compliance with trade law and other legal obligations. This policy update was endorsed by the Executive Leadership Team (ELT) and will move forward to the Board for approval. Following approval, staff in the Financial Services Division plan to develop organization-wide training to support implementation of the revised policy and highlight key changes. In addition, staff will develop a forward-looking strategy outlining future milestones and service delivery enhancements to support organizational goals through 2026 and beyond. In parallel, several new service metrics have been introduced to better inform day-to-day operational decisions and guide the next phase of improvements. Technology enhancements remain under consideration, with a needs assessment currently underway to evaluate the capabilities of existing systems. Staff also intend to implement a new intake system, to be released alongside the revised Procurement Policy, to enhance case management and capture additional service data.

The **Legislative Services** division has assumed responsibility for IWS' meeting management. Staff remain focused on strengthening understanding of and adherence to corporate practices across IWS committees and commissions. Looking ahead to 2026, the division will start refreshing committee and commission orientation materials in preparation for new CRD Board Directors, committee members, and commissioners following the 2026 General Local Election. Legislative Services will also administer several elections in the electoral areas and for any partners that request support. If capacity allows, the division intends to review the service levels proposed through CRD Evolves to move towards centralized oversight for all committee meetings. If the workload in 2026 does not permit this, the work will be advanced in 2027 instead.

The **Real Estate & Facilities Management** division has integrated staff from the Real Estate Services and Facilities Management divisions. This change was implemented to strengthen space planning capacity and enable more focused discussions around the long-term vision for CRD facilities. Progress was gradual due to leadership vacancies over the summer. However, the positions have been filled, and work is now underway to get up to speed with the services, develop relationships, and gain a deeper understanding of the services' unique needs and challenges.

Analysis is also underway to assess future space requirements at the Fisgard headquarters and in the Westshore. Looking ahead to 2026, the division will focus on defining common divisional goals and creating a roadmap to achieve them. This will be important to ensure staff feel supported and understand how their work contributes to broader organizational goals.

Financial Implications

The ELT directed the transition teams to track any direct or indirect expenditure associated with the implementation of CRD Evolves. As of November 3, 2025, staff have recorded 2025 expenditures of around \$79,000, excluding taxes, for change management training and professional coaching, team building workshops for newly formed divisions, equipment upgrades, including safety equipment upgrades to the mechanical shop in Mill Hill, and an executive recruitment consultant (for the Manager of Procurement role). Expenses related to day-to-day operations (e.g. staff time) have been excluded. All expenditures incurred so far have been absorbed within the impacted division's core budget(s).

In addition to the tracking of expenditures, as part of the 2026 service planning and provisional budget cycle, an outline was prepared to detail resource transfers across services budgets. These adjustments aligned staffing and funding with updated roles and responsibilities resulting from CRD Evolves 2024-2025. The data reflected the 2026 Provisional Budget also incorporated adjustments for inflation and other service-level changes. In some cases, a reduction in wages and benefits in one budget was balanced with a new allocation to continue paying for expertise. This strategy was approved by the ELT prior to implementation to maintain the integrity of the service models.

CRD Evolves was largely designed, planned and implemented by CRD employees without the use of external consulting services. Instead, the ELT leveraged the deep operational knowledge, skills, and expertise of staff to identify meaningful changes that align with the CRD's core service mandates and its unique context as a regional district.

Alignment with Board & Corporate Priorities

CRD Evolves aligns with the following 2023-2026 CRD Corporate Plan community needs, goals and initiatives:

People, Goal 11b – Organizational capacity

- Initiative 11b-3 Maintain business continuity, efficiency and resilience by rightsizing the staffing complement and facilities
- Initiative 11b-4 Implement the recommendations of the 2023 CRD Employee Experience Survey report

Business Systems & Processes, Goal 13a – Effective systems, processes and policies

- Initiative 13a-1 Advance strategic approaches to procurement and project delivery to build capacity, improve standardization and support affordable services.

CONCLUSION

The ELT developed an organizational plan called CRD Evolves 2024-2025 to guide the next phase of the CRD's journey. In 2024, staff developed detailed plans to achieve the CRD Evolves goals and transform operations. Changes started rolling out in January 2025 and progress was tracked throughout the year to keep the organization on track. The CAO started providing quarterly implementation updates to the CRD Board in July 2025. Ongoing progress monitoring will transition to the annual service planning process in mid-2026.

RECOMMENDATION

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

Submitted by:	Fran Lopez, Manager, Strategic Planning
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

2026 Appointments

Board and Committee Membership Capital Regional District | 2026

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	J. Shukin
North Saanich	P. Jones	S. Shrivastava
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

3. Director Alto
4. Director Brent
5. Director Brice
6. Director de Vries

Vice Chair: Director Caradonna

7. Director Goodmanson
8. Director Holman
9. Director Jones

Board Chair (ex-officio)

Planning and Protective Services

Chair: Director de Vries

3. Director Jones
4. Director Little
5. Director Szpak

Vice Chair: Director Thompson

6. Director Williams
7. Director Wickheim
8. Director Windsor

Board Chair (ex-officio)

Regional Parks Committee

Chair: Director Brownoff

3. Director Coleman
4. Director Goodmanson
5. Director Holman
6. Director Tait

Vice Chair: Director Szpak

7. Director Tobias
8. Director Williams
9. Director Windsor

Board Chair (ex-officio)

Transportation Committee

Chair: Director D. Murdock

3. Director Brent
4. Director Brice
5. Director Caradonna
6. Director de Vries
7. Director Desjardins
8. Director Kobayashi

Vice Chair Director Goodmanson

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.

TBD

2026 Appointments

Board and Committee Membership Capital Regional District | 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	Kevin Murdoch
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	Alternate
Central Saanich	Sarah Riddell	Resident
Colwood	Misty Olsen	Cynthia Day
Esquimalt	Ken Armour	None
Highlands	Marcie McLean	Rose Stanton
Langford	Kimberley Guiry	Mary Wagner
Metchosin	Marie-Terese Little	Jay Shukin
North Saanich	Kristine Marshall	Irene McConkey
Oak Bay	Resident	Esther Paterson
Saanich	Mena Westhaver	None
Sidney	Terri O'Keefe	Sara Duncan
Sooke	Jeff Bateman	Kevin Pearson
Victoria	Susan Kim	None
View Royal	Don Brown	None

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	
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

2026 Appointments

Board and Committee Membership Capital Regional District | 2026

	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	Jeri Grant
Sooke	Director Tait	Jeff Bateman
Sooke	Councillor Al Beddows	Kevin Pearson

2026 Appointments

Board and Committee Membership Capital Regional District | 2026

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

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

2026 Appointments

Board and Committee Membership Capital Regional District | 2026

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	Hazel Braithwaite	Esther Peterson
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



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REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, JANUARY 14, 2026

SUBJECT **CAO Quarterly Progress Report No. 4, 2025**

ISSUE SUMMARY

To provide the Board with a quarterly update on Corporate Activities and Initiatives, progress made on the 2023-2026 Board and Corporate Priorities, Capital and Operating Budget Variances, and People, Safety & Culture statistics up to December 31, 2025.

BACKGROUND

In February 2023, the Board approved the *CRD Board Strategic Priorities 2023-2026* (the “*Board Priorities*”) that identifies five strategic priorities with 17 initiatives to be advanced over the four-year term. The Board Priorities Dashboard tracks progress on the Board and Corporate strategic priorities and will be presented quarterly to the Board. Core service priorities are prepared and reviewed annually in departmental Service Plans in alignment with Board and Corporate Priorities, with corresponding KPIs and other service information that is approved by the Board. The Capital Regional District (CRD), Capital Regional Hospital District (CRHD) and Capital Region Housing Corporation (CRHC) Financial Plans are reviewed and approved annually, and staff have developed a quarterly variance report to highlight differences between budget and actual expenditures on operating budgets and capital projects over \$500,000. An update on non-confidential people, safety and culture matters, including labour relations and workforce trends is also included in this report.

DISCUSSION

Corporate Activities and Initiatives

Appendix A highlights some corporate activities and initiatives in the last quarter and a few photographs have been included to represent announcements and events that occurred in the quarter.

On October 6, 2025, members of the CRD Board and the Regional Water Supply Commission, along with CRD staff, participated in a tour of the newly acquired Kapoor Lands. In 2025, 1,973 hectares of land was purchased from the Kapoor Lumber Company and the ownership transferred to the CRD on September 15, 2025. The Kapoor Lands are located adjacent to the Sooke Lake Reservoir catchment area and the Sooke Lake Watershed, which is the primary water supply for the Greater Victoria area. This was an opportunity for elected officials and staff to tour the lands, observe key features and share history about the Kapoor Lumber Company.

On October 7, 2025, the CRD received the BC Municipal Safety Association’s Organizational Safety Excellence award. This award recognizes local governments for activities that reduce injuries, illness, disease and fatalities, and which lower experience ratings through WorkSafeBC. We are proud to be recognized for our efforts in safety, and for all our managers, supervisors, staff and safety professionals for the work they do to keep our employees safe on the job.

On October 30, 2025, the Songhees Nation signed a Government-to-Government Protocol Agreement with the CRD, that will guide the Parties in a renewed relationship founded on mutual respect, collaboration, and shared prosperity. Under the Protocol Agreement, the Parties will use specific processes for joint decision-making and improved communication, to advance work in our areas of mutual interest.

The CRD Regional Parks Volunteer Recognition event took place on Saturday, November 15, 2025, at the Esquimalt Gorge Park Pavilion. This annual event provides an opportunity for CRD staff and elected officials to show their appreciation and acknowledge the many contributions that the over 420 regular volunteers make to our regional parks.

On November 17, 2025, the Sooke Electoral Area Parks and Recreation Commission (SEAPARC) broke ground on the new Sooke Skatepark, a project that will provide a vibrant and inclusive space for youth and families to enjoy active recreation. The new skatepark, located at 6522 Throup Road, will feature surf-inspired transitions with a mini-ramp and organic bowl, along with street-style features. While the new park is being constructed, a temporary skatepark will be located on the Ravens Ridge Park Sport Box on Phillips Road. The new skatepark is anticipated to be completed by April 2026.

Board Priorities and Corporate Plan Initiatives

In April 2023, the CRD Board approved the CRD 2023 – 2026 Corporate Plan (the Corporate Plan) that identifies 134 initiatives to be advanced over the four-year term. Progress on the Board Priorities and Corporate Plan initiatives from January 2023 to date is reflected in Progress Report Q4, 2025, as Appendix B. The “Comments” section provides a summary of completed actions as well as any issues or problems that have arisen that may impact progress on the priority. The “Next Steps” section identifies future planned actions and associated timing. Attached as Appendix C is the Board Priorities Dashboard Summary of Completed Actions.

Board Advocacy

The CRD Board approved Advocacy Strategy forms the basis for advocacy initiatives. An Advocacy Dashboard based on the Board’s Strategic Priorities for 2023 - 2026 has been prepared which tracks the ongoing advocacy work being done by the CRD Board, partners, and staff.

Progress on advocacy is reflected in the Advocacy Dashboard Progress Report Q4, 2025 as Appendix D. Progress on advocacy specifically related to the Electoral Areas is reflected in the Electoral Areas Advocacy Dashboard as Appendix E.

Operating Variance Financial Report – Q3, 2025

The Financial Operating Variance Report details the quarterly operating variance, providing actual results and annual forecasts for services with an annual budget greater than \$1.5 million. The report lags by one quarter to allow time for financial reconciliation prior to reporting. These services constitute approximately 88% of the consolidated financial plans for the CRD, CRHD, and CRHC.

The amount of budget expended through the quarter will vary from service to service, depending on planned expenditures, seasonality, and the timing of the transactions. Budgeted revenue can also fluctuate by quarter, for example requisition funding is received in Q3, while utilities, landfill, and recreation services sales revenue is earned throughout the year and influenced by seasonal trends.

The quarterly Financial Operating Variance Report (Appendix F) highlights the percentage of the annual budget that has been expended to date, for both revenue and expenses, throughout 2025.

Capital Regional District

The quarterly and year-end forecasts indicate the majority of services are on track and aligned with the annual budget, funding essential community services such as water, wastewater management, and solid waste disposal.

Notable variances at the third quarter include:

- Reduced operating and utility costs associated with the delayed completion and operation of the Renewable Natural Gas (RNG) facility at Hartland Landfill.
- Deferral of contract for services costs due to timing for the Home Energy Retrofit Program and Regional Public EV Network program in the Climate Action & Adaption service.
- Deferral of one-time reserve funded Island Corridor Consultation, Transportation Model, and Transportation planning projects.
- Salary savings across numerous service areas due to challenges in hiring and temporary vacancies.

Capital Regional Hospital District

The report highlights minor savings resulting from the deferral of feasibility studies, lower debt servicing costs, and lower maintenance costs forecasted on The Summit, 950 Kings and Oak Bay Lodge properties.

Capital Region Housing Corporation

The actuals for CRHC are presented by portfolio and reflects the estimated cost savings and revenue variances forecasted at the end of Q3. Savings are anticipated primarily due to staff vacancies and the delayed timing of mortgage payments for Caledonia as now anticipated in Q1 2026.

Specific details on CRD, CRHD and CRHC expense and revenue forecasts are outlined in Appendix F.

Capital Variance Financial Report – Q3, 2025

The Capital Variance Financial Report (Appendix G) highlights variances between actual expenditures and both the quarterly and annual capital budgets for all entities (CRD, CRHD and CRHC). The report is current to the end of Q3 and includes all capital projects with a budget greater than \$0.5 million.

The Capital Plan is budgeted on a quarterly basis, reflecting the scope and schedule of each initiative. Forecasts are also updated each quarter to improve accuracy and provide more detailed updates as projects progress and tenders are finalized. As late quarter tenders are awarded, capital activity and forecast precision are expected to increase.

Capital Regional District

The CRD is forecasting to come under its Capital budget due to delays in Infrastructure & Water Services projects and Parks, Recreation and Environmental Services. Capital expenditures on projects greater than \$0.5 million totaled \$29.9 million in Q3, 26% below forecasted costs of \$40.3 million. Notable variances at the third quarter include:

- Delays in Construction to 2026 contributed to the variance for Main No.4 Trunk Extension project of \$1.0 million, and the Goldstream Field Office Centre of \$0.9 million (Regional Water Supply);
- Instrumentation portion of the Sooke Lake Dam upgrades is delayed, with contractor negotiations underway, contributing \$0.9 million (Regional Water Supply);

- Delays in motor deliveries on the Marigold Electrical and Building Upgrades have slowed down installation and commissioning. This contributed \$0.7 million to the Q3 variance (Core Area Wastewater);
- Outstanding deficiencies of \$0.6 million for the Landfill Gas Utilization project are being addressed, with completion delayed to Q4. Functional completion of the facility was achieved in Q2 (Environmental Resource Management);
- Construction delays for Cell 5 Liner for \$0.5 million and the Hartland Amenity project for \$0.4 million (Environmental Resource Management);
- The Skate Park Renewal project had its borrowing approved in Q3, with construction deferred to begin in Q4, contributing a variance of \$0.6 million (SEAPARC);
- Phase 1 of the SAP migration completed in Q2, with phase 2 pushed out to Q4 and 2026, resulting in \$0.6 million variance;
- The Centennial Park Multi Sport Box had its soft open in Q3, with grand opening forecast for Q1 2026 after artwork is installed. \$0.4 million variance is expected savings on the project (Panorama Recreation).

Other variance contributors include construction delays for the SCADA and Radio Assessment project and the Gorge Siphon Inlet Chamber for Core Area Wastewater service, delay in vehicle availability for the Vehicle & Equipment replacement project for Juan de Fuca Water Distribution service, procurement of supplies for the Schooner Way Trail on Pender Island, equipment delivery delay and grant funding agreement for the Regional electric vehicle charging infrastructure, and timing adjustments for the Heat Recover Plant at Panorama Recreation.

Capital Regional Hospital District

No capital spending has occurred in Q3. Island Health has indicated they will not be proceeding with the designated health facility project at 950 Kings.

Capital Region Housing Corporation

Capital expenditures on projects greater than \$0.5 million totaled \$7.3 million in Q3, 29% less than forecast. The Caledonia redevelopment accounted for \$1.2 million of this variance, with occupancy review and approval delayed into Q4. Other variances include design revisions for the Carey Lane development, and delays for Campus View Redevelopment due to unforeseen site conditions.

People, Safety & Culture

Appendix H provides an analysis of current and emerging trends in workforce composition, turnover, promotions, absenteeism and occupational health and safety. The CRD continuously monitors human resource organizational health, and proactively modifies and adapts its People, Safety & Culture programs and systems where trends may show challenges arising.

While improving, the CRD continues to experience increased pressures associated with economic conditions, a highly competitive labour market, and a steady number of retirements, especially in areas requiring specialized labour. The CRD has implemented significant employment engagement and work strategies as part of our comprehensive People, Safety & Culture Strategic Plan to aid in ensuring we attract and retain a high caliber workforce.

The People, Safety & Culture Strategic Plan (2024-2027) includes significant efforts and actions on enhancing efforts around our people and culture, and aligns with the Corporate Plan and Board Strategic Priorities. This Plan includes significant efforts and actions on enhancing efforts around our people and culture, and included in the Plan are robust strategies and outcomes around: Equity, Diversity, Inclusion and Accessibility; Organizational Capacity; Talent Excellence; Employee Experience and Recognition; Talent Acquisition; and People, Safety and Culture Excellence. These activities ensure the organization is supported in this key service area, and the CRD remains competitive and is an employer of choice in the competitive market.

The CRD has also worked to modernize the work environment through the Alternative Work Options (AWO) program (earned time off and/or compressed work week alternatives), hybrid work from home, and workplace flexibility initiatives, and continues to evaluate the effectiveness of these programs. Since implementation in 2023, approximately 80% of eligible CRD employees have elected to participate in the AWO, hybrid work from home, and/or workplace flexibility programs. These programs build upon our flexibility initiatives of:

- providing employees with greater flexibility and work life balance, which in turn supports the retention of our employees and ensures the CRD is a competitive employer who takes into consideration employee circumstances including diversity, equity and inclusion, employee engagement, satisfaction, health, and wellness;
- ensuring organizational and business needs are being met and are effective and efficient; and
- contributing to the CRD's climate action goals regarding sustainability including the reduction of CO2 emissions by decreasing work related travel.

The AWO and workplace flexibility initiatives have had a positive impact in our employee engagement, recruitment, and retention initiatives. In addition, and based on regional census journey calculations, the hybrid work from home arrangements have had a direct and positive impact on the CRD regional transportation goal of reducing congestion in the morning and afternoon peak periods. We will continue to monitor the program on a regular basis to ensure the core targets are being met and maintained.

The CRD's proactive and positive focus on workplace health and safety remains a top of priority, and the CRD's comprehensive occupational health and safety (OHS) strategy, which is aligned with OHS best practice standards, meets or exceeds requirements of the WorkSafeBC approved municipal Certificate of Recognition (CoR) program. The CRD continues to experience a positive (merit) situation with WorkSafeBC which, when combined with our CoR program is resulting in a 47.6% better-than-industry Employer Rating Assessment and 47.6% premium reduction over industry base rates.

The CRD successfully completed its annual Certificate of Recognition (CoR) recertification audit. CoR audits are conducted externally every three years, and internally in years in-between. Our next internal audit is in 2026, and our next external audit is in 2027.

CONCLUSION

The CAO Quarterly Progress Report No. 4, 2025 provides the Board with a quarterly update on Corporate Activities and Initiatives, progress made on the 2023-2026 Board and Corporate Priorities, Capital and Operating Budget Variances, and People, Safety & Culture statistics up to December 31, 2025.

RECOMMENDATION

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

Submitted by:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Photographs of Corporate Activities and Initiatives
Appendix B: Board Priorities Dashboard Progress Q4, 2025
Appendix C: Board Priorities Dashboard – Summary of Completed Actions
Appendix D: Advocacy Dashboard Progress Q4, 2025
Appendix E: Electoral Area Advocacy Dashboard Q4, 2025
Appendix F: Operating Variance Financial Report Q3, 2025
Appendix G: Capital Variance Financial Report Q3, 2025
Appendix H: People, Safety & Culture Trends

Kapoor Land Acquisition Tour



Organizational Safety Excellence Award



G2G Protocol Agreement with Songhees Nation



Parks Volunteer Recognition Event



SEAPARC Skate Park



Board Priorities Dashboard



Transportation

Residents have access to convenient, green and affordable multi-modal transportation systems that enhance livability.

CONDITION
LEGEND

 Proceeding as planned

 Potential or emerging issue

 Issue has arisen

 Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
1a Improve regional connectivity and safety across transportation modes				Board, November 12, 2025	Completed the multi-use trail safety enhancement study to examine opportunities to improve user safety on the regional trail network. Reported on regional trail options and implications regarding the use of rigid bollards, including options for incorporation within the regional trestles renewal and trails widening and lighting project. Delivered a report to the CRD Board on November 12, 2025, to dissolve the Traffic Safety Commission and incorporate the scope of services within the new safety related mandate of the Regional Transportation Advisory Committee. Contracts have been issued for the construction of the Cusheon Lake Road and Mobrae Avenue bus shelters.	- Support advocacy requests for investments in multi-modal infrastructure and services - Support and coordinate with municipalities on the development of local transportation plans and strategies - Construct two bus shelters on Salt Spring Island	- Ongoing - Ongoing - Q4-2025 Q2 2026

Board Priorities Dashboard



Transportation

Residents have access to convenient, green and affordable multi-modal transportation systems that enhance livability.



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CONDITION LEGEND

Proceeding as planned

Potential or emerging issue

Issue has arisen

Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
1b Support investments, expansion and equitable access to active and low carbon transportation				Board, December 10, 2025	The feasibility study for Salt Spring Island Regional Trails options was presented to the CRD Board on December 10, 2025. The planning, implementation, and operation of all regional trails on the Gulf Islands, such as those identified in the Gulf Islands Regional Trails Plan, will be referred to the CRD Transportation Committee for consideration. The staff report will also 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. Merchant Mews Trail tender drawings were prepared and a request for quotes was posted. The tender meeting took place on December 3, 2025 and contract will be awarded in January 2026. The designs and cost estimates for the Kanaka Connector trails have been validated, and the construction contract is in place. Site preparation and cultural monitoring reviews have been completed. Construction and commissioning of the trail is on track for completion by end of December 2025. Phase One Schooner Way Trail was completed, and Phase Two is underway and expected to be completed in Q1 2026. Led by the Pender Island Parks and Recreation Commission, the trail will connect Magic Lake Estates with the Elementary School. It is the first Active Transportation infrastructure project on Pender Island.	- Complete Merchant Mews Trail - 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 - Continue work on the Regional Trail Widening and Lighting Project, with the detailed design stage underway and the preliminary construction anticipated for 2026	- Q1 2026 - Q1 2026 - Ongoing

Board Priorities Dashboard



Transportation

Residents have access to convenient, green and affordable multi-modal transportation systems that enhance livability.



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CONDITION LEGEND

Proceeding as planned

Potential or emerging issue

Issue has arisen

Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
1c Present options for changes in governance for transportation in the region, including the Electoral Areas				• <i>Board, November 12, 2025</i>	Operationalized. Reported back on transportation service governance options, including the establishment of the Regional Transportation Advisory Committee (RTAC) to replace the Transportation Working Group on November 12, 2025. Staff also reported on the dissolution of the Traffic Safety Committee for scope inclusion in the new RTAC.		

Board Priorities Dashboard



Housing

Residents have access to affordable housing that enhances livability.



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CONDITION LEGEND

Proceeding as planned

Potential or emerging issue

Issue has arisen

Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
2a Increase supply of affordable, inclusive and adequate housing in the region				• <i>Board, December 10, 2025</i>	The CRD opened a Call for Proposals for \$5.4M in federal Reaching Home funding (2026–2028) to support organizations in Victoria serving homeless individuals and families. Final project approval was obtained for Campus View (Saanich) and Village on the Green (Victoria) redevelopments, and the new Verdier development (Central Saanich). Campus View, the former 12-unit CRHC townhouse complex located in the Gordon Head neighbourhood of Saanich, which will increase the number of homes on site to 119, began development in Q4. Village on the Green, the former 38-unit apartment building which will increase the number of homes on site, began development in Q4. Verdier, which will add 110 units in the downtown core of Central Saanich, began the demolition process in Q4. Caledonia, a redevelopment in Victoria’s Fernwood neighbourhood, which will increase the number of homes on site from 26 to 158, was completed in Q4, and is scheduled to start renting to tenants in early 2026. <i>Media Release:</i> Supportive, affordable homes open on Salt Spring Island (October 21, 2025) <i>Media Release:</i> CRHC Board Initiates Future Housing Vision into 2045 (December 2, 2025) <i>Media Release:</i> More than 300 homes underway for people in Greater Victoria (December 4, 2025)	• Continue advancing the Rural Housing Program (RHP) by promoting the RHP Funding Programs in SSI and SGI evaluating applications, awarding funds and administering the program.	• <i>Ongoing</i>

Board Priorities Dashboard



Climate Action & Environment

Progress on adaptation, reduced greenhouse gas emissions and triple-bottom line solutions that consider social, environmental and economic impacts.



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CONDITION LEGEND

Proceeding as planned

Potential or emerging issue

Issue has arisen

Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
3a Maximize solid waste diversion and resource recovery from waste materials				- Board, October 8, 2025 - Board, November 12, 2025 - Board, December 10, 2025	Engaged with school districts across the region to identify waste reduction and diversion opportunities for this sector. Sent advocacy letter to Minister of Environment and Parks to request that mattresses and their foundations be included in a future update of BC’s Recycling Regulation (December 2, 2025). Communicated that rigid plastic items (e.g. outdoor furniture, car seats, buckets) are now accepted for free at Hartland Landfill. Approved new five-year agreements with Galiano, Pender and Salt Spring Island depots to ensure that residential recycling services are maintained. Implemented a ‘reduce’ focused holiday gift-giving education campaign to encourage less waste. Media Release: Hartland Landfill now accepts large rigid plastics for free (November 14, 2025) Media Release: CRD Board urges province to include mattresses in recycling regulation (December 9, 2025)	- Finalize and share model bylaw for demolition waste and deconstruction materials with municipalities - Investigate options to improve waste reduction and diversion activities at schools	- Q4-2025 Q1 2026 - Q1 2026
3b Explore options for a regional approach to biodiversity and the protection of ecological assets					Operationalized. The Board has approved the bylaw to establish the Biodiversity and Environmental Stewardship Service that will allow the CRD to begin to play a regional role in the preservation of biodiversity and protection of natural assets. The bylaw was adopted after receiving elector assent through a regional Alternative Approval Process (AAP) and approved in the 2025 final budget presented in March 2025.		

Board Priorities Dashboard



Climate Action & Environment

Progress on adaptation, reduced greenhouse gas emissions and triple-bottom line solutions that consider social, environmental and economic impacts.



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CONDITION LEGEND

Proceeding as planned

Potential or emerging issue

Issue has arisen

Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
3c Increase resilience, community and adaptation planning to address climate related risks and disasters				• <i>Board, November 12, 2025</i>	Delivered first of capacity building workshops on December 11, 2025. Launched Adaptation Working Group for CRD staff to increase collaboration and adaptation planning. The CRD Emergency Program staff have paused the redrafting of the Corporate Emergency Plan to focus on the redraft of the CRD’s Emergency Management Bylaw 3447 to align with the new practices and authorities granted in the <i>Emergency and Disaster Management Act</i> (EDMA). Concluding 2024 UBCM FireSmart grant on December 31, 2025. Beginning new two year grant cycle January 1, 2026. The Ganges Sewer Electrical & Instrumentation Controls project was launched to upgrade systems and create a local hub for network and control operations, enhancing resilience against natural disasters. Local servers have been installed and are operational. The controls design project has also kicked off and will be completed in early 2026. Continued protecting freshwater resources through the rain barrel rebate program in the SGI and SSI electoral areas, through partnership with Transition Salt Spring. <i>Media Release:</i> Get Ready for the British Columbia ShakeOut (October 14, 2025) <i>Media Release:</i> Galiano Island unifies fire services under Galiano Island Volunteer Fire Department (November 13, 2025)	• Deliver two adaptation capacity building workshops • Deliver a multi-session regional adaptation learning training • Host a regional collaboration workshop for professionals working on adaptation and resilience measures in the region • Present revised Bylaw 3447 to Board • Complete Ganges sewer controls design	• Q1 2026 • Q1-Q2 2026 • Q1 2026 • Q2 2026 • Q1 2026

Board Priorities Dashboard



Climate Action & Environment

Progress on adaptation, reduced greenhouse gas emissions and triple-bottom line solutions that consider social, environmental and economic impacts.



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CONDITION LEGEND

Proceeding as planned

Potential or emerging issue

Issue has arisen

Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
3d Support energy efficient and low carbon buildings across the region					Benchmarking software provider selected and preparatory work is underway for the launch of the CRD Benchmarking Program. Socialized the results of the local government heating oil regulation study with municipal staff across the region.	- Implement a regional energy benchmarking program for large buildings across the region, including mailing letters to all applicable building owners. - Support interested local government develop Energy and Carbon Emission bylaws	- Q1 2026 - Q1 2026

Board Priorities Dashboard



First Nations

Strong relationships with First Nations based on trust and mutual respect, partnerships and working together on shared goals.



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CONDITION LEGEND		Proceeding as planned		Potential or emerging issue		Issue has arisen		Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
4a Develop mechanisms to hear more from First Nations’ governments as to how they would like the CRD to approach reconciliation					Met with multiple First Nations about the development of a CRD Reconciliation Action Plan.	• Share draft Reconciliation Action Plan action items with First Nations for their feedback	• Q1 2026
4b Collaborate with First Nations to build and strengthen new processes for respectful, reciprocal government-to-government decision-making and service delivery that uplift Indigenous self-determination					Held a leadership-level government-to-government meeting with Pacheedaht First Nation. Held meetings with Kosapsum First Nation regarding the Island Rail Corridor initiative. Media Release: The Lekwungen Nations and Local Governments Sign a Partnership Agreement to Explore the Future of the Island Rail Corridor (December 11, 2025) Pacheedaht First Nation appointed a representative to join the Port Renfrew Utility Services Commission and the Port Renfrew Fire Protection and Emergency Response Service Commission. Media Release: CRD and Songhees Nation formalize their government-to-government relationship (November 6, 2025)	• Negotiate MOU/protocol agreements for Board approval with interested First Nations	• Ongoing

Board Priorities Dashboard



First Nations

Strong relationships with First Nations based on trust and mutual respect, partnerships and working together on shared goals.



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CONDITION
LEGEND

Proceeding as planned

Potential or emerging issue

Issue has arisen

Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
4c Invite, respect and incorporate Indigenous leadership and traditional knowledge to enhance initiatives and strategies that support other priorities in the plan					Offered Building Local Relationships trainings to staff, in partnership with the Indigenous Perspectives Society. An Elder from Sc’ianew First Nation presented to all CRD managers about a collaborative initiatives at the East Sooke Regional Park. Offered a second tour of the watershed to First Nations leadership and staff. Ongoing collaborations and regular meetings with First Nations regarding archaeology and cultural heritage conservation. Incorporated First Nations input into a revised Regional Water Supply Strategic Plan. First Nations provided input into the Regional Trails Widening and Lighting Project, Regional Transportation Plan, Climate Action Strategy, Regional Housing Affordability Strategy, Mount Maxwell Community Park Management Plan, Mount Work Regional Park Management Plan, Salt Spring Island Integrated Housing Strategy, the Galiano Island Parks and Recreation Commission Master Plan, liquid waste management, and fire and emergency response services.	Initiate First Nations Engagement for Phase 2 of the Land Acquisition Strategy	Q1 2026

Board Priorities Dashboard



First Nations

Strong relationships with First Nations based on trust and mutual respect, partnerships and working together on shared goals.



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CONDITION LEGEND		Proceeding as planned		Potential or emerging issue		Issue has arisen		Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
4d Support shared prosperity by enhancing economic opportunities, in partnership with First Nations					Negotiating updated service agreements with First Nations. Contracting Nations directly to provide cultural monitoring for projects involving ground disturbance in areas of archaeological or cultural significance. Collaborating with Pacheedaht First Nation on the Port Renfrew Official Community Plan and on the development of a Water and Wastewater Master Plan for Port Renfrew.	Identify economic opportunities to include in the Reconciliation Action Plan	Q3 2026

Board Priorities Dashboard



Governance

Effective advocacy, coordinated and collaborative governance, and leadership in organizational performance and service delivery.



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CONDITION
LEGEND

Proceeding as planned

Potential or emerging issue

Issue has arisen

Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
5a Influence regional issues and advocate in a consistent, focused way that aligns with the Board strategic priorities					Operationalized. Advocacy Strategy has been revised and the Advocacy Dashboard will continue to be updated quarterly. A complete list of all advocacy correspondence is available at Board Advocacy		
5b Strengthen Board decision-making frameworks to include First Nations reconciliation, equity, diversity and inclusion, and climate action lenses					Operationalized. Developed Guidance documents for the First Nations, Equity, Diversity and Inclusion (EDI) and Climate Action Implications sections of Staff Reports. These Guidance documents were reviewed by the Governance Committee (April 3, 2024) and the Board (April 10, 2024).		
5c Develop understanding of, and accountability for, equity, diversity and inclusion across CRD decision-making bodies					Operationalized. Presented the CRD Accessibility Plan to the CRD Governance Committee (October 2, 2024) and CRD Board (October 9), and made available publicly through the posting on the CRD's Accessibility webpage, which includes our tool to receive feedback on accessibility. EDI strategic plan development underway.		

Board Priorities Dashboard



Governance

Effective advocacy, coordinated and collaborative governance, and leadership in organizational performance and service delivery.



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CONDITION
LEGEND

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Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
5d Foster greater civic participation among diverse community members				• <i>Board, December 10, 2025</i>	Public participation policy, framework and toolkit revisions remain underway in tandem with equity lens review and staff feedback. International Association for Public Participation Canada revising spectrum of participation; changes to be incorporated into final drafts. Staff presented a report on 2026 Election Planning to Increase Voter Turnout and Candidate Diversity. Media Release: CRD and CRHD look for public feedback on the provisional 2026 – 2030 financial plans (November 5, 2025) Media Release: Stay Connected with SustainableCRD (November 10, 2025)	• Present revised Public Participation Framework to Governance and First Nations Relations Committee	• Q1 2026
5e Explore changes to growth management approaches and identify implementation actions appropriate for local, regional and provincial implementation					Completed the growth and mobility study. This will be presented to the CRD Board in mid-2026, alongside other studies. Staff initiated work on the regional population and employment projections. The Regional Water Supply Commission (RWSC) is moving forward with a Development Cost Charge (DCC) Bylaw for the Regional Water Supply Service following extensive public engagement. Media Release: CRD moves forward with new Development Cost Charge Program (December 8, 2025)	• Regional coordination on impacts of new housing legislation • Complete update to the regional and subregional population projections • Prepare the Regional Water Supply DCC Bylaw for review by the RWSC and the CRD Board • Complete a regional industrial land inventory and analysis	• Ongoing • Q1 2026 • Q1 2026 • Q2 2026



Transportation

Residents have access to convenient, green and affordable multi-modal transportation systems that enhance livability.



Board Initiatives	Resolutions	Summary of Completed Actions
1a Improve regional connectivity and safety across transportation modes	• <i>Board, Feb. 8, 2023</i> • <i>Board, August 9, 2023</i> • <i>Board, September 13, 2023</i> • <i>Board, December 13, 2023</i> • <i>Board, March 13, 2024</i> • <i>Board, July 10, 2024</i> • <i>Board, October 9, 2024</i> • <i>Board, February 12, 2025</i> • <i>Board, March 12, 2025</i> • <i>Board, June 11, 2025</i>	The Traffic Safety Commission (TSC) has approved its 2023 priority action areas: distracted driving, speeding and impaired driving. These will be implemented through education and awareness campaigns. TSC provided their annual update to the CRD Transportation Committee on September 12, 2023. The TSC has completed the research for the report on eMobility in the region. Media Release: CRD Traffic Safety Commission Awards Seventh Annual Cst. Sarah Beckett Memorial Scholarship (October 11, 2023). TSC completed research and delivered a report on micromobility to Transportation Committee and CRD Board in Q1 2024. CRD Traffic Safety Commission launched the multi-modal intersection safety campaign. Media Release: Investments in EV charging ports a bright spark for greener motoring in Greater Victoria (April 22, 2024). The TSC received a presentation of findings related to the evaluation of the PARTY (Prevent Alcohol Risk Related Trauma in Youth) program on September 10, 2024. The program is a one-day injury awareness and prevention program for youth ages 15 and older that has been operating since 1986. Initial results suggest the online program (since the pandemic) has been effective. The TSC will determine whether to extend research into the program to a larger sample at its next meeting. The Traffic Safety Commission delivered its annual program update to the Transportation Committee outlining a range of advocacy program and studies aimed at improving traffic safety. A report on automated speed enforcement will be forthcoming in Q1 2025. A partnership with Saanich Police, Mothers Against Drunk Driving and ICBC was established to deliver road safety campaigns working through sporting associations and clubs. Programing will be delivered through 2025. Engineering contractor retained to prepare design proposal for potential trail on Pender Island from Magic Lake Fire Hall to the island’s school. Completed the 2022 Origin Destination Household Travel Survey and presented results to the CRD Transportation Committee. Media Release: Household Travel Survey Shows Increase In Walking And Cycling (September 13, 2023). Media Release: Salt Spring Island Active Transportation Network Plan focuses on five big moves (August 8, 2023). Advocacy to provincial government on Motor Vehicle Act amendments to allow mobility aids to operate in bike lanes. Due to changes in the types and volumes of trail users, including the increasing presence of motor assisted personal mobility devices, the CRD Board directed staff on July 10, 2024, to advance interim options to enhance safety on multi-use trails. These options include augmenting the signage program on the regional trails that reinforce legal requirements and courtesy protocols (i.e. speeds, passing with courtesy, etc.). As a follow up action, on September 25, 2025 the Regional Parks Committee approved the staff recommendation to engage a consultant to provide comprehensive recommendations to further enhance safety on the CRD’s multi-use trails. Received approval from the Inspector of Municipalities to advance with elector approval of the proposed Regional Transportation Service Bylaw. Staff initiated the Growth & Mobility Study to provide comprehensive data analysis and to support scoping for the Regional Transportation Plan update. Staff have started preparations to support the development of a new Regional Transportation Plan. The Regional Transportation Plan outlines the regional multi-modal network and gives policy direction and actions. The current plan was published in 2014. The Island Rail Corridor visioning work continues. Several directors and the Chief Administrative Officer participated in the CRD Hirail Trip on June 10th. An expansion to the Piers Island dock was completed in February 2025. Media Release: CRD Traffic Safety Commission Cst. Sarah Beckett Memorial Scholarship (May 23, 2025). Work continues on the multi-use trail safety enhancement study which will guide long term safety considerations, including policy and guidelines, on the regional trail network. Staff have engaged with the Traffic Safety Commission to consider broader and more comprehensive governance options for safety across all modes within the new structure of the Regional Transportation Service.The purchase order has been issued for the construction of two bus shelters on Salt Spring Island (SSI), and drawings have been prepared for the pads. Construction on the Schooner Way Trail on Pender Island has now started. Met with Honourable Mike Farnworth, Minister of Transportation and Transit at the Union of British Columbia Municipalities (UBCM) Convention to discuss strategic partnership opportunities to collaborate on integrated transportation. Media Release: Infrastructure Improvements Complete at East Sooke Regional Park – Aylard Farm (July 23, 2025)



Transportation

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Board Initiatives	Resolutions	Summary of Completed Actions
1b Support investments, expansion and equitable access to active and low carbon transportation	• Board, June 14, 2023 • Board, September 13, 2023 • Board, November 8, 2023 • Board, May 8, 2024 • Board, July 10, 2024 • Board, October 9, 2024	Regional all-ages and Abilities cycling facility criteria to support consistent planning and reporting on implementation of the regional cycling network was received by the Transportation Committee on March 15, 2023. Increased Saturday transit service on Fulford Harbour to Ganges, including southbound service along Cusheon Lake Road for select trips effective May 6, 2023. Pender Island Parks and Recreation Commission Schooner Way Active Transportation project at 30% engineering design completion. Phase 1 of Schooner Way Trail to connect the Magic Lake neighbourhood with the school approved for funding by BC Active Transportation Fund. Design and development has been initiated, and collection of community donation pledges underway. Kimta E&N Connector construction completed. The Ganges Harbourwalk Project is a community project being developed in consultation with interest holders. This project is overseen by the Salt Spring Island Local Community Commissions and the Ganges Harbourwalk Steering Committee. Conceptual designs are currently being developed for consultation with First Nations, Upland owners and the community. CRD Regional Trails Closure Policy information report provided to Transportation Committee and CRD Board. Presented Regional Trails Widening and Lighting Project funding options and directed to accelerate by inclusion of the project in the 2024-2028 Financial Plan and that staff continue to develop partnerships, pursue grant opportunities and report back with options to generate additional funds through non-tax revenue. Selkirk Trestle upgrades and Galloping Goose Regional Trail Widening & Lighting Project design and construction, loan authorization in place Q4 2023. The regional trestles renewal and trails widening and lighting project has been initiate an is ongoing. Submitted a \$30M grant application to the Federal Active Transportation Fund to support the Regional Trestles Renewal, Trails Widening and Lighting Project. Juan de Fuca Parks submitted a grant application in to develop an Active Transportation Network Plan to guide future active transportation infrastructure investments. Grant funding for the Juan de Fuca Active Transportation Network Plan was confirmed in March and has now been received. A consultant has been selected and the plan is now expected to be completed by Q2, 2025. Mayne Island Regional Trail Phase 1 Development Project construction completed. The Juan de Fuca Active Transportation Network Plan (ATNP) is on track to be completed by March 31, 2025, in accordance with the requirements of the ATNP Grant Program. Media Release: CRD seeks feedback on proposed projects for the Juan de Fuca Active Transportation Network Plan (February 21, 2025)The Active Transportation Infrastructure Stream – BC Active Transportation Infrastructure Grants Program approved \$500,000 for the Mayne Island Regional Trail Phase 1 Development Project. Construction continues in Q3 2023 on Project Area 1 of the Mayne Island Regional Trail project. The focus over the next few months will be completing trail support structures, culvert extensions, and placement of base and final surface materials. Negotiations to continue into the new year for the remaining Mayne Island Regional Trail statutory right-of-way. The contractor working on the Mayne Island-Regional Trail is currently working on wall 2 of Phase 1, from the ferry to Maple Drive. Working with realty to finalize the alignment of Phase 2. It is anticipated that Phase 2 will proceed shortly with an anticipated completion later in the year. Completed 85 metres of multi-use trail at Brinkworthy (Salt Spring Island) to connect a community with the existing CRD trail network. Salt Spring Island Administration preparing contract to retain contractor to complete the Regional Trail Feasibility Study by November 2024. The planned 2024 regional trail maintenance projects have been completed. Projects delivered in Q4 included work on the Galloping Goose Regional Trail at Talcott Road, Seaton Road, and Hospital Way. In addition, a capital project was initiated in Q4 related to the full-depth refurbishment of the Lochside Regional Trail at Weiler Road. Electric vehicle (EV) charging station installations are planned for high-use parks and two EV chargers were installed in Q4 2024 at Elk/Beaver Lake Regional Park – Beaver Beach. Work is progressing as planned on the CRD’s Ready Step Roll Sustainable School Commute Planning initiative. For the 2024 cohort, draft action plans are currently being reported. The 2025 cohort of schools has been selected, and work is now advancing. Construction of the Rainbow Road sidewalk and pedestrian path has been deferred to 2027 as grant funding was not secured. Staff plan to reapply for grant funding next year with a revised project plan that includes Jackson Avenue and McPhillips Avenue. Construction on the Pender Island Schooner Way Active Transportation Project Phase 1 is expected to begin in June 2025. The project is expected to be complete by early 2026 or sooner. Media Release: Capital Regional District reports on grant funding for the Electoral Areas (May 26, 2025).



Transportation

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Board Initiatives	Resolutions	Summary of Completed Actions
1b Support investments, expansion and equitable access to active and low carbon transportation (<i>continued</i>)		Work is underway to consolidate transportation planning, policy and regional trail related functions into the Regional Transportation Service. Progress continues on the Regional Trail Widening and Lighting Project, including the completion of supportive works on the Selkirk Trestle. For the Merchant Mews Trail on SSI, staff are in the process of retaining an engineer to prepare drawings for the Invitation to Tender. The tender is scheduled to be posted by the end of September. The Kanaka Connector Trail project on SSI is advancing. The initial archaeological review has been completed, the design has been reviewed with Island Pathways and a constructor vendor has been engaged to prepare for execution. Media Release: Electric Vehicle Chargers Open in Witty’s Lagoon Regional Park (June 23, 2025) Media Release: Cruise With Courtesy on CRD Regional Trails (July 2, 2025) Media Release: The Active Transportation Network Plan for the Juan de Fuca Electoral Area is complete (July 22, 2025)



Transportation

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Board Initiatives	Resolutions	Summary of Completed Actions
1c Present options for changes in governance for transportation in the region, including the Electoral Areas	• <i>Board, April 12, 2023</i> • <i>Board, June 14, 2023</i> • <i>Board, November 8, 2023</i> • <i>Board, December 13, 2023</i> • <i>Board, July 10, 2024</i> • <i>Board, September 11, 2024</i> • <i>Board, December 11, 2024</i> • <i>Board, March 12, 2025</i> • <i>Board, June 11, 2025</i> • <i>Board, July 9, 2025</i>	Initiated the planning required to scope regional transportation governance options with a background report to the Transportation Committee on March 15, 2023. <i>Media Release:</i> CRD to gather input on regional transportation governance (June 14, 2023). Initiated an engagement process with municipal councils, electoral areas and agency partners on regional transportation governance. The transportation workbook was distributed to all stakeholders earlier in the summer. The completed workbooks and feedback have been requested by September 29, 2023. 13 municipal councils, three electoral area and two partner agencies provided input to a survey on transportation governance in the region. Two First Nations indicated interest in participating in the initiative. The CRD Board directed staff to initiate concept development and analysis for a service feasibility study and develop an engagement plan. The CRD Board also endorsed three guiding principles on transportation governance. Initiated the feasibility study phase of the transportation governance initiative. Timing change due to delays in procurement of consultant services for the transportation service design and feasibility study. A CRD Transportation Workshop was held with local governments, agency partners and First Nations on May 24, 2024 to seek input on service categories for the establishment of a regional transportation service. The Transportation Committee received a summary report on June 19, 2024. A service feasibility study by KPMG is underway to inform this work. The CRD Board introduced the Regional Transportation Service Establishment Bylaw on September 11, 2024, read it for the first, second, and third time, and directed staff to forward it to the Inspector of Municipalities for approval. Participating area approval will be obtained by a regional alternative approval process. <i>Media Release:</i> Capital Regional District Introduces Regional Transportation Service Bylaw (September 12, 2024). The Regional Transportation Service Establishment Bylaw No. 4630 has been advanced to the Inspector of Municipalities for endorsement in preparation for a regional alternative approval process. Completed independent analysis (KPMG) of Governance options for CRD Board reporting and consideration. Presentation of the report on transportation service governance options has been postponed due to a delay in obtaining approval for the Regional Transportation Service bylaw from the Inspector of Municipalities. The Board has approved the bylaw to establish the Regional Transportation Service on June 11, 2025. The bylaw was adopted after receiving approval of the electors through a regional alternative approval process. <i>Media Release:</i> Regional Transportation Service Bylaw Approved (June 11, 2025). <i>Media Release:</i> CRD launches Alternative Approval Process for the proposed Regional Transportation Service (April 3, 2025). The results of a study of regional transportation governance and operating model options was presented at the Transportation Committee meeting of June 25, 2025. A follow-up implementation report is planned for September 2025. Staff engaged the Traffic Safety Commission on long-term governance and coordination with a new Regional Transportation Service. Work is underway to transition and consolidate all transportation functions in the Regional Transportation Service. A service establishment by-law was approved in July 2025, with a comprehensive plan being developed to support the smooth transfer of responsibilities and resources while ensuring continuity of operations throughout the process. The transition is expected to be completed by spring 2026 Staff will undertake a comprehensive update to the Regional Transportation Plan to provide a renewed regional transportation vision, prioritized transportation initiative, and a framework for the long-term implementation of the Regional Transportation Service. Work started in Q3 2025 and is anticipated to be completed in 2027.



Housing

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Board Initiatives	Resolutions	Summary of Completed Actions
2a Increase supply of affordable, inclusive and adequate housing in the region	• <i>Board, May 10, 2023</i> • <i>Board, September 13, 2023</i> • <i>Board, October 11, 2023</i> • <i>Board, December 13, 2023</i> • <i>Board, March 13, 2024</i> • <i>Board, May 8, 2024</i> • <i>Board, September 11, 2024</i> • <i>Board, January 8, 2025</i> • <i>Board, February 12, 2025</i> • <i>Board, March 12, 2025</i>	Opened 58 units of affordable rental housing at 2782 Spencer Road in Langford in November 2022 , in partnership with the Capital Region Housing District (CRHC) through the Community Housing Fund. Opened 72 units of affordable rental housing at 210 Gorge Road in Victoria in February 2023, in partnership with the Cool Aid Society through the Regional Housing First Program (RHFP). <i>Media Release:</i> More than 130 affordable rental homes open in Langford (Feb 17, 2023). Opened 52 units of supportive housing at 2933 and 2949 Albina Street in Saanich in February 2023, in partnership with BC Housing and Our Place Society through Rapid Housing Initiative (RHI) Round 1. <i>Media Release:</i> Fifty-two new homes with 24/7 services open in Saanich (Feb 10, 2023). Opened 75 units of affordable rental housing at 2170 Charters Road in Sooke in partnership with the M’akola Housing Society through the RHFP. Project completed December 2022. Tenant move-ins began February 2023. Opened 51 units of affordable housing at Prosser Place (7612 East Saanich Road) in Central Saanich, in partnership with the CRHC through the RHFP. Opened 39 units of supportive housing at 1909 Prosser Road in Central Saanich, in partnership with BC Housing and Pacifica Housing through the RHI Round 2. Opened 45 units of supportive housing at 865 Catherine Street (House of Courage) in Victoria in partnership with BC Housing and the Aboriginal Coalition to End Homelessness through the RHI Round 2. <i>Media Release:</i> B.C., Canada opening supportive housing in capital region (Mar. 31, 2023). Development Permit Application to the City of Victoria submitted through Rapid Deployment of Affordable Housing process for Village on the Green redevelopment, in partnership with the CRHC though the Regional Housing First Program (RHFP). After completing the District of Saanich’s Advisory Design Panel review, the Campus View redevelopment is proceeding with a public hearing. Carey Lane, an existing 22-unit CRHC townhouse complex, will undergo a full building envelope remediation as well as upgrades to the ventilation, heating, and cooling systems. The project will provide 170 units of housing for Indigenous peoples, people with low-to-moderate incomes and people with disabilities. <i>Media Release:</i> Province Partners with CRD and CRHC to Build 593 New Homes (March 21, 2024). <i>Media Release:</i> Sixty-six affordable homes underway for Songhees Nation members (February 16, 2024). <i>Media Release:</i> Capital Regional District Announces Acquisition to Support Future Affordable Housing (March 1, 2024). CRHC received financial support from the provincial government for four affordable rental projects. This announcement is expected to advance 593 new homes. Two of the projects approved include partnerships with local governments and two of the projects represent redevelopment opportunities for CRHC. 1183 Verdier Avenue, Central Saanich – The CRD has an accepted offer to purchase the property and is working closely with the CRHC and the District of Central Saanich to add 110 homes in Brentwood Bay Village. 3950 Cedar Hill Road, Saanich – The District of Saanich and the CRHC have partnered to redevelop the Nellie McClung library site. This initiative will advance a new mixed-use development that includes a larger library with 200 affordable rental homes. Two additional projects in Greater Victoria are expected to provide approximately 283 total new homes. Both projects are in the preliminary planning stages. Michigan Square, 97 units redevelopment, is now set to reopen in August 2024. <i>Media Release:</i> Indigenous people in Sooke get access to 170 below-market homes (May 7, 2024) Work ongoing to implement the Rural Housing Strategy. A Rural Housing Program framework is being further developed with proposal for program launch in 2025. A Salt Spring Island housing workshop was held May 22, 2024. <i>Media Release:</i> The CRD and CRHC present 2023 Annual Reports (May 9, 2024). On August 10, 2023, a bylaw amendment to increase the annual requisition for the Land Assembly, Housing and Land Banking Service to \$85 million obtained statutory approval and the CRD may now proceed with obtaining two-thirds consent on behalf of the participating areas and consent from the Electoral Area Directors without further delay. Consent for the accompanying loan authorization bylaw for long-term borrowing will be obtained by Alternative Approval Process for the entire service area. <i>Media Release:</i> CRD to Increase Borrowing Authority for Housing (June 2, 2023). Elector approval for amendment to the Land Assembly, Housing and Land Banking Service bylaw approved at the December Board meeting. CRHC Chair and CAO met with Minister Kahlon, BC Housing Minister, to advise the Ministry of Housing of the CRD Board’s proposal to increase the borrowing authority and request that the province consider providing up to \$170 million in funding to facilitate the development of approximately 2,000 affordable housing units across the region. <i>Media Release:</i> 2023 Greater Victoria Point-in-Time Count results announced (August 3, 2023). <i>Media Release:</i> Regional Alternative Approval Process launched to increase borrowing authority for housing (January 3, 2024). <i>Media Release:</i> CRD adopts bylaw to increase borrowing authority for housing (February 15, 2024). Throughout 2023, CRHC staff advanced the feasibility analysis and preliminary design work for potential development projects in anticipation of the 2023 Community Housing Fund call for proposals.

Board Priorities Dashboard



Housing

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Board Initiatives	Resolutions	Summary of Completed Actions (continued)
2a Increase supply of affordable, inclusive and adequate housing in the region (continued)	• Board, May 10, 2023 • Board, September 13, 2023 • Board, October 11, 2023 • Board, December 13, 2023 • Board, March 13, 2024 • Board, May 8, 2024 • Board, September 11, 2024 • Board, October 9, 2024 • Board, June 11, 2025	As of Fall 2024, the CRD is designing a Rural Housing Program through the development of a pilot that will take place on the Southern Gulf Islands and Salt Spring Island Electoral Areas. Community engagement is underway seeking input into the design of the pilot project. Media Release: CRD is developing a Rural Housing Program Pilot Project (July 22, 2024) Michigan Square, which is operated by the Capital Region Housing District, opened in Q3 with 97 new affordable rental homes in the James Bay neighborhood of Victoria. Media Release: More than 150 new rental homes coming to Victoria (September 13, 2024). Media Release: The CRD acquires property on Galiano Island for affordable rental housing (July 8, 2024). In September 2024, the North Salt Spring Waterworks District announced proposals to partially lift its water moratorium policy for new water connections, which has been in place since 2014. They will initiate engagement with community members, groups and governing bodies this fall to determine the best way to approach this. In light of this, plans to drill for water at 161 Drake Road have been deferred pending more information. Development of the Rural Housing Program is on track. Final implementation preparations will be completed in Q1 2025 to ready the program for launch in Q2 2025, as planned. The Capital Region Housing Corporation (CRHC) approved the Five-year Major Capital Plan (2025-2029) on November 27, 2024. The Major Capital Plan (2025-2029), when complete, will increase the CRHC’s housing stock from approximately 2,000 homes to more than 3,000 homes while continuing to invest in the renewal and redevelopment of the existing CRHC portfolio. Projects planned and underway for 2025 include: Caledonia, a redevelopment in Victoria’s Fernwood neighbourhood that will increase the number of homes onsite from 26 to 158.; Campus View, an existing 12-unit CRHC townhouse complex located in the Gordon Head neighbourhood of Saanich will see the number of homes increase to 119.; Village on the Green in Victoria, which will increase the number of homes from 38 to 160. On March 26, 2025, and throughout the following day, the Community Social Planning Council, with support CRD, conducted the bi-annual Point-in-Time Homeless Count and Survey. The count survey provides a “snapshot” of homelessness in the region and important information that improves understanding of the needs and circumstances of the people who are affected by homelessness in the community. Media Release: 2025 Greater Victoria Point in Time Count & Survey to Take Place on March 26 (March 3, 2025). Media Release: CRD seeks expressions of interest for new Rural Housing Program Pilot Project Grants (April 15, 2025). Pandora, a new 21-storey building at 926/930 Pandora Avenue, with 158 affordable rental homes, 47 supportive homes and a community space expected to include childcare services, was officially announced May 3, 2025. Media Release: Nearly 300 new homes coming to Victoria (May 3, 2025). The Rural Housing Program (RHP)is underway. The coordinator has been hired and interest holder workshops are being scheduled. Four Community Housing Fund (CHF) applications were submitted to the province for consideration. One application was for Forest Home and the other three for unnamed redevelopments. No date has been set to expect results regarding the other three CHF applications. Met with Honourable Christine Boyle, Minister of Housing and Municipal Affairs at the UBCM Convention to discuss funding opportunities to advance affordable housing. Media Release: 2025 Greater Victoria Point-in-Time Count Results Announced (September, 24 2025)



Board Initiatives	Resolutions	Summary of Completed Actions
3a Maximize solid waste diversion and resource recovery from waste materials	• <i>Board, Mar. 15, 2023</i> • <i>Board, May 10, 2023</i> • <i>Board, August 9, 2023</i> • <i>Board, December 13, 2023</i> • <i>Board, June 12, 2024</i> • <i>Board, October 9, 2024</i> • <i>Board, November 13, 2024</i> • <i>Board, January 8, 2025</i> • <i>Board, March 12, 2025</i> • <i>Board, May 14, 2025</i> • <i>Board, July 9, 2025</i> • <i>Board, September 10, 2025</i>	The CRD Board approved the new Solid Waste Management Plan to reduce how much material is sent to Hartland Landfill and guide how the region’s solid waste is managed in a safe, secure and sustainable way now and in the future. The final plan includes strategies and actions for reducing and managing all streams of solid waste—including recyclables, compostable material and garbage—with an eye to extending the life of Hartland Landfill to 2100 and beyond. Media Release: CRD releases report highlighting what residents and businesses are putting in the garbage (Mar 8, 2023). Presented proposed amendments to the Hartland Landfill Tipping Fee Bylaw, a revised tipping fee schedule and new material bans to better encourage diversion. Media Release: Policy changes and material stream diversion initiatives at Hartland Landfill (May 12, 2023). Remain on track to procure processing for source separated materials and submit final amended Hartland Landfill Tipping Fee Bylaw for Board consideration. Submitted final amended Hartland Landfill Tipping Fee Bylaw for final Board consideration. Initiated procurement for processing of source separated materials to be banned from the landfill in 2024, including wood waste, asphalt shingles, carpet and underlay. Media Release: Changes to Residential Curbside Blue Box Recycling Service Effective January 2, 2024 (October 11, 2023) Media Release: 2024 policy changes at Hartland Landfill (December 13, 2023). Launched Phase 1 of the Hartland Landfill Waste Diversion Policies and Landfill Bans including ban on clean wood waste, changes to the tipping fee structure, introduction of the waste stream collector incentive program, increases in fine rates, reductions for early payment of fines and introduction of an education and warning ticket program. Received Board direction to enter into contract with DLs Bins to construct and operate a material diversion transfer station beginning in Q3, 2024. Received Board direction to initiate consultation on policies to regulate the flow of solid waste within the Capital Region. Received Board direction to enter into contract with DLs Bins to construct and operate a material diversion transfer station beginning in Q3, 2024. Received Board direction to initiate consultation on policies to regulate the flow of solid waste within the Capital Region. Media Release: Hartland Landfill Phase Two Changes begin July 2, 2024 (April 11, 2024). Media Release: More Hours, More Convenience at Hartland Landfill (June 3, 2024). Successful launch of phase 2 of the Hartland Landfill Waste Diversion Policies and Landfill Bans including further landfill bans on treated wood waste, asphalt shingles and further changes to the tipping fee structure. The Hartland Material Diversion Transfer Station (MDTS) been constructed and is now in operation under contract with DL Bins. Media Release: Three surveys will explore attitudes and common practices on waste management (July 18, 2024). Continue diverting wood and asphalt shingles to the Hartland Material Diversion Transfer Station (MDTS). Submit an amendment to the Hartland Landfill Tipping Fee Bylaw and the CRD Ticket Information Authorization Bylaw for Board consideration. The Hartland Landfill Tipping Fee Bylaw and the CRD Ticket Information Authorization Bylaw have been amended as needed for tipping fee adjustments and bylaw enforcement. Media Release: Results from the Solid Waste Market Research and Engagement Study (January 22, 2025). Hosted a Hartland Neighbours Landfill Tour to give nearby residents a chance to see major projects recently completed, ask questions, and meet Hartland Landfill leadership team and staff. Media Release: What Goes Where: Your Go-To Tool for Waste Sorting (April 11, 2025). Media Release: Residents threw out less garbage in 2024 (May 21, 2025). Media Release: Hartland Landfill Producing Renewable Natural Gas for FortisBC (May 22, 2025). The CRD Board approved amendments to Hartland Landfill tipping fees to reduce waste, improve sorting compliance and extend the landfill’s lifespan. Implemented a household hazardous waste education campaign to encourage responsible disposal and reduce landfill fires. Continued work with consultants to develop ‘Space, Access & Source Separation’ resources for waste sorting areas in residential and commercial buildings. Provided waste sorting education and signage resources to more than 40 multi-family buildings as part of the annual summer outreach. Media Release: Battery fires on the rise: help stop landfill fires before they start (August 27, 2025) Media Release: Amendments to Hartland Landfill Tipping Fees Support Waste Initiatives (July 9, 2025)



Board Initiatives	Resolutions	Summary of Completed Actions
3b Explore options for a regional approach to biodiversity and the protection of ecological assets	• <i>Board, October 11, 2023</i> • <i>Board, December 13, 2023</i> • <i>Board, November 13, 2024</i> • <i>Board, February 12, 2025</i>	Operationalized. CRD Staff continue with internal discussions to understand the scope and breadth of a regional approach to environmental stewardship with a focus on biodiversity and the protection of ecological assets. CRD Staff are submitting a new establishing bylaw based on internal discussions related to a regional approach to environmental stewardship, with a focus on biodiversity and the protection of ecological assets. Maintain current service level through Climate Action Service Establishing Bylaw for 2024. <i>Media Release:</i> CRD Releases Greenhouse Gas Inventory (October 12, 2023). <i>Media Release:</i> The CRD Invites Families to Explore Biodiversity This Weekend (April 24, 2024). In August 2024, staff started planning for Alternative Approval Process for Bylaw No 4575 Regional Coordination of Biodiversity and Environmental Stewardship. In November, 2024, the CRD began the regional Alternative Approval Process (AAP) to consider the establishment of a Biodiversity and Environmental Stewardship Service. <i>Media Release:</i> CRD initiates two regional Alternative Approval Processes (November 21, 2024). The Board has approved the bylaw to establish the Biodiversity and Environmental Stewardship Service that will allow the CRD to begin to play a regional role in the preservation of biodiversity and protection of natural assets. The bylaw was adopted after receiving elector assent through a regional Alternative Approval Process (AAP) and approved in the 2025 final budget presented in March 2025. <i>Media Release:</i> Regional Foodlands Access and Regional Biodiversity Services Bylaws Approved (February 13, 2025)



Board Initiatives	Resolutions	Summary of Completed Actions
3c Increase resilience, community and adaptation planning to address climate related risks and disasters	• <i>Board, October 11, 2023</i> • <i>Board, April 10, 2024</i> • <i>Board, June 12, 2024</i> • <i>Board, October 9, 2024</i> • <i>Board, November 13, 2024</i>	Launched capital region heat vulnerability mapping project with inter-municipal partners. Received Pacific Institute for Climate Solutions grant to hire a summer intern to support climate adaptation research. Hosted two inter-municipal workshops to collect information and build staff capacity related to climate projections project. Developed Capital Region Extreme Heat Information Portal, and hosted local inter-municipal, inter-agency staff workshop to share information related to forthcoming report and tool. Presented the updated Climate Projections for the Capital Region report and the new Extreme Heat Information Portal to Highlands Council (July 15, 2024). Presented regional climate adaptation update to Regional Emergency management Partnership (REMP) steering committee. Successfully applied for Local Leadership in Climate Adaptation grant funding in the amount of \$144,423.00 from Federation of Canadian Municipalities to conduct a regional Climate Adaptation Capacity Building Initiative for local government staff and elected officials. Completed Electoral Area Community Wildfire Resiliency Plans. Adopted new open burning bylaw to prevent human-caused wildfire. Community Wildfire Resiliency webinar series conducted for Electoral Areas. Community Evacuation Guides completed. <i>Media Release:</i> Electoral Area Emergency Programs Share Household Evacuation Guides to Help Residents Prepare (May 9, 2023). Staff secured funding and are offering several Emergency Operations Centre related training. Electoral Area community wildfire exposure maps completed and will be shared with residents. Project is a collaboration between Islands Trust and Protective Services to prioritize wildfire mitigation efforts. Staff continue to socialize the community wildfire exposure and evacuation maps and other preparedness resources to enhance personal and community resiliency planning in the Electoral Areas. With the recent passing of the Emergency and Disaster Management Act (EDMA), CRD will be reviewing the legislation and planning program adjustments necessary to align with the new legislation. <i>Media Release:</i> CRD Electoral Area Wildfire Exposure Maps Show Risk (October 3, 2023). Conducting in-person community speaking engagements to present on wildfire risk, seasonal outlook, FireSmart, evacuations, etc. (Pender Island, Mayne Island, Saturna Island, Galiano Island, Salt Spring upcoming). Applied on NRCAN’s Wildfire Resilient Futures Initiatives grant to establish a region wildfire mitigation workgroup with a 5-year operational horizon. Residential FireSmart 2023 grant final report has been submitted. 2024 application submitted and approved. CRD Emergency Program staff are drafting a Corporate Resilience Framework that adopts an all-department and all-of-society approach to disaster risk reduction. This approach enhances collaboration across the organization and engages external partners and communities in building resilience. CRD Emergency Program staff are preparing the 2025-2030 Training and Exercise Plan. This multi-year plan contains two three-year training and exercise concentrations. Climate Adaptation risk assessment grant application successful. Emergency Management Programs actively engaged in the preliminary stages of conducting a risk assessment as outlined in the grant application. Successfully presented four public engagement sessions on emergency management in the Southern Gulf Island Electoral Area (EA) and one in the Salt Spring Island EA. Preparing curriculum for “Fall Storm” public speaking series. Protective Services was successful on an Energy Resource Canada (NRCAN) grant to establish a multi-year, region-wide wildfire mitigation and resilience forum bringing together all levels of government, Indigenous Peoples, public and private sectors, and individuals. CRD Emergency Program staff are in the final draft stages for three After-Action Reports (AAR); the Old Man Lake Wildfire, CrowdStrike IT disruption, and the apartment fire at the Heathers housing facility. AARs are conducted to identify opportunities to better prepare for and respond to a broad range of emergency incidents in the region. <i>Media Release:</i> Park Re-Openings After Wildfire near Sooke Potholes (Old Man Lake Wildfire) (August 15, 2024). The CRD Emergency Program staff are redrafting the Corporate Emergency Plan to incorporate the linkage of a business continuity event to the activation of a department operations centre and to the activation of the CRD emergency operations centre. Initiated electoral area multi-hazard Evacuation Plan, route planning and public notification review, update and redraft. <i>Media Release:</i> Updates to Electoral Area Water Conservation Bylaw 4492 (April 17, 2025). <i>Media Release:</i> Southern Gulf Islands Emergency Resilience Grant (April 30, 2025). <i>Media Release:</i> Emergency Preparedness Week (May 6, 2025).



Board Initiatives	Resolutions	Summary of Completed Actions
3c Increase resilience, community and adaptation planning to address climate related risks and disasters (<i>continued</i>)		Secured consultant to deliver capacity building workshops and held a project kick-off meeting. Presented update on the Climate Adaptation Capacity Building project to Protective Services division to support collaboration with emergency management colleagues across the region. Preparing a Winter Storm information roundtable for the Port Renfrew/Pacheedaht First Nation area, with a potential joint reception centre exercise. CRD Emergency Program staff are redrafting the Corporate Emergency Plan to incorporate Recovery Operations, the linkage of a business continuity event to the activation of a department operations centre, and the supporting activation of the CRD emergency operations centre. Initial planning underway to establish a Post-Disaster Housing & Needs Assessment process. Media Release: Youth lead the charge on climate action in the capital region (June 25, 2025) Media Release: The CRD launches a new online Emergency Dashboard (July 16, 2025) Media Release: Capital Regional District receives wildfire resiliency grant (August 18, 2025)



Board Initiatives	Resolutions	Summary of Completed Actions
3d Support energy efficient and low carbon buildings across the region	• <i>Board, October 11, 2023</i> • <i>Board, September 11, 2024</i> • <i>Board, March 12, 2025</i> • <i>Board, May 14, 2025</i>	Implemented and promoted Home Energy Navigator program to support retrofits in single family homes. 253 participants between November 8 2022 and February 28, 2023. Support municipalities in advancing new Energy Step Code and new Zero Carbon Step Code policy changes. Participated in Provincial Local Government Retrofit Peer network, Step Code Peer network, and the new Embodied Carbon Peer network and shared learnings with CRD Climate Action Inter-Municipal Working Group. Salt Spring Island’s rainwater harvesting rebate program was renewed for one year. Implemented and expanded existing rain barrel program for the Southern Gulf Islands. Corporate Green Building Policy and Carbon Price Policy adopted and implementation underway. Released 2022 Regional and Local Government Greenhouse Gas Inventory report. Developed and launched Neighbourhood Navigator pilot targeting fossil fuel heated neighbourhoods. Continued to support staff in several communities to consider Zero Carbon Step Code policy approaches. Launched the Climate Action To Go Kits, including new thermal imaging cameras for borrowing through regional libraries. Media Release: New Thermal Imaging Camera Kits Available at Local Libraries (November 28, 2024). Supported implementation of public Climate Friendly Homes tour. Initiated industry consultation on energy and emission reporting for large buildings in the region, in conjunction with City of Victoria and the District of Saanich. Completed industry consultation on energy and carbon emissions (ECE) reporting for large buildings in the region, in conjunction with City of Victoria and the District of Saanich, and with participation from Town of Sidney, Township of Esquimalt, and City of Colwood. Promoted Building Benchmark BC participation amongst Part 3 buildings owners/managers through the ECE consultations. Completed home retrofit financing study. With Victoria and Saanich completed development of a model mandatory benchmarking bylaw, and developed a regional list of buildings that would fall under benchmarking program, at local government scale. Ongoing promotion and expansion of the Home Energy Navigator Program via online ads and community outreach events, and refining of marketing strategies through focus group research. Continued to provide support to local governments on Zero Carbon Step Code implementation. Initiated local government staff working group to support forthcoming innovative policy analysis. Advanced scoping of local government policy analysis project in collaboration with municipal partners. Completed research to refine understanding of regional/local government opportunities related to Energy Carbon Emissions reporting/benchmarking program. Completed local government policy analysis project in collaboration with municipal partners. Completed research to refine understanding of regional/local government opportunities related to Energy and Carbon Emissions Reporting/Benchmarking program. Hosted regional staff workshop on local carbon building policy, research and programs. Completed legal analysis and began work on local government oil heating regulation study with the District of Saanich. Completed a list of buildings across the region that would be covered under the harmonized model bylaw. Began contracting for a regional energy benchmarking program for large buildings across the region. Supported District of Saanich and City of Victoria to pass a harmonized model bylaw in Spring 2025. Completed work on local government oil heating regulation study with the District of Saanich. Completed benchmarking toolkit and distributed to municipal partners to support their development of Energy and Carbon Emissions reporting bylaws. Finalized contracting for regional energy benchmarking program for large buildings across the region.

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Board Initiatives	Resolutions	Summary of Completed Actions
4a Develop mechanisms to hear more from First Nations’ governments as to how they would like the CRD to approach reconciliation	• <i>Board, October 11, 2023</i> • <i>Board, December 13, 2023</i>	The Government-to-Government Relationship Building Initiative will, amongst other goals, invite First Nations to share their priority topics for a CRD Reconciliation Action Plan, and will provide an opportunity for Board Directors to hear directly from local Nations. Cultural perspectives training offered to CRD Board Directors and Alternate Directors. Hosted a gathering for CRD staff to learn from W̱SÁNEC cultural workers regarding archaeology and heritage conservation. Hosted Forum & produced Summary Report that includes feedback from Nations regarding the structure of the event as well as priority topics for collaboration. Co-hosted with W̱SÁNEC Leadership Council a relationship building event for Southern Gulf Islands and Salt Spring Island Directors and Commissioners. Launched Board coaching program. Held a site visit with T’Sou-ke Nation to discuss protected areas management and collaboration opportunities. Met with multiple First Nations regarding their priorities around water and wastewater servicing. Met with the W̱SÁNEC Leadership Council to continue negotiating a Solid Waste Partnership Agreement. Hosted a lunch & learn for staff: Xe Smun’ Eem “Our Sacred Children” and the Ongoing Legacy of Residential Schools. Sponsored the South Island Powwow for Truth and Reconciliation Day. Supported the Penelakut Coastal Blood Singers to perform on Salt Spring Island at an event for Truth and Reconciliation Day. Partnered with Orange Shirt Day Victoria to fly their Xe Smun’ Eem “Our Sacred Children” flag for Truth and Reconciliation Day. Drafted an Inclusive Regional Governance Final Report to summarize feedback received from First Nations on the topic of inclusive governance. Submitted the final report to the Ministry of Housing and Municipal Affairs, to close out the Inclusive Regional Governance Study Grant. Met with Pacheedaht First Nation leadership to discuss the findings of the Inclusive Regional Governance Study Grant and opportunities for involvement in decision-making. Letter from the Board Chair to First Nations inviting dialogue and input into a CRD Reconciliation Action Plan. Met with x̱w̱seps̱əm (Kosapsum) Nation leadership to discuss the findings of the Inclusive Regional Governance Study Grant and opportunities for involvement in decision-making. Supported the W̱SÁNEC Leadership Council to offer a W̱SÁNEC Awareness Session for Board Directors. Supported T’Sou-ke Nation to offer a cultural learning tour for Board Directors and senior staff.

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Board Initiatives	Resolutions	Summary of Completed Actions
4b Collaborate with First Nations to build and strengthen new processes for respectful, reciprocal government-to-government decision-making and service delivery that uplift Indigenous self-determination	• <i>Board, December 13, 2023</i> • <i>Board, May 8, 2024</i>	The upcoming Government-to-Government Relationship Building Initiative is an opportunity for the CRD and First Nations to strengthen our relationship and co-create mechanisms to support respectful, reciprocal, ongoing engagement at both the leadership and operational levels. Invites from Board Chair sent to First Nations to participate. New Regional Parks land acquisition notification process launched. Juan de Fuca Community Parks co-hosted an open-house with Pacheedaht First Nation to gather information and identify concerns related to the replacement of playground equipment in Port Renfrew. On September 13, 2023, CRD Board adopted policy direction to support land reversion to First Nations within the island rail corridor, in accordance with a process that is informed by a reconciliation-based approach. The CRD Board Chair wrote to the Island Corridor Foundation in September to inform its Board of this direction. Staff have participated in two inter-governmental island rail corridor planning sessions, facilitated by the province. Government-to-government leadership-level meetings held with T’Sou-ke, Songhees, Pacheedaht, and Pauquachin First Nations. Government-to-Government relationship building initiative letters of engagement signed with Sc’ianew First Nation and the WSÁNEC Leadership Council. Implemented new staff-level quarterly meeting series with Pacheedaht First Nation. Government-to-government leadership-level meetings held with Songhees, Tsawout and Pacheedaht Nations. Media Release: CRD and the Pacheedaht First Nation sign Memorandum of Understanding (January 30, 2024). Implemented new Regional Parks land acquisition notification process and held meetings with First Nations prior to acquiring the Royal Oak Golf Course. Discussions with Nations ongoing regarding interim management guidelines and future uses of the Royal Oak property. Established a technical team with the T’Sou-ke Nation to discuss protected areas management and operations within T’Sou-ke’s traditional territories. MOU negotiations continue with four First Nations and are anticipated to begin soon with two additional Nations. Quarterly staff-level meetings held with First Nations on the topic of land altering works. The CRD has been coordinating with Songhees and Kosapsum Nations to schedule meetings to discuss their vision for the island rail corridor. Quarterly staff-level Memorandum of Understanding (MOU) implementation meetings continue with several First Nations. CRD staff invited to present on CRD source control efforts at a Tri-Department Revitalization Working Group for Esquimalt and Victoria Harbours, hosted by Songhees Nation, Kosapsum Nation and Department of National Defence. CRD staff invited to present on CRD environmental protection initiatives at a Tsartlip First Nation Recognition of Indigenous Rights and Self Determination table. Met with Songhees Nation and Kosapsum Nation to discuss their vision for the island rail corridor. CRD staff invited by First Nations to witness and contribute to a Coastal Erosion Winter Working Group gathering. Media Release: CRD and STÁUTW (Tsawout) First Nation sign Memorandum of Understanding (May 15, 2025). Media Release: Memorandum of Understanding signed by CRD and x̓sepsəm (Kosapsum) Nation (April 7, 2025). Media Release: The CRD, Tsartlip and Tseycum First Nations sign Memorandum of Understanding (March 31, 2025). Media Release: Celebrating National Indigenous History Month and National Indigenous Peoples Day (June 2, 2025). Held a leadership-level government-to-government meeting with T’Sou-ke Nation. Regular staff-level Memorandum of Understanding (MOU) implementation meetings underway with five First Nations. Met with Honourable Randene Neill, Minister of Water, Land, and Resource Stewardship at the UBCM Convention to discuss strategic partnerships to advance reconciliation.

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Board Initiatives	Resolutions	Summary of Completed Actions
4c Invite, respect and incorporate Indigenous leadership and traditional knowledge to enhance initiatives and strategies that support other priorities in the plan	• <i>Board, June 14, 2023</i> • <i>Board, July 12, 2023</i> • <i>Board, December 13, 2023</i>	Regional Parks engaging with First Nations for input into the Regional Parks Strategic Plan and the Regional Parks Land Acquisition Strategy, as well as ongoing collaboration on management plans. Feedback presented Regional Parks Committee in June for approval recommendation at the July Board meeting. Ongoing collaboration with First Nations on the conservation and protection of heritage sites, across all service delivery. Ongoing meetings with First Nations regarding Regional Parks Land Acquisition Strategy, land acquisitions, and management plans. Developed and shared with staff a Working with Indigenous Elders guidance document, to support respectful relationships where elders are interested to share their knowledge to inform CRD initiatives. First Nations Feedback on the Interim Regional Parks and Trails Strategic Plan 2022-2032 brought to Regional Parks Committee in June 2023 and approved at the July 2023 Board meeting. Invited First Nation participation on the Technical and Community Advisory Committee for Core Area Liquid Waste Management Planning. Invited First Nation participation on a Technical Working Group to recommend updates to the Saanich Peninsula Liquid Waste Management Plan. Invited input from First Nations regarding the transportation governance initiative. Ongoing engagement with First Nations regarding the conservation and protection of heritage sites. Environmental Protection and Integrated Water Services staff provided keynote presentation to Tsartlip community event about water and wastewater, as invited. Collaborating with T’Sou-ke and Sc’ianew regarding heritage conservation, ecological restoration and management planning for East Sooke Regional Park. Collaborating with the WSÁNEC Leadership Council on management planning for Mount Work Regional Park. Collaborated with Tsawout First Nation on mosquito management at Island View Beach Regional Park. Partnering with T’Sou-ke and the District of Sooke on the Sooke River Knotweed Control Project. Invited input from First Nations in the development of the HWMET’UTSUM Community Park Interim Management Approach on Salt Spring Island. Invited First Nations to participate in the Canada Goose Regional Working Group. Staff participated in Pauquachin marine stewardship day, interacting with 65 community members and building relationships. CRD staff joined with Tsawout Elders, Tsawout First Nation staff and community members to remove almost 1500lbs of invasive plants at TIXEN and share food and stories on the land. Sc’ianew knowledge keeper shared knowledge as part of archaeological and cultural awareness training related to invasive species removal volunteers in regional parks. Facilitating Malahat Nation to take drone footage in the Greater Victoria Water Supply Area that will be used to build a virtual space for elders and community to virtually visit different ecosystems and cultural spaces around the territory. It will also be used as a communication tool with proponents to teach about Malahat culture, tradition, and values around specific ecosystems, plants, or cultural sites. Pacheedaht and CRD are undertaking a study aimed at better understanding, the archaeological historical and cultural history in Port Renfrew. Completion of the Royal Oak Interim Management Guidelines (IMG) and initiation of the Mountain Forest IMG will guide the management of these properties over the next several years, while the CRD engages Nations that include these areas as part of their traditional territories. Regional Parks is working with First Nations to gather input into the Mount Work Management Plan. Request For Proposals posted for an infrastructure feasibility study for Port Renfrew area, with input from Pacheedaht First Nation. The study will include water and sewer servicing requirements related to both existing users and future development. Ecological restoration projects in East Sooke Regional Park are underway in collaboration with First Nations. First Nations’ feedback is being incorporated into an Engagement Summary regarding the development of a management plan for Salt Spring Island Mount Maxwell Community Park. Elders from Sc’ianew First Nation supported three archaeological and cultural heritage conservation training sessions for staff, volunteers and contractors. Elder from Sc’ianew First Nation shared teachings and perspectives on collaboration at a CRD all managers meeting. Held a gathering with Sc’ianew First Nation and T’Sou-ke Nation to recognize and celebrate collaborative approaches underway for management of East Sooke Regional Park. Regional Parks continue to work with WSÁNEC Leadership Council Society to gather input into the Mount Work Management Plan. Working with Sc’ianew First Nation to incorporate their feedback into the Regional Water Supply Master Plan, Strategic Plan, and Development Cost Charge Bylaw. Initiated First Nations engagement on the Regional Parks Cultural Use and Safety Policy. Working in collaboration with multiple First Nations on invasive species removal. Initiated First Nations engagement on the update of the Climate Action Strategy. Collaborating with Sc’ianew First Nation on their Tribal Journeys event to be held in East Sooke Park.

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Board Initiatives	Resolutions	Summary of Completed Actions
4c Invite, respect and incorporate Indigenous leadership and traditional knowledge to enhance initiatives and strategies that support other priorities in the plan <i>(continued)</i>		Offered cultural perspectives trainings to staff, in partnership with Indigenous Perspectives Society. Ongoing collaborations and regular meetings with First Nations regarding archaeology and cultural heritage conservation. Infrastructure & Water Services continues to meet with multiple First Nations regarding updates to the Regional Water Supply Strategic Plan, and offered a tour of the watershed to First Nations leadership and staff. Continuing to work with Pauquachin First Nation on restoration options in Coles Bay Regional Park and received a letter of support for the grant application. Advanced First Nations engagement on the Regional Parks Cultural Use and Safety Policy. Working in collaboration with multiple First Nations on invasive species removal with several events scheduled for Fall 2025. Refining approach for the First Nations involvement in the development of the Regional Parks Stewardship Plan.

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Board Initiatives	Resolutions	Summary of Completed Actions
4d Support shared prosperity by enhancing economic opportunities, in partnership with First Nations		Partnered with Greater Victoria Harbour Authority, City of Victoria, and the South Island Prosperity Partnership to develop an Indigenous Business Directory for the south island to support enhanced procurement from Indigenous businesses. Media Release: New Business Directory Supports Indigenous Entrepreneurs (June 7, 2023). Released CRD Indigenous Employment Project Reports: Summary Report, Full Findings Report, and Wise Practices Report for Indigenous Employment and Culturally Safe and Supportive Workplaces. Proposed a new HR position for 2024 service planning, to lead the development of an Indigenous Employment Strategy. Funded solid waste bin removal to support a community clean-up for the Pacheedaht First Nation (Q1 - Q2 2023). Provided draft updated water service agreements to T’Sou-ke Nation, Kosapsum Nation, Sc’ianew First Nation and Pauquachin First Nation. Met with Sc’ianew First Nation and Esquimalt Nation to discuss. Provided a draft updated wastewater service agreement to Pauquachin and Tseycum First Nations. Meeting scheduled and confirmed with Esquimalt and Songhees to discuss wastewater projects and capacity in December 2023. Met with a member of Tsartlip First Nation to discuss opportunities for the Water Supply Area to provide wood for carving. Spring Salmon Place Campground Operating Agreement between CRD and T’Sou-ke Nation. Ongoing meetings with Pacheedaht to discuss solid waste management partnership opportunities. Provide firewood to First Nations as available. Met with Pauquachin First Nation and Kosapsum Nation to discuss water and wastewater service agreements. Met with Sc’ianew First Nation to discuss water service agreement. Regional Housing offered support to the Songhees Nation’s affordable housing initiative, announced February 2024. Providing mapping support for Kosapsum Nation as requested. Sent a letter to Te’muwx Treaty Association confirming that the Regional Growth Strategy does not prevent water and wastewater servicing to treaty settlement lands. Significant progress made on Water Supply Service Agreements with two First Nations. Expectation is to finalize Agreements in early Q3 and seek approval by Juan de Fuca Water Distribution Commission and Regional Water Supply Commission. Worked with partners to maintain and update the South Island Indigenous Business Directory. Awarded contracts for cultural workers to monitor land altering works. Engaged First Nation archaeological technicians and representatives to support archaeological work carried out under regulatory permits for a wide range of CRD projects. An updated draft operating agreement with a five year term for the seasonal operation of Spring Salmon Place campground has been sent to T’Sou-ke Nation for review. Signing ceremony held with Sc’ianew First Nation for their Bulk Water Service Agreement. Water and wastewater servicing discussions continue with multiple First Nations. Regular meetings continue to be held as staff continue to negotiate a Solid Waste Partnership Agreement with the WSÁNEC Leadership Council. Brokered an agreement between x̱səpsəm (Kosapsum) Nation and the Township of Esquimalt to increase wastewater capacity for x̱səpsəm (Kosapsum) Nation. Contracting Nations directly to provide cultural monitoring for projects involving ground disturbance in areas of archaeological or cultural significance. Collaborating with Pacheedaht First Nation on the Port Renfrew Official Community Plan and on the development of a Water and Wastewater Master Plan for Port Renfrew. Sponsored National Truth and Reconciliation Day events including the South Island Powwow and a Penelakut-led event, and partnered with Orange Shirt Day Victoria to fly the Xe Xe Smun’ Eem “Our Sacred Children” flag at CRD Fisgard. Media Release: CRD Statement for the National Day for Truth & Reconciliation (September 26, 2025)

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Board Initiatives	Resolutions	Summary of Completed Actions
5a Influence regional issues and advocate in a consistent, focused way that aligns with the Board strategic priorities	• Board, April 12, 2023 • Board, Aug. 9, 2023	Operationalized. Corporate Advocacy Dashboard updated and included in CAO quarterly report. A complete list of all advocacy correspondence is available on the Board Advocacy webpage. The CRD Board approved an updated CRD Advocacy Strategy on August 9, 2023. Administrative Policy for Intergovernmental Relations information report provided to Board.
5b Strengthen Board decision-making frameworks to include First Nations reconciliation, equity, diversity and inclusion, and climate action lenses	• Board, May 10, 2023 • Board, October 25, 2023 • Board, March 13, 2024 • Board, April 10, 2024 • Board, May 8, 2024	Operationalized. The 2023-2026 CRD Corporate Plan has been developed in alignment with this priority. Additional information has been included in the plan to support the Board’s understanding of how the three lenses impact future initiatives and activities. All staff report templates updated to include decision-making considerations for First Nations reconciliation, equity, diversity and inclusion, and climate action lenses. 2024 Service and Financial Planning Guidelines approved by Board. Committees and commissions will consider service plans (Community Need Summaries) for 2024 between September and October 2023. The CRD Board approved the 2024 service plans (Community Need Summaries) and provisional Financial Plans on October 25, 2024 following their deliberation. These documents form the foundation of the CRD budget. Media Release: CRD and CRHD look for public feedback on the 2024 provisional financial plans (October 30, 2023). The Board approved the 2024 to 2028 Financial Plan on March 13, 2024. Media Release: CRD and CRHD 2024 financial plans approved (March 14, 2024). The Human Resources and Corporate Safety Strategic Plan has been completed and received by Board. An addendum to the Corporate Plan has been published highlighting new initiatives which were approved in 2024 but not foreseen in the 2023-2026 Corporate Plan. This addendum will be kept up-to-date annually if more initiatives are approved. Developed Guidance documents for the First Nations, Equity, Diversity and Inclusion (EDI) and Climate Action Implications sections of Staff Reports. These Guidance documents were reviewed by the Governance Committee (April 3, 2024) and the Board (April 10, 2024). Ongoing staff training sessions are scheduled related to guidance documents.
5c Develop understanding of, and accountability for, equity, diversity and inclusion across CRD decision-making bodies	• Board, December 13, 2023 • Board, February 14, 2024 • Board, March 13, 2024 • Board, November 13, 2024 • Board, January 8, 2025	Operationalized. The CRD has established a statement of Commitment to Equity, Diversity and Inclusion (EDI) to guide internal decisions and policies. Staff training and awareness courses ongoing through 2023. Staff have secured a training specialist for the Equity, Diversity and Inclusion initiative. Staff training for applying the EDI lens for staff reports will be prioritized. Accessibility Advisory Committee established and Terms of Reference approved. Staff have defined the scope of deliverables and learning outcomes for the EDI training seminar for CRD Board members. Consultants have been engaged to secure dates for the Equity, Diversity and Inclusion (EDI) training which will now be offered slightly earlier than anticipated. The Accessibility Advisory Committee’s inaugural meeting was held in October and orientation is underway. Board Code of Conduct Bylaw and Member Statement of Commitment approved at the March 2023 Board meeting. Delivered Equity Diversity and Inclusion (EDI) training seminar (Inclusion Literacy and Board Readiness) for CRD Board members January 31, 2024. Filled staffing vacancy for Manager of Equity, Diversity, Inclusion and Accessibility. Corporate Accessibility Plan reviewed by the Accessibility Advisory Committee on March 19, 2024. Delivered follow-up Equity, Diversity, and Inclusion (EDI) training session for CRD Board members on May 29, 2024 to build upon the learning from previous training. Delivered online sessions of EDI training (Inclusion Literacy) on May 3 and May 17, 2024 to elected officials who sit on CRD committees and commissions as well as Board alternates and those who were unable to attend previous sessions. Promoted National AccessAbility Week (May 26 - June 1, 2024). Media Release: Accessibility and Infrastructure Improvements in CRD Regional Parks (May 28, 2024). Provided an informational presentation to the Accessibility Advisory Committee on the work being done internally by the EDI Steering Committee on July 16, 2024. Finalized the CRD Accessibility Plan content with the Accessibility Advisory Committee on September 17 19, 2024. Presented the CRD Accessibility Plan to the CRD Governance Committee and CRD Board, and made available publicly through the posting on the CRD’s Accessibility webpage, which includes our tool to receive feedback on accessibility.

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Board Initiatives	Resolutions	Summary of Completed Actions
5d Foster greater civic participation among diverse community members	• <i>Board, December 13, 2023</i> • <i>Board, February 14, 2024</i> • <i>Board, May 8, 2024</i> • <i>Board, October 30, 2024</i> • <i>Board, February 12, 2025</i> • <i>Board, April 9, 2025</i>	The 2023-2026 CRD Corporate Plan includes initiatives to review and enhance engagement practices, tools and frameworks in alignment with this priority. The CRD engagement platform <i>Get Involved</i> hosts initiatives and campaigns that have public participation components. Presentation at the December 2023 Governance committee on provincial engagement tool. Staff presented an overview of CRD Engagement practices and platforms to the February Governance Committee. The CRD has an existing engagement platform in place and is planning to review and update its public participation framework in 2024, ahead of running a competitive procurement process for online engagement solutions in 2025. <i>Media Release:</i> The CRD invites members of the public to learn more about the 2024 Provisional Financial Plan (January 3, 2024). <i>Media Release:</i> Community consultation begins to determine best use for Biosolids (January 11, 2024). <i>Media Release:</i> Have Your Say! CRD Regional Parks and Trails Resident Survey Seeks Input from Invited Residents (January 23, 2024). <i>Media Release:</i> CRD and CRHD look for public feedback on the 2025 provisional financial plans (November 8, 2024) Project charter for website redesign finalized. Procurement process and internal analysis underway for website redesign project. Scope refinement and contract negotiations underway for work to start early 2024 on the website redesign project. Website Redesign Project contract awarded January 2024. Creative and technical planning underway. Website Redesign Project continues to be underway with the launch scheduled for February 2025. Website development phase underway, including third party integrations and identity provider solution. Website Redesign Project development phase and content migration on target for completion by end of year. Website launched March 5, 2025 with stabilization and project closeout planned for April. <i>Media Release:</i> CRD Launches New Public Website (March 5, 2025). <i>Media Release:</i> The CRD invites feedback on stage 2 engagement for the Regional Water Supply Strategic Plan (February 18, 2025). <i>Media Release:</i> Residents invited to learn more about the CRD’s 2025 Provisional Financial Plan (January 15, 2025). <i>Media Release:</i> Residents invited to help shape updated Blueprint for Bowker Creek (May 27, 2025). <i>Media Release:</i> Alternative Approval Process to borrow funds for watershed land launched (May 22, 2025). <i>Media Release:</i> Local Government Awareness Week: Celebrating Infrastructure (May 12, 2025). <i>Media Release:</i> The CRD and CRHC present 2024 Annual Reports (May 15, 2025). <i>Media Release:</i> CRD to discontinue the use of X social media platform (April 10, 2025) The Strategic Communications and Engagement Plan has been approved and received by Board. Website Redesign Project underway. Website user feedback sessions completed and design concepts approved. Confirmed collaborative approach with the Regional District of Naniamo to review and update public participation framework. Engaged consultant to conduct scan of best practices. The Corporate Communications and Engagement Strategic Plan was presented to the May 2024 Board for information. Resident survey planning, vendor assessment and selection completed. Resident survey completed November 2024. Data being compiled and analyzed. Focus group and interviews being conducted through to mid-December. Regional resident survey complete. Staff will bring report to the Governance and First Nations Committee in the Spring. <i>Regional resident survey</i> results shared with Board. Public participation policy, framework & toolkit revisions underway in tandem with equity lens review and staff feedback. IAP2 Canada revising spectrum of participation; changes to be incorporated into final drafts. <i>Media Release:</i> Loan Authorization Bylaw Approved To Purchase Watershed Land (July 10, 2025)

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Board Initiatives	Resolutions	Summary of Completed Actions
5e Explore changes to growth management approaches and identify implementation actions appropriate for local, regional and provincial implementation	• <i>Board, July 12, 2023</i> • <i>Board, April 10, 2024</i>	Hosted the Development and Planning Advisory Committee on January 16 and March 13, 2023. Initiated research and analysis to support CRD Regional Housing and local governments to take action on housing and development challenges. The Planning and Protective Services Committee approved a grant application to the Union of BC Municipalities (UBCM) Complete Communities Fund for a regional growth and mobility study. Recipient of a UBCM Complete Communities grant to undertake a regional growth and mobility study. The timing for a policy white paper has shifted with newly announced provincial legislation on housing, land use and transit-oriented development. Staff will prepare a Growth and Mobility study to document the cumulative housing, transportation and infrastructure impacts of growth to support informed land-use decision making. Initiated Growth and Mobility Study (including project charter and scope of work for consultants). Staff brought forward a report on timing and implications of the work required to consider an update to the Regional Growth Strategy in 2026 in March 2024. Work continues for the Growth and Mobility Study. One year extension for the grant was received as provincial housing legislation was published later than originally anticipated. Work on policy white paper on housing and development challenges has been integrated into the project design for the Growth & Mobility Study. A Request for Proposal for a Growth and Mobility Study was issued and closed with work anticipated to commence in Q4 2024. Virtual information sessions and public engagement on the Regional Water Supply Development Cost Charge Program to help fund eligible growth-related water projects. <i>Media Release:</i> The CRD invites feedback on proposed Regional Water Supply Development Cost Charge Program (May 29, 2024). Initiated the Growth & Mobility Study to provide comprehensive data analysis and to support scoping for a future Regional Growth Strategy update, and to inform a future Employment Land Study. The timeframe for the Employment Lands Study has been amended to coordinate with the outcomes of the Growth & Mobility Study. Initiated an update to regional population and employment forecasts at a sub-regional level. Work continues on the Board directed scoping for the Regional Growth Strategy (RGS). Background studies and analysis are expected to continue through 2025 with completion expected by Summer 2026, this includes: • a growth and mobility study to incorporate and provide analysis on changes to municipal Official Community Plans (OCPs) in relation to long term regional growth and settlement plans • an update to the regional and subregional population projections to provide updated data and analysis to support regional growth planning and future transportation modelling work • a regional industrial land inventory and analysis to provide employment land data and intelligence to support long term growth analysis, including scoping for a future update to the RGS



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
21-01-02	Regional Transportation Priorities	Confirm the CRD Board's Regional Transportation Priorities.	✓			✓	Letter to Minister Fleming Met with Minister Fleming by teleconference October 4, 2021 Letter to Minister Fleming Virtual Meeting with Minister Fleming March 31, 2022	Initiated the planning required to scope regional transportation governance options with a background report to the Transportation Committee on March 15, 2023.
22-01-01	Vancouver Island Rail Corridor	Request the federal government to provide an update on their position regarding the protection of the Island Rail Corridor.	✓			✓	Letter to MP Randall Garrison Letter to MP Laurel Collins Letter to MP Alistair MacGregor Letter to Minister Fleming Letter to Minister Alghabra Letter from Minister Fleming Meeting with MP Alistair MacGregor August 17, 2022 Letter from Minister Alghabra Letter to Minister Alghabra Letter to Minister Miller Letter from MP Alistair MacGregor Letter from MP Gord Johns Letter to Chair, Island Corridor Foundation Letter to Deputy Director, South Coast Region MOTI	March 31, 2023 Funding Agreement signed between the Province and the CRD to enable engagement in short and long-term planning for the Island Rail Corridor in collaboration with First Nations and local governments impacted and/or bisected by the Corridor.



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
23-01-01	Active Transportation Infrastructure Investment	Request the Provincial government to secure funding support for the Trails Widening and Lighting Project.	✓			✓	Letter to Minister Fleming	
24-01-01	Intersection Safety Camera Program	Request the Provincial government to expand the Intersection Safety Camera Program.	✓			✓	Letter to Minister Farnworth Letter from Minister Farnworth	
24-01-02	Amendment of the BC Motor Vehicle Act	Request the Provincial government to amend the BC Motor Vehicle Act to allow electric wheelchairs, mobility scooters, and micro mobility devices to operate in designated bike lanes and/or routes.	✓			✓	Letter to Minister Fleming Letter from Minister Fleming	
24-01-03	Province-wide Trip Reduction Program	Request the Provincial government to create a province-wide Trip Reduction Program.	✓			✓	Letter to Premier Eby Letter to Minister Farnworth Letter from Minister Farnworth	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
25-01-01	BC Ferries Advisory Committees	Request BC Ferries to reinstate the Ferry Advisory Committees.	✓	✓		✓	Letter to BC Ferries President & CEO, Nicolas Jimenez	
25-01-02	Speed limits in CRD Electoral Areas	Request the Provincial government for greater engagement from Ministry of Transportation and Transit.	✓	✓		✓	Letter to Minister Farnworth Letter from Minister Farnworth	
25-01-03	BC Ferries Crofton-Vesuvius Route	Request BC Ferries to home port one vessel at Crofton and one at Vesuvius.	✓	✓		✓	Letter to BC Ferries President & CEO, Nicolas Jimenez Letter from BC Ferries Advisor, Lisa Dondale Letter to Minister Farnworth Virtual meeting with Morningstar Pinto July 31, 2025. Virtual meeting with Francois Bertrand October 16, 2025	
25-01-04	Interregional Transit Service on Southern Vancouver Island	Request the Provincial Government and BC Transit for support for Better Island Transit.	✓	✓		✓	Letter to Minister Farnworth and Sherri Bell, BC Transit Board Chair Letter from Minister Farnworth	
25-01-05	Request a Cabinet Minister Meeting at the 2025 UBCM Convention.	Explore strategic partnership opportunities to collaborate on integrated transportation.	✓	✓		✓	Meeting with Minister Farnworth on September 23, 2025.	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
25-01-06	Road safety on Salt Spring Island	Request the Provincial Government for support with road safety concerns on Salt Spring Island.	✓	✓		✓	Letter to Minister Farnworth	
25-01-07	Automated Speed Enforcement	Request the Provincial Government develop legislation to allow regional governments to implement automated speed enforcement.	✓			✓	Letter to Minister Farnworth Letter from Minister Krieger	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
23-06-01	Explore funding opportunities with the Province to further advance affordable housing in the Capital Regional District	To enter a Memorandum of Understanding with the Province to partner on housing projects to increase the delivery of affordable housing in the Capital Regional District.	✓			✓	Chair, CRHC and CAO attended in person meeting with Minister Kahlon at UBCM on Sept. 19, 2023. Letter to Minister Kahlon Letter to MLAs Letter to Premier Eby *Note Premier Eby forwarded the letter to Minister Kahlon Letter from Minister Kahlon	
23-06-02	Secondary Suite Incentive Program	Request the Province to include Electoral Areas in the Secondary Suite Incentive Program.	✓	✓		✓	Letter to Minister Kahlon	Program discontinued by provincial government effective March 31, 2025.
23-06-03	Housing needs in Electoral Areas	Support for Mike Harcourt to advocate for rural housing solutions.	✓	✓		✓	Letter to Mike Harcourt	
23-06-04	Drake Road Housing Project on Salt Spring Island (SSI)	Request the Province to expedite the completion of the Drake Road supportive housing project on SSI.	✓	✓		✓	Letter to Minister Kahlon Letter from Minister Kahlon	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
24-06-01	Inclusion of alternate forms of housing within the BC Building Code	Request the Province to review the inclusion of alternative forms of housing within the BC Building Code.	✓			✓	Letter to Minister Kahlon	
24-06-02	Rural housing stream	Request the Province to create a rural housing stream.	✓	✓		✓	Letter to the Premier and Minister Kahlon Letter from Minister Kahlon	
25-06-01	Request a Cabinet Minister Meeting at the 2025 UBCM Convention.	Explore funding opportunities to further advance affordable housing in the Capital Regional District.	✓	✓		✓	Meeting with Minister Boyle on September 25, 2025. Letter from Minister Boyle	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
19-02-01	Climate Emergency	Ask Federal government to strengthen national efforts to meet the Paris Agreement. Ask Provincial government to fully implement CleanBC and provide data on utilities vehicles and community energy emission inventories to local governments.	✓	✓	✓	✓	Letter to Premier Horgan Letter to Minister McKenna Representation from all CRD local governments on Climate Action Task force and staff Working Group sharing information and collaborating on projects. Partner with NGO's, Academic Institutions and Utilities with staff support through shared research, policy development and program delivery.	
19-02-02	Climate Action Leadership	Seek Strategic partnership	✓				Letter to Minister Heyman Response from Minister Heyman Letter to Minister McKenna	Continue to seek partnership with senior governments.
20-02-02	Parkland Acquisition	Ask provincial government to participate in further parkland acquisition in the Capital Region.	✓			✓	Letter to Minister Heyman Met with Minister Heyman by teleconference on February 17, 2021.	
21-02-01	Climate Action Revenue Incentive Program (CARIP)	Ask provincial government to re-establish CARIP funding or similar program.	✓			✓	Letter to Premier John Horgan, Minister Osborne, Minister Heyman and Brian Frenkel (UBCM) . Letter from Minister Osborne	CARIP was replaced with the Local Government Climate Action Program (LGCAP) with approved funding through 2024.



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
23-02-01	Update of Marine Invasive Species List	Ask provincial and federal government to list the red algae Asparagopsis on its invasive species list and review the aquaculture permitting requirements.	✓			✓	Letter to Minister Ralston Letter to Minister Murray Letter from Minister Murray	
24-02-01	Long-Term Biosolids Management Plan	Request for a meeting with the Minister of Environment & Climate Change Strategy to seek an extension for the submission date of the Long-Term Biosolids Management Plan.	✓			✓	Letter to Minister Heyman Board Chair and CAO met with Minister Heyman on June 6, 2024 Letter from Minister Heyman Letter to Minister Heyman	
24-02-02	Boat related issues in the Capital Region	Invite provincial and federal Ministers and their staff to participate in a regional workshop on collaborative action to resolve boat related issues in the capital region.	✓			✓	Letter to Minister Cullen Letter to Minister Guilbeault Letter to Minister Rodriguez Letter to Minister Lebouthillier Letter to Elizabeth May, MP Letter to Adam Olsen, MLA	
24-02-03	Invasive fallow deer	Request the Province for sustained funding for control	✓	✓		✓	Letter to Minister Davidson Letter from Minister Davidson	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		of invasive fallow deer on the Southern Gulf Islands.						
25-02-01	Local Government Climate Action	Request the Province take further legislative and regulatory steps to empower local governments to accelerate climate action.	✓			✓	Letter to Minister Adrian Dix Letter from Minister Adrian Dix	
25-02-02	Recycling Regulation	Request the Province include mattresses and foundations in the next update to the Recycling Regulation.	✓			✓	Letter to Minister Davidson	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
19-03-01	First Nations Reconciliation	Enhance Indigenous reconciliation at the community level.	✓			✓	Letter from Minister Robinson identifying the opportunity to meet with Snr. Provincial staff from the Ministry of Indigenous Relations and Reconciliation. Letter to Ministers Fraser and Robinson Letter from Minister Robinson Met with senior provincial staff on March 7, 2019 and agreed to follow up as required. Letters to MPs (Collins, Garrison, MacGregor and May) Letter to JOŁŁŁP (Tsartlip First Nation) Chief and Council Forum of All Councils took place on November 28, 2019.	Ongoing
22-03-02	First Nations Reconciliation	Secure Provincial capacity funding to support government to government relationship building with First Nations to support efforts towards reconciliation.	✓			✓	Board Chair met with Minister Rankin to communicate the need for Provincial capacity funding on August 12, 2022.	
25-03-01	Request a Cabinet Minister Meeting at the 2025 UBCM Convention.	Explore strategic partnership opportunities on regional district land to advance reconciliation.	✓	✓		✓	Meeting with Minister Neill on September 25, 2025.	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
22-04-01	Greater Victoria Harbour Authority (GVHA)	Advocate for funding for the GVHA Shore Power Project	✓			✓	Letter to Minister LeBlanc seeking federal support Letter from Minister LeBlanc Letter of Support to Transport Canada	
22-04-01	Speculation & Vacancy Tax – SSI Electoral Area	Advocate that Speculation & Vacancy Tax be applied to the Salt Spring Island Electoral Area	✓			✓	Letter to Minister Robinson Letter from Minister Robinson Letter to Minister Conroy Letter from Minister Conroy	
23-04-01	Recapitalization of the Island Coastal Economic Trust	Ask the provincial government to recapitalize the Island Coastal Economic Trust.	✓			✓	Letter to Minister Bailey	
23-04-02	Increased high-speed broadband connectivity for the Jordan River and Shirley communities.	Advocate for funding from the Connecting Communities BC Fund to support increased high-speed broadband connectivity for the Jordan River and Shirley communities.	✓			✓	Letter to Ministry of Citizens’ Services	
23-04-03	Intergovernmental relationship building with Minister of Municipal Affairs	Introductory meeting to discuss issues of mutual interest.	✓		✓	✓	Board Chair and CAO met with Minister Kang on April 27, 2023.	Ongoing dialogue regarding best practice as to how Electoral Areas could be supported in future granting opportunities.



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
23-04-04	Capital Region Emergency Service Telecommunications (CREST)	Advocate for the implementation of a call answer levy on cell phone devices and that the revenue be available to the CRD to fund the CREST service.	✓		✓	✓	Letter to Minister Farnworth Letter from Minister Farnworth	
24-04-01	Emergency and Disaster Management Act	Advocate for time, funding and supports from the province and for clarification in the legislation regarding responsibility for infrastructure.	✓	✓		✓	Letter to Premier Eby, Minister Ma and Minister Heyman Letter from Minister Ma	
24-04-02	Local Government Act (LGA) Legislative Reform Initiative	Advocate to the province that UBCM Executive form a working group for the LGA Reform Initiative.	✓			✓	Letter to Minister Kang Letter from Minister Kahlon	
24-04-03	Local Government Act	Request the Province to amend the Local Government Act to allow for two year terms for the positions of Board Chair and Vice-Chair within regional districts.	✓			✓	Letter to Minister Kahlon Letter from Minister Kahlon	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
24-04-04	Municipal Regional District Tax	Advocate for the Sidney Business Improvement Area Society’s Application to levy a Municipal Regional District Tax.	✓		✓	✓	Letter to Destination BC	
25-04-01	Farm Classification	Request the Province review BC Assessment’s farm classification criteria.	✓			✓	Letter to Minister Bailey	
25-04-02	Salt Spring Island RCMP Sergeant	Request the RCMP consider extending the current sergeant’s posting to Salt Spring Island.	✓	✓		✓	Letter to RCMP Chief Superintendent for Island District	
25-04-03	Bill M216 – Professional Reliance Act	Advocate for the Province to provide additional opportunities for local government input prior to the January 6, 2026 submission deadline.	✓			✓	Letter to Premier Eby, Minister Boyle, MLA Anderson, and the Select Standing Committee for Bill M216	

No Associated Board Priority



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
19-05-05	Deer Management	Encourage province to take responsibility for wildlife.	✓	✓			Letter to Ministers Popham, Heyman and Donaldson Several municipalities are now advocating as a group and individually for Provincial action and support. Letter from Nancy Liesch, ED, Natural Resources	Ongoing
20-05-03	Request the province to develop a strategy and plan for ongoing coordination between BC Ferries, BC Transit and MoTI on integrated, low carbon, active transportation-oriented solutions for SSI and SGI	Advocate for this approach mostly around integration of transportation planning.	✓	✓			Letter to Minister Trevena Letter from Minister Trevena	Ongoing
20-05-04	Write to UBCM and FCM asking them to advocate to the Federal Government to broaden the guidelines of Community Works Funds for capital and operating expenditures as a result	Asking for relaxed guidelines in light of economic and financial impacts for up to one year subject to local government due diligence and as long as expenditures are in the public interest.	✓	✓			Letter to UBCM and FCM Board Chair and CAO - call with FCM on May 21 Board Chair and CAO - call with UBCM on June 4 Letter from FCM Letter from UBCM UBCM indicated that they are generally aligned with the CRD position in their advocacy with FCM to the Federal Government. UBCM is in engaged in discussions with FCM and the Federal	Ongoing

No Associated Board Priority



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
	of the COVID-19 pandemic						Government to utilize the gas tax funding model for recovery funding and granting. There continue to be challenges with Regional District EAs with respect to the request for funding non-profits and ineligible projects and risks to RDs in proceeding to fund projects that might ultimately not received UBCM and Federal funding approval. EA continue to what to pursue funding approvals for non-profit services. UBCM administer under the Federal Provincial agreement approved in 2014 for 10 years and that would be difficult to change without renegotiating the whole agreement which would come with some risks. Acknowledged social services and emergency and public service buildings being asked to be included as eligible projects.	
21-05-01	Opioid Overdose Crisis	Advocate the provincial and federal government to declare the overdose crisis a	✓		✓	✓	Resolution to UBCM and AVICC.	Ongoing

No Associated Board Priority



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		national public health emergency and develop comprehensive action plans.						
23-05-02	Mobile Youth Services Team	Ask the province to support the Pacific Centre Family Services Association’s Mobile Youth Services Team.	✓				Letter to Minister Dean *Note: Minister Dean forwarded the letter to Minister Farnworth Letter from Minister Farnworth Letter to Minister Farnworth, Minister Lore, and Attorney General Sharma	
23-05-03	Letters of congratulations to locally elected First Nations Leaders	Relationship building, discuss issues of mutual interest and establish means of communication.	✓		✓	✓	Letter to Pauquachin First Nation Letter to SṠÁUTW Letter to xʷsepsum Letter to Sc’ianew Letter to T’Sou-ke Nation Letter to Pacheedaht Nation Letter to SṠÁUTW Letter to Songhees Nation	
24-05-01	BC Arts Council “Regional Areas” Policy	Advocate the province to repeal or modify the BC Arts Council’s “Regional Areas” policy.				✓	Letter to Minister Popham Letter from Claire Avison Letter to Minister Kang	

No Associated Board Priority



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
24-05-02	Pacheedaht First Nation Addition to Reserve (ATR) Application	CRD’s letter of support for the ATR application by Pacheedaht First Nation for the fee simple parcels the Nation owns on Brown’s Mountain.		✓		✓	Letter to Chief Daniels	
24-05-03	City of Victoria’s Application to the Green and Inclusive Community Buildings Program Fund	CRD’s letter of support for the City of Victoria’s application to the Green and Inclusive Community Buildings Program Fund in support of the construction of the new Crystal Pool & Wellness Centre.				✓	Letter to Housing, Infrastructure and Communities Canada	
24-05-04	Letters of congratulations to locally elected MLAs, Ministers and the Premier	Relationship building, discuss issues of mutual interest and establish means of communication.	✓		✓	✓	Letter to Premier Eby Letter to Minister Kelly Greene Board Chair and CAO met with Minister Kelly Greene December 9, 2024 Letter to Minister Ravi Kahlon Letter to Minister Mike Farnworth Letter to Minister Christine Boyle Letter to Minister Diana Gibson Email from Minister Diana Gibson Letter to Minister Ravi Parmar	

No Associated Board Priority



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
							Letter to Minister Grace Lore Letter to Minister Lana Popham Letter to MLA Nina Krieger Letter to MLA Rob Botterell Letter to MLA Darlene Rotchford Letter to MLA Dana Lajeunesse Letter to Minister Brittny Anderson Letter to MLA Elizabeth May Board Chair and CAO met with MLA Elizabeth May on June 27, 2025. Letter to Minister Robertson Letter to MLA Will Greaves Letter to MLA Jeff Kibble Letter to Minister McLean Board Chair and CAO met with Minister McLean on July 10, 2025. Letter to Minister Ravi Kahlon Letter to Minister Christine Boyle Letter to Minister Spencer Chandra Herbert	
25-05-01	Island Health’s submission for the redevelopment of the Oak Bay Lodge site	CRHD’s letter of support for Island Health’s submission for the redevelopment of the former Oak Bay Lodge site.	✓		✓	✓	Letter to Minister Josie Osborne and Minister Bowinn Ma	

Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
23-07-01	Advocacy for the Salt Spring Island Electoral Area	Support for Farmland Trust’s funding application.		✓		✓	Letter of Support	
		Support for the Universal Broadband Fund application.		✓		✓	Letter to CityWest	
		Support for Kings Lane affordable housing project.		✓		✓	Letter of support	
		Support for SSI Chamber of Commerce as official provider of community visitor services.		✓		✓	Letter to Destination BC	
		Support for Vision Zero application.		✓		✓	Letter of support	
		Support for Salt Spring Elementary Parent Advisory Council application.		✓		✓	Letter of support	
		Support for Tourism Growth Program application.		✓		✓	Letter of support	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		Support for SSI Primary Care Network Service Plan		✓		✓	Letter of support	
		Support for Raincoast Conservation Foundation’s application for Climate Resiliency Grant		✓		✓	Letter of support	
		Support for Gulf Islands Seniors Residence Association’s funding request for Kings Lane affordable housing project.		✓		✓	Letter of support	
		Support for Transition Salt Spring Climate Action Coach Program.		✓		✓	Letter of support	
		Support for New Horizons’ grant application by South Salt Spring Gathering Place.		✓		✓	Letter of support	
		Support for Mahon Hall Revitalization.		✓		✓	Letter of support	

Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		Support for Housing NOW’s Community Housing Operations Model.		✓		✓	Letter of support	
		SSI visit by Minister Boyle.		✓		✓	Letter to Minister Boyle	
23-07-02	Advocacy for the Southern Gulf Islands Electoral Area	Support for New Horizons’ grant application.		✓		✓	Letter to Chair, Pender Island Health Care Society	
		Support for the Rural Islands Economic Partnership Society’s (RIEP) application to fund the expansion of the RIEP’s Rising Tide Business Services.		✓		✓	Letter to Ministry of Jobs, Economic Development and Innovation	
		Support for New Horizons’ grant application.		✓		✓	Letter to Employment and Social Development Canada	
		Support for the Connected Coast Project.		✓		✓	Letter to CityWest	
		Support for REDIP Economic Diversification application by the Islands Futures Society of Gabriola Island for Islands Alive Project.		✓		✓	Letter to Ministry of Jobs, Economic Development and Innovation	

Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		Support for application by the SGI Community Resource Centre and the Housing NOW Project.		✓		✓	Letter to Ministry of Jobs, Economic Development and Innovation	
		Support for the AquaLink Application by the SGI Tourism Partnership Funding.		✓		✓	Letter to Rural Economic Diversification and Infrastructure Program	
		Support for the Salish Grove Affordable Housing Project by Mayne Island Housing Society.		✓		✓	Letter of support	
		Support for the Galiano Affordable Living Initiative (GALI) Project application to the BC Housing Community Housing Fund.		✓		✓	Letter of support	
		Support for the Pender HANDY-Dart Taxi Pilot Project by Moving Around Pender Alternate Transportation Society.		✓		✓	Letter of support	

Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		Support for the Galiano Island Recycling Resources Society Grant application to the Plastics Action Fund.		✓		✓	Letter of support	
		Support for the SGI Neighbourhood House Society application for a community gaming grant.		✓		✓	Letter of support	
		Support for Green Municipal Fund’s Study Grant Program.		✓		✓	Letter of support	
		Support for Building Communities Through Arts and Heritage Grant Program.		✓		✓	Letter of support	
		Support for Infrastructure Canada’s Rural Transit Solutions Fund application.		✓		✓	Letter of support	
		Support for redesignation of the SGI Tourism Partnership as the Destination Marketing Organization to receive		✓		✓	Letter of support	

Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		Municipal and Regional District Tax revenues.						
		Support for Green Municipal Fund’s Study Grant Program Application.		✓		✓	Letter of support	
		Support for New Horizon’s grant for seniors.		✓		✓	Letter of support	
		Support for Galiano Cottage Co-Op application for the CMHC Co-op Housing Development Program.		✓		✓	Letter of support	
		Support for New Horizon’s for Seniors grant program for the Savvy Seniors of the Salish Sea project.		✓		✓	Letter of support	
		Support for the Pender Island Royal Canadian Legion Branch 239 grant application.		✓		✓	Letter of support	

Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		Support for Mayne Island Assisted Living New Horizon’s for Seniors grant.		✓		✓	Letter of support	
		Support for Mayne Island Assisted Living New Horizon’s for Seniors grant to expand the Creative Café into a full day program.		✓		✓	Letter of support	
		Support for Schooner Way Trail Project on Pender Island		✓		✓	Letter of support	
		Support for Galiano Affordable Living Initiative Society’s application to REDIP for funding to support the development of 1663 Georgia View Road on Galiano Island.		✓		✓	Letter of support	
		Support for SGI Community Resource Centre Society’s Sea Food Farm project.		✓		✓	Letter of support	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		Support for Salish Sea Inter Island Transportation Society’s Funding request for the AquaLink project.		✓		✓	Letter of support	
		Support for the Pender Island Chamber of Commerce Grant Application.		✓		✓	Letter of support	
		Support for Rural Islands Economic Partnership Society’s Grant Application for funding to support the Communities Talking Project.		✓		✓	Letter of support	
		Support for SGI Neighbourhood House Society Grant Application.		✓		✓	Letter of support	
		Support for Connecting Communities BC Application		✓		✓	Letter to CityWest	
		Support for Pender Island Wildlife Tree Stewardship Program Application.		✓		✓	Letter of support	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		Support for New Horizon’s grant for SGI Neighbourhood House.		✓		✓	Letter of support	
		Support for New Horizon’s grant for SGI Community Resource Centre.		✓		✓	Letter of support	
		Support for Ptarmigan Arts’ application to Creative BC for the 2026 Mosaic Festival.		✓		✓	Letter of support	
		Support for the Salish Sea Inter Island Transportation Society Aqualink Project.		✓		✓	Letter of support	
		Support for Housing NOW’s Community Housing Operations Model.		✓		✓	Letter of support	
		Support for Pender Island Lions gaming grant application.		✓		✓	Letter of support	

Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		Support for SGI Neighbourhood House gaming grant application.		✓		✓	Letter of support	
		Support for SGI Community Resource Centre gaming grant application.		✓		✓	Letter of support	
25-07-01	Request a UBCM Staff Meeting at the 2025 UBCM Convention.	To discuss the prohibition of Community Works Fund funding for third parties (NGOs, Improvement Districts).	✓	✓		✓	Meeting with UBCM staff on September 24, 2025.	

Capital Regional District
Quarterly Operating Variance Report - Q3, 2025
Service Budgets Greater than \$1,500,000

		2025 Operating Expenses							2025 Operating Revenue						
			Year to Q3		Annual Forecast					Year to Q3		Annual Forecast			
Service Number	Service Description	Annual Budget \$ (Schedule A)	Actual \$	Actual % of Budget	2024 Actual % of Budget	\$ Annual Forecast	% Budget (over)/under	Explanation	Annual Budget \$ (Schedule A)	Actual \$	Actual % of Budget	2024 Actual % of Budget	\$ Annual Forecast	% Budget (over)/under	Explanation
1.010	Legislative & General	44,195,605	25,320,554	57%	64%	41,303,646	7%	Savings forecasted due primarily to one-time spending for initiatives in 2025 being carried forward and one time staff vacancies .	44,195,605	35,265,579	80%	78%	43,011,384	3%	Half of revenue is derived from allocations to other services; one-third is funded by requisition, with balance from reserves, grants and other revenue. Savings forecasted due to reduction in funds required for one-time initiatives.
1.105	Facility Management	2,158,469	1,254,583	58%	65%	1,824,927	15%	Service is facilities management services delivered to CRD HQ and satellite facilities. Savings experienced in Q1 -Q3 due seasonal variance in expenditures and temporary vacancies.	2,158,469	1,447,461	67%	24%	1,844,391	15%	Revenues derived from delivery of service to other services and projected to remain below plan for the year due to vacancies.
1.106	CRD Headquarters Building	2,742,025	2,099,408	77%	77%	2,707,475	1%	Service experienced no significant variance in operating costs during Q1 - Q3 and is projected to be on plan for the fiscal year.	2,742,025	1,983,088	72%	74%	2,707,475	1%	Service provides office space to other CRD services and is forecasted slightly below plan, due to less utilization of the building's vehicle fleet.
1.111	Electoral Area Admin Exp - SSI	1,598,333	914,128	57%	58%	1,443,540	10%	Projecting expenses under budget mainly due to savings due to temporary staff vacancy and lower allocation costs	1,598,333	1,087,917	68%	66%	1,496,478	6%	Service is funded approximately 55% from requisition, 42% from labour recovery allocation and 3% from other. Forecasted lower recovery allocations, mainly due to temporary staff vacancy for engineering technician position.
1.112	CRD Regional Grant in Aid	1,692,433	-	-	-	-	100%	CRD raised the funds in 2013-2015 through tax requisition specifically for one-time funding request from Island Corridor Foundation (ICF). The timeline hasn't been established for the distribution of the funds.	1,692,433	1,691,241	100%	101%	1,697,909	(0%)	Service revenue is 100% surplus carry forward.
1.226	Health Facilities - VIHA	1,811,746	117,683	6%	29%	1,156,020	36%	Service provides leased buildings to VIHA, and is 100% recovered from tenant. Q1-Q3 is under budget largely due to reduced requirement for maintenance costs. Reserve transfers represent the largest proportion of the budget to be made later in the fiscal year.	1,811,746	1,170,930	65%	66%	1,555,754	14%	Service provides leased buildings to VIHA, and is 100% recovery from tenant. The CRD is currently negotiating new 5 year leases with VIHA.
1.280	Regional Parks	21,310,198	15,581,253	73%	73%	20,534,292	4%	Service experiences a seasonal nature to expenditures, primarily weighted to Q2 and Q3. Payroll savings will be redirected to other projects that are currently experiencing resource constraints.	21,310,198	21,118,029	99%	100%	21,379,949	(0%)	Revenues are primarily from requisition and are on plan.
1.297	Arts Grants & Development	3,301,886	3,125,483	95%	95%	3,279,999	1%	Service is a grant funding service, grant distribution primarily occurred in Q3.	3,301,886	3,235,566	98%	98%	3,341,000	(1%)	Revenues are primarily from requisition and are projected to be slightly over plan, due to funding from the performing arts facility feasibility project.
1.309	Climate Action and Adaptation	3,081,849	1,380,135	45%	60%	2,236,945	27%	Projecting operating expenses under budget, mainly due to savings related to the timing of contract cost for the Home Energy Retrofit Program & Regional Public EV Network Program.	3,081,849	2,099,853	68%	70%	2,236,945	27%	Revenues are primarily from requisition, and forecasted below plan due to less grant revenue related to Regional Public EV Network Program.
1.310	Land Banking & Housing	5,521,962	3,424,271	62%	70%	4,933,078	11%	Savings forecasted due to one-time staffing vacancies, and lower consulting costs. Consulting costs reduced due to cancellation of the Drake water drilling project and projects deferred to 2026.	5,521,962	4,285,948	78%	89%	4,833,075	12%	Revenues are approximately 54% requisition, 22% grants, 24% allocation recoveries and surplus carry forward. Forecasted revenue decreased due to canceled Drake water drilling project reducing Grant Revenue.
1.311	Regional Housing Trust Fund	4,362,430	24,847	1%	1%	4,333,130	1%	Expenses are driven by internal and external grants, with timing contingent on external factors such as municipal approvals. Forecasted spending is anticipated to be on budget if all grants are issued prior to year-end assuming all grants are issued in Q4 which will be based on all agreements being executed.	4,362,430	4,361,989	100%	100%	4,333,130	1%	Revenues are 77% surplus carryforward, 17% requisition and 6% other. Forecasted on Plan
1.313	Animal Care Services	1,888,210	1,463,424	78%	81%	1,928,895	(2%)	Projected slightly above budget mainly due to higher auxiliary wages due to staff on temporary leave, higher vet services costs, partially offset by lower legal services and savings in telecom expenses.	1,888,210	1,544,386	82%	84%	1,893,709	(0%)	Service is funded approximately 29% from requisition, 53% from contract revenue, 14% from dog tag sales and 4% from other. Forecasted revenues slightly over budget mainly due to higher dog tag sales.
1.318	Building Inspection	2,403,242	1,500,027	62%	62%	2,197,681	9%	Projecting operating expenses under budget, mainly due to savings in staff training and salaries due to temporary staff vacancy and deferral of ORF funded Digitization Records project. These savings will be partially offset by higher licences fees.	2,403,242	1,908,760	79%	69%	2,348,690	2%	Service is funded by approximately 58% permit fee revenue, with the balance funded by requisition (28%), reserve funds (10%) and other (4%). Permit fee revenue is projected to be as plan with no significant variance. Lower revenue projected mainly due to the deferral of Digitization Records project, funded by operating reserve.
1.324	Regional Planning Services	2,989,383	1,150,266	38%	43%	1,811,347	39%	Operating expenses are expected to be lower than budget due to savings from temporary staff vacancies and the deferral of one-time reserve funded Island Corridor Consultation, Transportation Model, and Transportation planning projects.	2,989,383	1,597,863	53%	72%	1,943,463	35%	Revenue is approximately 68% requisition, 25% operating reserve and 7% other. Revenue is forecasted to be below budget due to the deferral of one-time operating reserve-funded projects.
1.40X	SEAPARC	5,711,058	4,195,260	73%	76%	5,580,247	2%	Service has a seasonal nature to operating expenses. In line with service delivery, 2025 operations are projected higher than 2024 due to growth in service delivery. Forecasted in line with budget for the year, except for savings in payroll cost due to temporary vacancies.	5,711,058	5,173,457	91%	92%	5,653,623	1%	Revenues are approximately 61% from requisition; 39% from fees and other. Service is projected to be on plan for the year with a minor under performance in fee income and higher than budgeted rental income.
1.44X	Panorama Rec. Center	11,508,989	8,428,605	73%	66%	11,707,608	(2%)	Service has a seasonal nature to operating expenses. In line with service delivery, 2025 operations are projected higher than 2024 due to growth in service delivery. Forecasted in line with budget for the year with slightly higher costs related to additional program intake.	11,508,989	10,175,149	88%	86%	11,806,439	(3%)	Revenues are approximately 51% from requisition; 49% from fees and other. Service projected to be on slightly over plan for the year due to higher program uptake.
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	2,713,369	1,858,995	69%	71%	2,579,222	5%	Forecasting overall operating expenses to be lower than budget mainly due to savings for long vacancy in parks manager position, as well as deferral of ORF-funded HVAC duct cleaning project. These savings are partially offset by higher software licences cost.	2,713,369	2,457,408	91%	94%	2,622,532	3%	Forecasting operating revenue under the budget mainly due to lower rental revenue from Phoenix building and SIMS (Salt Spring Island Middle School) buildings, and deferral of HVAC duct cleaning project, funded by ORF.

Capital Regional District
Quarterly Operating Variance Report - Q3, 2025
Service Budgets Greater than \$1,500,000

		2025 Operating Expenses							2025 Operating Revenue						
			Year to Q3			Annual Forecast				Year to Q3			Annual Forecast		
Service Number	Service Description	Annual Budget \$ (Schedule A)	Actual \$	Actual % of Budget	2024 Actual % of Budget	\$ Annual Forecast	% Budget (over)/under	Explanation	Annual Budget \$ (Schedule A)	Actual \$	Actual % of Budget	2024 Actual % of Budget	\$ Annual Forecast	% Budget (over)/under	Explanation
1.521	Environmental Resource Management	52,223,347	35,195,827	67%	69%	49,037,971	6%	Waste Diversion Services & Energy Recovery services expenses are forecasted to be lower than budget for 2025. Some new diversion initiatives not yet fully implemented. Forecast largely on plan with some savings on both RNG contract and electricity cost, due to delayed completion time of the RNG plant.	52,223,347	37,879,877	73%	75%	49,038,390	6%	Tipping fee revenue forecast largely on plan. RNG sales revenues lower due to the delayed completion time of the RNG plant. Excessing disposal of banned materials resulting in more tickets being issued. Revenue from metal sales higher than budgeted.
1.576	Environmental Engineering Services	3,851,300	2,263,639	59%	68%	3,267,658	15%	Service provides engineering and project management services to multiple services across the CRD's recreation and environmental management services. Savings from temporary staff vacancies in Q1-Q3.	3,851,300	2,431,798	63%	66%	3,362,415	13%	Revenues are driven by providing services to other CRD services which continue to operate as planned. Recovery revenue from CRD service forecasted below annual budget due to staff vacancies and limited activity in the feasibility study planned.
1.577	IWS - Environmental Operations	15,682,076	10,469,020	67%	68%	15,051,243	4%	Overhead services are continuing to be delivered as planned. Expenditures are forecasted to come in under budget, primarily due to savings from temporary staff vacancies and a vehicle that has been ordered but will not be delivered until 2026.	15,682,076	11,022,509	70%	72%	15,051,243	4%	96% of revenue is driven by labour recovery for services provided to other CRD divisions. The remaining 4% is from reserve transfers used to cover one-time costs. Recovery revenue is forecasted to come in below the annual budget due to staff vacancies and the planned deferral of the reserve transfer to 2026, aligned with the vehicle now scheduled for delivery in 2026.
1.578	Environmental Protection and Water Quality	9,728,043	6,530,262	67%	71%	9,315,637	4%	Overhead service budget, continuing to provide service as planned. Forecast slightly under budget, with some minor savings on temporary staff vacancies.	9,728,043	7,056,939	73%	75%	9,515,637	2%	Revenues are driven by providing services to other CRD services that continue to operate as planned.
1.911	911 Systems	2,677,917	1,776,178	66%	66%	2,649,162	1%	This service collects 911 levies from phone carriers and distributes a percentage to participating municipalities. Fixed contracts and debt servicing costs are on track with budget, and levies distributed are slightly below budget due to decreased levy revenue.	2,677,917	2,098,719	78%	77%	2,634,356	2%	Sources of revenue are fixed source requisitions, lease revenue, and variable 911 levies received from phone carriers. Call levy revenue is forecast slightly below budget.
1.921	Regional CREST	2,008,152	1,511,828	75%	76%	2,011,416	(0%)	This is a contribution service that provides support to CREST based on service agreement. Operating expenses are on track with budget	2,008,152	2,005,802	100%	100%	2,008,402	(0%)	Operating revenues are primarily requisition and are on plan.
2.610	Saanich Peninsula Water Supply	8,325,361	7,144,357	86%	74%	8,146,556	2%	Operational services and system maintenance are proceeding as planned. Higher forecast wholesale water costs, driven by increased consumption, are partly offset by lower operations allocations.	8,325,361	8,122,941	98%	89%	8,813,621	(6%)	Revenues are driven by seasonal water sales, with lower usage in fall and winter and higher volumes in spring and summer. For 2025, demand is forecasted to exceed plan, resulting in higher water sales revenue than budget.
2.670	Regional Water Supply	44,959,023	31,289,822	70%	38%	44,140,020	2%	Operational services and system maintenance remain on track with planned activities. Operating expenditures are anticipated to be modestly below budget due to short-term staff vacancies and lower debt servicing costs.	44,959,023	35,813,856	80%	77%	45,316,819	(1%)	Revenues are driven by seasonal water sales, with lower usage in fall and winter and higher volumes in spring and summer. For 2025, demand is forecasted to exceed plan, resulting in higher water sales revenue.
2.680	Juan de Fuca Water Distribution	29,313,997	21,835,196	74%	53%	29,531,349	(1%)	Operational services and system maintenance are proceeding as planned. Wholesale water expenditures are projected to rise due to higher consumption, partially offset by temporary staff vacancies, lower operations allocations, and reduced debt servicing.	29,313,997	23,842,184	81%	85%	30,115,918	(3%)	Revenues are driven by seasonal water sales, with lower usage in fall and winter and higher volumes in spring and summer. For 2025, demand is forecasted to exceed plan, resulting in higher water sales revenue.
3.717	Core Area Wastewater Operations	38,796,627	28,213,171	73%	74%	38,021,790	2%	Operational services are progressing as planned. Savings achieved to date are primarily from electricity, purchased maintenance, and chemicals. However, these partial savings are expected to be offset by higher costs for water and environmental programs.	38,796,627	36,338,046	94%	99%	38,796,627	0%	Revenues are approximately 93.1% from requisitions and 6.9% from other sources, primarily a transfer from the Operating Reserve Fund to cover overspending on waste sludge and other one-time costs.
3.718	Saanich Peninsula Wastewater	5,215,006	3,838,878	74%	60%	5,101,865	2%	Service delivery proceeded as planned. Savings achieved to date are primarily from reduced labour costs and interest savings due to delayed borrowing. However, these savings are expected to be largely offset by higher costs for sludge hauling and waste-sludge disposal.	5,215,006	5,031,814	96%	96%	5,183,617	1%	Approximately 95.2% of revenues come from requisitions, with the remaining 4.8% derived from various sources, including reserve transfers, heat recovery from the Panorama Recreation Centre, and lab service recoveries. Actual heat recovery revenue is expected to fall below budget due to a lower annual rate being set. Overall, revenue is expected to remain on target.
3.755	Regional Source Control	1,755,201	1,281,795	73%	74%	1,705,201	3%	Service delivery continuing as planned. No changes anticipated at this time.	1,755,201	1,606,059	92%	95%	1,735,201	1%	Revenues are primarily from requisition, and forecast slightly below plan due to less permit fee revenue.
Total Services above		333,527,237	85%			317,537,920			333,527,237	85%			326,278,192		
Other CRD Services		57,218,175	15%						57,218,175	15%					
Total CRD*		390,745,412							390,745,412						

Capital Regional District

2025 - Quarter 3 - Capital Plan Report

Projects Greater than \$500,000

CAPITAL PROJECT		
Department	Service Description	Capital Project Title
CRD		
Infrastructure & Water Services	Core Area Wastewater	SCADA and Radio Assessment
	Core Area Wastewater	Annual Provisional Emergency Repairs
	Core Area Wastewater	Marigold Electrical and Building Upgrades
	Core Area Wastewater	Harling Pump Station - Complete Replacement
	Core Area Wastewater	Shoreline Trunk Sewer Upgrade
	Core Area Wastewater	Western Trunk Sewer Twinning
	Core Area Wastewater	Manhole Repairs and Replacement
	Core Area Wastewater	Western Trunk Grit Chamber Repairs
	Core Area Wastewater	Harriet Siphon Inlet Chamber Upgrade
	Core Area Wastewater	Process & Mechanical Upgrades
	Core Area Wastewater	Safety & Security Upgrades
	Core Area Wastewater	Gorge Siphon Inlet Chamber Upgrade
	Core Area Wastewater	Optimization of Residual Treatment Facility Operations
	Core Area Wastewater	Secondary Odour Collection System Upgrade
	Core Area Wastewater	Lang Cove Electrical and Building Upgrades
	Regional Water Supply	Goldstream IWS Field Office
	Regional Water Supply	Main No.3 Segment Replacement

QUARTER 3						
Q3 Budget	Q3 Forecast	Q3 Actuals	Forecast Variance \$ (over) / under	Forecast Variance %	Q3 Variance Explanation	
325,000	325,000	-	325,000	100%	Construction phase has been delayed until 2026. The overall project remains within scope and budget.	
375,000	375,000	84,209	290,791	78%	The project addresses emergency repairs arising from unforeseen events and circumstances. In Q3, primary costs continued from the Clover Pump Station work initiated in Q2. Overall project expenditures will fluctuate throughout the year depending on the magnitude, scope, and urgency of required emergency repairs. The project is currently forecasted to remain on schedule and within scope and budget.	
1,050,000	1,140,000	398,200	741,800	65%	Progress has been impacted by delays in motor deliveries, which are critical for installation and commissioning. Procurement challenges have extended timelines, resulting in lower-than-anticipated expenditures for the quarter.. While the overall project is now forecasted to be delayed, with the majority of costs expected in 2026, the overall project remains within scope and budget.	
1,400,000	25,000	12,994	12,006	48%	Q3 costs continued from Q2 for design and project management. The contract award is currently in progress. The posting of the construction tender has been delayed, and the project is now expected to extend into 2026. The overall project remains within scope and budget.	
100,000	100,000	2,218	97,782	98%	Project design efforts are delayed pending a meeting with the Province and the Scottish Heritage Society. While the overall project is forecasted to be delayed, with the majority of costs expected in 2026, the overall project remains within scope and budget.	
-	-	345,820	(345,820)	(100%)	The Q3 payment was made to the City of Colwood for completing the twinning of a section of the main at the new Galloping Goose pedestrian overpass. The remaining work on the project will be delayed due to a change in scope and ongoing budget re-evaluation.	
400,000	400,000	387,813	12,187	3%	Construction costs were incurred in Q3 for one manhole. Several additional manholes will be designed in 2025 and repaired in 2026. While the overall project is forecasted to be delayed, it remains within scope and budget.	
20,000	20,000	67,793	(47,793)	(239%)	Design efforts progressed ahead of schedule and are expected to be completed in 2025/26, with construction commencing in 2026/27. The overall project remains within scope and budget.	
20,000	20,000	1,363	18,637	93%	The design efforts delayed to Q4 due to reduced staff capacity and other identified priorities under the contract. Construction has been rescheduled to commence in 2026/27. The overall project remains within scope and budget.	
275,000	150,000	213,907	(63,907)	(43%)	The nature of this provisional project is to support various process and mechanical upgrades across the Core Area and conveyance infrastructure, based on operational optimization needs. In Q3, efforts focused on arranging contracts and developing procurement strategies for the Macaulay Screens and Grit System, as well as the Scum Removal System and Odour System – Mist Eliminators. Most equipment is scheduled for delivery in Q4. The overall project is forecasted to remain on time and within scope and budget.	
200,000	50,000	117,597	(67,597)	(135%)	The nature of this provisional project is to address various safety and security upgrades to the Core Area and conveyance infrastructure, driven by operational needs. In Q3 costs were for contracts and developing procurement strategies, with items scheduled for delivery in Q4. The overall project is forecasted to remain on time and within scope and budget.	
1,715,000	2,200,000	1,897,526	302,474	14%	Some construction was completed in Q3; however, project completion has been delayed due to lid coating failure and delayed delivery of the contractor’s platform materials. The overall project remains within scope and is forecasted to be under budget.	
-	-	-	0	0%	The project is dependent on the settlement agreement. Results to be known in Q4 2025.	
250,000	150,000	38,345	111,655	74%	Construction preparation occurred in Q3, with costs related to installation and project management. Construction is scheduled for Q4 and is expected to be completed within the same quarter. The overall project is forecasted to remain on time and within scope and budget.	
345,000	345,000	266,238	78,762	23%	Project is substantially complete, with only minor punch list items remaining. These activities require limited resources, leading to actual costs below the forecast for the quarter. The overall project is forecasted to remain on time and within scope and budget.	
2,750,000	1,000,000	118,532	881,468	88%	Variance in Q3 due to delays in permit approvals and change to construction schedule for underground utilities work. Construction phase further delayed with completion now forecasted for Q3 2027. The overall project remains within scope and budget.	
100,000	10,000	12,336	(2,336)	(23%)	Work on conceptual design performed in Q3. Project timeline has been deferred to align construction phase with other parallel projects. This has been communicated to the RWS commission and is reflected in the 2026 capital plan. The overall project remains within scope and budget.	

TOTAL 2025				
Total 2025 Budget (as per approved budget)	Total 2025 Forecast	Total 2025 Actuals	Forecast Variance \$ (over) / under	Forecast Variance %
750,000	423,642	13,642	326,358	44%
1,500,000	1,425,584	525,584	74,416	5%
1,850,000	829,639	629,639	1,020,361	55%
2,425,000	132,219	102,219	2,292,781	95%
2,828,508	168,719	18,719	2,659,789	94%
720,000	350,961	350,961	369,039	51%
2,000,000	601,444	501,444	1,398,556	70%
1,250,000	125,644	85,644	1,124,356	90%
1,000,000	46,368	6,368	953,632	95%
850,000	848,474	438,474	1,526	0%
600,000	555,302	155,302	44,698	7%
3,430,000	2,546,302	2,146,302	883,698	26%
3,250,000	3,250,000	-	0	0%
750,000	488,345	38,345	261,655	35%
550,000	433,960	433,960	116,040	21%
11,000,000	2,623,417	1,123,417	8,376,583	76%
1,030,000	50,672	40,672	979,328	95%

GOOD	As planned or better than plan
WARNING	Changes to project plan to consider; no revision necessary at this time
RE-EVALUATED	Changes to project plan; 2025 Capital Plan amended and/or 2026 Capital Plan revised
ATTENTION	Changes to project plan; need to amend 2025 Capital Plan

ANNUAL STATUS OF CAPITAL PROJECT		
Scope	Timing	Budget
	2026 plan revised; Completion Delayed	
	2026 plan revised; Construction Delayed	
	2026 plan revised; Construction Delayed	
	2026 plan revised; Construction Delayed	
2026 plan revised	2026 plan revised; Construction Delayed	2026 plan revised
	2026 plan revised; Construction Delayed	
	2026 plan revised; Construction Delayed	
	2026 plan revised; Construction Delayed	
	2026 plan revised; Completion Delayed	
	2026 plan revised; Completion Delayed	
	2026 plan revised; Completion Delayed	

Capital Regional District

2025 - Quarter 3 - Capital Plan Report

Projects Greater than \$500,000

CAPITAL PROJECT		
Department	Service Description	Capital Project Title
Infrastructure & Water Services	Regional Water Supply	Goldstream Water Supply Area Dams - Regulatory Compliance, Dam Safety Planning & Analyses
	Regional Water Supply	Sooke Lake & Deception Water Supply Area Dams - Regulatory Compliance, Dam Safety Planning & Analyses
	Regional Water Supply	Sooke Lake & Deception Water Supply Area Dams - Upgrades and Improvements Program
	Regional Water Supply	Replacement of UV System
	Regional Water Supply	Water Treatment Plant Improvements Program
	Regional Water Supply	Integrate Dam Performance and Hydromet to SCADA
	Regional Water Supply	RWS Supply Main No. 4 Upgrade
	Regional Water Supply	Vehicle & Equipment Replacement (Funding from Replacement Fund)
	Regional Water Supply	Critical Spare Equipment Storage & Pipe Yard
	Regional Water Supply	Head Tank Valve & Main No. 4&S Valve Replacement
	Regional Water Supply	Main No. 4 - Mt Newton to Highway 17 & Bear Hill Trunk Extension (RWS Contribution to SPWS Project)
	Regional Water Supply	Microwave Radio Upgrades
	Regional Water Supply	Bulk Supply Meter Replacement Program
	Regional Water Supply	Kapoor Main Mile 1 Bridge and Asphalt Upgrade
	Regional Water Supply	Corrosion Protection Program
	Regional Water Supply	Forest Resilience Treatments
	Regional Water Supply	SCADA Masterplan and System Upgrades
	Regional Water Supply	Cecelia Meter Replacement

QUARTER 3					
Q3 Budget	Q3 Forecast	Q3 Actuals	Forecast Variance \$ (over) / under	Forecast Variance %	Q3 Variance Explanation
175,000	100,000	63,049	36,951	37%	Scoping in progress for dam seismic retrofit program. Delays due to need for further consultation with experts. Goldstream Watershed Dam Safety Review project awarded to consultant. Scoping in progress for Japan Gulch Dam Spillway Assessment. The overall project is within scope and budget.
225,000	75,000	74,960	40	0%	Scoping continues for dam seismic retrofit program. Delays due to need for consultation with experts. Site investigation at Deception Gulch Dam to inform seismic retrofit of dam in progress in Q3/Q4. The overall project is within scope and budget.
1,000,000	1,000,000	109,406	890,594	89%	Variance due to deferral of the Deception Reservoir Low Level Overflow and Sooke Lake Instrumentation upgrades to Q4 2025 and Q1 2026 as negotiations continue with contractors. Overall program is running on budget and addressing priority dam projects.
-	-	-	0	0%	Construction completed in Q2. The overall project was within scope and budget.
250,000	-	74,000	(74,000)	(100%)	This project was created by capital plan amendment mid-way through 2025 based on money remaining from completion of the UV Replacement project. Small projects are being initiated as they are identified and this will form an ongoing program that will continue into 2026. The overall project remains within scope and budget.
290,000	20,000	24,345	(4,345)	(22%)	Scoping, design, and installation activities in progress for installation of instrumentation improvements at higher consequence dams. The overall project is within scope and budget.
100,000	100,000	54,903	45,097	45%	Preliminary design phase started in Q3 with completion delayed pending stakeholder feedback on alignment options assessment. The project is currently contracted only to the preliminary design phase and is being delivered as part of a larger program, where two other components have higher priority. Coordination with affected parties is expected to resume in Q3. The overall project remains within scope and budget.
300,000	300,000	392,707	(92,707)	(31%)	Seven vehicles were delivered in Q3, higher than anticipated. The overall project remains within scope and budget.
250,000	250,000	13,482	236,518	95%	Expenditures remain minimal as conceptual design reviews are ongoing. Detailed design and procurement activities have not yet commenced, resulting in significantly lower spending than anticipated. The overall project remains within scope and budget.
235,000	50,000	179	49,821	100%	Delays in the procurement process have resulted in lower than anticipated spending in Q3. Project will be delayed until Q4 2025 and possibly Q1 2026. The overall project remains within scope and budget.
1,600,000	1,000,000	45,891	954,109	95%	RFP closed and a contract was awarded late in Q3 with contractor to commence preliminary work in Q4, and construction to commence in Q1 2026. Overall project within budget and expected to be complete within contract substantial completion deadlines.
160,000	20,000	-	20,000	100%	Due to its priority level, the project has been deferred to Q4 2025 or Q1 2026. The overall project remains within scope and budget.
140,000	140,000	39,812	100,188	72%	Variance reflects deferred installation of Cook and Malach meters, now scheduled for early 2026. Current efforts are focused on planning and coordination rather than procurement or construction. The overall project is on time and remains within scope and budget.
700,000	50,000	376,760	(326,760)	(654%)	Substantial completion of the bridge is expected in Q4 2025. Additional costs in Q3 due to timing of progress payment to contractor for bridge supply and installation. Overall project is on time and remains within scope and budget.
135,000	135,000	25,361	109,639	81%	Variance due to the timing of invoicing for Park Anode Bed replacement. Project is nearing completion; remaining activities include final documentation, reporting, and asset commissioning. Overall, the project is on time and remains within scope and budget.
150,000	20,000	36,120	(16,120)	(81%)	Work begin in Q3 and is progressing slightly faster than plan with completion expected in Q4. Project scope and budget is currently under review.
240,000	240,000	19,810	220,190	92%	Spending is contingent on SCADA Master Plan creation and approval that is still ongoing. Completion forecasted to be delayed to 2026. The overall project remains within scope and budget
50,000	50,000	54,312	(4,312)	(9%)	Project is progressing as planned, with Q3 costs slightly higher than forecast due to minor adjustments to installation requirements. The project is within scope and budget and is on schedule to be completed prior to contractual substantial completion deadline.

TOTAL 2025				
Total 2025 Budget (as per approved budget)	Total 2025 Forecast	Total 2025 Actuals	Forecast Variance \$ (over) / under	Forecast Variance %
700,000	186,991	86,991	513,009	73%
900,000	302,422	202,422	597,578	66%
4,000,000	2,322,582	322,582	1,677,418	42%
1,780,500	1,587,704	1,587,704	192,796	11%
750,000	284,312	184,312	465,688	62%
1,170,000	74,547	24,547	1,095,453	94%
2,785,000	438,856	288,856	2,346,144	84%
1,376,250	1,191,763	715,513	184,487	13%
1,035,000	350,015	65,015	684,985	66%
940,000	230,646	180,646	709,354	75%
27,815,000	1,603,983	309,233	26,211,017	94%
645,000	30,000	-	615,000	95%
850,000	749,709	249,709	100,291	12%
840,000	839,590	450,666	410	0%
550,000	421,242	276,242	128,758	23%
600,000	186,120	36,120	413,880	69%
960,000	39,729	39,729	920,271	96%
1,350,000	1,350,000	352,920	0	0%

GOOD	As planned or better than plan
WARNING	Changes to project plan to consider; no revision necessary at this time
RE-EVALUATED	Changes to project plan; 2025 Capital Plan amended and/or 2026 Capital Plan revised
ATTENTION	Changes to project plan; need to amend 2025 Capital Plan

ANNUAL STATUS OF CAPITAL PROJECT		
Scope	Timing	Budget
	2026 plan revised; Completion Delayed	
	2026 plan revised; Completion Delayed	
	2026 plan revised; Completion Delayed	
	2026 plan revised; Completion Delayed	
	2026 plan revised; Completion Delayed	
2026 plan revised	2026 plan revised; Completion Delayed	
	2026 plan revised; Completion Delayed	
	2026 plan revised; Completion Delayed	
2025 re-evaluated		2025 re-evaluated
	2026 plan revised; Completion Delayed	

Capital Regional District

2025 - Quarter 3 - Capital Plan Report

Projects Greater than \$500,000

CAPITAL PROJECT		
Department	Service Description	Capital Project Title
Infrastructure & Water Services	Regional Water Supply	Mount Tolmie Tank Structural and Infiltration Improvements
	JDF Water Distribution	Comprehensive Pump Station Upgrades (10 year Program)
	JDF Water Distribution	AC Pipe Replacement Program
	JDF Water Distribution	Residential Service & Meter Replacement Program
	JDF Water Distribution	Vehicle & Equipment Replacement (Funding from Replacement Fund)
	JDF Water Distribution (DCC)	Sooke Henlyn Supply & Distribution Mains
	JDF Water Distribution	SCADA Master Plan Update & Upgrades
	JDF Water Distribution	JDF Site Decommissioning Program
	JDF Water Distribution	Hwy 14 Watermain Relocation
	Saanich Peninsula Treatment Plant	Odour Control Upgrade Construction
	Saanich Peninsula Water Supply	Reservoir Seismic Isolation Valves
	Saanich Peninsula Water Supply	SPW System Upgrade and Expansion
Local Services	Maliview Sewer Utility (SSI)	Wastewater Treatment Plant Upgrade
	Lyall Harbour Boot Cove Water (Saturna)	Dam Improvement and Regulatory Requirements
	SSI Park Land and Rec Programs	Park Maintenance Facility
	Pender Island Community Parks	Schooner Way Trail
Parks and Environmental Services	Regional Parks	Replacement of Weed Harvester
	Regional Parks	Design & Expand East Sooke Aylard Farm Parking
	Regional Parks	Regional Trestle Renewal, Trails Widening and Lighting Project

QUARTER 3					
Q3 Budget	Q3 Forecast	Q3 Actuals	Forecast Variance \$ (over) / under	Forecast Variance %	Q3 Variance Explanation
100,000	150,000	19,855	130,145	87%	Spending remains low as work continues on the water model, a prerequisite for construction. Current efforts include reviewing projections for water usage and storage to finalize design parameters before moving into procurement and construction phases. The overall project remains within scope and budget.
900,000	300,000	446,629	(146,629)	(49%)	Q3 variance due to timing of payment hold back from Q2. Construction of the Coppermine Pump Station continued in Q3 with the contractor is making steady progress. The overall project remains within scope and budget.
2,500,000	2,500,000	2,624,865	(124,865)	(5%)	Q3 variance due to purchase of materials for work planned in 2026. Projects are progressing faster than anticipated, particularly the Sooke Rd WM Upgrade. The overall project remains within scope and budget.
450,000	350,000	369,070	(19,070)	(5%)	This is an annually provisioned project, with expenditures made as needed in alignment with shifting priorities. It is an ongoing program focused on repair and maintenance work, with fluctuating deliverables and schedules. The overall project remains on time and within scope and budget.
500,000	500,000	164,066	335,934	67%	Variance due to internal resource limitations, changes in project priorities, and vendor supply challenges, resulting in certain vehicle purchases being rescheduled for delivery in 2026.
-	-	-	0	0%	This project is developer-driven and no work or planning has begun to trigger this project. The overall project remains within scope and budget.
250,000	250,000	21,932	228,068	91%	Spending has been limited to small maintenance items. The creation and approval of the SCADA Master Plan is still ongoing, with approval anticipated in late 2025. The overall project remains within scope and budget.
10,000	10,000	13,035	(3,035)	(30%)	Project management activities will continue into Q4. Construction phase of project now planned to begin in Q1 of 2026. The overall project remains within scope and budget.
1,000,000	50,000	-	50,000	100%	MOTT's tendering process is expected to conclude in fall 2025, with construction starting later that fall with completion expected in 2026. A one-time CRD contribution is required for watermain relocation in MOTT's ROW. The project remains within scope and budget.
250,000	250,000	-	250,000	100%	The invitation to tender for 2025–26 was cancelled because the received pricing exceeded the available budget. The project scope will be revised, and the completion date will be delayed.
200,000	200,000	7,025	192,975	96%	Project is expected to be delayed to Q1 2026 due to material and equipment procurement delays, with completion still forecasted for 2026. Project remains within scope and budget, but with a delayed construction schedule.
360,000	80,000	33,776	46,224	58%	Variance due to the contract being awarded later than planned in Q3, resulting in construction starting in Q4. The project is expected to continue through 2026 and remains within scope and budget.
100,000	100,000	77,336	22,664	23%	Updates to detail design drawings and preparation of tender package completed in Q3 under planned budget. Project work and construction largely deferred to 2026 due to timing of the petition process for approval of required debt funding. 2026 budget will be increased as a result of increased construction costs. The overall project remains within scope.
20,000	5,000	-	5,000	100%	Project completion delayed to 2026 due to timing of the petition process for approval of project debt funding. The overall project remains within scope.
100,000	145,000	570	144,430	100%	Project is on hold while Islands Trust reviews the submitted rezoning application, this will delay project completion to 2026. The overall project will be within scope and budget.
500,000	500,000	209,341	290,659	58%	Variance is due to delay in procurement of supplies and construction contracts. Construction commenced later in Q3 than originally forecasted. The project will be completed in early 2026 within scope and budget.
-		-	0	0%	Equipment purchase is planned for Q4 and remains within the overall scope and budget.
-	242,893	163,922	78,971	33%	Project was completed in Q3 under budget.
1,000,000	250,000	427,624	(177,624)	(71%)	Project design and consultation progressing in 2025 with trail work deferred to begin in 2026. More design work completed in Q3 than forecast. The overall project remains within scope and budget.

TOTAL 2025				
Total 2025 Budget (as per approved budget)	Total 2025 Forecast	Total 2025 Actuals	Forecast Variance \$ (over) / under	Forecast Variance %
3,270,000	206,248	56,248	3,063,752	94%
3,966,000	2,841,807	2,516,807	1,124,193	28%
8,900,000	8,900,000	7,156,865	0	0%
1,800,000	1,800,000	1,731,441	0	0%
1,670,000	670,697	170,697	999,303	60%
1,000,000	-	-	1,000,000	100%
1,500,000	22,996	22,996	1,477,004	98%
530,000	130,323	20,323	399,677	75%
2,000,000	100,000	-	1,900,000	95%
3,300,000	-	-	3,300,000	100%
800,000	167,607	17,607	632,393	79%
13,950,000	813,844	195,094	13,136,156	94%
1,268,000	617,367	497,367	650,633	51%
630,000	38,999	33,999	591,001	94%
645,000	570	570	644,430	100%
2,154,301	1,102,710	302,710	1,051,591	49%
700,000	700,000	-	0	0%
1,210,000	1,131,029	1,131,029	78,971	7%
9,750,000	2,154,778	1,654,778	7,595,222	78%

GOOD	As planned or better than plan
WARNING	Changes to project plan to consider; no revision necessary at this time
RE-EVALUATED	Changes to project plan; 2025 Capital Plan amended and/or 2026 Capital Plan revised
ATTENTION	Changes to project plan; need to amend 2025 Capital Plan

ANNUAL STATUS OF CAPITAL PROJECT		
Scope	Timing	Budget
	2026 plan revised; Completion Delayed	
	2026 plan revised; Completion Delayed	
	2026 plan revised; Completion Delayed	
	2026 plan revised; Acquisition Delayed	
	2026 plan revised; Construction Delayed	
	2026 plan revised; Completion Delayed	
2025 re-evaluated	2026 plan revised; Completion Delayed	
	2026 plan revised; Completion Delayed	
	2026 plan revised; Completion Delayed	
	2026 plan revised; Completion Delayed	
	2026 plan revised; Construction Delayed	2026 plan revised
	2026 plan revised; Completion Delayed	2026 plan revised
	2026 plan revised; Completion Delayed	
	2026 plan revised; Completion Delayed	2026 plan revised
	2026 plan revised; Completion Delayed	

Capital Regional District

2025 - Quarter 3 - Capital Plan Report

Projects Greater than \$500,000

CAPITAL PROJECT		
Department	Service Description	Capital Project Title
Parks and Environmental Services	SEAPARC	Skate Park Renewal
	Panorama Recreation	Heat Recovery Plant
	Panorama Recreation	Centennial Park Multi-Sport Box
	Environmental Resource Management	Gas & Leachate Collection Pipe Extension
	Environmental Resource Management	RNG Optimization Projects
	Environmental Resource Management	Aggregate Production for Internal Use
	Environmental Resource Management	Landfill Gas Utilization
	Environmental Resource Management	Hartland North Electrical
	Environmental Resource Management	Hartland Amenity Project
	Environmental Resource Management	Contractor Workshop Relocation
	Environmental Resource Management	Cell 5&6 Gravity Retaining Wall Construction
	Environmental Resource Management	Cell 5 Liner Construction
	Environmental Resource Management	Cell 1, 2 & 3 Transition Liner
	Environmental Resource Management	Diversion Transfer Station

QUARTER 3					
Q3 Budget	Q3 Forecast	Q3 Actuals	Forecast Variance \$ (over) / under	Forecast Variance %	Q3 Variance Explanation
550,000	550,000	-	550,000	100%	Project was dependent on results of AAP for debt financing. Borrowing bylaw authorized in Q3, project call for tenders issued in Q3. The overall project remains on time and within scope and budget.
800,000	1,000,000	682,549	317,451	32%	Project budget amended in Q2 work progressed at a strong pace in Q3. The overall project is within scope and revised budget.
343,793	843,793	412,498	431,295	51%	Project received certificate of occupation and soft open occurred in Q3. Grand opening projected for Q1 2026 after First Nations artwork is installed. The overall project remains within scope and budget.
100,000	100,000	31,008	68,992	69%	Four Horizontal gas wells were installed in Q3. Remaining gas wells will be installed in Q4. The overall project is on time and withing scope and budget.
-	-	-	0	0%	Functional completion was achieved in Q2 and RNG has been injected into Fortis's grid since April 22, 2025. Outstanding work has delayed the achievement of some payment milestones until Q4. However, the project remains within budget.
-	-	-	0	0%	Operational Aggregate production was completed in Q2.
1,478,751	650,000	30,136	619,864	95%	Operation of the new RNG facility continued in Q3. Outstanding deficiencies were not remediated in Q3 and therefore funds were not released. The project remains within scope and budget and is projected to be completed by the end of Q4.
300,000	75,000	9,948	65,052	87%	Electrical design kicked off in Q3. Construction work will be deferred until 2026. The overall project is within scope and budget.
1,500,000	1,500,000	1,063,667	436,333	29%	Hartland Landfill Neighborhood Intersection Improvement construction occurred in Q3. Slight construction delays due mainly to scheduling of asphalt install. The overall project is within scope and budget.
500,000	25,000	-	25,000	100%	Design work deferred to Q4 2025. Construction work will be deferred until 2026. The overall project is within scope and budget.
350,000	50,000	-	50,000	100%	Design work deferred to Q4 2025. Construction work will be deferred until 2026. The overall project is within scope and budget.
1,492,138	993,323	540,165	453,158	46%	Construction of Cell 5A was completed in Q3. Design of Cell 5B kicked off in Q3. The overall project is within scope and budget.

TOTAL 2025				
Total 2025 Budget (as per approved budget)	Total 2025 Forecast	Total 2025 Actuals	Forecast Variance \$ (over) / under	Forecast Variance %
1,124,000	524,000	23,800	600,000	53%
3,611,456	2,057,535	1,240,084	1,553,921	43%
2,943,793	2,512,498	1,958,695	431,295	15%
650,000	648,996	391,496	1,004	0%
1,831,000	1,830,929	145,929	71	0%
850,000	850,652	850,652	(652)	(0%)
6,228,751	6,228,751	4,140,832	0	0%
750,000	36,323	11,323	713,677	95%
3,530,595	2,801,658	2,501,658	728,937	21%
1,141,057	50,000	-	1,091,057	96%
750,000	20,000	-	730,000	97%
5,992,138	3,188,980	3,138,980	2,803,158	47%
2,000,000	1,999,584	1,999,584	416	0%
539,982	535,492	45,492	4,490	1%
700,000	700,000	700,000	0	0%
750,000	208,384	183,384	541,616	72%

GOOD	As planned or better than plan
WARNING	Changes to project plan to consider; no revision necessary at this time
RE-EVALUATED	Changes to project plan; 2025 Capital Plan amended and/or 2026 Capital Plan revised
ATTENTION	Changes to project plan; need to amend 2025 Capital Plan

ANNUAL STATUS OF CAPITAL PROJECT		
Scope	Timing	Budget
	2026 plan revised; Completion Delayed	
	2026 plan revised; Completion Delayed	2025 amended
	2026 plan revised; Construction Delayed	
	2025 re-evaluated	
	2026 plan revised; Construction Delayed	
	2026 plan revised; Construction Delayed	2026 plan revised
	2026 plan revised; Completion Delayed	2026 plan revised
	2025 re-evaluated	

Capital Regional District

2025 - Quarter 3 - Capital Plan Report

Projects Greater than \$500,000

CAPITAL PROJECT		
Department	Service Description	Capital Project Title
Parks and Environmental Services	L.W.M.P. - Core and West Shore	Biosolids Advanced Thermal Pilot Demonstration Plant
	Millstream Meadows Remediation	Millstream Meadows Remediation
	Climate Action and Adaptation	Regional electric vehicle charging Infrastructure
Facilities	CRD Headquarters	New FOC Building
	Family Court Building	Detail Design & Replacement of HVAC
Royal Theatre	Royal Theatre	Repair Building Envelope
Finance and Technology	Information Technology	SAP Migration from ECC to S4 and New Financial Model
	Information Technology	SAP S4HANA Enhancements
Land Banking and Housing	Land Banking and Housing	Village on the Green
	Land Banking and Housing	Campus View
	Land Banking and Housing	Verdier/Brentwood & Mt Tolmie
	Land Banking and Housing	GCF Contribution and CWF Contribution
		Total Projects >\$500k
		Total Projects <\$500K; Potential Parkland Acquisitions
		Total Projects

QUARTER 3					
Q3 Budget	Q3 Forecast	Q3 Actuals	Forecast Variance \$ (over) / under	Forecast Variance %	Q3 Variance Explanation
200,000	200,000	29,386	170,614	85%	Work on the Advanced Thermal Project in Q3 was largely staff time and as a result costs were minimal. Permitting and engagement expenses have been deferred to Q4.
165,000	165,000	63,298	101,702	62%	Ongoing project management occurred in Q3. Well decommissioning planned for Q3 experienced field and technical delays, which pushed the majority of the work to Q4. Overall project is within scope and budget.
358,314	358,314	63,265	295,049	82%	Ongoing project management occurred in Q3 and will continue to develop requirements for the project. Remaining activity deferred to Q4 and 2026 due to grant funding agreement timelines and equipment procurement process. The overall project is within scope and budget.
1,000,000	-	-	0	0%	Facilities participation in the FOC budget has been pushed out to 2026. The overall project remains on time and within scope and budget.
100,000	100,000	-	100,000	100%	Project tendering has begun, with work to start in Q4 and into 2026.The overall project remains within scope and budget.
215,000	500,000	371,880	128,120	26%	Majority of repointing work completed in Q3, additional work is required that will occur in Q4 and early 2026. Project remains within scope and budget.
657,646	960,106	387,824	572,282	60%	New Financial Model Phase 1 work completed in Q2. Work has commenced on Phase 2 of the project, Financial Planning & Analysis. Staff continue to refine project scope and inclusions. The overall project remains within scope and budget.
350,000	41,386	2,730	38,656	93%	Majority of spending is deferred to 2026 as staff continue to negotiate contracts, refine the project scope in relation to utility billing engagement, interface design, data archiving, reporting, and payroll modernization. The overall project remains within budget.
10,300,000	10,300,000	10,300,000	0	0%	Capital Funds provided to CRHC in Q3.
5,800,000	5,800,000	5,800,000	0	0%	Capital Funds provided to CRHC in Q3.
-	50,000	892	49,108	98%	Additional acquisition costs anticipated to be incurred in Q4. The overall project remains on time and within scope and budget.
900,000	100,000	190,772	(90,772)	(91%)	Costs incurred to secure site and remove construction mobilization as project on hold pending funding.
51,325,642	40,304,815	29,934,102	10,370,713	26%	

TOTAL 2025				
Total 2025 Budget (as per approved budget)	Total 2025 Forecast	Total 2025 Actuals	Forecast Variance \$ (over) / under	Forecast Variance %
1,888,000	287,413	87,413	1,600,587	85%
658,000	588,963	318,963	69,037	10%
1,433,257	801,281	112,966	631,976	44%
3,000,000	-	-	3,000,000	100%
1,050,000	650,000	-	400,000	38%
860,000	377,056	377,056	482,944	56%
2,335,105	759,820	509,820	1,575,285	67%
810,000	77,259	21,344	732,741	90%
10,300,000	10,300,000	10,300,000	0	0%
5,800,000	5,800,000	5,800,000	0	0%
6,200,000	6,149,376	6,029,376	50,624	1%
2,928,000	1,530,676	452,732	1,397,324	48%
214,528,693	100,005,504	68,834,009	114,523,189	53%
99,927,402				
314,456,095				

GOOD	As planned or better than plan
WARNING	Changes to project plan to consider; no revision necessary at this time
RE-EVALUATED	Changes to project plan; 2025 Capital Plan amended and/or 2026 Capital Plan revised
ATTENTION	Changes to project plan; need to amend 2025 Capital Plan

ANNUAL STATUS OF CAPITAL PROJECT		
Scope	Timing	Budget
	2026 plan revised; Completion Delayed	2026 plan revised
	2026 plan revised; Completion Delayed	
	2026 plan revised; Completion Delayed	
	2026 plan revised; Completion Delayed	
	2026 plan revised; Completion Delayed	
2025 re-evaluated	2026 plan revised; Completion Delayed	
	2026 plan revised; Construction Delayed	

Capital Regional District

2025 - Quarter 3 - Capital Plan Report

Projects Greater than \$500,000

CAPITAL PROJECT		
Department	Service Description	Capital Project Title
CRHD		
Planning & Protective Services	Capital Regional Hospital District	950 Kings Redevelopment
		Total Projects >\$500k
		Total Projects <\$500K; Capital Grants
		Total Projects

CRHC		
Planning & Protective Services	Regional Housing	New Redevelopment Projects
		Future Redevelopment Projects
		Caledonia Redevelopment Housing
		Carey Lane BER
		Campus View Redevelopment
		Village on the Green Redevelopment
		Cedar Hill Library & HSG Redevelopment
		Verdier/Brentwood
		Routine Capital
	Total Projects >\$500k	
		Total Projects <\$500K
		Total Projects

QUARTER 3					
Q3 Budget	Q3 Forecast	Q3 Actuals	Forecast Variance \$ (over) / under	Forecast Variance %	Q3 Variance Explanation
-	-	-	-	0%	Island Health has indicated that they will not be proceeding with a designated health project at 950 Kings. As a result, the project will not move forward in 2025.
-	-	-	-	0%	

830,000	830,000	577,416	252,584	30%	Both Swanlea and 1800 McKenzie redevelopment projects proceeding as planned. For Swanlea, the Building Permit application submitted in Q3 and for McKenzie, the Delegated Development Permit is anticipated in Q4.
-	-	-	-	0%	Project initiation pending funding, decision expected in Q4.
3,672,390	4,197,000	2,965,232	1,231,768	29%	Construction completed, deficiencies being corrected in Q3. Occupancy review and approval expected in Q4 from City of Victoria.
1,519,986	1,150,000	592,075	557,925	49%	Project delayed due to mechanical design revisions, completion expected Q4.
1,037,031	639,051	141,245	497,806	78%	Demolition of existing building commence Q3 and building permit collected in Q3. However, project not progressing according to schedule due to unforeseen site conditions.
1,832,576	1,832,576	1,628,151	204,425	11%	Acquisition of neighbouring parcel resulted in redesign of the two building. This in turn pushed the project start date to Q4 when full Building Permit is expected.
1,166,334	550,000	427,692	122,308	22%	BC Housing reviewing design package. Anticipating issuing tendering for sub-trade to commence in Q4. BC Housing Final Project Approval (FPA) anticipated in Q1 2026.
1,289,722	150,000	93,911	56,089	37%	Sub-trade tenders completed, currently working to finalize work for review by the Quantity Surveyor prior to submitting for BC Housing Final Project Approval.
1,000,000	1,000,000	900,952	99,048	10%	Spending aligned to budget.
12,348,039	10,348,627	7,326,674	3,021,953	29%	

TOTAL 2025				
Total 2025 Budget (as per approved budget)	Total 2025 Forecast	Total 2025 Actuals	Forecast Variance \$ (over) / under	Forecast Variance %
3,000,000	-	-	3,000,000	100%
3,000,000	-	-	3,000,000	100%
23,373,443				
26,373,443				

2,500,000	2,247,416	860,722	252,584	10%
1,500,000	1,500,000	-	-	0%
13,877,579	13,877,579	10,668,436	-	0%
5,142,431	4,734,505	2,903,788	407,926	8%
18,227,203	5,703,576	393,194	12,523,627	69%
27,395,730	6,051,284	2,042,009	21,344,446	78%
12,100,000	2,781,471	1,493,473	9,318,529	77%
8,301,416	1,469,553	469,553	6,831,863	82%
3,957,789	3,858,742	2,606,719	99,048	3%
93,002,148	48,671,461	21,437,894	44,330,687	48%
212,000				
93,214,148				

GOOD	As planned or better than plan
WARNING	Changes to project plan to consider; no revision necessary at this time
RE-EVALUATED	Changes to project plan; 2025 Capital Plan amended and/or 2026 Capital Plan revised
ATTENTION	Changes to project plan; need to amend 2025 Capital Plan

ANNUAL STATUS OF CAPITAL PROJECT		
Scope	Timing	Budget
2025 re-evaluated	2025 re-evaluated	2025 re-evaluated

	2026 plan revised; Completion Delayed	2025 amended
	2026 plan revised; Construction Delayed	
	2026 plan revised; Construction Delayed	
	2026 plan revised; Construction Delayed	2025 re-evaluated
	2026 plan revised; Construction Delayed	2025 re-evaluated



pMaking a difference...together

**APPENDIX H
PEOPLE, SAFETY & CULTURE TRENDS
OPEN CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JANUARY 14, 2026**

Capital Regional District (CRD) Administration provides the Board regular updates on the state of human resources and corporate safety at the CRD as part of the service planning process and through quarterly updates. This report is for Quarter 3, 2025, as metrics details lag given reporting times, and includes industry average trending information over the previous 3-year period as current year quarter industry metrics are unavailable.

1. Workforce Composition and Turnover

The Chief Administrative Officer submits a Staff Establishment Chart (SEC) annually together with the Financial Plan for consideration of approval by the Board. For 2025, the SEC identifies 848.14 FTE's (810.14 regular ongoing and 38 regular term positions). The CRD also has 569 auxiliary staff in Quarter 3, with most of these staff working in Parks and Recreation where we see a number of seasonal opportunities. In addition, the CRD engages a large number of registered volunteers to assist in the support of many of its services and programs including volunteer fire services and emergency response and support. Approximately 90% of the CRD's paid workforce is unionized. The average length of service and average workforce age of CRD staff is 8.5 years and 45.4 years respectively, and this has been relatively consistent year over year. Turnover rates for the first quarter are trending consistent with previous years' quarters, with retirements accounting for approximately 32% of all employee turnover for the quarter and 27% year to date.

Table 1:

Corporate CRD Human Capital Performance Metric	CRD Current (By Quarter 2025)	CRD Annual (Q1-Q3, 2025)	CRD Average (Q1-Q3, 3-Yr Trend)	Industry Average (Q1-Q3, 3-Yr Trend)	CRD to (Industry) Annual (2024)
Total Unionized Workforce (all staff)	Q1: 89.1% Q2: 91.1% Q3: 91.7%	90.6%	90.0%	81.4%	89.7% (82.9%)
Average Length of Service (regular staff)	Q1: 8.7 years Q2: 8.5 years Q3: 8.4 years	8.5 years	9.1 years	10.9 years	8.8 years (10.7 years)

Table 1 (con't):

Corporate CRD Human Capital Performance Metric	CRD Current (By Quarter 2025)	CRD Annual (Q1-Q3, 2025)	CRD Average (Q1-Q3, 3-Yr Trend)	Industry Average (Q1-Q3, 3-Yr Trend)	CRD to (Industry) Annual (2024)
Average Employee Age (regular staff)	Q1: 45.9 yrs Q2: 45.2 yrs Q3: 45.0 yrs	45.4 years	45.8 years	46.8 years	45.4 years (46.6 years)
Turnover Rate / Retirement Rate (regular staff)	Q1: 1.5% (0.3% retire.) Q2: 1.5% (0.4% retire.) Q3: 1.9% (0.6% retire)	4.9% (1.3% retirements)	4.4% (1.5% retirements)	4.5% (1.2% retirements)	9.1% (2.6% retirements) (7.7% (2.0% retirements))

2. Job Opportunities

The CRD continues to actively enhance its recruitment strategies and approaches as needed to better attract and retain staff especially in the hard-to-fill market positions, and recruitment strategies form a key aspect of the CRD's People, Safety and Culture Strategic Plan. Through Quarter 3, 2025 the CRD has received 7,033 applications for 452 individual job opportunities. The number of applications received through 3 quarters in 2025 exceeds the 6,852 total received in 2024; and the number of job opportunities is trending higher than the 568 total in 2024. As of writing, there are 15 job postings under active recruitment and listed on the CRD's website, inclusive of 9 auxiliary job postings.

Significant workplace onboarding and orientation is undertaken for all new employees. In addition to the workplace orientations and required training programs, all new employees attend the regular twice per month onboarding sessions which are geared to inform and engage new staff early in their CRD careers. To date, 1,330 new employees have been oriented under this program.

Table 2:

Corporate CRD Human Capital Performance Metric	CRD Current (By Quarter 2025)	CRD Annual (Q1-Q3, 2025)	CRD Average (Q1-Q3, 3-Yr Trend)	Industry Average (Q1-Q3, 3-Yr Trend)	CRD to (Industry) Annual (2024)
Job Opportunities (all staff)	Q1: 235 Q2: 129 Q3: 88	452	412	N/A	568 (N/A)
Job Applications Received	Q1: 2,909 Q2: 2,088 Q3: 2,036	7,033	N/A	N/A	6,852 (N/A)

3. Absenteeism and Occupational Health and Safety

As an essential service, the CRD closely monitors the impact of absenteeism and takes appropriate measures to ensure essential operations are maintained. The CRD measures and monitors absenteeism by both its sick leave usage and safety ratings and has commenced a comprehensive disability management program aimed at early intervention and proactive and positive return to work programs. The CRD is continuing its proactive disability management efforts to ensure costs of absenteeism are appropriately managed, and employees are actively engaged early in return-to-work measures to aid in their recovery to work from illness, as well as its proactive healthy workplace program focused on providing employees personal tools to keep them healthy.

Typically, sick leave absenteeism rates will be higher in Quarters 1 and 4 of a year given higher levels of cold-and-flus in the community. Quarters of 2025 have been consistent with this normal trend. Sick leave usage is closely monitored through our comprehensive leave management programs.

Table 3:

Corporate CRD Human Capital Performance Metric	CRD Current (By Quarter 2025)	CRD Annual (Q1-Q3, 2025)	CRD Average (Q1-Q3, 3-Yr Trend)	Industry Average (Q1-Q3, 3-Yr Trend)	CRD to (Industry) Annual (2024)
Absenteeism (Sick Leave) Rate (regular staff)	Q1: 5.4% Q2: 4.8% Q3: 4.3%	4.8%	4.7%	4.9%	4.4% (4.4%)

With our proactive focus on safety, absences related to workplace illness or injury remain far below those of industry. This has also resulted in the CRD being in a positive (merit) position with WorkSafeBC resulting in a lower-than-industry Employer Rating Assessment (ERA). The ERA is the premium WorkSafeBC charges employers based on their claims experience over the previous three-year period.

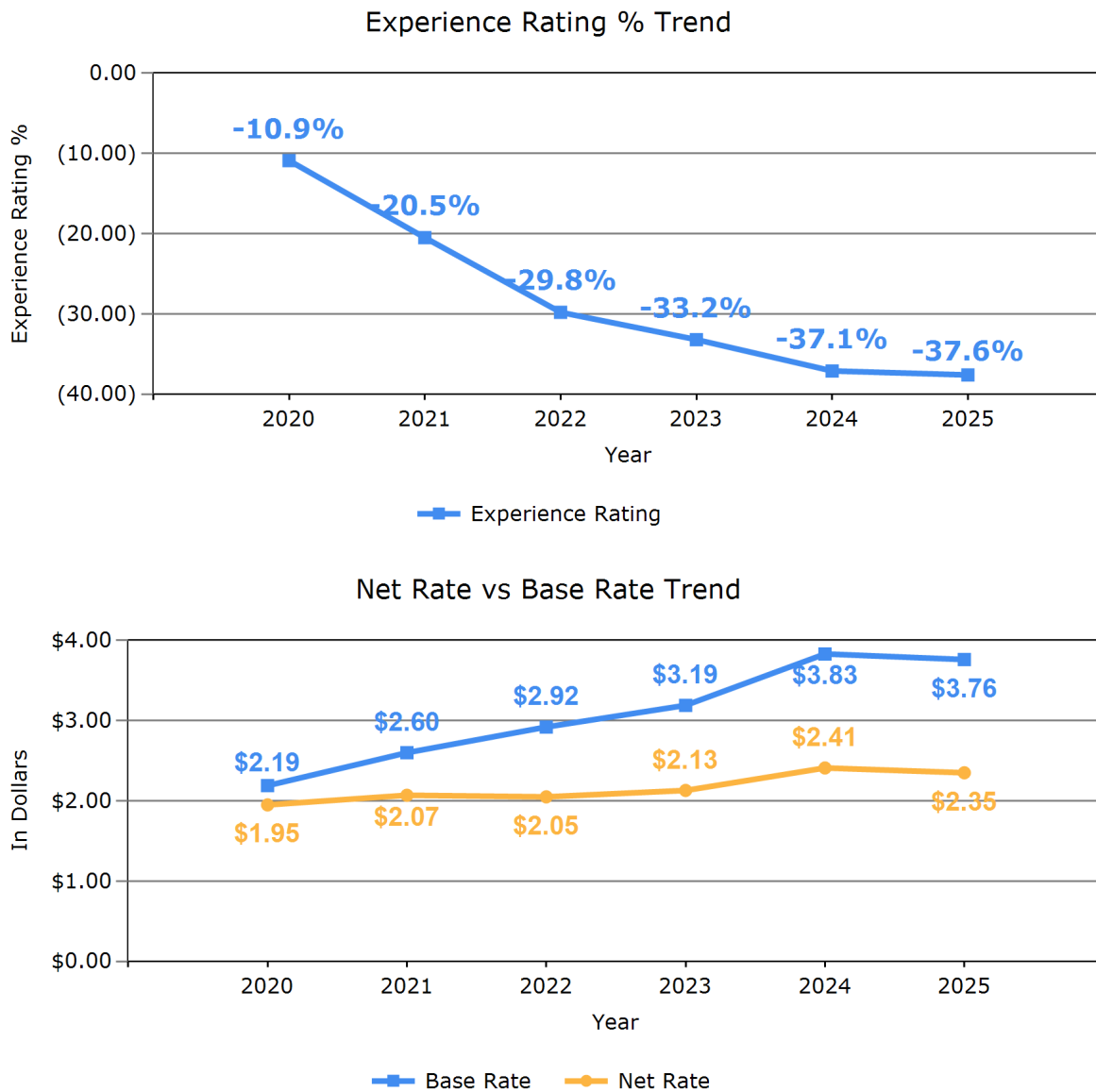
Local government industry WorkSafeBC base rates have increased 81% since 2019 (from 2.08% to 3.76% in 2025). Despite this base trend, the CRD's Actual ERA ("Net Rate") remains consistently below the rate for industry as a result of our proactive and diligent safety program. For 2025, the CRD's total Net Rate with WorkSafeBC, inclusive of our industry leading Certificate of Recognition (CoR) certification, is 47.6% below the base rate for the industry, which corresponds to a savings to the CRD of over \$1,300,000 in WorkSafeBC premiums for 2025.

Table 4:

Corporate CRD Human Capital Performance Metric	CRD Current (By Quarter 2025)	CRD Annual (2025)	CRD Average (Q1-Q3, 3-Yr Trend)	Industry Average (Annual 2025)	CRD to (Industry) Annual (2024)
WorkSafeBC Employer Rate (all staff)	Q1-4: 2.35% less 10% ¹	2.35% less 10% ¹	2.20% less 10% ¹	3.76%	2.41% less 10% ¹ (3.83%)

¹ CoR certification further reduces the Employer Rate by an additional 10%

Table 5:



4. **People, Safety and Culture Strategies**

Earlier this year the CRD introduced and implemented a comprehensive People, Safety & Culture Strategic Plan. Aligning with the Corporate Plan and Board Strategic Priorities and over the next four years, significant focus will be placed on enhancing efforts around our people and culture. Included in the Plan are robust strategies and outcomes around: Equity, Diversity, Inclusion and Accessibility; Organizational Capacity; Talent Excellence; Employee Experience and Recognition; Talent Acquisition; and People, Safety and Culture Excellence. The Plan has sixty-five (65) actions over a 4-year period. The CRD remains on track to implement the vast majority of these as scheduled, with a very small number having been rescoped given subsequent constraints and other urgent initiatives. A copy of the Strategic Plan is [here](#).

CONCLUSION

The CRD continuously monitors human resource organizational health and proactively modifies and adapts human resource programs and systems where trends may show challenges arising. Overarching to this is the newly implemented People, Safety & Culture Strategic Plan for 2024-2027. While there continues to be no significantly concerning organizational health trends based on metrics information, the CRD continues to monitor environmental factors affecting the workplace and workforce closely and adapt workplace practices and programs to continue to ensure essential services are maintained.

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JANUARY 14, 2026**

SUBJECT Biosolids Beneficial Use Management – December 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. 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 December 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 at: <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. Staff will be issuing a procurement in early 2026 for additional beneficial use options, consistent with the Long-Term Biosolids Management Strategy.

In addition to the three established beneficial use outlets, the CRD is progressing the development of the advanced thermal processing project that constitutes the preferred long-term solution within CRD's Long-Term Biosolids Management Strategy.

December Operational Status of Beneficial Use Options:

Beneficial Use Option	Current Availability	December 2025 Notes
Energy Feedstock (Cement Manufacturing, Richmond, BC)	Unavailable	Staff are working with Amrize Richmond to determine steps to resume deliveries.
Quarry Reclamation (Cassidy, BC)	Available	Primary beneficial use outlet for December.

Beneficial Use Option	Current Availability	December 2025 Notes
Landscape Plant Growers (Fraser Valley)	Seasonally Paused	Applications pause during winter; program will resume in Spring 2026.
Advanced Thermal Processing (Future Facility)	In Development	Engagement, planning and permitting discussions underway. Public engagement including in-person open house and guided tours of the Residuals Treatment Facility are scheduled to begin early 2026.

Financial Implications

The 2025 biosolids management disposal budget was amended in the second quarter of 2025 to \$2.8 million. As of early December, approximately \$3 million had been spent to truck and dispose of biosolids, with a further \$265,000 in estimated year-end trucking and disposal invoices still to be received. This results in a projected year-end total of approximately \$3.26 million.

The increased 2025 expenditures are primarily driven by an initiative to move biosolids that had been held on-site due to limited beneficial use disposal options. This work accounts for roughly \$350,000 of the additional 2025 costs. Final year-end figures will be confirmed through the reconciliation of 2025 invoices in January 2026. Biosolids disposal cost overruns are expected to be offset through savings in insurance and legal expenses within the Residual Treatment Facility Services budget.

CONCLUSION

Throughout December, the Capital Regional District 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, Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer



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REPORT TO CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, JANUARY 14, 2026

SUBJECT 252 Gorge Road East – Authority to Enter and Remedy Risk to CRD Works

ISSUE SUMMARY

A retaining wall located at 252 Gorge Road East has been identified as a safety risk, causing the continued closure of a well-used portion of the Galloping Goose Trail and endangering Capital Regional District (CRD) sewer infrastructure. While the landowner is responding, should this matter not be resolved in a timely fashion, this report seeks the power to enter and remedy, pursuant to the *Community Charter* and the *Local Government Act*.

BACKGROUND

The CRD is undertaking a Northwest Sewer Trunk slope stabilization project, which is being coordinated with the Regional Trestles Renewal, Trails Widening and Lighting Project (the "Project"). While clearing brush along the Galloping Goose Trail ("Trail") on the north-side of the Selkirk Trestle, adjacent to 252 Gorge Road East (the "Property"), a CRD contractor identified a failing large concrete retaining wall on the Property, which was confirmed by a CRD-engaged geotechnical engineer as a safety concern. The wall's location is on a steep embankment, and collapse may impact the public on this busy section as well as CRD sewer infrastructure.

During a walkthrough of the Property with the property manager, concerns were raised about a need to investigate the structural integrity of other structures adjacent to the wall. Because of the potential risk of landslip, CRD has continued the closure of the adjacent Trail and halted its work, until the retaining wall can be properly assessed by a qualified professional.

Assessment by professionals is necessary to assess the integrity of the retaining wall, structures, and the surrounding earth prior to securing or reconstructing the retaining wall. Because the wall is on private property, CRD expects the Property owner to forthwith hire experts and contractors to secure, stabilize or reconstruct the retaining wall and take such measures as to render the property safe and not a nuisance to the Trail or infrastructure. CRD staff are attempting to coordinate assessment and repairs with the Property owner.

Should the Property owner not investigate and repair within a reasonable time, staff seek an advance order under ss. 290 and 291 of the *Local Government Act* to permit entry for investigation and to take action to ensure CRD's works are protected.

Typical work which would be undertaken would be a geotechnical assessment; and if necessary, slope stabilization or wall repair. The order sought from the CRD Board is to cover CRD staff, CRD's geotechnical engineer, as well as any consultants, contractors or trades engaged by CRD to enter the Property to remedy the situation.

ALTERNATIVES

Alternative 1

That, pursuant to ss. 290 and 291 of the *Local Government Act*, CRD employees and contractors necessary for investigation of landslip and failure of the slope and retaining wall located at or around 252 Gorge Road East, endangering CRD property and services, may enter on, break up, alter, take, or enter into possession or use of the lands to investigate and remedy concerns.

Alternative 2

That CRD staff attempt to coordinate repairs with the owner of 252 Gorge Road East, and the portion of the Galloping Goose Trail at risk remain closed to the public.

Alternative 3

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

IMPLICATIONS

Service Delivery Implications

The portion of the Trail experiences high volume, and has been closed for some time due to BC Hydro and Power Authority works in the area. CRD has continued the closure and retained the existing detour for Trail users. However, there is significant public interest in reopening this section given the volume of use it receives and the pre-existing length of closure.

Legal Implications

CRD has a right of entry under Statutory Rights of Way (“SRW”) on the Property to protect and install sewer infrastructure, with a corresponding obligation on the owner to not endanger this infrastructure. The SRW does not permit entry or works to protect the Trail. While the Property owner’s agents have been cooperative, in the event the Property owner is unable or unwilling to remedy the concerns within a reasonable timeframe, an order under ss. 290 and 291 of the *Local Government Act* is recommended.

Section 290 of the *LGA* is an expropriation-like power which permits the regional district to enter, break up, alter, take, or possess and use real property without the owner’s consent, provided obligations under the *Community Charter* are met. CRD may also enter property under section 291 of the *LGA* where that property may be injuriously affected by the exercise of a board power – such as the entry to property for the purposes of a service – and undertake construction, maintenance, or repair works to mitigate that injury. This order will let CRD enter the property to safeguard its sewer infrastructure and the Trail, and make such changes as are necessary to do so, in the event the Property owner is unable to advance the work.

Section 290 and 291 powers may be exercised by CRD employees at any reasonable time on reasonable notice to the Property owner; however, a Board resolution is required to permit CRD-engaged contractors, such as qualified professionals, to enter the property and conduct remedial works. The resolution sought would allow CRD to engage consultants, qualified professionals, and contractors to advance the work, if needed.

Financial Implications

CRD's project works in the area cannot proceed until this safety risk is remedied. CRD is incurring additional costs for geotechnical engineering and consulting time, as well as contracted services. Staff time which would otherwise be used on sewer work and the Trail Widening and Lighting Project has also been directed to remedying this issue. The scope of the necessary remediation is unknown at this time and requires investigation.

Should the matter require CRD involvement to remedy, CRD will need to examine its options prior to undertaking significant ground-altering works, up to and including a remedial action order directing the Property owner to remedy the conditions, necessary to ensure CRD is held-whole for any amounts expended in resolution of the matter.

The most ideal solution is for the Property owner to investigate the issue, in collaboration with CRD staff, and remedy the issue to the Property owner's satisfaction without CRD's involvement in a timely fashion. However, given the CRD Board only meets monthly, obtaining an advance order will avoid delays and may move the investigation and remedy of this issue forward in the event the Property owner ceases to attempt to remedy the matter.

CONCLUSION

A retaining wall is at risk of collapse on land at 252 Gorge Road East, adjacent to a high volume section of the Galloping Goose Trail, currently closed for public safety reasons with a detour in place. This report seeks an advance order for CRD and its contractors to enter into 252 Gorge Road East to investigate and remedy the matter. CRD staff will report back in due course.

RECOMMENDATION

That, pursuant to ss. 290 and 291 of the *Local Government Act*, CRD employees and contractors necessary for investigation of landslip and failure of the slope and retaining wall located at or around 252 Gorge Road East, endangering CRD property and services, may enter on, break up, alter, take, or enter into possession or use of the lands to investigate and remedy concerns.

Submitted by:	Genevieve Tokgoz, P.Eng., M.Eng., Manager Transportation
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning and Protective Services
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JANUARY 14, 2026**

SUBJECT **Bylaw No. 4713, “Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 7, 2025”**

ISSUE SUMMARY

To seek approval of Bylaw No. 4713, “Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 7, 2025”, to improve the efficiency, productivity and delivery of the Building Inspection Service.

BACKGROUND

Building bylaws need to be reviewed and updated from time to time to accurately reflect practices and to address changes in the industry. The proposed amendments outlined in this staff report will also improve the efficiency, productivity and delivery of the Building Inspection Service and provide a discount for multi-unit affordable housing units.

In addition to general clarity amendments and updates for health and safety requirements, there are four key objectives of the proposed bylaw changes. Simplifying the permit application process to a single permit by eliminating individual permits for each stage of construction is more efficient for staff and applicants. This approach is also easier for staff to calculate permit fees.

Extending timelines from 6 to 12 months to commence construction, and from 24 to 48 months to complete construction, allows for more flexibility for applicants.

The proposed amendments provide for a 50% discount on building permit fees for affordable housing projects. This discount will be limited to multi-unit housing projects that have a housing agreement registered on title.

Introduction of a \$300 permit application flat fee and a minimum \$300 information request fee which will provide administrative cost recovery for the high number of information requests received from realtors and the public.

The amending bylaw, Bylaw No. 4713 is attached as Appendix A and Appendix B provides a ‘redline’ version of Bylaw No. 3741, “Building Regulation Bylaw No. 5, 2010” and a ‘clean’ copy as Appendix C.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4713, “Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 7, 2025” be introduced and read a first, second and third time; and
2. That Bylaw No. 4713 be adopted.

Alternative 2

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

IMPLICATIONS

Alignment with Existing Plans & Strategies

The provision of a 50% discount for multi-unit affordable housing projects aligns with initiatives within the Rural Housing Program to support affordable housing in the Electoral Areas. This discount is comparable to the City of Victoria’s approach.

Financial Implications

The proposed updated fee schedule for 2026 is more consistent with industry standards and accounts for inflation and cost escalations associated with construction work.

In the existing bylaw, the construction value is based on the greater of:

1. The construction value declared by applicant
2. Construction value based on industry established construction costing manuals (RS Means, Marshall & Swift etc.)
3. Construction values listed in the Appendix of the Capital Regional District Bylaw

In the proposed bylaw, the construction value will be based on the greater of:

1. The construction value declared by applicant
2. Construction value based on industry established construction costing manuals (RS Means, Marshall & Swift etc.)

The proposed bylaw amendment simply deletes Method 3 in the existing bylaw.

Once the construction value is determined, the permit fees are as follows:

- Existing Bylaw, Permit Fee = \$6,285 (for a construction value of \$500,000) plus fees for demolition permit, plumbing permit and the fireplace chimney fee.
- Proposed Bylaw, Permit fees = 1.4% x total construction value = 1.4% x \$500,000 = \$7,000, inclusive of fees for the demolition permit, plumbing permit and fireplace chimney fee.

The construction values previously listed in the bylaw were outdated and required regular amendments to remain aligned with market conditions. Using a percentage of construction costs declared by the applicant is an industry norm. Other municipalities in the region apply a range of percentage-based fees, and the CRD’s proposed percentage will be near the regional average. For example, the City of Victoria has a 1.4% fee and charges additional fees for plumbing, electrical, excavation, blasting permits, signs and inspections.

The proposed 50% discount for multi-unit affordable housing projects is expected to have minimal financial impact, with forecasted annual revenue reductions of approximately one percent, subject to year-to-year variation depending on project submissions. Revenue generated from information requests is forecast to increase overall revenues by approximately five percent. On a consolidated basis, these changes are expected to result in a net increase in revenues of about four percent.

The Building Inspection Service currently operates with a guideline to recover approximately 75% of costs. Since year 2019, the annual recovery of costs has varied with the economy and ranged from 60% to 99% with a median of 70% in the past seven years. The spike of 99% occurred in 2022 during COVID and prior to the implementation of step code. With the amendments to the

Electoral Areas Committee – January 14, 2026

Bylaw No. 4713, “Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 7, 2025”³

bylaw, the efficiencies created, and charging for non-core permitting services, staff anticipate increased cost recovery that should reduce the reliance on tax requisition and operating reserves required to support the service. These adjustments to requisition will not be realized until after one year of operating under the new bylaw and would be considered in the development of the 2027 budget.

Service Delivery Implications

The bylaw amendments are expected to enhance the productivity and efficiency of the Building Inspection Division. By reducing the number of permits required to a single permit, this will create efficiencies for the Building Inspection Department and the owner/builders. The amendment to extend the permit time period will reduce staff time spent monitoring permits and reduce the time owners/builders need to communicate with building inspection. The amendment to introduce an information request fee will also reduce the involvement of Information and Privacy Division staff.

A communications plan is being prepared to ensure the bylaw amendments are being understood and socialized in the three electoral areas prior to the effective date of March 1, 2026.

CONCLUSION

The Building Regulation Bylaw has been amended to improve the efficiency, productivity and service delivery of the Building Inspection Service. The updated bylaw will provide a discount for multi-unit affordable housing projects to align with the strategic objectives of the Rural Housing Program. The proposed amendments also provide increased efficiency and flexibility for applicants and address changes in the industry.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4713, “Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 7, 2025” be introduced and read a first, second and third time; and
2. That Bylaw No. 4713 be adopted.

Submitted by:	Calvin Gray, P. Eng., Manager and Chief Building Inspector, Building Inspection
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:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer and General Manager of Finance & Technology
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Amendment Bylaw No. 4713, “Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 7, 2023”

Appendix B: Bylaw No. 3741 Consolidated (Redlined)

Appendix C: Bylaw No. 3741 Consolidated (Clean)

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4713**

A BYLAW TO AMEND BUILDING REGULATION BYLAW NO. 5, 2010 (BYLAW NO. 3741)

WHEREAS:

- A. Under Bylaw No. 3741, "Building Regulation Bylaw No, 5, 2010", the Regional Board established a Bylaw to Regulate the Construction, Alteration, Repair, or Demolition of Buildings and Structures in the Electoral Areas of the Capital Regional District; and
- B. The Regional Board wishes to amend Bylaw No. 3741 to simplify building permit processes for both CRD and applicants, to acknowledge adaptability to the public, and to improve consistency with other municipalities;

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. Bylaw No. 3741, "Building Regulation Bylaw No, 5, 2010" is hereby amended as follows, with an effective date of March 1, 2026:

- (a) By amending section 1.2.2 by replacing the definitions of "Alteration", "Building Official", "Certificate of Occupancy", "Construct", "Owner", "Permit", and "Registered Professional", with the following definitions in their place:

"Alteration" means a change or extension to any matter or thing or to any occupancy regulated by the *Building Code*, and **"alter"** or **"altering"** means to make any such change or extension.

"Building Official" means a person appointed by the Capital Regional District to carry out the functions of a Building Official under this Bylaw.

"Certificate of Occupancy" includes a Conditional Certificate of Occupancy as the context requires under this Bylaw.

"Construct" and **"construction"** includes build, erect, install, repair, alter, add, enlarge, move, locate, reconstruct, demolish, remove, excavate or shore.

"Owner" means the registered owner in fee simple, and includes a person who has been authorized in writing by the owner to act as the owner's agent.

"Permit" means permission or authorization in writing issued by the Building Official to perform work regulated by this Bylaw.

"Registered Professional" means a person who is registered or licensed to practice as an architect under the *Architects Regulation* (B.C. Reg. 33/2023), or a person who is registered or licensed to practice as a professional engineer under the *Engineers and Geoscientists Regulation* (B.C. Reg. 14/2021).

- (b) By inserting the following definitions into section 1.2.2 in alphabetical order:

“Affordable Housing Unit” means a dwelling unit which is:

- (a) part of a development that is owned and operated by a registered non-profit organization or government agency for the purpose of providing affordable housing or below-market housing, or is operated by a registered non-profit organization or government agency for the purpose of providing affordable housing or below-market housing pursuant to a legally binding agreement with the property owner; and
- (b) is the subject of a housing agreement or a covenant in favour of the Capital Regional District or another government agency restricting the use of the affordable housing units to affordable or below-market housing.

“Affordable Housing Development” means a building or buildings that are to be constructed on the same parcel of land under one or more Permits and which collectively contain a minimum of five dwelling units, at least one of which is an affordable housing unit.

“Chief Building Official” means the Building Official with overall responsibility for administration of this bylaw, whether by job description or by assignment of the responsible General Manager.

“Construction Value” means the estimated cost of constructing the work proposed to be carried out under an application for a Permit, as determined in accordance with section 2.4.3 of this Bylaw.

- (c) By deleting the words “Building Inspector” wherever they appear and substituting the words “Building Official”.
- (d) By deleting the words “his or her” wherever they appear and substituting the word “their”.
- (e) By deleting the words “he or she” wherever they appear and substituting the word “they”.
- (f) By replacing section 1.3.2 in its entirety with:

1.3.2 General

This Bylaw is enacted for the purpose of regulating construction within all parts of the Juan de Fuca, Southern Gulf Islands and Salt Spring Island electoral areas in the general public interest. The inspections and plan reviews undertaken by a Building Official pursuant to this Bylaw are for the sole purpose of providing a limited spot check for compliance with the *Building Code*. It is not contemplated nor intended, nor does the purpose of this Bylaw extend:

- (1) to the protection of owners, designers, or constructors from economic loss;

- (2) to the assumption by the Capital Regional District or any Building Official of any responsibility for ensuring the compliance by an owner, their representatives or any employees, constructors or designers retained by them, with the *Building Code*, the requirements of this Bylaw or any other applicable codes, enactments or standards;
- (3) to providing to any person a warranty of design or workmanship with respect to any building or structure for which a Permit or a Certificate of Occupancy is issued under this Bylaw;
- (4) to providing to any person a warranty or assurance that construction undertaken pursuant to a Permit issued by the Capital Regional District is free from latent, or any, defects; or
- (5) the protection of adjacent real property from incidental damage or nuisance.

(g) By replacing sections 2.1.1(2) and (3) with:

- (2) The Chief Building Official shall create, modify, or adopt for usage, forms (other than those prescribed by enactment) in relation to Permit applications, Permits, and Occupancy Permits, in order to collect or make use of information or documentation necessary for the administration and enforcement of this bylaw, the Building Code, and other applicable enactments. The Building Department shall maintain a list of such forms.
- (3) In creating or modifying Permit forms, the Chief Building Official shall ensure forms contain a limitation of liability substantially similar to the clauses in Sections 2.2.2 to 2.2.4 of this Bylaw, as well as *Freedom of Information and Protection of Privacy Act* personal information collection statements. The Chief Building Official may include fee calculation materials in Permit forms, consistent with fee appendices attached to this Bylaw, for ease of administration of the Permits.

(h) By deleting section 2.1.1(4).

(i) By replacing section 2.1.2 with:

2.1.2 Permits Required

Every person shall apply for and obtain a Permit before commencing:

- (1) site excavation or blasting;
- (2) construction, repairing or altering a building or structure;
- (3) moving a building;
- (4) changing the occupancy of a building;

- (5) the installation of any plumbing;
- (6) construction of a masonry fireplace or the installation of a solid fuel burning appliance or factory/masonry chimney;
- (7) the demolition of a building or structure;
- (8) the deconstruction or removal of a building;
- (9) placement of a manufactured home on a parcel of land for residential use;
- (10) installation of solar panels on a roof;
- (11) replacement of roofing material or external siding material with dissimilar materials.

(j) By replacing section 2.1.3 with:

2.1.3 Permits Not Required

A Permit is not required in the following circumstances:

- (1) for minor repairs or alterations to non-structural components of the building;
- (2) when a valve, faucet, fixture or service water heater is repaired or replaced, a stoppage cleared, or a leak repaired if no change to the piping is required;
- (3) for accessory buildings less than 10 square meters in area that do not create a hazard;
- (4) construction of retaining structures less than 1.2 meters in height;
- (5) construction of other retaining structures more than 1.2 meters in height that are greater than 30° off vertical;
- (6) construction of a fence;
- (7) construction of a deck, the surface of which is less than 600 mm above grade.

(k) By deleting sections 2.1.4, 2.1.5, and 2.1.6.

(l) By replacing section 2.1.7 with:

2.1.4 Essential Services

No Permit shall be issued for the construction of any residential, commercial, institutional or industrial buildings unless the following essential services are available:

- (1) Water (Potable): A community water service, or another source of potable water approved by the medical health officer, health officer or the Building Official, is available to service the building or structure;
- (2) Sanitary Sewer: A community sewer system or other method of sewage disposal is available to service the building or structure, provided that, for a sewerage system, the owner has submitted to the Building Official all documents filed with the Vancouver Island Health Authority as prescribed in Section 8(2) of the *Sewerage System Regulation* (BC Reg. 326/04), and for a holding tank, the owner has submitted to the building official a holding tank permit issued by a health officer pursuant to the *Sewerage System Regulation* (BC Reg. 326/04);
- (3) Storm Drainage: An approved method of storm drainage disposal is available to service the building or structure;
- (4) Access to Property: A driveway of sufficient strength, grade and width for access and egress by fire and emergency vehicles within at least 30 meters of each principal building; and
- (5) Water Supply (Fire): An adequate supply of water for firefighting in accordance with the National Fire Protection Association (NFPA) 1142 "Standard on Water Supplies for Suburban and Rural Firefighting" or equivalent.

- (m) By inserting the following as sections 2.2.2, 2.3.3, and 2.3.4 immediately after section 2.2.1:

2.2.2 Neither the issuance of a Permit under this Bylaw nor the acceptance or review of plans or specifications or supporting documents, nor any inspections made by a Building Official, shall in any way relieve the owner or their agents or representatives from full and sole responsibility to perform the work in accordance with the *Building Code*, this Bylaw and all other applicable enactments, codes and standards.

2.2.3 Without limiting section 2.2.2, it is the full and sole responsibility of the owner, and where the owner is acting through an agent or other representative, the owner's agent or representative, to carry out the work in respect of which the Permit was issued in compliance with the *Building Code*, this Bylaw and all other applicable enactments, codes and standards.

2.2.4 Neither the issuance of a Permit or Certificate of Occupancy under this Bylaw, nor the acceptance or review of plans, drawings, specifications, or supporting documents, nor any inspections made by a Building Official constitute in any way a representation, warranty, assurance or statement

to an owner, designer or constructor that the *Building Code*, this Bylaw or any other applicable enactments, codes and standards have been complied with, nor does it constitute a representation or warranty to an owner, designer or constructor that the building or structure meets any standard of materials or workmanship.

- (n) By replacing the words “two copies of specifications and two sets of drawings (three of each on the Southern Gulf Islands)” with the words “drawings and specifications in digital format acceptable to the Chief Building Official” in section 2.3.4(1)(k) and section 2.3.5(i).
- (o) By replacing the text of both section 2.3.4(1)(h) and section 2.3.5(1)(h), with the following:
 - (h) include copies of approvals required under any enactment relating to health or safety, including, without limitation, permits or approvals under the *Sewerage System Regulation* (B.C. Reg 326/2004), and highway use permits issued by the Ministry of Transportation and Transit;
- (p) By replacing section 2.3.6(1) with:
 - (1) Without limiting Section 2.1.2(3) of this Bylaw, a Permit is required for the rehabilitation or reconstruction of a building or structure that is to be moved onto the property to which it is to be permanently relocated.
- (q) By replacing sections 2.3.7(2), 2.3.7(3) and 2.3.7(4) with:
 - (2) A Permit issued pursuant to Section 2.3.4 or Section 3.4.1 of this Bylaw shall include a notice to the owner that the Permit is issued in reliance upon the certification of the registered professionals that the building plans submitted with the permit application comply with the Building Code and other applicable enactments relating to safety.”
 - (3) When a Permit is issued in accordance with Section 2.3.4 of this Bylaw, the Permit fee shall be reduced by 10% of the fees payable pursuant to this Bylaw, up to a maximum reduction of \$1000 (one thousand dollars).
 - (4) When a Permit is issued for a Simple Building and a Building Official has required certification by a registered professional under section 3.4.1 of this Bylaw that the building plans submitted with the permit application comply with the Building Code and other applicable enactments relating to safety, the Permit fee shall be reduced by 5% of the fees payable pursuant to this Bylaw, up to a maximum reduction of \$500 (five hundred dollars).
- (r) By replacing section 2.3.8 with:

2.3.8 Energy Conservation

- (1) In relation to the conservation of energy, construction must meet the prescriptive requirements of Articles 9.36.2 to 9.36.4 of Division B of the Building Code.
- (s) By replacing section 2.3.9(1) with:
 - (1) Buildings and structures to which Part 3 or Part 9 of the Building Code applies, and that are within the scope of application of the BC Zero Carbon Step Code, must be designed and constructed to meet the requirements specified in EL-3 of the BC Zero Carbon Step Code.
- (t) By inserting following as section 2.3.10:

2.3.10 Removal of Section 57 (Community Charter) Notice

- (1) An owner who wishes to apply to have a notice pursuant to Section 57 of the Community Charter removed from the title to their property on the basis that the condition giving rise to the notice has been rectified must first:
 - (a) apply for and obtain a Permit under this Bylaw for the work required to rectify that condition;
 - (b) complete the work required to rectify that condition in accordance with the terms and conditions of the Permit, and any requirements imposed by the Building Official under this Bylaw;
 - (c) if required under this Bylaw, apply for and obtain a Certificate of Occupancy for the building or structure that was the subject of the Section 57 notice; and
 - (d) pay the application fee prescribed under section 2.4.10 of this Bylaw.
- (u) By replacing section 2.4 with:

2.4 FEES FOR APPLICATIONS, PERMITS AND OTHER SERVICES

- 2.4.1** A Permit fee, equivalent to 1.4% of the construction value of the proposed work, as determined in accordance with section 2.4.3 of this Bylaw, shall be paid in full prior to the issuance of a Permit for any of the construction activities referred to in section 2.1.2 of this Bylaw.
- 2.4.2** An application for a Permit pursuant to section 2.1.2 of this Bylaw must be accompanied by the owner's declaration of the construction value of the proposed work.

2.4.3 For the purpose of section 2.4.2, the construction value of the proposed work shall be the greater of the following:

- (1) the construction value of the proposed work, as declared by the owner under section 2.4.2;
- (2) the construction value of the proposed work, as determined by the Building Official using a construction costing manual or service that is nationally-recognized by the construction and real estate industries as authoritative, including but not limited to the Marshall & Swift Valuation Service or Residential Cost Handbook.

2.4.4 The Permit fee for an Affordable Housing Development shall be reduced by an amount equal to fifty percent (50%) of the construction value of each Affordable Housing Unit contained within the Affordable Housing Development.

2.4.5 A non-refundable application fee of \$300.00 (three hundred dollars) shall accompany an application made for a Permit.

2.4.6 Cancellations and Refunds

- (1) An application shall be cancelled if the Permit has not been issued within six months of the date that the Permit application was received.
- (2) Provided no excavation or construction has commenced, at the written request of the Owner made within six months of the issuance of a Permit, the Building Official may cancel the Permit, and the Owner may then receive a refund of 50% of the Permit fee paid pursuant to Section 2.4.1 of this Bylaw.

2.4.7 Where, due to non-compliance with this Bylaw, more than two inspections are necessary when one inspection is normally required, for each inspection after the second inspection, a re-inspection charge of \$100 (one hundred dollars) shall be paid by the Permit holder prior to any additional inspections being performed.

2.4.8 The fee for a special inspection or consultation with the Building Official for work which is not authorized under a Permit shall be at the charge-out rate of \$100 (one hundred dollars) per hour, and prorated in the case of a partial hour to the nearest quarter hour.

2.4.9 The fee for a letter report from a Building Official concerning the status of an existing building or structure shall be \$100 (one hundred dollars).

2.4.10 The fee for an application to remove a notice that has been placed on title to land in accordance with Section 57 of the *Community Charter* shall be \$500 (five hundred dollars).

2.4.11 The fee for the review, including execution, of a covenant required as a condition of the issuance of a Permit in accordance with section 219 of the *Local Government Act* or section 56 of the *Community Charter* shall be \$500 (five hundred dollars).

- (v) By replacing the word “six” with the word “twelve” in section 2.5.2(1).
- (w) By replacing the number “12” with the word “twelve” in section 2.5.2(2).
- (x) By replacing the number “24” with the word “forty-eight” in section 2.5.2(3).
- (y) By inserting the words “provided the scope of the work is the same as under the original Permit” at the end of section 2.5.3(3)(b).
- (z) By replacing section 2.5.8 and section 2.5.9 with:

2.5.8 Permit Renewal

- (1) Where the rights of an owner under a Permit terminate under section 2.5.2, the owner may apply to renew the Permit provided the renewal application is made no later than 30 days after the expiry of the Permit.
- (2) Where all of the deficiencies listed on a Conditional Certificate of Occupancy have not been addressed to the satisfaction of the building official within twelve months of the issuance of the Conditional Certificate of Occupancy, the owner may apply to renew the Conditional Certificate of Occupancy, provided the renewal application is made no later than 30 days after the expiry of the Conditional Certificate of Occupancy.
- (3) The fee for an application under sections 2.5.8(1) or (2) shall be \$300.00.
- (4) Upon receipt of an application under sections 2.5.8(1) or (2), a Building Official may renew the Permit or Conditional Certificate of Occupancy, as applicable, for a period not to exceed twelve months.
- (5) A Permit or Conditional Certificate of Occupancy may only be renewed once under this section 2.5.8.

2.5.9. Extension of a Permit

- (1) In addition to a renewal under section 2.5.8, a Building Official may extend the period of time set out under section 2.5.2 where construction has not commenced, or has been discontinued, due to adverse weather, strikes, or material or labour shortages. The maximum period of an extension is twelve months.”
- (aa) By replacing the words “on the form attached as Appendix F to this Bylaw” with the words “in the form authorized by the Chief Building Inspector” section 2.6.1.
- (bb) By replacing “Section 2.5.10 Renewal” with “Section 2.5.8 Renewal” in section 2.6.3(3).
- (cc) By deleting section 2.6.3(4) and by renumbering the remaining sections.
- (dd) By replacing section 3.1.2 with:

3.1.2 Demolish or Deconstruct

- (1) An application for a Permit to demolish or deconstruct a building or structure must be accompanied by the written authorization of the owner.
- (2) No person shall demolish or deconstruct a building or structure unless a Building Official has issued a valid and subsisting demolition or deconstruction Permit for the work."

(ee) By replacing section 3.3.2(2) with:

- (2) keep a full size hard copy of the accepted designs, plans and specifications on the property for the Building Official's use; and

(ff) By replacing section 3.4A in its entirety with the following as section 3.4.4:

3.4.4 Professional Design (Potable Water Systems)

- (1) In this section, "On Site Water Collection" means a system for the collection of rainwater to be used as a source of potable water.
- (2) Where an owner intends to provide potable water for a residential building that includes On Site Water Collection, the owner must provide to the building official certification by a registered professional that the plans for the On Site Water Collection system comply with the Building Code and other applicable enactments respecting the safety of a potable water supply, and will provide the dwelling with potable water.
- (3) A Building Official may require an applicant for a Permit to provide the certification referred to in section 3.4.4(2).
- (4) By issuing a Permit where the owner has provided the certification of a registered professional under section 3.4.4(2):
 - (a) the Capital Regional District does not assume any responsibility to review or inspect the installation of the On Site Water Collection system or the quality or quantity of the water from the On Site Water Collection and will rely upon the certification provided by the registered professional; and
 - (b) the portion of the Building Permit fee associated with the design of the On Site Water Collection system shall be reduced by 10%.

(gg) By inserting the words "under-slab plumbing, radon gas rough-in," after the words "roof water leader system" in section 3.5.4(2).

(hh) By inserting the words "including nailing of sheathing" after the words "all framing" in section 3.5.4(5).

- (ii) By inserting the words “and rain screen” after the words “building envelope” in section 3.5.4(9).

- (jj) By inserting the following as section 3.5.7:

3.5.7 An owner shall arrange, at the owner’s sole cost, for transportation of a Building Official to the property on which a building or structure is being constructed, where the location of the property is remote or not accessible by motor vehicle. Vessels used for the marine transportation of a building official shall comply with Transport Canada’s Small Commercial Vessel Safety Guide.

- (kk) By replacing section 4.1.3 with:

4.1.3 Penalties and Offences

- (1) Every person who contravenes any provision of this Bylaw commits an offence punishable on summary conviction and shall be liable to:
 - (a) a fine of not less than \$1,000 (one thousand dollars) and not more than \$50,000 (fifty thousand dollars); or
 - (b) imprisonment for not more than six months.
- (2) Each day that an offence under this Bylaw continues constitutes a separate offence that is subject to the penalty prescribed under section 4.1.3(1).
- (3) In addition to the prosecution of an offence under the *Offence Act*, a person who contravenes a provision of this Bylaw may be subject to:
 - (a) the issuance of a Municipal Ticket Information under Bylaw No. 1857, “Capital Regional District Ticket Information Authorization Bylaw, 1990”;
 - (b) the issuance of a Bylaw Notice under Bylaw No. 4683, “Bylaw Notice Enforcement Bylaw No. 1, 2025”.

- (ll) By inserting the following as section 4.1.4:

4.1.4 Information Requests

- (1) Pursuant to section 71 of the *Freedom of Information and Protection of Privacy Act* (“the Act”), the following categories of records in the custody or control of the Capital Regional District pursuant to the authority of this Bylaw have been designated by the head of the Capital Regional District as records that are available to the public without a request for access under the Act:
 - (a) Permits;
 - (b) Building Plans;

- (c) Inspection Card
 - (d) Land Survey;
 - (e) Certificate of Occupancy;
 - (f) Record of Building Square Footage;
 - (g) Septic Information Records;
 - (h) Sewerage Information Records;
 - (i) Site Plan;
 - (j) Well Report.
- (2) The Capital Regional District may sever from a record made available under section 4.1.4(1) any information that the Capital Regional District would be entitled to refuse to disclose to an applicant under Part 2 of the *Freedom of Information and Protection of Privacy Act*, including but not limited to any personal information the disclosure of which would be an unreasonable invasion of an individual's personal privacy.
- (3) Pursuant to section 57(4) of the *Community Charter*, information concerning the filing of a notice on title pursuant to section 57 of the *Community Charter* may be inspected during regular office hours at the offices of the Capital Regional District, 625 Fisgard Street, Victoria, BC.
- (4) A person requesting a copy of a record under section 4.1.4(1) or section 4.1.4(3), whether in paper or digital form, must pay a fee as follows:
- (a) \$300.00 for each copy as a minimum charge;
 - (b) where the number of pages requested exceeds two hundred (200) in total, an additional fee of one hundred dollars (\$100.00) per hour or part thereof for searching and retrieving records, prior to copying;
 - (c) for large scale paper building plans, an additional fee equal to the cost incurred by the Capital Regional District in having the plans sent by courier to and from an external service provider, for copying at the expense of the person making the request.
- (mm) By deleting section 5.1 and all Schedules to the Bylaw (Appendices A through G inclusive), and renumbering the remaining sections.
2. This Bylaw may be cited for all purposes as the "Building Regulation Bylaw No. 5, 2010 Amendment Bylaw No. 7, 2025".

READ A FIRST TIME THIS th day of 20__

READ A SECOND TIME THIS th day of 20__

READ A THIRD TIME THIS th day of 20__

ADOPTED THIS th day of 20__

CHAIR

CORPORATE OFFICER



BYLAW NO. 3741
BUILDING REGULATION BYLAW NO. 5, 2010

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED OCTOBER 12, 2010
(Consolidated with Amending Bylaws 3780, 4403, 4480, 4535, 4538, 4564, 4713)

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**CAPITAL REGIONAL DISTRICT
BYLAW NO. 3741**

**A BYLAW TO REPEAL EXISTING BUILDING REGULATIONS AND TO ADOPT
NEW BUILDING REGULATIONS IN AREAS OF THE CAPITAL REGIONAL DISTRICT
NOT WITHIN A CITY, DISTRICT, TOWN OR VILLAGE**

WHEREAS:

- A. Section 298(1) of the Local Government Act and Section 53 of the Community Charter authorizes the Capital Regional District, for the health, safety and protection of persons and property to regulate the construction, alteration, repair, or demolition of buildings and structures by bylaw.
- B. The Province of British Columbia has adopted a building code to govern standards in respect of the construction, alteration, repair and demolition of buildings in municipalities and regional districts in the province.
- C. It is deemed necessary to provide for the administration of the building code.

NOW THEREFORE the Board of the Capital Regional District, in open meeting assembled hereby enacts as follows:

PART 1 SCOPE AND DEFINITIONS

1.1 SCOPE

1.1.1 Electoral Areas

The provisions of this Bylaw shall apply in all parts of Juan de Fuca, Southern Gulf Islands, and Salt Spring Island electoral areas in the Capital Regional District.

1.1.2 Other Legislation

Nothing contained in this Bylaw relieves any person from complying with all other applicable legislation or enactments respecting health, safety and the protection of persons and property.

1.1.3 Application

The provisions of this Bylaw shall apply to the:

- (1) design and construction of new buildings or structures; and
- (2) alteration, reconstruction, demolition, deconstruction and change in use or class of occupancy of existing buildings or structures.

1.2 DEFINITIONS

1.2.1 Non-defined Terms

Definitions of words or phrases used in this Bylaw that are not specifically defined under Section 1.2 and are not defined under the *Building Code* shall have the meanings which are commonly assigned to them in the context in which they are used in this Bylaw, consistent with the specialized use of terms within the various trades and professions to which the terminology applies.

1.2.2 Definitions:

In this Bylaw:

“Accessory Building” means a building or structure, the use or intended use of which is ancillary, subordinate, customarily incidental and exclusively devoted to the principal use.

“Affordable Housing Unit” means a dwelling unit which is:

- (a) part of a development that is owned and operated by a registered non-profit organization or government agency for the purpose of providing affordable housing or below-market housing, or is operated by a registered non-profit organization or government agency for the purpose of providing affordable housing or below-market housing pursuant to a legally binding agreement with the property owner; and
- (b) is the subject of a housing agreement or a covenant in favour of the Capital Regional District or another government agency restricting the use of the affordable housing units to affordable or below-market housing.

“Affordable Housing Development” means a building or buildings that are to be constructed on the same parcel of land under one or more Permits and which collectively contain a minimum of five dwelling units, at least one of which is an affordable housing unit.

“Alteration” means a change or extension to any matter or thing or to any occupancy regulated by the *Building Code*, and **“alter”** or **“altering”** means to make any such change or extension.

“BC Zero Carbon Step Code” means the system of greenhouse gas emission requirements contained in Article 9.37.1.3 and 10.3.1.3 of Division B of the Building Code

“Board” means the Board of the Capital Regional District.

“Building Code” means the *British Columbia Building Code* as adopted from time to time by the Minister pursuant to Part 2 of the *Building Act*.

“Building Official” means a person appointed by the Capital Regional District to carry out the functions of a Building Official under this Bylaw.

“Certificate of Occupancy” includes a Conditional Certificate of Occupancy as the context requires under this Bylaw.

“Chief Building Official” means the Building Official with overall responsibility for administration of this Bylaw, whether by job description or by assignment of the responsible General Manager.

“Conditional Certificate of Occupancy” means a partial certificate of occupancy issued by a Building Official, of a temporary nature, in accordance with sections 2.5.9 and 2.6 of this Bylaw.

“Complex Building” means:

- (a) a building classified as a post-disaster building;
- (b) a building used for major occupancies classified as:
 - (i) assembly occupancies,
 - (ii) care or detention occupancies,
 - (iii) high hazard industrial occupancies; and
- (c) a building exceeding 600 square meters in building area or exceeding three storeys in building height used for major occupancies classified as:
 - (i) residential occupancies,
 - (ii) business and personal services occupancies,
 - (iii) mercantile occupancies,
 - (iv) medium and low hazard industrial occupancies.

“Construct” and **“construction”** includes build, erect, install, repair, alter, add, enlarge, move, locate, reconstruct, demolish, remove, excavate or shore.

“Construction Value” means the estimated cost of constructing the work proposed to be carried out under an application for a Permit, as determined in accordance with section 2.4.3 of this Bylaw.

“Deconstruction” means the taking apart of a building or structure whereby at least 70% of the framing members of the building or structure are removed in salvageable form and are capable of being reused as framing members.

“Excavation” means the removal of soil, rock or fill for the purpose of construction requiring a permit.

"Health and Safety Aspects of the Work" means design and construction regulated by Parts 3, 4, 5, 6, 7, 8, 9, and 10, Division B, of the *Building Code*, and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B.

"Owner" means the registered owner in fee simple, and includes a person who has been authorized in writing by the owner to act as the owner's agent.

"Permit" means permission or authorization in writing issued by the Building Official to perform work regulated by this Bylaw.

"Registered Professional" means a person who is registered or licensed to practice as an architect under the *Architects Regulation* (B.C. Reg. 33/2023), or a person who is registered or licensed to practice as a professional engineer under the *Engineers and Geoscientists Regulation* (B.C. Reg. 14/2021).

"Simple Building" means a building of three storeys or less in building height, having a building area not exceeding 600 square meters and used for major occupancies classified as:

- (a) residential occupancies,
- (b) business and personal services occupancies,
- (c) mercantile occupancies, or
- (d) medium and low hazard industrial occupancies.

"Structure" means a construction or portion of construction, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, fences, paving, and retaining structures less than 1.2 meters in height.

"Wetland" means land that is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal conditions supports vegetation typically adapted for life in saturated soil conditions, including marshes, swamps and bogs.

(Bylaw No. 4713)

1.3 PURPOSE OF BYLAW

1.3.1 Interpretation

This Bylaw shall, notwithstanding any other provision herein, be interpreted in accordance with this section.

1.3.2 General

This Bylaw is enacted for the purpose of regulating construction within all parts of the Juan de Fuca, Southern Gulf Islands and Salt Spring Island electoral areas in the general public interest. The inspections and plan reviews undertaken by a Building Official pursuant to this Bylaw are for the sole purpose of providing a limited spot check

for compliance with the *Building Code*. It is not contemplated nor intended, nor does the purpose of this Bylaw extend:

- (1) to the protection of owners, designers, or constructors from economic loss;
 - (2) to the assumption by the Capital Regional District or any Building Official of any responsibility for ensuring the compliance by an owner, their representatives or any employees, constructors or designers retained by them, with the *Building Code*, the requirements of this Bylaw or any other applicable codes, enactments or standards;
 - (3) to providing to any person a warranty of design or workmanship with respect to any building or structure for which a Permit or a Certificate of Occupancy is issued under this Bylaw;
 - (4) to providing to any person a warranty or assurance that construction undertaken pursuant to a Permit issued by the Capital Regional District is free from latent, or any, defects; or
 - (5) the protection of adjacent real property from incidental damage or nuisance.
- (Bylaw No. 4713)*

PART 2 PERMITS AND PERMIT FEES

2.1 GENERAL

- 2.1.1** (1) A Permit is required whenever work regulated under the Building Code and this Bylaw is to be undertaken.
- (2) The Chief Building Official shall create, modify, or adopt for usage, forms (other than those prescribed by enactment) in relation to Permit applications, Permits, and Occupancy Permits, in order to collect or make use of information or documentation necessary for the administration and enforcement of this bylaw, the Building Code, and other applicable enactments. The Building Department shall maintain a list of such forms.
- (3) In creating or modifying Permit forms, the Chief Building Official shall ensure forms contain a limitation of liability substantially similar to the clauses in Sections 2.2.2 to 2.2.4 of this Bylaw, as well as *Freedom of Information and Protection of Privacy Act* personal information collection statements. The Chief Building Official may include fee calculation materials in Permit forms, consistent with fee appendices attached to this Bylaw, for ease of administration of the Permits.
- (Bylaw No. 4713)*

2.1.2 Permits Required

Every person shall apply for and obtain a Permit before commencing:

- (1) site excavation or blasting;
- (2) construction, repairing or altering a building or structure;

- (3) moving a building;
 - (4) changing the occupancy of a building;
 - (5) the installation of any plumbing;
 - (6) construction of a masonry fireplace or the installation of a solid fuel burning appliance or factory/masonry chimney;
 - (7) the demolition of a building or structure;
 - (8) the deconstruction or removal of a building;
 - (9) placement of a manufactured home on a parcel of land for residential use;
 - (10) installation of solar panels on a roof;
 - (11) replacement of roofing material or external siding material with dissimilar materials.
- (Bylaw No. 4713)*

2.1.3 Permits Not Required

A Permit is not required in the following circumstances:

- (1) for minor repairs or alterations to non-structural components of the building;
 - (2) when a valve, faucet, fixture or service water heater is repaired or replaced, a stoppage cleared, or a leak repaired if no change to the piping is required;
 - (3) for accessory buildings less than 10 square meters in area that do not create a hazard;
 - (4) construction of retaining structures less than 1.2 meters in height;
 - (5) construction of other retaining structures more than 1.2 meters in height that are greater than 30° off vertical;
 - (6) construction of a fence;
 - (7) construction of a deck, the surface of which is less than 600 mm above grade.
- (Bylaw No. 4713)*

2.1.4 Essential Services

No Permit shall be issued for the construction of any residential, commercial, institutional or industrial buildings unless the following essential services are available:

- (1) **Water (Potable):** A community water service, or another source of potable water approved by the medical health officer, health officer or the Building Official, is available to service the building or structure;

- (2) **Sanitary Sewer:** A community sewer system or other method of sewage disposal is available to service the building or structure, provided that, for a sewerage system, the owner has submitted to the Building Official all documents filed with the Vancouver Island Health Authority as prescribed in Section 8(2) of the *Sewerage System Regulation* (BC Reg. 326/04), and for a holding tank, the owner has submitted to the Building Official a holding tank permit issued by a health officer pursuant to the *Sewerage System Regulation* (BC Reg. 326/04);
- (3) **Storm Drainage:** An approved method of storm drainage disposal is available to service the building or structure;
- (4) **Access to Property:** A driveway of sufficient strength, grade and width for access and egress by fire and emergency vehicles within at least 30 meters of each principal building; and
- (5) **Water Supply (Fire):** An adequate supply of water for firefighting in accordance with the National Fire Protection Association (NFPA) 1142 “Standard on Water Supplies for Suburban and Rural Firefighting” or equivalent.

(Bylaw No. 4713)

2.2 COMPLIANCE

- 2.2.1** No person shall rely upon any Permit as establishing compliance with this Bylaw or assume or conclude that this Bylaw has been administered or enforced according to its terms.
- 2.2.2** Neither the issuance of a Permit under this Bylaw nor the acceptance or review of plans or specifications or supporting documents, nor any inspections made by a Building Official, shall in any way relieve the owner or their agents or representatives from full and sole responsibility to perform the work in accordance with the *Building Code*, this Bylaw and all other applicable enactments, codes and standards.
- 2.2.3** Without limiting section 2.2.2, it is the full and sole responsibility of the owner, and where the owner is acting through an agent or other representative, the owner's agent or representative, to carry out the work in respect of which the Permit was issued in compliance with the *Building Code*, this Bylaw and all other applicable enactments, codes and standards.
- 2.2.4** Neither the issuance of a Permit or Certificate of Occupancy under this Bylaw, nor the acceptance or review of plans, drawings, specifications, or supporting documents, nor any inspections made by a Building Official constitute in any way a representation, warranty, assurance or statement to an owner, designer or constructor that the *Building Code*, this Bylaw or any other applicable enactments, codes and standards have been complied with, nor does it constitute a representation or warranty to an owner, designer or constructor that the building or structure meets any standard of materials or workmanship.

(Bylaw No. 4713)

2.3 APPLICATIONS

2.3.1 An application for a Permit shall be made on the appropriate form, issued from time to time in accordance with this Bylaw.

2.3.2 All plans submitted with Permit applications shall bear the name and address of the designer of the building or structure.

2.3.3 Each building or structure to be constructed on a site requires a separate building permit and shall be assessed a separate building permit fee based on the value of the building or structure as determined in accordance with Appendices A to D of this Bylaw.

2.3.4 Applications for Complex Buildings

(1) An application for a building permit with respect to a complex building shall:

- (a) be made on the appropriate form issued from time to time, signed by the owner, or by a signing officer with sufficient authority to bind the corporation if the owner is a corporation;
- (b) include a copy of a title search made within 30 days of the date of this application, complete with copies of all easements, statutory rights of way and covenants;
- (c) include a site plan prepared by a registered professional or British Columbia land surveyor showing:
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of all statutory rights of way, easements, development permit areas and setback requirements;
 - (iv) the location and dimensions of all existing and proposed buildings or structures on the parcel;
 - (v) setbacks to the natural boundary of any sea, lake, wetland, pond or watercourse;
 - (vi) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure where the Capital Regional District's or the Islands Trust's land use regulations establish siting requirements related to minimum floor elevation; and
 - (vii) the location, dimension and gradient of parking and driveway access.
- (d) include floor plans showing the dimensions and uses of all areas; the location, size and swing of doors; the location, size and opening of windows;

floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;

- (e) include a cross-section through the building or structure illustrating foundations, drainage, ceiling heights, the dimensions and height of crawl and roof spaces, and construction systems;
- (f) include elevations of all sides of the building or structure to confirm that it substantially conforms to the *Building Code* and any other applicable enactments;
- (g) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the *Building Code*;
- (h) include copies of approvals required under any enactment relating to health or safety, including, without limitation, permits or approvals under the *Sewerage System Regulation* (B.C. Reg 326/2004), and highway use permits issued by the Ministry of Transportation and Transit;

(Bylaw No. 4713)

- (i) (include a letter of assurance in the form of Schedule A, as referred to in Division C of Part 2 of the *Building Code*, signed by the owner, or a signing officer if the owner is a corporation, and the coordinating registered professional;
- (j) include letters of assurance in the form of Schedule B as referred to in Division C of Part 2 of the *Building Code*, each signed by such registered professionals as the Building Official or Building Code may require to prepare the design for and conduct field reviews of the construction of the building or structure;
- (k) include drawings and specifications in digital format acceptable to the Chief Building Official at a scale of $\frac{1}{4}'' = 1'$ or 1:50 (or other appropriate scale) of the design prepared by each registered professional and including the information set out in Section 2.3.4(1) (d) to (g) of this Bylaw.

(Bylaw No. 4713)

- (2) In addition to the requirements of Section 2.3.4(1), the following may be required by a Building Official to be submitted with a building permit application for the construction of a complex building where the complexity of the proposed building or structure or siting circumstances warrant:
 - (a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a registered professional;
 - (b) a section through the site showing grades, buildings, structures, parking areas and driveways; and

- (c) any other information required by the Building Official or the *Building Code* to establish substantial compliance with this Bylaw, the *Building Code* and other bylaws and enactments relating to the building or structure.

2.3.5 Applications for Simple Buildings

- (1) An application for a building permit with respect to a simple building shall:
 - (a) be made on the appropriate form issued from time to time, signed by the owner or by a signing officer with sufficient authority to bind the corporation if the owner is a corporation;
 - (b) include a copy of a title search made within 30 days of the date of the application, complete with copies of all easements, statutory rights of way and covenants;
 - (c) include a site plan showing:
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of all statutory rights of way, easements, development permit areas and setback requirements;
 - (iv) the location and dimensions of all existing and proposed buildings or structures on the parcel;
 - (v) setbacks to the natural boundary of any sea, lake, wetland, pond or watercourse;
 - (vi) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure where the Capital Regional District's or the Islands Trust's land use regulations establish siting requirements related to minimum floor elevation; and
 - (vii) the location, dimension and gradient of parking and driveway access.
 - (d) include floor plans showing the dimensions and uses of all areas; the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
 - (e) include a cross-section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
 - (f) include elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, natural or finished grade as applicable and building height;

- (g) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the *Building Code*;
- (h) include copies of approvals required under any enactment relating to health or safety, including, without limitation, permits or approvals under the *Sewerage System Regulation* (B.C. Reg 326/2004), and highway use permits issued by the Ministry of Transportation and Transit;
(Bylaw No. 4713)
- (i) include drawings and specifications in digital format acceptable to the Chief Building Official at a scale of $\frac{1}{4}" = 1' 0"$ or 1:50 (or other appropriate scale) of the design including the information set out in Section 2.3.5(1) (d) to (g) of this Bylaw;
(Bylaw No. 4713)
- (j) include any other information required by the Building Official or the *Building Code* to establish substantial compliance with this Bylaw the *Building Code* and other bylaws and enactments relating to the building or structure.

2.3.6 Applications for Moved Buildings or Structures

- (1) Without limiting Section 2.1.2(3) of this Bylaw, a Permit is required for the rehabilitation or reconstruction of a building or structure that is to be moved onto the property to which it is to be permanently relocated.
(Bylaw No. 4713)
- (2) Before issuing a Permit under Section 2.3.6(1), the Building Official may require certification from a registered professional that the building meets the requirements of this Bylaw, the *Building Code* and any other applicable enactment.

2.3.7 Professional Plan Certification

- (1) The letters of assurance in the form of Schedules A, B and C-A and C-B referred in Division C of Part 2 – Administrative Provisions of the *Building Code* and provided pursuant to this Bylaw are relied upon by the Capital Regional District and its Building Officials as certification that the design and plans to which the letters of assurance relate comply with the *Building Code* and other applicable enactments. Any failure on the part of the Building Official to provide the owner with the written notice will not diminish or invalidate the reliance by the Capital Regional District or its Building Officials on the registered professionals.
- (2) A Permit issued pursuant to Section 2.3.4 or Section 3.4.1 of this Bylaw shall include a notice to the owner that the Permit is issued in reliance upon the certification of the registered professionals that the building plans submitted with the permit application comply with the *Building Code* and other applicable enactments relating to safety.

- (3) When a Permit is issued in accordance with Section 2.3.4 of this Bylaw, the Permit fee shall be reduced by 10% of the fees payable pursuant to this Bylaw, up to a maximum reduction of \$1000 (one thousand dollars).
- (4) When a Permit is issued for a Simple Building and a Building Official has required certification by a registered professional under section 3.4.1 of this Bylaw that the building plans submitted with the permit application comply with the *Building Code* and other applicable enactments relating to safety, the Permit fee shall be reduced by 5% of the fees payable pursuant to this Bylaw, up to a maximum reduction of \$500 (five hundred dollars).

(Bylaw No. 4713)

2.3.8 Energy Conservation

- (1) In relation to the conservation of energy, construction must meet the prescriptive requirements of Articles 9.36.2 to 9.36.4 of Division B of the Building Code.

(Bylaw No. 4713)

2.3.9 Greenhouse Gas Emissions

- (1) Buildings and structures to which Part 3 or Part 9 of the Building Code applies, and that are within the scope of application of the BC Zero Carbon Step Code, must be designed and constructed to meet the requirements specified in EL-3 of the BC Zero Carbon Step Code.

(Bylaw No. 4713)

- (2) Section 2.3.9(2) applies to buildings and structures for which applications for building permits are received on or after January 1, 2024.

2.3.10 Removal of Section 57 (*Community Charter*) Notice

- (1) An owner who wishes to apply to have a notice pursuant to Section 57 of the *Community Charter* removed from the title to their property on the basis that the condition giving rise to the notice has been rectified must first:
 - (a) apply for and obtain a Permit under this Bylaw for the work required to rectify that condition;
 - (b) complete the work required to rectify that condition in accordance with the terms and conditions of the Permit, and any requirements imposed by the Building Official under this Bylaw;
 - (c) if required under this Bylaw, apply for and obtain a Certificate of Occupancy for the building or structure that was the subject of the Section 57 notice; and
 - (d) pay the application fee prescribed under section 2.4.10 of this Bylaw.

(Bylaw No. 4713)

2.4 FEES FOR APPLICATIONS, PERMITS AND OTHER SERVICES

- 2.4.1** A Permit fee, equivalent to 1.4% of the construction value of the proposed work, as determined in accordance with section 2.4.3 of this Bylaw, shall be paid in full prior to the issuance of a Permit for any of the construction activities referred to in section 2.1.2 of this Bylaw.
- 2.4.2** An application for a Permit pursuant to section 2.1.2 of this Bylaw must be accompanied by the owner's declaration of the construction value of the proposed work.
- 2.4.3** For the purpose of section 2.4.2, the construction value of the proposed work shall be the greater of the following:
- (1) the construction value of the proposed work, as declared by the owner under section 2.4.2;
 - (2) the construction value of the proposed work, as determined by the Building Official using a construction costing manual or service that is nationally-recognized by the construction and real estate industries as authoritative, including but not limited to the Marshall & Swift Valuation Service or Residential Cost Handbook.
- 2.4.4** The Permit fee for an Affordable Housing Development shall be reduced by an amount equal to fifty percent (50%) of the construction value of each Affordable Housing Unit contained within the Affordable Housing Development.
- 2.4.5** A non-refundable application fee of \$300.00 (three hundred dollars) shall accompany an application made for a Permit.
- 2.4.6 Cancellations and Refunds**
- (1) An application shall be cancelled if the Permit has not been issued within six months of the date that the Permit application was received.
 - (2) Provided no excavation or construction has commenced, at the written request of the Owner made within six months of the issuance of a Permit, the Building Official may cancel the Permit, and the Owner may then receive a refund of 50% of the Permit fee paid pursuant to Section 2.4.1 of this Bylaw.
- 2.4.7** Where, due to non-compliance with this Bylaw, more than two inspections are necessary when one inspection is normally required, for each inspection after the second inspection, a re-inspection charge of \$100 (one hundred dollars) shall be paid by the Permit holder prior to any additional inspections being performed.
- 2.4.8** The fee for a special inspection or consultation with the Building Official for work which is not authorized under a Permit shall be at the charge-out rate of \$100 (one hundred dollars) per hour, and prorated in the case of a partial hour to the nearest quarter hour.
- 2.4.9** The fee for a letter report from a Building Official concerning the status of an existing building or structure shall be \$100 (one hundred dollars).

2.4.10 The fee for an application to remove a notice that has been placed on title to land in accordance with Section 57 of the *Community Charter* shall be \$500 (five hundred dollars).

2.4.11 The fee for the review, including execution, of a covenant required as a condition of the issuance of a Permit in accordance with section 219 of the *Local Government Act* or section 56 of the *Community Charter* shall be \$500 (five hundred dollars).

(Bylaw No. 4713)

2.5 CONDITIONS OF A PERMIT

2.5.1 A Building Official shall issue the Permit for which the application is made when:

- (1) a completed application in compliance with Section 2.1.2 and with Section 2.3.4 or Section 2.3.5 of this Bylaw, including all required supporting documentation, has been submitted and the review of the application has been completed;
- (2) the owner has paid all applicable fees set out in Section 2.4 of this Bylaw;
- (3) the owner has paid all charges and met all regulations and requirements imposed by any other bylaw or enactment;
- (4) the proposed construction does not contravene any covenant under Section 219 of the *Land Title Act*;
- (5) no enactment authorizes the Permit to be withheld; and
- (6) the owner is not disentitled to a Permit by operation of Section 2.5.5 [*Violations and Notices on Title*].

2.5.2 Every Permit is issued upon the condition that the Permit shall expire and the rights of the owner under the Permit shall terminate if:

- (1) work authorized by the Permit is not commenced within **twelve** months from the date of issuance of the Permit;
(Bylaw No. 4713)
- (2) work is discontinued for a period of **twelve** months or no inspection as listed in Section 3.5.4 has been requested during that period;
(Bylaw No. 4713)
- (3) work has not been completed within **forty-eight** months from the date of the issuance of the Permit; or
(Bylaw No. 4713)
- (4) there is a sale or transfer of the property in respect of which the Permit is issued, unless the owner has first notified the Building Official in writing and the Building Official has authorized the transfer or assignment of the Permit to the new owner, provided the scope of the work is the same as under the original Permit.

2.5.3 Reapplication

- (1) Except as provided in 2.5.9 and 2.5.10, where a permit expires under section 2.5.2 the owner must apply for a new permit in order to complete the work .
- (2) An application under section 2.5.3(1) must be accompanied by any of the information referred to in sections 2.3.4 or 2.3.5 that the Building Official considers is necessary to verify that the health and safety aspects of the work that has yet to be substantially completed will conform with the requirements of the then-current Building Code, this Bylaw and any other applicable enactment.
- (3) The fee for a Permit issued under section 2.5.3(1):
 - (a) will be based upon the value of the work that remains to be completed, as determined by the Building Official in accordance with section 2.4.4 of this Bylaw;
 - (b) will in no event be greater than the original Permit fee **provided the scope of the work is the same as under the original Permit.**

(Bylaw No. 4713)

2.5.4 Revocation of a Permit

The Building Official may revoke a Permit if one or more of the following violations occurs:

- (1) there is a contravention of a condition under which the Permit was issued;
- (2) there is a contravention of a provision of the *Building Code*, this Bylaw or other applicable bylaws or enactments;
- (3) the Permit was issued in error; or
- (4) the Permit was issued on the basis of false or incorrect information.

The revocation shall be in writing and transmitted to the Permit holder by registered mail, and deemed served at the expiration of three days after the date of mailing.

2.5.5 Denial of Permits

- (1) Any person who has a notice placed on their property's title under section 57 of the *Community Charter*, or who has been notified in writing that work done by him or her or on their behalf is a violation referred to in Section 2.5.4 (collectively an "Infraction Notice"), shall have no Permit issued in respect of the same property, until the person has complied, corrected the violation, or the issue identified in any notice on title, or satisfied the Building Official of their ability to do so.
- (2) As an exception to Section 2.5.5(1), if the building permit application is for a building or structure other than the building or structure for which an Infraction Notice was issued, a Building Official may issue the building permit if:

- (a) the Building Official is satisfied that the construction and occupancy of the new building or structure does not adversely affect health or life safety aspects of any existing buildings or structures, and any existing buildings or structures do not adversely affect health or life safety aspects of the new structure; or
 - (b) the owner undertakes to alleviate any health or life issues created by the construction or occupancy of the new building or structure. The Building Official may make alleviating the issue a condition of the permit, and may require the owner to secure its undertaking by providing a section 219 Land Title Act covenant. Without limiting the requirements that the Building Official can require in the section 219 covenant, the covenant may prohibit occupancy of the new building or structure until the health and life safety issues have been alleviated to the satisfaction of the Building Official.
- (3) As an exception to Section 2.5.5(1), if the building permit application is for the same building or structure for which an Infraction Notice has been issued, the Building Official may issue a permit if:
 - (a) the owner satisfies the Building Official that the issue is capable of being rectified; and the owner undertakes to rectify the issue. The Building Official may make rectifying the issue a condition of the permit, and may secure the owner's undertaking by requiring the owner provide a section 219 Land Title Act covenant. Without limiting the requirements that the Building Official can require in the section 219 covenant, the covenant may prohibit occupancy of the building or structure until the existing health and life safety issues have been alleviated to the satisfaction of the Building Official; or
 - (b) it is practically unfeasible to rectify the subject matter of the Infraction Notice, and the Building Official is satisfied that issuing a building permit for the subject matter of the building permit application would not adversely affect any existing life safety or health issues with the building or structure. The Building Official may note on an occupancy permit for the work that the occupancy permit relates only to the work authorized by the building permit, and that the issuance of the permit does not relate to any previous construction or work. The Building Official may also require the owner to provide a section 219 Land Title Act covenant requiring the owner to only construct the work in accordance with the submitted plans, and releasing and indemnifying the CRD and the Building Official from and against any liability resulting from construction and occupancy of the building, including any past construction.
- (4) Despite having discretion in Section 2.5.5(2):
 - (a) there is no obligation on a Building Official to provide an advance ruling or decision on the exercise of their discretion to an owner or potential owner in advance of receipt of a completed action plan; and
 - (b) there is no obligation on a Building Official to exercise discretion in favour of an owner.

2.5.6 Partial Permit

A Building Official may issue a building permit for a portion of a building or structure before the design, plans and specifications for the entire building or structure have been accepted, provided sufficient information has been provided to the Capital Regional District to demonstrate to the Building Official that the portion authorized to be constructed substantially complies with this Bylaw and other applicable bylaws and the Permit fee applicable to that portion of the building or structure has been paid. The issuance of the Permit, notwithstanding the requirements of this Bylaw, applies to the remainder of the building or structure as if the Permit for the portion of the building or structure had not been issued. This section does not apply to single family dwellings and accessory buildings.

2.5.7 No person shall rely on the review or acceptance of the design, drawings, or specifications nor any inspection made by a Building Official as establishing compliance with the *Building Code*, this Bylaw, any other enactment or any standard of construction.

2.5.8 Permit Renewal

- (1) Where the rights of an owner under a Permit terminate under section 2.5.2, the owner may apply to renew the Permit provided the renewal application is made no later than 30 days after the expiry of the Permit.
- (2) Where all of the deficiencies listed on a Conditional Certificate of Occupancy have not been addressed to the satisfaction of the Building Official within twelve months of the issuance of the Conditional Certificate of Occupancy, the owner may apply to renew the Conditional Certificate of Occupancy, provided the renewal application is made no later than 30 days after the expiry of the Conditional Certificate of Occupancy.
- (3) The fee for an application under sections 2.5.8(1) or (2) shall be \$300.00.
- (4) Upon receipt of an application under sections 2.5.8(1) or (2), a Building Official may renew the Permit or Conditional Certificate of Occupancy, as applicable, for a period not to exceed twelve months.
- (5) A Permit or Conditional Certificate of Occupancy may only be renewed once under this section 2.5.8.

(Bylaw No. 4713)

2.5.9 Extension of a Permit

- (1) In addition to a renewal under section 2.5.8, a Building Official may extend the period of time set out under section 2.5.2 where construction has not commenced, or has been discontinued, due to adverse weather, strikes, or material or labour shortages. The maximum period of an extension is twelve months.

(Bylaw No. 4713)

2.6 CERTIFICATE OF OCCUPANCY

2.6.1 An owner must obtain a Certificate of Occupancy, in the form authorized by the Chief Building Inspector. Certificates of Occupancy are not required for accessory buildings.

2.6.2 A Building Official shall not issue a Certificate of Occupancy unless:

- (1) all letters of assurance have been submitted (when required) in accordance with Section 2.3.4 and Section 3.4.2 of this Bylaw, and
- (2) all aspects of the work requiring inspection and an acceptance pursuant to Section 3.5.4 of this Bylaw have been inspected and accepted.

Notwithstanding Sections 2.6.2(1) and 2.6.2(2), where owing to strikes, lock-outs or other emergencies, one or more of the inspections of buildings or structures required by this Bylaw have not been carried out, the Building Official may issue a Certificate of Occupancy stating the building or structure is substantially complete and suitable for occupancy if satisfied, after a final inspection, that the building is fit for occupancy, but the certificate shall list those inspections which were not carried out and shall state that the Certificate does not imply approval of such stages of construction.

2.6.3 Conditional Certificate of Occupancy

- (1) A Building Official may issue a Conditional Certificate of Occupancy, **in the form authorized by the Chief Building Inspector**, for part of a building or structure when that part of the building or structure is self-contained, provided with essential services and meets requirements set out in Section 2.6.2 of this Bylaw.

(Bylaw No. 4713)

- (2) A Conditional Certificate of Occupancy may be issued for a single family dwelling and is valid for a period of 12 months from date of issue.
- (3) If at a date 12 calendar months from the date a Conditional Certificate of Occupancy is issued, all of the deficiencies listed on the Certificate have not been addressed to the satisfaction of the Building Official **Section 2.5.8 Renewal** shall apply.

(Bylaw No. 4713)

- (4) A Conditional Certificate of Occupancy may contain such conditions, including restrictions, on occupancy of the building or structure, or portion thereof, as the Building Official deems necessary and desirable, and may list deficiencies required to be addressed to the satisfaction of the Building Official prior to the issuance of a Certificate of Occupancy.

2.6.4 Revocation of Certificate of Occupancy

A Building Official may revoke a Certificate of Occupancy or Conditional Certificate of Occupancy where:

- (1) a condition on a Conditional Certificate of Occupancy is breached;
- (2) the Certificate of Occupancy was issued in error; or

- (3) the Certificate of Occupancy was issued on the basis of false or incorrect information.

(Bylaw No. 4713)

The revocation shall be in writing and transmitted to the Owner by registered mail, and deemed served at the expiration of three days after the date of mailing.

PART 3 PROHIBITIONS AND OBLIGATIONS

3.1 GENERAL

3.1.1 Work Without Permits

No person shall commence or continue any construction, alteration, reconstruction, demolition, removal or relocation of any building or structure or other work related to construction, for which a Permit is required under this Bylaw unless a Building Official has issued a valid and subsisting Permit for the work.

3.1.2 Demolish or Deconstruct

- (1) An application for a Permit to demolish or deconstruct a building or structure must be accompanied by the written authorization of the owner.
- (2) No person shall demolish or deconstruct a building or structure unless a Building Official has issued a valid and subsisting demolition or deconstruction Permit for the work.

(Bylaw No. 4713)

3.1.3 Occupancy

No person shall occupy or use any building or structure unless a valid and subsisting Certificate of Occupancy has been issued by a Building Official for the building or structure. No person shall occupy or use any building contrary to the terms of any Permit issued or contrary to any notice given by a Building Official.

3.1.4 Tampering with Notices

No person shall, unless authorized in writing by a Building Official, reverse, alter, deface, cover, remove or in any way tamper with any notice, Permit or certificate posted upon or affixed to a building or structure pursuant to this Bylaw.

3.1.5 Approved Plans

No person shall do any work that is substantially at variance with the approved design, plans or specifications of a building, structure or other works for which a Permit has been issued, unless that variance has been accepted in writing by a Building Official.

3.1.6 Obstruction to Entry

No person shall obstruct the entry of a Building Official or other authorized official of the Capital Regional District on a property in the administration of this Bylaw.

3.1.7 Cessation of Work

No person shall continue to do any work upon a building or structure or any portion of it after the Building Official has ordered cessation or suspension of work on it.

3.1.8 Work Contrary to Requirements

No person shall do any work or carry out any construction contrary to a provision or requirement of this Bylaw, the *Building Code* or any other applicable enactment.

3.2 BUILDING OFFICIALS

3.2.1 Each Building Official may:

- (1) administer this Bylaw, but owes no public duty to do so; and
- (2) keep records of Permit applications, Permits, notices and orders issued, inspections and tests made, and may retain copies of all documents related to the administration of this Bylaw.

3.2.2 Authority

The Building Official:

- (1) is hereby authorized to enter, at all reasonable times, and in accordance with section 16 of the *Community Charter*, upon any property subject to the regulations of this Bylaw and the *Building Code*, in order to ascertain whether the regulations or directions under them are being observed;
- (2) is directed, where any dwelling, apartment or guest room is occupied, to obtain the consent of the occupant or provide written notice 24 hours in advance of entry pursuant to Section 3.2.2(1);
- (3) may order the correction of any work which is being or has been improperly done under any Permit;
- (4) may order the cessation of work that is proceeding in contravention of this Bylaw, the *Building Code* or any other applicable bylaw by advising the Permit holder by letter or by a written notice on a card posted adjacent to the work;
- (5) may direct that tests of materials, devices, construction materials, structural assemblies, or foundation conditions be undertaken, or sufficient evidence be submitted, at the expense of the owner, where such evidence is necessary to determine whether the materials, devices, construction or foundation meet the requirements of this Bylaw, the *Building Code*, or any other applicable enactment. The records of such tests shall be kept available for inspection during the construction of the building as required by the Building Official.

3.3 RESPONSIBILITY OF THE OWNER

3.3.1 Every owner shall ensure that all construction complies with the *Building Code*, this Bylaw and other applicable enactments.

3.3.2 Every owner to whom a Permit is issued shall, during construction:

(1) post and maintain the Permit in a dry and conspicuous place on the property in respect of which the Permit was issued;

(2) keep a full size hard copy of the accepted designs, plans and specifications on the property for the Building Official's use; and

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(3) post the civic address on the property in a location visible from any adjoining streets.

3.3.3 Every owner shall, when notified of deficiencies by the Building Official, perform such alterations, corrections or replacements as may be necessary to ensure the work complies with this Bylaw, the *Building Code*, or any other applicable enactment or regulation, and advise the Building Official when the work is ready for re-inspection.

3.4 PROFESSIONAL DESIGN AND FIELD REVIEW

3.4.1 When a Building Official considers that the site conditions, size or complexity of a development or an aspect of a development warrant, they may require a registered professional to provide design and plan certification and field review supported by letters of assurance in the form of Schedule B referred to in of Part 2 - Administrative Provisions of the *Building Code*.

3.4.2 Prior to the issuance of a Certificate of Occupancy for a complex building, or simple building in circumstances where letters of assurance have been required in accordance with sections 2.3.4 or 3.4.1 of this Bylaw, the owner shall provide the Building Official with letters of assurance in the form of Schedule C-A and C-B as is appropriate, referred to in of Part 2 - Administrative Provisions of the *Building Code*.

3.4.3 When a registered professional provides letters of assurance in accordance with sections 2.3.4 and 3.4.1 of this Bylaw, they shall also provide proof of professional liability insurance to the Building Official.

3.4.4 Professional Design (Potable Water Systems)

(1) In this section, "On Site Water Collection" means a system for the collection of rainwater to be used as a source of potable water.

(2) Where an owner intends to provide potable water for a residential building that includes On Site Water Collection, the owner must provide to the Building Official certification by a registered professional that the plans for the On Site Water Collection system comply with the Building Code and other applicable enactments respecting the safety of a potable water supply, and will provide the dwelling with potable water.

- (3) A Building Official may require an applicant for a Permit to provide the certification referred to in section 3.4.4(2).
- (4) By issuing a Permit where the owner has provided the certification of a registered professional under section 3.4.4(2):
 - (a) the Capital Regional District does not assume any responsibility to review or inspect the installation of the On Site Water Collection system or the quality or quantity of the water from the On Site Water Collection and will rely upon the certification provided by the registered professional; and
 - (b) the portion of the Building Permit fee associated with the design of the On Site Water Collection system shall be reduced by 10%.

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3.5 INSPECTIONS

- 3.5.1** When a registered professional provides letters of assurance in accordance with sections 2.3.4 and 3.4.1 of this Bylaw, the Capital Regional District will rely solely on field reviews undertaken by the registered professional and the letters of assurance submitted pursuant to Section 3.4.2 of this Bylaw as certification that the construction substantially conforms to the design, plans and specifications and that the construction complies with the *Building Code*, this Bylaw and other applicable enactments.
- 3.5.2** Notwithstanding Section 3.5.1 of this Bylaw, a Building Official may attend the site from time to time during the course of construction to ascertain that the field reviews are taking place and to monitor the field reviews undertaken by the registered professionals.
- 3.5.3** A Building Official may attend periodically at the site of the construction of simple buildings or structures to ascertain whether the health and safety aspects of the work are carried out in substantial conformance with the portions of the *Building Code*, this Bylaw and any other applicable enactment.
- 3.5.4** The owner, or their representative, shall give at least 24 hours notice to the Capital Regional District when requesting an inspection of the following aspects of the work and, in the case of a simple building, shall obtain an inspection and receive a Building Official's acceptance prior to concealing any aspect of the work:
 - (1) the foundation and footing forms, before concrete is poured; location to be verified by legal survey;
 - (2) installation of perimeter drain tiles, roof water leader system, **under-slab plumbing, radon gas rough-in** and damp-proofing, prior to backfilling;
 - (3) the preparation of ground, including ground cover and insulation when required, prior to the placing of a concrete slab (as applicable);
 - (4) rough-in of all chimneys and fireplaces and solid fuel and oil burning appliances;

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- (5) framing inspection, after the roof, all framing **including nailing of sheathing**, fire blocking and bracing is in place, and all pipes, vents, chimneys, electrical wiring, roof space and crawlspace vents are completed;

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- (6) water and sewer connections (as applicable);

- (7) rough-in plumbing;

- (8) ventilation;

- (9) building envelope **and rain screen**;

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- (10) lath;

- (11) stucco (1st, 2nd, final) (as applicable);

- (12) insulation and vapour barrier;

- (13) chimney (as applicable);

- (14) solid fuel burning appliance, fireplace (as applicable);

- (15) health and safety aspects of the work when the building or structure is substantially complete and ready for a Conditional Certificate of Occupancy

- (16) final inspection/Certificate of Occupancy.

3.5.5 A Building Official shall attempt to accommodate the requested inspection date and time for any inspection requested under section 3.5.4. If the Building Official is unable to attend at the requested date and time due to travel distance or time constraints, the inspection shall occur as soon as reasonably practicable thereafter.

3.5.6 The requirements of Section 3.5.4 of this Bylaw do not apply to any aspect of the work that is the subject of a registered professional's letter of assurance provided in accordance with sections 2.3.4, 3.4.1 or 3.4.2 of this Bylaw.

3.5.7 **An owner shall arrange, at the owner's sole cost, for transportation of a Building Official to the property on which a building or structure is being constructed, where the location of the property is remote or not accessible by motor vehicle. Vessels used for the marine transportation of a Building Official shall comply with Transport Canada's Small Commercial Vessel Safety Guide.**

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PART 4 ADMINISTRATIVE PROVISIONS

4.1 PENALTIES AND ENFORCEMENT

4.1.1 Stop Work Notice

A Building Official may order the cessation of any work that is proceeding in contravention of the *Building Code* or this Bylaw by posting a Stop Work Notice.

- (1) The owner of a property on which a Stop Work Notice has been posted, and every other person, shall cease all construction work immediately and shall not do any work until all applicable provisions of this Bylaw have been substantially complied with and the Stop Work Notice has been rescinded in writing by a Building Official.
- (2) Every person who commences work requiring a Permit without first obtaining such a Permit shall, if a Stop Work Notice is issued, pay an additional charge equal to 100% of the required Permit fee prior to obtaining the required building permit.

4.1.2 Do Not Occupy

Where a person occupies a building or structure or part of a building or structure in contravention of Section 3.1.3 of this Bylaw a Building Official may post a Do Not Occupy Notice on the affected part of the building or structure.

4.1.3 Penalties and Offences

- (1) Every person who contravenes any provision of this Bylaw commits an offence punishable on summary conviction and shall be liable to:
 - (a) a fine of not less than \$1,000 (one thousand dollars) and not more than \$50,000 (fifty thousand dollars); or
 - (b) imprisonment for not more than six months.
- (2) Each day that an offence under this Bylaw continues constitutes a separate offence that is subject to the penalty prescribed under section 4.1.3(1).
- (3) In addition to the prosecution of an offence under the *Offence Act*, a person who contravenes a provision of this Bylaw may be subject to:
 - (a) the issuance of a Municipal Ticket Information under Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990";
 - (b) the issuance of a Bylaw Notice under Bylaw No. 4683, "Bylaw Notice Enforcement Bylaw No. 1, 2025".

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4.1.4 Information Requests

- (1) Pursuant to section 71 of the *Freedom of Information and Protection of Privacy Act* ("the Act"), the following categories of records in the custody or control of the Capital Regional District pursuant to the authority of this Bylaw have been designated by the head of the Capital Regional District as records that are available to the public without a request for access under the Act:
 - (a) Permits;
 - (b) Building Plans;

- (c) Inspection Card
 - (d) Land Survey;
 - (e) Certificate of Occupancy;
 - (f) Record of Building Square Footage;
 - (g) Septic Information Records;
 - (h) Sewerage Information Records;
 - (i) Site Plan;
 - (j) Well Report.
- (2) The Capital Regional District may sever from a record made available under section 4.1.4(1) any information that the Capital Regional District would be entitled to refuse to disclose to an applicant under Part 2 of the *Freedom of Information and Protection of Privacy Act*, including but not limited to any personal information the disclosure of which would be an unreasonable invasion of an individual's personal privacy.
- (3) Pursuant to section 57(4) of the *Community Charter*, information concerning the filing of a notice on title pursuant to section 57 of the *Community Charter* may be inspected during regular office hours at the offices of the Capital Regional District, 625 Fisgard Street, Victoria, BC.
- (4) A person requesting a copy of a record under section 4.1.4(1) or section 4.1.4(3), whether in paper or digital form, must pay a fee as follows:
- (a) \$300.00 for each copy as a minimum charge;
 - (b) where the number of pages requested exceeds two hundred (200) in total, an additional fee of one hundred dollars (\$100.00) per hour or part thereof for searching and retrieving records, prior to copying;
 - (c) for large scale paper building plans, an additional fee equal to the cost incurred by the Capital Regional District in having the plans sent by courier to and from an external service provider, for copying at the expense of the person making the request.

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PART 5 GENERAL

5.1 SEVERABILITY

If any section of this Bylaw is for any reason held to be invalid, by the decision of any court, such decision shall not affect the validity of the remaining portions of this Bylaw.

5.2 REPEAL OF BYLAWS

Capital Regional District Bylaw 2990, "Building Regulation Bylaw No. 4, 2002, and amendment bylaws 3099, 3172, 3265 and 3394, are hereby repealed.

5.3 CITATION

This Bylaw may be cited for all purposes as "Building Regulation Bylaw No. 5, 2010".

READ A FIRST TIME THIS	13 th	day of	October	2010
READ A SECOND TIME THIS	13 th	day of	October	2010
READ A THIRD TIME THIS	9 th	day of	March	2011
ADOPTED THIS	9 th	day of	March	2011

CHAIR

CORPORATE OFFICER



BYLAW NO. 3741
BUILDING REGULATION BYLAW NO. 5, 2010

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED OCTOBER 12, 2010
(Consolidated with Amending Bylaws 3780, 4403, 4480, 4535, 4538, 4564 & 4713)

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**CAPITAL REGIONAL DISTRICT
BYLAW NO. 3741**

**A BYLAW TO REPEAL EXISTING BUILDING REGULATIONS AND TO ADOPT
NEW BUILDING REGULATIONS IN AREAS OF THE CAPITAL REGIONAL DISTRICT
NOT WITHIN A CITY, DISTRICT, TOWN OR VILLAGE**

WHEREAS:

- A. Section 298(1) of the Local Government Act and Section 53 of the Community Charter authorizes the Capital Regional District, for the health, safety and protection of persons and property to regulate the construction, alteration, repair, or demolition of buildings and structures by bylaw.
- B. The Province of British Columbia has adopted a building code to govern standards in respect of the construction, alteration, repair and demolition of buildings in municipalities and regional districts in the province.
- C. It is deemed necessary to provide for the administration of the building code.

NOW THEREFORE the Board of the Capital Regional District, in open meeting assembled hereby enacts as follows:

PART 1 SCOPE AND DEFINITIONS

1.1 SCOPE

1.1.1 Electoral Areas

The provisions of this Bylaw shall apply in all parts of Juan de Fuca, Southern Gulf Islands, and Salt Spring Island electoral areas in the Capital Regional District.

1.1.2 Other Legislation

Nothing contained in this Bylaw relieves any person from complying with all other applicable legislation or enactments respecting health, safety and the protection of persons and property.

1.1.3 Application

The provisions of this Bylaw shall apply to the:

- (1) design and construction of new buildings or structures; and
- (2) alteration, reconstruction, demolition, deconstruction and change in use or class of occupancy of existing buildings or structures.

1.2 DEFINITIONS

1.2.1 Non-defined Terms

Definitions of words or phrases used in this Bylaw that are not specifically defined under Section 1.2 and are not defined under the *Building Code* shall have the meanings which are commonly assigned to them in the context in which they are used in this Bylaw, consistent with the specialized use of terms within the various trades and professions to which the terminology applies.

1.2.2 Definitions:

In this Bylaw:

“Accessory Building” means a building or structure, the use or intended use of which is ancillary, subordinate, customarily incidental and exclusively devoted to the principal use.

“Affordable Housing Unit” means a dwelling unit which is:

- (a) part of a development that is owned and operated by a registered non-profit organization or government agency for the purpose of providing affordable housing or below-market housing, or is operated by a registered non-profit organization or government agency for the purpose of providing affordable housing or below-market housing pursuant to a legally binding agreement with the property owner; and
- (b) is the subject of a housing agreement or a covenant in favour of the Capital Regional District or another government agency restricting the use of the affordable housing units to affordable or below-market housing.

“Affordable Housing Development” means a building or buildings that are to be constructed on the same parcel of land under one or more Permits and which collectively contain a minimum of five dwelling units, at least one of which is an affordable housing unit.

“Alteration” means a change or extension to any matter or thing or to any occupancy regulated by the *Building Code*, and **“alter”** or **“altering”** means to make any such change or extension.

“BC Zero Carbon Step Code” means the system of greenhouse gas emission requirements contained in Article 9.37.1.3 and 10.3.1.3 of Division B of the Building Code

“Board” means the Board of the Capital Regional District.

“Building Code” means the *British Columbia Building Code* as adopted from time to time by the Minister pursuant to Part 2 of the *Building Act*.

“Building Official” means a person appointed by the Capital Regional District to carry out the functions of a Building Official under this Bylaw.

“Certificate of Occupancy” includes a Conditional Certificate of Occupancy as the context requires under this Bylaw.

“Chief Building Official” means the Building Official with overall responsibility for administration of this Bylaw, whether by job description or by assignment of the responsible General Manager.

“Conditional Certificate of Occupancy” means a partial certificate of occupancy issued by a Building Official, of a temporary nature, in accordance with sections 2.5.9 and 2.6 of this Bylaw.

“Complex Building” means:

- (a) a building classified as a post-disaster building;
- (b) a building used for major occupancies classified as:
 - (i) assembly occupancies,
 - (ii) care or detention occupancies,
 - (iii) high hazard industrial occupancies; and
- (c) a building exceeding 600 square meters in building area or exceeding three storeys in building height used for major occupancies classified as:
 - (i) residential occupancies,
 - (ii) business and personal services occupancies,
 - (iii) mercantile occupancies,
 - (iv) medium and low hazard industrial occupancies.

“Construct” and **“construction”** includes build, erect, install, repair, alter, add, enlarge, move, locate, reconstruct, demolish, remove, excavate or shore.

“Construction Value” means the estimated cost of constructing the work proposed to be carried out under an application for a Permit, as determined in accordance with section 2.4.3 of this Bylaw.

“Deconstruction” means the taking apart of a building or structure whereby at least 70% of the framing members of the building or structure are removed in salvageable form and are capable of being reused as framing members.

“Excavation” means the removal of soil, rock or fill for the purpose of construction requiring a permit.

"Health and Safety Aspects of the Work" means design and construction regulated by Parts 3, 4, 5, 6, 7, 8, 9, and 10, Division B, of the *Building Code*, and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B.

"Owner" means the registered owner in fee simple, and includes a person who has been authorized in writing by the owner to act as the owner's agent.

"Permit" means permission or authorization in writing issued by the Building Official to perform work regulated by this Bylaw.

"Registered Professional" means a person who is registered or licensed to practice as an architect under the *Architects Regulation* (B.C. Reg. 33/2023), or a person who is registered or licensed to practice as a professional engineer under the *Engineers and Geoscientists Regulation* (B.C. Reg. 14/2021).

"Simple Building" means a building of three storeys or less in building height, having a building area not exceeding 600 square meters and used for major occupancies classified as:

- (a) residential occupancies,
- (b) business and personal services occupancies,
- (c) mercantile occupancies, or
- (d) medium and low hazard industrial occupancies.

"Structure" means a construction or portion of construction, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, fences, paving, and retaining structures less than 1.2 meters in height.

"Wetland" means land that is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal conditions supports vegetation typically adapted for life in saturated soil conditions, including marshes, swamps and bogs.

1.3 PURPOSE OF BYLAW

1.3.1 Interpretation

This Bylaw shall, notwithstanding any other provision herein, be interpreted in accordance with this section.

1.3.2 General

This Bylaw is enacted for the purpose of regulating construction within all parts of the Juan de Fuca, Southern Gulf Islands and Salt Spring Island electoral areas in the general public interest. The inspections and plan reviews undertaken by a Building Official pursuant to this Bylaw are for the sole purpose of providing a limited spot check for compliance with the Building Code. It is not contemplated nor intended, nor does the purpose of this Bylaw extend:

- (1) to the protection of owners, designers, or constructors from economic loss;
- (2) to the assumption by the Capital Regional District or any Building Official of any responsibility for ensuring the compliance by an owner, their representatives or any employees, constructors or designers retained by them, with the *Building Code*, the requirements of this Bylaw or any other applicable codes, enactments or standards;
- (3) to providing to any person a warranty of design or workmanship with respect to any building or structure for which a Permit or a Certificate of Occupancy is issued under this Bylaw;
- (4) to providing to any person a warranty or assurance that construction undertaken pursuant to a Permit issued by the Capital Regional District is free from latent, or any, defects; or
- (5) the protection of adjacent real property from incidental damage or nuisance.

PART 2 PERMITS AND PERMIT FEES

2.1 GENERAL

- 2.1.1** (1) A Permit is required whenever work regulated under the Building Code and this Bylaw is to be undertaken.
- (2) The Chief Building Official shall create, modify, or adopt for usage, forms (other than those prescribed by enactment) in relation to Permit applications, Permits, and Occupancy Permits, in order to collect or make use of information or documentation necessary for the administration and enforcement of this bylaw, the Building Code, and other applicable enactments. The Building Department shall maintain a list of such forms.
- (3) In creating or modifying Permit forms, the Chief Building Official shall ensure forms contain a limitation of liability substantially similar to the clauses in Sections 2.2.2 to 2.2.4 of this Bylaw, as well as *Freedom of Information and Protection of Privacy Act* personal information collection statements. The Chief Building Official may include fee calculation materials in Permit forms, consistent with fee appendices attached to this Bylaw, for ease of administration of the Permits.

2.1.2 Permits Required

Every person shall apply for and obtain a Permit before commencing:

- (1) site excavation or blasting;
- (2) construction, repairing or altering a building or structure;
- (3) moving a building;
- (4) changing the occupancy of a building;
- (5) the installation of any plumbing;
- (6) construction of a masonry fireplace or the installation of a solid fuel burning appliance or factory/masonry chimney;
- (7) the demolition of a building or structure;
- (8) the deconstruction or removal of a building;
- (9) placement of a manufactured home on a parcel of land for residential use;
- (10) installation of solar panels on a roof;
- (11) replacement of roofing material or external siding material with dissimilar materials.

2.1.3 Permits Not Required

A Permit is not required in the following circumstances:

- (1) for minor repairs or alterations to non-structural components of the building;
- (2) when a valve, faucet, fixture or service water heater is repaired or replaced, a stoppage cleared, or a leak repaired if no change to the piping is required;
- (3) for accessory buildings less than 10 square meters in area that do not create a hazard;
- (4) construction of retaining structures less than 1.2 meters in height;
- (5) construction of other retaining structures more than 1.2 meters in height that are greater than 30° off vertical;
- (6) construction of a fence;
- (7) construction of a deck, the surface of which is less than 600 mm above grade.

2.1.4 Essential Services

No Permit shall be issued for the construction of any residential, commercial, institutional or industrial buildings unless the following essential services are available:

- (1) **Water (Potable):** A community water service, or another source of potable water approved by the medical health officer, health officer or the Building Official, is available to service the building or structure;
- (2) **Sanitary Sewer:** A community sewer system or other method of sewage disposal is available to service the building or structure, provided that, for a sewerage system, the owner has submitted to the Building Official all documents filed with the Vancouver Island Health Authority as prescribed in Section 8(2) of the *Sewerage System Regulation* (BC Reg. 326/04), and for a holding tank, the owner has submitted to the Building Official a holding tank permit issued by a health officer pursuant to the *Sewerage System Regulation* (BC Reg. 326/04);
- (3) **Storm Drainage:** An approved method of storm drainage disposal is available to service the building or structure;
- (4) **Access to Property:** A driveway of sufficient strength, grade and width for access and egress by fire and emergency vehicles within at least 30 meters of each principal building; and
- (5) **Water Supply (Fire):** An adequate supply of water for firefighting in accordance with the National Fire Protection Association (NFPA) 1142 "Standard on Water Supplies for Suburban and Rural Firefighting" or equivalent."

2.2 COMPLIANCE

- 2.2.1** No person shall rely upon any Permit as establishing compliance with this Bylaw or assume or conclude that this Bylaw has been administered or enforced according to its terms.
- 2.2.2** Neither the issuance of a Permit under this Bylaw nor the acceptance or review of plans or specifications or supporting documents, nor any inspections made by a Building Official, shall in any way relieve the owner or their agents or representatives from full and sole responsibility to perform the work in accordance with the *Building Code*, this Bylaw and all other applicable enactments, codes and standards.
- 2.2.3** Without limiting section 2.2.2, it is the full and sole responsibility of the owner, and where the owner is acting through an agent or other representative, the owner's agent or representative, to carry out the work in respect of which the Permit was issued in compliance with the *Building Code*, this Bylaw and all other applicable enactments, codes and standards.
- 2.2.4** Neither the issuance of a Permit or Certificate of Occupancy under this Bylaw, nor the acceptance or review of plans, drawings, specifications, or supporting documents, nor any inspections made by a Building Official constitute in any way a representation, warranty, assurance or statement to an owner, designer or constructor that the *Building Code*, this Bylaw or any other applicable enactments, codes and standards have been complied with, nor does it constitute a representation or warranty to an owner, designer or constructor that the building or structure meets any standard of materials or workmanship.

2.3 APPLICATIONS

2.3.1 An application for a Permit shall be made on the appropriate form, issued from time to time in accordance with this Bylaw.

2.3.2 All plans submitted with Permit applications shall bear the name and address of the designer of the building or structure.

2.3.3 Each building or structure to be constructed on a site requires a separate building permit and shall be assessed a separate building permit fee based on the value of the building or structure as determined in accordance with Appendices A to D of this Bylaw.

2.3.4 Applications for Complex Buildings

(1) An application for a building permit with respect to a complex building shall:

- (a) be made on the appropriate form issued from time to time, signed by the owner, or by a signing officer with sufficient authority to bind the corporation if the owner is a corporation;
- (b) include a copy of a title search made within 30 days of the date of this application, complete with copies of all easements, statutory rights of way and covenants;
- (c) include a site plan prepared by a registered professional or British Columbia land surveyor showing:
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of all statutory rights of way, easements, development permit areas and setback requirements;
 - (iv) the location and dimensions of all existing and proposed buildings or structures on the parcel;
 - (v) setbacks to the natural boundary of any sea, lake, wetland, pond or watercourse;
 - (vi) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure where the Capital Regional District's or the Islands Trust's land use regulations establish siting requirements related to minimum floor elevation; and
 - (vii) the location, dimension and gradient of parking and driveway access.
- (d) include floor plans showing the dimensions and uses of all areas; the location, size and swing of doors; the location, size and opening of windows;

floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;

- (e) include a cross-section through the building or structure illustrating foundations, drainage, ceiling heights, the dimensions and height of crawl and roof spaces, and construction systems;
 - (f) include elevations of all sides of the building or structure to confirm that it substantially conforms to the *Building Code* and any other applicable enactments;
 - (g) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the *Building Code*;
 - (h) include copies of approvals required under any enactment relating to health or safety, including, without limitation, permits or approvals under the *Sewerage System Regulation* (B.C. Reg 326/2004), and highway use permits issued by the Ministry of Transportation and Transit;
 - (i) (include a letter of assurance in the form of Schedule A, as referred to in Division C of Part 2 of the *Building Code*, signed by the owner, or a signing officer if the owner is a corporation, and the coordinating registered professional;
 - (j) include letters of assurance in the form of Schedule B as referred to in Division C of Part 2 of the *Building Code*, each signed by such registered professionals as the Building Official or Building Code may require to prepare the design for and conduct field reviews of the construction of the building or structure;
 - (k) include drawings and specifications in digital format acceptable to the Chief Building Official at a scale of $\frac{1}{4}'' = 1'$ or 1:50 (or other appropriate scale) of the design prepared by each registered professional and including the information set out in Section 2.3.4(1) (d) to (g) of this Bylaw.
- (2) In addition to the requirements of Section 2.3.4(1), the following may be required by a Building Official to be submitted with a building permit application for the construction of a complex building where the complexity of the proposed building or structure or siting circumstances warrant:
- (a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a registered professional;
 - (b) a section through the site showing grades, buildings, structures, parking areas and driveways; and
 - (c) any other information required by the Building Official or the *Building Code* to establish substantial compliance with this Bylaw, the *Building Code* and other bylaws and enactments relating to the building or structure.

2.3.5 Applications for Simple Buildings

- (1) An application for a building permit with respect to a simple building shall:
 - (a) be made on the appropriate form issued from time to time, signed by the owner or by a signing officer with sufficient authority to bind the corporation if the owner is a corporation;
 - (b) include a copy of a title search made within 30 days of the date of the application, complete with copies of all easements, statutory rights of way and covenants;
 - (c) include a site plan showing:
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of all statutory rights of way, easements, development permit areas and setback requirements;
 - (iv) the location and dimensions of all existing and proposed buildings or structures on the parcel;
 - (v) setbacks to the natural boundary of any sea, lake, wetland, pond or watercourse;
 - (vi) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure where the Capital Regional District's or the Islands Trust's land use regulations establish siting requirements related to minimum floor elevation; and
 - (vii) the location, dimension and gradient of parking and driveway access.
 - (d) include floor plans showing the dimensions and uses of all areas; the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
 - (e) include a cross-section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
 - (f) include elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, natural or finished grade as applicable and building height;

- (g) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the *Building Code*;
- (h) include copies of approvals required under any enactment relating to health or safety, including, without limitation, permits or approvals under the *Sewerage System Regulation* (B.C. Reg 326/2004), and highway use permits issued by the Ministry of Transportation and Transit;
- (i) include drawings and specifications in digital format acceptable to the Chief Building Official at a scale of $\frac{1}{4}'' = 1' 0''$ or 1:50 (or other appropriate scale) of the design including the information set out in Section 2.3.5(1) (d) to (g) of this Bylaw;
- (j) include any other information required by the Building Official or the *Building Code* to establish substantial compliance with this Bylaw the *Building Code* and other bylaws and enactments relating to the building or structure.

2.3.6 Applications for Moved Buildings or Structures

- (1) Without limiting Section 2.1.2(3) of this Bylaw, a Permit is required for the rehabilitation or reconstruction of a building or structure that is to be moved onto the property to which it is to be permanently relocated.
- (2) Before issuing a Permit under Section 2.3.6(1), the Building Official may require certification from a registered professional that the building meets the requirements of this Bylaw, the *Building Code* and any other applicable enactment.

2.3.7 Professional Plan Certification

- (1) The letters of assurance in the form of Schedules A, B and C-A and C-B referred in Division C of Part 2 – Administrative Provisions of the *Building Code* and provided pursuant to this Bylaw are relied upon by the Capital Regional District and its Building Officials as certification that the design and plans to which the letters of assurance relate comply with the *Building Code* and other applicable enactments. Any failure on the part of the Building Official to provide the owner with the written notice will not diminish or invalidate the reliance by the Capital Regional District or its Building Officials on the registered professionals.
- (2) A Permit issued pursuant to Section 2.3.4 or Section 3.4.1 of this Bylaw shall include a notice to the owner that the Permit is issued in reliance upon the certification of the registered professionals that the building plans submitted with the permit application comply with the *Building Code* and other applicable enactments relating to safety.
- (3) When a Permit is issued in accordance with Section 2.3.4 of this Bylaw, the Permit fee shall be reduced by 10% of the fees payable pursuant to this Bylaw, up to a maximum reduction of \$1000 (one thousand dollars).
- (4) When a Permit is issued for a Simple Building and a Building Official has required certification by a registered professional under section 3.4.1 of this Bylaw that the

building plans submitted with the permit application comply with the *Building Code* and other applicable enactments relating to safety, the Permit fee shall be reduced by 5% of the fees payable pursuant to this Bylaw, up to a maximum reduction of \$500 (five hundred dollars).

2.3.8 Energy Conservation

- (1) In relation to the conservation of energy, construction must meet the prescriptive requirements of Articles 9.36.2 to 9.36.4 of Division B of the Building Code.

2.3.9 Greenhouse Gas Emissions

- (1) In relation to the reduction of greenhouse gas emissions the Regional District incorporates by reference the BC Zero Carbon Step Code in accordance with sections 2.3.9(2) and (3) of this Bylaw.
- (2) Buildings and structures to which Part 3 or Part 9 of the Building Code applies, and that are within the scope of application of the BC Zero Carbon Step Code, must be designed and constructed to meet the requirements specified in EL-3 of the BC Zero Carbon Step Code.
- (3) Section 2.3.9(2) applies to buildings and structures for which applications for building permits are received on or after January 1, 2024.

2.3.10 Removal of Section 57 (*Community Charter*) Notice

- (1) An owner who wishes to apply to have a notice pursuant to Section 57 of the *Community Charter* removed from the title to their property on the basis that the condition giving rise to the notice has been rectified must first:
 - (a) apply for and obtain a Permit under this Bylaw for the work required to rectify that condition;
 - (b) complete the work required to rectify that condition in accordance with the terms and conditions of the Permit, and any requirements imposed by the Building Official under this Bylaw;
 - (c) if required under this Bylaw, apply for and obtain a Certificate of Occupancy for the building or structure that was the subject of the Section 57 notice; and
 - (d) pay the application fee prescribed under section 2.4.11 of this Bylaw.

2.4 FEES FOR APPLICATIONS, PERMITS AND OTHER SERVICES

- 2.4.1** A Permit fee, equivalent to 1.4% of the construction value of the proposed work, as determined in accordance with section 2.4.3 of this Bylaw, shall be paid in full prior to the issuance of a Permit for any of the construction activities referred to in section 2.1.2 of this Bylaw.

- 2.4.2** An application for a Permit pursuant to section 2.1.2 of this Bylaw must be accompanied by the owner's declaration of the construction value of the proposed work.
- 2.4.3** For the purpose of section 2.4.2, the construction value of the proposed work shall be the greater of the following:
- (1) the construction value of the proposed work, as declared by the owner under section 2.4.2;
 - (2) the construction value of the proposed work, as determined by the Building Official using a construction costing manual or service that is nationally-recognized by the construction and real estate industries as authoritative, including but not limited to the Marshall & Swift Valuation Service or Residential Cost Handbook.
- 2.4.4** The Permit fee for an Affordable Housing Development shall be reduced by an amount equal to fifty percent (50%) of the construction value of each Affordable Housing Unit contained within the Affordable Housing Development.
- 2.4.5** A non-refundable application fee of \$300.00 (three hundred dollars) shall accompany an application made for a Permit.
- 2.4.6 Cancellations and Refunds**
- (1) An application shall be cancelled if the Permit has not been issued within six months of the date that the Permit application was received.
 - (2) Provided no excavation or construction has commenced, at the written request of the Owner made within six months of the issuance of a Permit, the Building Official may cancel the Permit, and the Owner may then receive a refund of 50% of the Permit fee paid pursuant to Section 2.4.1 of this Bylaw.
- 2.4.7** Where, due to non-compliance with this Bylaw, more than two inspections are necessary when one inspection is normally required, for each inspection after the second inspection, a re-inspection charge of \$100 (one hundred dollars) shall be paid by the Permit holder prior to any additional inspections being performed.
- 2.4.8** The fee for a special inspection or consultation with the Building Official for work which is not authorized under a Permit shall be at the charge-out rate of \$100 (one hundred dollars) per hour, and prorated in the case of a partial hour to the nearest quarter hour.
- 2.4.9** The fee for a letter report from a Building Official concerning the status of an existing building or structure shall be \$100 (one hundred dollars).
- 2.4.10** The fee for an application to remove a notice that has been placed on title to land in accordance with Section 57 of the *Community Charter* shall be \$500 (five hundred dollars).
- 2.4.11** The fee for the review, including execution, of a covenant required as a condition of the issuance of a Permit in accordance with section 219 of the *Local Government Act* or section 56 of the *Community Charter* shall be \$500 (five hundred dollars).

2.5 CONDITIONS OF A PERMIT

2.5.1 A Building Official shall issue the Permit for which the application is made when:

- (1) a completed application in compliance with Section 2.1.2 and with Section 2.3.4 or Section 2.3.5 of this Bylaw, including all required supporting documentation, has been submitted and the review of the application has been completed;
- (2) the owner has paid all applicable fees set out in Section 2.4 of this Bylaw;
- (3) the owner has paid all charges and met all regulations and requirements imposed by any other bylaw or enactment;
- (4) the proposed construction does not contravene any covenant under Section 219 of the *Land Title Act*;
- (5) no enactment authorizes the Permit to be withheld; and
- (6) the owner is not disentitled to a Permit by operation of Section 2.5.5 [*Violations and Notices on Title*].

2.5.2 Every Permit is issued upon the condition that the Permit shall expire and the rights of the owner under the Permit shall terminate if:

- (1) work authorized by the Permit is not commenced within twelve months from the date of issuance of the Permit;
- (2) work is discontinued for a period of twelve months or no inspection as listed in Section 3.5.4 has been requested during that period;
- (3) work has not been completed within forty-eight months from the date of the issuance of the Permit; or
- (4) there is a sale or transfer of the property in respect of which the Permit is issued, unless the owner has first notified the Building Official in writing and the Building Official has authorized the transfer or assignment of the Permit to the new owner, provided the scope of the work is the same as under the original Permit.

2.5.3 Reapplication

- (1) Except as provided in 2.5.9 and 2.5.10, where a permit expires under section 2.5.2 the owner must apply for a new permit in order to complete the work .
- (2) An application under section 2.5.3(1) must be accompanied by any of the information referred to in sections 2.3.4 or 2.3.5 that the Building Official considers is necessary to verify that the health and safety aspects of the work that has yet to be substantially completed will conform with the requirements of the then-current Building Code, this Bylaw and any other applicable enactment.
- (3) The fee for a Permit issued under section 2.5.3(1):

- (a) will be based upon the value of the work that remains to be completed, as determined by the Building Official in accordance with section 2.4.4 of this Bylaw;
- (b) will in no event be greater than the original Permit fee provided the scope of the work is the same as under the original Permit.

2.5.4 Revocation of a Permit

The Building Official may revoke a Permit if one or more of the following violations occurs:

- (1) there is a contravention of a condition under which the Permit was issued;
- (2) there is a contravention of a provision of the *Building Code*, this Bylaw or other applicable bylaws or enactments;
- (3) the Permit was issued in error; or
- (4) the Permit was issued on the basis of false or incorrect information.

The revocation shall be in writing and transmitted to the Permit holder by registered mail, and deemed served at the expiration of three days after the date of mailing.

2.5.5 Denial of Permits

- (1) Any person who has a notice placed on their property's title under section 57 of the *Community Charter*, or who has been notified in writing that work done by him or her or on their behalf is a violation referred to in Section 2.5.4 (collectively an "Infraction Notice"), shall have no Permit issued in respect of the same property, until the person has complied, corrected the violation, or the issue identified in any notice on title, or satisfied the Building Official of their ability to do so.
- (2) As an exception to Section 2.5.5(1), if the building permit application is for a building or structure other than the building or structure for which an Infraction Notice was issued, a Building Official may issue the building permit if:
 - (a) the Building Official is satisfied that the construction and occupancy of the new building or structure does not adversely affect health or life safety aspects of any existing buildings or structures, and any existing buildings or structures do not adversely affect health or life safety aspects of the new structure; or
 - (b) the owner undertakes to alleviate any health or life issues created by the construction or occupancy of the new building or structure. The Building Official may make alleviating the issue a condition of the permit, and may require the owner to secure its undertaking by providing a section 219 Land Title Act covenant. Without limiting the requirements that the Building Official can require in the section 219 covenant, the covenant may prohibit

occupancy of the new building or structure until the health and life safety issues have been alleviated to the satisfaction of the Building Official.

- (3) As an exception to Section 2.5.5(1), if the building permit application is for the same building or structure for which an Infraction Notice has been issued, the Building Official may issue a permit if:
 - (a) the owner satisfies the Building Official that the issue is capable of being rectified; and the owner undertakes to rectify the issue. The Building Official may make rectifying the issue a condition of the permit, and may secure the owner's undertaking by requiring the owner provide a section 219 Land Title Act covenant. Without limiting the requirements that the Building Official can require in the section 219 covenant, the covenant may prohibit occupancy of the building or structure until the existing health and life safety issues have been alleviated to the satisfaction of the Building Official; or
 - (b) it is practically unfeasible to rectify the subject matter of the Infraction Notice, and the Building Official is satisfied that issuing a building permit for the subject matter of the building permit application would not adversely affect any existing life safety or health issues with the building or structure. The Building Official may note on an occupancy permit for the work that the occupancy permit relates only to the work authorized by the building permit, and that the issuance of the permit does not relate to any previous construction or work. The Building Official may also require the owner to provide a section 219 Land Title Act covenant requiring the owner to only construct the work in accordance with the submitted plans, and releasing and indemnifying the CRD and the Building Official from and against any liability resulting from construction and occupancy of the building, including any past construction.
- (4) Despite having discretion in Section 2.5.5(2):
 - (a) there is no obligation on a Building Official to provide an advance ruling or decision on the exercise of their discretion to an owner or potential owner in advance of receipt of a completed action plan; and
 - (b) there is no obligation on a Building Official to exercise discretion in favour of an owner.

2.5.6 Partial Permit

A Building Official may issue a building permit for a portion of a building or structure before the design, plans and specifications for the entire building or structure have been accepted, provided sufficient information has been provided to the Capital Regional District to demonstrate to the Building Official that the portion authorized to be constructed substantially complies with this Bylaw and other applicable bylaws and the Permit fee applicable to that portion of the building or structure has been paid. The issuance of the Permit, notwithstanding the requirements of this Bylaw, applies to the remainder of the building or structure as if the Permit for the portion of the building or structure had not been issued. This section does not apply to single family dwellings and accessory buildings.

2.5.7 No person shall rely on the review or acceptance of the design, drawings, or specifications nor any inspection made by a Building Official as establishing compliance with the *Building Code*, this Bylaw, any other enactment or any standard of construction.

2.5.8 Permit Renewal

- (1) Where the rights of an owner under a Permit terminate under section 2.5.2, the owner may apply to renew the Permit provided the renewal application is made no later than 30 days after the expiry of the Permit.
- (2) Where all of the deficiencies listed on a Conditional Certificate of Occupancy have not been addressed to the satisfaction of the Building Official within twelve months of the issuance of the Conditional Certificate of Occupancy, the owner may apply to renew the Conditional Certificate of Occupancy, provided the renewal application is made no later than 30 days after the expiry of the Conditional Certificate of Occupancy.
- (3) The fee for an application under sections 2.5.8(1) or (2) shall be \$300.00.
- (4) Upon receipt of an application under sections 2.5.8(1) or (2), a Building Official may renew the Permit or Conditional Certificate of Occupancy, as applicable, for a period not to exceed twelve months.
- (5) A Permit or Conditional Certificate of Occupancy may only be renewed once under this section 2.5.8.

2.5.9 Extension of a Permit

- (1) In addition to a renewal under section 2.5.8, a Building Official may extend the period of time set out under section 2.5.2 where construction has not commenced, or has been discontinued, due to adverse weather, strikes, or material or labour shortages. The maximum period of an extension is twelve months.

2.6 CERTIFICATE OF OCCUPANCY

2.6.1 An owner must obtain a Certificate of Occupancy, in the form authorized by the Chief Building Inspector. Certificates of Occupancy are not required for accessory buildings.

2.6.2 A Building Official shall not issue a Certificate of Occupancy unless:

- (1) all letters of assurance have been submitted (when required) in accordance with Section 2.3.4 and Section 3.4.2 of this Bylaw, and
- (2) all aspects of the work requiring inspection and an acceptance pursuant to Section 3.5.4 of this Bylaw have been inspected and accepted.

Notwithstanding Sections 2.6.2(1) and 2.6.2(2), where owing to strikes, lock-outs or other emergencies, one or more of the inspections of buildings or structures required by this Bylaw have not been carried out, the Building Official may issue a Certificate of Occupancy stating the building or structure is substantially complete and suitable for occupancy if satisfied, after a final inspection, that the building is fit for occupancy, but

the certificate shall list those inspections which were not carried out and shall state that the Certificate does not imply approval of such stages of construction.

2.6.3 Conditional Certificate of Occupancy

- (1) A Building Official may issue a Conditional Certificate of Occupancy, in the form authorized by the Chief Building Inspector, for part of a building or structure when that part of the building or structure is self-contained, provided with essential services and meets requirements set out in Section 2.6.2 of this Bylaw.
- (2) A Conditional Certificate of Occupancy may be issued for a single family dwelling and is valid for a period of 12 months from date of issue.
- (3) If at a date 12 calendar months from the date a Conditional Certificate of Occupancy is issued, all of the deficiencies listed on the Certificate have not been addressed to the satisfaction of the Building Official Section 2.5.8 Renewal shall apply.
- (4) A Conditional Certificate of Occupancy may contain such conditions, including restrictions, on occupancy of the building or structure, or portion thereof, as the Building Official deems necessary and desirable, and may list deficiencies required to be addressed to the satisfaction of the Building Official prior to the issuance of a Certificate of Occupancy.

2.6.4 Revocation of Certificate of Occupancy

A Building Official may revoke a Certificate of Occupancy or Conditional Certificate of Occupancy where:

- (1) a condition on a Conditional Certificate of Occupancy is breached;
- (2) the Certificate of Occupancy was issued in error; or
- (3) the Certificate of Occupancy was issued on the basis of false or incorrect information.

The revocation shall be in writing and transmitted to the Owner by registered mail, and deemed served at the expiration of three days after the date of mailing.

PART 3 PROHIBITIONS AND OBLIGATIONS

3.1 GENERAL

3.1.1 Work Without Permits

No person shall commence or continue any construction, alteration, reconstruction, demolition, removal or relocation of any building or structure or other work related to construction, for which a Permit is required under this Bylaw unless a Building Official has issued a valid and subsisting Permit for the work.

3.1.2 Demolish or Deconstruct

- (1) An application for a Permit to demolish or deconstruct a building or structure must be accompanied by the written authorization of the owner.
- (2) No person shall demolish or deconstruct a building or structure unless a Building Official has issued a valid and subsisting demolition or deconstruction Permit for the work.

3.1.3 Occupancy

No person shall occupy or use any building or structure unless a valid and subsisting Certificate of Occupancy has been issued by a Building Official for the building or structure. No person shall occupy or use any building contrary to the terms of any Permit issued or contrary to any notice given by a Building Official.

3.1.4 Tampering with Notices

No person shall, unless authorized in writing by a Building Official, reverse, alter, deface, cover, remove or in any way tamper with any notice, Permit or certificate posted upon or affixed to a building or structure pursuant to this Bylaw.

3.1.5 Approved Plans

No person shall do any work that is substantially at variance with the approved design, plans or specifications of a building, structure or other works for which a Permit has been issued, unless that variance has been accepted in writing by a Building Official.

3.1.6 Obstruction to Entry

No person shall obstruct the entry of a Building Official or other authorized official of the Capital Regional District on a property in the administration of this Bylaw.

3.1.7 Cessation of Work

No person shall continue to do any work upon a building or structure or any portion of it after the Building Official has ordered cessation or suspension of work on it.

3.1.8 Work Contrary to Requirements

No person shall do any work or carry out any construction contrary to a provision or requirement of this Bylaw, the *Building Code* or any other applicable enactment.

3.2 BUILDING OFFICIALS

3.2.1 Each Building Official may:

- (1) administer this Bylaw, but owes no public duty to do so; and

- (2) keep records of Permit applications, Permits, notices and orders issued, inspections and tests made, and may retain copies of all documents related to the administration of this Bylaw.

3.2.2 Authority

The Building Official:

- (1) is hereby authorized to enter, at all reasonable times, and in accordance with section 16 of the *Community Charter*, upon any property subject to the regulations of this Bylaw and the *Building Code*, in order to ascertain whether the regulations of or directions under them are being observed;
- (2) is directed, where any dwelling, apartment or guest room is occupied, to obtain the consent of the occupant or provide written notice 24 hours in advance of entry pursuant to Section 3.2.2(1);
- (3) may order the correction of any work which is being or has been improperly done under any Permit;
- (4) may order the cessation of work that is proceeding in contravention of this Bylaw, the *Building Code* or any other applicable bylaw by advising the Permit holder by letter or by a written notice on a card posted adjacent to the work;
- (5) may direct that tests of materials, devices, construction materials, structural assemblies, or foundation conditions be undertaken, or sufficient evidence be submitted, at the expense of the owner, where such evidence is necessary to determine whether the materials, devices, construction or foundation meet the requirements of this Bylaw, the *Building Code*, or any other applicable enactment. The records of such tests shall be kept available for inspection during the construction of the building as required by the Building Official.

3.3 RESPONSIBILITY OF THE OWNER

3.3.1 Every owner shall ensure that all construction complies with the *Building Code*, this Bylaw and other applicable enactments.

3.3.2 Every owner to whom a Permit is issued shall, during construction:

- (1) post and maintain the Permit in a dry and conspicuous place on the property in respect of which the Permit was issued;
- (2) keep a full size hard copy of the accepted designs, plans and specifications on the property for the Building Official's use; and
- (3) post the civic address on the property in a location visible from any adjoining streets.

3.3.3 Every owner shall, when notified of deficiencies by the Building Official, perform such alterations, corrections or replacements as may be necessary to ensure the work

complies with this Bylaw, the *Building Code*, or any other applicable enactment or regulation, and advise the Building Official when the work is ready for re-inspection.

3.4 PROFESSIONAL DESIGN AND FIELD REVIEW

3.4.1 When a Building Official considers that the site conditions, size or complexity of a development or an aspect of a development warrant, they may require a registered professional to provide design and plan certification and field review supported by letters of assurance in the form of Schedule B referred to in of Part 2 - Administrative Provisions of the *Building Code*.

3.4.2 Prior to the issuance of a Certificate of Occupancy for a complex building, or simple building in circumstances where letters of assurance have been required in accordance with sections 2.3.4 or 3.4.1 of this Bylaw, the owner shall provide the Building Official with letters of assurance in the form of Schedule C-A and C-B as is appropriate, referred to in of Part 2 - Administrative Provisions of the *Building Code*.

3.4.3 When a registered professional provides letters of assurance in accordance with sections 2.3.4 and 3.4.1 of this Bylaw, they shall also provide proof of professional liability insurance to the Building Official.

3.4.4 Professional Design (Potable Water Systems)

- (1) In this section, "On Site Water Collection" means a system for the collection of rainwater to be used as a source of potable water.
- (2) Where an owner intends to provide potable water for a residential building that includes On Site Water Collection, the owner must provide to the Building Official certification by a registered professional that the plans for the On Site Water Collection system comply with the Building Code and other applicable enactments respecting the safety of a potable water supply, and will provide the dwelling with potable water.
- (3) A Building Official may require an applicant for a Permit to provide the certification referred to in section 3.4.4(2).
- (4) By issuing a Permit where the owner has provided the certification of a registered professional under section 3.4.4(2):
 - (a) the Capital Regional District does not assume any responsibility to review or inspect the installation of the On Site Water Collection system or the quality or quantity of the water from the On Site Water Collection and will rely upon the certification provided by the registered professional; and
 - (b) the portion of the Building Permit fee associated with the design of the On Site Water Collection system shall be reduced by 10%.

3.5 INSPECTIONS

3.5.1 When a registered professional provides letters of assurance in accordance with sections 2.3.4 and 3.4.1 of this Bylaw, the Capital Regional District will rely solely on

field reviews undertaken by the registered professional and the letters of assurance submitted pursuant to Section 3.4.2 of this Bylaw as certification that the construction substantially conforms to the design, plans and specifications and that the construction complies with the *Building Code*, this Bylaw and other applicable enactments.

3.5.2 Notwithstanding Section 3.5.1 of this Bylaw, a Building Official may attend the site from time to time during the course of construction to ascertain that the field reviews are taking place and to monitor the field reviews undertaken by the registered professionals.

3.5.3 A Building Official may attend periodically at the site of the construction of simple buildings or structures to ascertain whether the health and safety aspects of the work are carried out in substantial conformance with the portions of the *Building Code*, this Bylaw and any other applicable enactment.

3.5.4 The owner, or their representative, shall give at least 24 hours notice to the Capital Regional District when requesting an inspection of the following aspects of the work and, in the case of a simple building, shall obtain an inspection and receive a Building Official's acceptance prior to concealing any aspect of the work:

- (1) the foundation and footing forms, before concrete is poured; location to be verified by legal survey;
- (2) installation of perimeter drain tiles, roof water leader system, under-slab plumbing, radon gas rough-in and damp-proofing, prior to backfilling;
- (3) the preparation of ground, including ground cover and insulation when required, prior to the placing of a concrete slab (as applicable);
- (4) rough-in of all chimneys and fireplaces and solid fuel and oil burning appliances;
- (5) framing inspection, after the roof, all framing including nailing of sheathing, fire blocking and bracing is in place, and all pipes, vents, chimneys, electrical wiring, roof space and crawlspace vents are completed;
- (6) water and sewer connections (as applicable);
- (7) rough-in plumbing;
- (8) ventilation;
- (9) building envelope and rain screen;
- (10) lath;
- (11) stucco (1st, 2nd, final) (as applicable);
- (12) insulation and vapour barrier;
- (13) chimney (as applicable);
- (14) solid fuel burning appliance, fireplace (as applicable);

(15) health and safety aspects of the work when the building or structure is substantially complete and ready for a Conditional Certificate of Occupancy

(16) final inspection/Certificate of Occupancy.

3.5.5 A Building Official shall attempt to accommodate the requested inspection date and time for any inspection requested under section 3.5.4. If the Building Official is unable to attend at the requested date and time due to travel distance or time constraints, the inspection shall occur as soon as reasonably practicable thereafter.

3.5.6 The requirements of Section 3.5.4 of this Bylaw do not apply to any aspect of the work that is the subject of a registered professional's letter of assurance provided in accordance with sections 2.3.4, 3.4.1 or 3.4.2 of this Bylaw.

3.5.7 An owner shall arrange, at the owner's sole cost, for transportation of a Building Official to the property on which a building or structure is being constructed, where the location of the property is remote or not accessible by motor vehicle. Vessels used for the marine transportation of a Building Official shall comply with Transport Canada's Small Commercial Vessel Safety Guide."

PART 4 ADMINISTRATIVE PROVISIONS

4.1 PENALTIES AND ENFORCEMENT

4.1.1 Stop Work Notice

A Building Official may order the cessation of any work that is proceeding in contravention of the *Building Code* or this Bylaw by posting a Stop Work Notice.

- (1) The owner of a property on which a Stop Work Notice has been posted, and every other person, shall cease all construction work immediately and shall not do any work until all applicable provisions of this Bylaw have been substantially complied with and the Stop Work Notice has been rescinded in writing by a Building Official.
- (2) Every person who commences work requiring a Permit without first obtaining such a Permit shall, if a Stop Work Notice is issued, pay an additional charge equal to 100% of the required Permit fee prior to obtaining the required building permit.

4.1.2 Do Not Occupy

Where a person occupies a building or structure or part of a building or structure in contravention of Section 3.1.3 of this Bylaw a Building Official may post a Do Not Occupy Notice on the affected part of the building or structure.

4.1.3 Penalties and Offences

- (1) Every person who contravenes any provision of this Bylaw commits an offence punishable on summary conviction and shall be liable to:
 - (a) a fine of not less than \$1,000 (one thousand dollars) and not more than \$50,000 (fifty thousand dollars); or
 - (b) imprisonment for not more than six months.
- (2) Each day that an offence under this Bylaw continues constitutes a separate offence that is subject to the penalty prescribed under section 4.1.3(1).
- (3) In addition to the prosecution of an offence under the *Offence Act*, a person who contravenes a provision of this Bylaw may be subject to:
 - (a) the issuance of a Municipal Ticket Information under the *Capital Regional District Ticket Information Authorization Bylaw, 1990*;
 - (b) the issuance of a Bylaw Notice under the *Bylaw Notice Enforcement Bylaw No. 1, 2025*.

4.1.4 Information Requests

- (1) Pursuant to section 71 of the *Freedom of Information and Protection of Privacy Act* ("the Act"), the following categories of records in the custody or control of the Capital Regional District pursuant to the authority of this Bylaw have been designated by the head of the Capital Regional District as records that are available to the public without a request for access under the Act:
 - (a) Permits;
 - (b) Building Plans;
 - (c) Inspection Card
 - (d) Land Survey;
 - (e) Certificate of Occupancy;
 - (f) Record of Building Square Footage;
 - (g) Septic Information Records;
 - (h) Sewerage Information Records;
 - (i) Site Plan;
 - (j) Well Report.
- (2) The Capital Regional District may sever from a record made available under section 4.1.4(1) any information that the Capital Regional District would be entitled to refuse to disclose to an applicant under Part 2 of the *Freedom of Information and Protection of Privacy Act*, including but not limited to any personal information the disclosure of which would be an unreasonable invasion of an individual's personal privacy.

- (3) Pursuant to section 57(4) of the *Community Charter*, information concerning the filing of a notice on title pursuant to section 57 of the *Community Charter* may be inspected during regular office hours at the offices of the Capital Regional District, 625 Fisgard Street, Victoria, BC.
- (4) A person requesting a copy of a record under section 4.1.4(1) or section 4.1.4(3), whether in paper or digital form, must pay a fee as follows:
 - (a) \$300.00 for each copy as a minimum charge;
 - (b) where the number of pages requested exceeds two hundred (200) in total, an additional fee of one hundred dollars (\$100.00) per hour or part thereof for searching and retrieving records, prior to copying;
 - (c) for large scale paper building plans, an additional fee equal to the cost incurred by the Capital Regional District in having the plans sent by courier to and from an external service provider, for copying at the expense of the person making the request.

PART 5 GENERAL

5.1 SEVERABILITY

If any section of this Bylaw is for any reason held to be invalid, by the decision of any court, such decision shall not affect the validity of the remaining portions of this Bylaw.

5.2 REPEAL OF BYLAWS

Capital Regional District Bylaw 2990, "Building Regulation Bylaw No. 4, 2002, and amendment bylaws 3099, 3172, 3265 and 3394, are hereby repealed.

5.3 CITATION

This Bylaw may be cited for all purposes as "Building Regulation Bylaw No. 5, 2010".

READ A FIRST TIME THIS	13 th	day of	October	2010
READ A SECOND TIME THIS	13 th	day of	October	2010
READ A THIRD TIME THIS	9 th	day of	March	2011
ADOPTED THIS	9 th	day of	March	2011

CHAIR

CORPORATE OFFICER



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, JANUARY 14, 2026

SUBJECT **Bylaw No. 4678: Lyall Harbour/Boot Cove Water Loan Authorization Bylaw No. 1, 2025**

ISSUE SUMMARY

The Lyall Harbour/Boot Cove (LH/BC) Water System needs capital upgrades that require the Capital Regional District (CRD) Board to seek borrowing authority to undertake improvements. Participating area approval for borrowing, Bylaw No. 4678 (Appendix A) was received through a successful petition of the property owners in the LH/BC water service. This report seeks first, second and third reading of Loan Authorization Bylaw No. 4678, for the purpose of financing the renewal and upgrades to the LH/BC Water System.

BACKGROUND

The LH/BC Water System is located on Saturna Island in the Southern Gulf Islands Electoral Area and provides drinking water to 155 properties. There are 174 parcels (taxable folios) within the LH/BC Water System. CRD Infrastructure Water Services is responsible for the system's overall operation, maintenance, design, and construction. There are multiple capital improvements in the LH/BC Water System that require debt funding in excess of the available reserve fund balance.

At the June 10, 2025, meeting of the LH/BC Water Local Service Committee, the following motion was carried:

1. That the petition process be initiated to borrow up to \$2,000,000 over 25 years debt term to complete the capital improvement projects.
2. If the petition process is successful, that a loan authorization bylaw be advanced to the Electoral Areas Committee and Capital Regional District Board for readings and adoption; and
3. That staff complete the remaining steps required to secure the funds and begin the projects.

Participating area approval for borrowing (Bylaw No. 4678) was received through a successful petition of the property owners in the LH/BC water service in August-October 2025. The petition was certified as sufficient and valid with at least 50% of the property owners representing 50% of the net taxable value of all land and improvements in the service area having requested the borrowing of up to \$2 million. The certified results of the petition are attached as Appendix B to the staff report.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That the attached Certification of Results of Petition for Borrowing – Lyall Harbour/Boot Cove Water Service be received.
2. That Bylaw No. 4678, "Lyall Harbour/Boot Cove Water Loan Authorization Bylaw No. 1, 2025" be introduced and read a first, second, and third time.
3. That Bylaw No. 4678 be submitted to the Inspector of Municipalities for approval.

Alternative 2

That the proposed bylaws be referred back to staff for further information.

IMPLICATIONS

Intergovernmental Implications

Once the CRD Board gives three readings to Loan Authorization Bylaw 4678, it will be sent to the Ministry for Inspector's approval before final adoption by the CRD Board.

Financial Implications

The budget requested to complete these projects is estimated at \$2,000,000. Debt funding (borrowing) is required to proceed with the capital improvements. With the successful petition, the CRD has the authority to finance the projects through the Municipal Finance Authority. The projects of the water system improvements and the estimated annual debt servicing costs are included in the service's Five-Year Financial Plan (2026-2030). Should infrastructure grants become available, the service may be eligible to apply and receive grant funding that would reduce on borrowing amount required.

Service Delivery Implications

The proposed capital improvement projects are required to support future years of water service. Improving the infrastructure with the planned capital upgrades will minimize service disruptions caused by water quality issues, continued leakage and other issues related to aging infrastructure. The sooner the projects are complete, the lower the risk of emergency repairs and additional leakage. The process for approval by the Inspector of Municipalities requires an additional 8-12 weeks after the CRD Board gives three readings to the bylaw.

CONCLUSION

Multiple capital improvements are needed to upgrade the Lyall Harbour/Boot Cove Water System. With insufficient reserve funds, debt funding and a loan authorization bylaw are required to borrow the necessary estimated \$2,000,000. Participating area approval for borrowing (Bylaw No. 4678) was received through a successful petition of the property owners in the Lyall Harbour/Boot Cove water service in August-October 2025.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That the attached Certification of Results of Petition for Borrowing – Lyall Harbour/Boot Cove Water Service be received.
2. That Bylaw No. 4678, "Lyall Harbour/Boot Cove Water Loan Authorization Bylaw No. 1, 2025" be introduced and read a first, second, and third time.
3. That Bylaw No. 4678 be submitted to the Inspector of Municipalities for approval.

Submitted by:	Justine Starke, RPP, MCIP, Senior Manager, Southern Gulf Islands Administration
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:	Varinia Samosan, CPA, CGA, Acting Chief Financial Officer and General Manager of Finance & Technology
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Proposed Bylaw 4678

Appendix B: Certified Petition Results

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4678

**A BYLAW TO AUTHORIZE THE BORROWING OF TWO MILLION DOLLARS (\$2,000,000)
 FOR INFRASTRUCTURE UPGRADES IN THE LYALL HARBOUR / BOOT COVE WATER
 SYSTEM LOCAL SERVICE AREA**

WHEREAS:

- A. Under Bylaw No. 2920, "Lyll Harbour/Boot Cove Water Service Establishment Bylaw No. 1, 2001", the Board of the Regional District established a local service for the operation of a service for the supply, treatment, conveyance, storage and distribution of water;
- B. The Lyll Harbour/Boot Cove Water Service system requires essential capital renewal and infrastructure upgrades. This will involve planning, studies, project administration, communications, capital construction, and staff time required for design and construction of the infrastructure. Key components include equipment and material purchases, dam improvements, storage tank repairs and a future ground well suitability study.
- C. The estimated cost of the works, facilities, and equipment, including expenses incidental thereto to be funded from debt servicing, is the sum of Two Million Dollars (\$2,000,000); which is the amount of debt intended to be authorized by this bylaw.
- D. Pursuant to sections 347 and 407 of the *Local Government Act*, participating area approval is required for this borrowing and shall be obtained by a petition of the property owners in the Lyll Harbour/Boot Cove Water Service area under section 408 of the *Local Government Act*;
- E. The approval of the Inspector of Municipalities is required under Section 403 of the *Local Government Act*; and
- F. Financing is proposed to be undertaken by the Municipal Finance Authority of British Columbia pursuant to agreements between it and the Capital Regional District.

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

- 1. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the capital renewal and upgrade of the Lyll Harbour/Boot Cove Water Service (the "Project"), which will involve the planning, study, project administration, communications, capital construction, and staff time required for design and construction of infrastructure including equipment and material purchases, dam improvements, storage tank repairs and a future ground well suitability study; and to do all things necessary in connection with the Project and without limiting the generality of the foregoing:
 - a. to borrow upon the credit of the Capital Regional District a sum not exceeding Two Million Dollars (\$2,000,000);

- b. to acquire all such real property, easements, rights-of-way, leases, licenses, rights or authorities as may be requisite or desirable for or in connection with the Project.
2. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is twenty-five (25) years.
3. This Bylaw may be cited for all purposes as "Lyall Harbour/Boot Cove Water Loan Authorization Bylaw No. 1, 2025".

READ A FIRST TIME THIS	th	day of	20__
READ A SECOND TIME THIS	th	day of	20__
READ A THIRD TIME THIS	th	day of	20__
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

CHAIR

CORPORATE OFFICER



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CORPORATE OFFICER'S CERTIFICATION

LYALL HARBOUR/BOOT COVE WATER SERVICE PETITION RESULTS

I, Kristen Morley, Corporate Officer for the Capital Regional District, do hereby declare that elector assent has been obtained via petition to authorize borrowing to upgrade the Lyall Harbour/Boot Cove Water System in relation to the service established under the Capital Regional District Bylaw No. 2920, "Lyall Harbour/Boot Cove Water Service Establishment Bylaw No. 1, 2001".

Parcels	
171	Total parcels
85.5	50% requirement
103	Petitions submitted

Value	
\$91,162,800.00	Total net taxable value
\$45,581,400.00	50% requirement
\$60,619,950.00	Total value of petitions

The requirements for the petition as set out in section 408 of the *Local Government Act* and 212 of the *Community Charter* have been satisfied.

Dated at Victoria, BC

this 22 day of OCTOBER, 2025.

Kristen Morley
Corporate Officer

**REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, JANUARY 07, 2026**

SUBJECT Municipal Finance Authority 2026 Spring Issue – Capital Regional District Security Issuing Bylaw Nos. 4742 and 4743

ISSUE SUMMARY

Approval of the Security Issuing Bylaw Nos. 4742 and 4743 for borrowings by the Capital Regional District (CRD) and for borrowings by the District of Saanich.

BACKGROUND

Under Sections 410 and 411 of the *Local Government Act*, the CRD must adopt a security issuing bylaw to authorize the issue of debt for all or any part of the debt approved under loan authorization bylaws for its own purposes and for municipal borrowing requests.

Debt issuance is undertaken twice annually by the Municipal Finance Authority (MFA). Each borrowing request must be supported by its own CRD security issuing bylaw. Once approved by the CRD Board, the bylaws are submitted to the Ministry of Municipal Affairs for approval prior to MFA issuance.

The CRD is requesting the issue of securities as shown in Table 1 below:

TABLE 1: CRD Financial Plan Borrowing – (\$ Millions)

Security Issuing Bylaw No.	Service	LOAN AUTHORIZATION				Term of issue	Issue amount (\$M)	Notes
		Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)			
4742	Environmental Resource Management	4515	\$36.000	\$25.650	\$10.350	15	\$2.900	2026 Capital Plan Projects
	TOTAL						\$2.900	

Pursuant to Section 182 of the *Community Charter*, municipality borrowing under a loan authorization bylaw must be undertaken by the applicable regional district. Under Section 410 of the *Local Government Act*, the regional district finances that borrowing once the municipality's loan authorization bylaw has received approval. For the Spring 2026 issue, all requisite loan authorization bylaws, provincial certificates of approval and municipal resolutions supporting the proposed security issuing bylaws are in place.

Municipal requests for the Spring 2026 MFA issue have been submitted by the District of Saanich. The requests are outlined in Table 2 below.

TABLE 2: Municipal Borrowings – (\$ Millions)

Security Issuing Bylaw No.	Municipality	LOAN AUTHORIZATION				Term of issue	Issue amount (\$M)	Notes
		Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)			
4743	District of Saanich	10056	\$18.800	\$12.000	\$6.800	30	\$6.800	Firehall #2 Redevelopment Project
		10025	\$3.100	\$0.000	\$3.100	15	\$3.100	Transportation Capital Program
		10027	\$3.215	\$0.000	\$3.215	15	\$3.215	Community Facilities Capital Program
	TOTAL						\$13.115	

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4742, "Security Issuing Bylaw No. 1, 2026", be introduced and read a first, second and third time; and
2. That Bylaw No. 4742 be adopted.
3. That Bylaw No. 4743, "Security Issuing Bylaw No. 2, 2026", be introduced and read a first, second and third time; and
4. That Bylaw No. 4743 be adopted.

Alternative 2

That adoption of Bylaw Nos. 4742 and 4743 be referred back to staff for amendments.

IMPLICATIONS

Financial Implications

The CRD funds capital projects through a range of sources, including long-term borrowing. Borrowing enables the cost of major infrastructure to be spread over time, aligning repayments with the long-term service benefits. All financial impacts associated with the proposed borrowings are already included in the approved 2026 Financial Plan.

The Environmental Resource Management service is borrowing \$2.9 million in the Spring 2026 MFA issue to support three capital plan items identified in the preliminary 2026–2030 Financial Plan. This includes \$750,000 for the Cell 5 and 6 Groundwater Relief Work, \$1,400,000 for Cell 5 Liner Construction and \$750,000 to relocate existing utilities for Cell 5. These works form part of the multi-year capital program required to advance phased landfill development and ensure continued regulatory compliance.

Borrowing Terms

Each borrowing request will be funded by the MFA as part of the Spring 2026 issue, with proceeds expected to be received in May. The amortization period is stipulated in the respective loan authorization bylaw and reflects the duration approved during the public approval process. The MFA will determine the borrowing rate and initial term at the time of issuance. Since 2021, MFA term rates have been locked in rather than following the former standard 10-year initial term, with 5-year renewals. Depending on market conditions, the MFA may establish longer initial and renewal terms to optimize long-term borrowing costs.

The MFA provides indicative market interest rates to assist local governments in estimating potential borrowing costs for upcoming issues. The indicative rates as of December 10, 2025, are:

Loan Amortization	MFABC – Indicative Rates
5 years	3.38%
10 years	4.11%
15 years	4.60%
20 years	4.80%
25 years	4.80%
30 years	4.80%

CONCLUSION

The CRD is authorized to borrow from the MFA through security issuing bylaws for both regional district and municipal projects. Borrowing costs are covered by the requesting CRD service or municipality.

For the Spring 2026 MFA issue, two borrowing requests have been submitted: \$2.9 million for the CRD and \$13.115 million for the District of Saanich. Approval of the associated bylaws is required to participate in the Spring 2026 MFA debt issuance.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4742, "Security Issuing Bylaw No. 1, 2026", be introduced and read a first, second and third time; and
2. That Bylaw No. 4742 be adopted.
3. That Bylaw No. 4743, "Security Issuing Bylaw No. 2, 2026", be introduced and read a first, second and third time; and
4. That Bylaw No. 4743 be adopted.

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

ATTACHMENTS

Appendix A: Bylaw No. 4742, "Security Issuing Bylaw No. 1, 2026"

Appendix B: Bylaw No. 4743, "Security Issuing Bylaw No. 2, 2026"

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4742**

**A BYLAW TO AUTHORIZE ENTERING INTO AN AGREEMENT RESPECTING
FINANCING BETWEEN THE CAPITAL REGIONAL DISTRICT AND THE
MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA**

WHEREAS:

- A. The Municipal Finance Authority of British Columbia (the “Authority”) may provide financing of capital requirements for regional districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the regional district on whose request the financing is undertaken;
- B. Under the provisions of section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, and the amount being issued under the authority thereof by this bylaw;
- C. The table contained in this bylaw is to provide clarity and information for the purposes of this bylaw; and
- D. The Board of the Capital Regional District (the “Regional District”), by this bylaw hereby requests such financing shall be undertaken through the Authority.

NOW THEREFORE the Regional Board of the Capital Regional District in open meeting assembled enacts as follows:

- 1. The Authority is hereby requested and authorized to finance from time to time the undertakings, as further described in the Loan Authorization Table below, at the sole cost and on behalf of the Regional District up to, but not exceeding Two Million Nine Hundred Thousand Dollars (\$2,900,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$2,900,000 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.

Security Issuing Bylaw No.	Service	LOAN AUTHORIZATION				Term of issue	Issue amount (\$M)	Notes
		Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)			
4742	Environmental Resource Management	4515	\$36.000	\$25.650	\$10.350	15	\$2.900	2026 Capital Plan Projects
	TOTAL						\$2.900	

2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule A and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule A shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.
7. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the Capital Regional District Loan Authorization Bylaw No. 4515, if the anticipated revenues accruing to the Regional District from the operation "Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991" service is at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.
8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
9. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.

10. This bylaw may be cited as “Security Issuing Bylaw No. 1, 2026”.

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 OFFICE

Schedule A to Bylaw # _____

CANADA
PROVINCE OF BRITISH COLUMBIA
AGREEMENT

Regional District of _____

The Regional District of _____ (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Saanich, British Columbia, the sum of _____ DOLLARS (\$_____) in lawful money of Canada, together with interest thereon from the ____ day of _____ 20__, at varying rates of interest, calculated semi-annually, in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the ____ day of _____ 20__, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at _____, British Columbia, this ____ day of _____, 20____.

IN TESTIMONY WHEREOF and under the authority of
Bylaw # _____ cited as "_____",
this Agreement is sealed with the Corporate Seal of the
Regional District of _____ and signed
by the Chair and Treasurer thereof.

Chair

Treasurer

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatsoever in any court of the Province of British Columbia.

Deputy Inspector of Municipalities of British Columbia

PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4743

A BYLAW TO AUTHORIZE THE ENTERING INTO AN AGREEMENT RESPECTING
FINANCING BETWEEN THE CAPITAL REGIONAL DISTRICT AND THE
MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA

WHEREAS:

- A. The Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for regional districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the regional district on whose request the financing is undertaken;
- B. The District of Saanich is a member municipality of the Capital Regional District (the "Regional District");
- C. The Regional District will finance from time to time on behalf of and at the sole cost of its member municipalities, under the provisions of Section 410 of the *Local Government Act*, the works financed pursuant to the herein mentioned loan authorization bylaws;
- D. Under the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, the amount being issued under the authority thereof by this bylaw, and the term of the debt are included in this bylaw;
- E. The tables contained in this bylaw are to provide clarity and information for the purposes of this bylaw; and
- F. The Board of the Capital Regional District (the "Regional District"), by this bylaw, hereby requests such financing shall be undertaken through the Authority.

NOW THEREFORE the Regional Board of the Capital Regional District in open meeting assembled enacts as follows:

- 1. The Regional Board hereby consents to financing the debt of the District of Saanich and further described in the Municipal Loan Authorization Bylaws table, in the amount of Thirteen Million One Hundred and Fifteen Thousand Dollars (\$13,115,000), in accordance with the following terms.

Security Issuing Bylaw No.	Municipality	LOAN AUTHORIZATION				Term of issue	Issue amount (\$M)	Notes
		Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)			
4743	District of Saanich	10056	\$18.800	\$12.000	\$6.800	30	\$6.800	Firehall #2 Redevelopment Project
		10025	\$3.100	\$0.000	\$3.100	15	\$3.100	Transportation Capital Program
		10027	\$3.215	\$0.000	\$3.215	15	\$3.215	Community Facilities Capital Program
	TOTAL						\$13.115	

2. The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Municipal Loan Authorization Bylaws table, at the sole cost and on behalf of the District of Saanich up to, but not exceeding Thirteen Million One Hundred and Fifteen Thousand Dollars (\$13,115,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$13,115,000 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.

3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as "Schedule A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.

4. The Agreement in the form of Schedule A shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.

5. The obligation incurred under the said Agreement shall bear interest from a date specified therein which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.
8. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the District of Saanich Loan Authorization bylaws, "FIREHALL #2 REDEVELOPMENT PROJECT LOAN AUTHORIZATION BYLAW, 2014, No. 10056", "TRANSPORTATION CAPITAL PROGRAM LOAN AUTHORIZATION BYLAW, 2024, No. 10025", and "COMMUNITY FACILITIES CAPITAL PROJECTS LOAN AUTHORIZATION BYLAW, 2024, No. 10027" there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to Section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
11. This bylaw may be cited as "Security Issuing Bylaw No. 2, 2026".

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 to Bylaw # _____

CANADA
PROVINCE OF BRITISH COLUMBIA
AGREEMENT

Regional District of _____

The Regional District of _____ (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Saanich, British Columbia, the sum of _____ DOLLARS (\$_____) in lawful money of Canada, together with interest thereon from the ____ day of _____ 20__, at varying rates of interest, calculated semi-annually, in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the ____ day of _____ 20__, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at _____, British Columbia, this ____ day of _____, 20____.

IN TESTIMONY WHEREOF and under the authority of
Bylaw # _____ cited as "_____",
this Agreement is sealed with the Corporate Seal of the
Regional District of _____ and signed
by the Chair and Treasurer thereof.

Chair

Treasurer

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatsoever in any court of the Province of British Columbia.

Deputy Inspector of Municipalities of British Columbia

PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4370

**A BYLAW TO AUTHORIZE THE BORROWING OF
TWO MILLION FIVE HUNDRED AND TEN DOLLARS (\$2,510,000)
FOR THE MALIVIEW SEWER SYSTEM RENEWAL AND UPGRADE**

WHEREAS:

- A. Under Bylaw No. 1938, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991", the Capital Regional District established a local service for the operation of a service for the collection, conveyance, treatment and disposal of sewage;
- B. The Maliview wastewater system requires capital renewal and upgrades, which will involve the planning, study, project administration, equipment purchases, design and construction of a new Moving Bed Biofilm Reactor (MBBR) system and renewal and integration of existing systems facilities, for the collection, conveyance, treatment and disposal of wastewater, including establishment of the required Inflow and Infiltration (I&I) Program;
- C. The estimated cost of the works, facilities and equipment, including expenses incidental thereto to be funded from debt servicing, is the sum of Two Million Five Hundred and Ten Thousand Dollars (\$2,510,000) which is the amount of debt intended to be authorized by this bylaw, subject to receiving funding from other sources;
- D. It is proposed that the financing of the said sewerage system facilities is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between that Authority and the Capital Regional District;
- E. Pursuant to section 407 of the *Local Government Act*, participating area approval is required for this borrowing and has been received by a petition of the property owners in the Maliview Estates Sewerage Local Service Area under section 408 of the *Local Government Act*; and
- F. The approval of the Inspector of Municipalities is required under Section 403 of the *Local Government Act*.

NOW THEREFORE the Board of the Capital Regional District in open meeting assembled enacts as follows:

- 1. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the capital renewal and upgrade of the Maliview sewerage wastewater system, which will involve the planning, study, project administration, project communications, staff time required for design and construction of facilities, design and construction of facilities for the collection, conveyance, treatment and disposal of wastewater, as well as other related works, facilities and equipment purchases:
 - (a) to borrow upon the credit of the Capital Regional District a sum not exceeding Two Million Five Hundred and Ten Thousand Dollars (\$2,510,000);

- (b) to acquire all such real property, easements, rights-of-way, leases, licenses, rights or authorities as may be requisite or desirable for or in connection with the planning, study, design and construction of a system for the collection, conveyance, treatment and disposal of sewage and all related ancillary works, studies and equipment deemed necessary by the Board.
2. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is 30 years.
3. This Bylaw may be cited as the "Maliview Sewer System Loan Authorization Bylaw No. 1, 2025".

READ A FIRST TIME THIS	18 th	day of	November,	2020
READ A SECOND TIME THIS	18 th	day of	November,	2020
READ A THIRD TIME THIS	8 th	day of	October,	2025
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	31 st	day of	December,	2025
APPROVED BY THE ELECTORAL AREA DIRECTOR THIS	8 th	day of	January,	2026
ADOPTED THIS		day of	,	20__

CHAIR

CORPORATE OFFICER

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4373**

**A BYLAW TO AMEND BYLAW 1938, "MALIVIEW ESTATES SEWERAGE
LOCAL SERVICE ESTABLISHMENT BYLAW NO. 1, 1991"**

WHEREAS:

- A. Under Bylaw No. 1938, Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, the Regional Board converted a specified area to a local service operated by establishing bylaw for the collection, conveyance, treatment, and disposal of sewage;
- B. The Board wishes to amend Bylaw No. 1938 to ensure funds are available for maintenance, operation, upgrades, and to ensure compliance with modernized cost-recovery language;
- C. Elector approval is required for these changes and may be given by the Electoral Area Director consenting on behalf pursuant to ss. 347(2) and 349 of the *Local Government Act*;

The Board of the Capital Regional District in open meeting assembled enacts as follows:

- 1. Bylaw No. 1938, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991" is hereby amended as follows:

(a) By deleting Section 3 in its entirety and replacing it with the following:

- 3. The annual costs for the local service, net of grants and other revenues shall be recovered by one or more of the following:
 - (a) by the requisition of money under Section 378(1)(a) of the *Local Government Act*;
 - (b) by Parcel Tax under Section 378(1)(b) of the *Local Government Act*;
 - (c) fees and charges imposed under Section 397 of the *Local Government Act*;
 - (d) revenues raised by other means authorized by the *Local Government Act* or another Act; or
 - (e) revenues received by agreement, enterprise, gift, grant or otherwise.

(b) By deleting Section 4 in its entirety and replacing it with the following:

- 4. In accordance with Section 339(1) of the *Local Government Act*, the maximum amount that may be requisitioned for the Local Service will be the greater of:
 - (a) Two Hundred Eleven Thousand Six Hundred and Thirty-One Dollars (\$211,631); or
 - (b) an amount equal to the amount that could be raised by a property value tax rate of \$3.1250 per One Thousand Dollars (\$1,000) when applied to the net taxable value of land and improvements in the Service Area.

(c) By deleting Section 5 in its entirety and renumbering the remaining sections accordingly.

2. This Bylaw may be cited as “Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025”.

READ A FIRST TIME THIS	18 th	day of	November,	2020
READ A SECOND TIME THIS	18 th	day of	November,	2020
READ A THIRD TIME THIS	8 th	day of	October,	2025
APPROVED BY THE ELECTORAL AREA DIRECTOR THIS	12 th	day of	November,	2025
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	31 st	day of	December,	2025
ADOPTED THIS		day of		

CHAIR

CORPORATE OFFICER

**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	10 th	day of	September	2025
READ A SECOND TIME THIS	10 th	day of	September	2025
READ A THIRD TIME THIS	10 th	day of	December	2025
APPROVED BY ELECTORAL AREA DIRECTOR CONSENT THIS	18 th	day of	December	2025
ADOPTED THIS	th	day of		20__

CHAIR

CORPORATE OFFICER

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4518**

A BYLAW TO AMEND BYLAW NO. 2040, THE “JUAN DE FUCA LAND USE BYLAW, 1992”

The Capital Regional District Board, in open meeting assembled, enacts as follows:

1. Bylaw No. 2040 being the “Juan de Fuca Land Use Bylaw, 1992” is hereby amended as follows:

A. SCHEDULE A, PART 2 - ZONING DISTRICTS

- (a) By deleting the section 23.0 Rural Commercial Recreation (Campground) Zone – CR-2 and replacing it with the new 23.0 Rural Commercial Recreation (Campground) Zone – CR-2 as follows:

23.0 RURAL COMMERCIAL RECREATION (CAMPGROUND) ZONE – CR-2

23.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others shall be permitted in the Rural Commercial Recreation (Campground) CR-2 Zone:

- (a) Campground;
- (b) Tourist Cabin;
- (c) One-family dwelling.

23.02 Permitted Accessory Uses

In addition to the uses permitted by Section 23.01 of Part 2 of this Bylaw, the following Accessory Uses in conjunction with a permitted Principal Use and no others shall be permitted in the Rural Commercial Recreation (Campground) CR-2 Zone:

- (a) Convenience store accessory to a campground use;
- (b) Outdoor recreation facilities pursuant to Part 2, Subsection 23.10;
- (c) Staff accommodation pursuant to Part 2, Subsection 23.10;
- (d) Caretaker dwelling unit.

23.03 Minimum Lot Size for Subdivision Purposes

- (a) The minimum lot size for subdivision purposes is no less than 4.0 ha.

23.04 Density

- (a) One one-family dwelling per parcel;
- (b) 23 tourist cabins per parcel or 0.3 tourist cabins per hectare, whichever is less;
- (c) 64 camping spaces per parcel or 0.9 camping spaces per hectare; whichever is less;
- (d) One convenience store per parcel;
- (e) One Caretaker dwelling unit per parcel.

23.05 Height

- (a) Maximum height shall be 11.0 m for the dwelling unit and 6.0 m for all other principle buildings, structures and uses.

- 23.06 Lot Coverage** (a) Maximum lot coverage shall be 10 percent.
- 23.07 Setback Requirements** (a) All camping spaces, buildings, and structures must be setback a minimum of 9.0 m from every parcel line; and 50.0 m from the boundary of land designated as park.
- 23.08 Separation Space** (a) All camping spaces and tourist cabins must be individual or freestanding; separated by a minimum of 9.0 m measured from the outside surface of the nearest exterior wall of a building or structure; and the outermost edge of an area cleared of trees and other vegetation for a camping space or other outdoor uses.
- 23.09 Screening** (a) A vegetative screen of not less than 50.0 m is required from the lot lines of parcels designated as park.

23.10 Definitions

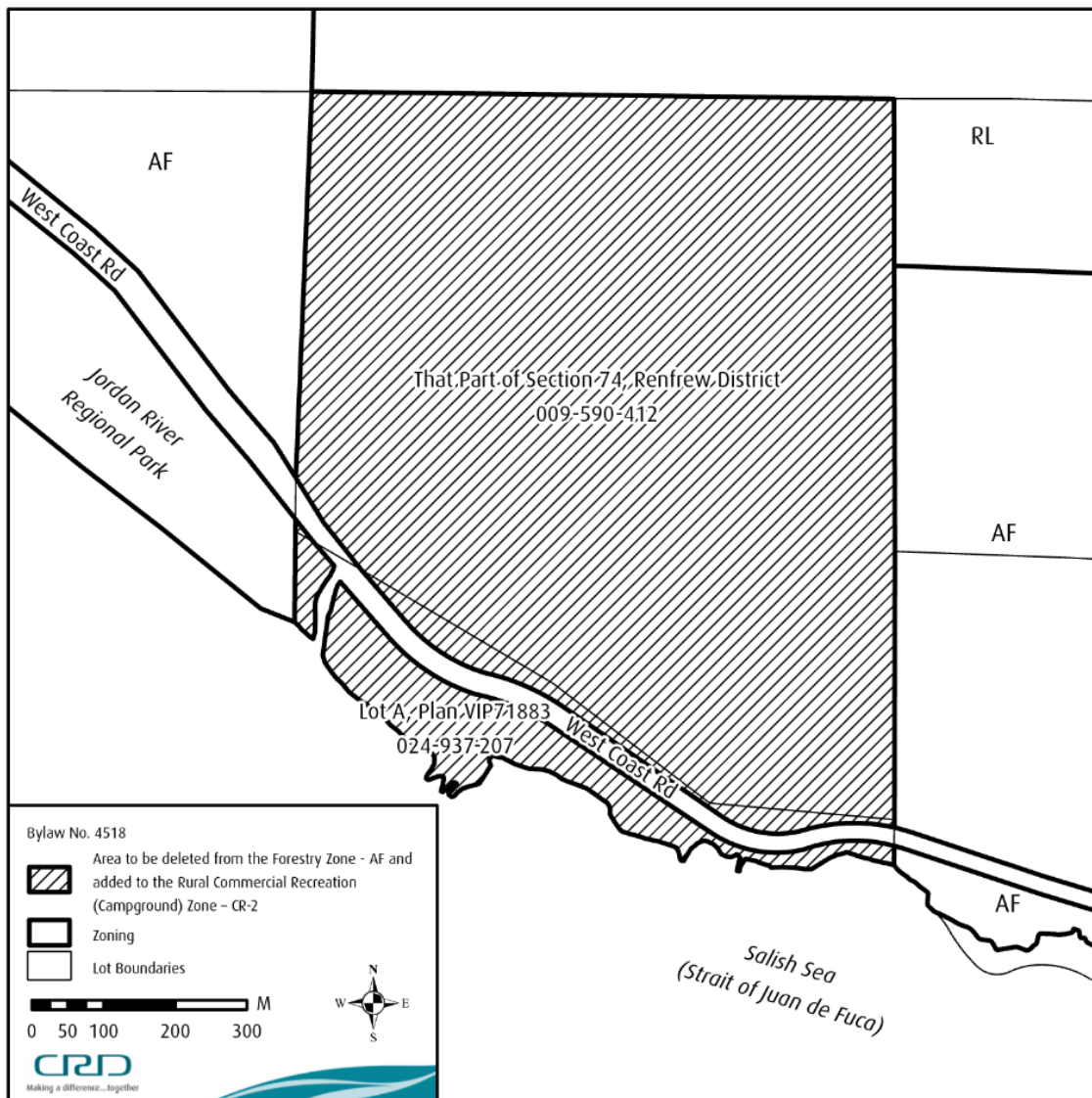
- (a) For the purpose of the *RURAL COMMERCIAL RECREATION (CAMPGROUND) ZONE - CR-2*, the following definitions apply:

Staff Accommodation means the accessory use of tourist cabins, for the accommodation of employees.

Outdoor Recreation Facility means a recreation infrastructure activity undertaken outdoors as a portion of, or related to, a private commercial enterprise and includes parks, trails, open space, playing fields, and playgrounds.

B. SCHEDULE B, ZONING MAPS

- (a) By deleting LOT A SECTION 74 RENFREW DISTRICT PLAN VIP71883 from the Forestry zone - AF, and adding to the Rural Commercial Recreation (Campground Zone – CR-2, as shown in Plan No. 1.
- (b) By deleting THAT PART OF SECTION 74, RENFREW DISTRICT LYING TO THE NORTH OF THE NORTHERLY BOUNDARY OF PLAN 109RW from the Forestry zone - AF, and adding to the Rural Commercial Recreation (Campground Zone – CR-2, as shown in Plan No. 1.

Plan No. 1 of Bylaw No. 4518, an amendment to Bylaw No. 2040

2. This Bylaw may be cited as "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 158, 2022".

READ A FIRST TIME THIS 11th day of September, 2024

READ A SECOND TIME THIS 11th day of September, 2024

READ A THIRD TIME THIS 12th day of February, 2025

ADOPTED THIS th day of , 20__

CHAIR

CORPORATE OFFICER

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4714**

**A BYLAW TO AMEND BYLAW THE MALAHAT FIRE PROTECTION AND EMERGENCY
RESPONSE SERVICE ESTABLISHMENT BYLAW (BYLAW NO. 2731)**

WHEREAS:

- A. Under Bylaw No. 2731, “Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999”, the Regional Board established a service to provide fire prevention, fire suppression, and emergency response service to residents of the Local Service Area;
- B. The owners of certain parcels have requested inclusion in the Local Service Area;
- C. The Electoral Area Director for the Juan de Fuca Electoral Area has consented to under ss. 347 and 349 of the *Local Government Act*; and
- D. The Board wishes to amend Bylaw No. 2731 to include these parcels and make minor amendments and add the following parcel IDs with consent of the property owners to ensure fire protection and emergency response in the community:

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. Bylaw No. 2731, “Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999~~Malahat Fire Protection Local Service Establishment Bylaw No. 1, 1999~~” is hereby amended as follows:

- (a) by replacing Schedule “A” with the Schedule “A” attached to this bylaw, to include the following parcels:

030-838-738	1491 Arbutus Crossing
027-501-892	4040 Ridgeline Drive
030-838-801	3741 Goldstream Heights Drive
030-838-924	3581 Goldstream Heights Drive
027-501-795	4021 Ridgeline Drive
027-301-371	1400 Finlayson View Place
029-825-156	4265 Goldstream Heights Drive
027-301-460	4270 Goldstream Heights Drive
027-501-906	4030 Ridgeline Drive
030-838-606	1530 Olympic Drive
030-838-878	3631 Goldstream Heights Drive
030-838-762	1460 Arbutus Crossing
027-501-833	4121 Ridgeline Drive
027-501-868	4140 Ridgeline Drive

027-301-354	1440 Finlayson View Place
027-501-825	4101 Ridgeline Drive
027-501-876	4120 Ridgeline Drive
030-838-690	3891 Goldstream Heights Drive
030-838-827	3701 Goldstream Heights Drive
029-825-148	4285 Goldstream Heights Drive
030-839-076	3860 Goldstream Heights Drive
030-838-754	1461 Arbutus Crossing
030-838-657	3951 Goldstream Heights Drive
030-838-941	3560 Goldstream Heights Drive
030-839-025	3780 Goldstream Heights Drive
027-501-817	4041 Ridgeline Drive
030-838-819	3721 Goldstream Heights Drive
027-301-346	1460 Finlayson View
027-301-508	4150 Goldstream Heights Drive
027-301-443	4230 Goldstream Heights Drive
030-838-991	3670 Goldstream Heights Drive
027-501-884	4100 Ridgeline Drive
030-838-908	3601 Goldstream Heights Drive
027-501-850	4160 Ridgeline Drive
027-501-809	4031 Ridgeline Drive
027-501-922	4000 Ridgeline Drive
030-838-860	3641 Goldstream Heights Drive

- (b) by inserting, in section 1, after the words “Fire Protection and Emergency Response Service”, the words “(the “Service”);
- (c) by replacing, in section 3, the words “the electoral area of Langford” with “the Juan de Fuca Electoral Area”;
- (d) by replacing section 4 in its entirety with the following:
4. As provided in Section 378 of the *Local Government Act*, the annual costs of providing the Service may be recovered by one or more of the following:
 - a) by property value taxes imposed in accordance with Division 3 of the *Local Government Act*;
 - b) parcel taxes imposed in accordance with Division 3 of the *Local Government Act*;
 - c) fees and charges imposed under section 397 of the *Local Government Act*;
 - d) revenues raised by other means authorized under the *Local Government Act* or another Act;
 - e) revenues received by agreement, enterprise, grant, gift, or otherwise.
- (e) By replacing the words “section 816(1)” with the words “section 339(1)(e)” in section 5 whenever they appear.

2. This Bylaw may be cited for all purposes as “Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025”.

READ A FIRST TIME THIS 8th day of October 2025

READ A SECOND TIME THIS 8th day of October 2025

READ A THIRD TIME THIS 8th day of ~~October~~ 2025

APPROVED BY THE ELECTORAL
AREA DIRECTOR THIS th day of 2025

APPROVED BY THE INSPECTOR
OF MUNICIPALITIES THIS th day of 2025

ADOPTED THIS th day of 2025

CHAIR

CORPORATE OFFICER